

**MINUTES
ORDINARY COUNCIL MEETING**

24 NOVEMBER 2015

**COUNCIL CHAMBERS
THE TOWN OF NARROGIN
89 EARL STREET
NARROGIN WA 6312**

Meaning of and CAUTION concerning Council's "In Principle" support:

When Council uses this expression it means that: (a) Council is generally in favour of the proposal BUT is not yet willing to give its consent; and (b) Importantly, Council reserves the right to (and may well) either decide against the proposal or to formally support it but with restrictive conditions or modifications.

Therefore, whilst you can take some comfort from Council's "support" you are clearly at risk if you act upon it before Council makes its actual (and binding) decision and communicates that to you in writing.

Disclaimer:

"Warning - Verbal Information & Advice: Given the inherent unreliability and uncertainty that surrounds verbal communication, the Town strongly recommends that, if a matter is of importance to you, then you should NOT act upon or otherwise rely upon any VERBAL information or advice you receive from the Town unless it is first confirmed in writing."

These minutes were confirmed at the Ordinary Council Meeting held on 15 December 2015

Signed: Date

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

Council Minutes are 'Unconfirmed' until they have been adopted at the following meeting of Council.

ORDINARY COUNCIL MEETING MINUTES

24 NOVEMBER 2015

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.30pm – Mayor Ballard declared the meeting open

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

Elected Members

Mayor L Ballard
Deputy Mayor Cr A Paternoster
Cr C Bartron
Cr C Ward
Cr J McKenzie
Cr M Kain
Cr D Russell
Cr P Schutz
Cr M Fisher

Staff

Mr A Cook – Chief Executive Officer
Mr B Robinson – Director Technical and Environmental Services
Mr C Bastow – Director Corporate and Community Services
Ms C Thompson – Executive Assistant

Visitors

Mr T Evans – Town of Narrogin
Ms M Dunn – YMCA

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

- Cr Kain declared an interest in item 10.1.154. The nature of the interest was “Interest through persons closely associated”.
- Mayor Ballard declared an interest in item 10.1.155. The nature of the interest was “Financial”.
- Cr Schutz declared an interest in item 10.2.159. The nature of the interest was “interest held in common to a significant number of Electors or ratepayers” and he remained in Chambers
- Mr Cook declared an interest in item 10.2.162. The nature of the interest was “financial”.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 115.189 and Officer's Recommendation

Moved: Cr Ward

Seconded: Cr McKenzie

That Council:

Accept the minutes of the Ordinary Council Meeting held 10 November 2015 and be confirmed as an accurate record of proceedings.

CARRIED 9/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

10.1	DEVELOPMENT AND TECHNICAL SERVICES.....	5
10.1.152	FUTURE OF TOWN CLOCK – CORNER OF FEDERAL AND FORTUNE STREETS, NARROGIN.....	5
10.1.153	PROPOSED OUTBUILDING WITH REDUCED SIDE SETBACK – NO 41 (LOT 1066) FURNIVAL STREET, NARROGIN	10
10.1.154	PROPOSED AMBULANCE BAY AND ADDITIONAL DEMENTIA ACCOMMODATION UNITS – NO 50 FELSPAR STREET, NARROGIN	21
10.1.155	PROPOSED DECK AND OVER HEIGHT FENCING ON STREET BOUNDARY – NO 18 (LOT 200) HAVELOCK STREET CORNER OF HOMER STREET, NARROGIN	28
10.1.156	PROPOSED PARKING FACILITIES LOCAL LAW	37

10.2	CORPORATE AND COMMUNITY SERVICES.....	69
10.2.157	PAYMENTS FOR ENDORSEMENT – OCTOBER 2015.....	69
10.2.158	MONTHLY FINANCIAL REPORTS – OCTOBER 2015	79
10.2.159	CATS STAKEHOLDER COMMITTEE	112
10.2.160	SALE OF SHIRE OF NARROGIN LAND, NO 31, LOT 405 FELSPAR STREET	123
10.2.161	STANDING ORDERS SUSPENSION.....	126
10.2.162	MERGER – AUTHORISATION OF JOINT CEO ARRANGEMENTS	128
10.2.163	MERGER – CHANGE OF METHOD OF ELECTION OF PRESIDENT OF MERGED ENTITY	133
10.2.164	NARROGIN LEISURE CENTRE SUNDAY’S OPENING	138
10.2.165	LEISURE CENTRE OUTDOOR USAGE	140
10.2.166	CHRISTMAS CLOSURE	142
10.2.167	2016 ORDINARY COUNCIL MEETING SCHEDULE.....	144
10.2.168	FINAL LOGO CONCEPT SELECTION FOR THE NEW SHIRE OF NARROGIN	147

10.1 DEVELOPMENT AND TECHNICAL SERVICES

10.1.152 FUTURE OF TOWN CLOCK – CORNER OF FEDERAL AND FORTUNE STREETS, NARROGIN

File Reference:	5.4.11 & 26.4.1
Disclosure of Interest:	Nil
Applicant:	Narrogin Townscape Committee
Previous Item Nos:	Item 10.1.032 – 14 April 2015 Item 8.1.110 – 24 August 1999
Date:	19 November 2015
Author:	Brian Robinson, Director Technical & Environmental Services

Attachments

- Photograph of Town Clock
- Excerpt from 1984 Townscape Study relating to the Town Clock.

Summary

Council is requested to consider a recommendation from the Narrogin Townscape Committee that the Town Clock be removed.

Background

The Narrogin Town Clock is located on the north eastern corner of the intersection between Federal Street and Fortune Street adjacent to Mackie Park. Originally installed by Rotary Narrogin (date unknown), the clock has three faces, two of which face Federal Street, with the third facing Mackie Park.

At its Ordinary Meeting held on 24 August 1999, Council was requested to consider the future of the clock after the clock mechanism had stopped functioning, Council resolved to write to Rotary seeking their comments on what to do with the clock and any suggestions for funding. Council furthermore resolved that staff were to investigate the costs of a new digital clock. A detailed search of Council records was unable to confirm if Rotary were consulted or if costs for a digital clock had been obtained.

Subsequently in late 2001, the clock and its mechanism were restored to working order as part of the Town of Narrogin's Townscape program. Despite attempts to maintain the clock, it has not been working for many years.

As a result of the clock not working, Council was requested to consider the repair or replacement of the clock at its Ordinary meeting held on 14 April 2015. As part of the officer's report, Council was given two options being to repair the clock at a cost of \$4,400 (incl GST) or replace the clock with a double sided digital clock mounts on a bracket at a cost of \$4,735 (incl GST).

The officer highlighted that the shape of the existing tower was not conducive to the installation of a double sided clock and it was recommended that replacement of the current

tower with a more modern support pole or structure would be required to achieve a suitable aesthetic outcome. The option of installing LED sign(s) or screen(s) was also addressed in the officer's report, although no costings were provided at the time.

Not wishing to proceed with the repair of the existing clock, Council resolved to:

Defer all works associated with the Town Clock and Tower within the 2014/15 financial year and give further consideration to the replacement of the Town Clock and Tower within the 2015/16 draft budget.

Council is now requested to consider a recommendation passed by the Narrogin Townscape Committee where they moved that the existing Town Clock and associated tower be removed.

Comment

In 1988, the Narrogin Townscape Committee acknowledged that the existence of a town clock in a predominant location such as Mackie Park is "all too rare these days".

The Study however also recognised that the current structure is not the most appropriate in the context and character of the Town Centre and recommended a 'facelift' through the construction of an outer skin of brickwork structurally integrated into the existing tower. Contrary to these recommendations, the original clock was refurbished in late 1999.

Relevant excerpts from the Townscape Study are shown at attachment no 2.

As discussed at the Townscape Committees October 2015 meeting, the retention of the existing tower and non-functioning clock reflects badly on the Town. Whilst the clock tower previously formed an integral part of the Towns character, the character of the Town has changed and replacement of the clock is now well overdue.

It is the author's opinion the ongoing retention of the existing clock and tower is limiting the options being examined for the establishment of a replacement clock. By removing the existing tower, other options such as a completely new support structure are more likely to be examined, creating a new more suitable landmark for the Town.

Should Council support the Townscape Committee recommendation, it is recommended that the existing plaque acknowledging the donation of the clock be located within Mackie Park.

Consultation

- Narrogin Townscape Committee
- Aaron Cook – Chief Executive Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Removing the existing clock and tower will involve some costs including the hire of a crane and/or cherry picker. If the works were to be undertaken 'in house' it is the author's opinion that the cost could be wholly contained within the Town of Narrogin's adopted 2015/16 budget relating to verge maintenance.

Strategic Implications

The Chief Executive Officer has expressed concern regarding the removal of the clock and tower in the absence of a formal proposal for its replacement.

Both the CEO and the author of this report agree that replacement of the clock should form part of an overall Townscape review. As elected members would be aware, the Town has appointed a suitably qualified consultant to prepare a new Townscape Plan for the Narrogin Central Business District.

It is strongly recommended that Council commit to the design and construction of a new clock and tower being examined as part of that study.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Authorise the removal of the existing Town clock and tower located on the corner of Federal and Fortune Streets.
2. Request the design and construction of a new Town Clock be examined as part of the current Townscape Study relating to the Narrogin Central Business District.

Alternative motion

That Council

Advise the Townscape Committee defer the consideration of this matter pending the finalisation of the revised Townscape Plan.

COUNCIL RESOLUTION 115.190 and Officer's Recommendation

Moved: Cr Fisher

Seconded: Cr McKenzie

That Council:

1. Authorise the removal of the existing Town clock and tower located on the corner of Federal and Fortune Streets.
2. Request the design and construction of a new Town Clock be examined as part of the current Townscape Study relating to the Narrogin Central Business District.

CARRIED 9/0

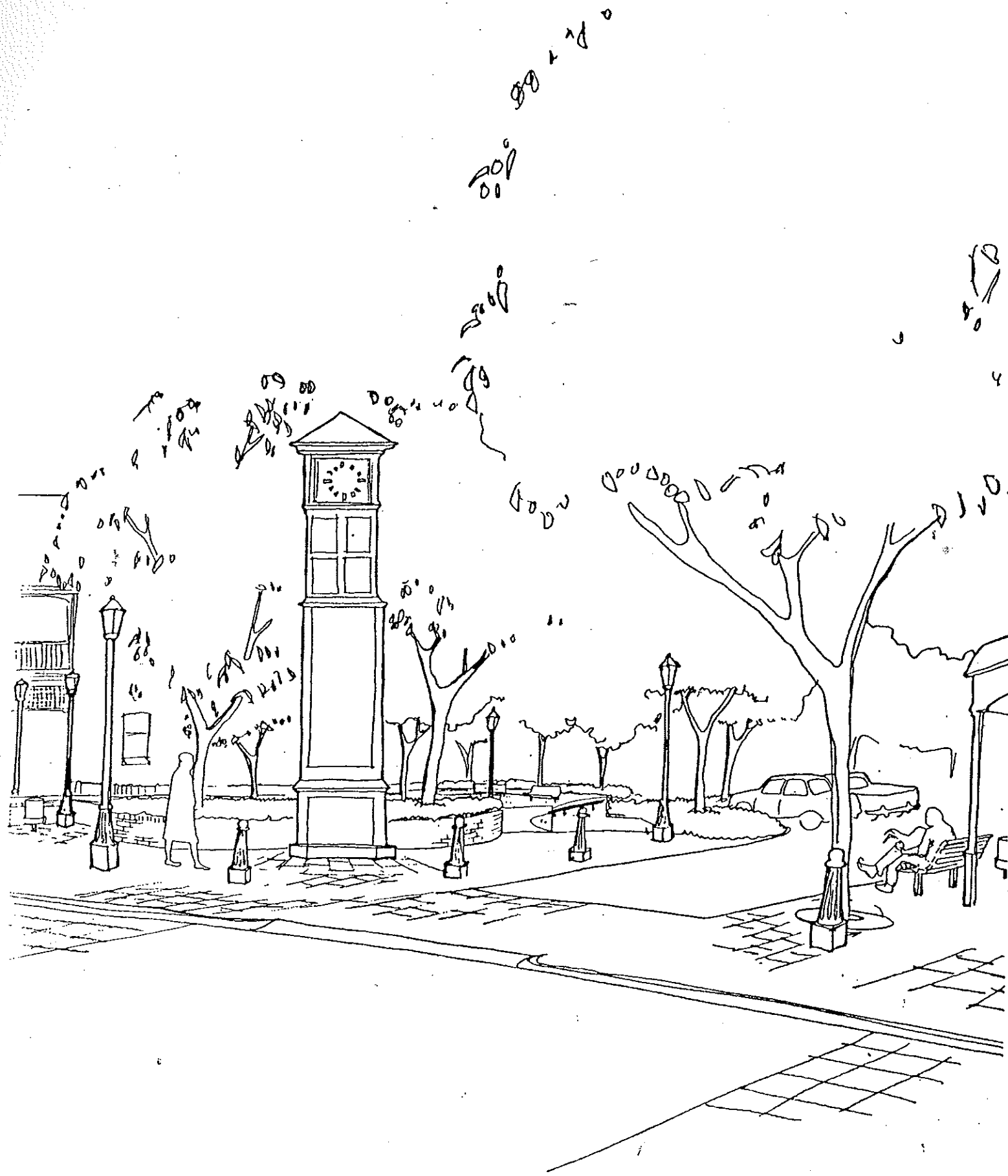


The existence of a town clock in a prominent location such as Mackie Park is all too rare these days. It is a great asset to a civic space. Whilst the form of the clock tower is not at all surprising in the light of the preoccupations of the day, its form is not the most appropriate in the context of the current desire to reinforce a consistent and consolidated Town Centre image.

We therefore propose that a project is mounted to give the clock a facelift. The modifications illustrated here are based on the idea of leaving the present clock and its support column intact. An outer skin of brickwork would be built around the column and structurally integrated with the column with steel rods epoxy glued into holes drilled in the column.

The proposed form would, we believe, create a suitable landmark strongly integrated with the character of the whole Town Centre.





The existence of a town clock in a prominent location such as Mackie Park is all too rare these days. It is a great asset to a civic space. Whilst the form of the clock tower is not at all surprising in the light of the preoccupations of the day, its form is not the most appropriate in the context of the current desire to reinforce a consistent and consolidated Town Centre image.

We therefore propose that a project is mounted to give the clock a facelift. The modifications illustrated here are based on the idea of leaving the present clock and its support column intact. An outer skin of brickwork would be built around the column and structurally integrated with the column with steel rods epoxy glued into holes drilled in the column.

The proposed form would, we believe, create a suitable landmark strongly integrated with the character of the whole Town Centre.

10.1.153 PROPOSED OUTBUILDING WITH REDUCED SIDE SETBACK – NO 41 (LOT 1066) FURNIVAL STREET, NARROGIN

File Reference: A202800 & IPA156859
Disclosure of Interest: Nil
Applicant: Barry Price
Previous Item Nos: Nil
Date: 19 November 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Aerial Photograph of the property.
- Copy of submitted application for planning consent

Summary

Council is requested to consider determining an application for planning consent proposing the construction of an oversize outbuilding with a reduced side setback.

Background

The subject land is a residential property located on the corner of Furnival Street and Olden Street in the south western portion of the Narrogin townsite. With an area of approximately 1,338m² the site is currently developed with a single storey dwelling and two small outbuildings.

An aerial photograph detailing the existing development is shown attached.

Approval is being sought to erect a 7.9m deep by 5m wide shed with a 2.488m wall height. It is also proposed to connect the existing home with the new shed via a patio extending across the back of the existing home and in front of the new shed, essentially creating a patio across the back of the home and a carport in front of the new shed.

Plans submitted with the application indicate that the patio will be, 4.95m deep and 12.85m wide being part of a single roof structure with the new shed. .

As detailed on the submitted plans shown at attachment no 2, the resultant structure will result in a new roof being 12.85m long (7.9m of shed and 4.95 of patio). It is proposed that the shed wall and supporting patio/carport posts being 1m from the western side boundary.

Comment

Examination of the submitted application confirms that the proposed structure will comply with normal setback requirements to the front, rear and secondary street boundaries.

However in accordance with the Residential Design Codes of Western Australia, structures being longer than 12 metres in length are normally required to be setback a minimum of 1.5 metres from the side boundary. Structures less than 12 metres in length are permitted to be setback 1 meter.

As prescribed by the Residential Design Codes of Western Australia, where a proposed setback does not comply with the “Deemed to Comply” provisions outlined in part 5.1.3 of the Code, the application must be considered against the following design principals:

P3.1 Building setback from lot boundaries so as to:

- Reduce the impacts of building bulk on adjoining properties;
- Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and
- Minimise the extent of overlooking and resultant loss of privacy on adjoining properties.

It should also be noted that in accordance clause 5.3.1 – P3.2, buildings may be built up to a side boundary where this makes effective use of space for enhanced privacy, provided that the building will not have any adverse impact on the adjacent property.

In the case of the current application, it is the author’s opinion that the approval of a wall and roof structure with a 1m setback as proposed will not detrimentally impact on the amenity of the adjacent property for the following reasons:

- a) The structure is only 85cm longer than would normally be permitted with a 1m setback;
- b) With a wall height of 2.4m a relaxation of the required 1.5m setback to 1.0m will result in negligible additional impact.
- c) The applicant is proposing the use of colourbond for both the walls and roof of the new structure; and
- d) The location and height of the structure will not detrimentally impact on either sun or ventilation of the adjacent property.

Given the above, it is recommended that conditional approval be granted.

Consultation

- Aaron Cook – Chief Executive Officer
- Josiah Farrell – Building Surveyor

Statutory Environment

Applications for planning consent are required by Part 6 - clause 6.1 of the Town of Narrogin’s Town Planning Scheme No 2.

As prescribed by clause 6.3 of the Scheme, when determining applications for planning consent, Council shall take into account various matters, including but not limited to:

- (b) The size, shape and character of the land to which the application relates and the view from the building and interruption of the view likely to be caused by the proposed building;
- (d) The existing and likely future character and amenity of the neighbourhood; and
- (k) The position of proposed buildings and their effect on adjoining buildings or land.

In respect of the current application, the proposed development will not impact on any views from or over the property, the location of the shed and patio are consistent with similar development in the area and the proposed position will not detrimentally impact on either the streetscape or adjoining land.

Conditional approval is therefore recommended.

Policy Implications

Nil

Financial Implications

The required application fee has been paid in accordance with the Town of Narrogin's Schedule of Fees and Charges adopted as part of the 2015/16 annual budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 1115.191 and Officer's Recommendation

Moved: Cr Kain

Seconded: Cr Schutz

That Council:

1. Deem that the proposed building setback is consistent with the design principals prescribed by clause 5.3.1 – P3.1 of the Residential Design Codes of Western Australia; and
2. Grant planning consent to the proposed shed and patio on No 41 (Lot 1066) Furnival Street, Narrogin subject to compliance with the following conditions:
 - a) This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, 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 Town, is granted by it in writing.
 - b) The development hereby approved shall occur generally 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 Town of Narrogin.
 - c) All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Town of Narrogin.

Advice to Applicant:

- d) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- e) The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.

CARRIED 9/0



assess_no: 0 11098624
address: 7382.987

**Town of Narrogin
RECEIVED**

Directed to: Brian

16 NOV 2015

Ref No. IPA156859

Property File: A702800

Subject File: _____

C-Point No: _____



**TOWN PLANNING SCHEME NO. 2
DISTRICT SCHEME**

APPLICATION FOR PLANNING CONSENT

I/We BARRY PRICE
(Full Name of Applicant)

of P.O. Box 237 NARROGIN Postcode 6312
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of
STORAGE & LEISURE
- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: RESIDENTIAL

The approximate cost of the proposed development is: \$ 19,000

The estimated time of completion is: XMAS

The approximate number of persons to be housed/ employed when the development is completed is: ONE

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

(Indicate distance to nearest intersecting street)

HOUSE NO: 41 STREET: FURNIVAL STREET

LOT NO: 1066 PLAN OR DIAG: _____

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: _____ FOLIO: _____

LOT DIMENSIONS

SITE AREA: 1338 square metres


FRONTAGE: _____ metres

DEPTH: _____ metres

AUTHORITY

SIGNATURE OF APPLICANT:  DATE: 13.11.2015

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

SIGNATURE OF OWNER:  DATE: 13.11.2015

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

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

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

- (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 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.

FOR OFFICE USE ONLY

File Reference: _____
Application Number: _____
Date Received: _____
Date of Approval / Refusal: _____
Date of Notice of Decision: _____

Landgate

Landgate

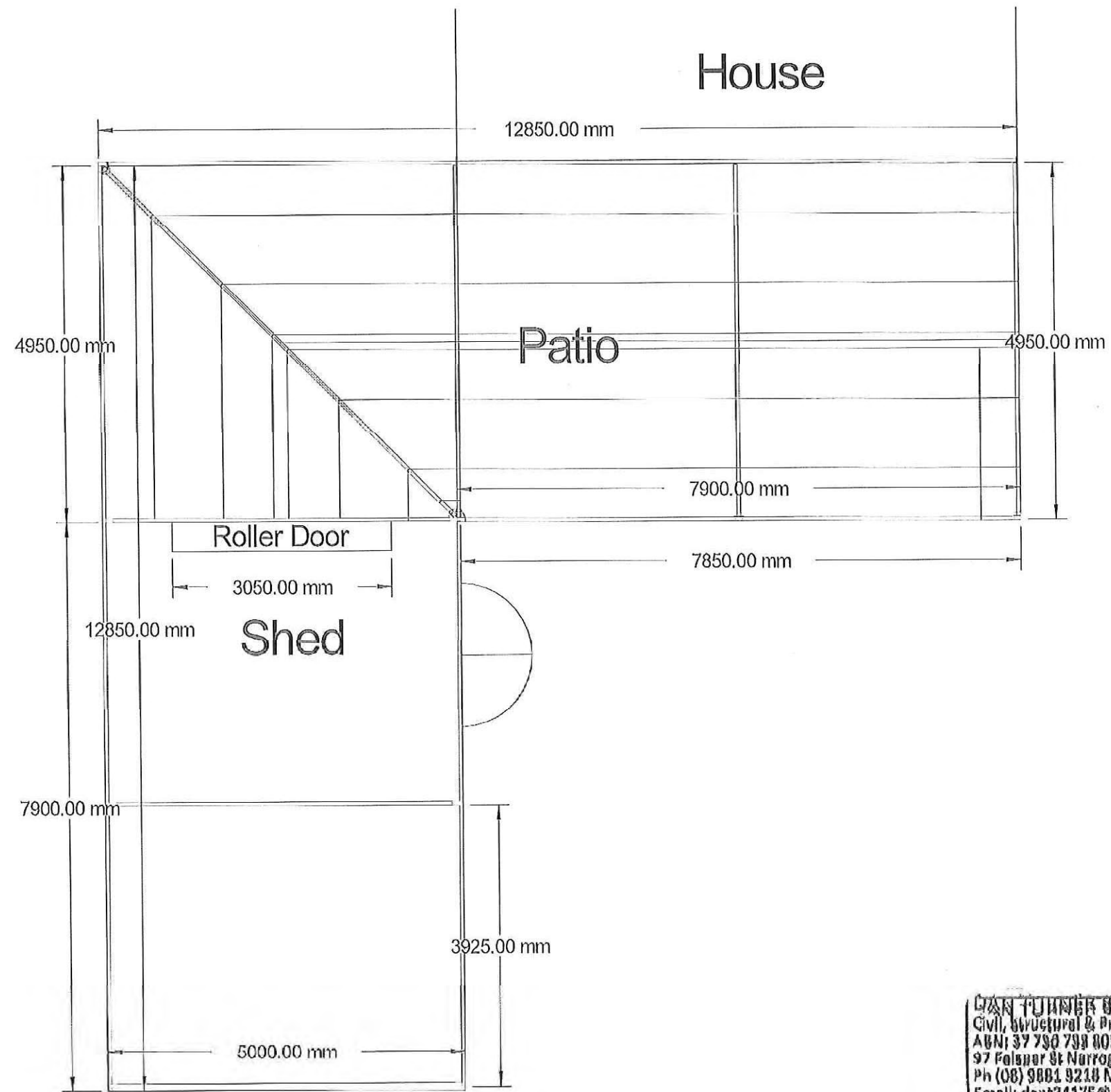
Landgate

Landgate

NARROGIN, TOWN OF

41

1/17



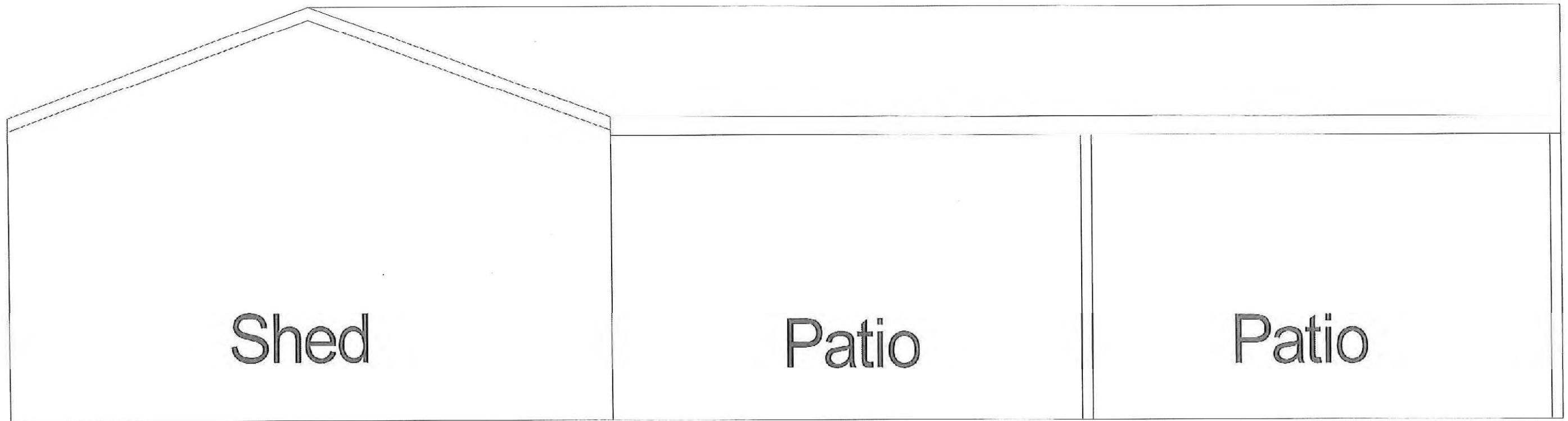
DAN FURNER BE (CIVIL) RPEC 05707
 Civil, Structural & Project Management
 ABN: 37 790 799 802
 97 Folsper St Narrogin WA 6912
 Ph (08) 9881 9218 Mob 04 0986 7048
 Email: dant34175@bigpond.com

GROUP

4001

Handwritten signature
22 10 15

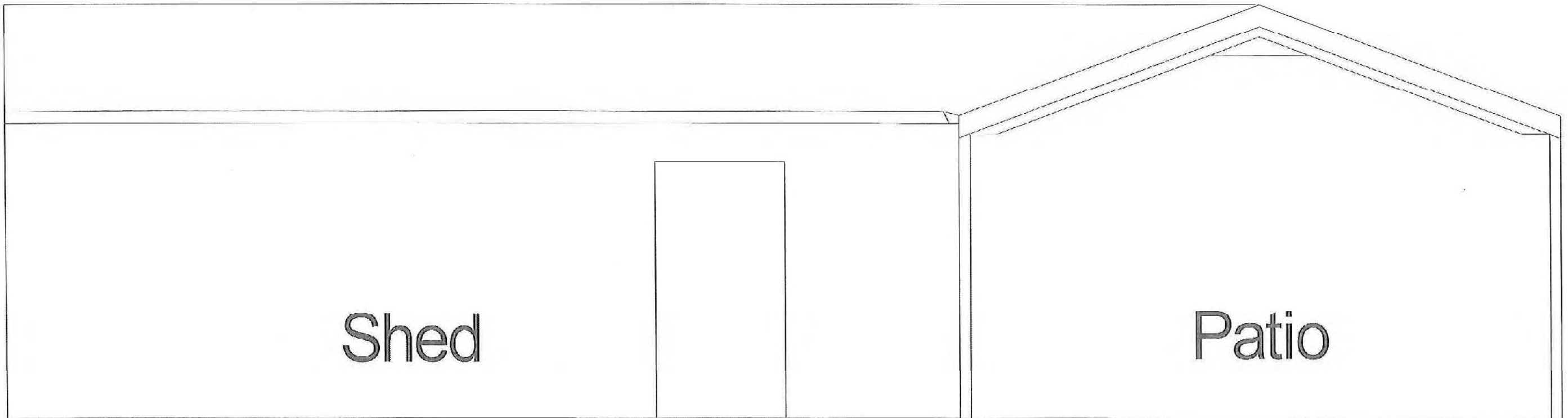
<p>PRICE'S ERECTIONS 15 GROWSE STREET WILLIAMS Phone 93824052 Email: barry@priceserections.com.au</p>	<p>PLAN Scale 1:50 Page 10 8/10/2015 ISSUED FOR APPROVAL</p>	<p>CORREL PARRETT 41 FURNIVAL STREET NARROGIN 6312</p>
--	--	---



<p>PRICE'S ERECTIONS</p> <p>15 GROWSE STREET WILLIAMS Phone 98824062 Email barry@priceserections.com.au</p>	<p>SOUTH ELEVATION</p> <p>Scale 1:50 Page2</p> <p>8 / 9 / 2015 ISSUED FOR APPROVAL</p>	<p>CORREL PARRETT 41 FURNIVAL STREET NARROGIN 6312</p>
--	--	--

DAN TURNER BE (CIVIL) RPECC 05707
Civil, Structural & Project Management
ABN: 37 730 793 802
97 Felspar St Narrogin WA 6312
Ph (08) 9881 3218 Mob 04 0986 7048
Email: dant34175@bigpond.com

[Handwritten signature]
27 10 15



<p>PRICE'S ERECTIONS</p> <p>15 GROWSE STREET WILLIAMS Phone 98824062 Email barry@priceserections.com.au</p>	<p>EAST ELEVATION</p> <p>Scale 1:50 Page 3</p> <p>8/9/2015 ISSUED FOR APPROVAL</p>	<p>CORREL PARRETT 41 FURNIVAL STREET NARROGIN 6312</p>
--	--	---

DANT FUJNER BE (EVI) RPEQ 05707
Civil, Structural & Project Management
ABN: 97 790 733 802
97 Felspar St Narrogin WA 6312
Ph (08) 9881 3218 Mob 04 0986 7048
Email: dant34175@bigpond.com

[Handwritten signature]
27 10 15

7.46 pm Cr Kain declared an interest in the following item and departed chambers.

10.1.154 PROPOSED AMBULANCE BAY AND ADDITIONAL DEMENTIA ACCOMMODATION UNITS – NO 50 FELSPAR STREET, NARROGIN

File Reference: A316500 & IPA156769
Disclosure of Interest: Nil
Applicant: Scott Penn Hall Architecture & Interior Design
Previous Item Nos: Item No 10.1.731 – 22 May 2012
Item No 10.1.732 – 22 May 2012
Item No 10.1.020 – 24 March 2015
Item No 10.2.035 – 14 April 2015
Date: 19 November 2015.
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Aerial photograph of site in area of proposed development;
- Copy of the submitted site and floor plans.

Summary

Council is requested to consider a proposed ambulance parking bay and three additional dementia accommodation units at the Karinya/Narrogin Cottage Homes development.

Background

Narrogin Cottage Homes/Karinya Hostel is established over Lots 7 and 8 located between Forrest Street and Felspar Street in the south western portion of the Narrogin Townsite. A variety of aged accommodation services and options are provided on the site as part of a comprehensive retirement village.

At its Ordinary Council meeting held on 12 April 2015, Council resolved to grant conditional approval to a 14 bed secure dementia specific accommodation extension to the Karinya Hostel, a minor extension to the existing reception and a new portico roof.

Approval is now being sought for an additional 3 dementia accommodation units, bringing the total number of proposed units to 17. Approval is also being sought for the construction of a new ambulance bay to service the existing development and new dementia accommodation wing.

Plans submitted in support of the application detail that:

- The three additional dementia units will be constructed on the eastern side of the existing hostel building, being connected to, but somewhat independent of the main Dementia wings; and
- The ambulance bay will be located adjacent to the south eastern corner of the existing hostel building in an area currently occupied by a carport.

An aerial photograph showing the existing development is shown at attachment no 1, whilst a copy of the submitted site plan is shown as attachment no 2.

Comment

The provisions of Town Planning Scheme No 2 include the subject land within the "Other Residential" Zone. As identified by Table No 2 of the Scheme, an Aged Persons Village is a "P" use, which is a use that is permitted subject to compliance with development standards.

To assist Council in determining this application, the following comments are offered:

Additional 3 Dementia Accommodation Units

As detailed in the background section of this agenda item, approval was previously granted to a 14 bed Dementia accommodation units within a self-contained wing to be constructed on the eastern side of the Karinya Hostel Building.

With the additional three units to be constructed between the Dementia Wing and the existing hostel, the additional units have no impact on setback or open space requirements.

In terms of car parking, Town Planning Scheme No 2 specifies that parking for a nursing home is to be provided at a rate of 1 car bay per 5 beds. Strictly speaking 1 additional car parking bay would be required to service the additional 3 beds. However in this case, it is considered that the existing parking area located to the west of the hostel/administration building provides sufficient parking for the existing hostel, previously approved 14 bed dementia facility and the 3 additional dementia accommodation units now proposed.

Proposed Ambulance Bay

To facilitate ambulance access to both the existing and proposed facilities on site, approval is being sought for the construction of a covered ambulance bay.

Plans submitted with the application confirm that the proposed roof structure will comply with required setbacks to Felspar Street.

Whilst it is noted that ambulances will be required to reverse into the covered bay from Felspar Street, the author considers that the proposed access is acceptable given the infrequent nature of ambulances attending the site and the existing traffic volumes on Felspar Street being relatively low.

Consultation

- Aaron Cook – Chief Executive officer

Statutory Environment

Applications for planning consent are determined by Council in accordance with Part VI of Town Planning Scheme No 2. As prescribed in clause 6.4 of the Scheme, in considering an application for planning consent, Council is obliged to take into account various matters, including the requirements of The Scheme.

It is the author's opinion, the application as submitted complies with all scheme requirements. For this reason conditional approval is recommended.

Policy Implications

Nil

Financial Implications

At the time of writing this report, the applicants had paid the minimum application fee prescribed by Council's Schedule of Fees and Charges adopted as part of the 2015/16 annual budget. Payment of additional fees based on the value of the three additional accommodation units is however required.

Arrangements have been made to pay these additional fees prior to the Council meeting.

Strategic Implications

Karinya and Narrogin Cottage Homes provide an important opportunity for various forms of aged accommodation within the narrogin community. Approval to the additional three dementia accommodation units and ambulance bay will consolidate the facilities role in providing this accommodation.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1115.192 and Officer's Recommendation

Moved: Cr Schutz

Seconded: Cr Fisher

That Council:

Grant approval to the three additional Dementia Accommodation Units and Covered Ambulance Bay at No 50 (Lot 7) Felspar Street, Narrogin, subject to compliance with the following conditions:

- a) This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.
- b) The development hereby approved shall occur generally 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 Town of Narrogin.
- c) The existing landscaping being upgraded to the Town of Narrogin's satisfaction within 60 days of the practical completion of the development hereby approved. Such landscaping is to be fully reticulated.

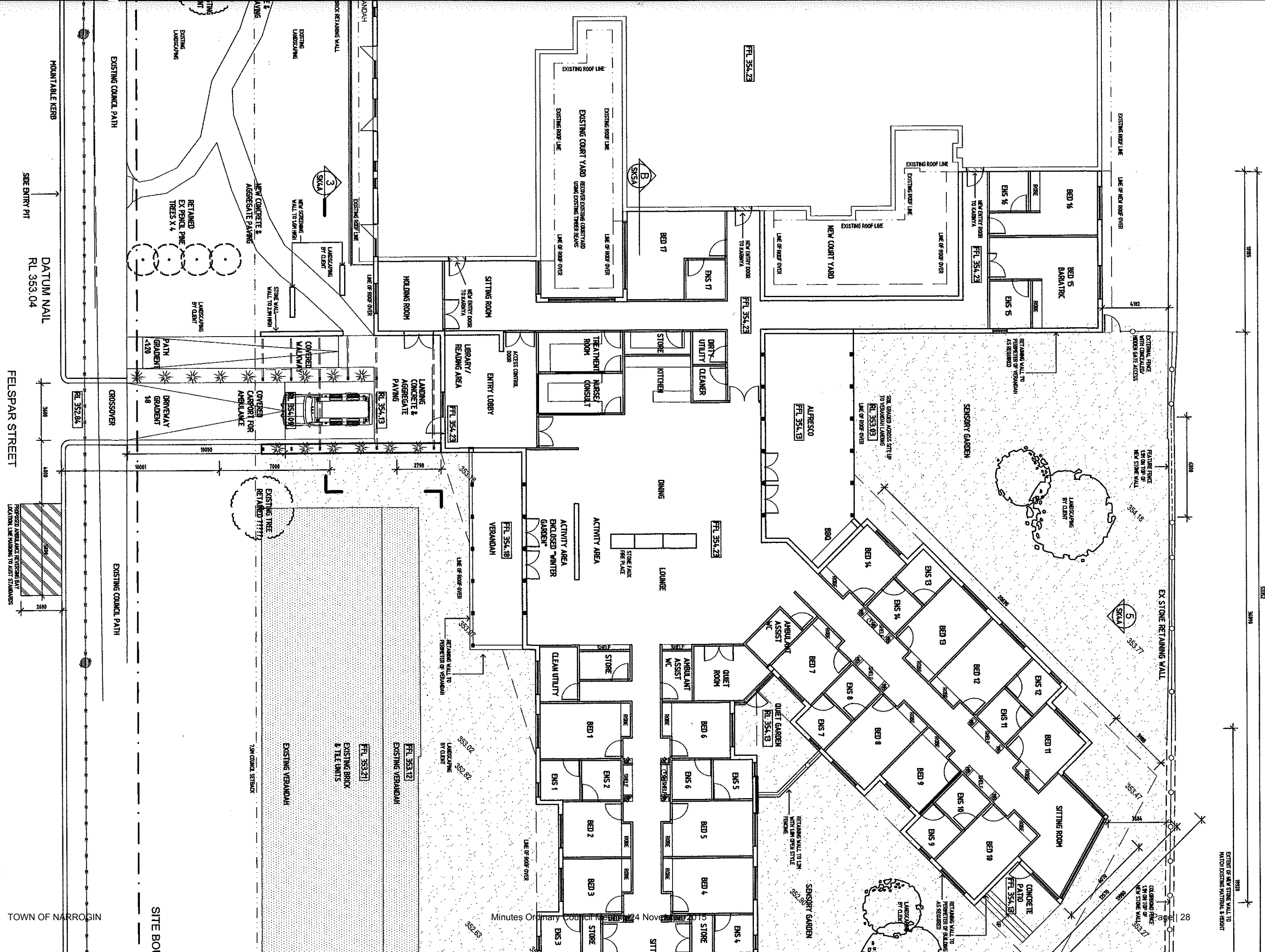
- d) The proposed development being connected to the sewer (including any existing buildings)
- e) Stormwater associated with the development hereby approved shall be contained on site, or disposed of in a manner acceptable to the Town of Narrogin.
- f) The existing car parking area and associated vehicle access ways at No 56 Felspar Street being marked, as shown on the submitted plans and in accordance with the requirements of Town Planning Scheme No 2 and from then on maintained to the satisfaction of Council.

Advice to Applicant:

- a) The applicant is advised that 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.
- b) In order to minimise the potential impact of additional stormwater run-off being generated by the proposed development, the applicant is requested to consider connecting the proposed development to rainwater collection tanks, having a desirable capacity of not less than 92,000 litres per 120m² of roof space.
- c) The applicant is encouraged to consider utilising water from the rainwater tank(s) identified in advice note No 3 above for non-potable purposes including the flushing of toilets and garden requirements.

CARRIED 8/0





4275
7475
3444
17842
19544

DATUM NAIL
RL 353.04

FELSPAR STREET

EXISTING COUNCIL PATH

SITE BOI

EX STONE RETAINING WALL

28

SECTION OF NEW STONE WALL TO MATCH EXISTING MATERIAL & HEIGHT

7.49pm Cr Kain returned to Chambers.

7.49pm Mayor Ballard disclosed an interest in the following agenda item and departed Chambers, Deputy Mayor Paternoster acted as presiding member.

10.1.155 PROPOSED DECK AND OVER HEIGHT FENCING ON STREET BOUNDARY – NO 18 (LOT 200) HAVELOCK STREET CORNER OF HOMER STREET, NARROGIN

File Reference: A235100 & IPA156819
Disclosure of Interest: Mayor Ballard
Applicant: Mr Leigh Ballard
Previous Item Nos: Nil
Date: 19 November 2015
Author: Brian Robinson - Director Technical & Environmental Services

Attachments

- Aerial Photograph of the site
- Copy of Plans and detailed submitted in support of the application for planning consent

Summary

Council is requested to consider approving an elevated deck within the setback to Homer Street and over height fence along portion of the properties frontage to Homer Street.

Background

The subject land is a residential property located on the north western corner of the intersection between Havelock Street and Homer Street in the eastern section of the Narrogin town site. The 1,692m² property is currently developed with a substantial single storey home facing Havelock Street and associated outbuildings.

The landowners have applied for a Building License to erect a swimming pool within the setback to Homer Street and now seek the Towns approval to:

- a) the erection of a timber deck surround to the pool; and
- b) the extension of the existing fencing on the Homer Street boundary abutting the deck area to provide privacy and security associated with the above ground pool.

Plans submitted with the application detail that the timber deck, if approved, will essentially comprise of two sections given the sloping nature of the existing ground levels. The two sections of deck are described as follows:

- A 3 m wide by 7.8m long deck 400mm above ground level on the eastern side of the pool; and
- A smaller 1.0m by 7.8m deck on the western side of the pool being 1.3m above the current ground level.

In terms of the boundary fencing, the applicant is proposing to fit the existing fencing with a laser cut metal screen up to 1.2m high, bringing the total height to 3.0m above ground level.

Copies of the submitted site plan and privacy screen are shown as attachment no 2

Comment

The provisions of Town Planning Scheme No 2 include the subject land within the Single Residential Zone. Within this zone, development must comply with the setback requirements prescribed by the Residential Design Codes of Western Australia. In accordance with the R-Codes, the proposed decking is considered to be an active habitable space.

As detailed by Part 5.4.1 – Visual privacy provisions of the Design Codes, in order to meet the “Deemed to Comply” provisions of the Code, active habitable outdoor spaces that have a floor level of more than 0.5m above the natural ground level area required to be setback 7.5 metres from a boundary. Such spaces are also required to be provided with appropriate screening such as obscure glazing, timber screens.

Given that the application does not comply with the “Deemed to Comply” provisions the application must be assessed against the Design Principals prescribed by clause 5.4.1 P1 and P2. These principals are designed to:

- Minimise direct overlooking of active habitable spaces and outdoor living areas or adjacent dwellings; and
- Maximise visual privacy to side and rear boundaries.

In this case, given the location of the proposed deck within the setback to a secondary street, and the location of an existing carport roof between the deck and western boundary, the proposal does not in the author’s opinion present any issues in terms of overlooking and/or privacy. The existing carport roof will also ensure that the structure is not visible to the adjacent landowner to the west. It is therefore recommended that the deck be granted conditional approval.

In terms of the proposed alterations to the existing fence, the extension of the existing fence will ensure that users of the deck/active open space area will be afforded an appropriate level of privacy. The author of this report also considers that the over height fence will have minimal impact on the amenity of the area given:

- the location abuts a secondary street and will be separated from the adjacent landowner by the existing carport;
- The fence will be located opposite an area of public open space;
- The proposed screen panelling will incorporate a laser cut pattern, breaking up the otherwise solid nature of the fence.
- Rather than constructing an over height fence the applicants could seek to construct a retaining wall with standard fencing on top, resulting in the same height above the Homer Street verge.

In order to minimise any impact that may result it is recommended that the applicant be required to contribute to the planting of three street trees along the properties frontage to Homer Street with species to be selected from the Town of Narrogin’s street tree planting program

Consultation

- Aaron Cook – Chief Executive Officer

Statutory Environment

An application for planning consent has been required in accordance with the provisions of Part 6 of Town Planning Scheme No 2.

In determining applications for planning consent, clause 6.4 of the Scheme requires that Council have regard to various matters, including but not limited to the position of the proposed buildings and their effect on adjoining buildings or land. Although the proposed deck will not be visible, the associated proposal to extend the existing fencing will have some potential to impact on the amenity of the Homer Street.

By ensuring the planting of street trees abutting the site, Council will be minimising the potential for any detrimental impact on the amenity of the area, whilst still affording the owner the ability to effectively screen the proposed active habitable open space.

Policy Implications

Nil

Financial Implications

The required application fee has been paid in accordance with the Schedule of Fees and charges adopted by Council as part of the 2015/16 annual budget.

Strategic Implications

By approving an over height fence abutting Homer Street, Council will be setting a precedent for over height fencing on a secondary street. This precedent will however be limited to only those circumstances where the applicants are seeking to screen an elevated active habitable open space.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1115.193 and Officer's Recommendation

Moved: Cr Schutz

Seconded: Cr Bartron

That Council:

1. Grant planning consent to the proposed elevated deck and over height fencing on No 18 (Lot 200) Havelock Street, Narrogin as submitted subject to compliance with the following conditions:

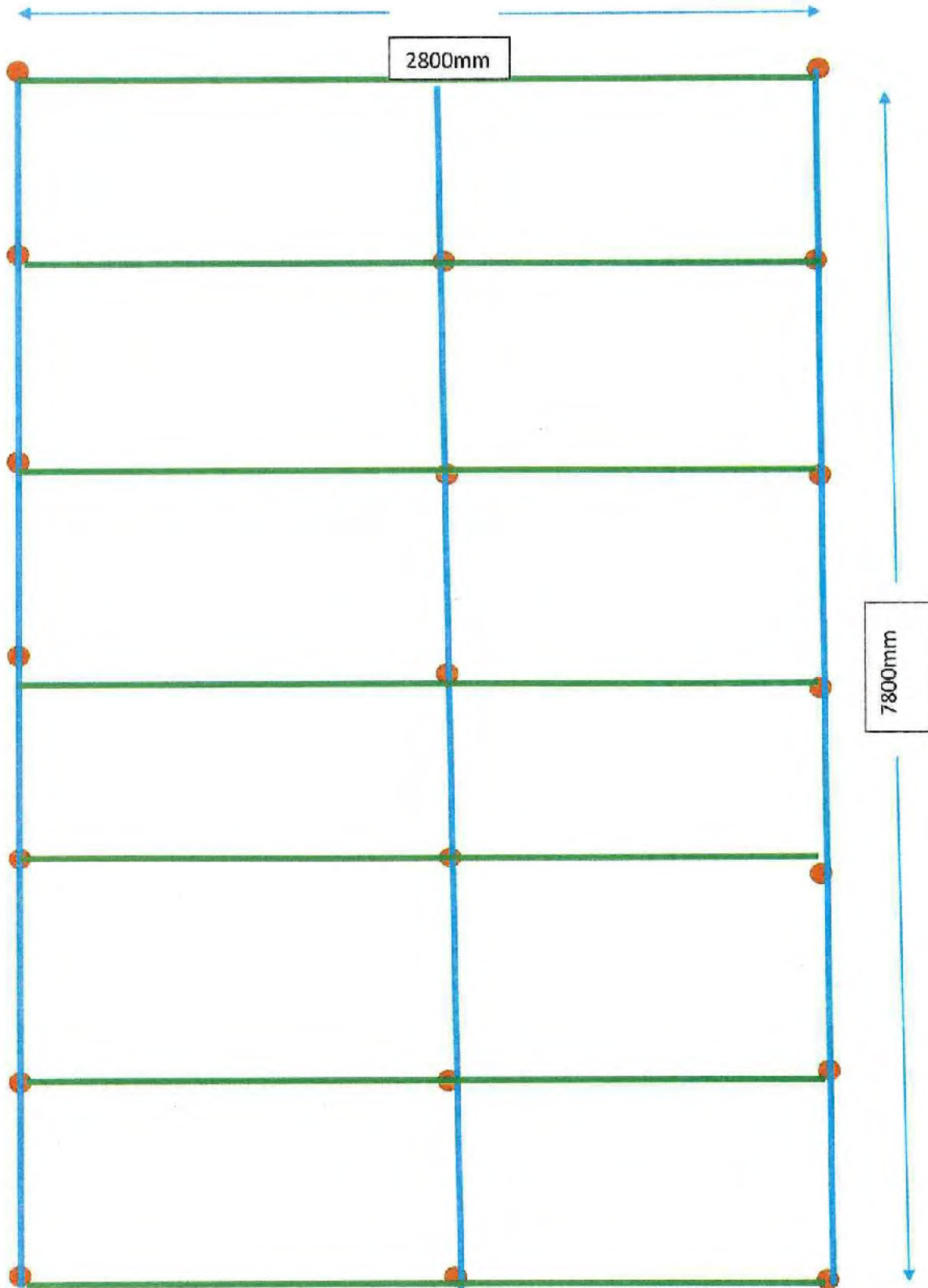
- a. The development hereby approved shall occur in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
- b. The applicant meeting the costs associated with the planting of two of the three street trees abutting the over height fence on Homer Street with the species to be decided from the Town of Narrogin Street Tree Program.
- c. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to Council, is granted by it in writing.

Advice to Applicant:

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.

CARRIED 8/0





50x50x4 RHS Posts



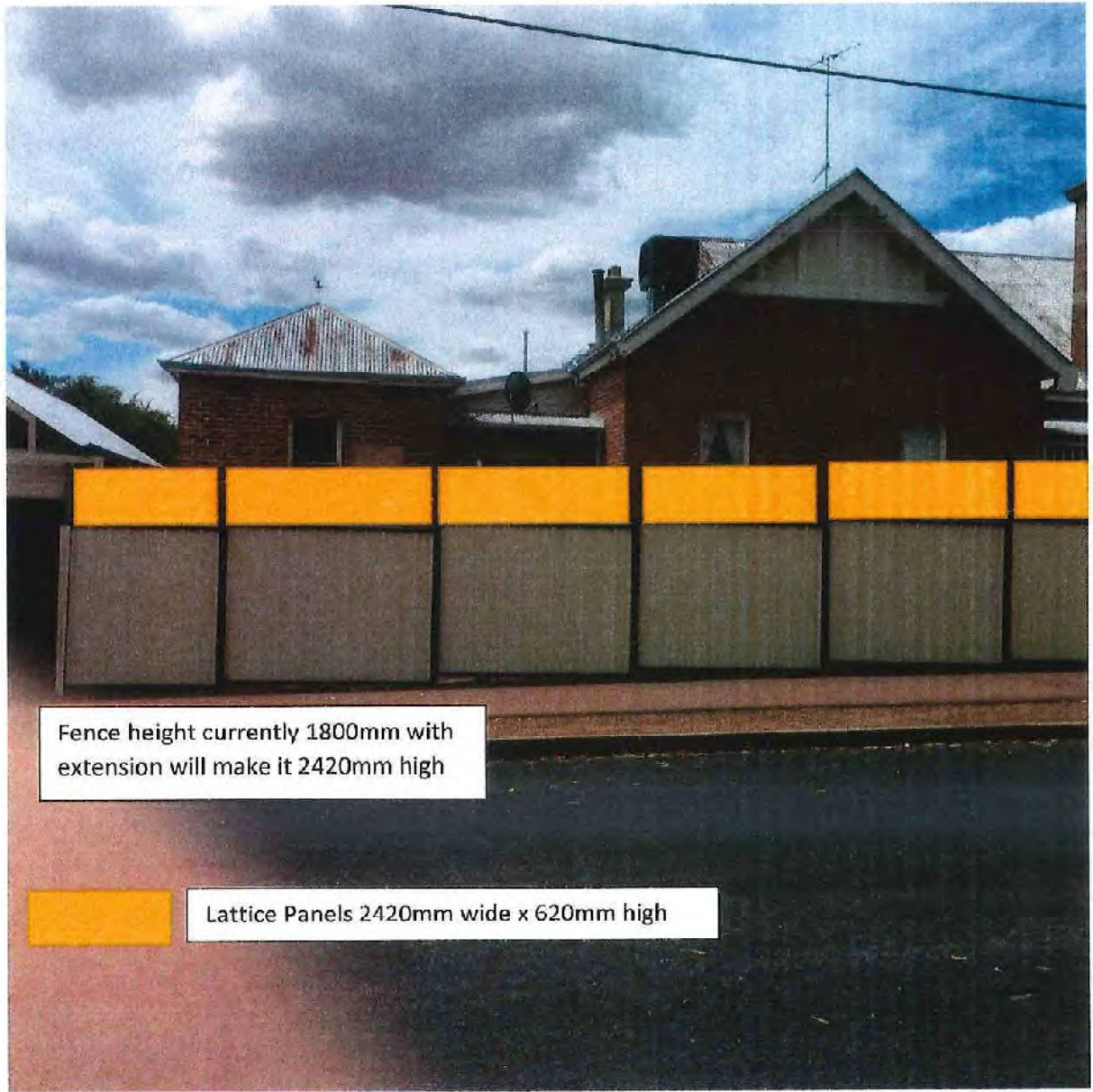
76x32x1.6 RHS Joists
450mm Max Centres



76x32x1.6 RHS Bearers

Footings 300x300x600 concrete

Height : 400 above grad. - Main Deck.
 180 above grad - smaller working Deck.



Fence height currently 1800mm with extension will make it 2420mm high



Lattice Panels 2420mm wide x 620mm high



Pool 6m x 3m x 1.3m
0.9m off boundary

Pool Fencing
1200mm high

Level play area

DECKING 7.8m x 3.0m

Pool Fencing

19: 517 262



7.51 Mayor Ballard returned to Chambers and resumed the Chair

10.1.156 PROPOSED PARKING FACILITIES LOCAL LAW

File Reference: 19.6.4
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Item 10.1.763 – 18 December 2012
Item 10.1.822 – 12 December 2015
Item 10.1.284 – 13 May 2014
Date: 19 November 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments

- Draft Parking and Parking Facilities 2013 Local Law”.

Summary

Council is requested to consider adopting new local laws relating to Parking and Parking Facilities having regard to the two submissions received.

Background

The current Town of Narrogin Local Laws relating to Parking Facilities were first introduced in December 1969. Although the Laws have been reviewed and updated on several occasions, there are a number of issues with the current Local Laws, which are summarised as follows:

- a) The prescribed penalties (\$7.00) are significantly out of date and are insufficient;
- b) The Laws do not adequately regulate a number of circumstances including unauthorised parking in disabled parking bays and within 10 metres of an intersection; and
- c) The Local Laws do not provide authorised officers with the ability to tow nor have vehicles impounded.

At its Ordinary Meeting held on the 12th November 2013 meeting Council resolved to endorse the Draft Parking and Parking Facilities Local Law for the purpose of advertising. The Draft Local Laws were subsequently advertised for public comment with one submission being received. Subsequently at its meeting held on the 13th of May 2014, Council resolved to adopt the local laws subsequent several minor modifications.

Given the required modifications and the time taken to process Council’s resolution, the local laws have been re-advertised in accordance with the Local Government Act 1995.

At the close of advertising two submissions were received. Council is requested to consider final adoption of the local laws having regard to the submissions received.

Comment

As detailed in the background section of the report, a total of two submissions have been received in response to the advertised local laws. Whilst full copies of these submissions are available to elected members on request, the following is a summary of the comments received:

Author	Comment	Officer Comment	Recommendation
Brian Seale C/- Narrogin Motel PO box 513 NARROGIN	<ol style="list-style-type: none"> 1. The provision of map where facilities are located would assist in assessing the purpose behind the proposal. 2. Clause 3.12 should be in bold print consistent with other headings. 3. Clause 6.4 should also be in bold print; 4. Schedule 1 (Parking region) remains a little confusing without details of what the prohibition areas are that are referred to. Perhaps a map would have clarified this. 5. The prescribed offences should have a heading of same at the top of the page to include the words schedule 2. 	<p>The Local Laws will apply to all parking facilities operated and managed by the Local Authority (clause 1.7) and thoroughfares (clause 1.8).</p> <p>The author is correct. Heading has now been placed in Bold.</p> <p>The author is correct. Heading has now been placed in Bold.</p> <p>Schedule 1 states the Draft Local Laws would apply to all areas in the Town of Narrogin except for those areas under the care and control of Main Roads. This wording is consistent with other Parking Local Laws in the State.</p> <p>The author is correct. Heading has now been added.</p>	<p>The author be advised according. No modification recommended.</p> <p>The heading was corrected before re-advertising.</p> <p>The heading was modified prior to readvertising of the local laws.</p> <p>The author be advised accordingly. No modification recommended.</p> <p>The appropriate heading was incorporated in into the draft local laws prior to re-advertising.</p>
U Geysner PO Box 450 NARROGIN	<ol style="list-style-type: none"> 1. I realise there is a requirement to update local laws, but this often means laws for the sake of writing laws, which often seem to result in copies older legislation or model rule concepts. 2. Parking local laws are very much needed in our country towns, but some special consideration should be given to towns of different size, special circumstances and their layout without making it too confusing for travellers. 3. Parking laws and the needs they create should be reflected in parking station layouts and that is definitely not the case in Narrogin. 4. A parking law should be enforceable without creating disadvantage for business and the community. 5. Narrogin people have always seen their town as a regional centre and our commercial sector is very reliant on business from outer lying areas and visitors. 6. We do not want B Trains parked all day in busy streets but we should welcome tourists in caravans and motorhomes and even those on motorbikes. 	<p>It is acknowledged that local laws are often based on other recently adopted or model local laws. Prior to being adopted by Council, the draft local laws were modified to remove irrelevant provisions (ie parking fees)</p> <p>The author of this report supports the principal of local laws being tailored to suit the area to which they apply.</p> <p>Narrogin offers a range of parking areas to cater for a wide range of vehicle types (ie angled parking in Fortune street for Cars only, with parallel parking in other streets.</p> <p>The author of this report agrees with this view.</p> <p>Narrogin is a recognised regional centre for the central wheatbelt.</p> <p>The authors comment is supported.</p>	<p>The author be advised accordingly.</p> <p>The authors opinion be noted.</p> <p>The author be advised accordingly.</p> <p>The author be advised accordingly.</p> <p>The comment be noted.</p> <p>The author be notified that Council supports the comments offered.</p>

	<p>7. We like our farmers to come to town and should understand that they may have a trailer in tow.</p> <p>8. Your long vehicle clause sends a clear message to tourist with caravans that are not really welcome – well at least not for more than 1 hour.</p> <p>9. I don't believe this is the aims of Council, so please come up with wording and a system that works.</p> <p>10. Preventing motorbikes from using carbays is not practical as many modern motorbikes take up nearly as much space as a small car. We hardly have any motorbike bays in Narrogin. Why should motorbike travellers not be able to park as close as possible to where they want to do business.</p> <p>11. Stopping and unloading in two minutes and double time for Acrod parking permit holders should be reconsidered.</p> <p>12. As part of timed parking in Fortune Street, a staff member recommended ¼ hour parking in order to make people park less than ½ hour. Parking permit times should be realistic so that enforcement does not become unreasonable.</p> <p>13. We do have one problem in town relating to staff and business parking. Many business owners would not permit themselves or their staff to park in front of their business, but they will park in front of others.</p> <p>14. We have a lot of inconsiderate footpath/verge parking.</p> <p>15. The town should see their local parking law as an integral parcel with parking planning, not a negative fine or revenue orientated campaign as is generally seen by most government dealing with roads and associated problems.</p> <p>16. I hope that you review your proposed legislation to make it appropriate to our town.</p>	<p>The authors comment is supported.</p> <p>The author has not noted clause 2.2(3) which permits long vehicles to occupy more than 1 bay. Refer comment section heading Long Vehicles.</p> <p>Personal comment by author.</p> <p>Refer to comment section of report under Motorcycle Parking.</p> <p>Refer to comment section of report – Loading Bays. This comment is not supported.</p> <p>Refer to comment section of report – Timed Parking.</p> <p>Refer to comment section of report – Timed Parking</p> <p>Current penalties are insufficient in deterring vehicles being parked in these situations. Adoption of the new local laws will facilitate the ability to enforce appropriate parking within established parking facilities. Refer to comment section of report – Timed Parking.</p> <p>The authors comment is noted.</p>	<p>The author be notified that Council supports the comments offered.</p> <p>The author be advised accordingly.</p> <p>The authors comment be noted.</p> <p>That the wording of clause 3.1(4) be modified to permit Motorcycle parking where a stall marked M/C is not available.</p> <p>The author be noted that the comments offered are not supported.</p> <p>The authors comment be noted.</p> <p>The author be advised that Council's recently adopted timed parking limits will assist in addressing this issue.</p> <p>The author be advised accordingly.</p> <p>The author be advised accordingly.</p> <p>That the authors comment be noted.</p>
--	---	---	--

To assist Council in determining its position on the draft local laws, the following comments are offered:

Long Vehicles

As detailed in the schedule of submissions, one of the submissions received expresses concern that the draft will local laws will not be conducive to tourists with caravans, motorhomes, farmers with trailers and other long vehicles.

This in fact not the case, with clause 2.2(3) of the draft local laws stating:

- (3) *If a vehicle is too long or too wide to fit completely within a single parking stall then the person parking the vehicle shall do so within the minimum number of parking stalls needed to park that vehicle.*

Given this, comments offered in the submission relating to long vehicles are not supported.

Motorcycle Parking

As shown in the schedule of submissions, a view has been expressed that for various reasons, motorcycles should be permitted to park within normal carbays.

Clause 3.1(4) of the local laws as advertised states that a “motorcycle without a sidecar or a trailer, or a bicycle in a parking stall unless the stall is marked ‘M/C’ “.

As elected members would be aware the Town does supply numerous motorcycle parking bays within the Narrogin CBD. However the number of bays is not sufficient for motorcycle groups travelling together. It is therefore recommended that the words “unless a parking stall marked ‘M/C’ is not available.”

By modifying the wording as proposed, this will allow Motorcycles to park in normal bays when existing M/C bays are taken or not located in the area.

Loading Bays

Through the submissions received, concern has been expressed that cars parked within loading bays should be permitted to park longer within identified loading bays.

As elected members would be aware, the purpose of a loading bay is to facilitate business and their customers access to a suitable loading area. These areas are specifically intended to cater for commercial vehicles making deliveries to, or pick ups from business in the area.

The draft local laws offer drivers of normal cars to park in these bays for short periods to pick and drop off passengers only (2 minutes and 4 minutes for acrod drivers). It is not intended that normal vehicles use these bays for loading or unloading. It is recommended that the provisions in the draft local laws under clause 5.1 be retained as advertised.

Should Council wish these bays to be available for normal vehicles loading or unloading materials or goods, consideration should be given to allow normal vehicles a longer time frame. This is however not recommended by the author of this report.

Timed Parking

As shown in the schedule of submissions, the second submission received expresses the view that time limits imposed on parking areas should be enforceable. The submission also highlights that there is a problem within Narrogin where business owners and their staff do not park in front of their own business but do park in front of other business.

It is for this reason that Council recently endorsed two hour time limits in the main business area, discouraging the above practice.

The second submission also expressed the view that the Local Law should not be seen as a negative fine or revenue orientated campaign. Whilst the author of this report supports the view that the imposition of fines should not be viewed as a revenue raising exercise, the imposition of appropriate fines will provide suitable incentive for drivers to comply with applicable time limits.

It is recommended that the author of the submission be advised accordingly.

Consultation

- Ranger – Guy Maley
- Chief Executive Officer – Aaron Cook
- Members of the general public through the public advertising period

Statutory Environment

Local Laws are prepared, adopted and gazetted in accordance with the provisions of the Local Government Act 1995. In accordance with section 3.16 of the Local Government Act, there is an obligation on Council to periodically review local laws (within a period of 8 years).

The procedure for making or modifying a Local Law is prescribed by Section 3.12 of the Local Government Act 1995. In summary to modify a Local Law, Council must:

- a) Give notice at a Council meeting of the purpose and effect of the proposed local law;
- b) Give state wide notice over a period a not less than 6 weeks;
- c) Provide a copy of the proposed local law and notice to the Minister;
- d) Consider any submissions received and by absolute majority make the Local Law
- e) Publish the Local Law in the Government Gazette and provide a copy to the Minister;
and
- f) After publication in the Government Gazette give local public notice.

Policy Implications

Nil

Financial Implications

The costs associated with advertising of the Draft Local Laws will be wholly contained within the adopted budget.

An increase in the prescribed penalties as proposed will ensure that the costs associated with the Town's enforcement of the Local Laws will be met.

Strategic Implications

The replacement of the current Parking Local Laws will ensure that appropriate local laws are in place to regulate parking within the Town.

It is furthermore considered that a substantial increase in penalties is required to encourage compliance with parking regulations applicable in the Town.

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1115.194 and Officer's Recommendation

Moved: Cr Bartron

Seconded: Cr Ward

That Council:

1. having regard to the submission received, adopt for final approval, the Draft Parking and Parking Facilities Local Law 2013 as advertised subject to the following modifications:
 - a) the heading for clauses 3.12 and 6.4 in bold font type; and
 - b) inclusion of the heading for Schedule 2 –
 - c) modifying clause 3.1(4) by adding the words “unless a parking stall marked ‘M/C’ is not available.” to the end of the of the existing clause.
2. proceed with making the Local Law Pursuant to Section 3.12 of the Local Government Act 1995.
3. a copy of the proposed modified Local Law be forwarded to the Department for Local Government. pursuant to clause 3.12 3(b) of the Local Government Act.
4. following confirmation from the Department for Local Government and the Minister for Local Government that the proposed modifications are acceptable, arrange for a notice to be placed in the Government Gazette and local paper pursuant to section 3.12(5) of the Local Government Act; and
5. subject to compliance with point 4 above, forward a copy of the Government gazette notice to the Minister for Local Government.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

LOCAL GOVERNMENT ACT 1995

TOWN OF NARROGIN

PARKING AND PARKING FACILITIES LOCAL LAW 2013

TABLE OF CONTENTS

PART 1—DEFINITIONS AND OPERATION

- 1.1 Title
- 1.2 Purpose and Effect
- 1.3 Commencement
- 1.4 Repeal
- 1.5 Interpretation
- 1.6 Application of Particular Definitions
- 1.7 Application and pre-existing signs
- 1.8 Classes of vehicles
- 1.9 Part of thoroughfare to which a sign applies
- 1.10 Powers of the local government

PART 2—PARKING STALLS AND PARKING STATIONS

- 2.1 Determination of parking stalls and parking stations
- 2.2 Vehicles to be within parking stall on thoroughfare
- 2.3 Parking prohibitions and restrictions

PART 3—PARKING GENERALLY

- 3.1 Restrictions on parking in particular areas
- 3.2 Parking vehicle on a carriageway
- 3.3 When parallel and right-angled parking apply
- 3.4 When angle parking applies
- 3.5 General prohibitions on parking
- 3.6 Authorised person may order vehicle on thoroughfare to be moved
- 3.7 Authorised person may mark tyres
- 3.8 No movement of vehicles to avoid time limitation
- 3.9 No parking of vehicles exposed for sale and in other circumstances
- 3.10 Parking on private land
- 3.11 Parking on reserves
- 3.12 Suspension of parking limitations for urgent, essential or official duties

PART 4—PARKING AND STOPPING GENERALLY

- 4.1 No stopping and no parking signs, keep clear areas and yellow edge lines

PART 5—STOPPING IN ZONES FOR PARTICULAR VEHICLES

- 5.1 Stopping in a loading zone
- 5.2 Stopping in a taxi zone or a bus zone
- 5.3 Stopping in a mail zone
- 5.4 Other limitations in zones

PART 6—OTHER PLACES WHERE STOPPING IS RESTRICTED

- 6.1 Stopping in a shared zone
- 6.2 Double parking
- 6.3 Stopping near an obstruction
- 6.4 Stopping on a bridge or in a tunnel, etc
- 6.5 Stopping on crests, curves, etc
- 6.6 Stopping near a fire hydrant etc
- 6.7 Stopping at or near a bus stop
- 6.8 Stopping on a path, median strip, or traffic island
- 6.9 Stopping on verge
- 6.10 Obstructing access to and from a path, driveway, etc
- 6.11 Stopping near a letter box
- 6.12 Stopping on a carriageway—heavy and long vehicles
- 6.13 Stopping on a carriageway with motor cycle parking sign
- 6.14 Stopping in a parking stall for people with disabilities

PART 7—MISCELLANEOUS

- 7.1 Removal of notices on vehicle
- 7.2 Unauthorised signs and defacing of signs
- 7.3 Signs must be complied with
- 7.4 General provisions about signs
- 7.5 Special purpose and emergency vehicles

PART 8—PENALTIES

- 8.1 Offences and penalties
- 8.2 Form of notices

PART 9—OBSTRUCTING VEHICLES

- 9.1 Removal and Impounding of Vehicles

PART 10—AUTHORISED PERSONS

- 10.1 Powers of authorised persons

SCHEDULE 1—PARKING REGION

SCHEDULE 2—PRESCRIBED OFFENCES

SCHEDULE 3—FORMS

- FORM 1**
- FORM 2**
- FORM 3**
- FORM 4**
- FORM 5**

LOCAL GOVERNMENT ACT 1995

TOWN OF NARROGIN

PARKING AND PARKING FACILITIES LOCAL LAW 2013

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Narrogin resolved on the --, ----, 2013 to adopt the following Local Law.

PART 1—DEFINITIONS AND OPERATION

1.1 Title

This local law may be referred to as the *Town of Narrogin Parking and Parking Facilities Local Law 2013*.

1.2 Purpose and Effect

- (1) The purpose of this local law is to establish the requirements and conditions with which any persons parking or stopping a vehicle within the district must comply.
- (2) The effect of this local law is to provide for the regulation, control and management of parking and stopping of vehicles generally and for the regulation, control and management of parking facilities.

1.3 Commencement

This Local Law will come into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

1.4 Repeal

The *Town of Narrogin Parking Facilities By-Law No 19* as gazetted on the 11th May 1979 and subsequent amendments are repealed.

1.5 Interpretation

In this Local Law unless the context otherwise requires—

'ACROD sticker' means a current parking sticker issued by ACROD Limited (Western Australian Division) a corporation, being a company limited by guarantee incorporated under the *Companies Ordinance 1962* of the Australian Capital Territory;

'Act' means the *Local Government Act 1995*;

'Authorised Person' means a person authorised by the local government under section 9.10 of the Act, to perform any of the functions of an Authorised Person under this Local Law;

'authorised vehicle' means a vehicle authorised by the local government, Chief Executive Officer, Authorised Person or by any written law to stop or park on a thoroughfare or on a parking facility;

'bicycle' has the meaning given to it by the Code;

'built-up area' means the territory contiguous to and including any road—

- (a) on which there is provision for street lighting at intervals of not over 100 m for a distance of at least 500 m or, if the road is shorter than 500 m, for the whole road; or
- (b) which is built up with structures devoted to business, industry or dwelling houses at intervals of less than 100 m for a distance of 500 m or more;

'bicycle path' has the meaning given to it by the Code;

'bus' has the meaning given to it by the Code;

'bus embayment' has the meaning given to it by the Code;

'bus stop' has the meaning given to it by the Code;

'bus zone' has the meaning given to it by the Code;

'caravan' means a vehicle that is fitted or designed to allow human habitation and which is drawn by another vehicle, or which is capable of self-propulsion;

'carriageway' means a portion of a road or thoroughfare that is improved, designed or ordinarily used for vehicular traffic and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and where a thoroughfare has 2 or more of those portions divided by a median strip, the expression means each of those portions, separately;

'centre' in relation to a carriageway, means a line or a series of lines, marks or other indications—

- (a) for a two-way carriageway—placed so as to delineate vehicular traffic travelling in different directions; or
- (b) in the absence of any such lines, marks or other indications—the middle of the main, travelled portion of the carriageway;

'CEO' means the Chief Executive Officer of the local government;

'children's crossing' has the meaning given to it by the Code;

'clause' means a clause of this local law;

'Code' means the *Road Traffic Code 2000*;

'commercial vehicle' means a motor vehicle specifically designed or constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers, and includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

'district' means the district of the local government;

'disabled parking bay' means a part of a parking facility or carriageway which is identified or marked by painted lines, symbols, inscriptions or signs as a bay for the parking of vehicles driven by or carrying a disabled person;

'driver' means any person driving or in control of a vehicle;

'edge line' means a line marked along the carriageway at or near the far left or the far right of the carriageway;

'emergency vehicle' has the meaning given to it by the Code;

- 'footpath'** has the meaning given to it by the Code;
- 'GVM'** (which stands for 'gross vehicle mass') has the meaning given to it by the Code;
- 'Keep Clear Area'** means a portion of a carriageway that lies—
- (a) between 2 consecutive signs inscribed with the words "KEEP CLEAR" and each with an arrow pointing generally towards the other; or
 - (b) between a sign inscribed with the words "KEEP CLEAR" and whichever of the following that lies in the general direction indicated by an arrow inscribed on the sign—
 - (i) the end of the carriageway; or
 - (ii) an area in which stopping is prohibited; or
 - (iii) the furthest point of "KEEP CLEAR" markings.
- 'keep clear marking'** means the words 'keep clear' marked across all or part of a carriageway, with or without continuous lines marked across all or part of the carriageway;
- 'Loading Zone'** means a parking stall, which is set aside for use by commercial vehicles if there is a sign referable to that stall marked 'Loading Zone';
- 'local government'** means the local government of the Town of Narrogin;
- 'mail zone'** has the meaning given to it by the Code;
- 'median strip'** has the meaning given to it by the Code;
- 'motorcycle'** has the meaning given to it by the Code;
- 'motor vehicle'** means a self-propelled vehicle that is not operated on rails; and the expression includes a trailer, semi-trailer or caravan while attached to a motor vehicle, but does not include a power assisted pedal cycle;
- 'no parking area'** means a portion of a carriageway or parking facility that lies—
- (a) between 2 or more consecutive 'no parking signs' each with an arrow pointing each way or generally towards each other; or
 - (b) between a sign inscribed with the symbol denoting 'no parking' and whichever of the following that lies in the general direction indicated by arrows inscribed on the sign—
 - (i) the end of the carriageway; or
 - (ii) an area in which a 'no parking sign' applies;
- 'no parking sign'** means a sign with the words 'no parking' in red letters on a white background, or the letter 'P' within a red annulus and a red diagonal line across it on a white background;
- 'no stopping area'** means a portion of a carriageway that lies—
- (a) between 2 or more consecutive 'no stopping signs' each with an arrow pointing each way or generally towards each other; or
 - (b) between a sign inscribed with the symbol denoting 'no stopping' and whichever of the following that lies in the general direction indicated by arrows inscribed on the sign to—
 - (i) the end of the carriageway; or
 - (ii) an area to which a no stopping sign applies; or
 - (c) adjacent to a continuous yellow 'edge line';
- 'no stopping sign'** means a sign with the words 'no stopping' or 'no standing' in red letters on a white background or the letter 'S' within a red annulus and a red diagonal line across it on a white background;
- 'occupier'** has the meaning given to it by the Act;

'owner'—

(a) where used in relation to a vehicle licensed under the Road Traffic Act, means the person in whose name the vehicle has been registered under that Road Traffic Act;

(b) where used in relation to any other vehicle, means the person who owns, or is entitled to possession of that vehicle; and

(c) where used in relation to land, has the meaning given to it by the Act;

'park' in relation to a vehicle, means to permit a vehicle, whether attended or not by any person, to remain stationary except for the purpose of—

(a) avoiding conflict with other traffic; or

(b) complying with the provisions of any law; or

(c) taking up or setting down persons or goods (*maximum of 2 minutes*);

'parking area' has the meaning given to it by the Code;

'parking bay' has the same meaning as parking stall;

'parking facilities' includes land, buildings, shelters, parking stalls and other facilities open to the public generally for the parking of vehicles and signs, notices and facilities used in connection with the parking of vehicles;

'parking region' means the area described in Schedule 1;

'parking stall' means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked;

'parking station' means parking facilities, land or structure provided for the purpose of accommodating vehicles;

'path' has the same meaning as footpath;

'pedestrian crossing' has the meaning given to it by the Code;

'public place' means any place to which the public has access whether or not that place is on private property;

'reserve' means any land—

(a) which belongs to the local government;

(b) of which the local government is the management body under the *Land Administration Act 1997*; or

(c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

'Road Traffic Act' means the *Road Traffic Act 1974*;

'Schedule' means a Schedule to this Local Law;

'shared zone' has the meaning given to it by the Code;

'sign' includes a parking control sign, as defined in the Code or other traffic sign, inscription, road marking, painted line, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the stopping and parking of vehicles;

'special purpose vehicle' has the meaning given to it by the Code;

'stop' in relation to a vehicle means to stop a vehicle and permit it to remain stationary, except for the purposes of avoiding conflict with other traffic or of complying with the provisions of any law;

'symbol' includes any symbol specified by Australian Standard 1742.11-1999 and any symbol specified from time to time by Standards Australia for use in the regulation of parking and any reference to the wording of any sign

in this Local Law shall be also deemed to include a reference to the corresponding symbol;

'taxi' means a taxi within the meaning of the *Taxi Act 1994* or a taxi-car in section 47Z of the *Transport Co-ordination Act 1966*;

'taxi zone' has the meaning given to it by the Code;

'thoroughfare' has the meaning given to it by the Act;

'traffic island' has the meaning given to it by the Code;

'trailer' means any vehicle without motive power of its own, designed for attachment to a motor vehicle for the purpose of being towed, but does not include the rear portion of an articulated vehicle, or a side car;

'vehicle' has the meaning given to it by the Code;

'verge' means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line but does not include a footpath.

1.6 Application of Particular Definitions

(1) For the purposes of the application of the definitions 'no parking area' and 'parking area' an arrow inscribed on a traffic sign erected at an angle to the boundary of the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the boundary.

(2) Unless the context otherwise requires, where a term is used, but not defined, in this Local Law, and that term is defined in the Road Traffic Act or in the Code, then the term shall have the meaning given to it in that Act or the Code.

1.7 Application and pre-existing signs

(1) Subject to subclause (2), this Local Law applies to the parking region.

(2) This Local Law does not apply to a parking facility or a parking station that is not occupied, managed or controlled by the local government, unless the local government and the owner or occupier of that land, facility or station have agreed in writing that this Local Law will apply to that land, facility or station.

(3) The agreement referred to in subclause (2) may be made on such terms and conditions as the parties may agree.

(4) A sign that—

(i) was erected by the local government or the Commissioner of Main Roads prior to the coming

into operation of this Local Law; and

(ii) relates to the parking of vehicles within the parking region, shall be deemed for the purposes of this Local Law to have been erected by the local government under the authority of this Local Law.

(5) An inscription or symbol on a sign referred to in subclause (4) operates and has effect according to its tenor, and where the inscription or symbol relates to the stopping of vehicles, it shall be deemed for the purposes of this Local Law to operate and have effect as if it related to the parking of vehicles.

(6) The provisions of Parts (2), (3) and (4) do not apply to a bicycle parked at a bicycle rail or bicycle rack.

1.8 Classes of vehicles

For the purpose of this Local Law, vehicles are divided into classes as follows—

- (a) buses;
- (b) commercial vehicles;
- (c) motorcycles and bicycles;
- (d) taxis; and
- (e) all other vehicles.

1.9 Part of thoroughfare to which sign applies

Where under this Local Law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which—

- (1) lies beyond the sign;
- (2) lies between the sign and the next sign beyond that sign; and
- (3) is on that side of the thoroughfare nearest to the sign.

1.10 Powers of the local government

The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region but must do so consistently with the provisions of this Local Law.

PART 2—PARKING STALLS AND PARKING STATIONS

2.1 Determination of parking stalls and parking stations

The local government may by resolution constitute, determine and vary and also indicate by signs—

- (a) parking stalls;
- (b) parking stations;
- (c) permitted time and conditions of parking in parking stalls and parking stations which may vary with the locality;
- (d) permitted classes of vehicles which may park in parking stalls and parking stations;
- (e) permitted classes of persons who may park in specified parking stalls or parking stations; and
- (f) the manner of parking in parking stalls and parking stations.

2.2 Vehicles to be within parking stalls on thoroughfare

(1) Subject to subclause (2), (3) and (4), a person shall not park a vehicle in a parking stall in a thoroughfare otherwise than—

- (a) parallel to and as close to the kerb as is practicable;
- (b) wholly within the stall; and
- (c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the stall is situated.

(2) Subject to subclause (3) where a parking stall in a thoroughfare is set out otherwise than parallel to the kerb, then a person must park a vehicle in that stall wholly within it.

(3) If a vehicle is too long or too wide to fit completely within a single parking stall then the person parking the vehicle shall do so within the minimum number of parking stalls needed to park that vehicle.

(4) A person shall not park a vehicle partly within and partly outside a parking area.

2.3 Parking prohibitions and restrictions

(1) A person shall not—

- (a) park a vehicle so as to obstruct an entrance to, or an exit from a parking station, or an access way within a parking station;
- (b) except with the permission of the local government or an Authorised Person park a vehicle on any part of a parking station contrary to a sign referable to that part;
- (c) permit a vehicle to park on any part of a parking station, if an Authorised Person directs the driver of such vehicle to move the vehicle; or
- (d) park or attempt to park a vehicle in a parking stall in which another vehicle is parked but this paragraph does not prevent the parking of a motorcycle and a bicycle together in a stall marked 'M/C', if the bicycle is parked in accordance with subclause (2).

(2) Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a permissive parking stall or station (except in a parking area for people with disabilities) for twice the length of time allowed, provided that—

- (a) the driver's vehicle displays an ACROD sticker; and
- (b) a person with disabilities to which that ACROD sticker relates is either the driver of or a passenger in the vehicle.

PART 3—PARKING GENERALLY

3.1 Restrictions on parking in particular areas

(1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station—

- (a) if by a sign it is set apart for the parking of vehicles of a different class;
- (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or
- (c) during any period when the parking of vehicles is prohibited by a sign.

(2) (a) This subclause applies to a driver if—

- (i) the driver's vehicle displays an ACROD sticker; and
- (ii) a disabled person to which the ACROD sticker relates is either the driver of the vehicle or a passenger in the vehicle.

(b) The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates for twice the period indicated on the sign.

(3) A person shall not park a vehicle—

- (a) in a no parking area;
- (b) in a parking area, except in accordance with the signs associated with the parking area and with this Local Law;
- (c) in a stall marked 'M/C' unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.

(4) A person shall not park a motorcycle without a sidecar or a trailer, or a bicycle in a parking stall unless the stall is marked 'M/C', unless a parking stall marked 'M/C' is not available.

(5) A person shall not, without the prior permission of the local government, the CEO, or an Authorised Person, park a vehicle in an area designated by a sign stating 'Authorised Vehicles Only'.

3.2 Parking vehicle on a carriageway

(1) A person parking a vehicle on a carriageway other than in a parking stall shall park it—

- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
- (c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or any continuous line or median strip, or between the vehicle and a vehicle parked on the farther side of the carriageway;
- (d) so that the front and the rear of the vehicle respectively is not less than 1 metre from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this Local Law; and
- (e) so that it does not obstruct any vehicle on the carriageway, unless otherwise indicated on a parking sign or markings on the roadway.

(2) In this clause, 'continuous dividing line' means—

- (a) a single continuous dividing line only;
- (b) a single continuous dividing line to the left or right of a broken dividing line; or
- (c) 2 parallel continuous dividing lines.

3.3 When parallel and right-angled parking apply

Where a traffic sign associated with a parking area is not inscribed with the words 'angle parking' (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates, or marks on the carriageway indicate, that vehicles have to park in a different position, where the parking area is—

- (a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area shall park it as near as practicable to and parallel with that boundary; and
- (b) at or near the centre of the carriageway, a person parking a vehicle in that parking area shall park it at approximately right angles to the centre of the carriageway.

3.4 When angle parking applies

(1) This clause does not apply to—

- (a) a passenger vehicle or a commercial vehicle with a mass including any load, of over three tonnes; or
- (b) a person parking either a motor cycle without a trailer or a bicycle.

(2) Where a sign associated with a parking area is inscribed with the words 'angle parking' (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area shall park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or by marks on the carriageway.

3.5 General prohibitions on parking

- (1)
 - (a) This clause does not apply to a vehicle parked in a parking stall nor to a bicycle in a bicycle rack.
 - (b) Subclauses (2)(c), (e) and (g) do not apply to a vehicle which parks in a bus embayment.
- (2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle so that any portion of the vehicle is—
 - (a) between any other stationary vehicles and the centre of the carriageway;
 - (b) on or adjacent to a median strip;
 - (c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
 - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
 - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
 - (f) on any footpath or pedestrian crossing;
 - (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
 - (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
 - (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
 - (j) within 3 metres of a public letter pillar box, unless the vehicle is being used for the purposes of collecting postal articles from the pillar box; or
 - (k) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked, unless a sign or markings on the carriageway indicate otherwise.
- (3) A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of—
 - (a) a sign inscribed with the words 'Bus Stop' or 'Hail Bus Here' (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or
 - (b) a children's crossing or pedestrian crossing.
- (4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side of—
 - (a) a sign inscribed with the words 'Bus Stop' or 'Hail Bus Here' (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;
 - (b) a children's crossing or pedestrian crossing.
- (5) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

3.6 Authorised person may order vehicle on thoroughfare to be moved

The driver of a vehicle shall not park that vehicle on any part of a thoroughfare in contravention of this Local Law after an Authorised Person has directed the driver to move it.

3.7 Authorised person may mark tyres

(1) An Authorised Person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers.

(2) A person shall not remove a mark made by an Authorised Person so that the purpose of the affixing of such a mark is defeated or likely to be defeated.

3.8 No movement of vehicles to avoid time limitation

(1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time allowed for parking in the parking facility.

(2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle along that thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the thoroughfare for at least 2 hours.

3.9 No parking of vehicles exposed for sale and in other circumstances

A person shall not park a vehicle on any portion of a thoroughfare—

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is not licensed under the Road Traffic Act;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle; or
- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

3.10 Parking on private land

(1) In this clause a reference to 'land' does not include land—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*;
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;
- (d) which is the subject of an agreement referred to in clause 1.7(2).

(2) A person shall not park a vehicle on land without the consent of the owner or occupier of the land on which the vehicle is parked.

(3) Where the owner or occupier of the land, by a sign referable to that land or otherwise, consents to the parking of vehicles of a specified class or classes on the land for a limited period, a person shall not park a vehicle on the land otherwise than in accordance with the consent.

3.11 Parking on reserves

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

3.12 Suspension of parking limitations for urgent, essential or official duties

(1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government, the CEO or an Authorised Person may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.

(2) Where permission is granted under subclause (1), the local government, the CEO or an Authorised Person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

PART 4—PARKING AND STOPPING GENERALLY

4.1 No stopping and no parking signs, keep clear areas and yellow edge lines

(1) No stopping

A driver shall not stop on a length of carriageway, or in an area, to which a 'no stopping' sign applies or in a 'keep clear area'.

(2) No parking

A driver shall not stop on a length of carriageway or in an area to which a 'no parking' sign applies, unless the driver is—

- (a) dropping off, or picking up, passengers or goods;
- (b) does not leave the vehicle unattended; and
- (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.

'unattended', in relation to a vehicle, means that the driver has left the vehicle so that the driver is more than 3 metres from the closest point of the vehicle.

(3) No stopping on a carriageway with yellow edge lines

A driver shall not stop at the side of a carriageway marked with a continuous yellow edge line.

PART 5—STOPPING IN ZONES FOR PARTICULAR VEHICLES

5.1 Stopping in a loading zone

A person shall not stop a vehicle in a loading zone unless it is—

- (a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or
- (b) a motor vehicle that completes the dropping off or picking up of passengers within 2 minutes of stopping and then drives on, but, in any event, shall not remain in that loading zone—
- (c) for longer than a time indicated on the 'loading zone' sign; or
- (d) longer than 30 minutes (if no time is indicated on the sign).

5.2 Stopping in a taxi zone or a bus zone

(1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.

(2) A driver shall not stop in a bus zone unless the driver is driving a public bus, or a bus of a type that is permitted to stop at the bus zone by information on or with the 'bus zone' sign applying to the bus zone.

5.3 Stopping in a mail zone

A person shall not stop a vehicle in a mail zone.

5.4 Other limitations in zones

A person shall not stop a vehicle in a zone to which a traffic sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles, or specific activities allowed, as indicated by additional words on a traffic sign that applies to the zone.

PART 6—OTHER PLACES WHERE STOPPING IS RESTRICTED

6.1 Stopping in a shared zone

A driver shall not stop in a shared zone unless—

- (1) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this Local Law;
- (2) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this Local Law;
- (3) the driver is dropping off, or picking up, passengers or goods; or
- (4) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

6.2 Double parking

(1) A driver shall not stop a vehicle so that any portion of the vehicle is between any other stopped vehicle and the centre of the carriageway.

(2) This clause does not apply to—

- (a) a driver stopped in traffic; or
- (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this Local Law.

6.3 Stopping near an obstruction

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

6.4 Stopping on a bridge or in a tunnel, etc.

(1) A driver shall not stop a vehicle on a bridge, causeway, ramp or similar structure unless—

- (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
- (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this Local Law.

(2) A driver shall not stop a vehicle in a tunnel or underpass unless—

- (a) the carriageway is at least as wide in the tunnel or underpass as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
- (b) the driver of a motor vehicle stops at a bus stop, or in a bus zone or parking area marked on the carriageway, for the purpose of setting down or taking up passengers.

6.5 Stopping on crests, curves, etc.

(1) Subject to subclause (2), a driver shall not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking

vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.

(2) A driver may stop on a crest or curve on a carriageway that is not in a built-up area if the driver stops at a place on the carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this Local Law.

6.6 Stopping near a fire hydrant etc

(1) A driver shall not stop a vehicle so that any portion of the vehicle is within one metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless—

- (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and does not leave the bus unattended; or
- (b) the driver is driving a taxi, and the driver stops in a taxi zone and does not leave the taxi unattended.

(2) In this clause a driver leaves the vehicle 'unattended' if the driver leaves the vehicle so the driver is over 3 metres from the closest point of the vehicle.

6.7 Stopping at or near a bus stop

(1) A driver shall not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop, or within 10m of the departure side of a bus stop, unless—

- (a) the vehicle is a public bus stopped to take up or set down passengers; or
- (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this Local Law.

(2) In this clause—

- (a) distances are measured in the direction in which the driver is driving; and
- (b) a trailer attached to a public bus is deemed to be a part of the public bus.

6.8 Stopping on a path, median strip, or traffic island

The driver of a vehicle (other than a bicycle or an animal) shall not stop so that any portion of the vehicle is on a path, traffic island or median strip, unless the driver stops in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this Local Law.

6.9 Stopping on verge

(1) A person shall not—

- (a) stop a vehicle (other than a bicycle);
- (b) stop a commercial vehicle or any combination of vehicles that exceeds 4.5 tonnes GVM, a bus, a trailer or caravan unattached to a motor vehicle; or
- (c) stop any vehicle (other than a bicycle) during any period when the stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge, so that any portion of it is on a verge.

(2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to stop the vehicle so that any portion of it is on the verge.

(3) Subclause (1)(b) does not apply to a commercial vehicle or any vehicle with a GVM that exceeds 4.5 tonnes when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a path.

6.10 Obstructing access to and from a path, driveway, etc.

(1) A driver shall not stop a vehicle so that any portion of the vehicle is in front of a path, in a position that obstructs access by vehicles or pedestrians to or from that path, unless—

- (a) the driver is dropping off, or picking up, passengers; or
- (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this Local Law.

(2) A driver shall not stop a vehicle on or across a driveway or other way of access for vehicles travelling to or from adjacent land, unless—

- (a) the driver is dropping off, or picking up, passengers; or
- (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this Local Law.

6.11 Stopping near a letter box

A driver shall not stop a vehicle so that any portion of the vehicle is within 3 metres of a public letter box, unless the driver—

- (a) is dropping off, or picking up, passengers or mail; or
- (b) stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this Local Law.

6.12 Stopping on a carriageway—heavy and long vehicles

(1) A person shall not park a vehicle or any combination of vehicles on any part of a carriageway that, together with any projection on, or load carried by, the vehicle or combination of vehicles, is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes—

- (a) in a built up area, for any period exceeding one hour, unless engaged in the picking up or setting down of goods; or
- (b) outside of a built up area, except if parked on the shoulder of the carriageway or in a truck bay or other area set aside by the local government for the parking of goods vehicles.

(2) Nothing in this clause mitigates the limitations or conditions imposed by any other clause or by any local law or traffic sign relating to the parking or stopping of vehicles.

6.13 Stopping on a carriageway with motor cycle parking sign

The driver of a vehicle shall not stop on a length of carriageway, or in an area, to which a 'motor cycle parking' sign applies, or an area marked 'M/C' unless—

- (a) the vehicle is a motor cycle; or
- (b) the driver is dropping off, or picking up, passengers.

6.14 Stopping in a parking stall for people with disabilities

- (1) A driver shall not stop in a parking area for people with disabilities unless—
 - (a) the driver's vehicle displays an ACROD sticker; and
 - (b) either the driver or the passenger in that vehicle is a person with disabilities.
- (2) In this clause a 'parking area for people with disabilities' is a length or area—
 - (a) to which a 'permissive parking' sign displaying a people with disabilities symbol applies;
 - (b) to which a 'people with disabilities parking' sign applies;
 - (c) indicated by a road marking (a 'people with disabilities road marking') that consists of, or includes, a people with disabilities symbol; or
 - (d) set aside within a parking region as a 'parking stall for use of a disabled person' under the *Local Government (Parking for Disabled Persons) Regulations 1988*.

PART 7—MISCELLANEOUS

7.1 Removal of notices on vehicle

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle, shall not remove from the vehicle any notice put on the vehicle by an Authorised Person.

7.2 Unauthorised signs and defacing of signs

A person shall not without the authority of the local government—

- (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this Local Law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this Local Law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this Local Law.

7.3 Signs must be complied with

An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this Local Law.

7.4 General provisions about signs

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary presumed to be a sign marked, erected, set up, established or displayed under the authority of this Local Law.
- (2) The first 3 letters of any day of the week when used on a sign indicate that day of the week.

7.5 Special purpose and emergency vehicles

Notwithstanding anything to the contrary in this Local Law, the driver of—

- (a) a special purpose vehicle may, only in the course of his or her duties and when it is expedient and safe to do so, stop, or park the vehicle in any place, at any time; and
- (b) an emergency vehicle may, in the course of his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop, or park the vehicle at any place, at any time.

PART 8—PENALTIES

8.1 Offences and penalties

(1) Any person who fails to do anything required or directed to be done under this Local Law, or who does anything which under this Local Law that person is prohibited from doing, commits an offence.

(2) An offence against any provision of this Local Law is a prescribed offence for the purposes of section 9.16(1) of the Act.

(3) Any person who commits an offence under this Local Law shall be liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

(4) The amount appearing in the final column of Schedule 2 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

8.2 Form of notices

For the purposes of this Local Law—

- (a) the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 3;
- (b) the form of the infringement notice referred to in section 9.17 of the Act is that of Form 2 in Schedule 3;
- (c) the form of the infringement notice referred to in section 9.17 of the Act which incorporates the notice referred to in section 9.13 of the Act, is that of Form 3 in Schedule 3; and
- (d) the form of the notice referred to in section 9.20 of the Act is that of Form 4 in Schedule 3; and
- (e) the form of the notice referred to in section 3.42 (1) (b) of the Act is that of Form 5 in Schedule 3.

PART 9—OBSTRUCTING VEHICLES

9.1 Removal and impounding of vehicles

(1) Within the parking region, a person shall not leave a vehicle or any part of a vehicle on a thoroughfare, in a public place or in a place that an agreement under clause 1.7 (2) of this local law operates so that it obstructs the use of any part of that thoroughfare, public place or land without the permission of the local government or unless authorised under any written law.

(2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

(3) A vehicle which is left in contravention of sub-clause (1) is deemed to be obstructing the lawful use of that place which is a contravention that can lead to impounding for the purposes of section 3.37 of the Act.

(4) An Authorised Person may remove and impound any vehicle found in contravention of subclause (1) in accordance with section 3.39 of the Act.

(5) An Authorised Person may use reasonable force to remove and impound a vehicle in accordance with the Act.

(6) Where an Authorised Person removes and impounds a vehicle pursuant to this Local Law, he shall enter in a register to be provided by the local government for that purpose, details of the time and date, a description of the vehicle, and of the place from which it was removed.

(7) A notice under section 3.42 of the Act is to be given to the owner of vehicle impounded under this Local Law, in the form of Form 5 of Schedule 3.

PART 10—AUTHORISED PERSONS

10.1 Powers of authorised persons

(1) A authorised person is may—

- (a) carry into effect the provisions of this local law;
- (b) report to the local government on the working effectiveness and functioning of this local law;
- (c) make inquiries and investigations concerning any alleged, purported or actual offences against any of the provisions of this local law, with power to interview, question and obtain particulars from person(s) wheresoever living in respect of offences and suspected offences within the parking region;
- (d) recommend to the local government the institution of prosecutions; and
- (e) institute and conduct prosecutions as directed by the local government or the Chief Executive Officer, from time to time.

Schedule 1

PARKING REGION

The parking region is the whole of the district, but excludes the following portions of the district—

1. the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
2. prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads.

**Schedule 2
PRESCRIBED OFFENCES
Town of Narrogin
Parking Local Law 2013**

1	2.2	Failure to park wholly within parking stall	35
2	2.2(4)	Failure to park wholly within parking area	35
3	2.3(1)(a)	Causing obstruction in parking station	45
4	2.3(1)(b)	Parking contrary to sign in parking station	45
5	2.3(1)(c)	Parking contrary to directions of authorised person	45
6	2.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	35
7	3.1(1)(a)	Parking wrong class of vehicle	35
8	3.1(1)(b)	Parking by persons of a different class	40
9	3.1(1)(c)	Parking during prohibited period	40
10	3.1(3)(a)	Parking in no parking area (eg on footway)	50
11	3.1(3)(b)	Parking contrary to signs or limitations	35
12	3.1(3)(c)	Parking vehicle in motor cycle only area	35
13	3.1(4)	Parking motorcycle in stall not marked "M/C"	35
14	3.1(5)	Parking without permission in an area designated for "Authorised Vehicles Only"	40
15	3.2(1)(a)	Failure to park on the left of two way carriageway	35
16	3.2(1)(b)	Failure to park on boundary of one-way carriageway	35
17	3.2(1)(a) or 3.2(1)(b)	Parking against the flow of traffic	40
18	3.2(1)(c)	Parking when distance from farther boundary less than 3 metres	40
19	3.2(1)(d)	Parking closer than 1 metre from another vehicle	35
20	3.2(1)(e)	Causing obstruction	45
21	3.3(b)	Failure to park at approximate right angle	35
22	3.4(2)	Failure to park at an appropriate angle	35
23	3.5(2)(a) & 6.2	Double Parking	40
24	3.5(2)(b)	Parking on or adjacent to a median strip	35
25	3.5(2)(c)	Denying access to private drive or right of way	40
26	3.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	45
27	3.5(2)(e)	Parking with 10 metres of traffic island	40
28	3.5(2)(f)	Parking on footpath/pedestrian crossing	50
29	3.5(2)(g)	Parking contrary to continuous line markings	40
30	3.5(2)(h)	Parking on intersection	40
31	3.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	45
32	3.5(2)(j)	Parking within 3 metres of public letter box	40
33	3.5(2)(k)	Parking within 10 metres of an intersection	40
34	3.5(3)(a) or 3.5(3)(b)	Parking vehicle within 10 metres of departure side of bus stop, childrens crossing or pedestrian crossing	45
35	3.5(4)(a) or 3.5(4)(b)	Parking vehicle within 20 metres of departure side of bus stop, childrens crossing or pedestrian crossing	45
36	3.5(5)	Parking vehicle within 20 metres of approach or departure side of railway crossing	45
37	3.6	Parking contrary to direction of Authorised Person	45
38	3.7(2)	Removing mark of Authorised Person	50
39	3.8(1) or (2)	Moving vehicle to avoid time limitation on thoroughfare or in a parking facility	35

40	3.9(a)	Parking in a thoroughfare for the purpose of sale	35
41	3.9(b)	Parking unlicensed vehicle in thoroughfare	35
42	3.9(c)	Parking a trailer/caravan on a thoroughfare	35
43	3.9(d)	Parking in a thoroughfare for purpose of repairs	35
44	3.10(1) or (2)	Parking on land that is not a parking facility without consent	50
45	3.10(3)	Parking on land not in accordance with consent	35
46	3.11	Driving or parking on reserve	50
47	4.1(1)	Stopping contrary to a 'no stopping' sign or in a 'keep clear area'.	
48	4.1(2)	Parking contrary to 'no parking' sign	50
49	4.1(3)	Stopping on carriageway with yellow edged lines	50
50	5.1	Stopping unlawfully in a loading zone	40
51	5.2	Stopping unlawfully in a taxi zone	35
52	5.3	Stopping unlawfully in a mail zone	35
53	5.4	Stopping in a zone contrary to a sign	35
54	6.1	Stopping in a shared zone	35
55	6.3	Stopping near an obstruction	40
56	6.4	Stopping on a bridge or tunnel etc	35
57	6.5	Stopping on crests/curves	50
58	6.6	Stopping near fire hydrant	50
59	6.7	Stopping near bus stop	40
60	6.8	Stopping on path, median strip or traffic island	40
61	6.9	Stopping on verge	35
62	6.10	Obstructing path, a driveway etc	35
63	6.11	Stopping near letterbox	40
64	6.12	Stopping heavy or long vehicles on carriageway	40
66	6.13	Stopping in a motorcycle parking area	35
67	6.14	Stopping in a disabled parking area	60
68	7.1	Removing notice from vehicle	40
69	9.1(1)	Obstruction of street or Public Place	45
70		All other offences not specified.	

Schedule 3

Local Government Act 1995

Form 1

PARKING AND PARKING FACILITIES LOCAL LAW 2013

NOTICE TO OWNER OF VEHICLE INVOLVED IN OFFENCE

Date / /

To:(1).....

of:(2).....

It is alleged that on / / at (3)

at (4) your vehicle—

make:

model:

registration:

was involved in the commission of the following offence

.....
.....

contrary to clause of the Parking and Parking Facilities Local Law 2013.

You are required under section 9.13 of the Local Government Act 1995 to identify the person who was the driver or person in charge of the vehicle at the time when the offence is alleged to have been committed.

If you do not prove otherwise, you will be deemed to have committed the offence unless—

- (a) within 28 days after being served with this notice;
 - (i) you inform the Chief Executive Officer of the Town of Narrogin or another authorised officer of the local government as to the identity and address of the person who was the driver or person in charge of the vehicle at the time the offence is alleged to have been committed; and
 - (ii) you satisfy the Chief Executive Officer that the vehicle had been stolen, or was being unlawfully used, at the time the offence is alleged to have been committed; or
- (b) you were given an infringement notice for the alleged offence and the modified penalty specified in it is paid within 28 days after the notice was given or such further time as is allowed.

(5).....

(6).....

Insert—

- (1) Name of owner or 'the owner'
- (2) Address of owner (not required if owner not named)
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Signature of authorized person
- (6) Name and title of authorized person giving notice

Schedule 3
Local Government Act 1995
Form 2
PARKING AND PARKING FACILITIES LOCAL LAW 2013
INFRINGEMENT NOTICE

Serial No
Date / /
To: (1).....
of: (2)
It is alleged that on / / at (3).....
at (4).....
in respect of vehicle—
Make:;
Model:;
Registration: ,
you committed the following offence—

.....
contrary to clause of the Parking and Parking Facilities Local Law 2013.

The modified penalty for the offence is \$

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at (5)..... within a period of 28 days after the giving of this notice.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable. If the above address is not your current address, or if you change your address, it is important that you advise the CEO or authorised person of the Town of Narrogin in writing immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(6)
(7)

Insert—

- (1) Name of alleged offender or 'the owner'
- (2) Address of alleged offender
15 August 2013 GOVERNMENT GAZETTE, WA 3603
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Place where modified penalty may be paid
- (6) Signature of authorised person
- (7) Name and title of authorised person giving notice

Schedule 3
Local Government Act 1995
Form 3
PARKING AND PARKING FACILITIES LOCAL LAW 2013
INFRINGEMENT NOTICE

Serial No
Date / /
To:
of: (2).....
It is alleged that on / / at (3)
at (4)
in respect of vehicle—
Make:;
Model: ;
Registration:
you committed the following offence—
.....
.....

contrary to clause of the Parking and Parking Facilities Local Law 2013.

The modified penalty for the offence is \$

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at (5) within a period of 28 days after the giving of this notice. Unless within 28 days after being served with this notice—

- (a) you pay the modified penalty; or
- (b) you—
 - (i) inform the Chief Executive Officer of the Town of Narrogin or another authorised officer of the local government as to the identity and address of the person who was the driver or person in charge of the above vehicle at the time the offence is alleged to have been committed; or
 - (ii) satisfy the Chief Executive Officer that the above vehicle had been stolen or was being unlawfully used at the time the offence is alleged to have been committed, you will, in the absence of proof to the contrary, be deemed to have committed the above offence and court proceedings may be instituted against you.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry or court proceeding may be commenced against you. If the matter is registered with the Registry your driver's licence or any vehicle licence may be suspended and additional costs will be payable.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(6).....
(7).....

Insert—

- (1) Name of owner or 'the owner'
- (2) Time of alleged offence
- (4) Location of alleged offence
- (5) Place where modified penalty may be paid
- (6) Signature of authorized person
- (7) Name and title of Authorised Person giving notice

Schedule 3

Local Government Act 1995

Form 4

PARKING AND PARKING FACILITIES LOCAL LAW 2013

WITHDRAWAL OF INFRINGEMENT NOTICE

Serial No

Date / /

To: (1).....

of: (2)

Infringement Notice No. dated / /

in respect of vehicle—

Make: ;

Model:

Registration:

for the alleged offence of

has been withdrawn.

The modified penalty of \$

- has been paid and a refund is enclosed.
- has not been paid and should not be paid.

(delete as appropriate).

(3)

(4)

Insert—

- (1) Name of alleged offender to whom infringement notice was given or 'the owner'.
- (2) Address of alleged offender.
- (3) Signature of authorized person.
- (4) Name and title of Authorised Person giving notice.

—————
Schedule 3

Local Government Act 1995

Form 5

PARKING AND PARKING FACILITIES LOCAL LAW 2013

NOTICE OF REMOVAL AND IMPOUNDING OF VEHICLE

Serial No.....

Date...../...../.....

To (name of owner of vehicle):

of (address of owner of vehicle):.....

the owner of vehicle (vehicle identification number)..... (make)..... (type).....

On (date)at (time) am/pm, at (place)

.....
your vehicle was involved in a contravention of the Town of Narrogin Parking and Parking Facilities Local Law 2013 and was removed and impounded under section 3.39 of the *Local Government Act 1995*.

Your vehicle may be collected from (place)..... between the hours of am/pm and..... am/pm, Monday to Friday by satisfying the Chief Executive Officer of the Town of Narrogin that you are the owner of the vehicle or a person entitled to possession of the vehicle.

If your vehicle is not collected within the period specified in the Act the Town may either—

- (a) under section 3.46 of the *Local Government Act 1995* refuse to allow the vehicle to be collected until the Shire's costs of custody of the vehicle, after the period of two months have been paid to the Shire; or
- (b) under section 3.47 of the *Local Government Act 1995* sell the vehicle and credit the money received from that sale to the Shire's trust fund except to the extent required to meet the costs of custody of the vehicle after the period of two months and the expenses incurred by the Town of Narrogin in selling the vehicle.

If you are convicted of an offence against the Town of Narrogin Parking and Parking Facilities Local Law 2013 as a result of the above contravention then section 3.48 of the *Local Government Act 1995* also allows the Town to recover from you its expenses incurred in removing and impounding the vehicle and any outstanding expenses for the custody of the vehicle.

—————

Dated this ----- day of -----2013.

The Common Seal of the Town of Narrogin was affixed by authority of a resolution of the Council in the presence of—

Aaron Cook, Chief Executive Officer.
Leigh Ballard, Mayor

10.2 CORPORATE AND COMMUNITY SERVICES

10.2.157 PAYMENTS FOR ENDORSEMENT – OCTOBER 2015

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 30 October 2015
Author: Tienieke Lester – Finance Officer Accounts

Attachments

- List of Accounts for Endorsement – October 2015

Summary

Council is requested to endorse the payments as presented in the List of Accounts for Endorsement – October 2015.

Background

Pursuant to Section 6.8 (2)(b) of the Local Government Act 1995, where expenditure has been incurred by a local government it is to be reported to the next ordinary meeting of Council.

Comment

The attached “List of Accounts for Endorsement – October 2015” is presented to Council for endorsement. Below is a summary of activity.

Total Creditor Payments October 2015	\$1,209,132.80
Total Payroll Payments October 2015	\$191,372.96
Total Payments October 2015	\$1,400,505.76
Percentage paid by EFT October 2015	85%
Percentage paid by Cheque October 2015	1%
Percentage paid by Payroll October 2015	14%
Percentage of Local Suppliers & Wages paid October 2015	28%
Dollar Value spent with Local Suppliers October 2015	\$197,822.25
Percentage of Non-Local Suppliers October 2015	72%

Please note ‘F’ is fully funded, ‘PF’ is partially funded, ‘R’ is reimbursements and ‘I’ is insurance claims

Consultation

Rhona Hawkins, Manager of Finance

Statutory Environment

Local Government Financial Regulations (1996) (as amended) 22, 32, and 34 apply.

Policy Implications - Nil

Financial Implications

All expenditure has been approved via adoption of the 2015/16 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications - Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1115.194 and Officer's Recommendation

Moved: Cr Fisher

Seconded: Cr Bartron

That Council:

Endorse the payments as presented in the Payment Listing for the month of October 2015 for the Municipal Fund totalling \$1,400,505.76

CARRIED 9/0

List of Accounts For Endorsement October 2015

No	Chq/EFT	Date	Name	Description	Amount	Type	Fund
1	EFT4501	01/10/2015	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-882.05		R
2	EFT4502	01/10/2015	South West Print Group	ADMIN PRINTING Dog Registration Forms	-397.00		
3	EFT4503	01/10/2015	Kleenheat Gas	JOHN HIGGINS CENTRE GAS Bottle Annual Service Fee September 2015 - September 2016	-560.00	L	
4	EFT4504	01/10/2015	ARTS Narrogin Incorporated	OTHULC ARTWORK PURCHASE John Ainsworth 'Heavy Weight'	-2950.00	L	
5	EFT4505	01/10/2015	Borgas Engineering Pty Ltd	NGN752 ISUZU TIP TRUCK Repairs (WORKS) Tailgate	-363.00	L	
6	EFT4506	01/10/2015	Narrogin Glass & Quick Fit Windscreens	OONGN MITSUBISHI TRITON UTE (WORKS) Repairs Fit and Supply New Windscreen	-330.00	L	
7	EFT4507	01/10/2015	Narrogin Junior Basketball Association	NRLC REGIONAL TALENT Sport and Coach Funding	-2000.00	L	F
8	EFT4508	01/10/2015	Upper Great Southern Hockey	NRLC REGIONAL TALENT Sports and Coach Funding	-2000.00	L	F
9	EFT4509	01/10/2015	Narrogin and Districts Netball Association	NRLC REGIONAL TALENT Sport and Coach Funding	-2000.00	L	F
10	EFT4510	01/10/2015	Narrogin & Districts Little Athletics	NRLC REGIONAL TALENT Sport and Coach Funding	-2000.00	L	F
11	EFT4511	01/10/2015	Narrogin Amateur Swimming Club	NRLC REGIONAL TALENT Coach and Sport Funding	-2000.00	L	F
12	EFT4512	01/10/2015	Wheatbelt Regional Cricket Council	NRLC REGIONAL TALENT Sports and Coach Funding	-2000.00		F
13	EFT4513	01/10/2015	YMCA of Perth Inc.	NRLC SALARIES Leave Payments as Per Agreement	-13471.59		R
14	EFT4514	01/10/2015	Upper Great Southern Tennis Zone Inc.	NRLC REGIONAL TALENT Sports and Coach Funding	-2000.00		F
15	EFT4515	01/10/2015	Rural Stone Company WA Pty Ltd	STREET TREE MAINTENANCE Supply of Coping Stone for Tree Risers	-110.00		
16	EFT4516	01/10/2015	Knightline Computers	NHC IT Reset Printers	-45.00	L	F
17	EFT4517	01/10/2015	State Library of Western Australia	LIBRARY LOST BOOKS Recoveries of Lost Items Stocktake	-730.40		
18	EFT4518	01/10/2015	Susan Farrell	COUNCIL LAUNDRY Linen 22/09/2015	-40.00	L	
19	EFT4519	01/10/2015	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	SIGNS Various	-127.60		
20	EFT4520	01/10/2015	Narrogin Electrical Services	WHITE ROAD REFUSE SITE Upgrade Installation of CCTV	-2508.00	L	
21	EFT4521	01/10/2015	A.K.C Pty Ltd T/as Baileys Fertilisers	CLAYTON ROAD OVAL MAINTENANCE Bulka Brilliance and Ag Lime	-4537.72		
22	EFT4522	01/10/2015	CY O'Connor Institute	NHC TRAINING Cert 3 In Aged Care	-241.90		F
23	EFT4523	01/10/2015	Narrogin Boilermakers	WORKS CLOTHING PPE Trousers and Shirts	-36.00	L	
24	EFT4524	01/10/2015	Public Libraries Western Australia Inc.	LIBRARY MEMBERSHIP 2015/2016	-162.00		F
25	EFT4525	01/10/2015	Katanning Security Services Pty Ltd	TOWN HALL and LIBRARY SECURITY Call Out August 2015	-198.00		

26	EFT4526	01/10/2015	Quick Corporate	ADMIN STATIONERY Various Items September 2015	-1041.04		
27	EFT4527	01/10/2015	Department of Parks and Wildlife (Narrogin)	NHC STATIONERY Paper Barna Mia Takeaway Cups for Excursions	-220.00	L	F
28	EFT4528	01/10/2015	Mallee River Enterprises	ADMIN TRAINING Accommodation Albany 20/08/2015	-150.00		
29	EFT4529	01/10/2015	Benara Nurseries	DRY PARK MAINTENANCE Various Plants	-1685.45		
30	EFT4530	01/10/2015	Sai Global Limited	BUILDING SUBSCRIPTIONS Standards Australia	-2288.00		
31	EFT4531	06/10/2015	Best Office Systems	ADMIN PHOTOCOPIER Black and White & Colour Copies September 2015	-1467.78	L	
32	EFT4532	06/10/2015	Knightline Computers	LIB EQUIPMENT Computer Leads	-24.95	L	
33	EFT4533	06/10/2015	Frank Weston & Co	SIGNS MAINTENANCE Cut and Weld 19.5m of Pipe for Traffic Signs	-363.61	L	
34	EFT4534	06/10/2015	Susan Farrell	COUNCIL LAUNDRY Linen 28/09/15	-50.00	L	
35	EFT4535	06/10/2015	Ballards of Narrogin	ANIMAL CONTROL SUSTENANCE Dog Biscuits	-35.00	L	
36	EFT4536	06/10/2015	Narrogin Electrical Services	NCP MAINTENANCE Electrical Repairs to Lights	-269.10	L	
37	EFT4537	06/10/2015	IT Vision	ADMIN SUBSCRIPTIONS IT Vision User Group 2015/2015	-715.00		
38	EFT4538	06/10/2015	Thing-A-Me-Bobs	ADMIN DECORATIONS Football Finals Eagles and Dockers	-64.96	L	
39	EFT4539	06/10/2015	Kulker Plumbing Service	NCP MAINTENANCE Repair of Taps and Hose Connections	-116.50	L	
40	EFT4540	06/10/2015	Mechanical & Diesel Services	1CYQ644 CATERPILLAR MULTI TERRAIN Repair Blown Hose (WORKS)	-715.55	L	
41	EFT4541	06/10/2015	T.J. & E.A. Lynch	NCP MAINTENANCE Repairs to Washing Machines	-65.00	L	
42	EFT4542	06/10/2015	P & F Kulker Building Contractors	SENIOR CITIZEN CENTRE MAINTENANCE Repair Ceiling	-220.00	L	
43	EFT4543	06/10/2015	CY O'Connor Institute	NHC TRAINING Work Effectively with Older People Workshop	-155.76		F
44	EFT4544	06/10/2015	Goodyear Dunlop Tyres Pty Ltd	1BBN838 MITSUBISHI SIDE TIPPER Repairs Puncture (WORKS)	-223.39	L	
45	EFT4545	06/10/2015	Shire of Narrogin	ROAD MAINTENANCE Unsealed Hire of Grader, Roller and Operators for Grading	-2211.00	L	
46	EFT4546	06/10/2015	Narrogin Junior Basketball Association	NRLC KIDSPORT VOUCHERS	-3900.00	L	F
47	EFT4547	06/10/2015	L R Sims & Co	CEMETERY MAINTENANCE Pump our Toilets	-99.00	L	
48	EFT4548	06/10/2015	Narrogin Residential College	NRLC KIDSPORT VOUCHERS	-135.00	L	F
49	EFT4549	06/10/2015	Alzheimer's Australia W.A. Ltd	NHC TRAINING Me & Dementia Workshop Symposium 27/10/2015	-625.00		F
50	EFT4550	06/10/2015	Fegan Building Surveying	BUILDING Contract Building Surveyor Certificate of Design Compliance	-1622.50		
51	EFT4551	06/10/2015	Express Card Service	LIB EQUIPMENT Borrower Cards	-1089.00		
52	EFT4552	06/10/2015	A.N.Z. Enviro Pty Ltd	TAFE REMEDIATION WORKS Engaging Unrestricted Asbestos Removal Licence	-5178.80		
53	EFT4553	06/10/2015	Geraldton Office Fire & Safety Australia	WORKS TRAINING Breathing Apparatus 19/10/2015	-650.00		
54	EFT4554	07/10/2015	Mandurah Automatic Gates & Fencing	REFUSE SITE UPGRADE Electronic Boom Gates	-1935.00		

55	EFT4555	08/10/2015	Australian Taxation Office	BAS JULY 2015	-599972.00		
56	EFT4556	09/10/2015	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-882.05		R
57	EFT4557	12/10/2015	Narrogin Hire & Reticulation	CLAYTON ROAD OVAL ENTRANCE Upgrade	-74.25	L	
58	EFT4558	12/10/2015	Narrogin Fruit Market	COUNCIL MEETING Refreshments 22/09/2015	-257.20	L	
59	EFT4559	12/10/2015	Narrogin Meals On Wheels	NHC MOW September 2015	-485.46	L	F
60	EFT4560	12/10/2015	Narrogin Newsagency	ADMIN NEWSPAPERS September 2015	-156.88	L	
61	EFT4561	12/10/2015	Narrogin Bearing Service	DEPOT TOOLS Fuel Can	-39.91	L	
62	EFT4562	12/10/2015	Great Southern Waste Disposal	REFUSE COLLECTION September 2015	-43470.14	L	
63	EFT4563	12/10/2015	RJ Smith Engineering	1CYQ644 CATERPILLAR MULTI TERA IN Repairs 10/09/2015 (WORKS)	-968.00	L	
64	EFT4564	12/10/2015	Public Transport Authority	TRANSWA TICKETS September 2015	-995.08		
65	EFT4565	12/10/2015	Octave Holdings Pty Ltd T/as Narrogin Toyota	009NGN TOYOTA CAMRY Repairs 27/08/2015 (NHC)	-32.14	L	F
66	EFT4566	12/10/2015	Williams Rural Supplies	STORMWATER DRAINAGE Maintenance Pipes	-1920.90		
67	EFT4567	12/10/2015	YMCA Perth - Narrogin Leisure Centre	NRLC SCHOOL HOLIDAY PROGRAM Contribution	-200.00	L	
68	EFT4568	12/10/2015	Coles Supermarket	COLES ACCOUNT Various Departments September 2015	-1640.46	L	
69	EFT4569	12/10/2015	Courier Australia	FREIGHT Various Departments September 2015	-75.89		
70	EFT4570	12/10/2015	E & H Staphorst	NGN219 TOYOTA CAMRY 30000km Service (NHC)	-194.87	L	F
71	EFT4571	12/10/2015	Landmark Operations Ltd	DEPOT TOOLS Knapsack Weed Sprayer 15L	-92.62	L	
72	EFT4572	12/10/2015	Greenline Ag Pty Ltd	JOHN DEERE Ride on Mower Service (WORKS)	-498.07		
73	EFT4573	12/10/2015	IT Vision	OTHGOV MERGER Rates Audit Report	-2337.50		F
74	EFT4574	12/10/2015	Narrogin and District Senior Citizens Centre	NHC HIRE Senior Citizens Hall September 2015	-630.00	L	F
75	EFT4575	12/10/2015	Shire of Narrogin	DCCS HOUSING RENTAL 13 Hough Street 19/09/2015 to 17/10/2015	-1400.00	L	
76	EFT4576	12/10/2015	Wormald	NHC FIRE EXTINGUISHERS 6 Monthly Check	-255.20		F
77	EFT4577	12/10/2015	Market Creations Pty Ltd	OTHGOV MERGER Logo and Training Sessions September 2015	-4821.30		F
78	EFT4578	12/10/2015	Covs Parts Pty Ltd	NGN10179 MERCEDES SPRINTER Repairs (NHC)	-80.09		F
79	EFT4579	12/10/2015	Wagin NAB AFL Auskick	NRLC KIDSPORT VOUCHERS	-240.00		F
80	EFT4580	12/10/2015	Conway Highbury Pty Ltd	OTHGOV MERGER Consultant September 2015	-1125.30		F
81	EFT4581	12/10/2015	Narrogin Packaging	PUBLIC TOILETS Cleaning Supplies 03/09/2015	-1029.15	L	
82	EFT4582	12/10/2015	Australia Post	POSTAGE SEPTEMBER 2015 Various Department	-523.20	L	
83	EFT4583	12/10/2015	Leigh Ballard	MAYOR ALLOWANCE 01/07/15 - 30/09/15	-10025.00	L	
84	EFT4584	12/10/2015	MAKIT Narrogin Hardware	HARDWARE Various Departments September 2015	-1146.35	L	
85	EFT4585	12/10/2015	Landgate	LIBRARY UPGRADE Title and Easement Searches	-73.80		

86	EFT4586	12/10/2015	David Arthur Russell	MEMBERS ALLOWANCES 01/07/15 - 30/09/15	-2250.00	L	
87	EFT4587	12/10/2015	Arthur Reginald Paternoster	DEPTY MAYOR ALLOWANCE 01/07/15 - 30/09/15	-3406.22	L	
88	EFT4588	12/10/2015	Jan Elizabeth McKenzie	MEMBERS ALLOWANCES 01/07/15 - 30/09/15	-2250.00	L	
89	EFT4589	12/10/2015	Michael Gerard Kain	MEMBERS ALLOWANCES 01/07/15 - 30/09/15	-2250.00	L	
90	EFT4590	12/10/2015	Farmworks Rural Pty Ltd	VEHICLE Various (WORKS) Repairs Safeguard Cargo Net	-3031.60	L	
91	EFT4591	12/10/2015	Paul Marcel Schutz	MEMBERS ALLOWANCES 01/07/15 - 30/09/15	-2250.00	L	
92	EFT4592	12/10/2015	Colin John Ward	MEMBERS ALLOWANCES 01/07/15 - 30/09/15	-2250.00	L	
93	EFT4593	12/10/2015	Clive Malcolm Bartron	MEMBERS ALLOWANCES 01/07/15 - 30/09/15	-2250.00	L	
94	EFT4594	13/10/2015	Ausq (W.A) Pty Ltd Aft Ausq W.A Unit Trust T/as Ausq Training	WORKS TRAINING Traffic Management 16/10/2015	-339.00		
95	EFT4595	14/10/2015	Department of Human Services	Payroll deductions	-951.70		
96	EFT4596	14/10/2015	Great Southern Fuels	FUEL Various Departments September 2015	-6522.56	L	
97	EFT4597	22/10/2015	Cafe 27	WORKS TRAINING Catering 29 September 2015	-130.00	L	
98	EFT4598	22/10/2015	Dryandra Country Visitors Centre Inc.	VISITOR CENTRE CONTRIBUTION Yearly Financial Subsidy	-15000.00	L	
99	EFT4599	22/10/2015	Anderson, Munro & Wyllie	AUDIT FEES Final Visit 30/06/2015	-5632.00		
100	EFT4600	22/10/2015	Allans Bobcat and Truck Hire	CEMETERY Grave Digging	-1936.00	L	
101	EFT4601	22/10/2015	Country Paint Supplies	FORTUNE STREET Verge Maintenance	-139.35	L	
102	EFT4602	22/10/2015	Argus Pest Control	VERGE MAINTENANCE Pest Control Removal of Bee Hive	-99.00	L	
103	EFT4603	22/10/2015	Galt Environmental Pty Ltd	TAFE SITE REMEDIATION Dust Management Plan Phase 2	-6039.00		
104	EFT4604	22/10/2015	Daimler Trucks Perth	NGN10179 2006 MERCEDES SPRINTER (NHC) Repairs New Key	-247.25		F
105	EFT4605	22/10/2015	Australian Taxation Office	BAS SEPTEMBER 2015	-41192.00		
106	EFT4606	22/10/2015	Knightline Computers	ADMIN IT Investigate Blacklisting	-297.00	L	
107	EFT4607	22/10/2015	Narrogin Earthmoving & Concrete Pty Ltd aft The McNab Family Trust	CLAYTON ROAD OVAL Entrance Materials Concrete	-1430.00	L	
108	EFT4608	22/10/2015	Narrogin Electrical Services	SALE YARD TOILET Electrical Repairs Hot Water System	-724.63	L	
109	EFT4609	22/10/2015	Narrogin Glass & Quick Fit Windscreens	SALE YARD TOILET Maintenance	-1757.86	L	
110	EFT4610	22/10/2015	Country Paint Supplies	NCP MAINTENANCE Various Paint Items	-97.80	L	
111	EFT4611	22/10/2015	Narrogin Boilermakers	NHC CLOTHING Hi Vis Vests	-52.00	L	F
112	EFT4612	22/10/2015	Marketforce Pty Ltd	ADVERTISEMENT Fire Prevention Notice 17 September 2015	-864.84		
113	EFT4613	22/10/2015	Katanning Security Services Pty Ltd	TOWN HALL SECURITY LESSOR HALL Call Out 26/09/2015 Reference 5807	-66.00		
114	EFT4614	22/10/2015	Allworks Civil	FEDERAL STREET Road Marking Paint	-298.00	L	

115	EFT4615	22/10/2015	Knightline Computers	IT LIBRARY Thermal Printer and Software Installation	-90.00	L	
116	EFT4616	22/10/2015	Ixom Operations Pty Ltd	WWTP Chlorine 920kg 06/10/15	-2644.40		
117	EFT4617	22/10/2015	Goodyear Dunlop Tyres Pty Ltd	NGN3146 1985 TORO JD MOWER TRAILER (Works) Tyres	-235.72	L	
118	EFT4618	22/10/2015	Narrogin Junior Basketball Association	NRLC KIDSPORT VOUCHERS	-135.00	L	F
119	EFT4619	22/10/2015	Metal Artwork Creations	COUNCIL Desk Plaque Cr Fisher	-15.40		
120	EFT4620	22/10/2015	Jeni Anning	ADMIN FINANCIAL SERVICES September 2015	-480.00		
121	EFT4621	22/10/2015	Humes - Holcim (Australia) Pty Ltd	STORMWATER DRAINAGE Non Trafficable Manhole	-320.10		
122	EFT4622	22/10/2015	Global Pastures	EQUIPMENT Emergency Generator (WORKS)	-11990.00		
123	EFT4623	23/10/2015	Brian Ronald Robinson	DTES HOUSING REIMBURSEMENT Electricity 46 Doney St	-297.60	L	
124	EFT4624	28/10/2015	Department of Human Services	Payroll deductions	-951.36		
125	EFT4625	28/10/2015	Perth Monumental Works	REIMBURSEMENT Annual Monumental Masons Licence double payment	-140.00		R
126	EFT4626	28/10/2015	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-882.05		R
127	EFT4627	29/10/2015	Narrogin Auto Electrics	NGN752 2000 ISUZU TIP TRUCK (Works) Repair Horn	-49.75	L	
128	EFT4628	29/10/2015	Ballards of Narrogin	SALE YARD TOILET Maintenance 45kg Gas Bottles	-234.00	L	
129	EFT4629	29/10/2015	Narrogin Liquor Store	COUNCIL MEETING Refreshments	-134.97	L	
130	EFT4630	29/10/2015	New Security Installations Pty Ltd	NHC Security System Service	-680.79		F
131	EFT4631	29/10/2015	Hot Klobba Clothing Co	NHC CLOTHING WORKS PPE & Uniform	-444.80		F
132	EFT4632	29/10/2015	Narrogin Pumps Solar And Spraying	WWT Maintenance 10kg Eco Chlorine	-204.82	L	
133	EFT4633	29/10/2015	Narrogin Senior High School	MEMBERS CONTRIBUTION Year 12 Presentation Award	-75.00	L	
134	EFT4634	30/10/2015	Ray White Narrogin	RENTAL DTES 46 Doney Street 211015 - 171115	-1160.00	L	
135	EFT4635	30/10/2015	ARTS Narrogin Incorporated	OTHCUL ARTS NEXIS GALLERY Admin Support 2015-2016	-11000.00	L	
136	EFT4636	30/10/2015	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	FOXES LAIR SIGNAGE	-752.40		
137	EFT4637	30/10/2015	Octave Holdings Pty Ltd T/as Narrogin Toyota	POC EXPENDABLE TOOLS BG56 Blower	-249.00	L	
138	EFT4638	30/10/2015	T-Quip	TORO ZERO MOWER	-28847.00		
139	EFT4639	30/10/2015	Narrogin Agricultural College	OTHCUL STUDENT AWARDS Narrogin Agricultural College Graduation 2015	-75.00	L	
140	EFT4640	30/10/2015	VisiMax Safety	ANIMAL RANGER Decal for Vehicle	-140.30		
141	EFT4641	30/10/2015	Austral Mercantile Collections Pty Ltd	RATES DEBT COLLECTION Austral Mercantile September 2015	-3519.25		
142	EFT4642	30/10/2015	Town of Victoria Park	LIBRARY Lost Book	-9.90		
143	EFT4643	30/10/2015	Quick Corporate	ADMIN STATIONERY October 2015	-1223.14		
144	EFT4644	30/10/2015	AMPAC Debt Recovery Pty Ltd	RATES DEBT COLLECTION Ampac Expenses September 2015	-78.47		

145	EFT4645	30/10/2015	Playmaster Pty Ltd	PLAYGROUND EQUIPMENT	-58698.60		
146	EFT4646	30/10/2015	Torre Evans	PWO TRAINING Reimbursement 011015	-48.00	L	
147	EFT4647	30/10/2015	Shire Of Gingin	LIBRARY Lost Book	-15.40		
148	EFT4648	30/10/2015	Pacific Biologics Pty Ltd	HEALTH Mosquito Control granular treatment	-1597.59		
149	EFT4649	30/10/2015	Narrogin Agricultural Society Inc.	COMMUNITY CHEST Donation for 2015	-1700.00	L	
150	EFT4650	30/10/2015	Courier Australia	FREIGHT Various October 2015	-27.49		
151	EFT4651	30/10/2015	Aaron Joseph Cook	REIMBURSEMENT CEO Contractual Expenses October 2015	-832.13	L	
152	EFT4652	30/10/2015	Shire of Narrogin	RENTAL DCCS 13 Hough St 17 October - 14 November 2015	-1400.00	L	
153	EFT4653	30/10/2015	Ashley Blyth Tree Lopping	STREET TREE MAINTENANCE Lopping and Grinding	-1650.00	L	
154	EFT4654	30/10/2015	Narrogin Independent Playgroup	OTHCUL Community Chest Grant 2015	-2500.00	L	
155	EFT4655	30/10/2015	Bob Waddell	MERGER Consulting as per quote System configuration	-970.20		F
156	EFT4656	30/10/2015	Cheryl Adams	NHC HACC Training LR Learners Permit	-74.10	L	F
157	EFT4657	30/10/2015	Occasional Singers	OTHCUL Community Chest Grant 2015	-1000.00	L	
158	EFT4658	30/10/2015	Tieneke Lester	ADMIN Recruitment Reimbursement Medical	-132.00	L	
159	EFT4659	30/10/2015	Knightline Computers	LIBRARY IT Computer Repair, Installation	-149.95	L	
160	EFT4660	30/10/2015	Hancocks Home Hardware	ADMIN BBQ Plate Liner	-11.25	L	
161	EFT4661	30/10/2015	Narrogin Earthmoving & Concrete Pty Ltd aft The Mcnab Family Trust	TAFE SITE REMEDIATION WORKS Training for 5 persons 4 hrs each	-11000.00	L	
162	EFT4662	30/10/2015	Ballards of Narrogin	NCP CAMPERS KITCHEN Gas Refill	-122.00	L	
163	EFT4663	30/10/2015	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	CEMETERY SIGNAGE Toilet and Niche Wall	-107.80		
164	EFT4664	30/10/2015	Anderson, Munro & Wyllie	OTHGOV AUDIT Completion Year ending June 2015	-4235.00		
165	EFT4665	30/10/2015	Narrogin and District Senior Citizens Centre	NHC Hire of Hall Facilities October 2015	-420.00	L	F
166	EFT4666	30/10/2015	Ixom Operations Pty Ltd	TWIS MAINTENANCE Chemicals 920kg Chlorine Gas	-2644.40		
167	EFT4667	30/10/2015	Mechanical & Diesel Services	NGN390 JD TRACTOR Service	-2136.53	L	
168	EFT4668	30/10/2015	WA Country Health Service	NHC MOW September 2015	-6793.60	L	F
169	EFT4669	30/10/2015	Goodyear Dunlop Tyres Pty Ltd	WORKS VEHICLES x 3 supply and fit tyres	-727.57	L	
170	EFT4670	30/10/2015	Wormald	DEPOT BUILDING MAINTENANCE Fire Extinguisher Servicing	-502.70		
171	EFT4671	30/10/2015	Cailles Gas Services	NCP MAINTENANCE Laundry Machine service	-285.00		
172	EFT4672	30/10/2015	Ashley Blyth Tree Lopping	NCP MAINTENANCE Trees Pruning and Grinding	-2200.00	L	
173	EFT4673	30/10/2015	J & S KULKER Painting Contractors Pty Ltd	CLAYTON ROAD OVAL BUILDING Grandstand Painting	-9130.00	L	

174	EFT4674	30/10/2015	Marketforce Pty Ltd	ADVERTISEMENT Council Decisions for July 2015 Narrogin Observer	-439.02		
175	EFT4675	30/10/2015	Melchiorre Plumbing & Gas	NCP MAINTENANCE Drain Machine Hire	-936.10	L	
176	EFT4676	30/10/2015	Narrogin Upholstery Service	TOURIST PROMOTION Reinforcing Vinyl Banners x 6 for Williams Rd poles.	-264.00	L	
177	EFT4677	30/10/2015	YMCA of Perth Inc.	YMCA yearly subsidy as per 2013/14 Tender -July, August, September, October 2015	-92670.23		
178	EFT4678	30/10/2015	Narrogin Consultancy Services	LOCAL EMERGENCY MANAGEMENT OFFICE - A Keeling August - October 2015	-1560.00	L	
179	EFT4679	30/10/2015	UTS Soiltec	ADMIN BUILDING SOIL TESTING for the Admin Centre Extension	-1584.00		
180	DD1092.1	12/10/2015	Telstra	TELEPHONES MOBILES Various Departments September 2015	-3375.27		PF
181	DD1092.2	12/10/2015	Synergy	ELECTRICITY Various Departments September 2015	-22019.75		PF
182	45304	01/10/2015	Narrogin Volunteer Fire & Rescue Service	DRAINAGE MAINTENANCE Corner Mokine and Gibson	-500.00	L	
183	45305	06/10/2015	Wheatbelt Regional Football District Club	NRLC REGIONAL TALENT Coach Support Funding	-2000.00		F
184	45306	12/10/2015	Town Of Narrogin	TRANSWA COMMISSION September 2015	-203.72	L	
185	45307	12/10/2015	Town of Narrogin - Petty Cash-Admin	PETTY CASH RECOUP Various Departments September 2015	-283.80	L	
186	45308	30/10/2015	Town of Narrogin - Petty Cash-Admin	PETTY CASH October 2015	-231.15	L	
187	45309	30/10/2015	Narrogin Primary School	MEMBERS DONATIONS Graduation Prize 2015	-75.00	L	
188	141001	14/10/2015	Australian Ethical Superannuation	Payroll deductions	-2600.00		
189	141002	14/10/2015	Commonwealth Bank	Superannuation contributions	-540.76		
190	141003	14/10/2015	Concept One the Industry Superannuation Fund	Superannuation contributions	-393.04		
191	141004	14/10/2015	Hesta Superannuation	Superannuation contributions	-367.31		
192	141005	14/10/2015	Onepath Custodians Pty Ltd	Superannuation contributions	-306.12		
193	141006	14/10/2015	MLC Nominees	Superannuation contributions	-542.00		
194	141007	14/10/2015	St Andrews Retirement Plan	Superannuation contributions	-120.91		
195	141008	14/10/2015	WA Local Government Super Plan	Superannuation contributions	-19043.32		
196	141009	14/10/2015	Australian Super	Superannuation contributions	-987.37		
197	141010	14/10/2015	Colonial First State Investments	Superannuation contributions	-140.34		
198	141011	14/10/2015	Host Plus	Superannuation contributions	-301.75		
199	141012	14/10/2015	BT Lifetime Super	Superannuation contributions	-459.20		
200	141013	14/10/2015	Rearden Campbell Superannuation Fund	Superannuation contributions	-368.22		
201	141014	14/10/2015	Sunsuper	Superannuation contributions	-456.74		
202	141015	14/10/2015	A.N.Z. Australian Staff Superannuation Scheme	Superannuation contributions	-333.76		

203	141016	14/10/2015	MLC Master Key	Superannuation contributions	-347.12		
204	141017	14/10/2015	Care Super	Superannuation contributions	-245.75		
205	281001	28/10/2015	Australian Ethical Superannuation	Payroll deductions	-2624.20		
206	281002	28/10/2015	Commonwealth Bank	Superannuation contributions	-540.76		
207	281003	28/10/2015	Concept One the Industry Superannuation Fund	Superannuation contributions	-393.04		
208	281004	28/10/2015	Hesta Superannuation	Superannuation contributions	-300.37		
209	281005	28/10/2015	Onepath Custodians Pty Ltd	Superannuation contributions	-353.79		
210	281006	28/10/2015	MLC Nominees	Superannuation contributions	-542.00		
211	281007	28/10/2015	St Andrews Retirement Plan	Superannuation contributions	-127.51		
212	281008	28/10/2015	WA Local Government Super Plan	Superannuation contributions	-20521.76		
213	281009	28/10/2015	Australian Super	Superannuation contributions	-981.55		
214	281010	28/10/2015	Colonial First State Investments	Superannuation contributions	-133.99		
215	281011	28/10/2015	Host Plus	Superannuation contributions	-156.97		
216	281012	28/10/2015	BT Lifetime Super	Superannuation contributions	-459.20		
217	281013	28/10/2015	Rearden Campbell Superannuation Fund	Superannuation contributions	-368.22		
218	281014	28/10/2015	Sunsuper	Superannuation contributions	-456.74		
219	281015	28/10/2015	A.N.Z. Australian Staff Superannuation Scheme	Superannuation contributions	-309.88		
220	281016	28/10/2015	MLC Master Key	Superannuation contributions	-383.36		
221	281017	28/10/2015	Care Super	Superannuation contributions	-208.91		
					-\$ 1,209,132.80		

Payroll Date	Nett Paid	Cheque Total	\$3,293.67	1%
7/10/2015	\$ 102,826.99	EFT Total	\$1,205,839.13	85%
20/10/2015	\$ 88,545.97	Payroll Total	\$191,372.96	14%
	\$ 191,372.96	Total	\$1,400,505.76	
F	Funded	Local Suppliers	\$197,822.25	14%
PF	Partially Funded	Employees	\$191,372.96	14%
R	Reimbursement			
I	Insurance			
PRB	Partially Reimbursement			
L	Local Supplier			

10.2.158 MONTHLY FINANCIAL REPORTS – OCTOBER 2015

File Reference: 12.8.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 19 November 2015
Author: Rhona Hawkins – Manager Finance

Attachments

- Monthly Financial Report for the period ended 31 October 2015

Background

Council is requested to review the October 2015 Monthly Financial Reports.

Summary

In accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, the Town is to prepare a monthly Statement of Financial Activity for approval by Council.

Comment

The October 2015 Monthly Financial Reports are presented for review.

Consultation

Colin Bastow, Director of Corporate and Community Services

Statutory Environment

Local Government Financial Regulations (1996) (as amended) 22, 32, and 34 apply.

Policy Implications - Nil

Financial Implications

All expenditure has been approved via adoption of the 2015/16 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications - Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1115.196 and Officer's Recommendation

Moved: Cr Ward

Seconded: Cr Schutz

That Council:

Receive the October 2015 Monthly Financial Reports as presented.

CARRIED 9/0



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 OCTOBER 2015

TABLE OF CONTENTS

Statement of Financial Activity by Nature and Type

Statement of Financial Activity by Statutory Reporting Program

Note 1	Significant Accounting Policies	
Note 2	Graphical Representation	
Note 3	Surplus/(Deficit) Position	
Note 4	Cash and Investments	
Note 5	Major Variances	
Note 6	Budget Amendments	
Note 7	Receivables	
Note 8	Rating Information	Currently not available
Note 9	Grants	
Note 10	Cash Backed Reserves	
Note 11	Capital Disposals and Acquisitions	
Note 12	Trust	
Note 13	Information on Borrowings	

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

TOWN OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
FOR THE PERIOD ENDED 31 OCTOBER 2015

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	
Operating Revenues								
		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	9	2,314,125	2,314,125	713,693	893,240	179,547	20%	▲
Profit on Asset Disposal	11	4,130	4,130	1,372	0	(1,372)	(100%)	▼
Fees and Charges		1,404,129	1,404,129	970,660	996,295	25,635	3%	
Interest Earnings		131,800	131,800	42,799	69,219	26,420	38%	▲
Other Revenue		155,000	155,000	51,664	51,083	(581)	(1%)	▼
Total (Excluding Rates)		4,009,184	4,009,184	1,780,188	2,009,837	229,649		
Operating Expense								
Employee Costs		(3,930,336)	(3,930,336)	(1,350,142)	(1,180,466)	169,676	14%	▼
Materials and Contracts		(3,724,392)	(3,724,392)	(1,280,562)	(793,453)	487,109	61%	▼
Utilities Charges		(669,822)	(669,822)	(239,709)	(205,093)	34,616	17%	▼
Depreciation (Non-Current Assets)		(1,324,892)	(1,324,892)	(441,604)	(418,454)	23,150	6%	
Interest Expenses		(44,846)	(44,846)	(14,944)	(5,142)	9,802	191%	▼
Insurance Expenses		(187,334)	(187,334)	(184,015)	(190,516)	(6,501)	(3%)	▼
Loss on Asset Disposal	11	(63,735)	(63,735)	(21,232)	(25,008)	(3,776)	(15%)	▼
Other Expenditure		(215,034)	(215,034)	(118,118)	(71,280)	46,838	66%	▼
Total		(10,160,390)	(10,160,390)	(3,650,326)	(2,889,412)	760,914		
Funding Balance Adjustment								
Add Back Depreciation		1,324,892	1,324,892	441,604	418,454	(23,150)	(6%)	▼
Adjust (Profit)/Loss on Asset Disposal	11	59,605	59,605	19,860	25,008	5,148	21%	▼
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Net Operating (Ex. Rates)		(4,766,709)	(4,766,709)	(1,408,674)	(436,113)	972,561		
Capital Revenues								
Grants, Subsidies and Contributions	9	869,088	869,088	289,688	5,137,000	4,847,312	94%	▲
Proceeds from Disposal of Assets	11	247,000	247,000	119,500	92,548	(26,952)	(29%)	▼
Proceeds from New Debentures	13	450,000	450,000	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	2,906,885	2,906,885	0	0	0		
Total		4,472,973	4,472,973	409,188	5,229,548	4,820,360		
Capital Expenses								
Land and Buildings	11	(1,247,879)	(1,247,879)	(15,000)	(36,539)	(21,539)	(59%)	▼
Plant and Equipment	11	(589,848)	(589,848)	(297,252)	(345,159)	(47,907)	(14%)	▲
Furniture and Equipment	11	(63,000)	(63,000)	(20,000)	0	20,000	100%	▼
Infrastructure Assets - Roads	11	(459,252)	(459,252)	0	0	0		
Infrastructure Assets - Footpaths	11	(50,000)	(50,000)	0	0	0		
Infrastructure Assets - Drainage	11	(50,000)	(50,000)	0	(2,262)	(2,262)	(100%)	▼
Infrastructure Assets - Other	11	(1,308,472)	(1,308,472)	(193,600)	(100,184)	93,416	93%	▼
Repayment of Debentures	13	(144,809)	(144,809)	(13,716)	(13,464)	252	2%	▼
Transfer to Reserves	10	(733,990)	(733,990)	(700,654)	0	700,654	100%	▼
Total		(4,647,250)	(4,647,250)	(1,240,222)	(497,608)	742,614		
Net Capital		(174,277)	(174,277)	(831,034)	4,731,940	5,562,974		
Total Net Operating + Capital								
		(4,940,986)	(4,940,986)	(2,239,708)	4,295,827	6,535,535		
Rate Revenue		3,293,160	3,293,160	3,292,640	3,234,704	(57,936)	(2%)	▼
Opening Funding Surplus(Deficit)		1,647,827	1,650,598	1,650,598	1,650,598	0	0%	
Closing Funding Surplus(Deficit)	3	1	2,772	2,703,530	9,181,129	6,477,599		

TOWN OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 31 OCTOBER 2015

	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	Var
Operating Revenues	\$	\$	\$	\$	\$	%	
Governance	5,100	5,100	32	2,208	2,176	99%	
General Purpose Funding	783,915	783,915	207,337	269,773	62,436	23%	▲
Law, Order and Public Safety	31,500	31,500	18,484	12,528	(5,956)	(48%)	
Health	7,500	7,500	4,832	1,372	(3,460)	(252%)	
Education and Welfare	1,402,564	1,402,564	471,843	5,731,329	5,259,486	92%	▲
Housing	7,800	7,800	2,600	2,700	100	4%	
Community Amenities	974,121	974,121	812,833	831,513	18,680	2%	
Recreation and Culture	922,139	922,139	304,051	105,203	(198,848)	(189%)	▼
Transport	459,156	459,156	200,544	81,283	(119,261)	(147%)	▼
Economic Services	231,401	231,401	77,132	88,566	11,434	13%	
Other Property and Services	53,076	53,076	17,688	20,363	2,675	13%	
Total (Excluding Rates)	4,878,272	4,878,272	2,117,376	7,146,837	5,029,461		
Operating Expense							
Governance	(1,658,132)	(1,658,132)	(619,120)	(414,737)	204,383	49%	▼
General Purpose Funding	(166,081)	(166,081)	(58,882)	(102,069)	(43,187)	(42%)	▲
Law, Order and Public Safety	(261,860)	(261,860)	(95,812)	(71,715)	24,097	34%	
Health	(125,838)	(125,838)	(44,816)	(36,204)	8,612	24%	
Education and Welfare	(1,503,469)	(1,503,469)	(524,112)	(427,161)	96,951	23%	▼
Housing	0	0	(1,286)	0	1,286	100%	
Community Amenities	(1,261,878)	(1,261,878)	(428,506)	(322,592)	105,914	33%	▼
Recreation and Culture	(2,567,973)	(2,567,973)	(949,276)	(860,495)	88,781	10%	▼
Transport	(1,517,366)	(1,517,366)	(509,530)	(461,955)	47,575	10%	▼
Economic Services	(1,017,699)	(1,017,699)	(348,624)	(244,782)	103,842	42%	▼
Other Property and Services	(80,093)	(80,093)	(70,362)	52,299	122,661	(235%)	
Total	(10,160,390)	(10,160,390)	(3,650,326)	(2,889,412)	760,914		
Funding Balance Adjustment							
Add back Depreciation	1,324,892	1,324,892	441,604	418,454	(23,150)	(6%)	
Adjust (Profit)/Loss on Asset Disposal	59,605	59,605	19,860	25,008	5,148	21%	
Movement in Leave Reserve (Added Back)	0	0	0	0	0		
Net Operating (Ex. Rates)	(3,897,621)	(3,897,621)	(1,071,486)	4,700,888	5,772,374		
Capital Revenues							
Proceeds from Disposal of Assets	247,000	247,000	119,500	92,548	(26,952)	(29%)	▼
Proceeds from New Debentures	450,000	450,000	0	0	0		
Proceeds from Sale of Investments	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	2,906,885	2,906,885	0	0	0		
Total	3,603,885	3,603,885	119,500	92,548	(26,952)		
Capital Expenses							
Land and Buildings	(1,247,879)	(1,247,879)	(15,000)	(36,539)	(21,539)	(59%)	
Plant and Equipment	(589,848)	(589,848)	(297,252)	(345,159)	(47,907)	(14%)	▲
Furniture and Equipment	(63,000)	(63,000)	(20,000)	0	20,000	100%	
Infrastructure Assets - Roads	(459,252)	(459,252)	0	0	0		
Infrastructure Assets - Footpaths	(50,000)	(50,000)	0	0	0		
Infrastructure Assets - Drainage	(50,000)	(50,000)	0	(2,262)	(2,262)	(100%)	
Infrastructure Assets - Other	(1,308,472)	(1,308,472)	(193,600)	(100,184)	93,416	93%	▼
Repayment of Debentures	(144,809)	(144,809)	(13,716)	(13,464)	252	2%	
Transfer to Reserves	(733,990)	(733,990)	(700,654)	0	700,654	100%	▼
Total	(4,647,250)	(4,647,250)	(1,240,222)	(497,608)	742,614		
Net Capital	(1,043,365)	(1,043,365)	(1,120,722)	(405,060)	715,662		
Total Net Operating + Capital	(4,940,986)	(4,940,986)	(2,192,208)	4,295,829	6,488,037		
Rate Revenue	3,293,160	3,293,160	3,292,640	3,234,704	(57,936)	(2%)	
Opening Funding Surplus(Deficit)	1,647,827	1,650,598	1,650,598	1,650,598	0	0%	
Closing Funding Surplus(Deficit)	1	2,772	2,751,030	9,181,130	6,430,100		

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES

financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade 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.

(h) Inventories

General

Inventories are valued 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 of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

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.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	50 to 100 years
Furniture and Equipment	10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets clearing and earthworks construction/road base original surfacing and major re-surfacing	not depreciated 50 years
- bituminous seals	20 years
Gravel roads clearing and earthworks construction/road base gravel sheet	not depreciated 50 years 12 years
Formed roads (unsealed) clearing and earthworks construction/road base	not depreciated 50 years
Footpaths - slab	40 years

Capitalisation Threshold

Plant, Property and Equipment (excluding Buildings) items to \$5,000 or greater, and Building and Infrastructure items to \$10,000 or greater.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

provided to the local government prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave,

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

be settled within 12 months represents the amount the Shire 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 Shire 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 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 Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

(n) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable capitalised as part of the cost of the particular asset.

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. 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.

(o) 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.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

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.

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.

Fees and Charges

Revenues (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.

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 are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude 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.

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, rebates etc.

Employee Costs

All costs associate 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.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

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 levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(q) Statement of Objectives

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Members of Council, Civic Functions, Executive Support, Human Resources & Payroll, Security Services, Administration Support, Records Management, Information Technology and Financial Control.

GENERAL PURPOSE FUNDING

All Rate Revenue and Penalties, General Purpose Grant, Pensioners Deferred Rates Grant and Interest Revenue.

LAW, ORDER, PUBLIC SAFETY

Fire Prevention, Animal Control, General Ranger Services, Emergency Services.

HEALTH

Maternal and Infant Health, Preventative Services (Immunisation), Inspections, Pest Control.

HOUSING

The Town does not have any staff or other residential housing.

COMMUNITY AMENITIES

Sanitation Household Refuse, Refuse Site, Sewerage, Protection of the Environment, Town Planning, Cemeteries, Bus Shelters.

RECREATION AND CULTURE

Public Halls and Civic Centres, Aquatic Centre, Beaches, Recreation Grounds (Active and Passive), Arts, Leisure Development, Libraries, Museum, Arts Centre.

TRANSPORT

Road Maintenance, Footpaths, Bridges, Street Trees, Street Lighting, Cycle ways, Vehicle Crossovers, Depots, Parking.

ECONOMIC SERVICES

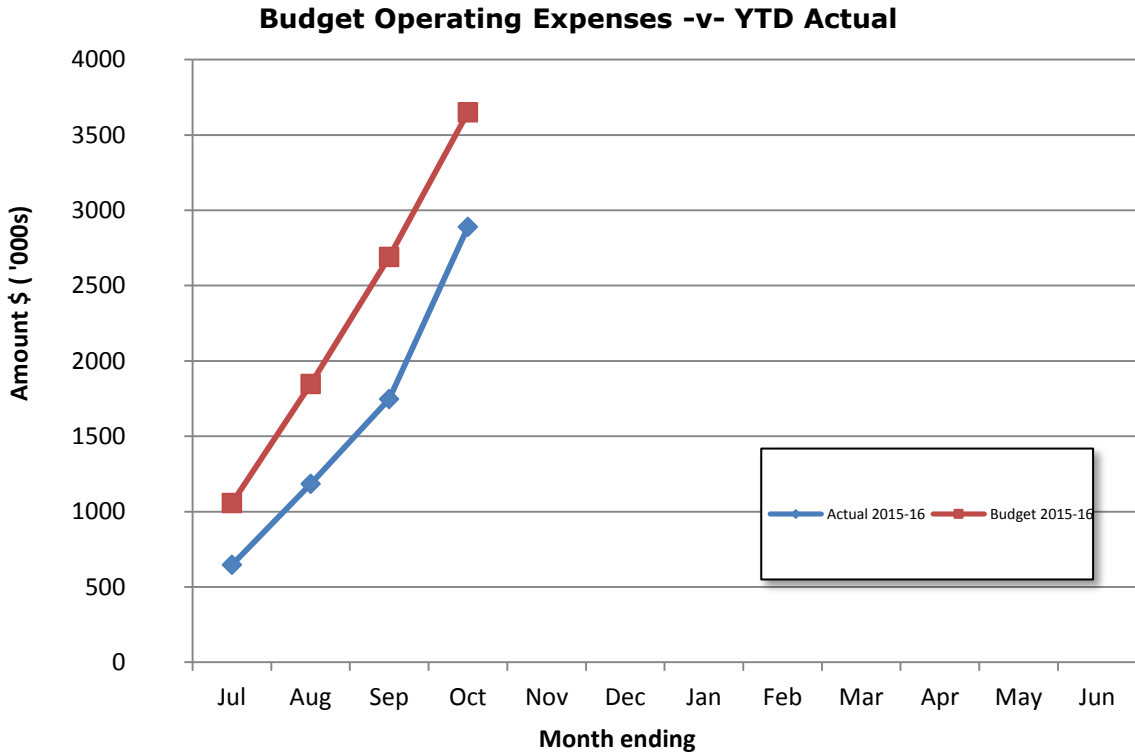
Rural Services, Tourism, Building Control, Economic Development.

OTHER PROPERTY & SERVICES

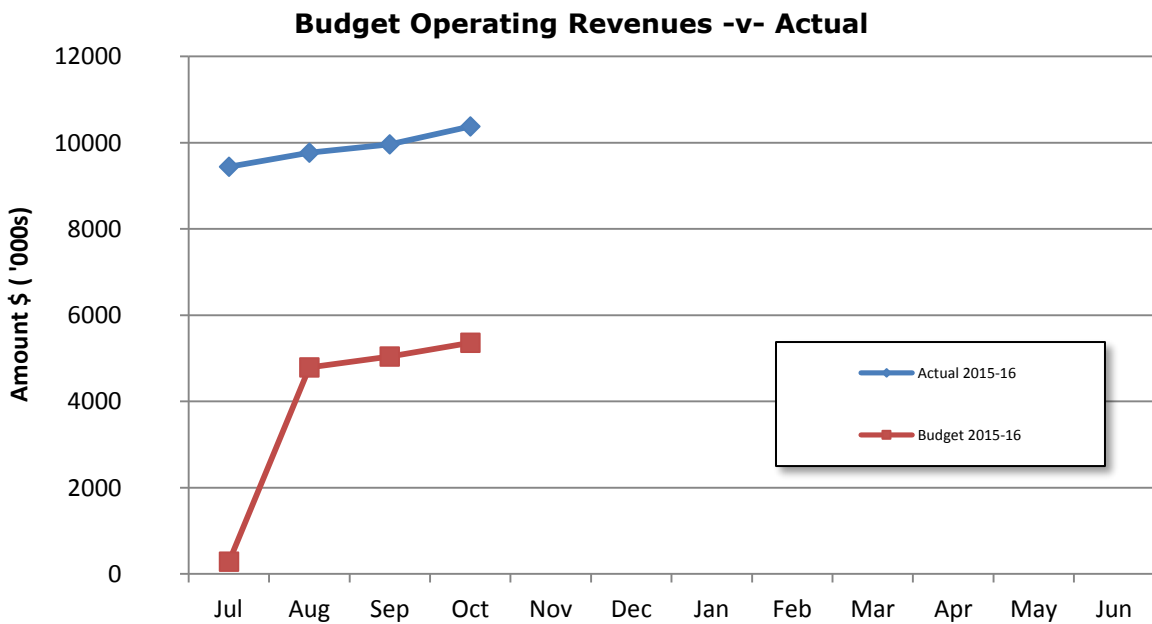
Private Works, Stocks and Miscellaneous Items.

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015**

Note 2 - Graphical Representation - Source Statement of Financial Activity



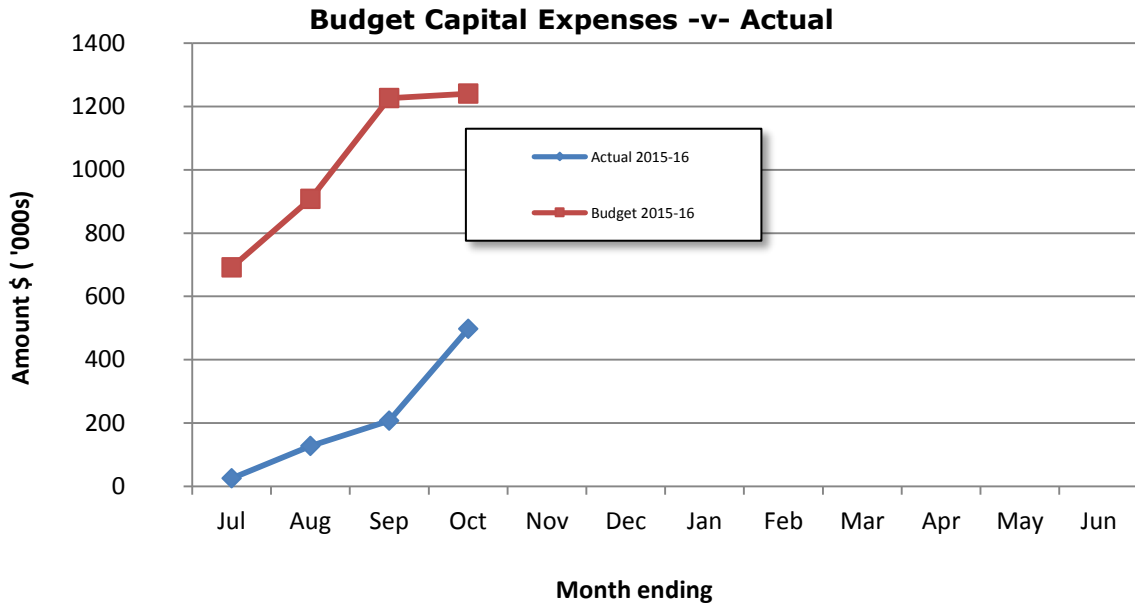
Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

**TOWN OF NARROGIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 OCTOBER 2015**

Note 2 - Graphical Representation - Source Statement of Financial Activity

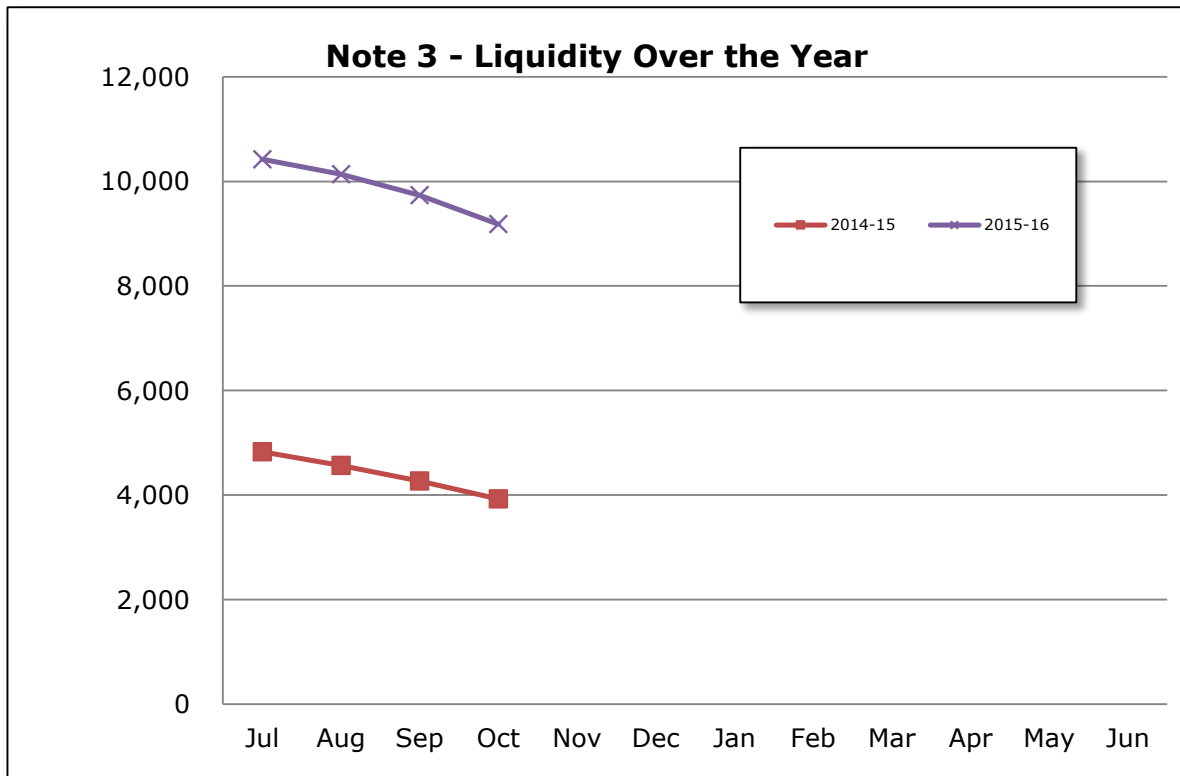


Comments/Notes - Capital Expenses

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 3: SURPLUS/(DEFICIT) POSITION

	Positive=Surplus (Negative=Deficit)		
	31/10/2015	30/09/2015	31/10/2014
	Note	This Period	Last Period
	\$	\$	\$
Current Assets			
Cash Unrestricted	8,383,680	9,001,840	3,108,587
Cash Restricted	4,167,800	4,167,800	2,549,443
Receivables - Rates and Rubbish, ESL, Excess Rates	1,119,468	1,441,503	1,142,191
Receivables -Other	442,414	456,562	147,171
	14,113,361	15,067,705	6,947,392
Less: Current Liabilities			
Payables	(642,525)	(1,043,728)	(257,185)
Loan Liability	(131,345)	(134,735)	(125,626)
Provisions	(448,020)	(448,020)	(425,541)
	(1,221,890)	(1,626,483)	(808,352)
Net Current Asset Position	12,891,471	13,441,222	6,139,040
Less: Cash Restricted	(4,167,800)	(4,167,800)	(2,549,443)
Add Back: Component of Leave Liability not Required to be funded	326,113	326,113	209,923
Add Back: Current Loan Liability	131,345	134,735	125,626
Adjustment for Trust Transactions Within Muni	0	0	0
Net Current Funding Position	9,181,130	9,734,271	3,925,146



Comments - Net Current Funding Position

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 4: CASH AND INVESTMENTS

	Interest	Unrestricted	Restricted	Trust	Total	Institution	Maturity
	Rate	\$	\$	\$	Amount \$		Date
(a) Cash Deposits							
Municipal Account	1.95%	3,244,380			3,244,380	NAB	On-Call
Cash Floats - Admin		1,000			1,000		
Library		150			150		
Homecare		100			100		
Refuse Site		100			100		
Caravan Park		100			100		
Petty Cash - Admin		300			300		
Library		200			200		
Homecare		350			350		
Reserve Account					0	NAB	
Trust Account	1.50%			70,500	70,500	NAB	On-Call
(b) Term Deposits							
Reserve Term Deposit	2.90%		4,167,800		4,167,800	NAB	30/10/2015
Total		8,383,680	4,167,800	70,500	12,621,979		

Comments/Notes - Investments

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.1 OPERATING REVENUE (EXCLUDING RATES) - PROGRAM

5.1.1 GOVERNANCE

Permanent - Reimbursement income higher than anticipated due to Shire of Cuballing reimbursement for LG Dinner and CEO purchase of mobile phone.

5.1.2 GENERAL PURPOSE FUNDING

Permanent - Reimbursement of debt collection is higher than anticipated.

5.1.3 LAW, ORDER AND PUBLIC SAFETY

Permanent - Fire prevention fines and penalties higher than expected.

5.1.4 HEALTH

Permanent - Regulatory Fees and Charges and Penalties are lower than anticipated for this time of year.

5.1.5 EDUCATION AND WELFARE

Permanent - Grant Funding for the Dementia Wing at Narrogin Cottage Homes was not included in the budget.

5.1.6 HOUSING

Nil

5.1.7 COMMUNITY AMENITIES

Nil

5.1.8 RECREATION AND CULTURE

Timing - Budget for grant income was loaded into Synergy and spread across twelve months.

5.1.9 TRANSPORT

Timing - Regional Road Group and R2R Grant payments have not been received as per budget.

5.1.10 ECONOMIC SERVICES

Permanent - Building Licence fees are higher than expected.

5.1.11 OTHER PROPERTY AND SERVICES

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.2 OPERATING EXPENSES - PROGRAM

5.2.1 GOVERNANCE

Timing - Expenditure on Structural Reform (Merger) lower than anticipated.

5.2.2 GENERAL PURPOSE FUNDING

Permanent - Annual and Long Service Leave payout for previous Finance Officer - Rates.

Permanent - Debt collection expenses are higher than anticipated but offset by income reimbursement.

5.2.3 LAW, ORDER AND PUBLIC SAFETY

Timing - ESL payable on Town Buildings has not be paid as yet.

Timing - Fire Prevention salaries and wages is lower than expected.

Timing - Maintenance at the Animal Pound has occurred earlier than expected.

5.2.4 HEALTH

Timing - Health Salaries and Wages lower than budgetted.

5.2.5 EDUCATION AND WELFARE

Timing - Expenditure under the Home and Community Care Program is lower than anticipated.

Timing - Expenditure under the Home Care Packages is lower than anticipated.

5.2.6 HOUSING

Nil

5.2.7 COMMUNITY AMENITIES

Timing - Waste disposal expenditure is lower than expected due to not receiving the Contractors invoices prior to closing off for the month.

Timing - Townscape expenditure has not occurred as per budget.

5.2.8 RECREATION AND CULTURE

Timing - Depreciation has not been calculated as expected this matter will be investigated.

Timing - General maintenance is lower than expected.

5.2.9 TRANSPORT

Timing - Maintenance expenditure on Roads is lower than anticipated.

5.2.10 ECONOMIC SERVICES

Timing - Caravan Park maintenance is lower than expected.

Timing - TAFE Project expenditure is lower than expected.

5.2.11 OTHER PROPERTY AND SERVICES

Timing - due to Public Works Overheads and Plate Operation Costs this will be rectified.

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.3 CAPITAL REVENUE

5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS

Nil

5.3.2 PROCEEDS FROM NEW DEBENTURES

Nil

5.3.3 PROCEEDS FROM SALE OF INVESTMENT

Nil

5.3.4 PROCEEDS FROM ADVANCES

Nil

5.3.5 SELF-SUPPORTING LOAN PRINCIPAL

Nil

5.3.6 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

Timing - Reserve transfers will be completed as part of the end of year processes.

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.4 CAPITAL EXPENSES

5.4.1 LAND HELD FOR RESALE

Nil

5.4.2 LAND AND BUILDINGS

Nil

5.4.3 PLANT AND EQUIPMENT

Nil

5.4.4 TOOLS

Nil

5.4.5 FURNITURE AND EQUIPMENT

Nil

5.4.6 INFRASTRUCTURE ASSETS - ROADS

Nil

5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS

Nil

5.4.9 INFRASTRUCTURE ASSETS - DRAINAGE

Nil

5.4.10 INFRASTRUCTURE ASSETS - PARKS AND OVALS

Nil

5.4.11 INFRASTRUCTURE ASSETS - OTHER

Nil

5.4.12 PURCHASES OF INVESTMENT

Nil

5.4.13 REPAYMENT OF DEBENTURES

Nil

5.4.14 ADVANCES TO COMMUNITY GROUPS

Nil

5.4.15 TRANSFER TO RESERVES (RESTRICTED ASSETS)

Timing - Reserve transfers will be completed as part of the end of year processes.

5.5 OTHER ITEMS

Nil

5.5.1 RATE REVENUE

Nil

5.5.2 OPENING FUNDING SURPLUS(DEFICIT)

Nil

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 6: BUDGET AMENDMENTS/VARIATION TO SURPLUS/(DEFICIT)

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

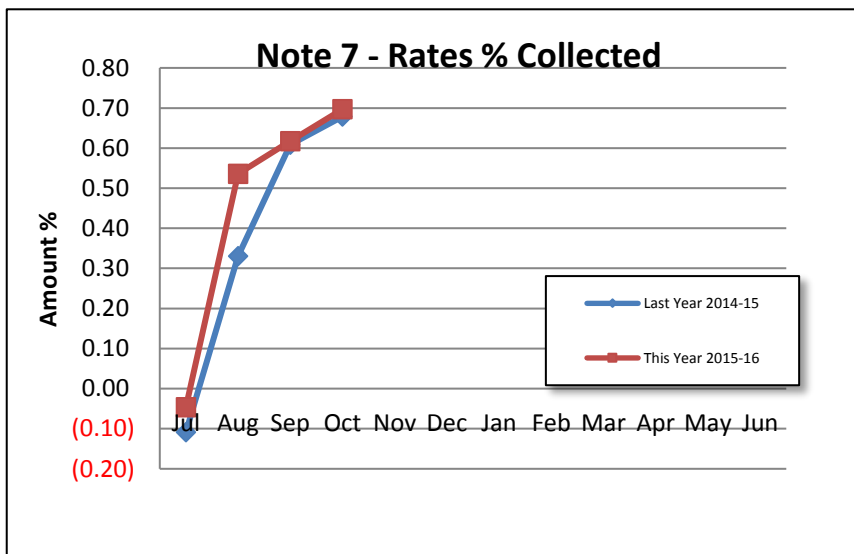
	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus(Deficit)	\$	\$	\$	\$
	Variation between adopted budget opening position and actual		Opening Surplus(Deficit)		2,771		1
			Opening Surplus(Deficit)				2,772
	Closing Funding Surplus (Deficit)			0	2,771	0	2,772

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

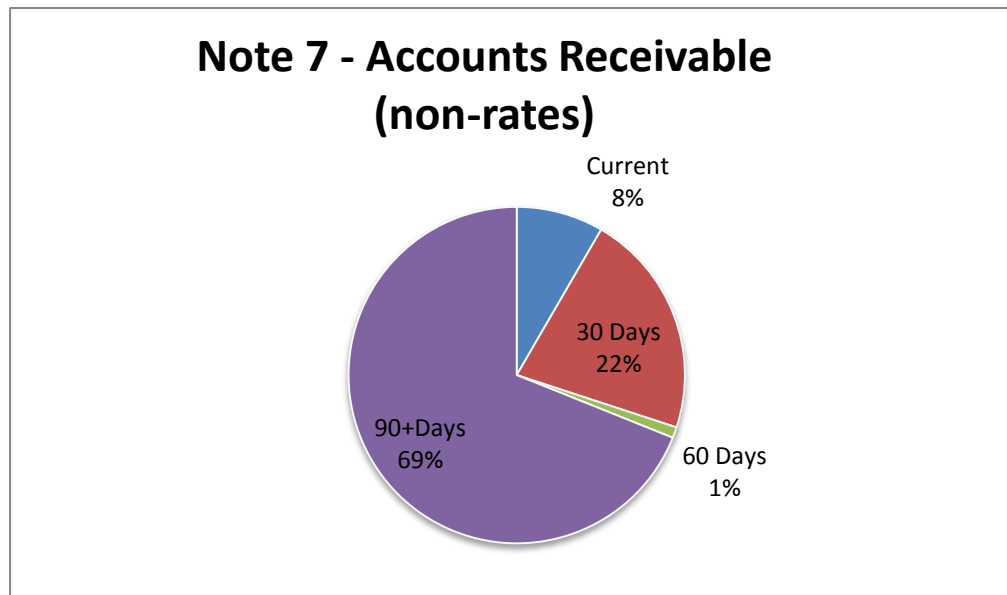
	Current 31/10/15
	\$
Previous Year	330,637
Rates Levied this year (YTD)	3,712,658
Less Collections to date	(2,817,661)
Equals Outstanding	1,225,633
Net Rates Collectable	
% Collected	69.69%
Pensioner Deferred Rates	101,595
Pensioner Deferred ESL	4,570
	<u>106,166</u>



Comments/Notes - Receivables Rates and Rubbish

Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	16,184	41,871	2,010	133,222
Total Outstanding				193,287
Amounts shown above include GST (where applicable)				
Rates Pensioner Rebate Claims				222,013
GST Input				67,113
Provision For Doubtful Debts				(40,000)
				442,413



Comments/Notes - Receivables General

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
RATES - Reimbursement of Debt Collection Costs (Inc GST)		Yes	0		0	(80)	80
RATES - Reimbursement of Debt Collection Costs (Exc GST)		Yes	(10,000)		(10,000)	(28,650)	18,650
GENGRANT - Financial Assistance Grant - General	Grants Commission (Untied)	Yes	(549,320)		(549,320)	(135,321)	(413,999)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(70,595)		(70,595)	(17,645)	(52,950)
MEMBERS							
MEMBERS - Reimbursements	Reimbursements	Yes	0		0	(1,023)	1,023
OTHER GOVERNANCE							
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)		(5,000)	(1,166)	(3,834)
OTHGOV - Grant Funding - Council	Reimbursements	Yes	0		0	0	0
LAW, ORDER, PUBLIC SAFETY							
FIRE - Reimbursements	FESA (SES)	Yes	0		0	0	0
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(6,000)		(6,000)	(1,800)	(4,200)
OLOPS - LEMC Contribution	FESA (SES Subsidy)	Yes	(5,000)		(5,000)	0	(5,000)
EDUCATION & WELFARE							
HACC - Recurrent Grant Funding	Dept. of Heath & Ageing	Yes	(828,371)		(828,371)	(455,604)	(372,767)
HACC - Contributions & Donations	Dept. of Heath & Ageing	Yes	0		0	(1,364)	1,364
HACC - Other Grants	Dept. of Heath & Ageing	Yes	0		0	(697)	697
CHCP - Recurrent Grant Funding	Dept. of Heath & Ageing	Yes	(203,000)		(203,000)	(49,833)	(153,167)
NRCP - Recurrent Grant Funding	Bethanie Care	Yes	(80,000)		(80,000)	(28,166)	(51,834)
AGEDSNRS - Reimbursements	Reimbursements	Yes	(2,075)		(2,075)	0	(2,075)
AGEDOTHER - Baptist Care Contributions	Neurodegenerative Conditions Co-ordinating Care Program	Yes	(9,000)		(9,000)	0	(9,000)
AGEDOTHER - PATS Voucher Income	Neurodegenerative Conditions Co-ordinating Care Program	Yes	(2,000)		(2,000)	(535)	(1,465)
AGEOTHER - CATS Contribution	Dept. of Veterans Affairs/CATS	Yes	(4,000)		(4,000)	(2,000)	(2,000)
AGEOTHER - Commonwealth Carers Respite Fees & Charges	Travel Rebate Fees	Yes	(2,827)		(2,827)	0	(2,827)

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
AGEOTHER - Juniper Community Income	Juniper Community Income	Yes	(32,000)		(32,000)	(7,548)	(24,452)
AGEDOTHER - Grant Funding	Juniper Community Income	Yes	0	(5,137,000)	(5,137,000)	(5,137,000)	0
AGEDOTHER - Aged Friendly Communities Regional Grant	Juniper Community Income	Yes	(16,666)		(16,666)	0	(16,666)
WELFARE - Contributions & Donations	Donations	Yes	(550)		(550)	0	(550)
WELFARE - Grants	Donations	Yes	(110,000)		(110,000)	0	(110,000)
COMMUNITY AMENITIES							
SAN - Contributions & Donations	Shire of Narrogin	Yes	(12,000)		(12,000)	0	(12,000)
SAN - Reimbursements	Shire of Narrogin	Yes	0	(3,692)	(3,692)	(3,692)	(0)
COM AMEN - Contributions & Donations	Shire of Narrogin (incl Toilets)	Yes	(8,700)		(8,700)	0	(8,700)
COM AMEN - Grants	Shire of Narrogin (incl Toilets)	Yes	(27,771)		(27,771)	(27,772)	1
RECREATION AND CULTURE							
HALLS - Reimbursements	Reimbursements	Yes	(230)		(230)	(239)	9
HALLS - Contributions & Donations	Shire of Narrogin	Yes	(15,200)		(15,200)	0	(15,200)
NRRC - Pool Subsidy	Dept Sport and Recreation	Yes	0		0	0	0
NRRC - Reimbursements	Reimbursements	Yes	0		0	(9,000)	9,000
NRRC - Contributions & Donations	Shire of Narrogin	Yes	(39,500)		(39,500)	0	(39,500)
REC - Grants - Kids Sports	Dept Sport and Recreation	Yes	(35,000)		(35,000)	(35,000)	0
REC - Grants - Regional Talent Program	Dept Sport and Recreation	Yes	(29,000)		(29,000)	0	(29,000)
REC - Reimbursements - Other Recreation	Reimbursements	Yes	(61,980)		(61,980)	(24,796)	(37,184)
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(20,000)		(20,000)	(20,000)	0
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(200,000)		(200,000)	0	(200,000)
REC - Contributions & Donations	Shire Contribution	Yes	(38,600)		(38,600)	0	(38,600)
REC - Contributions & Donations	Shire Contribution	Yes	(400,000)		(400,000)	0	(400,000)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)		(500)	0	(500)
LIB - Contributions & Donations	Reimbursements	Yes	(37,000)		(37,000)	0	(37,000)
LIB - Grant - Regional Library Services	State Government	Yes	(5,000)		(5,000)	0	(5,000)
LIB - Other Grants		Yes	0		0	(4,300)	4,300
HERITAGE - Contributions & Donations		Yes	(4,000)		(4,000)	0	(4,000)
OTHCUL - Contributions & Donations - Other Culture	Shire of Narrogin	Yes	(4,000)		(4,000)	0	(4,000)

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
OTHCUL - Grants - Other Culture		Yes	0		0	0	0
OTHCUL - Grant Narrogin Litter Twitter Project		Yes	0		0	0	0
TRANSPORT							
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(123,088)		(123,088)	0	(123,088)
ROADC - Roads to Recovery Grant	Roads to Recovery	Yes	(146,000)		(146,000)	0	(146,000)
ROADM - Direct Road Grant (MRWA)	Main Roads WA (Direct/Lights)	Yes	(31,500)		(31,500)	(34,200)	2,700
ROADM - Street Lighting Subsidy	Main Roads WA (Direct/Lights)	Yes	(5,000)		(5,000)	0	(5,000)
ECONOMIC SERVICES							
ECONOM - Reimbursements	Reimbursements	Yes	(2,740)		(2,740)	0	(2,740)
OTHER PROPERTY AND SERVICES							
PWO - Other Reimbursements	Reimbursements	Yes	0		0	(2,373)	2,373
ADMIN - Reimbursements	Reimbursements	Yes	0		0	(437)	437
TOTALS			(3,183,213)	(5,140,692)	(8,323,905)	(6,030,240)	(2,293,665)

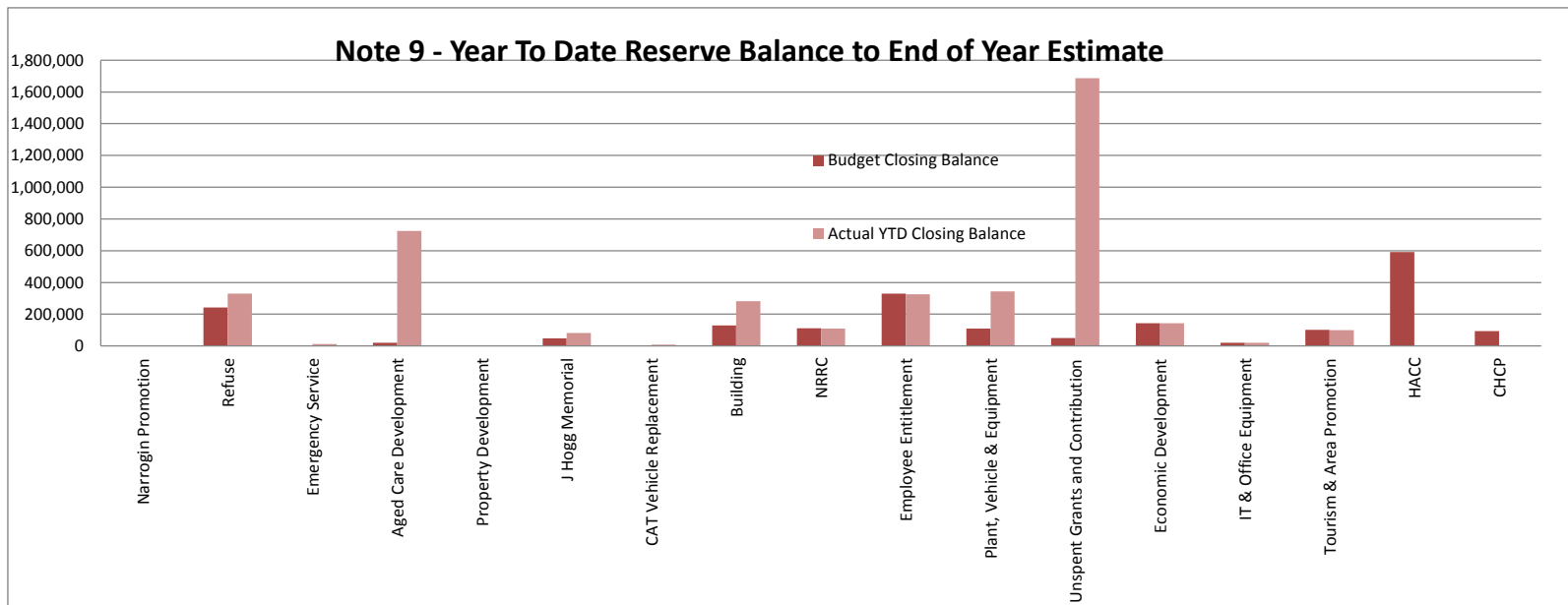
Comments - Grants and Contributions

The above table of grants and contributions is not exhaustive but does contain that activity deemed important enough for inclusion in this table.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 10: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$	\$		\$	\$
Narrogin Promotion	0	0	0	0	0	0	0		0	0
Refuse	329,707	3,852	0	0	0	91,000	0		242,559	329,707
Emergency Service	12,945	151	0	0	0	13,096	0		0	12,945
Aged Care Development	723,880	9,765	0	0	0	712,990	0		20,655	723,880
Property Development	0	0	0	0	0	0	0		0	0
J Hogg Memorial	82,787	967	0	0	0	35,000	0		48,754	82,787
CAT Vehicle Replacement	8,842	103	0	0	0	6,000	0		2,945	8,842
Building	281,792	3,292	0	0	0	155,000	0		130,084	281,792
NRRC	109,410	1,278	0	0	0	0	0		110,688	109,410
Employee Entitlement	326,113	3,810	0	0	0	0	0		329,923	326,113
Plant, Vehicle & Equipment	342,821	4,005	0	0	0	236,752	0		110,074	342,821
Unspent Grants and Contribution	1,687,047	19,711	0	0	0	1,657,047	0		49,711	1,687,047
Economic Development	142,454	1,664	0	0	0	0	0		144,118	142,454
IT & Office Equipment	20,000	234	0	0	0	0	0		20,234	20,000
Tourism & Area Promotion	100,000	1,168	0	0	0	0	0		101,168	100,000
HACC	0	0	0	590,812	0	0	0		590,812	0
CHCP	0	0	0	93,178	0	0	0		93,178	0
	4,167,798	50,000	0	683,990	0	2,906,885	0		1,994,903	4,167,798



TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Actual				Disposals	Current Budget					
Cost	Accum Depr	Proceeds	Profit (Loss)		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$	\$	\$	\$		
				OTHGOV - Proceeds on Disposal of Assets						
48,784	4,063	35,455	(9,266)	Proceeds on Disposal - CEO Vehicle	40,000	40,000	0	35,454.55	35,455	▲
			0	Proceeds on Disposal - DCCS Vehicle	27,000	27,000	0	0.00	0	↑↑↑
			0	ANIMAL - Proceeds on Disposal of Assets						
			0	Proceeds on Disposal - Ranger Vehicle	20,000	20,000	20,000	0.00	(20,000)	▼
			0	HACC - Proceeds on Disposal of Assets						
			0	Proceeds on Disposal - Toyota Camry Altise	10,000	10,000	0	0.00	0	↑↑↑
			0	AGEDOTHER - Proceeds on Disposal of Assets						
			0	Proceeds on Disposal CAT (1) Vehicle	14,000	14,000	0	0.00	0	↑↑↑
			0	PLANT - Proceeds on Disposal of Assets						
31,116	3,896	22,349	(4,870)	Proceeds on Disposal - DTES Vehicle	27,500	27,500	27,500	22,349.45	(5,151)	▼
			0	Proceeds on Disposal - Sweeper Truck	20,000	20,000	0	0.00	0	↑↑↑
32,995	6,992	20,000	(6,003)	Proceeds on Disposal - Multi-Terrain Bobcat	18,000	18,000	18,000	20,000.00	2,000	▲
			0	Proceeds on Disposal - Mitsubishi Triton (Works Foreman)	20,000	20,000	20,000	0.00	(20,000)	▼
			0	Proceeds on Disposal - Mitsubishi Triton (Leading Hand)	20,000	20,000	20,000	0.00	(20,000)	▼
			0	BUILD - Proceeds on Disposal of Assets						
			0		0	0	0	0.00	0	↑↑↑
			0	ADMIN - Proceeds on Disposal of Assets						
21,588	1,975	14,744	(4,869)	Proceeds on Disposal of Manager of Finance Vehicle	16,500	16,500	0	14,743.64	14,744	▲
			0	COMMUNITY - Proceeds on Disposal of Assets						
			0	Proceeds on Disposal - MLC Vehicle NGN0	14,000	14,000	14,000	0.00	(14,000)	▼
134,482	16,926	92,548	(25,008)	Totals	247,000	247,000	119,500	92,547.64	(26,952)	

Comments - Capital Disposal

Contributions Information				Summary Acquisitions	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$		\$	\$		
0	0	0	0	Inventories						
				Land for Resale	0	0	0	0	0	↑↑↑
0	0	0	0	Land and Buildings	1,247,879	1,247,879	15,000	36,539	21,539	▲
				Property, Plant & Equipment						
0	0	0	0	Plant & Equipment	589,848	589,848	297,252	345,159	47,907	▲
0	0	0	0	Furniture & Equipment	63,000	63,000	20,000	0	(20,000)	▼
				Infrastructure						
0	0	0	0	Roads	459,252	459,252	0	0	0	↑↑↑
0	0	0	0	Footpaths	50,000	50,000	0	0	0	↑↑↑
0	0	0	0	Drainage	50,000	50,000	0	2,262	2,262	▲
0	0	0	0	Parks & Ovals	0	0	0	0	0	↑↑↑
0	0	0	0	Townscape	0	0	0	0	0	↑↑↑
0	0	0	0	Other Infrastructure	1,308,472	1,308,472	193,600	100,184	(93,416)	▼
0	0	0	0	Totals	3,768,451	3,768,451	525,852	484,143	(41,709)	

Comments - Capital Acquisitions

Contributions				Land & Buildings	Current Budget						
Grants	Reserves	Borrowing	Total		This Year						
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over		
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
				OTHGOV - Capital Administration Building							
			0	Administration Building (Capital)	300,000	300,000	0	7,104	7,104	▲	
			0	Building Renovation Administration	450,000	450,000	0	0	0	↑↑↑	
			0	Records Storage Shed	20,000	20,000	0	0	0	↑↑↑	
				ANIMAL - Building (Capital)							
			0	Animal Pound Building (Capital)	15,000	15,000	15,000	15,871	871	▲	
				AGEDOTHER - Building (Capital)							
			0	Disability Toilet - Changing Places	140,000	140,000	0	0	0	↑↑↑	
				SAN - Building (Capital)							
			0	Regional Tip Site	80,000	80,000	0	0	0	↑↑↑	
				COM AMEN - Building (Capital) - Other Community Amenities							
			0		0	0	0	0	0	↑↑↑	
				HALLS - Building (Capital)							
			0	Town Hall (Federal St) Building Capital	20,500	20,500	0	0	0	↑↑↑	
				NRRC - Building (Capital)							
			0		0	0	0	0	0	↑↑↑	
				REC - Other Rec Facilities Building (Capital)							
			0	Clayton Road Oval Buildings Capital	20,000	20,000	0	8,300	8,300	▲	
			0	Bannister Street Oval Buildings Capital	7,000	7,000	0	0	0	↑↑↑	
				LIB - Building (Capital)							
			0	Library Building (Capital)	50,379	50,379	0	5,264	5,264	▲	
				AERO - Building (Capital)							
			0	Depot Building (Capital)	70,000	70,000	0	0	0	↑↑↑	
				AERO - Building (Capital)							
			0		0	0	0	0	0	↑↑↑	
				TOUR - Building (Capital)							
			0	Caravan Park Renovations	75,000	75,000	0	0	0	↑↑↑	
0	0	0	0	Totals	1,247,879	1,247,879	15,000	36,539	21,539		

Contributions				Plant & Equipment	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	\$	\$	
0				OTHGOV - Capital Plant & Equipment						
0				1NGN CEO Vehicle	49,000	49,000	0	46,358	46,358	▲
				0NGN DCCS Vehicle	37,500	37,500	0	0	0	↑↑↑
				ANIMAL - Plant & Equipment (Capital)						
0				NGN417 RO Vehicle 2015	35,000	35,000	35,000	0	(35,000)	▼
				OLOPS - Plant & Equipment (Capital) - OLOPS						
0				Emergency Generator	13,096	13,096	0	10,900	10,900	▲
				HACC - Plant & Equipment (Capital)						
0				Trailer Enclosed (HACC)	5,000	5,000	5,000	0	(5,000)	▼
0				NGN839 2015 Toyota Camry Sedan (CACP)	24,000	24,000	0	0	0	↑↑↑
				AGEDOTHER - Plant & Equipment (Capital)						
0				NGN219 CATS Vehicle	24,000	24,000	0	0	0	↑↑↑
				PLANT - Plant & Equipment (Capital)						
0				NGN00 DTES Vehicle	37,500	37,500	37,500	33,002	(4,498)	▼
0				Mower Zero Turn Toro Ride On	34,580	34,580	34,580	26,225	(8,355)	▼
0				Bobcat	65,000	65,000	65,000	65,544	544	▲
0				Bobcat Cold Planer	30,172	30,172	30,172	30,172	0	↑↑↑
0				Sweeper Truck 2015	120,000	120,000	0	110,000	110,000	▲
0				Works Foreman Vehicle 2015	35,000	35,000	35,000	0	(35,000)	▼
0				Leading Hand Vehicle 2015	30,000	30,000	30,000	0	(30,000)	▼
				ADMIN - Plant and Equipment (Capital)						
0				002 NGN MF Vehicle	25,000	25,000	0	22,959	22,959	▲
				COMMUNITY - Plant & Equipment (Capital)						
0				NGN 0 MLC Vehicle	25,000	25,000	25,000	0	(25,000)	▼
0	0	0	0	Totals	589,848	589,848	297,252	345,159	47,907	

Contributions				Furniture & Equipment	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	\$	\$	
			0	OTHGOV - Capital Furniture & Equipment						
			0	Corporate Additional Server	25,000	25,000	0	0	0	↑↑↑
			0	CHCP - Furniture & Equipment (Capital)						
			0	Mobile Works Solution (HACC)	10,000	10,000	0	0	0	↑↑↑
			0	LIB - Building (Capital)						
			0	Library Front Counter	8,000	8,000	0	0	0	↑↑↑
			0	Library Solar Power & Heating	20,000	20,000	20,000	0	(20,000)	▼
0	0	0	0	Totals	63,000	63,000	20,000	0	(20,000)	

Contributions				Roads	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
				ROADC - Roads (Capital) - Council Funded						
			0	Earl Street - Renewal (Local)	11,600	11,600	0	0	0	↑↑↑
			0	Daglish Road - Renewal (Local)	30,740	30,740	0	0	0	↑↑↑
			0	Falcon Street - Renewal (Local)	15,600	15,600	0	0	0	↑↑↑
			0	Jersey Street - Renewal (Local)	19,600	19,600	0	0	0	↑↑↑
			0	Fathom Street - Renewal (Local)	18,700	18,700	0	0	0	↑↑↑
			0	Francis Street - Renewal (Local)	12,800	12,800	0	0	0	↑↑↑
			0	Dellar Street	14,400	14,400	0	0	0	↑↑↑
				ROADC - Roads (Capital) - Roads to Recovery						
			0	Grant Street	35,380	35,380	0	0	0	↑↑↑
			0	Grant Street	60,900	60,900	0	0	0	↑↑↑
			0	Grant Street	26,680	26,680	0	0	0	↑↑↑
			0	Grant Street	28,220	28,220	0	0	0	↑↑↑
				ROADC - Roads (Capital) - Regional Road Group						
			0	Forrest Street (Renewal) - RRG	184,632	184,632	0	0	0	↑↑↑
				ROADC - Roads (Capital) - Black Spot						
			0		0	0	0	0	0	↑↑↑
				ROADC - Roads (Capital) - Flood Damage						
			0		0	0	0	0	0	↑↑↑
0	0	0	0	Totals	459,252	459,252	0	0	0	

Contributions				Footpaths	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	ROADC - Footpaths (Capital) Footpaths (Capital) - (SPARE)	\$	\$	\$	\$	\$	\$
			0		50,000	50,000	0	0	0	0
0	0	0	0	Totals	50,000	50,000	0	0	0	0

Contributions				Drainage	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	ROADC - Drainage (Capital) Drainage Works Drainage - Mokine Road	\$	\$	\$	\$	\$	\$
			0		50,000	50,000	0	0	0	0
			0		0	0	0	2,262	2,262	▲
0	0	0	0	Totals	50,000	50,000	0	2,262	2,262	

Contributions				Other Infrastructure	Current Budget					
					This Year					
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	\$	\$	
			0	AGEDOTHER - Infrastructure Other (Capital)						
			0	Aged Disability Access Upgrade	108,872	108,872	0	0	0	↑↑↑
			0	SAN - Infrastructure Other (Capital)						
			0	White Road Refuse Site Upgrade	11,000	11,000	11,000	4,039	(6,961)	▼
			0	Refuse Site Transfer Station	50,000	50,000	0	0	0	↑↑↑
			0	SEW - Infrastructure Other (Capital)						
			0	Waste Water Treatment Facility	50,000	50,000	0	0	0	↑↑↑
			0	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities						
			0	Gnarojin Park Toilets Improved Access	8,600	8,600	8,600	0	(8,600)	▼
			0	Cemetery Toilets and Niche Wall	6,500	6,500	6,500	1,481	(5,019)	▼
			0	HALLS - Infrastructure Other (Capital)						
			0	Town Hall Outdoor Furniture	20,000	20,000	0	0	0	↑↑↑
			0	NRRC - Infrastructure Other (Capital)						
			0	NRRC Infrastructure Other (Capital)	400,000	400,000	0	0	0	↑↑↑
			0	REC - Plant & Equipment (Capital)						
			0	Playground Equipment	0	0	0	0	0	↑↑↑
			0	Fox Lair	10,000	10,000	0	5,987	5,987	▲
			0	Clayton Road Oval Entrance	30,000	30,000	0	14,513	14,513	▲
			0	Heritage Trail	11,000	11,000	0	0	0	↑↑↑
			0	Bowling Club Replace Fence and Footpath	25,000	25,000	25,000	0	(25,000)	▼
			0	Playground Equipment	60,000	60,000	60,000	53,362	(6,638)	▼
			0	Outdoor Gym Roof	7,500	7,500	7,500	0	(7,500)	▼
			0	REC - Infrastructure Other (Capital)						
			0	Town Clock	35,000	35,000	0	0	0	↑↑↑
			0	Railway Dam	10,000	10,000	0	0	0	↑↑↑
			0	Skate Park Design and Plan	16,000	16,000	0	0	0	↑↑↑
			0	Skate Park Construction	334,000	334,000	0	0	0	↑↑↑
			0	Thomas Hogg Oval Electrical Upgrade	35,000	35,000	35,000	14,927	(20,073)	▼
			0	ROADC - Infrastructure Other (Capital)						
			0	Street Lighting	10,000	10,000	0	4,558	4,558	▲
			0	Carpark	40,000	40,000	40,000	0	(40,000)	▼
			0	TOUR - Infrastructure Other (Capital)						
			0	Banner Poles	20,000	20,000	0	1,317	1,317	▲
			0	NCP Fence	10,000	10,000	0	0	0	↑↑↑
0	0	0	0	Totals	1,308,472	1,308,472	193,600	100,184	(93,416)	

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 12: TRUST FUND

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-15	Amount Received	Amount Paid	Closing Balance 31-Oct-15
	\$	\$	\$	\$
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Councillor Nomination Fees	0	320	(320)	0
Cultural Development	4,820	0	0	4,820
Public Open Space Bonds	49,560	0	0	49,560
Trust Other	250	0	0	250
Crossover/Footpath	8,150	2,050	0	10,200
Town Hall Facility Bonds	3,175	1,050	(1,325)	2,900
Musical Society	300	0	0	300
Narrogin Abbatoir Committee	480	0	0	480
Meat Inspection	1,990	0	0	1,990
	68,725	3,420	(1,645)	70,500

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2015

Note 13: INFORMATION ON BORROWINGS

Debenture Repayments	Principal 1-Jul-15	New		Principal		Principal		Interest	
		Loans		Repayments		Outstanding		Repayments	
		2015-16 Budget \$	2015-16 Actual \$	2015-16 Budget \$	2015-16 Actual \$	2015-16 Budget \$	2015-16 Actual \$	2015-16 Budget \$	2015-16 Actual \$
Governance									
Loan 125 - Corporate Software & Server Upgrade	136,333	0	0	43,952	0	92,381	136,333	4,177	(394)
Loan 128 - Administration Building Upgrade	0	450,000	0	0	0	450,000	0	0	0
Recreation & Culture									
Loan 121B - Narrogin Regional Recreation Complex	398,598	0	0	41,157	13,464	357,441	385,134	21,314	6,422
Loan 126 - Town Hall Renovations	233,370	0	0	25,420	0	207,950	233,370	8,765	(776)
Economic Services									
Loan 124 - Commercial Property	65,323	0	0	24,983	0	40,340	65,323	3,532	(11)
Loan 127 - Industrial Land Purchase	159,841	0	0	9,297	0	150,544	159,841	7,058	(99)
	993,465	450,000	0	144,809	13,464	1,298,656	980,001	44,846	5,142

(SS) Self supporting loan financed by payments from third parties.

(SAR) Self Supporting Loan where financed by combination of Specified Area Rate and payment from third parties.

All other loan repayments are to be financed by general purpose revenue.

Please note that Cr Schutz declared a 'noted interest' only in this following agenda item and remained in Chambers.

10.2.159 CATS STAKEHOLDER COMMITTEE

File Reference: 24.6.9
Disclosure of Interest: Nil
Applicant: CATS Stakeholder Committee
Previous Item Nos: Nil
Date: 16 November 2015.
Author: Colin Bastow, Director Corporate & Community Services.

Attachments

- Unconfirmed Minutes of the CATS Stakeholder Committee
- CATS Stakeholder Committee – Proposed New Terms of Reference

Summary

Council to consider the recommendations from its CATS Stakeholder Committee.

Background

The CATS Stakeholder Committee was created amongst others things, to better define the roles and responsibilities of the Town, volunteers and other funding groups/organisations.

The Town holds regular meetings with its CATS volunteers to discuss operational related matters. These meetings do allow the volunteers to have a direct line of communication with the Town's operational manager, the Manager of Community Care Services.

The CATS Stakeholder Committee's strategic recommendations, which may have a direct impact on the volunteers, would firstly be presented to the volunteers for their comment, before the recommendation is presented to Council for its consideration. This process would also include any proposed change to the make and model of the current CATS vehicle.

The CATS Stakeholder Committee held its first meeting held on the 29 October 2015.

Comment

Election of Presiding Member & Deputy Presiding Member

Cr Clive Bartron was elected Presiding Member (chairperson) and Cr Andrew Borthwick was elected as deputy presiding member (deputy chairperson) of the CATS Stakeholder Committee.

Review of Terms of Reference by CATS Stakeholder Committee

The Committee reviewed its Term of Reference and had made a number of recommended changes, most of which are considered to be minor in nature. However the inclusion of a CATS volunteer representative to the Committee is considered to be a significant change.

While most of the recommended changes to the current Terms of Reference are supported by the author, the inclusion of a CATS volunteer as a member of the Committee goes against the purpose for which the Committee was originally established and therefore is not supported and has not been included in the officer's recommendation resolution that appears below. The Committee's recommendation can be seen in the attached unconfirmed minutes of the CATS Stakeholder Committee.

The Town operates a number of different volunteer groups to assist it with the delivery of various services to the local community. These volunteer groups can be found in areas such as the Library, Museum and Homecare services. Volunteers are recruited as individuals and are not a separate legal entity, they are part of the Town which entitles them to many benefits such as insurance and limited legal protection. Generally volunteers are recruited for specific operational tasks and their activities are monitored by a specific manager as risk management issues including OSH matters are required to be appropriately managed.

There is no question that without the CATS volunteer's the Town could not successfully operate CATS. However there are a number of practical reasons why a volunteer whose function is on an operational basis should not also be on a management and/or advisory committee. The CATS volunteers do have an opportunity to discuss issues relating to the Service with the Manager of Community Care Services who is then able to make recommendations to Council.

The CATS volunteers are part of the Town's aged care and disability services which comes under the Narrogin Homecare Section. The Town generally does not have its volunteers taking on those duties considered to be the responsibility of management or an advisory function. Because this type of structure can easily lead to confusion over roles and responsibilities which in turn can result in misunderstandings and conflicts.

This is one of the reasons why the Town does not have other volunteer groups, such as its Library Services volunteers, on a management or advisory committee.

Type of Vehicle for CATS

The Committee has recommended to Council the following:

"That the Town investigate the purchase of Toyota Camry's for use as the CATS vehicle."

One of the functions of the CATS Stakeholders Committee is to make recommendation to Council about the type of motor vehicle that should be used by CATS.

The Town had recently generated discussion with the volunteers about the possibility of purchasing an alternative make and model due to concerns over the affordability of the Toyota Camry. As the changeover costs have been increasing in recent times. Fortunately the Shires

of Narrogin and Wagin's annual contribution towards the replacement of the CATS vehicle has alleviated those concerns and allowed the Town to continue purchasing a Toyota Camry.

On request of the CATS Stakeholder Committee, the Town will be sending out letter requesting financial assistance from other local governments whose residents are using the CATS vehicle.

Provided the Town has sufficient funds set aside and/or can attract additional contributions from third parties and the Toyota Camry continues to meet operational requirements of the CATS, the author would continue to support the continued purchasing of this particular vehicle. However it would be prudent for the Town to identify what general type of features a CATS vehicle should contain for the purpose of the Service, such as the boot should hold a wheelchair. This type of information would be very beneficial in deciding future vehicle replacements, as there is no guarantee that in the future, the Toyota Camry will continue to be the best vehicle for this service.

The committee has recommended that the Town should investigate the purchase of Toyota Camry's for use as the CATS vehicle. However, any further investigation in this matter is considered unnecessary as the Town has been successfully using Toyota Camry's since 2007 and acknowledges this vehicle is a very suitable.

The preparation of a general list of required and desirable features for future CATS vehicles will likely take some time to produce. It is anticipated that the next CATS vehicle replacement will take place in January 2016. Therefore the Town should continue purchasing a Toyota Camry provided there are sufficient funds available, until further notice, whilst meeting the Town's purchasing policies..

Fees & Charges

The Committee discussed the current CATS user charge of \$75 and it was the general feeling of the meeting that the current charges should be maintained so that as many persons as possible can access the service regardless of the financial circumstances.

Consultation

- CATS Stakeholders Committee
- Aaron Cook - CEO
- Lynne Yorke - MCCS

Statutory Environment

Local Government Act 1995.

Policy Implications

Nil.

Financial Implications

The purchase of a Toyota Camry will have a direct financial implication, last changeover was around \$11,000.

Strategic Implications

2.3 Continue to support the development of the Aged Care industry, services and support in Narrogin to assist in retaining aged residents within the community.

Voting Requirements

Simple Majority.

OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr McKenzie

That Council:

1. Thanks the CATS Stakeholders Committee for its recommendation that the Town investigate the Toyota Camry,
2. Requests the CATS Stakeholders Committee to consider the development of a general list of required and desirable features that should be considered when the Town purchases future CATS vehicles. The required and desirable features should be listed in order of priority,
3. Acknowledges the tremendous service provided by the CATS volunteers to the local community and considers the current arrangements of holding a CATS volunteer meeting does allow the volunteers to have significant input into the operation of the Town's CATS
4. That Council amend its CATS Stakeholder Committee's Terms of Reference be amended as per the attachment 2

Amendment to the Motion

COUNCIL RESOLUTION 1115.197

Moved: Cr Bartron

Seconded: Cr Paternoster

That Council:

Amend Point 4 above to read:

4. That Council amend its CATS Stakeholder Committee's Terms of Reference as recommended by the Committee in Attachment 1 of the attached minutes.

CARRIED 7/2

Reason for amendment is that attachment 1 in the minutes is the document that highlights the amendments.

COUNCIL RESOLUTION 1115.198

Moved: Cr Ward

Seconded: Cr McKenzie

That Council:

1. Thanks the CATS Stakeholders Committee for its recommendation that the Town investigate the Toyota Camry,
2. Requests the CATS Stakeholders Committee to consider the development of a general list of required and desirable features that should be considered when the Town purchases future CATS vehicles. The required and desirable features should be listed in order of priority,
3. Acknowledges the tremendous service provided by the CATS volunteers to the local community and considers the current arrangements of holding a CATS volunteer meeting does allow the volunteers to have significant input into the operation of the Town's CATS
4. That Council amend its CATS Stakeholder Committee's Terms of Reference as recommended by the Committee in Attachment 1 of the attached minutes.

CARRIED 8/1

Please note The Council resolved to amend point 4 to allow a CATS volunteer to become a member of the Committee.

Commonly-used abbreviations:	
CATS	Community Assisted Transport Service
CEO	Chief Executive officer
MCCS	Manager Community Care services
PATS	Patient Assisted Travel Scheme
OSH	Occupational Safety & Health



**MINUTES
CATS STAKEHOLDER COMMITTEE MEETING**

Thursday 29 October 2015

Council Chambers

1. OFFICIAL OPENING

The meeting was opened at 5.30 pm

Mr Colin Bastow chaired the start of the meeting until the election of the Presiding Member and welcomed the Committee members to the inaugural meeting.

2. RECORD OF ATTENDANCE AND APOLOGIES

Present

Cr Clive Bartron - Presiding Member
Cr Andrew Borthwick - Deputy Presiding Member
Mr Allan Corner
Mr Colin Bastow
Cr Dale Lloyd
Mrs Lorraine Larment

Apologies

Ms Joanne Leeson
Ms Lynne York

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Nil

4. MATTERS FOR DISCUSSION

4.1 Appointment of Presiding and Deputy Presiding Members

Nominations for Presiding Member

Cr Bartron was nominated as Presiding Member by Mr Corner and the nomination was accepted. As no further nomination was received, Cr Bartron was elected to the position of Presiding Member.

Cr Bartron assumed the Chairperson role for the rest of the meeting.

[Type here]

Nominations for Deputy Presiding Officer

Cr Borthwick was nominated as Deputy Presiding Member by Mrs Larment and the nomination was accepted. As no further nominations were received, Mr Borthwick was elected to the position of Deputy Presiding Member.

4.2 Terms of Reference

The Committee discussed a number of the statements contained in the current Terms of Reference and decided that the following items should be considered by Council as possible amendments:

1. Add the Narrogin Lions Club to the background information statement in the Membership section;
2. Include a representative from the volunteer CATS Drivers on the Committee;
3. Remove the **Term of Appointment** statement under the Management section as a similar statement has been included in the Membership section.
4. Relocate the last line of the Aims section to the Management Section as this statement was not considered to be an aim of the Committee.

Moved: Cr Lloyd

Seconded: Cr Borthwick

That Council amend its CATS Stakeholder Committee's Terms of Reference be amended as per Attachment 1 – Proposed Amendments – Terms of Reference.

CARRIED 5/0

4.3 Type of Vehicle for CATS

Mrs Larment advised the meeting that the current CATS vehicle is expected to have travelled around 50,000 km by January 2016 and should be replaced at this time.

Mr Colin Bastow commented that it would be beneficial to identify the specific specifications a CATS vehicle would require.

Mr Corner and Mrs Larment discussed a number of features the CATS vehicle should have, which included boot space and easy back passenger access. It was further commented that the Toyota Camry was the preferred CATS vehicle as it is value for money and contains most of the required features as well as being the vehicle of choice of the CATS volunteer drivers.

Mr Bastow commented that any decision to change the current CATS vehicle make and model should only be done in consultation with the CATS volunteer drivers.

Mr Bastow has advised the Committee that Council's purchase policy would require the Town to seek three quotes before an order can be issued. This means that if a specific make and model is required for the CATS vehicle, then two quotes would need to be sourced from suppliers outside of Narrogin. However, if a selection of vehicles can be considered for purchase, then it is possible that all quotes could be sourced from local suppliers. The Town does have a buy local policy and does prefer to purchase from local suppliers.

Moved: Mrs Larment

Seconded: Cr Borthwick

That the Town investigate the purchase of Toyota Camry's for use as the CATS vehicle.

CARRIED 5/0

4.4 Fees and Chargers

The Committee discussed the current CATS user charge of \$75 and it was the general feeling of the meeting that the current charges should be maintained so that as many persons as possible can access the service regardless of the financial circumstances.

5. LATE BUSINESS

The Committee requested the following information about the Town's CATS program:

1. Confirmation that GST is applicable to CATS income and expenditure;
2. A copy of the 2014/15 financial year's CATS income & expenditure statement;
3. Confirmation that the under allocation of the Town's CATS reserve account of \$2,000 for the 2013/14 financial year was corrected;
4. A copy of the CATS monthly fuel account to see how GST is calculated; and
5. Confirmation on how the payment of the driver's lunch is made.

The Manager of Community Care Services will ensure that this information is provided to community members by the next meeting.

The Committee requested the Town write to other local government agencies whose residents/ratepayers are using the CATS vehicle and are not currently contributing towards the replacement of the vehicle, asking for a donation towards the replacement of the vehicle.

6. NEXT MEETING

To be advised

7. CLOSE OF MEETING

The meeting was closed at 7.00 pm

ATTACHMENT 1

TOWN OF NARROGIN (INFORMAL) CATS STAKEHOLDER COMMITTEE

PROPOSED AMENDMENTS - TERMS OF REFERENCE

AIMS

This Informal Community Assisted Transport Service (CATS) Stakeholder Committee provides feedback and advice on the strategic direction to Council and relating to:

- How to operate the CATS program in a more sustainable manner.
- How to better promote the CATS program.
- Fee structure.
- How to attract additional funding opportunities.
- How to attract volunteers e.g. drivers/carers.
- Raising of issues regarding the service to clients by the stakeholders.
- The type of motor vehicle to be used.
- How to expand the CATS program.
- Recommend an alternative management/ownership of the CATS program, if required.
- ~~The Committee is not to undertake the day to day management of the CATS program.~~

MEMBERSHIP

The Informal CATS Stakeholder Committee membership is to be formed from the ongoing financial contributors and service providers to the CATS program. This is to include, but not be limited to, the financial founding contributors being Narrogin Revheads, Narrogin & District Senior Citizens and ongoing financial contributing organisations being the Narrogin Lions Club, Town of Narrogin, Shire of Narrogin, Shire of Wagin and service providing organisations being Narrogin Senior Citizens and Narrogin Homecare being the managing agency.

The Committee shall comprise of one delegated representatives from the following:

- A Elected Member (Town),
- Senior Employee from the Town,
- Narrogin Homecare,
- Narrogin Lions Club,
- Narrogin Revheads,
- Narrogin & District Senior Citizens,
- Shire of Narrogin, and
- Shire of Wagin.
- Representative from the CATS volunteers

Membership is dependent on continuing financial contributions of over \$1,000 per annum and or the provision of services to facilitate the service.

MANAGEMENT

Presiding Member

The Presiding Member and Deputy Presiding Member shall be elected by the Committee members from amongst themselves. In the absence of the Presiding Member, the Deputy Presiding Member will chair the meeting.

Meetings

Meetings shall be arranged at quarterly intervals as determined by the Committee at an appointed time and place.

Deputations

The Committee may invite any persons or organisations to attend any meetings but such persons shall not be entitled to vote on any decision arising at such meetings.

Working Parties

The CATS Stakeholder Committee may appoint a Working Party of its members and delegate duties to the Working Party. A Working Party shall not exercise a power or perform a duty without the approval of Council.

Quorum

A quorum will be by simple majority.

Voting

At all meetings each member of the Committee, excluding Town of Narrogin officers, shall be entitled to one vote and, in the case of equality of voting, the Presiding Member shall have the casting vote.

Minutes

Minutes shall be taken of all meetings and recommendations.

Recommendations

Recommendations shall be presented to Council within one month of the date of the meeting.

Terms of Appointment

All terms of office are dependent upon the ongoing provision of either a financial commitment of over \$1,000 per annum or services for the facilitation of the CATS program. Upon the cessation of the financial contribution or service provision the membership of the CATS Stakeholder Committee is terminated.

Vacancies

If a casual vacancy is created, this position is not to be filled unless another financial or service provided has committed to the CATS program provision.

Code of Conduct

The Town of Narrogin's code of conduct applies to all meetings of the CATS Stakeholders

Day to Day Management

The Committee is not to undertake the day to day management of the CATS program.

ATTACHMENT 2

TOWN OF NARROGIN (INFORMAL) CATS STAKEHOLDER COMMITTEE

TERMS OF REFERENCE

AIMS

This Informal Community Assisted Transport Service (CATS) Stakeholder Committee provides feedback and advice on the strategic direction to Council and relating to:

- How to operate the CATS program in a more sustainable manner.
- How to better promote the CATS program.
- Fee structure.
- How to attract additional funding opportunities.
- How to attract volunteers e.g. drivers/carers.
- Raising of issues regarding the service to clients by the stakeholders.
- The type of motor vehicle to be used.
- How to expand the CATS program.
- Recommend an alternative management/ownership of the CATS program, if required.

MEMBERSHIP

The Informal CATS Stakeholder Committee membership is to be formed from the ongoing financial contributors and service providers to the CATS program. This is to include, but not be limited to, the financial founding contributors being Narrogin Revheads, Narrogin & District Senior Citizens and ongoing financial contributing organisations being the Narrogin Lions Club, Town of Narrogin, Shire of Narrogin, Shire of Wagin and service providing organisations being Narrogin Senior Citizens and Narrogin Homecare being the managing agency.

The Committee shall comprise of one delegated representatives from the following:

- A Elected Member (Town),
- Senior Employee from the Town,
- Narrogin Homecare,
- Narrogin Lions Club,
- Narrogin Revheads,
- Narrogin & District Senior Citizens,
- Shire of Narrogin, and
- Shire of Wagin.

Membership is dependent on continuing financial contributions of over \$1,000 per annum and or the provision of services to facilitate the service.

MANAGEMENT

Presiding Member

The Presiding Member and Deputy Presiding Member shall be elected by the Committee members from amongst themselves. In the absence of the Presiding Member, the Deputy Presiding Member will chair the meeting.

Meetings

Meetings shall be arranged at quarterly intervals as determined by the Committee at an appointed time and place.

Deputations

The Committee may invite any persons or organisations to attend any meetings but such persons shall not be entitled to vote on any decision arising at such meetings.

Working Parties

The CATS Stakeholder Committee may appoint a Working Party of its members and delegate duties to the Working Party. A Working Party shall not exercise a power or perform a duty without the approval of Council.

Quorum

A quorum will be by simple majority.

Voting

At all meetings each member of the Committee, excluding Town of Narrogin officers, shall be entitled to one vote and, in the case of equality of voting, the Presiding Member shall have the casting vote.

Minutes

Minutes shall be taken of all meetings and recommendations.

Recommendations

Recommendations shall be presented to Council within one month of the date of the meeting.

Vacancies

If a casual vacancy is created, this position is not to be filled unless another financial or service provided has committed to the CATS program provision.

Code of Conduct

The Town of Narrogin's code of conduct applies to all meetings of the CATS Stakeholders

Day to Day Management

The Committee is not to undertake the day to day management of the CATS program.

10.2.160 SALE OF SHIRE OF NARROGIN LAND, NO 31, LOT 405 FELSPAR STREET

File Reference: Lot 405 Felspar St Narrogin
Disclosure of Interest: Nil
Applicant: Mr Geoff McKeown – Chief Executive Officer Shire of Narrogin
Previous Item Nos: Nil
Date: 13 November 2015
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

Letter received from Mr Geoff McKeown the Shire of Narrogin CEO seeking Council's support or objection as to the sale of A174000 being the property located in Felspar Street Lot 405 number 31.

Summary

It is presented to Council to consider supporting the Shire of Narrogin's desire to sell Lot 405 to Karinya/Narrogin Cottage Homes for the purpose of aged housing.

Background

The Shire of Narrogin purchased from the Crown, the Lot 405 freehold several years ago and since that time the property has been mostly used for storage of Shire and Town of Narrogin items. The property has been surplus to the requirements of the Council but was secured for future use.

The property has been identified as a potential aged housing expansion.

Comment

Lot 405 currently sits in a disused state that detracts from the surrounding area and serves no real purpose to the Shire of Narrogin or the Town. However, items are being stored at this site and some community groups have been locating some caravans and other items.

If the property is sold these items will need to be cleared out and relocated or disposed of.

The Draft Town Planning Scheme has identified this lot for aged housing for some time and is the impetus of both Councils to see this area utilised for positive growth in the aged care housing provision through Karinya.

The Shire of Narrogin are seeking support from the Town of Narrogin for the proposed sale of Lot 405 as the merger has been finalised and consultation has been entered into by both parties for any major transaction like this as it will affect the new entity.

It is proposed that support be provided to the Shire of Narrogin for the sale of Lot 405 to Karinya and that all funds received be placed within the Shire of Narrogin Building Reserve.

It is advised that the Shire of Narrogin seek clearance through a contamination report prior to committing to the sale.

Consultation

Mr Geoff McKeown CEO Shire of Narrogin

Statutory Environment - Nil

Policy Implications - Nil

Financial Implications

Through the sale of the land the new entity will commence in a more financial stable situation with additional funds within the reserves. However, once rezoned, the property could be more valuable than the current valuation.

Strategic Implications

The Sale of this land will assist in developing the Aged Housing provision within Narrogin as per:

- | | |
|-----|---|
| 2.3 | Continue to support the development of the Aged Care industry, services and support in Narrogin to assist in retaining aged residents within the community. |
|-----|---|

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1115.199 and Officer's Recommendation

Moved: Cr Russell

Seconded: Cr Kain

That Council:

Advise the Shire of Narrogin:

- that it supports the sale of Lot 405 Felspar Street Narrogin to Karinya/Narrogin Cottage Homes for the purpose of aged care housing and that all funds received be placed into the Shire's Building Reserve.
- that the Shire of Narrogin seek clearance through a contamination report prior to committing to the sale.
- the property cannot be developed for residential purposes prior to being rezoned.

CARRIED 9/0

Commonly-used abbreviations:
CEO Chief Executive Officer
Karinya Karinya/Narrogin Cottage Homes

SHIRE OF NARROGIN
43 FEDERAL STREET, NARROGIN 6312



Town of Narrogin RECEIVED	
Directed to:	CEO
Ref No:	09 NOV 2015
Property File:	1CR156807
Subject File:	A174000
Enquiry No:	

Inquiries: Geoff McKeown

9 November, 2015

Mr Aaron Cook
Chief Executive Officer
Town of Narrogin
89 Earl Street
NARROGIN WA 6312

Dear Aaron,

Re: Old Shire Depot - Felspar Street

Narrogin Cottage Homes Inc. has formally approached the Shire of Narrogin seeking to purchase the property that is the old Shire Depot site on Felspar Street.

As you are aware a proposal is being considered to expand Narrogin Cottage Homes with development of additional units on Felspar Street with land potentially being made available by the Town of Narrogin and the Department of Housing. This project may be included in a regional approach to aged housing currently being considered by the Wheatbelt South Aged Housing Alliance.

In addition to this project, Narrogin Cottage Homes has an interest in the old depot site for more 'lease for life' units. To be able to finance the building of these units it will need to have ownership of freehold land.

At the last Shire Council Meeting the proposal to sell the land received support. However, as this property is to become an asset of the merged entity, the Shire would like to know the views of the Town of Narrogin towards the potential sale.

Can you please raise this matter with Council and advise if there is similar support for the sale and the potential development of this land for aged housing.

Yours faithfully,

Geoff McKeown
Chief Executive Officer

10.2.161 STANDING ORDERS SUSPENSION

File Reference: 19.6.1
Disclosure of Interest: Nil
Applicant: Mayor Ballard
Previous Item Nos: Resolution Number 1216.204
Date: 13 November 2015
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

Nil

Summary

It is requested that Council consider suspending Standing Orders 9.1 and 9.5 for the 2016 calendar year.

Background

In December 2014 a motion was passed to suspend the Standing Orders 9.1 and 9.5 due to an issue raised with the Elected Members.

Comment

The Mayor and Elected Members have been able to work well as a collective group and through this the Council meetings have been facilitated in a professional, cooperative and constructive manner.

9.1 of the Standing Orders require a member to stand when addressing the Council. The requirement to stand is not essential in managing a meeting and previously several Elected Members have had physical issues that have inhibited this action. As such, it is requested that the requirement to stand be suspended.

9.5 of the Standing Orders require the limitation of number of speeches to only one per member other than the mover of a substantive motion. The ability to discuss matters allows the members to resolve matters in an open and equitable manner.

Consultation

- Mayor Ballard

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1115.200 and Officer's Recommendation

Moved: Cr Schutz

Seconded: Cr Fisher

That Council:

Suspend the requirements of 9.1 and 9.5 of the Town of Narrogin Standing Orders to assist in encouraging debate and information sharing between the Elected Members during Council meetings for the 2016 calendar year. It is noted that the merged entity may wish to rescind this motion and the Chair of the meeting may reinstate these requirements if required during the meeting if behaviour requires this action.

All other standing orders are to remain in place as per the Local Law.

CARRIED 9/0

8.56pm Mr Cook declared an interest in the following agenda item and departed Chambers.

10.2.162 MERGER – AUTHORISATION OF JOINT CEO ARRANGEMENTS

File Reference: 14.8.1
Disclosure of Interest: Mr Aaron Cook – Chief Executive Officer
Applicant: Project Manager Merger
Previous Item Nos: n/a
Date: 16 November 2015
Author: Niel Mitchell, Project Manager Merger

Attachments

Drafted Memorandum of Understanding.

Summary

The purpose of this report is to finalise the arrangements for Joint CEO.

Background

Since the preparation of the Agenda item, the Department of Local Government and Communities has further advised –

Please bear in mind that this is not legal advice, but is based on the Department's understanding and interpretation of the Local Government Act and Regulations.

The Department sees several ways forward

- *A separate contract with each LG, with clauses being replicated as much as possible and ensuring with adequate protection for the CEO should one party wish to withdraw at any time for any reason*
- *A single joint contract between both Shires signed by all parties, but again this would need to ensure adequate protection for the CEO if one party is no longer satisfied with the services being provided. (This option could recognise the arrangement that will continue once councils are merged)*
- *A contract only with the Town, with clauses that recognise a shared CEO arrangement with a separate agreement (MOU or Exchange of Letters) that spells out how the position will be shared.*

The second option operated at the Shire of Broomehill and Tambellup prior to their merger.

As the arrangement is for a limited time prior to merger, rather than for the foreseeable future of separate local governments, the third option appears to be the simplest and clearest way to proceed. In the case of Broomehill-Tambellup, the joint CEO arrangement existed for quite some time prior to the actual merger.

The previously advised Agenda comment does not require amendment, however, in order to finalise the arrangement prior to 4 December 2015, it is suggested that the Mayor and Deputy

Mayor be authorised to exchange letters or sign a Memorandum of Understanding committing the Town to the arrangement.

While an MOU is generally considered non-enforceable as it is not a contract, it is suggested that an MOU be used so that both Shire and Town are signing the same document to avoid potential inconsistencies. A clause in the draft MOU states that it is intended as a contract between the two parties. A draft MOU is attached for consideration.

Consultation

- Aaron Cook, CEO Town of Narrogin
- Geoff McKeown, CEO Shire of Narrogin
- Jenni Law, Director Local Government Regulation and Support, Department of Local Government and Communities

Statutory Environment

Local Government Act 1995 –

- s.5.36 (1) – requirement to employ a CEO
- s.5.39 – requirement for contract for CEO

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Finalisation of arrangements for joint CEO.

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 1115.201 and Officer's Recommendation

Moved: Cr Kain

Seconded: Cr Schutz

That Council:

1. That Council authorise the Mayor and Deputy Mayor to –
 - complete a contract with the Shire of Narrogin by signing an exchange of letters or Memorandum of Understanding with the Town of Narrogin to finalise the arrangements for the appointment of Mr Aaron Cook, CEO Town of Narrogin, as CEO Shire of Narrogin.
 - affix the Common Seal to the document once complete.

2. That Council authorise the Mayor by exchange of letters, to vary the contract of employment with Mr Cook, as follows –
- a) partial release from his position as CEO Town of Narrogin in order to assume the position of CEO Shire of Narrogin, for the period 4 December 2015 to 30 June 2016,
 - b) the estimated time requirement to fulfil the necessary functions for the Shire of Narrogin is 20%,
 - c) as per the terms negotiated and confirmed by letter on 10 September 2015, his remuneration package will be unchanged,
 - d) in accordance with the advice of Dept of Local Government and Communities, and on behalf of the Shire of Narrogin, the Town of Narrogin remains responsible for payroll and all associated requirements, and
 - e) accordingly, as of 1 July 2016, the current provisions of the contract are therefore reinstated in full with the merged Shire of Narrogin.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

MEMORANDUM OF UNDERSTANDING
For Joint Chief Executive Officer Arrangements



BETWEEN
Shire of Narrogin

AND
Town of Narrogin



16 November 2015

1 Purpose

The purpose of this MOU is to agree the arrangements for the appointment of a joint Chief Executive Officer until the merger of the Shire and Town of Narrogin on 1 July 2016.

2 Operational dates

This MOU commences immediately on the cessation of duties of the current Chief Executive Officer of the Shire of Narrogin on 4 December 2015, and terminates upon the merger of the Shire and Town.

3 Establishment

3.1 Variations and New Initiatives to the Memorandum

Variations may be made at any time by the mutual consent of the Councils.

3.2 Legal Document or Contract

The MOU is intended as the formal agreement and legal contract between the Shire and the Town for the appointment of a joint CEO as permitted by –

- the Local Government Act 1995 s.5.36(5A), and
- Local Government (Administration) Regulations r.18A(1)(a).

3.3 Definitions

CEO means the Chief Executive Officer holding appointment of both the Shire and the Town,

Council means the elected members of the Shire or the Town as the context requires,

Shire means the Shire of Narrogin until merger on 1 July 2016,

Town means the Town of Narrogin until merger on 1 July 2016,

Transition Working Group means –

- the elected members from each of the Shire and Town nominated as voting members, and
- the CEO and Project Manager Merger in non-voting advisory capacity,

WALGA means the Western Australian Local Government Association.

4 Key Principles and Outcomes

4.1 Employment of CEO

- a) In accordance with the Act s.5.36(1) the Shire is required to employ a Chief Executive Officer.
- b) In accordance with the Act s.5.39 the employment is to be governed by a written contract.
- c) The contract of employment between the Shire and the CEO; is the contract of employment currently existing between the Town and the current Town Chief Executive Officer prior to 4 December 2015, to the extent applicable to the Shire.

4.2 Duties and responsibilities of CEO

The CEO is to exercise all duties and responsibilities for the Shire –

- in accordance with the provisions of the Act s.5.41, and
- as contained in the position description for the role of Chief Executive Officer, Town of Narrogin.



4.3 Authority of CEO

The CEO is –

- a) required to comply with the provisions of the Act s.5.41, and
- b) delegated authority as detailed in the Shire resolution 9.A.352 of 16 July 2015.

4.4 Funding of arrangements

- a) The Town will bear the full cost of employment of the CEO and any support staff seconded for Shire duties or other back fill requirements to support the CEO.
- b) The Shire will make a contribution to the Town for –
 - i) the employment of the CEO,
 - ii) seconded or casual staff required in order to release the CEO from Town duties to attend to Shire duties,
 - iii) seconded or casual staff required due to resignation or absence of a Shire employee, equal to the cash components (salary, superannuation contributions etc) of –
 - iv) the current Shire Chief Executive Officer's package as at 4 December 2015, for the balance of the financial year, and
 - v) the departing or absent employee's package for the period of absence.
- c) The contribution will be paid by the Shire on invoice from the Town,
- d) All employment obligations (taxation, superannuation, insurances etc) for the CEO and support staff will remain the responsibility of the Town.

4.5 Other matters

- a) Each Council may determine an Acting Chief Executive Officer in the absence of the CEO on leave etc, who may be the same person.

4.6 Disagreement

- a) Should a disagreement arise in relation to this Memorandum of Understanding affecting both the Shire and the Town, it is to be referred to the Transition Working Group meeting for resolution.
- b) Should the Transition Working Group be unable to resolve the matter, it is to be referred to each Council by the CEO, with common agenda text and recommendation.
- c) Each Council will make its decision at its own discretion.
- d) If the decisions of the Councils are inconsistent, mediation is to be requested from –
 - WALGA Workplace Relations – if an employment matter,
 - Department of Local Government and Communities – all other matters.

5 Execution

The Common Seal of the Shire of Narrogin was affixed by authority of a resolution of the Council made on _____ 2015 –

The Common Seal of the Town of Narrogin was affixed by authority of a resolution of the Council made on _____ 2015 –

Cr Richard Chadwick
President

Mayor Leigh Ballard

Cr Andrew Borthwick
Deputy President

Cr Arthur Paternoster
Deputy Mayor

8.57 pm Mr Cook returned to Chambers.

10.2.163 MERGER – CHANGE OF METHOD OF ELECTION OF PRESIDENT OF MERGED ENTITY

File Reference: 14.8.1
Disclosure of Interest: None
Applicant: Project Manager Merger
Previous Item Nos: n/a
Date: 12 November 2015
Author: Niel Mitchell - Project Manager Merger
Mr Aaron Cook – Chief Executive Officer

Attachments

Nil

Summary

The purpose of this report is to seek the approval of Council to commence the statutory procedures for change of method of election of President of the merged entity.

Background

This process is one of the many commitments agreed to between the Shire and Town of Narrogin in the Memorandum of Understanding signed in March 2015. The MOU states –

5.3 President

If not determined prior, it is recommended that the New Entity initiate the process to change the method of election from at large to election by the Council as soon as possible or permitted, consistent with all electors of the New Entity being entitled to vote.

Comment

As the process to change the method of election of Mayor or President is provided for within the Local Government Act, the Department of Local Government and Communities have advised that this is not a matter that can be determined under Governor's Orders.

With the merger now confirmed by Governors Orders that were published in the Government Gazette on 30 October 2015, the process for the change can be initiated.

While many provisions for the change of method of election are similar to those for the extraordinary election likely to be held in October 2016, they do not align exactly, and it would be advantageous to commence and finalise the additional requirements early so as not to delay other considerations or electoral processes.

As the continuing entity, the Town of Narrogin is responsible for the initiating and conducting the process.

As of 1 July 2016, although the Town is the continuing entity, it will be named Shire of Narrogin. The Local Government Act s.2.6 specifies that

(3) The offices on the council of the local government of a shire are those of the president, the deputy president and the councillors.

Election of President by Council –

- Arguments in favour –
 - a) Double selection process – the person must be elected to Council first before being eligible for election as President
 - b) It is highly unusual for a person to therefore be elected as President without having first been a Councillor for a time and as such has experience within the local government.
 - c) The person elected is therefore one whom the majority of Council has had an opportunity to get to know
 - d) The majority of Council therefore believe that they can work with and support the person in the role as President
 - e) It is the least likely method to rely on the popularity of the candidate
 - f) the community has to largely rely on name recognition for the Councillors election since they rarely know all the candidates well enough to make a fully informed decision about the person's capacity and capability
- Arguments against –
 - a) removes the direct vote of the community from the election

Election of President by the community –

- Arguments in favour –
 - a) the community has a direct say in the person who heads Council, and often represents the community,
 - b) the person is more independent, as they do not have to maintain a good working relationship with other elected members since they have no say in the election,
- Arguments against –
 - a) much increased potential to be out of step with the rest of Council
 - b) elected on the basis of popularity/name recognition, rather than on capability and capacity
 - c) the person is more likely to do what the wider community wants, regardless of the advisability of the action
 - d) more likely to be driven by individual agenda

The steps required to change the method of election of President for the merged entity are as follows –

- 1) Council to resolve to change the method of election from votes from the electors to internally by the Council
- 2) Local public notice of the proposal to change the method of election is to be provided requesting submissions be made
- 3) Minimum 6 weeks public submission period

- 4) All submissions are to be considered by Council when making the informed decision if to go to poll or not
- 5) If Council decides to proceed with the change, a poll is required and the Advisory Board is to be advised
- 6) The Advisory Board determines the question that is to be put to the electors, and provides a summary of the cases for and against which is required to be used
- 7) The Electoral Commissioner is required to conduct the Poll
- 8) The Returning Officer (Electoral Commissioner appointment) is to determine and give notice of the poll results

It should be noted that the Local Government Act also provides for the existing term of the President to be completed. If the poll is successful Mayor Ballard's term in office concludes at the October 2017 elections. So despite a name change for the organisation, a name change for the position, and any extraordinary election required to fill a vacancy, the change of method of election of President will change for the election held on the Saturday, 21 October 2017, as the election of the Mayor will not be conducted as part of the Election Process, but rather internally after the election. Should the poll not be successful the Election process for October 2017 will remain as normal and include the election of the President voted by the electors.

In order to reduce costs, it is intended that as far as possible procedures for the poll should coincide with those of the extra-ordinary election planned for 15 October 2016. This includes matters such as –

- Advertising for enrolment
- Preparation and production of electoral rolls
- Adverts and notifications of poll and poll date
- Cost of running the poll, counting etc

Accordingly, it is suggested that the process commence now, with local public notice of the proposal in early December 2015. Given that late December and most of January is usually quiet with people away with a range of commitments and activities, closure of the submission period is proposed for the first week of February. This allows for people to return prior to the submissions closing and consideration of the submissions will be made at the Council meeting to be held on 23 February 2016.

This then allows for referral of the proposal to the Advisory Board for their early March 2016 meeting, and advice to the Electoral Commissioner to commence procedures in March/April 2016 for a poll, and linking in with the extra-ordinary election processes for a single election and polling day on 15 October 2016.

A poll on this date also complies with the requirements of the Act s.2.13 (3) which stipulates the poll is to be held at least 80 days prior to the change coming into effect.

A Special majority applies only where there are 12 or more members of Council, otherwise the requirements of an absolute majority apply (LG Act s.1.10).

As the process is being initiated and will be largely complete prior to merger, it could be argued that only Town residents have a statutory right to make comment. However, as any outcome will apply to the merged entity it is considered essential that Shire residents be invited and

their comments given equal weight to those of the Town residents, in order to adhere to the principles of the Memorandum of Understanding as signed.

As such, the poll that is to be held after 1 July 2016 to determine the election method of the Shire President will be of all residents of the merged entity.

Consultation

- Transition Working Group
- Aaron Cook, CEO Town of Narrogin
- Geoff McKeown, CEO Shire of Narrogin
- Tim Fowler, Caroline Tuthill, Dept of Local Government and Communities

Statutory Environment

Local Government Act 1995 –

S1.10 Decisions by special majority

- (a) If more than 11 members of Council, 75% majority
- (b) If not more than 11 members, then absolute majority

S2.11. Alternative methods of filling office of mayor or president

- (1)
- (2) A local government may change* the method of filling the office of mayor or president used by the local government from the election by the council method to the election by the electors method.
 - *Special majority required.*
- (3) A local government may exercise the power conferred by subsection (2) whether or not a proposal has been made under section 2.12.
- (4) The method of filling the office of mayor or president used by a local government is changed from the election by the electors method to the election by the council method if the result of a poll declared under section 2.12A(4) is that a majority of electors of the district who voted at the poll voted in favour of the change.

S2.12 Electors may propose change of method

S2.12A. Procedure to change method to election by council

- (1) If —
 - (a) electors of the district, acting under section 2.12(1), propose; or
 - (b) the council, by motion passed by it, proposes,to change the method of filling the office of mayor or president of the local government from the election by the electors method to the election by the council method, the local government is to —
 - (c) give local public notice of the proposal stating that submissions about the proposal may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
 - (d) consider or reconsider the proposal in view of any submissions received.
- (2) Subject to section 2.13(3), if the local government decides to proceed with the proposal, there is to be a poll of the electors of the district on the proposal and —
 - (a) the Advisory Board is to —
 - (i) determine the question to be voted on by the electors of the district; and
 - (ii) prepare a summary of the case for each way of voting on the question; and
 - (b) the Electoral Commissioner is to —
 - (i) make the summary available to the electors before the poll is conducted; and
 - (ii) be responsible for the conduct of the poll; andand
 - (iii) appoint a person to be the returning officer of the local government for the poll; and

- (c) the local government is to meet the expenses of the Electoral Commissioner in connection with the poll to the extent required by regulations.
- (3) The returning officer is to conduct the poll for and under the direction of the Electoral Commissioner.
- (4) As soon as is practicable after the result of the poll is known the returning officer is to declare and give notice of the result in accordance with regulations.
- (5) A poll referred to in this section is not to be held more than once in every 4 years in a district, even if a proposal has been made by the electors under section 2.12.

S2.13. When new method takes effect

- (1)
- (2) A change under section 2.11(4) to the election by the council method has effect in relation to the filling of the office of mayor or president at the first meeting of the council after the ordinary elections of the local government in the year in which the term of office of the incumbent mayor or president ends and from then on until a decision under section 2.11(2) to change to the election by electors method takes effect.
- (3) A decision under section 2.11(2) has no effect if it is made during, and a decision under section 2.12A(2) has no effect unless a poll resulting from it is held before, the period beginning on the 80th day before, and ending on, the ordinary election day in the year in which the term of office of the incumbent mayor or president ends.

Policy Implications

Memorandum of Understanding for Merger.

Financial Implications

Costs of public consultation, and if resolved, costs to conduct poll will be budgeted in the 2016/17 adopted budget.

Strategic Implications

Assist with transition requirements and arrangements.

Voting Requirements

Absolute Majority

8.59pm – Cr Paternoster departed Chambers

9.01pm – Cr Paternoster returned to Chambers

COUNCIL RESOLUTION 1115.202 and Officer's Recommendation

Moved: Cr Russell

Seconded: Cr Ward

That Council:

- a) Resolve to commence the statutory actions required to alter the method of election of the President of the merged entity from election by electors to election by Council;
- b) Public consultation commence as soon as possible, and be open to all electors of the Town of Narrogin and Shire of Narrogin;
- c) Public consultation period to close not earlier than 3 February 2016, nor later than 12 February 2016, as determined by the CEO;
- d) Report of all public submissions received be presented for consideration to the Ordinary Council meeting expected to be held on 23 February 2016.

**CARRIED 8/1
BY ABSOLUTE MAJORITY
Cr Bartron voted against the motion**

10.2.164 NARROGIN LEISURE CENTRE SUNDAY'S OPENING

File Reference: 5.6.3
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 16 November 2015
Author: Mr Aaron Cook – Chief Executive Officer

Attachments - Nil

Summary

It is presented to Council to consider opening the Narrogin Regional Leisure Centre on Sundays for the rest of the 2015/16 summer season.

Background

Council recently decided to close the outdoor 50m pool due to a large number of issues and required repairs. From this agenda item there was the discussion that Council may, through the savings made, consider opening the Centre on Sundays for access to the Pool and facilities.

Comment

In closing the outdoor pool, Council is expecting a saving from the subsidy paid to the YMCA and the reduction in utilities charges and maintenance costs of approximately \$50,000 per annum.

It was discussed in the agenda item that Council may wish to consider opening the Centre on Sunday's to provide an increased service to the community. Although not resolved, was well received. As such, discussions have been held with the YMCA to price the opening of the Sundays so that consideration can be made.

The costing that has been returned from the YMCA and at its worst potential the cost to open for a period of five hours is \$340.00 per day. A reduction from the savings has been factored in from the service level savings, but not the materials like chemicals as this is yet to be realised and determined by the YMCA. As such, if the Centre was to open from the Sunday the 10 January to the middle of April the cost to Council would be 16 weeks at \$340 totalling \$5,440. Please note that the actual cost to the Centre is only wages as all pumps and facilities are already running, other than lights.

It is hoped that the savings will be identified prior to the meeting and as such the Elected Members can be informed as to the actual cost.

It is noted for Council's interest, that at today's rates, for the Centre to open on a Sunday all year for five hours, would cost \$17,680, (6 months - \$8,840).

Opening the Centre for five hours will not please all users and it is proposed that this be in the afternoon so that people can plan and cool off during the afternoon heat. If the Centre is well utilised then additional hours can be considered by Council at a later date.

The YMCA have proposed a commencement of 10 January as the first day so that they can plan advertising, have the additional staff ready and facilitate some additional things like a sausage sizzle to encourage high use on the first Sunday.

Consultation

- YMCA Narrogin and Perth office.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Council due to the closure of the 50m pool will make an estimated saving of \$50,000 per annum. The facilitation of the pool up until closure would have used some of the budgeted funding from both Council and the YMCA. However, the savings made are to be quantified shortly but are higher than the cost of the Sunday trading.

Strategic Implications

The opening of the Leisure Centre on Sundays will enable greater access to the Members of the public and increase participation of residents in sport and physical activity.

1.4	Promote Narrogin to the Business Community, State Government and the general public as a strong and positive economic entity.
1.5	Support Tourism, Arts and sport initiatives, recognising the economic impact that they provide to the businesses and general community.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1115.203 and Officer's Recommendation

Moved: Cr Schutz

Seconded: Cr Paternoster

That Council:

Authorise the Chief Executive Officer to engage the YMCA to commence opening the Leisure Centre on Sundays for five hours from 12 noon to 5pm until the 10 April 2016 understanding that the cost for the service will be recouped from the savings made from closing the 50m pool with no increase to the monthly subsidy paid by Council.

CARRIED 9/0

9.07 pm Councillor Schutz left the meeting.
9.09 PM Councillor Schutz returned to the meeting.

10.2.165 LEISURE CENTRE OUTDOOR USAGE

File Reference: 5.4.4
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 14 November 2015
Author: Mr Aaron Cook – Chief Executive Officer

Attachments - Nil

Summary

It is presented to Council to fill the existing outdoor pool shell in with sand and create two beach volleyball courts within the area.

Background

At the meeting held on the 27 October 2015 Council resolved to close the outdoor pool facility due to large scale issues with the pool shell and cost to repair.

Comment

With the closure of the Outdoor Pool having been undertaken Council now either needs to commit to removing the pool shell or to fill in the shell and use the area for other purposes until a future expansion of the Centre is funded.

One of the issues in removing the pool shell is the lack of ability to access the area by heavy machinery. If access was made there would be implications for the fence, brick paving, lights and speakers and landscaping. In addition the existing building, currently utilised by the Swim Club may be affected and need to be demolished.

As such, through discussions with the Works Foreman it was proposed to leave the pool shell until the building expansion has been finalised and funded. The Pool shell would then be worked into the costings and be removed when the entire site is converted to a construction zone, greatly improving the ability to access the area with large machines and trucks.

Taking the above into consideration it was proposed to fill the pool in with sand and create a useable area. If this was to occur Council has the ability to utilise the excess sand removed from the Waneri Road job to fill the pool and can utilise its own plant and trucks to perform this roll over a period of time.

If Council is in agreeance the shell could be filled to within 40-30cm with the remainder sand being clean beach sand that can create a playing surface. Then with the purchase of 4 poles

and two volleyball nets the YMCA would be able to facilitate beach volleyball on two courts within the old pool shell.

When the funding is obtained for the expansion of the Centre the sand and pool shell can be easily removed and factored into the overall project as discussed above.

It is presented to Council to leave the pool shell and fill the area with sand to make safe and install the top layer of white sand and volleyball equipment when funding is located.

The YMCA have been consulted and agree that this would be a great outcome as the beach sand can be utilised for group fitness classes and other activities. The YMCA are to prepare a draft concept for the area for other minor activities to activate the space until the larger capital works are finalised and funded.

Consultation

- Mr John Warburton – Works Foreman
- Mr Brian Robinson – Director of Technical and Environmental Services

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are currently no financial implications for this project if staff time and plant are utilised and contractors are not engaged.

The estimated price received for the top layer of sand is \$50 per cubic meter. The length is 50m X 14m wide x 0.3m deep results in an estimate of \$10,500 plus some minor drainage, sand barrier under the white sand, posts and nets, total estimate \$15,000.

Strategic Implications

The utilisation of the outdoor area encourages greater use of the Leisure Centre.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1115.204 and Officer's Recommendation

Moved: Cr Paternoster

Seconded: Cr Russell

That Council:

Endorse the 50m Pool shell to be left in place, expand the width to 14 meters and to fill the infrastructure with excess sand material to make the area safe. Once funding can be obtained to complete the process fill the remaining pool with clean white sand and create two outdoor beach volleyball courts for the YMCA to utilise to run programs.

CARRIED 9/0

10.2.166 CHRISTMAS CLOSURE

File Reference: Nil
Disclosure of Interest: Affects All Staff
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 12 November 2015
Author: Aaron Cook – Chief Executive Officer

Attachments - Nil

Summary

It is presented for Council to consider to close the Administration Office, Works Crew, Library and sections of Home Care during the Christmas and New Year break as per previous years.

Background

Each year Council closes its office during the Christmas and New Year break.

Comment

For many years the Town of Narrogin has closed its doors for the Christmas Break from the close of business on Christmas Eve until the day after New Year's day. Most years, including this year, staff are required to take three days leave from accrued entitlements with other days being public holidays.

Provided is a calendar extract showing the green Public Holidays and Yellow days of required leave.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30 November	1 st December	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1 January	2	3
4 Return to Work	5	6				

This item is presented early to allow staff to prepare for their family requirements and place an advertisement on the front door and on Facebook.

The closure includes the Works Crew, Library and some staff from Home Care. The Leisure Centre will continue to operate as per previous years only being closed on the Public Holidays.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1115.205 and Officer's Recommendation

Moved: Cr Fisher

Seconded: Cr Kain

That Council:

Approve the Administration, Works Crew, Library and section of Homecare to close for the Christmas break from the Close of Business on the 24 December 2015 to reopen on 4 January 2016. Rostered works staff will attend to minor regular duties that are required any additional urgent issues that arise.

CARRIED 9/0

10.2.167 2016 ORDINARY COUNCIL MEETING SCHEDULE

File Reference: 13.3.8
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 11 November 2015
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Nil

Summary

Council is presented to consider its 2016 Ordinary Council Meeting Dates.

Background

As per the Local Government Act 1995 the Town of Narrogin is required to advertise its 2016 Ordinary Council Meeting Dates.

Comment

Council is requested to set its Ordinary Council Meeting dates for the full calendar year of 2016.

The author recognises that the merger will be performed on 1 July 2016 but the organisation still needs to have meetings after this time and to provide meeting dates for the new Council once elected.

Should the Commissioners, who are appointed on 1 July 2016, wish to change the dates and times this would need to be facilitated by way of an advertisement. This ability to change the day and times is also available to the newly elected members; however, it will be recommended that these adopted dates will remain in place for the 2016 year and if changed to take effect as of the first meeting in 2017.

The proposed dates are as follows:

January	No Meeting
February	9 and 23
March	8 and 22
April	12 and 26
May	10 and 24
June	14 and 28
July	12 and 26
August	9 and 23
September	13 and 27

October 11 and 25
November 8 and 22
December 20 (Being the 3rd week of the Month)

It is proposed that the commencement time of the meeting is to remain at 7:30 for the Council meeting and that the Briefing Session will continue to be facilitated prior to the second meeting of the month at 6:30pm.

With the commencement of the construction of the extension to the administration centre it has been discussed that the location of the meetings may need to be moved to the Lesser Hall. On reflection and discussion with the Mayor and key staff it has been decided to delay the internal refurbishment until the extension has been completed. As such the ordinary meetings will not need to be relocated to another venue, rather only the door access will change to entering from Earl Street once the works have commenced and signage will facilitate this.

Consultation

Nil

Statutory Environment

Local Government (Administration) Regulations Sec.12

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1115.206 and Officer's Recommendation

Moved: Cr Bartron

Seconded: Cr Fisher

That Council:

Approve the following Ordinary Council Meeting dates, commencing at 7:30pm, for 2016.

January	No Meeting
February	9 and 23
March	8 and 22
April	12 and 26
May	10 and 24
June	14 and 28
July	12 and 26
August	9 and 23
September	13 and 27
October	11 and 25
November	8 and 22
December	20 (Being the 3 rd week of the Month)

CARRIED 8/1

10.2.168 FINAL LOGO CONCEPT SELECTION FOR THE NEW SHIRE OF NARROGIN

File Reference: 14.8.1
Disclosure of Interest: Nil
Applicant: Aaron Cook
Previous Item Nos: 10.2.119
Date: 9 November 2015
Author: Aaron Cook

Attachments

- Public Consultation Report by Market Creations
- Logo Concepts Report

Summary

It is provided to Council to choose the final preferred logo concept so that when combined with the Shire of Narrogin's preference, a logo emerges that represents the brief provided by the Community of Narrogin represented by the Logo Focus Group.

Background

As part of the merger process, a fresh corporate brand for the new local government entity was a component of the grant funding. Market Creations has been engaged to manage and oversee two key aspects of this:

- Development of a new logo, and assist with associated matters.
- A thoroughly revamped and new presentation website.

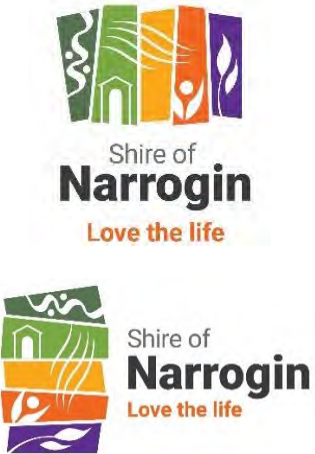


The Website redeveloped website is to be commenced once the Logo has been finalised

Comment

A significant component of the brief to Market Creations for the development of a new corporate identity for the Shire of Narrogin, was ample opportunity for community input on the design. This process is now complete as the following steps have been undertaken:

1. All members of the community have been invited to submit suggestions, ideas and/or concepts for the logo, via a formal submission process.
2. A focus group, comprising a cross section of local community members and organisations participated in a community workshop facilitated by Market Creations and formulated a design brief for the logo concepts. The Focus Group took into account the ideas and suggestions received from the community.
3. Five logo concepts were selected by the two Councils and widely advertised to the community to indicate their preferred logo concept and to provide comment.
4. Comment was provided by the community on submission forms prepared by Market Creations and collated at the two Shires. The submissions were provided to Market Creations for analysis and comment (see attached report).

It is recommended to Council to support the findings of the attached Public Consultation Report which demonstrates that Logo Concept 2 was the community's preferred logo design closely followed by Logo Concept 1 and thirdly, Logo Concept 5 and adopts Concept 2 as the preferred logo for the new Shire of Narrogin.

1 ST Preference Concept 2	2 nd Preference Concept 1	3 rd Preference Concept 5
		

The Merger Committee has considered the final logo and has favoured the first graphic depicted above with the vertical panels but considered another variation of the preferred logo should be prepared by Market Creations so that The Town of Narrogin Council and The Shire Council can consider the most favoured concept. The variations are shown in Attachment 2. Market Creations was asked by the Merger Committee to:

- Illustrate how the design can be used in both portrait and landscape orientation;
- Try the typeface in 90% black and 100% black;
- Make the Town Hall illustration look like a more grand building and less like an 'outhouse';
- Create a version where the tag line 'Love the Life' utilises a free-flowing typeface;
- Create a version that replaces the purple panel with a blue panel.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

This process is fully funded through the Merger funding.

Strategic Implications

- | | |
|-----|---|
| 1.4 | Promote Narrogin to the Business Community, State Government and the general public as a strong and positive economic entity. |
|-----|---|

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 1115.207 and Officer's Recommendation

Moved: Cr Paternoster

Seconded: Cr Bartron

That Council:

1. Supports the findings of the survey undertaken by Market Creations that demonstrates Logo Design Concept No 2 is the Community's preferred logo design and adopts it as the corporate identity for the new Shire of Narrogin.
2. Consider the variations requested by the Merger Committee of Market Creations and select 'Alternate Concept 2' as the logo for the new Shire of Narrogin.

LOST 0/9

COUNCIL RESOLUTION 1115.208

Moved: Cr Fisher

Seconded: Cr Schutz

That Council:

1. Supports the findings of the survey undertaken by Market Creations that demonstrates Logo Design Concept No 2 is the Community's preferred logo design and adopts it as the corporate identity for the new Shire of Narrogin.
2. Accept in principal 'Alternative concept 2' but request Market Creations to provide one more alternative design of the Town Hall in the second banner as well as colouring the tag line in orange.

CARRIED 9/0

Shire of Narrogin
Public Consultation – Corporate Identity

Background

The development of a collaborative, consolidated and cohesive corporate identity is a key project milestone in the Town of Narrogin and the Shire of Narrogin merger.

It sends a powerful message to ratepayers and local residents that the merger will create a strong, new organisation with opportunities that could not have been realised by either Council independently.

It is a creative representation of the transformative process being undertaken and reflects a new vision and direction for the Shire of Narrogin.

With more than 15 years' experience working with local government authorities across Western Australia Market Creations – A WALGA preferred supplier of creative design services – was appointed in August 2015 to lead brand development on this exciting project.

Working under the guidance of Merger Project Manager, Niel Mitchell, with a clear brief to ensure the rebrand was collaborative, inclusive and achieved high-levels of community engagement Market Creations implemented a community consultation strategy that included the following:

- Public Submissions – Monday, 3 August 2015 to Wednesday, 26 August 2015
- Staff Focus Group – Thursday, 3 September 2015
- Community Focus Group – Thursday, 3 September 2015
- Public Consultation – Friday, 23 October 2015

This report will detail the results of the Public Consultation conducted from Thursday, 1 October 2015 to Friday, 23 October 2015.

Public Consultation

Residents and ratepayers were invited to “have their say” on the five logo concepts shortlisted by the Town of Narrogin and the Shire of Narrogin.

Notice of the Public Consultation period was by a press advertisement in the Narrogin Observer and a flyer displayed on Community Noticeboards.

The community was also invited to view the logo concepts and download the feedback form from the Town of Narrogin and Shire of Narrogin websites.

Hard copies were available from the Narrogin Regional Library and the Town of Narrogin offices.

The feedback forms invited residents and ratepayers to vote for their favourite logo concept using a preferential voting system. This method involved ranking concepts in order of preference with 1 being highest and 5 being lowest.

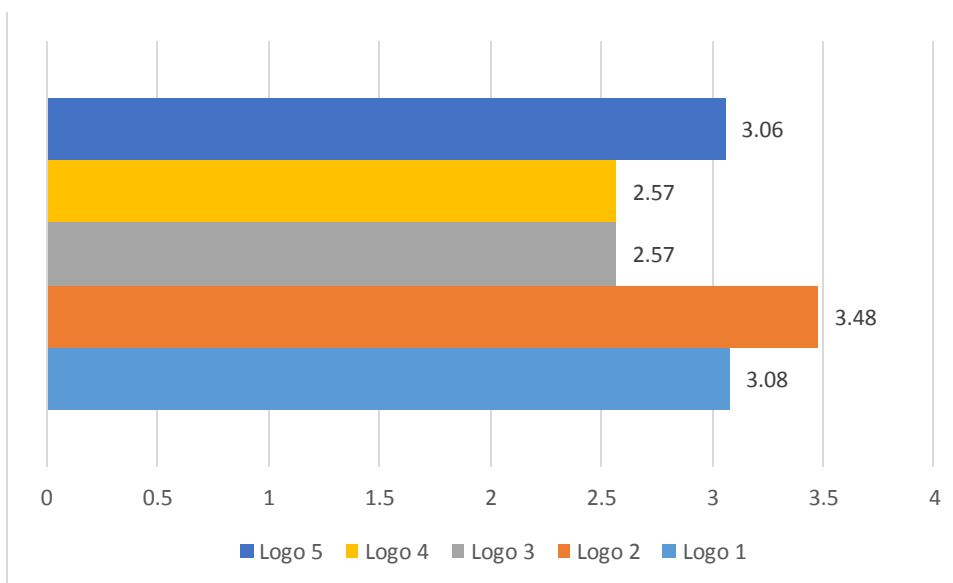
People were also asked to provide comments about each logo concept, please see full results in table below.

Result from the month-long Public Consultation period are as follows:

A total of 77 eligible votes were received.

- Shire of Narrogin – 26
- Town of Narrogin – 60

**Nine (9) ineligible entries were withdrawn from the count.



	1	2	3	4	5	Score
Logo 1	9	20	23	18	7	3.08
Logo 2	27	16	13	9	12	3.48
Logo 3	8	21	14	16	18	2.57
Logo 4	2	12	24	29	10	2.57
Logo 5	31	8	3	5	30	3.06

According to the data above Logo Concept 2 (3.48) is preferred by local residents and ratepayers, followed by Logo Concept 1 (3.08) and Logo Concept 5 (3.06).

Top three logo concepts as voted by community

(1) Logo Concept 2



(2) Logo Concept 2



(3) Logo Concept 5



Recommendations

With regard for the results detailed above it is Market Creations recommendation that Logo Concept 2 be adopted by Council as the preferred logo, as voted by the local residents and ratepayers.



Community Comments

Logo Concept 1

- A floral feel - not a particular strength in our area
- Similar option to 4 but looks like an everlasting daisy which is not relevant to this region. Logo 4 is stronger design in b&w.
- Simplistic and unsophisticated cliché
- Sort of looks like sperm & egg
- Also love the idea of forest meets the wheatbelt which I think is (co)incidental in the logo.
- Funky but flunky
- My preferred one
- Could it have the colouring of concept 2?
- Bit dated
- Font needs to be bigger for "Shire of"
- Nice colours, wishy washy meaning
- Also love the idea of forest meets wheatbelt which I think is coincidental in the logo.

Logo Concept 2

- Contains elements of progression, solidarity and growth - a feel of building and continuity.
- Works well in B&W as well as colour. Distinctive in design. Portrait orientation excellent for banners.
- Ordinary and uninteresting
- I prefer this logo in the horizontal
- I prefer it when its horizontal as shown on the pin up board
- too chunky
- Play school
- Doesn't impress me
- I like the adaptability of this logo. I'd like to see further concept playing with the type face. I think the "love this life" should look playful. Don't mind how the logo is depicted in concept 4. PS I don't like this logo as depicted but I do like the VERTICAL VERSION.
- Love the Life - same font as concept one.
- I prefer the horizontal version of this
- Too similar to existing Town of Narrogin logo.
- Font needs to be bigger for "Shire of"
- Nice concept elements logo to big for words. Clunky.
- too chunky

Logo Concept 3

- Simple but engaging
- Suggests transitions. Innocuous.
- Something of nothing, might as well just use the words

- A comet?
- Too simplistic and boring
- Not clear boundary of logo also not easy to use
- Close, but no cigar
- Doesn't impress me
- I'd like to see red among this
- Too simple.
- Font needs to be bigger for "Shire of"
- Nice design, no representation.
- Not clear boundary of logo also not very easy to use.

Logo Concept 4

- A departmental look - like government
- Strong visual but fairly obscure. Does indicate regional centre and does work well with b&w options.
- Not much better than a doodle
- too common - reminds me of another logo
- No way, jose
- Doesn't impress me
- Shire of not in capitals.
- Looks like a Health Dept. logo
- Font needs to be bigger for "Shire of"
- Doesn't represent whole of community and what the Shire is about.
- Sug Byron Bay
- Too common, reminds me of another logo.

Logo Concept 5

- Remove the immature saying - love the life
- Suggests cohesion. Perhaps a capital L for love? Also even up the "established"...
- Old fashioned. Awkward to use in some circumstances. Words almost become illegible when reduced to small logo size.
- Where are the wheat and grain? This is a rural area. This is also the one I chose because it has a bit of wheat on it. Would like Narrogin to be larger though.
- All good, but this one is gooder.
- Some good elements lost in circle
- Good image of the local country
- Should show six entries into Narrogin
- Easily identified - the components of the logo. Also more inclusive of all members.
- A surely magnificent emblem, enticing, exciting, wholesome and inclusive. Way to go Joe.
- Don't like it
- Why do we have to still say "Love the life" new logo new statement...

- Very current. Good visual display of what Narrogin represents. Nice colours.
- "Shire of" should be bigger and "Love the life" bigger and same font as already in use. If "love the life: has to be the slogan then the font should be the same as already exists on the town of Narrogin logo.
- Font needs to be bigger for "Shire of"
- Maybe sway the blue and green around as it looks like an ocean. Green hills would look better. Love this concept. There is a lot of representation on 5 (being entry point to Narrogin apparently) there are six entry points to Narrogin.
- Easily identified components of the logo. Also more inclusive of more members.

Demonstrated experience in working with Aboriginal Organisations

Market Creations has worked extensively with Aboriginal Organisations across Western Australia, on a wide variety of projects, including branding and identity, design and print of publications, stationery suits, website development and marketing collateral.

- Geraldton Regional Aboriginal Medical Service
- Bidyadanga Aboriginal Community La Grange Inc
- Ngangganawili Aboriginal Health Service
- Bloodwood Tree Association
- Pilbara Meta Maya Regional Aboriginal Corporation
- Bundiyarra Aboriginal Community
- Carnarvon Medical Service Aboriginal Corporation
- Pilbara Aboriginal Health Planning Forum

REFERENCES

John Lally
Chief Executive Officer
Karratha and Districts Chamber of Commerce and Industry
ceo@kdcci.asn.au
08 9144 1999

FEES AND CHARGES

Task	
Detailed project briefing and research	\$1980
Preparation for Strategic Planning Workshop	\$2640
Delivery of Strategic Planning Workshop	\$5280
Develop interim report/workshop minutes	\$1320
Develop draft strategic plan	\$6600
Travel + disbursements	\$5000
Total investment	\$22,820

OPTION - present final WMHSAC Business and Strategic Plan 2015–2020 = \$1320 + travel

PLEASE NOTE - a separate quotation to design, develop and print copies of the WMHSAC Business and Strategic Plan 2015-2020 will be supplied once design and print requirements are determined.

CONFIDENTIALITY STATEMENT

All information contained in this document is provided in confidence for the sole purpose of adjudication of the document and shall not be used for any other purpose. It shall not be published or disclosed wholly or in part to any other party without Market Creations prior permission in writing and shall be held in safe custody. These obligations shall not apply to information that is published or becomes known legitimately from some source other than Market Creations. Many of the product, service and company names referred to in this document are trademarks or registered trademarks.

They are all hereby acknowledged.

NON SOLICITATION

The client will not directly or indirectly employ, engage, solicit or otherwise retain any person who is, or has been an employee of Market Creations involved in providing services under this Agreement (Services), to:

(a) become an employee of the client or any of its Related Bodies Corporate;

or

(b) provide services to the client or any of its Related Bodies Corporate (whether directly or indirectly, including through a related, associated, subsidiary or labour hire company), without the written consent of Market Creations.

TERMS OF OBLIGATION

The obligation commences in respect of each employee on the date the employee first becomes directly involved in the provision of Services to the client and ends 6 months after the employee ceases to be directly involved in the provision of Services. In the event that the client or any of its Related Bodies Corporate wish to engage or employ an employee of Market Creations within the term set out above, a Transfer Fee will be payable to Market Creations by the client unless already paid by the employee.

TERMS AND CONDITIONS OF SUPPLY

1. All costs quoted in this document are in AUD and include GST.
2. Quotes are valid for 90 days.
3. Variation in specifications may cause a variation in the price. The client will be reissued with a revised quote for approval prior to work commencement.
4. All graphics and images are to be supplied to Market Creations in a suitable format and resolution for print quality. Text to be provided in word. Additional charges of \$165 per hour will apply in the event that Market Creations is required to redraw or reformat text, graphics or images supplied.
5. Clients will be required to sign off on a final proof prior to finalisation of a job.

6. GST refers to Goods and Services Tax charged at 10% of the price. Prices are GST inclusive unless stated otherwise.
7. Any travel and accommodation charges will be charged separately.
8. Should the client have any current arrangements with suitable accommodation locations, Market Creations agrees to utilise current commercial arrangements, where practicable.
9. This quotation should be read in conjunction with the Market Creations Terms and Conditions of Supply, detailed below.

If the prices quoted in this document are accepted and a purchase order placed with Market Creations, it is important that the Terms and Conditions of Supply are fully understood, in particular:

- Terms of Payment
- Cancellation or Variation
- Returns

Please also note that for approved credit account customers, transaction will be processed upon placement of the order.

1. Terms of Payment

- a. Unless the Customer is an approved account Customer, payment must be made prior to dispatch of Products and/or Services, either in cash, bank cheque, or on approval, by company cheque, direct deposit or accepted credit card. Subject to special arrangements, payment must be made by approved account Customer within agreed terms.
- b. The account is due within 30 days from end of month.
- c. Should the Customer elect to purchase the Products through lease, the Customer is required to notify Market Creations in writing and a copy of the approved finance letter must be sent to Market Creations prior to the dispatch of Products.
- d. All payment shall be made on or before the due date as a condition precedent to future supplies under the contract pursuant to which the payments are due or under any other Contract.
- e. Market Creations may at any time and from time to time alter the terms of payment and such altered terms of payment shall apply in respect of all transactions taking place after notification of such alterations.
- f. The Client is liable for Debt Collection Fees associated with any overdue payments on accounts.

2. Cancellation or Variation

An order may be cancelled or varied by the Customer only if such cancellation or variation is accepted by Market Creations in writing and any such cancellation or variation shall only occur on terms which will provide for Market Creations to be compensated by the Customer against any costs or loss (including but not limited to loss of profit) incurred.

3. Returns

Products must be returned complete with all original packaging unmarked within 14 days of supply. Freight is to be paid by the Customer and Market Creations accepts no responsibility in respect of returned Products lost or damaged in transit.

Preferred Concept



Shire of
Narrogin



Preferred Concept
Landscape Orientation



Preferred Concept
Portrait Orientation



Preferred Concept

Rationale

The overall theme of this concept brings all the elements that make up Narrogin and its community together in a symbolic representation of the town. The Town Hall, rolling landscapes, energetic community members, farming, agriculture, bushland, open spaces, water and the rural nature of the town are depicted here using key elements. The elements are illustrated in a simple graphic style including patterns which emphasise the town's Aboriginal heritage. The five panels represent the five main entry points into the Town of Narrogin, and take inspiration from the existing Town of Narrogin logo. Typography used is Roboto. This clean, sans serif font-face is simple yet professional.





Preferred Concept

Landscape Orientation

Colour Variation



70% Black — Shire of
Narrogin

90% Black



80% Black — Shire of
Narrogin

100% Black



Preferred Concept

Portrait Orientation

Colour Variation



Preferred Concept

Font Variation 1



Preferred Concept

Font Variation 2



Shire of
Narrogin
Love the life



Shire of
Narrogin
Love the life

Preferred Concept

Font Variation 3



Shire of
Narrogin
Love the life

Preferred Concept

Font Variation 4



Shire of
Narrogin
Love the life

Preferred Concept

Font Variation 5

Alternate Concept



Shire of
Narrogin
Love the life



Shire of
Narrogin
Love the life

Alternate Concept 1



Shire of
Narrogin
Love the life



Shire of
Narrogin
Love the life

Alternate Concept 2

11. ELECTED MEMBER'S 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

9.33 pm – Mayor Ballard declared the meeting closed.