



**MINUTES
ORDINARY COUNCIL MEETING**

22 NOVEMBER 2016

These minutes were confirmed at the Ordinary Council Meeting held on 20 December 2016

Signed:  Date 20/12/16
(Chair person at the meeting at which minutes were confirmed)

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

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.36 pm – President Ballard declared the meeting open.

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

Elected Members

Mr L Ballard – Shire President
Cr T Wiese – Deputy Shire President
Cr C Ward
Cr N Walker
Cr P Schutz
Cr M Fisher
Cr C Bartron
Cr B Seale
Cr G Ballard

Staff

Mr A Cook – Chief Executive Officer
Mr A Awang – Executive Manager Development & Regulatory Services
Mr T Evans – Executive Manager Technical & Rural Services
Ms R Hawkins – Acting Executive Manager Corporate & Community Services
Ms W Russell – Executive Support Officer
Ms N Bryant – Acting Manager Finance
Mr G Rasmussen – Manager Operations

Visitors

Ms A Keeling – LEMAC coordinator
Mr G Addick – YMCA WA
Ms A Frost – YMCA WA
Mr D Charlesworth – Narrogin Observer
Mr Niel Mitchell – Project Manager Merger
Mr S Ratcliffe

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

Cr Schutz declared an interest in item 1.10.141. The nature of his interest was Impartiality.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

7.38 pm – Public Question time commenced.

Mr S Ratcliffe

1. Summary of Question

“Why is Narrogin Shire continuing to permit the obnoxious practice of burnouts close to residential housing when the Town has a motorsport facility 1.2 km along the Wickepin Road?”

Summary of Response

Revheads applied for and was granted an event permit that was signed off by the Environmental Health Officer.

2. Summary of Question

“Having obtained a recent permit for a Revheads burnout competition, through freedom of information. Why is there no mention, in terms of environmental responsibility, of the toxic smoke which is allowed to pollute the properties of local residents?”

Summary of Response

The Environmental Protection Authority (EPA) has been contacted and vehicle burnout are classified differently to burning tyres. No permit is required as the EPA has no rulings on this type of activity.

7.43 pm – The Presiding Person declared Public Question Time closed.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 1116.174 AND OFFICER’S RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Wiese

That Council:

Accept the minutes of the Ordinary Council Meeting held on 8 November 2016, be confirmed as an accurate record of proceedings.

CARRIED 9/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

DISCLAIMER READING

The person presiding will read the disclaimer to those present.

The recommendations contained in this Agenda are Officer's Recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the Minutes of the Council Meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

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7.43 Cr Schutz declared an interest in the following item and departed the meeting.

10.1 DEVELOPMENT AND TECHNICAL SERVICES

10.1.141 PROPOSED OUTSIDE SCHOOL HOURS CARE- LOT 9739 (NO. 22) WILLIAMS ROAD, NARROGIN

File Reference:	IPA168664, A34200
Disclosure of Interest:	Nil
Applicant:	Narrogin Regional Child Care Services
Previous Item Nos:	Item 10.1.126 Council meeting held on 11 October 2016
Date:	15 November 2016
Author:	Azhar Awang, Executive Manager Development and Regulatory Services

Attachments

- Locality Plan
- Aerial Photo
- Schedule of Submission

Summary

Council's consideration is requested in regards to the proposed Outside School Hours Care to be undertaken at the Narrogin Primary School after the closing date of public advertising which expired on 4 November 2016.

Background

The matter was previously considered by Council at its meeting held on 11 October 2016. Council at that meeting resolved as follows:

1. *Undertake public advertising for a period of twenty one (21) days in accordance with Clause 6.3.2 of the Town Planning Scheme No 2 for the proposed Outside School Hours Care at the Narrogin Primary School located at Lot 9739 (No.22) Williams Road, Narrogin.*

The public advertising involved sending written notification to surrounding affected land owners, a sign display on the site and in the local paper for a period of 21 days which closed on 4 November 2016.

The proposal is to operate an Outside School Hours Care in the Art Room of the Narrogin Primary School with an area of 100m². The services proposed before school care is from 7:30am to 9:00am and after school care between the hours of 3:00pm to 5:45pm Monday to Friday. The proposal is to also provide this service during school holiday as vacation care.

A total of 30 children is proposed and this will be supervised by 3 staff operating the facility.

At the closing date of the advertising period, 1 submission was received. A Schedule of Submissions is attached to this report.

Comment

Zoning

Lot 9739 (No. 22) Williams Road is currently zoned 'School' which currently hosts the Narrogin Primary School. The site has a total area of approximately 26 hectares.

At the last Council meeting held on 11 October 2016 regarding this particular item, it was established that no such use for Outside Hours School Care is listed in the Development Table. Although the use may be classified as Day Care Centre, the age group for this facility is mainly primary school age and therefore could be considered as falling outside the realm of the definition of a Day Care Centre. Furthermore, the centre does not provide facilities for food and uses the school amenities for the children attending the school.

On this basis it was considered that the proposed use satisfies the clause 2.2.5 of the Town Planning Schemes No 2 and therefore provides Council the ability to consider the proposal.

Submissions

Only one submission was received, which came from the neighbour property owner objecting to the proposal. In summary the concerns raised in the submission can be listed as follows:

- Complete disregard and respect by person dropping off and picking up children from school by parking across and blocking the two driveways on property which restrict access to ambulance.

Council's Shire Ranger and the Technical and Rural Services have worked with the school in creating and formalising parking area around the school property which include signage of restricted parking and designated 'Kiss and Drop'.

Council's Shire Ranger has also undertaken regular patrols of the parking areas around school grounds during peak period and have issued a number of warnings and infringements.

In respect to the objection received from the property owner concerned, it is proposed to install "No Parking" signage on the Watt Street side near the existing driveway. A letter has been sent to the landowner advising of this proposal and that the Shire Ranger will continue with the regular patrols on parking especially during school peak hours.

It is considered that the proposal meets the objective of the respective zoning and purposes of the land and therefore will not adversely impact on the surrounding amenity. On this basis, it is recommended that Council supports the proposed Outside Hours Day Care subject to the conditions as outlined in the Officer's recommendation.

Consultation

- Public Advertising shall be undertaken in accordance with Clause 6.3.2 of the Town Planning Scheme No 2 for a period of twenty one (21) days. After the closing date of advertising (4 November 2016) one submission was received. A copy of the Schedule of Submission is attached in this report.

Statutory Environment

- Town of Narrogin Town Planning Scheme No.2

Clause 2.2.5, 2.2.6 & 2.2.7 – process in dealing with a use that is not listed in the Scheme.

Clause 6.3.2 – process for public advertising prior to Council's determination.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute Majority – Clause 6.3.5 of the Town Planning Scheme No 2 to grant special approval must be passed by an absolute majority of the Council.

COUNCIL RESOLUTION 1116.175 AND OFFICER'S RECOMMENDATION

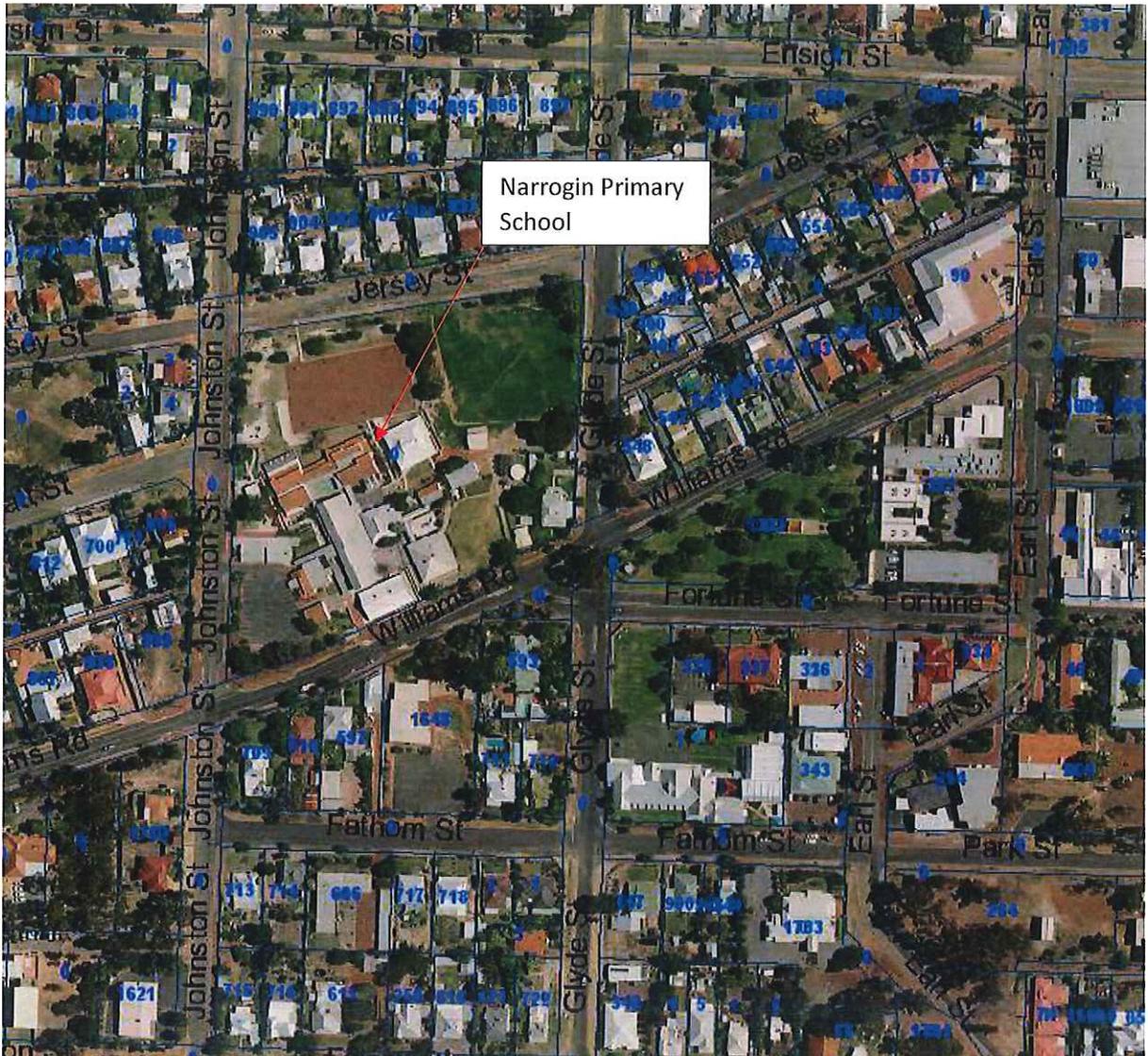
Moved: Cr Walker

Seconded: Cr Fisher

That Council:

1. Grants Planning approval for the proposed Outside School Hours Care at the Narrogin Primary School (Existing Art Room) located at Lot 9739 (No.22) Williams Road, Narrogin, subject to the following conditions:
 - a) Before school care is from 7:30am to 9:00am and after school care between the hours of 3:00pm to 5:45pm Monday to Friday.
 - b) Vacation School Care is Monday to Friday during school holidays from 7:30am to 5:45pm.
 - c) A maximum of thirty (30) children being cared for at any one time.
 - d) The premises are to be inspected and approved by Council's Environmental Health Officer prior to commencement of the service.
 - e) Any signage will be subject to further approval.
 - f) This approval shall expire if the development permitted is not completed within two years of the date of the approval or within any extension of that time, upon written application (made before or within 21 days after the expiry of the approval) to the Shire, is granted in writing.

**CARRIED 8/0
By Absolute Majority**



Attachment 1 - Locality Plan



Attachment 2 - Aerial Photo of Narrogin Primary School

Schedule of Submission – Outside School Hours Care

Submissions	Comment	Officer's Comments
Submission 1	<p>I wish to advise due to continual problems with parking, I am not in favour of this proposal.</p> <p>My objection is due to the complete disregard and respect of my property by persons dropping off, or picking up their children from school.</p> <p>These persons park across and block the two driveways to my property.</p> <p>Not only does this restrict access to my home it creates a problem if (as has happened) at any time an ambulance is required access is restricted. The majority when asked to move get angry and one person even said "you could go around me".</p> <p>If this matter could be addressed in an appropriate manner, I would reconsider my decision on reference OCR 161950.</p>	<p>Noted.</p> <p>The subject property is within close proximity to the school grounds and during peak period, this is a regular occurrence at the majority of school sites. Council as part of addressing this issue, in conjunction with the respective schools have dedicated parking areas including a "Kiss and Drop" area for drop off and picking up school children.</p> <p>The Shire Ranger has been undertaking regular patrol on parking at school sites during peak school period and have issued warnings and infringements on unauthorised and illegal parking. It is proposed to install a "No Parking" sign near the driveway of the property owner.</p> <p>Noted. Refer to previous comments.</p> <p>A letter has been sent to the affected land owner of the proposal to install a "No Parking" sign near her driveways.</p>

7.45 pm – Cr Schutz returned to the meeting.

10.1.142 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

File Reference: 9.8.4
Disclosure of Interest: Nil
Applicant: Emergency Management Officer
Previous Item Nos: 10.1.064 17 June 2016
Date: 16 November 2016
Author: Azhar Awang, Executive Manager Development and Regulatory Services

Attachments

- Local Emergency Management Arrangements documentation

Summary

Council is requested to formally endorse the Local Emergency Management Arrangements documentation and for the signing of the documents by the Shire of Narrogin Chief Executive Officer.

Background

The matter was previously considered by the then Shire and Town of Narrogin at its respective meetings held in June 2016. The respective Councils at that meeting resolved to;

1. *Endorse the attached Local Emergency Management Arrangements document as attached.*
2. *Authorise the Chief Executive Officer to sign the endorsed Local Emergency Management Arrangements document.*

The purpose of the Local Emergency Management Arrangements is set out in the *Emergency Management Act 2005*, which states as follow:

- a) *the local government's policies for emergency management;*
- b) *the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;*
- c) *provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);*
- d) *a description of emergencies that are likely to occur in the local government district;*
- e) *strategies and priorities for emergency management in the local government district;*
- f) *other matters about emergency management in the local government district prescribed by the regulations; and*
- g) *other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).*

The Local Emergency Management Committee (LEMC) has reviewed the current Local Emergency Management Arrangements document and has made a few minor amendments and is presented to Council for its endorsement.

Comment

Due to the recent amalgamation of the Shire and Town of Narrogin under the new entity, it is required for the Local Emergency Management Arrangements documentation to be formally endorsed under the new entity – Shire of Narrogin.

Consultation

- Local Emergency Management Committee
- Emergency Services Officer

Statutory Environment

Emergency Management Act 2005 Section 41 - Emergency Management Arrangements in local government district

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1116.176 AND OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Ward

That Council:

1. Endorse the attached Local Emergency Management Arrangements document under the new entity.
2. Authorise the Chief Executive Officer to sign the endorsed Local Emergency Management Arrangements document.

CARRIED 9/0



Shire of
Narrogin

Love the life

Local Emergency Management Arrangements

SHIRE OF NARROGIN

SHIRE OF NARROGIN EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the *EM Act 2005*, endorsed by the Shire of Narrogin, Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

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Chairperson CEO	Date
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.....

Endorsed by Council CEO, Shire of Narrogin	Date
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Shire of Narrogin Local Emergency Management Arrangements

Distribution

Distribution List	
Organisation	No Copies
Shire of Narrogin (Chair)	2
OIC Western Australian Police, Narrogin (Deputy Chair)	2
Great Southern SEMC Executive Officer	2
Narrogin State Emergency Service (S.E.S.) Unit	2
Narrogin Volunteer Fire and Rescue Service	2
Narrogin Sub-Branch, St John Ambulance	2
Department for Child Protection & Family Support, Narrogin	2
Department of Agriculture and Food, Narrogin	2
Narrogin Regional Hospital	2
YMCA Narrogin Recreation Centre	1
Disability Service Commission, Narrogin	1
Salvation Army Narrogin	1
Department Fire Emergency Services, Narrogin	2
Department of Parks and Wildlife, Narrogin	2
Australian Red Cross	1
Main Roads WA Wheatbelt Region	2
Narrogin District Education Department and Schools	6
Water Corporation	2
Western Power Corporation	2
Karinya Cottage Homes	1
Narrogin Community Care	2

Shire of Narrogin Local Emergency Management Arrangements

Amendment Record

No.	Date	Amendment Details	By
1	16 February 2006	Review & Rewrite -DRAFT	Risk Analysis Sub Committee
2	27 March 2006	Review & Rewrite -DRAFT	Risk Analysis Sub Committee
3	28 June 2006	Draft Copy 16-06-2006 adopted by LEMC	Narrogin LEMC
4	17 April 2008	Review, Update and Rewrite DRAFT	Narrogin LEMC sub-committee
5	February 2011	Review & Rewrite Arrangements -DRAFT	Narrogin LEMC sub-committee
6	February 2011	Review & Rewrite Risk Management Project -DRAFT	Risk Analysis Sub Committee
7	November 2015	Review and Rewrite Arrangements DRAFT	Narrogin LEMC sub-committee
8	20 May 2016	Town Council Endorsement	Town of Narrogin
9	18 June 2016	Shire Council Endorsement	Shire of Narrogin
10	27 th Sept 16	Shire Council Endorsement (Amalgamated)	Shire of Narrogin
11			
12			

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the State Emergency Management Glossary 2016.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

BFB – Bush Fire Brigade – established by a local government under the *Bush Fires Act 1954*.

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency. Controlling Agency in response to an emergency will undertake the specific emergency management activities or support functions for which they are prescribed.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **COMMAND** and **COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the

needs of the situation. Control relates to situations and operates horizontally across organisations. *See also* **COMMAND** and **COORDINATION**.

CONTROLLING AGENCY – an agency nominated to control the response activities to a specified type of emergency. The Controlling Agency appoints an Incident Controller and may appoint an Operational Area Manager for strategic management of a Level 3 emergency.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL** and **COMMAND**.

DFES – Department of Fire & Emergency Services of WA.

DISTRICT – means the municipality of the Shire of Narrogin.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

HAZARD

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event;
- (b) a fire;

- (c) a road, rail or air crash;
- (d) a plague or an epidemic;
- (e) a terrorist act as defined in *The Criminal Code* section 100.1 set out in the Schedule to the *Criminal Code Act 1995* of the Commonwealth;
- (f) any other event, situation or condition that is capable of causing or resulting in —
 - (i) loss of life, prejudice to the safety, or harm to the health, of persons or animals; or
 - (ii) destruction of, or damage to, property or any part of the environment, and is prescribed by the regulations; (*Section 15 of the Emergency Management Regulations (2006)*)

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State. HMAs will nearly always be responsible for lead response to an emergency in relation to the type of hazard for which they are prescribed.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies or a sudden event which, but for mitigating circumstances, could have resulted in an accident; An emergency event or series of events which requires a response from one or more of the statutory response agencies. *See also ACCIDENT, EMERGENCY and DISASTER.*

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the Shire of Narrogin.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents and Operations*.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

MUNICIPALITY – Means the district of the Shire of Narrogin.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. *See also* **EMERGENCY OPERATION**.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analyzing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

SES –State Emergency Service.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VFRS –Volunteer Fire & Rescue Service.

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Shire of Narrogin Local Emergency Management Arrangements

Acronyms List

BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child protection and Family Support
P&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with *s. 41(1) of the Emergency Management Act 2005* and endorsed by the Narrogin Local Emergency Management Committee and approved by the Shire of Narrogin.

1.1.2 Community Consultation

These Arrangements have been developed in consultation with the Narrogin LEMC as representatives of the respective communities and agencies. Each organization was asked to comment and review to ensure their department was correctly identified. The community was consulted when researching the Risk Analysis 2011.

The community is encouraged to provide feedback when viewing the Arrangements via email lemac@narrogin.wa.gov.au or mailed to the Shire of Narrogin.

1.2 Document Availability

A copy of this document is available for inspection at each local government office during normal office hours. A copy is available on the Councils website.

1.3 Area Covered (Context)

This plan covers the Local Government District for the Shire of Narrogin.

The geographic area covered by these arrangements is:

The Shire of Narrogin is located 192 km southeast of Perth in the Upper Great Southern Region of Western Australia, and are bordered by the southern Wheatbelt to the north and the South West region to the west.

- Narrogin is 174kms from the regional town of Bunbury with Cuballing 13.9kms from Narrogin.
- The demography of the area is a high tree scape, rolling hills and large farming/ agriculture industries.

Other features / infrastructure are:

- Arterial and main roads - Great Southern Highway, Albany Highway, Williams/ Narrogin Road.
- Rail - There is a rail line dividing the town for the use of grain cartage and occasionally a special events passenger train.
- Large Farming industry and infrastructure.
- Narrogin has a creek running through the town at Gnarojin wetlands, lakes or bushland

- Regional/National Parks and Reserves Dryandra Nature reserve, Highbury Reserve, Gnarojin Park,
- Physical attributes are Valleys, tall tree scape, and Yilliminning Rock.
- Major industries are a Hay plant, piggery, WA Fire Appliances, Beef producer, Abattoir, CBH, Construction industries, Regional centre for doctors, veterinarian, dentists, Police station, Court house, Main roads depot, Western Power Operational Depot, Water Corporation Operational Depot, Telstra, Regional Hospital and High school and three Primary Schools.

1.4 Aim

The aim of the Shire of Narrogin Local Emergency Management Arrangements is to set out local emergency management arrangements within the respective Local Authority. This document is to assist in the coordination of major emergencies and is not intended to provide procedures or directions to HMA's.

1.5 Purpose

The purpose of these emergency management arrangements is to set out:

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the *Emergency Management Act*).

1.6 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- a) This document applies to the local government district for the Shire of Narrogin;
- b) This document covers areas where the Shire of Narrogin (Local Government) provides support to HMA's in the event of an incident;
- c) This document details the Shire of Narrogin's (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) Shire of Narrogin (LG) responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.7 Related Documents & Arrangements

To be developed and endorsed.

1.7.1 Local Emergency Management Policies

The Shire of Narrogin (LG) have established a joint Local Emergency Management Committee. This has been done because the respective local government area's are subjected to the same level and types of risk and many of the services provided to manage these risks are shared amongst the local government area.

1.7.2 Existing Plans & Arrangements

Any relevant plans and arrangements that exist for the area should also be listed for reference purposes and where they are located.

Local Plans

Document	Owner	Location
Risk Register	Shire of Narrogin	Shire of Narrogin
Risk Treatment Schedule	Shire of Narrogin	Shire of Narrogin
Local Recovery Plan	Shire of Narrogin	All member LG's
Welfare Plan	DCPFS	All member LG's
Road Closure Contingency Plans	Main Roads WA Wheatbelt Region	Main Roads and LG's

Relevant State Emergency Management Plans (Westplans)

Document	Owner	Location
Westplan Air Transport	WA Police	SEMC Website
Westplan Fire	DFES	SEMC Website
Westplan Flood	DFES	SEMC Website
Westplan Hazardous Materials	DFES	SEMC Website
Westplan Land Search & Rescue	WA Police	SEMC Website
Westplan Road Transport Emergency	WA Police	SEMC Website
Westplan Welfare	DCPFS	SEMC Website
Westplan Animal and Plant Biosecurity	DAFWA	SEMC Website

1.8 Agreements, Understandings & Commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations
nil		

1.9 Additional Support

Organisation	Description	Comments	Contacts
nil			

1.10 Special Considerations

The special considerations that are likely to impact on the successful implementation of these emergency management arrangements in times of emergency are;

- Tourist season - year round / events
- School holidays – P&W/ Jan, April, July, Sept/ Oct
- Seeding – March to May
- Bush fire season –
 Restricted Burning Period from 1st October to 1st May (inclusive)
 Prohibited Burning Period 1st November to 1st March (inclusive).
- Harvest – November to January
- Christmas holidays – December/ January
- Narrogin Show weekend - October
- Rev Heads weekend – 2nd or 3rd weekend in November
- Spring Festival Event - 4th Weekend in October

At Christmas time and school holidays there are minimal people in the Shire causing a reduction in services, volunteers for Ambulance, Fire & Rescue.

There is a strong Cultural Diversity within the Communities including – Indigenous, Religious, large to small scale Farmers, business owners, also different nationalities within the Communities.

There is a large requirement for Aged care and Nursing homes with Karinya, Narrogin Hospital, Narrogin Cottage homes with these facilities being part of the Emergency Management Plans.

1.11 Resources

The Hazard Management Agency (HMA) for an incident is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Narrogin can provide a list of resources that may be made available upon request- refer to resources register (kept as a separate document available from the Shire of Narrogin). This document shall be reviewed and updated annually.

Resources are registered and identified in the asset register located in – Resources and Asset Register. Staff and resources are available for response to emergency situations in accordance with section 38 and section 42 of the *Emergency Management Act 2005*.

1.12 Finance arrangements

[State Emergency Management Policy \(SEMP 4.2\)](#) outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of [SEMP 4.2](#), the Shire of Narrogin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately in an emergency event requiring resourcing by the Shire of Narrogin to ensure the desired level of support is achieved.

1.13 Roles & Responsibilities

Section 41(2)(b) of the *Emergency Management Act 2005* states that local emergency arrangements must set out the roles and responsibilities of public authorities and other person involved in emergency management in the local government district. Descriptions of these roles and responsibilities are as follows:

LEMC Executive Officers

Provide executive support to the LEMC by:

- a) Ensuring the provision of secretariat support including:
 - Meeting agenda;
 - Minutes and action lists;
 - Correspondence;
 - Maintain committee membership contact register;
- b) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:
 - Annual Report;
 - Annual Business Plan;
 - Maintenance of Local Emergency Management Arrangement;
- c) Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- d) Participate as a member of sub committees and working groups as required

Local Emergency Coordinator

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Chair person Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act]. The CEO can delegate roles as required.

Local Emergency Management Committee

The Shire of Narrogin has established a Local Emergency Management Committee (LEMC) under section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The functions of LEMC are [s. 39 of the Act]:

- a. To advise and assist the local government in establishing local emergency managements for the district;
- b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Other Functions of the LEMC

Various State Emergency Management Plans (WESTPLANS) and State Emergency Management Policies (SEMP) place responsibilities on LEMC's. The below identified functions relate to areas not covered in other areas of these arrangements.

- a) The LEMC should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. (WESTPLAN - Freight subsidy Plan)
- b) The LEMC may provide advice and assistance to the SES and DFES to develop a Local Tropical Cyclone Emergency Plan. (WESTPLANS – Cyclone, Flood and Tsunami)

The functions of LEMC are [s. 39 of the Act]:

- d. To advise and assist the local government in establishing local emergency managements for the district;
- e. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- f. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Local Government

It is a function of a local government to—

- (a) to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

Where other funding arrangements have not been arranged prior with the relevant HMA, the Shire of Narrogin accepts the responsibility for the management and funding of municipal resources and co-ordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies.

The Local Emergency Management Arrangements are to be consistent with the State Emergency Management Policies and State Emergency Management Plans and are to include a Recovery Plan and the nomination of the Local Recovery Coordinator.

Local recovery coordinator

To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.

LG welfare liaison officer

During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.

LG liaison officer (to the ISG/IMT)

During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA

Hazard Management Agency (HMA) Role

A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]

The HMA's are prescribed in the *Emergency Management Regulations 2006*.

Their function is to:

- Undertake responsibilities where prescribed for these aspects [EM Regulations]
- Appointment of Hazard Management Officers [s55 Act]
- Declare / Revoke Emergency Situation [s 50 & 53 Act]
- Coordinate the development of the Westplan for that hazard [SEMP 2.2]
- Ensure effective transition to recovery by Local Government

Controlling Agency Role

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to;

- to undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.
- to control all aspects of the response to an incident.
- During Recovery the Controlling Agency will ensure effective transition to Recovery by Local Government.

Combat Agency Role

A combat agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Support Organisation

A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

Public Authorities

A public Authority is established under section 3 of the *Emergency Management Act 2005*. Under s35 the SEMC may specify (s35(6) both an area of the State and a public authority to exercise the functions of local government detailed under section 36 of the Act To date, the Rottnest Island Authority is the only agency that has been classed as a 'public authority'.

PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the *Emergency Management Act 2005* and State Emergency Management Policies.

2.1 LEMC Membership

Composition resolved by Council		
Nomination of	No.	
Council members, including ex-officio	1	Committee Chairperson
Employees, including ex-officio	0	
Other persons – Community at large	0	
- WA Police, OIC Narrogin	1	ex-officio – LEM Coordinator
- DFES, Narrogin Regional Officer	1	
- Narrogin Regional Hospital	1	
- Narrogin Volunteer Bush Fire Brigades	1	Chief Bushfire Control Officer
- Narrogin VFRS Unit	1	
- Narrogin SES Unit	1	
- Water Corporation	1	
- Western Power, Narrogin	1	
- Dept of Child Protection & Family Support	1	
- Dept of Agriculture and Food WA	1	
- Dept of Parks & Wildlife	1	
- Narrogin St John Ambulance Sub-centre	1	
Total Membership	13	
Quorum	7	No additional criteria

A comprehensive list of LEMC Membership and contact details can be found at Contacts Tab

2.2 Meeting Schedule

The LEMC meets four times a year in accordance with State Emergency Management Policy 2.5 – ‘Emergency Management in Local Government Districts’. Meetings are held as follows;

Date & Time	Location
By-monthly third Wednesday of the month	DFES House Williams Road Narrogin

2.3 LEMC Constitution & Procedures

The constitution and procedures for the LEMC are detailed in State Emergency Management Policy 2.5 – ‘Emergency Management in Local Government Districts’

2.4 Annual Reports and Annual Business Plan

The Executive Officer will complete the Annual Report in accordance with Policy. The LEMC will develop an Annual Business Plan as directed by SEMC.

2.5 Emergency Risk Management

The Narrogin LEMC and the community have undertaken a risk assessment of the Shire of Narrogin utilising emergency risk management models based on the ISO 31000 Australian/New Zealand Standard for Risk Management. The subsequent output of this process has resulted in a Risk Statement Register and a Risk Treatment Schedule, which are attached.

The Narrogin LEMC and the community will conduct a review of the risk analysis for the communities every 5 years in accordance with SEMP 2.5.

The details of the emergency risk management process as contained in the ‘Emergency Risk Management Report’ which is a sub- plan to these Arrangements.

PART 3 – RESPONSE

3.1 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the Local Government area;

Table 3.1

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	WESTPLAN	Local Plan
Road Crash	Commissioner of Police	WaPOL	WaPOL	VFRS, SES	Road Crash	
Air Transport	WaPOL	WaPOL	VFRS, ST John Ambulance, SES	DCPFS	Traffic Crash	
Fire (DPAW Land)	DPAW	DPAW	VFRS, SES	DCPFS, LG	Fire)	
Terrorist Act	Commissioner of Police	WaPOL	SES, VFRS	DCPFS, LG	Terrorist	
Fire (inside gazetted district)	DFES	VFRS	VFRS,	DCPFS, LG	Fire	
Fire (outside gazetted fire district)	LG	BFS	Bush Fire Brigade, P&W	DCPFS, LG	Fire	
Fire (structural)	DFES	VFRS	VFRS	DCPFS	Fire	
Flood	DFES	SES	SES	DCPFS, LG	Flood	
Earthquake	DFES	DFES	SES	VFRS	Earthquake	
Hazardous Materials	DFES	DFES	VFRS	LG	HazMat	
Land Search & Rescue	Commissioner of Police	WaPOL	SES	DCPFS, LG	Land Search	
Animal & Plant Bio-security	Dept Agriculture & Food	Dept Agriculture & Food			Animal & Plant Bio-security	
Road Transport Emergency	Commissioner of Police	WaPOL	VFRS, SES	DCPFS, LG	Road Crash	

These arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat agencies may require the Shire of Narrogin's resources and assistance in emergency management. The Shire of Narrogin is committed to providing assistance/support if required.

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.1 Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

3.2.2 Triggers for the activation of an ISG

The activation of an ISG should be considered when the following occur;

- a. For a level 2 incident;
- b. Requirement for possible or actual evacuation;
- c. A need to coordinate warning/information to community during a multi agency event;
- d. Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);
- e. Multi agency response where there is a need for collaborative Decision making and the coordination of resources/information; and
- f. Where there is a need for regional support beyond that of a single agency.

3.2.3 Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Hazard Management Agency. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.2.4 Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one

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meeting per or incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.5 Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following table provides the contact details for opening each site:

NARROGIN DFES OFFICE

10 Williams Road, NARROGIN
Ph: 9881 3893 Fax: 9881 3894

	Name	Phone	Phone
1 st Contact	Area Manager	9881 3893	0427 026 967
2 nd Contact	Area Manager	9881 3893	0427 012 948

Dept of Parks and Wildlife

Wald Street, NARROGIN
Ph: 9881 9200 Fax: 9881 1645

	Name	Phone	Phone
1 st Contact	Chris Stewart	9881 9200	0417 966 863
2 nd Contact	Greg Durell	9881 9200	0427 478 953

Narrogin Police Station

Earl Street, NARROGIN
Ph: 9882 255 Fax: 9881 3104

	Name	Phone	Phone
1 st Contact	OIC	9882 2555	0438 849 855

Shire of Narrogin Office

89 Earl Street

Narrogin

Ph: 9890 0900 Fax: 9881 3092

	Name	Phone	Phone
1st Contact	CEO Aaron Cook	9890 0900	0407 522 297
2nd Contact	Shire President	9890 0900	0428 832 095

3.2.6 Media Management and Public Information.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg Water Corporation on water issues, Western Power on power issues, etc) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

3.3 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems

The Shire has an SMS system in place to alert of harvest bans or vehicle movement bans. This is available by contacting the Shire Office (9890 0900) or after hours the Shire President. It is an on line system accessible to Shire Staff. This will be utilized if require to get an urgent message out to residents.

DFES Public Info Line

Incidents occurring in the District that are DFES HMA responsibilities and local government managed bushfires may utilize DFES Media & Public Affairs, including the hotline to inform people of current incident. Contact may be made through the DFES Regional Duty Officer (9845 5000) or DFES Communication Centre 1800 198 140. The Hotline number for people to ring for information is 1300 657 209).

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Radio

ABC Radio will broadcast community alerts as a priority. ABC transmits on 558AM & 630AM.

ABC Statewide Perth –	Ph 13 99 94	Fax 08 9220 2911
ABC South Coast Albany –	Ph 9842 4011	Fax 08 9842 4099
Bunbury:	Ph 9792 2711	

Other Radio

Radio West/HotFM broadcasts on 918AM and 100.5FM respectively.

Radio West Albany -	Ph 9842 2783	Fax 08 9841 8565
RadioWest Narrogin –	Ph 9811 4000	Fax 08 9881 3166
Radio West Katanning	Ph 9821 2972	Fax 08 9821 4055
RadioWest Bunbury –	Ph 9791 2359	Fax 08 9792 2799

Television

GWN (Bunbury)	08 9721 4466 (phone)	08 9792 2932 (fax)
WIN (Albany)	08 9842 8024 (phone)	08 9842 9067 (fax)
WIN (Perth)	08 9449 9999 (phone)	08 9449 9900 (fax)

3.4 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The HMA will make the decision on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

Under section 67 of the *Emergency Management Act 2005* a hazard management officer or authorised officer during an emergency situation or state of emergency may do all or any of the following:

- a. Direct or by direction prohibit the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area;
- b. Direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area;
- c. Close any road, access route or area of water in or leading to the emergency area.

3.4.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Hazard Management Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

State Emergency Management Policy 4.7 'Community Evacuation' should be consulted when planning evacuation.

3.4.2 Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

Whenever evacuation is being considered the Department for Child Protection and Family Services must be consulted during the planning stages. This is because DCPFS have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

3.4.3 Special Needs Groups

The following table identifies sections of the Shire of Narrogin's community which may need assistance or special consideration during an evacuation;

Organisation	Number of People	Address	Phone
Karinya	35 residential care people with Special Needs & 67 people in independent units with various levels of special needs	50 Felspar St Narrogin	08 9881 1677
Narrogin Home Care	357	30 Clayton Rd Narrogin (see Manager for list of clients)	08 9881 4455
Department of Housing tenants	235 dwellings including Public Housing and GROH	Various	08 9881 9400
Hospital Patients	Various	Williams Road, Narrogin	08 9881 0333
Residency by Dillions (Aged Care)	50 residents and 56 Staff on site	52 Williams Road, Narrogin	08 9881 2244
Disability clients	15	Various (see Team leader DSC)	08 9881 4985
Narrogin High School / Residential college	685 Students and 90 Staff During the day 113 Students and 15 Staff at Residential College A/H	Crn Homer & Gray st Narrogin	08 9881 9300
Narrogin Primary School	315 Staff and 50 Students	Crn Williams & Johnson Streets, Narrogin	08 9881 1200
East Narrogin Primary School	253 Students and 40 Staff	Homer St, Narrogin	08 9881 1582
St Matthew's School	Numbers	9 Glyde Street Narrogin	08 9881 2154
Agriculture College	200	216 Cooramining Rd, Narrogin	08 9881 9700

3.4.4 Evacuation Routes

Should a major emergency occur the following highways/roads could be blocked and alternative arrangements will have to be implemented to allow the community and emergency vehicle access:

- Great Southern Highway (Narrogin Link Road/Garfield Street)
- Williams Kondinin Highway (Williams-Narrogin Road/Highway)
- Kipling Street/ Narrogin- Kondinin Road
- Herald Street/Yillimining Road
- Narrakine Road/Wandering Narrogin Road

These routes will become the priority for repair.

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3.4.5 Critical Infrastructure

Asset	Location
Thomas Hogg Oval	Bannister Street Narrogin
Bowling Club	Earl Street Narrogin
Railway Dam	Mokine Road Narrogin
Agriculture College	Cooramining Road Narrogin
Foxes Lair	Crn Williams & Narrakine Road Narrogin
Hospital	Williams Road Narrogin
Recreational Centre	Clayton Road Narrogin
Residential College	Gray Street Narrogin
Narrogin Fire Station	Gordon Street Narrogin
St Johns Sub Centre	Falcon Street Narrogin
Narrogin Senior High School	Gray Street Narrogin
East Narrogin Primary School	33 Homer Street Narrogin
Narrogin Primary School	22 Williams road Narrogin
St Matthews Primary School	9 Glyde Street Narrogin
Senior Citizens	Earl Street Narrogin
Bridges	See attached lists
Rail lines	Pioneer Drive Narrogin
Cemetery	Williams Road Narrogin
Waste disposal sites	White Road Narrogin
Main Roads	See attached lists
Water storage	Williams Road Narrogin
Electrical infrastructure	Booth street Sub station Narrogin
Karinya/ Aged Care	Felspar Street Narrogin
Narrogin Town Hall	Federal Street Narrogin
Residential College	Gray Street Narrogin
Parks and Wildlife Radio Tower	Williams Road Narrogin
Highbury Hall	Great Southern Highway Highbury
Nomans Lake Hall	Nomans Lake
Narrogin Airport	Clayton Road Narrogin
Military Airport (Lock Rd)	Lock Road Narrogin
Waste water treatment plants	Palmer street Narrogin
Highbury Tavern	Great Southern Highway Highbury
Narrogin Abattoir	Boxall Road Narrogin
Communication tower	Wandering / Narrogin Road
Old Radio West Site	Narrogin Valley Road Narrogin
Fleay Road Communication Tower	Fleay Road Narrogin
Narrogin Hay Plant	200 Waneri Road Narrogin
Bulk grain storage	Pioneer Drive Narrogin
CY O'Connor Building	Fortune Street Narrogin
Palm Haven House	Crn Hansard and Havelock Streets Narrogin
3 Heritage Listed Houses	Hale Street Narrogin
Narrogin Abattoir	Boxall Raod Narrogin
Narrogin Piggery	Wanerie Road Dumberning

3.4.6 Animal Evacuation

During times of evacuation peoples pets are an important part of the family, however can not usually be housed in the Welfare Centre. In these cases the Council Pound facilities may be made available for short term accommodation.
See Local Emergency Animal Welfare Plan.

3.4.7 Demographics

Refer to tab 'Demographics'

3.4.8 Evacuation / Welfare Centres

WELFARE CENTRES IN THE SHIRE OF NARROGIN					
Name	Address	Contact	Capacity Status	Longitude Latitude	Notes
Primary Narrogin Regional Leisure Complex & John Higgins community Complex	Clayton Rd Narrogin	Shire 9890 0900 / CEO 0407 522 297 / Rec Centre 9881 2651	1,000/350 Long term Has air con	117.170756- 32.929688	
Primary Narrogin Senior High School	Cnr Homer & Grey St Narrogin	School 9881 9300	600/200 Short term	117.190883- 32.936081	
Secondary <u>Narrogin Town</u> <u>Hall</u>	Federal St, Narrogin	Shire 9890 0900 / CEO 0407 522 297	150 / 50 Short term		

For a detailed list of evacuation / welfare centres see the 'Local Welfare Emergency Management Support Plan for the Shire of Narrogin.'

3.6 Welfare

The Department for Child Protection and Family Services (DCPFS) has created a 'Local Welfare Emergency Management Support Plan for the Shire of Narrogin.'

This plan provides all of the details relating to welfare and welfare / evacuation centres.

This Document should be read in conjunction with this plan.

3.6.1 Local Welfare Coordinator

The Local Welfare Coordinator is the Team Leader DCPFS Narrogin
 Team Leader
 DCPFS, Narrogin
 11-13 Park Street Narrogin
 Ph: 08 9881 0123
 After Hours: Crisis Care: 1800 199 008

3.6.2 Local Welfare Liaison Officer

This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance. In cases where DCPFS have not arrived this person may need to coordinate the welfare response until the arrival of DCPFS.

The Welfare Liaison Officers are;

Local Government	1 st Contact & Phone	2 nd Contact & Phone
Shire of Narrogin	Chief Executive Officer Ph: 9890 0900 Mob: 0407 522 297	Shire President Ph: 9881 6000 Mob: 0427 812 329

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DCPFS to arrive.

3.6.3 District Emergency Services Officer

The DESO for the Shire of Narrogin is contained in Contacts Register. The role of the DESO is to create, exercise & review the Local Welfare Emergency Management Support Plan.

3.6.4 State & National Registration & Enquiry

Under the State Emergency management arrangements DCPFS has the delegated responsibility for registration and reunification. In a large event where people are evacuated, displaced or separated the National Registration and Inquiry System is activated to assist in locating impacted people, reuniting families and answering inquiries from family and friend. DCPFS has reciprocal arrangements with the Australian Red Cross to assist with both the registration and inquiry processes.

There is Red Cross Team active in the community. They must be activated by the Department for Child Protection and Family Services.

PART 4 – RECOVERY

Refer to the Shire of Narrogin Local Recovery Management Plan

PART 5 – EMERGENCY CONTACTS REGISTER

See Contacts Register

Note: The contact register is excluded from the public copies of these arrangements.

PART 6 – EXERCISING & REVIEWING

6.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

6.2 Frequency

The SEMC Policy No 2.5 – *Emergency Management in Local Government (s45-47)*, and Policy 3.1 'Exercise Management' (s14) requires the LEMC to exercise their arrangements on an annual basis.

6.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise

- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

6.4 Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC by the 1st May each year. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref TP-1 'Annex B').

Once the exercises have been completed they should be reported to the DEMC via the template found at 'appendix C' of State EM Procedure TP-1 'Exercise Management'.(SEMP 3.1 s.23)

6.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (*S.42 of the EM Act*).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

6.6 Review of Local Emergency Management Committee Positions

The Shire of Narrogin in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.(SEMP 2.5 s20). Note SEMP 2.5 s15-18 inclusive provides a list of recommended members.

6.7 Review of Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

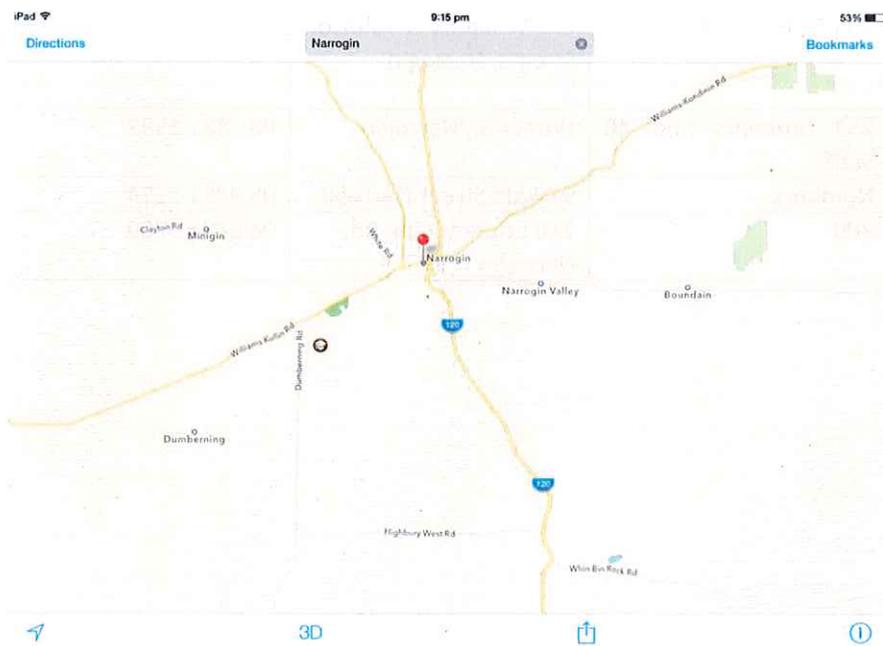
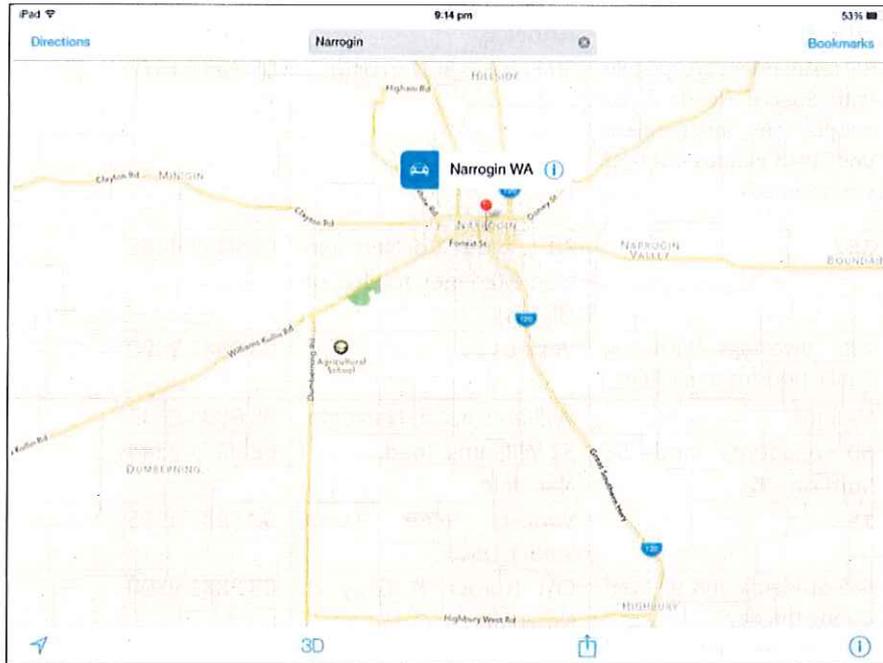
Appendix 1: Risk Register Schedule

Refer to the Emergency Risk Management Report' which is a sub- plan to these Arrangements.

Appendix 2: Resources

See Resource Register (Separate document as it is regularly updated and confidential)

Appendix 3: Map of the District



Appendix 4: Special Needs Groups

Organisation	Number of People	Address	Phone
Karinya	35 residential care people with Special Needs & 67 people in independent units with various levels of special needs	50 Felspar St Narrogin	08 9881 1677
Narrogin Home Care	357	30 Clayton Rd Narrogin (see Manager for list of clients)	08 9881 4455
Department of Housing tenants	235 dwellings including Public Housing and GROH	Various	08 9881 9400
Hospital Patients	Various	Williams Road, Narrogin	08 9881 0333
Residency by Dillions (Aged Care)	50 residents and 56 Staff on site	52 Williams Road, Narrogin	08 9881 2244
Disability clients	15	Various (see Team leader DSC)	08 9881 4985
Narrogin High School / Residential college	685 Students and 90 Staff During the day 113 Students and 15 Staff at Residential College A/H	Crn Homer & Gray st Narrogin	08 9881 9300
Narrogin Primary School	365 Staff and Students	Crn Williams & Johnson Streets, Narrogin	08 9881 1200
East Narrogin Primary School	253 Students and 40 Staff	Homer St, Narrogin	08 9881 1582
St Matthew's School	Numbers	9 Glyde Street Narrogin	08 9881 2154
Agriculture College	200	216 Cooramining Rd, Narrogin	08 9881 9700

Appendix 5: Demographics

CATEGORIES		
Source: Australian Bureau of Statistics 2011 data www.abs.gov.au	TOWN	OUTTER
0-4 years old	330	41
5-14 years	655	128
15-19 years	328	133
20-24 years	236	34
25-29 years	221	32
30-34 years	215	38
35-39 years	269	56
40-44 years	287	64
45-49 years	232	73
50-54 years	312	72
55-59 years	241	60
60-64 years	246	54
65-69 years	172	50
70-74 years	135	20
75- 79 years	128	13
80 years and over	213	6
Aboriginal and Torres Strait Islander people	394	14
Total Population	4,614	888

CATEGORIES		
Religious Affiliation	TOWN	OUTTER
No Religion	1049	227
Anglican	855	221
Catholic	888	183
Uniting Church	318	66
Baptist	217	35

10.1.143 NARROGIN LINK ROAD NORTH ROAD NAMING

File Reference:	28.3.1
Disclosure of Interest:	Nil
Applicant:	Main Roads WA
Previous Item Nos:	10.1.059
Date:	15 November 2016
Author:	Torre Evans, Executive Manager Technical & Rural Services

Attachments

- Copy of correspondence from Main Roads WA – Richard Delany (attachment 1)
- Diagram of Narrogin Link Road North Project (attachment 2)

Summary

Main Roads Western Australia (WA) have requested Council to consider naming a section of the existing Great Southern Highway that will soon be closed due to the construction of the Narrogin Link Road North Project. (see attachment 2)

The author is asking Council to consider endorsing the road name change of the section of Great Southern Highway from Bannister Road, north to the yet to be constructed cul-de-sac just south of the presently being constructed Narrogin Link Road North Project, as Garfield Close.

Background

At the Ordinary Town Council Meeting on 9 June 2015 Council resolved to advise Main Roads that the Town of Narrogin supports the implementation of Option B for the Narrogin Link Road-North Project. This resolution was carried 7-0.

Option B was as follows: A 1.2km extension of the Link Road taking a more direct route to link up with the current alignment of the Great Southern Highway south of the Callan Road development.

As per attachment 1, correspondence from Main Roads WA, Main Roads WA has asked Council to review the plan (attachment 2) and consider possible names for Road B.

Comment

As per attachment 2 - Diagram of Narrogin Link Road North Project, it illustrates at Road B, a cul-de-sac marking. The section of road that Main Roads WA are requesting Council to consider naming is between Bannister Street and the cul-de-sac marking, which is currently the Great Southern Highway.

The author is asking Council to consider the naming of this section of road as Garfield Close. The reasoning behind this is that this section of road, once closed by a cul-de-sac would form an extension of Garfield Road.

The author has tried contacting Geographical Names Department of Landgate on two (2) occasions for their input or feedback; however, no response has been received.

Consultation

- Azhar Awang, Executive Manager Development and Regulatory Services
- Aaron Cook, Chief Executive Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Endorse the road name change of the section of Great Southern Highway from Bannister Road, north to the yet to be constructed cul-de-sac just south of the presently being constructed Narrogin Link Road North Project, as Garfield Close.

COUNCIL RESOLUTION 1116.177

Moved: Cr Ward

Seconded: Cr Schultz

That Council:

Endorse the road name change of the section of Great Southern Highway from Bannister Road, north to the yet to be constructed cul-de-sac just south of the presently being constructed Narrogin Link Road North Project, as Garfield.

CARRIED 9/0

Please Note: Reason for the change was to allow the designation of the type of road name to be recommended by the Road Name Committee.

From: DELANY Richard (LSM) [<mailto:richard.delany@mainroads.wa.gov.au>]
Sent: Thursday, 10 November 2016 2:55 PM
To: GeographicNames (GeographicNamesMailbox@landgate.wa.gov.au)
<GeographicNamesMailbox@landgate.wa.gov.au>
Cc: Enquiries <enquiries@narrogin.wa.gov.au>
Subject: IWS169121 - Great Southern Hwy, Narrogin - Request for Road Name Approval

Main Roads is undertaking works to provide an alternative access to and from the Town of Narrogin at the northern approach. This will complement a recently completed link road to the south of the town. The link roads will remove the requirement of traffic (in particular Grain Freight) to pass through residential areas, and will extend between Pioneer Drive & Great Southern Hwy through a number of properties. Main Roads has secured the consents of all affected Landowners.

Features of the works are:

- Construction of a light vehicle turning head on Gordon St
- Widen & extend existing Pioneer Drive
- Deviate Great Southern Hwy from the north to Pioneer Drive;
- Cul-de-sac existing Great Southern Hwy

The road widenings are depicted on the attached plans. It is not intended to close the existing highway north of Garfield St, as it is still required to provide access to lots fronting the highway through this section.

Following its construction and proclamation, the current highway shown as **ROAD B** will revert to a local road, and should be renamed as agreed with the Shire in due course. The Shire is aware of the proposed works and has provided its support in a letter dated 10.6.15 (attached).

In the meantime, Main Roads is seeking to acquire the land required for the new road reserve. Survey has been completed and preliminary Deposited Plans have been drafted.

Requested Actions:

Geographic Names - To enable the plans to be lodged, and new road to be dedicated, approval is sought for the naming of the new portion of highway.

Could you please review the plans with a view to

1. providing approval for the naming of the deviation, shown as "ROAD A" on the attached plan, as GREAT SOUTHERN HIGHWAY, and
2. liaise with the Shire of Narrogin regarding the renaming of ROAD B.

Shire of Narrogin – review the plan & consider possible names for Road B.

Please let me know if you have any queries or require any further information.

Regards,

Richard Delany

Survey Manager

Property Management Branch

p: +61 8 9323 5491 | **m:** +61 427 230 838

w: www.mainroads.wa.gov.au



LOCALITY PLAN

NOT TO SCALE



10.2 CORPORATE AND COMMUNITY SERVICES

10.2.144 LIST OF ACCOUNTS FOR ENDORSEMENT – OCTOBER 2016

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 15 November 2016
Author: Brooke Conway - Finance Officer Accounts

Attachments

- List of Accounts for Endorsement – October 2016.

Summary

Council is requested to endorse the payments as presented in the List of Accounts for Endorsement – October 2016.

Background

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

Comment

The attached “List of Accounts for Endorsement – October 2016” is presented to Council for endorsement. Below is a summary of activity.

Total Creditor Payments October 2016	\$986,329.52
Total Payroll Payments October 2016	\$359,526.49
Total Payments October 2016	\$1,345,856.01
Percentage paid by EFT October 2016	72%
Percentage paid by Cheque October 2016	1%
Percentage paid by Payroll October 2016	27%
Percentage of Local Suppliers and wages October 2016	63.71%
Dollar Value spent with Local Suppliers October 2016	\$497,963.57
Percentage of Non-Local Suppliers October 2016	36.29%

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

Consultation

Nicole Bryant – Manager Finance (Acting)

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 2016/2017 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1116.178 AND OFFICER'S RECOMMENDATION

Moved: Cr Fisher

Seconded: Cr Seale

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement for the month of October 2016 for the Municipal Fund totalling \$1,345,856.01.

CARRIED 9/0

List of Accounts for Endorsement October 2016

	Chq/EFT	Date	Name	Description	Amount	Type	Funding
1	405	05/10/2016	Tobias Gerardus Goedhart	REIMBURSEMENT Private Works Labour Refund	-400.00	L	R
2	406	07/10/2016	Shire of Narrogin - Petty Cash-Admin	PETTY CASH ADMIN July - October 2016	-289.90	L	
3	407	17/10/2016	Shire of Narrogin - Petty Cash-Admin	PETTY CASH NHC August 2016	-308.50	L	F
4	408	17/10/2016	Shire of Narrogin - Petty Cash-Admin	CATS DRIVER MEALS Petty Cash Recoup August 2016	-180.00	L	F
5	409	21/10/2016	Australian Institute of Building Surveyors	BUILD TRAINING & DEVELOPMENT AIBS Conference Full Registration	-1665.00		
6	410	26/10/2016	Shire Of Narrogin	VARIOUS VEHICLES New Registration Fees	-647.10	L	
7	EFT6256	05/10/2016	Narrogin Agricultural Repairs	SMALL PLANT Spark Plug Cover (P38)	-8.00	L	
8	EFT6257	05/10/2016	Narrogin and District Senior Citizens Centre	NHC VENUE HIRE Senior Citizens Centre April 2016	-420.00	L	F
9	EFT6258	05/10/2016	Ixom Operations Pty Ltd	WWTP 920kg Chlorine	-2740.10		
10	EFT6259	05/10/2016	Octave Holdings Pty Ltd T/as Narrogin Toyota	NGN9722 TOYOTA TIPPER Brake Pads (P19) (WORKS)	-202.64	L	
11	EFT6260	05/10/2016	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	TYRES Backhoe x 2	-1017.95	L	
12	EFT6261	05/10/2016	Farmworks Rural Pty Ltd	CARPARK MAINTENANCE 30 Posts Earl St Carpark	-940.50	L	
13	EFT6262	05/10/2016	Ashley Blyth Tree Lopping	TREES MAINTENANCE Grind Stump Fox St	-220.00	L	
14	EFT6263	05/10/2016	Australia Day Council of WA	COMMUNITY AUSTRALIA DAY Membership Bronze 2016/17	-467.50		
15	EFT6264	05/10/2016	Alchemy Technology	NHC TRAINING Alchemy Technology x 7	-2178.00		F
16	EFT6265	05/10/2016	Raeco	LIBRARY GENERAL Book Covering Materials and Spine Labels	-266.38		
17	EFT6266	05/10/2016	Marketforce Pty Ltd	ADMIN ADVERTISING NO 15/09/2016 Council Decisions	-443.21		
18	EFT6267	05/10/2016	Narrogin Pumps Solar And Spraying	WASTE WATER TREATMENT Service Pump	-1001.56	L	
19	EFT6268	05/10/2016	TORRE TASMAN EVANS	REIMBURSEMENT EMTRS Water Sept 2016	-163.87	L	R
20	EFT6269	05/10/2016	Azhar Awang	REIMBURSEMENT EMDRS Electricity Sept 2016	-149.10	L	R
21	EFT6270	05/10/2016	Paveline International Pty Ltd	1EFF863 ISUZU TRUCK Spray Nozzle & Tail (P8218)	-336.60		
22	EFT6271	05/10/2016	Armada Armadale Bedding Superstore	NHC MAINTENANCE Adjusta Bed Duke Hall	-3857.00		F
23	EFT6272	07/10/2016	Narrogin Retravision	ANIMAL New Phone (Ranger)	-688.00	L	
24	EFT6273	07/10/2016	Ballards of Narrogin	ANIMAL POUND Dog Food 20kg x 2	-140.00	L	
25	EFT6274	07/10/2016	Aaron Joseph Cook	REIMBURSEMENT CEO Contractual Expenses Rent Aug/Sept/Oct 2016	-7197.26	L	R
26	EFT6275	07/10/2016	Narrogin Electrical Services	GNAROJIN PARK Disconnect/Reinstall Power	-2120.25	L	
27	EFT6276	07/10/2016	Great Southern Waste Disposal	REFUSE COLLECTION August 2016	-46360.16	L	
28	EFT6277	07/10/2016	P & F Kulker Building Contractors	ADMINISTRATION BUILDING UPGRADE Progress Payment #3	-161336.68	L	
29	EFT6278	07/10/2016	Great Southern Towing	OLOPS TOW Abandoned Vehicle	-88.00	L	
30	EFT6279	07/10/2016	Derbahl Pty Ltd	HIGHBURY TOILETS Septic Tank Drainage	-368.40		
31	EFT6280	07/10/2016	VisiMax Safety	OTHGOV MERGER Burning Permit Book	-558.45		F
32	EFT6281	07/10/2016	T Yuen Construction	MUSEUM MAINTENANCE Repairs to gate	-2296.80	L	
33	EFT6282	07/10/2016	WA TYRE RECOVERY	WASTE RECYCLING Tyre Collection 07/09/2016	-2672.55		
34	EFT6283	07/10/2016	Fegan Building Surveying	BUILDING Contract Surveyor Cert of Design Compliance x 5	-1622.50		R
35	EFT6284	07/10/2016	Anika Keeling t/as Narrogin Consultancy Services	OLOPS LEMC	-1720.00	L	
36	EFT6285	07/10/2016	Carroll and Richardson Flagworld Pty Ltd	BANNERS Narrogin Musicians Assoc x2	-287.10		
37	EFT6286	12/10/2016	East Narrogin Primary School	SCHOOL AWARD ENPS Donation 2016	-75.00	L	
38	EFT6287	12/10/2016	Best Office Systems	ADMIN PHOTOCOPIER Black & Colour Copies Sept 2016	-2439.78	L	
39	EFT6288	12/10/2016	Leigh Norman Ballard	MEMBERS SITTING FEE Leigh Ballard 2016	-15000.00	L	
40	EFT6289	12/10/2016	Ingrey's	1NO NISSAN NAVARA 20000km Service (P8164)	-1127.49	L	
41	EFT6290	12/10/2016	Cafe 27	OTHGOV COUNCIL Dinner 27/09/2016	-374.00	L	
42	EFT6291	12/10/2016	Frank Weston & Co	BOSS AERATOR Bolts (P61)	-119.90	L	
43	EFT6292	12/10/2016	Parry's Pty Ltd	PWO WORKS PROTECTIVE CLOTHING Boots x 2	-331.40	L	
44	EFT6293	12/10/2016	WALGA	COMMUNITY Training WALGA Cultural Forum	-95.00		
45	EFT6294	12/10/2016	Narrogin Liquor Store	OTHGOV COUNCIL Refreshments for Meeting	-118.97	L	
46	EFT6295	12/10/2016	Narrogin Betta Home Living	ADMIN IT Hard drive 2TB Ex Shire Data	-179.00	L	
47	EFT6296	12/10/2016	A.K.C Pty Ltd T/as Baileys Fertilisers	FERTILISER Brilliace Granulated & GT Green Chemical	-10459.90		
48	EFT6297	12/10/2016	P & F Kulker Building Contractors	ADMIN BUILDING UPGRADE Variation to Tender	-6741.79	L	
49	EFT6298	12/10/2016	Octave Holdings Pty Ltd T/as Narrogin Toyota	NO01 TOYOTA HILUX 100000km Service (P967)	-509.74	L	
50	EFT6299	12/10/2016	Country Paint Supplies	FEDERAL ST UPGRADE Sikaflex x6	-84.90	L	PF
51	EFT6300	12/10/2016	Local Government Managers Australia	SUBSCRIPTIONS LGMA Memberships 2016/17	-1539.00		
52	EFT6301	12/10/2016	T Quip	NGN11845 TORO MOWER Parts for repair (P45)	-2545.15		
53	EFT6302	12/10/2016	Narrogin Boilermakers	FEDERAL ST UPGRADE 10x Storm Water Pit Grates	-3465.00	L	PF
54	EFT6303	12/10/2016	Bob Waddell	OTHGOV MERGER System Configuration Assistance	-2948.88		F
55	EFT6304	12/10/2016	J & S KULKER Painting Contractors Pty Ltd	ADMIN BUILDING UPGRADE Paint Hallways	-3080.00	L	
56	EFT6305	12/10/2016	Market Creations Pty Ltd	ADMIN INFORMATION SYSTEMS Office 365 Account	-137.50		
57	EFT6306	12/10/2016	Marketforce Pty Ltd	ADMIN ADVERTISING NO 22/09/2016 13/10/2016 Townscape Committee	-407.57		
58	EFT6307	12/10/2016	Datamars Auatralia Pty Ltd T/as Zee Tags	ANIMAL Dog Tags 2016	-721.27		
59	EFT6308	12/10/2016	Crevet Pipelines	WASTE WATER TREATMENT 7 Gear Bolts	-961.50		
60	EFT6309	12/10/2016	Hydramet Pty Ltd	WASTE WATER TREATMENT Service Regulator For Injection System	-1720.09		

61	EFT6310	12/10/2016	Covs Parts Pty Ltd	NO2318 FUEL TRAILER Toe Hitch Connector & Mount (P8814)	-36.39	L	
62	EFT6311	12/10/2016	Graham John Mundy	HIGHBURY HALL MAINTENANCE Toilet Door Repairs	-616.00	L	
63	EFT6312	12/10/2016	Narrogin Quarry Operations	FEDERAL ST UPGRADE 20 Tonne Stone Dust	-376.06	L	PF
64	EFT6313	12/10/2016	Quick Corporate	VARIOUS DEPARTMENTS STATIONARY September 2016	-1478.58		
65	EFT6314	12/10/2016	Information Services & Technology	MUSEUM MAINTENANCE Replacement CD for Mosaic Program	-44.00		
66	EFT6315	12/10/2016	Fegan Building Surveying	BUILDING Certificate of Design Compliance	-649.00		R
67	EFT6316	12/10/2016	P & C Electrical Contracting Pty Ltd	ADMIN BUILDING RENOVATION 40% Deposit for Quoted Works	-2440.00	L	
68	EFT6317	12/10/2016	Carroll and Richardson Flagworld Pty Ltd	TOUR PROMOTION Shire Banner x 2	-397.23		
69	EFT6318	12/10/2016	Ghecko Embroidery	WORKS UNIFORMS Embroidery x 5	-41.25	L	
70	EFT6319	12/10/2016	M & V Ranieri Building Contractors	FEDERAL ST UPGRADE Labour for Brick Paving	-7255.60	L	PF
71	EFT6320	12/10/2016	Fitonia Pty Ltd as Trustee for the Silverspring Trust T/A T J Depiazzi & Sons	PARKS MAINTENANCE 102M3 Woodland Red Chips	-7192.02		
72	EFT6321	12/10/2016	RAMM Software Pty Ltd	WORKS TRAINING RAMM Essential & Asset Management 10th-12th August 2016	-3938.09		
73	EFT6322	12/10/2016	MJ & DL Dyke	NO401 MITSUBISHI FLO CON Hydraulic Hose (P8215)	-157.30	L	
74	EFT6323	12/10/2016	Terry Brown and Co	NO2260 DOG TRAILER Repair Parts (P970)	-254.10		
75	EFT6324	12/10/2016	Afagri Equipment Australia Pty Ltd	JOHN DEERE MOWER Rubber Belt (P45)	-80.45		
76	EFT6325	12/10/2016	Ron Yuryevich	MEMBERS SITTING FEE Ron Yuryevich 2016	-25000.00	L	
77	EFT6326	12/10/2016	Geoffrey Douglas Ballard	MEMBERS SITTING FEE Geoff Ballard 2016	-15000.00	L	
78	EFT6327	17/10/2016	Best Office Systems	VARIOUS DEPARTMENTS Printing	-183.00	L	PF
79	EFT6328	17/10/2016	Ray White Narrogin	EMDRS STAFF HOUSING Rent 21/09/2016-18/10/2016	-1344.11	L	R
80	EFT6329	17/10/2016	Courier Australia	WASTE WATER Freight for Chlorine	-123.68		
81	EFT6330	17/10/2016	Hancocks Home Hardware	FEDERAL STREET UPGRADE 4 Tins of Spray Paint	-79.00	L	PF
82	EFT6331	17/10/2016	Parry's Pty Ltd	WORKS PROTECTIVE CLOTHING Blundstone protective shoes	-165.00	L	
83	EFT6332	17/10/2016	Narrogin Electrical Services	NCP INFRASTRUCTURE UPGRADE Electrical Work NHC ELECTRICAL MAINTENANCE Electrical Tagging	-1228.45	L	PF
84	EFT6333	17/10/2016	IT Vision	OTHGOV MERGER Update Cat/Dog in Synergy	-2420.00		F
85	EFT6334	17/10/2016	Narrogin and District Senior Citizens Centre	NHC VENUE HIRE Senior Citizens Centre September 2016	-448.00	L	F
86	EFT6335	17/10/2016	McLeods Barristers & Solicitors	HEALTH LEGAL EXPENSES Health Act Prosecution Fees	-1016.92		
87	EFT6336	17/10/2016	Great Southern Waste Disposal	WASTE COLLECTION August 2016	-45251.03	L	
88	EFT6337	17/10/2016	RJ Smith Engineering	LIBRARY GENERAL OFFICE Water 6 x 15L	-96.00	L	
89	EFT6338	17/10/2016	Public Transport Authority	TRANSWA AGENT LIABILITY Ticket Sales September 2016	-1517.87		
90	EFT6339	17/10/2016	Octave Holdings Pty Ltd T/as Narrogin Toyota	SMALL PLANT NHC Chainsaw Oil (P49)	-58.92	L	
91	EFT6340	17/10/2016	Commandacom.	ADMIN INFORMATION SYSTEMS Phone Rental Charges 3 months	-1646.70		
92	EFT6341	17/10/2016	Lynette Peggy O'Dea	REIMBURSEMENT Medical F Extension	-126.00	L	RF
93	EFT6342	17/10/2016	Wormald	GNARJOIN PARK MAINTENANCE Fire Extinguishers	-148.50		
94	EFT6343	17/10/2016	Shire Of Narrogin	TRANSWA AGENT LIABILITY Commission to Agent September 2016	-279.83	L	
95	EFT6344	17/10/2016	Zipform	OTHGOV MERGER Artwork for Credit Note, Statement & Tax Invoice	-326.04		F
96	EFT6345	17/10/2016	Belvedere Nursery	VERGE MAINTENANCE Jackaranda Trees	-116.00	L	
97	EFT6346	17/10/2016	Earl Street Surgery	ADMIN OCCUPATIONAL HEALTH Consult Vaccine Script Cleaner	-76.00	L	
98	EFT6347	17/10/2016	Playmaster Pty Ltd	GARFIELD PARK Insurance Repair to Play Equipment	-27276.00		I
99	EFT6348	17/10/2016	Sai Global Limited	BUILDING SUBSCRIPTIONS Sai Global BCA & Ref standards	-2325.64		
100	EFT6349	17/10/2016	Australian Volleyball Warehouse	NRRC MINOR ASSET PURCHASES Supply of equipment for setup of outdoor volleyball courts	-1037.04		
101	EFT6350	17/10/2016	Truck Centre (WA) Pty Ltd	NO2 NISSAN TIP TRUCK Replacement Transmission Oil Cooler	-2314.69		
102	EFT6351	21/10/2016	Southside Volkswagen	NGN11555 VOLKSWAGEN CADDY New Vehicle	-49168.35		F
103	EFT6352	21/10/2016	Kleenheat Gas	TOWN HALL GAS 4 x 45kg Cylinders	-333.52		
104	EFT6353	21/10/2016	MAKIT Narrogin Hardware	ADMIN BUILDING Cylinder A1 Keypad	-290.10	L	
105	EFT6354	21/10/2016	Susan Farrell	OTHGOV FUNCTIONS Laundry Linen	-50.00	L	
106	EFT6355	21/10/2016	DFES Department of Fire & Emergency Services	FIRE ESL Payable on Town Buildings 2016/17	-6328.05		
107	EFT6356	21/10/2016	Ixom Operations Pty Ltd	NRRC CHEMICALS Chlorine 920kg	-354.12		
108	EFT6357	21/10/2016	Wormald	NCP GENERAL MAINTENANCE Service of Fire Equipment September 2016	-492.80		
109	EFT6358	21/10/2016	Zipform	OTHGOV MERGER Installment Notices New Entity	-748.00		F
110	EFT6359	21/10/2016	Market Creations Pty Ltd	ADMIN INFORMATION SYSTEMS Office 365 Account September 2016	-848.54		
111	EFT6360	21/10/2016	Earl Street Surgery	WORKS NCP 2 x Hep B Consults	-152.00	L	

112	EFT6361	21/10/2016	West Australian Newspapers Limited	AUSTRALIA DAY ADVERTISING WA 15/09/2016 Call for Nominees	-165.00		
113	EFT6362	21/10/2016	Alexander Planning Consultants	LIBRARY BUILDING Concept Master Plan Library Garden Site Visit	-1100.00		
114	EFT6363	21/10/2016	YMCA Perth Narrogin Leisure Centre	NRRC CONTRACT MANAGEMENT Subsidy September 2016	-24245.72	L	
115	EFT6364	21/10/2016	Hanson Construction Materials Pty Ltd	ROAD MAINTENANCE 53 Tonne of 5mm Granite for Patching	-3320.03		
116	EFT6365	21/10/2016	Rylan Pty Ltd	FEDERAL ST UPGRADE Supply and Lay Kerbing and Pram Ramps	-21408.97		PF
117	EFT6366	21/10/2016	Conway Highbury Pty Ltd	OTHGOV MERGER Project Manager Payment	-17417.51		F
118	EFT6367	21/10/2016	Blue Force Pty Ltd	OLOPS CCTV MAINTENANCE Repair to CBD System	-1298.00		
119	EFT6368	21/10/2016	Fuel Distributors Of Western Australia Pty Ltd	POC FUELS & OILS Bulk Supply	-762.48	L	
120	EFT6369	21/10/2016	In2balance	OTHGOV MERGER Remote Accounting Licence Maintenance 3 Months	-8746.10		F
121	EFT6382	31/10/2016	Narrogin Packaging	HACC DOMESTIC ASSISTANCE Cleaning Supplies	-133.85	L	F
122	EFT6383	31/10/2016	Great Southern Fuels	BULK FUEL September 2016	-21673.16	L	
123	EFT6384	31/10/2016	Ingrey's	CHANGEOVER EMTRS/EMCCS Vehicles 2016	-8640.00	L	
124	EFT6385	31/10/2016	Frank Weston & Co	NRRC GROUNDS MAINTENANCE Volleyball Pole Extensions	-339.94	L	
125	EFT6386	31/10/2016	Narrogin Meals On Wheels	MOW August 2016 x 309 / July Adjustment x 13 Meals	-1063.14	L	F
126	EFT6387	31/10/2016	Narrogin Liquor Store	OTHGOV COUNCIL REFRESHMENTS	-90.98	L	
127	EFT6388	31/10/2016	Edwards Motors Pty Ltd	CHANGEOVER MF/BS Vehicle 2016	-20740.00		
128	EFT6389	31/10/2016	WA Country Health Service	MOW August 2016 x 360	-4175.60		F
129	EFT6390	31/10/2016	Octave Holdings Pty Ltd T/as Narrogin Toyota	CHANGE OVER CEO/EMDRS/MO New Vehicles 2016	-45758.97	L	
130	EFT6391	31/10/2016	Lynne Yorke	HACC DEMENTIA CARE CD Collection	-240.00	L	F
131	EFT6392	31/10/2016	Unique Signs & Engraving	OLOPS LEMC A Frames	-420.00	L	
132	EFT6393	31/10/2016	Austral Mercantile Collections Pty Ltd	RATES DEBT COLLECTION	-2149.45		
133	EFT6394	31/10/2016	LR Sims & Co	CLAYTON RD OVAL Replace Fencing	-11023.75	L	
134	EFT6395	31/10/2016	Marketforce Pty Ltd	ADVERTISING NO 20/10/2016 Council Decisions	-347.97		
135	EFT6396	31/10/2016	GGJ Consultants	NHC SUBSCRIPTION Renewal for GGJ	-425.00		F
136	EFT6397	31/10/2016	Dorothy Trefort	NHC REIMBURSEMENT Medical for F Class	-110.00	L	RF
137	EFT6398	31/10/2016	AMPAC Debt Recovery Pty Ltd	RATES DEBT COLLECTION September 2016	-488.89		R
138	EFT6399	31/10/2016	ASB Marketing	NHC UNIFORMS 2016	-715.77		PF
139	EFT6400	31/10/2016	Gina Trivella	HACC REIMBURSEMENT Pre Employment Checks	-312.30	L	F
140	EFT6401	31/10/2016	Kaye Prosser	NHC CDC REFUND Overpayment of Account Lucy Doney Deceased Estate	-391.03		F
141	EFT6402	31/10/2016	Super Civil PTY LTD	FEDERAL ST UPGRADE Supply and Lay of Asphalt Plus Profiling	-109682.10		PF
142	EFT6403	31/10/2016	Department of Human Services	Payroll deductions	-1007.70		
143	EFT6404	31/10/2016	LGRCEU (Local Government Racing and Cemeteries Employees Union)	Payroll deductions	-41.00		
144	EFT6405	31/10/2016	Australian Services Union Western Australian Branc	Payroll deductions	-51.60		
145	DD1873.1	14/10/2016	Water Corporation	VARIOUS DEPARTMENTS WATER September 2016	-9772.20		PF
146	DD1881.	17/10/2016	Origin Energy Retail Limited	NRRC UTILITY GAS 22/09/2016	-14802.15		
147	DD1889.	17/10/2016	AustralianSuper	Superannuation contributions	-418.37		
148	DD1889.	17/10/2016	MLC Nominees	Payroll deductions	-513.99		
149	DD1889.	17/10/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-368.29		
150	DD1889.	17/10/2016	Sunsuper	Superannuation contributions	-242.98		
151	DD1889.	17/10/2016	MLC MasterKey	Superannuation contributions	-186.35		
152	DD1889.	17/10/2016	Care Super	Superannuation contributions	-136.91		
153	DD1889.	17/10/2016	Media Super	Superannuation contributions	-166.25		
154	DD1889.	17/10/2016	Rest Superannuation	Superannuation contributions	-262.87		
155	DD1889.	17/10/2016	BT Super For Life	Superannuation contributions	-178.77		
156	DD1890.	03/10/2016	AustralianSuper	Superannuation contributions	-570.81		
157	DD1890.	03/10/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-368.29		
158	DD1890.	03/10/2016	Sunsuper	Superannuation contributions	-242.98		
159	DD1890.	03/10/2016	MLC MasterKey	Superannuation contributions	-186.34		
160	DD1890.	03/10/2016	Care Super	Superannuation contributions	-136.91		
161	DD1890.	03/10/2016	Media Super	Superannuation contributions	-166.25		
162	DD1890.	03/10/2016	Host Plus	Payroll deductions	-124.78		
163	DD1890.	03/10/2016	BT Super For Life	Superannuation contributions	-178.77		
164	DD1890.	03/10/2016	Qsuper	Superannuation contributions	-191.83		
165	DD1929.	31/10/2016	AustralianSuper	Superannuation contributions	-379.35		
166	DD1929.	31/10/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-368.29		
167	DD1929.	31/10/2016	Macquarie Super Accumulator	Superannuation contributions	-52.02		
168	DD1929.	31/10/2016	Sunsuper	Superannuation contributions	-242.98		
169	DD1929.	31/10/2016	MLC MasterKey	Superannuation contributions	-192.69		
170	DD1929.	31/10/2016	Host Plus	Payroll deductions	-714.09		
171	DD1929.	31/10/2016	Care Super	Superannuation contributions	-129.95		
172	DD1929.	31/10/2016	ANZ Super Advantage	Superannuation contributions	-70.23		
173	DD1929.	31/10/2016	Media Super	Superannuation contributions	-166.25		
174	161001	12/10/2016	Synergy	VARIOUS DEPARTMENTS ELECTRICITY September 2016	-29928.45		PF
175	161002	12/10/2016	Telstra	TELSTRA MOBILE September 2016	-1336.10		PF

176	161003	12/10/2016	Water Corporation	VARIOUS DEPARTMENTS WATER September 2016	-674.96	PF
177	161004	12/10/2016	Australian Taxation Office	TAX PAYMENT August 2016	-50523.00	
178	DD1889.	17/10/2016	Qsuper	Superannuation contributions	-191.83	
179	DD1889.	17/10/2016	AMP Life Limited	Superannuation contributions	-440.02	
180	DD1889.	17/10/2016	WA Local Government Super Plan	Payroll deductions	-12876.22	
181	DD1889.	17/10/2016	Statewide Superannuation Trust	Superannuation contributions	-178.77	
182	DD1889.	17/10/2016	Kinetic Super	Superannuation contributions	-175.38	
183	DD1889.	17/10/2016	Asgard Ewrap Super Account	Superannuation contributions	-98.90	
184	DD1889.	17/10/2016	MTAA Super	Superannuation contributions	-171.13	
185	DD1889.	17/10/2016	Prime Super	Superannuation contributions	-178.77	
186	DD1889.	17/10/2016	Australian Ethical Superannuation	Superannuation contributions	-1094.95	
187	DD1889.	17/10/2016	St Andrews Retirement Plan	Superannuation contributions	-63.50	
188	DD1889.	17/10/2016	Host Plus	Superannuation contributions	-259.44	
189	DD1889.	17/10/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11	
190	DD1889.	17/10/2016	Colonial First State Investments	Superannuation contributions	-62.42	
191	DD1889.	17/10/2016	Concept One Superannuation Plan	Superannuation contributions	-196.52	
192	DD1889.	17/10/2016	Hesta Superannuation	Superannuation contributions	-132.91	
193	DD1890.	03/10/2016	AMP Life Limited	Superannuation contributions	-379.73	
194	DD1890.	03/10/2016	Rest Superannuation	Superannuation contributions	-86.47	
195	DD1890.	03/10/2016	WA Local Government Super Plan	Payroll deductions	-13464.21	
196	DD1890.	03/10/2016	Statewide Superannuation Trust	Superannuation contributions	-178.77	
197	DD1890.	03/10/2016	Kinetic Super	Superannuation contributions	-197.31	
198	DD1890.	03/10/2016	Asgard Ewrap Super Account	Superannuation contributions	-56.60	
199	DD1890.	03/10/2016	MTAA Super	Superannuation contributions	-136.91	
200	DD1890.	03/10/2016	Prime Super	Superannuation contributions	-178.77	
201	DD1890.	03/10/2016	Australian Ethical Superannuation	Superannuation contributions	-1167.10	
202	DD1890.	03/10/2016	St Andrews Retirement Plan	Superannuation contributions	-61.94	
203	DD1890.	03/10/2016	MLC Nominees	Superannuation contributions	-491.94	
204	DD1890.	03/10/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11	
205	DD1890.	03/10/2016	Colonial First State Investments	Superannuation contributions	-81.28	
206	DD1890.	03/10/2016	Concept One Superannuation Plan	Superannuation contributions	-196.52	
207	DD1890.	03/10/2016	Hesta Superannuation	Superannuation contributions	-109.76	
208	DD1929.	31/10/2016	Rest Superannuation	Superannuation contributions	-227.08	
209	DD1929.	31/10/2016	BT Super For Life	Superannuation contributions	-178.77	
210	DD1929.	31/10/2016	WA Local Government Super Plan	Payroll deductions	-12557.08	
211	DD1929.	31/10/2016	Qsuper	Superannuation contributions	-191.83	
212	DD1929.	31/10/2016	AMP Life Limited	Superannuation contributions	-434.54	
213	DD1929.	31/10/2016	Statewide Superannuation Trust	Superannuation contributions	-178.77	
214	DD1929.	31/10/2016	Kinetic Super	Superannuation contributions	-175.38	
215	DD1929.	31/10/2016	Asgard Ewrap Super Account	Superannuation contributions	-57.25	
216	DD1929.	31/10/2016	MTAA Super	Superannuation contributions	-171.13	
217	DD1929.	31/10/2016	Prime Super	Superannuation contributions	-178.77	
218	DD1929.	31/10/2016	Australian Ethical Superannuation	Superannuation contributions	-1253.53	
219	DD1929.	31/10/2016	St Andrews Retirement Plan	Superannuation contributions	-57.26	
220	DD1929.	31/10/2016	MLC Nominees	Superannuation contributions	-513.99	
221	DD1929.	31/10/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11	
222	DD1929.	31/10/2016	Colonial First State Investments	Superannuation contributions	-37.06	
223	DD1929.	31/10/2016	Concept One Superannuation Plan	Superannuation contributions	-196.52	
224	DD1929.	31/10/2016	Hesta Superannuation	Superannuation contributions	-111.84	

-\$ 986,329.52

Pay date	Nett Paid	Cheque Total	
5/10/2016	\$ 204,728.36	\$3,490.50	1.0%
19/10/2016	\$ 154,798.13	\$982,839.02	72%
Total	\$ 359,526.49	\$ 359,526.49	27%
		Total	\$1,345,856.01
PF	Partially Funded	Local Suppliers	\$497,963.57 37%
R	Reimbursement	Employees	\$ 359,526.49 27%
I	Insurance		
PRB	Partially Reimbursement		
L	Local Supplier		
F	Funded		

10.2.145 MONTHLY FINANCIAL REPORTS – OCTOBER 2016

File Reference:	12.8.1
Disclosure of Interest:	Nil
Applicant:	Nil
Previous Item Nos:	Nil
Date:	16 November 2016
Author:	Nicole Bryant, Manager Finance (Acting)

Attachments

- Monthly Financial Report for the period ended 31 October 2016.

Background

Council is requested to review the October 2016 Monthly Financial Reports.

Summary

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

Comment

The October 2016 Monthly Financial Reports are presented for review.

Consultation

Rhona Hawkins, Executive Manager, Corporate and Community Services (Acting).

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 2016/17 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1116.179 AND OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Wiese

That Council:

Receive the October 2016 Monthly Financial Reports as presented.

CARRIED 9/0

Please Note: it was identified that there was an error contained within the attachment on p77 within the cash and investments table referring to the Department of Transport and this error requires a journal entry be facilitated to correct the matter.

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 OCTOBER 2016

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Statement of Financial Activity by Nature and Type

Statement of Financial Activity by Statutory Reporting Program

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

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
FOR THE PERIOD ENDED 31 OCTOBER 2016

	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	3,834,372	3,834,372	1,305,819	1,360,711	54,892	4%	
Profit on Asset Disposal	11	1,500	1,500	500	0	(500)	(100%)	
Fees and Charges		1,505,220	1,505,220	1,018,533	1,117,944	99,411	9%	
Interest Earnings		182,100	182,100	57,196	53,501	(3,695)	(7%)	
Other Revenue		154,500	154,500	51,496	46,294	(5,202)	(11%)	
Total (Excluding Rates)		5,677,692	5,677,692	2,433,544	2,578,449	144,905		
Operating Expense								
Employee Costs		(4,747,282)	(4,775,020)	(1,622,081)	(1,469,911)	152,170	10%	▼
Materials and Contracts		(3,841,876)	(3,819,138)	(1,316,856)	(1,028,338)	288,518	28%	▼
Utilities Charges		(705,537)	(705,537)	(253,960)	(219,558)	34,402	16%	▼
Depreciation (Non-Current Assets)		(2,299,553)	(2,299,553)	(766,476)	(505,454)	261,022	52%	▼
Interest Expenses		(75,851)	(75,851)	(25,268)	(3,868)	21,400	553%	
Insurance Expenses		(283,943)	(283,943)	(274,734)	(282,403)	(7,669)	(3%)	
Loss on Asset Disposal	11	(306,206)	(306,206)	(102,060)	(33,137)	68,923	208%	▼
Other Expenditure		(4,249,534)	(4,249,534)	(1,469,300)	(118,678)	1,350,622	1138%	▼
Total		(16,509,783)	(16,514,783)	(5,830,735)	(3,661,347)	2,169,388		
Funding Balance Adjustment								
Add Back Depreciation		2,299,553	2,299,553	766,476	505,454	(261,022)	(52%)	▼
Adjust (Profit)/Loss on Asset Disposal	11	304,706	304,706	101,560	33,137	(68,423)	(206%)	▼
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Net Operating (Ex. Rates)		(8,227,832)	(8,232,832)	(2,529,155)	(544,306)	1,984,849		
Capital Revenues								
Grants, Subsidies and Contributions	9	1,721,744	1,721,744	573,908	191,703	(382,205)	(199%)	▼
Proceeds from Disposal of Assets	11	598,145	608,145	112,145	185,931	73,786	40%	▲
Proceeds from New Debentures	13	350,000	350,000	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	1,471,398	1,471,398	6,452	0	(6,452)	(100%)	
Total		4,141,287	4,151,287	692,505	377,634	(314,871)		
Capital Expenses								
Land Held for Resale	10	0	0	0	0	0		
Land and Buildings	11	(1,940,939)	(1,940,939)	0	(352,212)	(352,212)	(100%)	▲
Plant and Equipment	11	(487,000)	(547,000)	(220,000)	(321,806)	(101,806)	(32%)	▲
Furniture and Equipment	11	(74,000)	(69,000)	0	(9,475)	(9,475)	(100%)	▲
Infrastructure Assets - Roads	11	(2,637,621)	(2,720,981)	(27,192)	(235,217)	(208,025)	(88%)	▲
Infrastructure Assets - Footpaths	11	(50,000)	(50,000)	0	0	0		
Infrastructure Assets - Drainage	11	(65,000)	(65,000)	0	0	0		
Infrastructure Assets - Parks & Ovals	11	0	0	0	0	0		
Infrastructure Assets - Townscape	11	0	0	0	0	0		
Infrastructure Assets - Other	11	(975,735)	(975,735)	0	(43,472)	(43,472)	(100%)	▲
Purchase of Investments		0	0	0	0	0		
Repayment of Debentures	13	(221,310)	(221,310)	(28,704)	(7,086)	21,618	305%	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(295,737)	(295,737)	(98,576)	0	98,576	100%	▼
Total		(6,747,342)	(6,885,702)	(374,472)	(969,268)	(594,796)		
Net Capital		(2,606,055)	(2,734,415)	318,033	(591,634)	(909,667)		
Total Net Operating + Capital		(10,833,887)	(10,967,247)	(2,211,122)	(1,135,941)	1,075,181		
Rate Revenue		4,517,811	4,517,811	4,517,810	4,450,925	(66,885)	(2%)	
Opening Funding Surplus(Deficit)		6,316,076	5,860,483	5,860,483	5,860,483	0	0%	
Closing Funding Surplus(Deficit)	3	0	(588,953)	8,167,171	9,175,467	1,008,296		

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 31 OCTOBER 2016

	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	96,100	96,100	32	8,963	8,931	100%	
General Purpose Funding	2,476,134	2,476,134	632,607	665,749	33,142	5%	
Law, Order and Public Safety	35,797	35,797	19,916	15,530	(4,386)	(28%)	
Health	7,500	7,500	4,496	5,103	607	12%	
Education and Welfare	1,307,386	1,327,386	589,331	660,328	70,997	11%	▲
Housing	13,000	13,000	4,328	4,700	372	8%	
Community Amenities	978,119	978,119	832,382	870,136	37,754	4%	
Recreation and Culture	424,355	424,355	161,432	28,172	(133,260)	(473%)	▼
Transport	1,714,688	1,714,688	660,820	366,469	(294,351)	(80%)	▼
Economic Services	249,694	249,694	83,224	104,963	21,739	21%	
Other Property and Services	116,663	116,663	38,884	40,040	1,156	3%	
Total (Excluding Rates)	7,419,436	7,439,436	3,027,452	2,770,152	(257,300)		
Operating Expense							
Governance	(1,707,907)	(1,692,907)	(656,726)	(544,554)	112,172	21%	▼
General Purpose Funding	(177,867)	(177,867)	(60,653)	(68,550)	(7,897)	(12%)	▼
Law, Order and Public Safety	(427,553)	(427,553)	(159,848)	(103,614)	56,234	54%	▼
Health	(194,492)	(194,492)	(69,327)	(44,208)	25,119	57%	▼
Education and Welfare	(5,492,981)	(5,492,981)	(1,853,346)	(427,637)	1,425,709	333%	▼
Housing	(31,874)	(31,874)	(12,722)	(13,807)	(1,085)	(8%)	▼
Community Amenities	(1,435,677)	(1,435,677)	(490,011)	(370,405)	119,606	32%	▼
Recreation and Culture	(2,688,661)	(2,688,661)	(996,352)	(858,121)	138,231	16%	▼
Transport	(3,289,313)	(3,289,313)	(1,099,896)	(883,075)	216,821	25%	▼
Economic Services	(1,025,957)	(1,025,957)	(360,257)	(205,100)	155,157	76%	▼
Other Property and Services	(37,501)	(37,501)	(71,597)	(142,276)	(70,679)	(50%)	▲
Total	(16,509,783)	(16,514,783)	(5,830,735)	(3,661,347)	2,169,388		
Funding Balance Adjustment							
Add back Depreciation	2,299,553	2,299,553	766,476	505,454	(261,022)	(52%)	▼
Adjust (Profit)/Loss on Asset Disposal	304,706	304,706	101,560	33,137	(68,423)	(206%)	▼
Movement in Leave Reserve (Added Back)	0	0	0	0	0		
Net Operating (Ex. Rates)	(6,486,088)	(6,471,088)	(1,935,247)	(352,603)	1,582,644		
Capital Revenues							
Proceeds from Disposal of Assets	598,145	608,145	112,145	185,931	73,786	40%	▲
Proceeds from New Debentures	350,000	350,000	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	1,471,398	1,471,398	6,452	0	(6,452)	(100%)	
Total	2,419,543	2,429,543	118,597	185,931	67,334		
Capital Expenses							
Land and Buildings	(1,940,939)	(1,940,939)	0	(352,212)	(352,212)	(100%)	▲
Plant and Equipment	(487,000)	(547,000)	(220,000)	(321,806)	(101,806)	(32%)	▲
Furniture and Equipment	(74,000)	(69,000)	0	(9,475)	(9,475)	(100%)	
Infrastructure Assets - Roads	(2,637,621)	(2,720,981)	(27,192)	(235,217)	(208,025)	(88%)	▲
Infrastructure Assets - Footpaths	(50,000)	(50,000)	0	0	0		
Infrastructure Assets - Drainage	(65,000)	(65,000)	0	0	0		
Infrastructure Assets - Other	(975,735)	(975,735)	0	(43,472)	(43,472)	(100%)	▲
Repayment of Debentures	(221,310)	(221,310)	(28,704)	(7,086)	21,618	305%	
Transfer to Reserves	(295,737)	(295,737)	(98,576)	0	98,576	100%	▼
Total	(6,747,342)	(6,885,702)	(374,472)	(969,268)	(594,796)		
Net Capital	(4,327,799)	(4,456,159)	(255,875)	(783,337)	(527,462)		
Total Net Operating + Capital	(10,813,887)	(10,927,247)	(2,191,122)	(1,135,940)	1,055,182		
Rate Revenue	4,517,811	4,517,811	4,517,810	4,450,925	(66,885)	(2%)	
Opening Funding Surplus(Deficit)	6,316,076	5,860,483	5,860,483	5,860,483	0	0%	
Closing Funding Surplus(Deficit)	20,000	(548,953)	8,187,171	9,175,468	988,297		

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

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 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.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

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	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	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.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

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.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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.

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.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

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.

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.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

(q) Statement of Objectives (Continued)

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

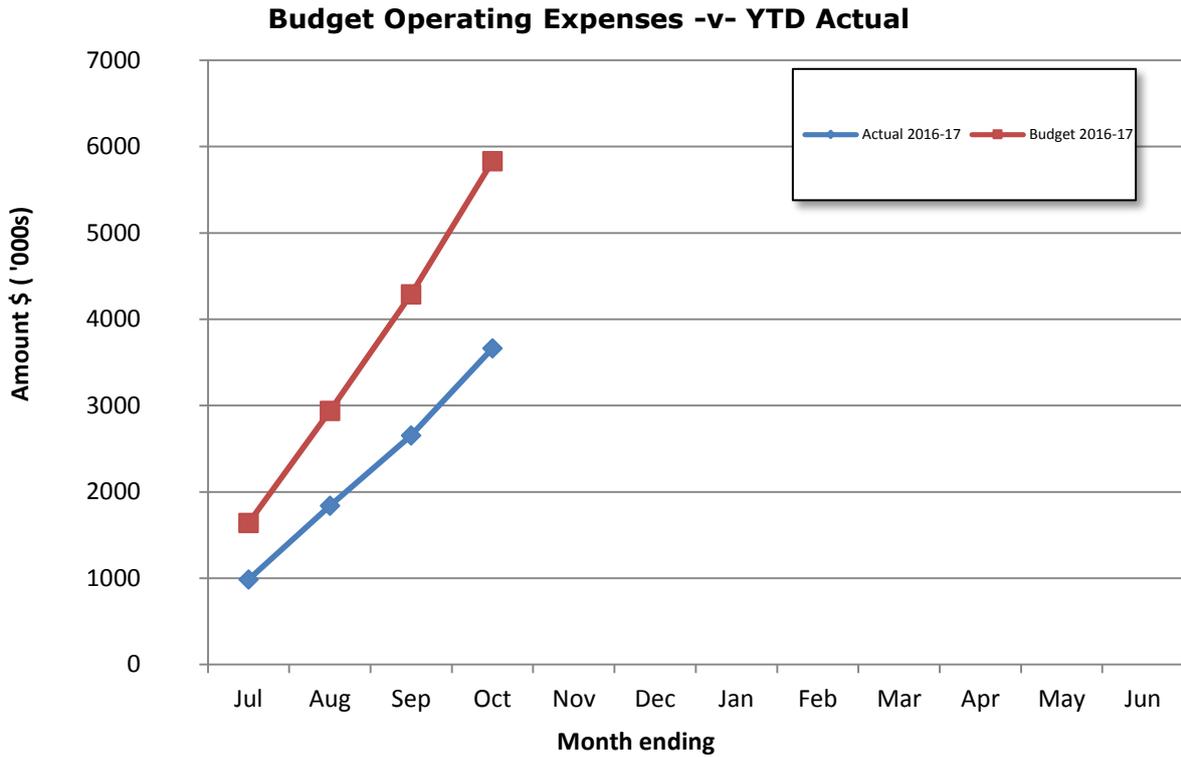
Rural Services, Tourism, Building Control, Economic Development.

OTHER PROPERTY & SERVICES

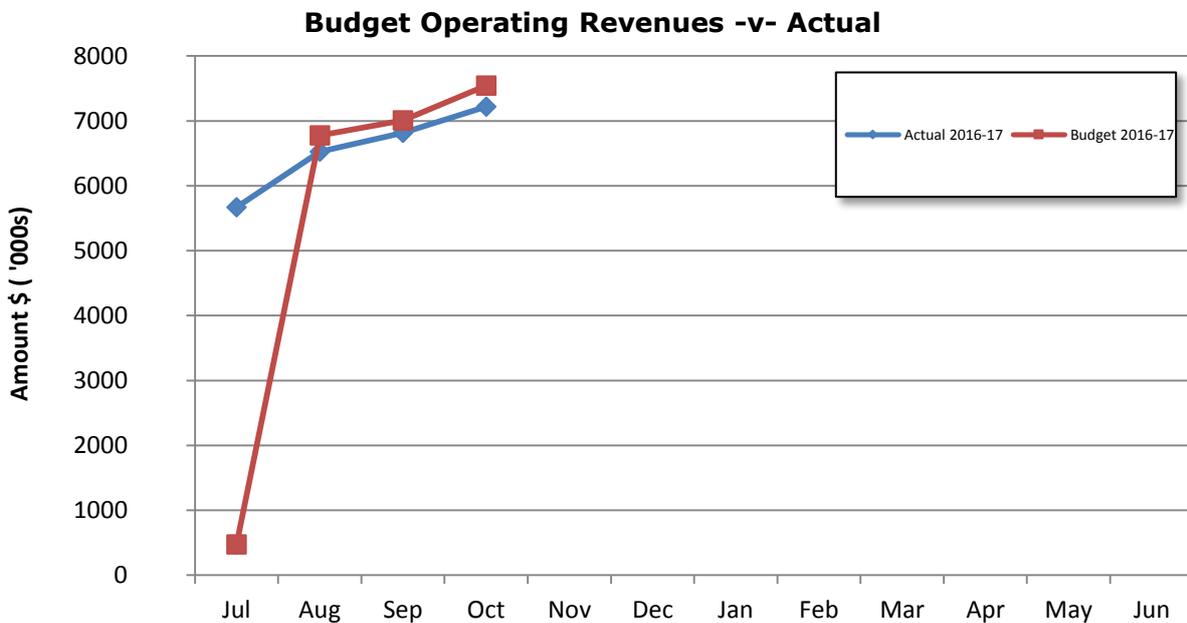
Private Works, Stocks and Miscellaneous Items.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 2 - Graphical Representation - Source Statement of Financial Activity



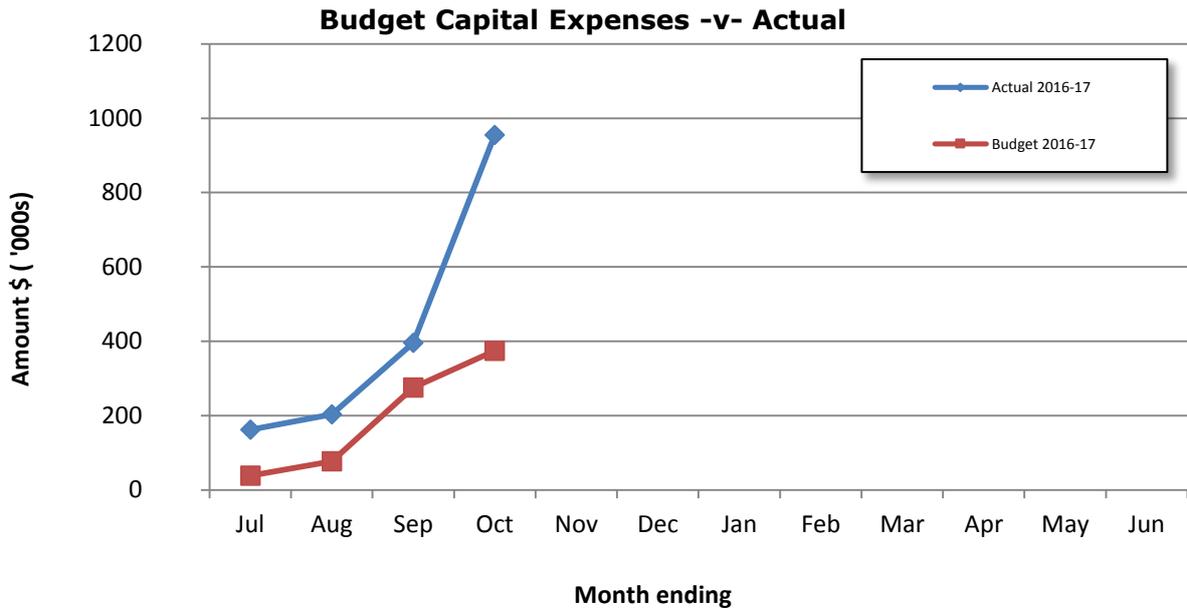
Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 2 - Graphical Representation - Source Statement of Financial Activity

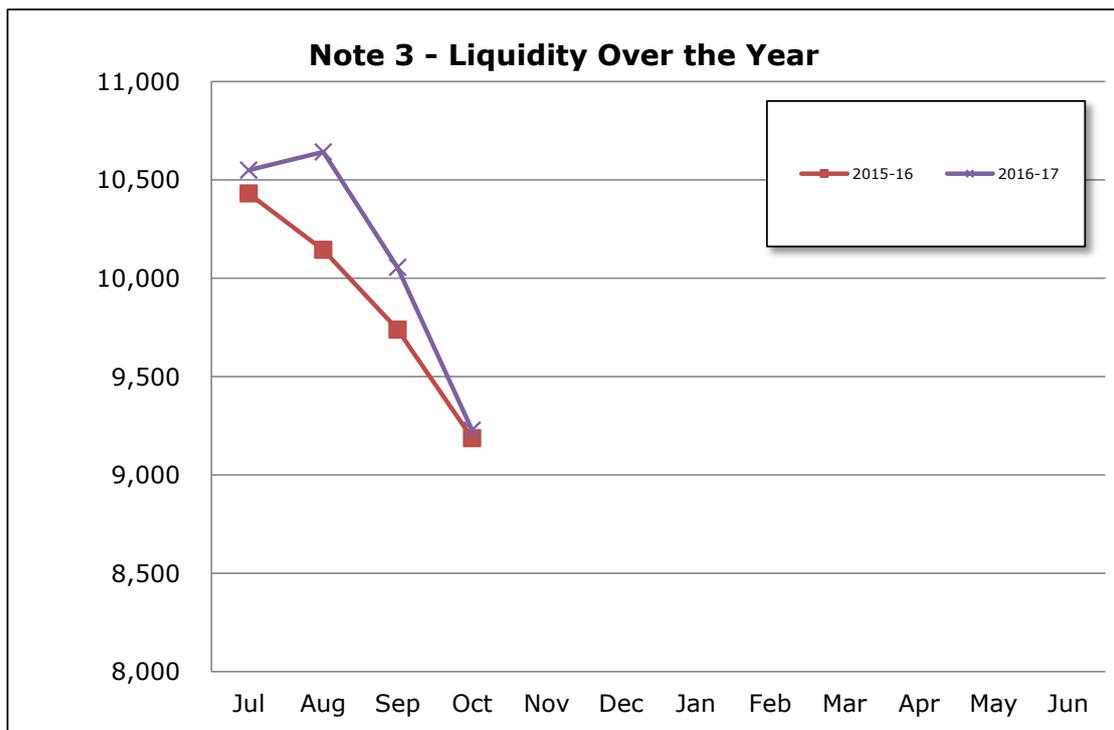


Comments/Notes - Capital Expenses

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 3: SURPLUS/(DEFICIT) POSITION

		Positive=Surplus (Negative=Deficit)		
		31/10/2016	30/09/2016	31/10/2015
Note		This Period	Last Period	Same Period Last Year
		\$	\$	\$
Current Assets				
	Cash Unrestricted	4,415,076	8,840,202	8,346,892
	Cash Restricted	4,187,053	4,187,053	4,167,800
	Receivables - Rates and Rubbish, ESL, Excess Rates	1,691,405	1,907,929	1,119,468
	Receivables -Other	365,311	457,226	442,414
	Inventories	1,199	1,199	0
		14,660,044	15,393,608	14,076,574
Less: Current Liabilities				
	Payables	(860,084)	(765,693)	(599,824)
	Loan Liability	(226,866)	(226,866)	(131,345)
	Provisions	(730,966)	(730,966)	(448,020)
		(1,817,915)	(1,723,525)	(1,179,189)
Net Current Asset Position		12,842,128	13,670,083	12,897,385
Less: Cash Restricted		(4,187,053)	(4,187,053)	(4,167,800)
Add Back: Component of Leave Liability not Required to be funded		368,990	368,990	326,113
Add Back: Current Loan Liability		226,866		131,345
Adjustment for Trust Transactions Within Muni		(23,541)	(23,163)	0
Adjustment for SoN Figures in NCA's		(51,922)	(51,922)	0
Net Current Funding Position		9,175,469	9,776,935	9,187,044



Comments - Net Current Funding Position

The Net Current Funding Position above includes Karinya Grant funds of \$4,006,328. The adjusted position is therefore \$5,169,140.

Note 7 - Receivables Sundry Debtors is overstated which relates to Take Up Balances from the former Shire of Narrogin. This will be rectified next month.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 4: CASH AND INVESTMENTS

	Interest	Unrestricted	Restricted	Trust	Total	Institution	Maturity
	Rate	\$	\$	\$	Amount \$		Date
(a) Cash Deposits							
Municipal Account	1.95%	4,715,711			4,715,711	NAB	On-Call
Old Shire Municipal Funds		108,313			108,313	ANZ	On-Call
Old Shire Term Deposit		118,093			118,093	ANZ	On-Call
Department of Transport		(536,037)			(536,037)		
Cash Floats - Admin		1,200			1,200		
Library		150			150		
Homecare		100			100		
NRLC - Till 1		0			0		
Refuse Site		100			100		
Caravan Park		100			100		
Petty Cash - Admin		300			300		
Library		200			200		
Homecare		350			350		
CATS		240			240		
Reserve Account					0	NAB	
Trust Account	1.50%			90,329	90,329	NAB	On-Call
(b) Term Deposits							
Karinya Grant - Restricted	1.45%	4,006,328	0		4,006,328		
Reserve Term Deposit			4,187,053		4,187,053	NAB	
					0		
					0		
(c) Investments							
Total		8,415,148	4,187,053	90,329	12,692,529		

Comments/Notes - Investments

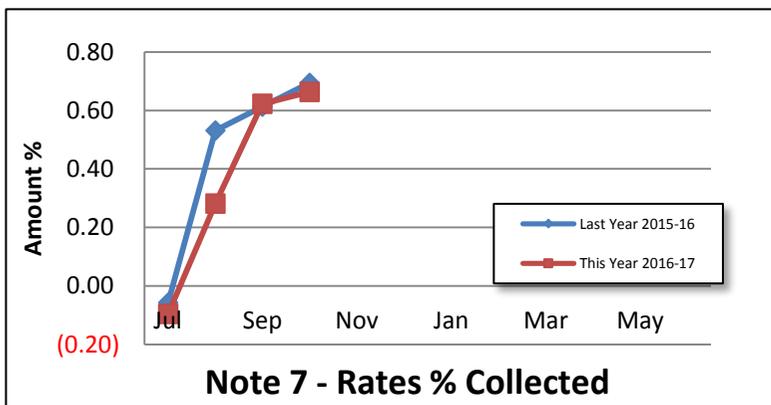
Unrestricted Cash in Note 3 = \$8,415,076 so there is an imbalance of \$72 which relates to BCITF Levy.
Some modifications need to be made to our software to rectify this matter which will be completed by next month.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

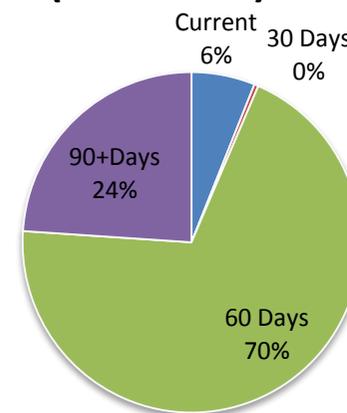
	Current 31/10/16	
	\$	
Previous Year	409,938	
Rates Levied this year (YTD)	4,510,697	(Note 8)
Movement in Excess Rates	(59,772)	
Domestic Refuse Collection Charges	445,265	
Domestic Services (Additional)	3,655	
Commercial Collection Charge	42,460	
Commercial Collection Charge (Additional)	45,790	
Total Rates and Rubbish (YTD)	4,988,095	
<u>Less Collections to date</u>	<u>(3,579,864)</u>	
Equals Outstanding	1,818,169	
Net Rates Collectable		
% Collected	66.32%	
Pensioner Deferred Rates	(121,445)	
Pensioner Deferred ESL	(5,319)	
	(126,764)	
Total Rates and Rubbish, ESL, Excess Rates	1,691,405	(Note 3)



Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	18,515	1,200	211,972	72,944
Total Outstanding				304,631
Amounts shown above include GST (where applicable)				
Rates Pensioner Rebate Claims				17,415
GST Input				94,584
Provision For Doubtful Debts				<u>(60,388)</u>
Total Receivables - Other (Note 3)				356,242

**Note 7 - Accounts Receivable
(non-rates)**



Comments/Notes - Receivables Rates and Rubbish

Comments/Notes - Receivables General

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2016

Note 8: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
General Rate											
UV	0.005693	367	165,526,000	942,340		0	942,340	942,340		0	942,340
Sub-Totals		2,119	195,000,352	3,957,983	0	0	3,957,983	3,957,983	0	0	3,957,983
Minimum Payment	Minimum \$										
GRV											
Urban	1041.00	442	4,554,640	460,122	0	0	460,122	460,122	0	0	460,122
Rural	643.00	35	276,139	22,505	0	0	22,505	22,505	0	0	22,505
UV	643.00	109	8,376,100	70,087	0	0	70,087	70,087	0	0	70,087
Sub-Totals		586	13,206,879	552,714	0	0	552,714	552,714	0	0	552,714
Total Rates Levied (Note 7)							4,510,697				4,510,697
Discounts							0				0
Rates Adjustments							0				0
Movement in Excess Rates							(59,772)				0
Amount from General Rates							4,450,925				4,510,697
Ex Gratia Rates							0				7,114
Specified Area Rates							0				0
Totals							4,450,925				4,517,811

Comments - Rating Information

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
RATES - Reimbursement of Debt Collection Costs (Inc GST)			0		0	(62)	62
RATES - Reimbursement of Debt Collection Costs (Exc GST)		Yes	(18,000)		(18,000)	(27,089)	9,089
GENGRANT - Financial Assistance Grant - General	Grants Commission (Untied)	Yes	(1,689,730)		(1,689,730)	(421,411)	(1,268,320)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(561,404)		(561,404)	(140,450)	(420,955)
MEMBERS							
MEMBERS - Reimbursements	Reimbursements		0		0	(164)	164
OTHGOV - Contributions & Donations	Reimbursements		0		0	(596)	596
OTHER GOVERNANCE							
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)		(5,000)	(7,696)	2,696
OTHGOV - Grant Funding - Council		Yes	(91,000)		(91,000)	0	(91,000)
OTHGOV - Grant Funding - Council			0		0	0	0
LAW, ORDER, PUBLIC SAFETY							
FIRE - Reimbursements	FESA (SES)	Yes	(50)		(50)	0	(50)
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(1,730)		(1,730)	990	(2,720)
ESL - Bush Fires Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(13,617)		(13,617)	(3,477)	(10,140)
EDUCATION & WELFARE							
HACC - Recurrent Grant Funding	Dept. of Heath & Ageing		(828,371)		(828,371)	(462,439)	(365,932)
HACC - Contributions & Donations	Dept. of Heath & Ageing	Yes	(1,000)		(1,000)	0	(1,000)
HACC - Other Grants			0		0	0	0
CHCP - Recurrent Grant Funding	Dept. of Heath & Ageing	Yes	(86,505)		(86,505)	(23,953)	(62,552)
CHCP - Reimbursements			0		0	0	0
CHSP - Recurrent Grant Funding		Yes	(207,645)		(207,645)	(105,380)	(102,265)
AGEDSNRS - Reimbursements	Reimbursements	Yes	(500)		(500)	(165)	(335)
AGEDOTHER - PATS Voucher Income		Yes	(2,000)		(2,000)	(183)	(1,817)
AGEDOTHER - CATS Contributions & Donations (inc GST)	Dept. of Veterans Affairs/CATS	Yes	(2,000)		(2,000)	0	(2,000)
	Travel Rebate						
AGEDOTHER - CATS Contributions & Donations (inc GST)	Donations		0		0	(2,045)	2,045

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
AGEOTHER - Commonwealth Carers Respite Fees & Charges	Fees		0		0	0	0
AGEOTHER - Juniper Community Income	Juniper Community Income	Yes	(24,000)		(24,000)	(3,510)	(20,490)
AGEDOTHER - Grant Funding			0		0	0	0
AGEDOTHER - Aged Friendly Communities Regional Grant			0		0	(3,030)	3,030
WELFARE - Contributions & Donations	Donations		0		0	0	0
WELFARE - Grants	Donations		0		0	0	0
WELFARE - Grants	Donations	Yes	(24,000)		(24,000)	0	(24,000)
COMMUNITY AMENITIES							
SAN - Reimbursements		Yes	(3,000)		(3,000)	0	(3,000)
RECREATION AND CULTURE							
HALLS - Reimbursements	Reimbursements	Yes	(440)		(440)	135	(575)
NRRC - Pool Subsidy	Dept Sport and Recreation	Yes	(30,000)		(30,000)	0	(30,000)
NRRC - Reimbursements	Reimbursements	Yes	(1,000)		(1,000)	(33)	(967)
REC - Grants - Kids Sports	Dept Sport and Recreation		0		0	0	0
REC - Grants - Regional Talent Program	Dept Sport and Recreation		0		0	0	0
REC - Reimbursements - Other Recreation	Reimbursements	Yes	(61,980)		(61,980)	(181)	(61,799)
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	(274,460)		(274,460)	0	(274,460)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)		(500)	0	(500)
LIB - Contributions & Donations		Yes	(5,000)		(5,000)	0	(5,000)
LIB - Contributions & Donations	Reimbursements		0		0	(0)	0
LIB - Grant - Regional Library Services	State Government		0		0	0	0
LIB - Other Grants			0		0	0	0
HERITAGE - Contributions & Donations			0		0	(1,026)	1,026
OTHCUL - Grants - Other Culture			0		0	0	0
OTHCUL - Grants - Other Culture			0		0	0	0
TRANSPORT							
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(474,014)		(474,014)	(189,606)	(284,408)
ROADC - Roads to Recovery Grant	Roads to Recovery	Yes	(626,041)		(626,041)	(52)	(625,989)

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
ROADC - Flood Damage Income	Roads to Recovery	Yes	(323,229)		(323,229)	0	(323,229)
ROADM - Direct Road Grant (MRWA)	Main Roads WA (Direct/Lights)	Yes	(133,900)		(133,900)	(133,900)	0
ROADM - Street Lighting Subsidy	Main Roads WA (Direct/Lights)	Yes	(5,000)		(5,000)	0	(5,000)
ROADM - Reimbursements	Main Roads WA (Direct/Lights)	Yes	0		0	(618)	618
ECONOMIC SERVICES							
TOUR - Reimbursements (Exc GST)	Reimbursements		0		0	(3,750)	3,750
ECONOM - Reimbursements	Reimbursements	Yes	(1,000)		(1,000)	0	(1,000)
OTHER PROPERTY AND SERVICES							
PWO - Other Reimbursements	Reimbursements	Yes	0		0	(461)	461
POC - Fuel Tax Credits Grant Scheme	Reimbursements	Yes	(40,000)		(40,000)	0	(40,000)
ADMIN - Reimbursements	Reimbursements	Yes	0		0	(333)	333
ADMIN - Reimbursements (No GST)	Reimbursements	Yes	0		0	(72)	72
SAL - Reimbursement - Workers Compensation	Reimbursements	Yes	0		0	(1,857)	1,857
TOTALS			(5,556,116)	0	(5,556,116)	(1,552,413)	(4,003,703)

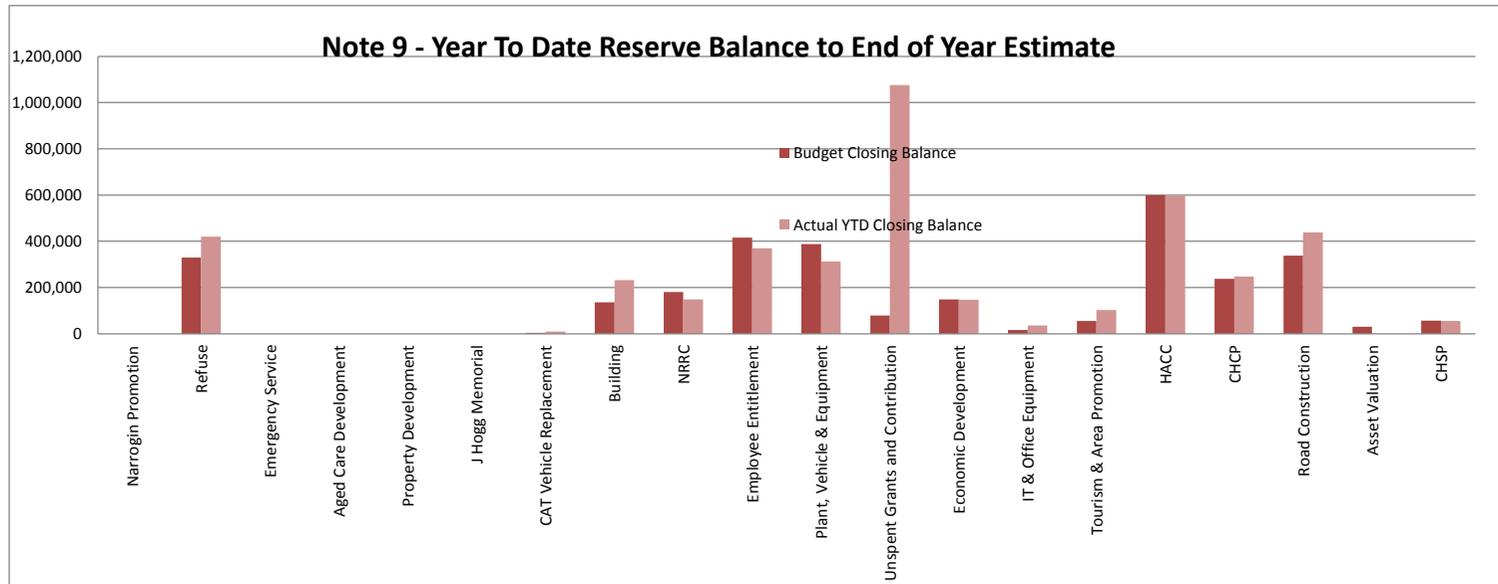
Comments - Grants and Contributions

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

**SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016**

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	420,327	7,336	0	0	0	98,000	0		329,663	420,327
Emergency Service	0	0	0	0	0	0	0		0	0
Aged Care Development	0	0	0	0	0	0	0		0	0
Property Development	0	0	0	0	0	0	0		0	0
J Hogg Memorial	0	0	0	0	0	0	0		0	0
CAT Vehicle Replacement	9,001	157	0	0	0	5,500	0		3,658	9,001
Building	231,855	4,047	0	50,000	0	150,000	0		135,902	231,855
NRRC	147,890	2,581	0	30,000	0	0	0		180,471	147,890
Employee Entitlement	368,990	6,440	0	40,737	0	0	0		416,167	368,990
Plant, Vehicle & Equipment	312,879	5,461	0	70,000	0	0	0		388,340	312,879
Unspent Grants and Contribution	1,075,830	18,777	0	0	0	1,016,155	0		78,452	1,075,830
Economic Development	146,190	2,551	0	0	0	0	0		148,741	146,190
IT & Office Equipment	35,071	612	0	0	0	20,000	0		15,683	35,071
Tourism & Area Promotion	102,638	1,791	0	0	0	50,000	0		54,429	102,638
HACC	597,360	11,314	0	0	0	10,000	0		598,674	597,360
CHCP	246,487	4,690	0	0	0	14,000	0		237,177	246,487
Road Construction	437,336	7,633	0	0	0	107,743	0		337,226	437,336
Asset Valuation	0	0	0	30,000	0	0	0		30,000	0
CHSP	55,198	1,610	0	0	0	0	0		56,808	55,198
	4,187,052	75,000	0	220,737	0	1,471,398	0		3,011,391	4,187,052



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Actual				Disposals	Current Budget This Year					
Cost	Accum Depr	Proceeds	Profit (Loss)		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
				OTHGOV - Proceeds on Disposal of Assets						
42,000	702	39,091	(2,207)	Proceeds on Disposal - CEO Vehicle	38,000	38,000	0	39,090.91	39,091	▲
31,000	781	21,995	(8,224)	Proceeds on Disposal - DCCS Vehicle	27,500	27,500	0	21,994.75	21,995	▲
				HACC - Proceeds on Disposal of Assets						
0	0	0	0	Proceeds on Disposal - Toyota Altise 839	10,000	10,000	0	0.00	0	↑↑↑
				AGEDOTHER - Proceeds on Disposal of Assets						
0	0	0	0	Proceeds on Disposal - NGN219 CATS Vehicle	14,000	14,000	0	0.00	0	↑↑↑
10,000	0	8,000	(2,000)	Proceeds on Disposal - Renault Kangoo X76 MY07	0	10,000	10,000	8,000.00	(2,000)	▼
				PLAN - Proceeds on Disposal of Assets						
28,000	706	20,909	(6,385)	Proceeds on Disposal - EMDRS Vehicle	25,000	25,000	0	20,909.09	20,909	▲
				PLANT - Proceeds on Disposal of Assets						
45,922	2,084	43,636	(202)	Proceeds on Disposal - ON0 EMTRS Vehicle	43,600	43,600	43,600	43,636.36	36	▲
38,200	1,901	34,545	(1,754)	Proceeds on Disposal - N001 MO Vehicle	34,545	34,545	34,545	34,545.45	0	▲
0	0	0	0	Proceeds on Disposal - Tipper Ute NGN97	10,000	10,000	10,000	0.00	(10,000)	▼
				BUILD - Proceeds on Disposal of Assets						
15,000	315	5,627	(9,058)	Proceeds on Disposal - Library Vehicle	15,000	15,000	0	5,626.73	5,627	▲
				ECONOM - Proceeds on Disposal of Assets						
			0	ECONOM - Proceeds on Disposal	350,000	350,000	0	0.00	0	↑↑↑
				ADMIN - Proceeds on Disposal of Assets						
16,200	408	12,128	(3,664)	Proceeds of Disposal - 002 NGN MF Vehicle	16,500	16,500	0	12,127.82	12,128	▲
0		0	0	Proceeds on Disposal - NGN0 MLC Vehicle	14,000	14,000	14,000	0.00	(14,000)	▼
				COMMUNITY - Proceeds on Disposal of Assets						
0	0	0	0		0	0	0	0.00	0	↑↑↑
226,322	6,897	185,931	(33,494)	Totals	598,145	608,145	112,145	185,931.11	73,786	

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	1,940,939	1,940,939	0	352,212	352,212	▲
				Property, Plant & Equipment						
0	0	0	0	Plant & Equipment	487,000	547,000	220,000	321,806	101,806	▲
0	0	0	0	Furniture & Equipment	74,000	69,000	0	9,475	9,475	▲
				Infrastructure						
0	0	0	0	Roads	2,637,621	2,720,981	27,192	235,217	208,025	▲
0	0	0	0	Footpaths	50,000	50,000	0	0	0	↑↑↑
0	0	0	0	Drainage	65,000	65,000	0	0	0	↑↑↑
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	975,735	975,735	0	43,472	43,472	▲
0	0	0	0	Totals	6,230,295	6,368,655	247,192	962,181	714,989	

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)	311,000	311,000	0	332,322	332,322	▲
			0	Building Renovation Administration	405,500	405,500	0	3,452	3,452	▲
				ANIMAL - Building (Capital)						
			0	Animal Pound Building (Capital)	15,000	15,000	0	1,818	1,818	▲
				WELFARE - Building (Capital)						
			0	Disability Toilet - Changing Places	96,000	96,000	0	0	0	↑↑↑
				STF HOUSE - Building (Capital)						
			0	Staff Housing Building (Capital)	20,000	20,000	0	0	0	↑↑↑
				HALLS - Building (Capital)						
			0	Town Hall (Federal St) Building Capital	72,500	72,500	0	0	0	↑↑↑
				NRRC - Building (Capital)						
			0	NRRC Building (Capital)	50,000	50,000	0	0	0	↑↑↑
				LIB - Building (Capital)						
			0	Library Building (Capital)	60,000	60,000	0	12,830	12,830	▲
				HERITAGE - Building (Capital)						
			0	Museum Building (Capital)	20,000	20,000	0	0	0	↑↑↑
				TOUR - Building (Capital)						
			0	Caravan Park Campers Kitchen Building Capital	18,000	18,000	0	0	0	↑↑↑
			0	Accommodation Units (NCP)	350,000	350,000	0	1,790	1,790	▲
			0	Caravan Park Renovations	92,939	92,939	0	0	0	↑↑↑
				ECONOM - Building (Capital)						
			0	Purchase of Land	350,000	350,000	0	0	0	↑↑↑
				ADMIN - Building (Capital)						
			0	Old Shire Office Building Capital	80,000	80,000	0	0	0	↑↑↑
0	0	0	0	Totals	1,940,939	1,940,939	0	352,212	352,212	

Contributions				Plant & Equipment	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$	\$	\$	\$		
				OTHGOV - Capital Plant & Equipment						
			0	1NGN CEO Vehicle	50,000	50,000	0	53,054	53,054	▲
			0	ONGN DCCS Vehicle	38,000	38,000	0	33,927	33,927	▲
				HACC - Plant & Equipment (Capital)						
			0	NGN839 CHCP Vehicle	24,000	24,000	0	0	0	↑↑↑
			0	NGN11555 Volkswagen Caddy Trendline 2016	0	60,000	60,000	52,001	(7,999)	▼
				AGEDOTHER - Plant & Equipment (Capital)						
			0	NGN219 CATS Vehicle	24,000	24,000	0	0	0	↑↑↑
				PLAN - Plant & Equipment						
			0	NGN00 EMDRS Vehicle 2016	38,000	38,000	0	36,527	36,527	▲
				NRRC - Plant & Equipment (Capital)						
			0	NRRC Airconditioner	70,000	70,000	0	0	0	↑↑↑
				ROADC - Plant & Equipment (Capital)						
			0	Depot Security Upgrade	15,000	15,000	0	12,265	12,265	▲
				PLANT - Plant & Equipment (Capital)						
			0	Bobcat Stump Grinder	13,000	13,000	0	11,300	11,300	▲
			0	ON0 EMTRS Vehicle 2016	38,000	38,000	38,000	33,927	(4,073)	▼
			0	NO01 MO Vehicle 2016	52,000	52,000	52,000	52,195	195	▲
			0	Tipper Truck 3 Tonne	45,000	45,000	45,000	0	(45,000)	▼
				BUILD - Plant & Equipment						
			0	Utility Building Surveyor 2016	30,000	30,000	0	18,918	18,918	▲
				ADMIN - Plant and Equipment (Capital)						
			0	002 NGN MF Vehicle 2016	25,000	25,000	0	17,691	17,691	▲
				COMMUNITY - Plant & Equipment (Capital)						
			0	NGN 0 MLC Vehicle 2016	25,000	25,000	25,000	0	(25,000)	▼

0	0	0	0	Totals	487,000	547,000	220,000	321,806	101,806
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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 Corporate Software Upgrade & Server	50,000	45,000	0	3,191	3,191	▲
			0	CHCP - Furniture & Equipment (Capital) Mobile Works Solution (HACC)	10,000	10,000	0	0	0	↑↑↑
			0	LIB - Furniture & Equipment (Capital) Library Front Counter	8,000	8,000	0	0	0	↑↑↑
			0	TOUR - Furniture & Equipment (Capital) Clothes Drier (NCP)	6,000	6,000	0	6,284	6,284	▲
0	0	0	0	Totals	74,000	69,000	0	9,475	9,475	

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			0	Furnival Street - Renewal (Local)	87,356	87,356	27,192	739	(26,453)	▼
0			0	Fox Street	25,745	25,745	0	0	0	↑↑↑
0			0	Havelock Street	39,576	39,576	0	0	0	↑↑↑
0			0	Hansard Street - Renewal (Local)	31,764	31,764	0	0	0	↑↑↑
0			0	Lock Street - Renewal (Local)	29,444	29,444	0	0	0	↑↑↑
0			0	May Street - Renewal (Local)	12,133	12,133	0	0	0	↑↑↑
0			0	Butler Street - Renewal (Local)	14,675	14,675	0	0	0	↑↑↑
0			0	Eston Street - Renewal (Local)	9,345	9,345	0	0	0	↑↑↑
0			0	Narrakine Road - Renewal (Local)	25,227	25,227	0	1,675	1,675	▲
0			0	Rushy Pool Road - Renewal (R2R)	64,526	64,526	0	0	0	↑↑↑
0			0	Birdwhistle Road - Renewal (Local)	32,263	32,263	0	0	0	↑↑↑
0			0	Chomley Road - Renewal (Local)	73,127	73,127	0	0	0	↑↑↑
0			0	Highbury East Road - Renewal	105,950	105,950	0	0	0	↑↑↑
0			0	Highbury West Road - Renewal	112,552	112,552	0	0	0	↑↑↑
0			0	Borgas Road	13,695	13,695	0	0	0	↑↑↑
0			0	Wangeling Gully Road - Renewal (Local)	35,768	35,768	0	0	0	↑↑↑
0			0	Graham Road - Renewal (Local)	45,405	45,405	0	0	0	↑↑↑
0			0	McDougall Road - Renewal (Local)	51,042	51,042	0	0	0	↑↑↑
0			0	Quarry Road - Renewal (Local)	40,420	40,420	0	0	0	↑↑↑
0			0	Cannell Road - Renewal (Local)	18,255	18,255	0	0	0	↑↑↑
0			0		0	0	0	0	0	↑↑↑
				ROADC - Roads (Capital) - Roads to Recovery						
0			0	Fairway Street - Renewal (R2R)	74,349	74,349	0	118	118	▲
0			0	Clayton Road - Renewal (R2R)	72,483	72,483	0	5,657	5,657	▲
0			0	Dongolocking Road - Renewal (R2R)	156,009	156,009	0	0	0	↑↑↑
0			0	Narrogin Valley Road - Renewal (R2R)	190,529	190,529	0	1,573	1,573	▲
0			0	Narrakine Road South - Renewal (R2R)	133,990	133,990	0	680	680	▲
0			0		0	0	0	0	0	↑↑↑
				ROADC - Roads (Capital) - Regional Road Group						
0			0	Forrest Street - Renewal (RRG)	0	0	0	395	395	▲
0			0	Federal Street - Renewal (RRG)	210,885	210,885	0	199,675	199,675	▲
0			0	Tarwonga Road - Renewal (RRG)	178,950	262,310	0	23,875	23,875	▲

			0	Narrogin-Harrismith Road - Renewal (RRG)	79,740	79,740	0	592	592	▲
			0	Wandering-Narrogin Road - Renewal (RRG)	241,446	241,446	0	237	237	▲
				ROADC - Roads (Capital) - Flood Damage						
			0	Chomley Road - Flood Damage	32,585	32,585	0	0	0	↑↑↑
			0	Highbury West Road - Flood Damage	44,233	44,233	0	0	0	↑↑↑
			0	Narrakine Road South - Flood Damage	95,741	95,741	0	0	0	↑↑↑
			0	Warren Road - Flood Damage	50,322	50,322	0	0	0	↑↑↑
			0	Manning Road - Flood Damage	40,753	40,753	0	0	0	↑↑↑
			0	Hyde Road - Flood Damage	11,162	11,162	0	0	0	↑↑↑
			0	Groves Road - Flood Damage	26,093	26,093	0	0	0	↑↑↑
			0	Graham Road - Flood Damage	96,510	96,510	0	0	0	↑↑↑
			0	Jones Road - Flood Damage	33,573	33,573	0	0	0	↑↑↑
				ROADC - Roads (Capital) - Flood Damage						
			0		0	0	0	0	0	↑↑↑
0	0	0	0	Totals	2,637,621	2,720,981	27,192	235,217	208,025	

Contributions				Footpaths	Current Budget						
Grants	Reserves	Borrowing	Total		This Year						
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over		
\$	\$	\$	\$		\$	\$	\$	\$	\$		
			0	ROADC - Footpaths (Capital)							
			0	Mokine St - Footpath Construction	10,000	10,000	0	0	0	0	↑↑↑
				Footpaths (Capital) - (SPARE)	40,000	40,000	0	0	0	0	↑↑↑
0	0	0	0	Totals	50,000	50,000	0	0	0	0	

Contributions				Drainage	Current Budget						
Grants	Reserves	Borrowing	Total		This Year						
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over		
\$	\$	\$	\$		\$	\$	\$	\$	\$		
			0	ROADC - Drainage (Capital)							
			0	Drainage Works	50,000	50,000	0	0	0	0	↑↑↑
				Drainage - Federal Street	15,000	15,000	0	0	0	0	↑↑↑
0	0	0	0	Totals	65,000	65,000	0	0	0	0	

Contributions				Other Infrastructure	Current Budget				
					This Year				
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$		\$	\$	\$	\$	\$
			0	ANIMAL - Infrastructure Other (Capital)					
				Animal Pound Exercise Area	5,000	5,000	0	0	0 ↑↑↑
			0	AGEDOTHER - Infrastructure Other (Capital)					
				Aged Disability Access Upgrade	0	0	0	0	0 ↑↑↑
			0	SAN - Infrastructure Other (Capital)					
				Refuse Site Transfer Station	148,000	148,000	0	0	0 ↑↑↑
			0	SEW - Infrastructure Other (Capital)					
				Waste Water Treatment Facility	50,000	50,000	0	0	0 ↑↑↑
			0	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities					
				Cemetery Upgrade	110,000	110,000	0	0	0 ↑↑↑
			0	HALLS - Infrastructure Other (Capital)					
				Town Hall Outdoor Furniture	0	0	0	0	0 ↑↑↑
			0	NRRC - Infrastructure Other (Capital)					
				NRRC Infrastructure Other (Capital)	28,000	28,000	0	0	0 ↑↑↑
			0	REC - Infrastructure Parks & Gardens (Capital)					
				Cricket Practice Nets (Clayton Road Oval)	10,000	10,000	0	4,006	4,006 ▲
				Clayton Road Oval - Replace Fencing	10,000	10,000	0	10,022	10,022 ▲
			0	REC - Infrastructure Other (Capital)					
				Sydney Hall Way - Playground Equipment	15,000	15,000	0	0	0 ↑↑↑
				Jersey Park - Playground Equipment	45,000	45,000	0	0	0 ↑↑↑
				Yale Park - Playground Equipment	15,000	15,000	0	0	0 ↑↑↑
				Town Clock	10,000	10,000	0	0	0 ↑↑↑
				Railway Dam	10,000	10,000	0	3,204	3,204 ▲
				Skate Park Design and Plan	5,125	5,125	0	5,638	5,638 ▲
				Skate Park Construction	408,460	408,460	0	0	0 ↑↑↑
				Drainage - Highbury Tennis Courts	10,000	10,000	0	6,476	6,476 ▲
			0	ROADC - Infrastructure Other (Capital)					
				Street Furniture	12,000	12,000	0	18	18 ▲
			0	TOUR - Infrastructure Other (Capital)					
				NCP Infrastructure Upgrade	24,000	24,000	0	12,746	12,746 ▲
				Banner Poles	60,150	60,150	0	1,364	1,364 ▲
0	0	0	0	Totals	975,735	975,735	0	43,472	43,472

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 12: TRUST FUND

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-16	Amount Received	Amount Paid	Closing Balance 31-Oct-16
	\$	\$	\$	\$
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Councillor Nomination Fees	0	1,120	(1,040)	80
Cultural Development	0	0	0	0
Public Open Space Bonds	72,599	0	0	72,599
Trust Other	500	0	0	500
BSL Levy	0	9,995	0	9,995
BCITF Levy	0	13,546	0	13,546
Crossover/Footpath	15,250	0	(2,000)	13,250
Town Hall Facility Bonds	3,450	1,000	(550)	3,900
Musical Society	0	0	0	0
Narrogin Abattoir Committee	0	0	0	0
Meat Inspection	0	0	0	0
	91,799	25,661	(3,590)	113,870

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2016

Note 13: INFORMATION ON BORROWINGS

Debt Repayments	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016-17 Budget	2016-17 Actual	2016-17 Budget	2016-17 Actual	2016-17 Budget	2016-17 Actual	2016-17 Budget	2016-17 Actual
		\$	\$	\$	\$	\$	\$	\$	\$
Governance									
Loan 125 - Corporate Software & Server Upgrade	92,381	0	0	45,428	0	46,953	92,381	3,289	133
Loan 128 - Administration Building Upgrade	450,000	0	0	39,784	0	410,216	450,000	14,896	(758)
Recreation & Culture									
Loan 49 - Narrogin Regional Leisure Centre (*)	9,972	0	0	9,972	0	0	9,972	322	0
Loan 121B - Narrogin Regional Leisure Centre	357,441	0	0	43,526	7,086	313,915	350,355	20,961	3,840
Loan 126 - Town Hall Renovations	207,950	0	0	26,411	0	181,539	207,950	9,126	52
Transport									
Loan 51 - Shire Depot (*)	67,621	0	0	32,617	0	35,004	67,621	4,767	0
Economic Services									
Loan 124 - Commercial Property	40,341	0	0	13,854	0	26,487	40,341	14,863	178
Loan 127 - Industrial Land Purchase	150,543	0	0	9,718	0	140,825	150,543	7,627	422
Loan 129 - Accommodation Units	0	350,000	0	0	0	350,000	0	0	0
	1,376,249	350,000	0	221,310	7,086	1,504,939	1,369,163	75,851	3,867

(*) Loan was transferred to the Shire on 1 July 2016 as a result of the merger.

(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.

10.2.146 2015/16 ANNUAL FINANCIAL STATEMENTS, INDEPENDENT AUDIT REPORT AND MANAGEMENT LETTER

File Reference:	12.2.1
Disclosure of Interest:	Nil
Applicant:	Nil
Previous Item Nos:	Nil
Date:	16 November 2016
Author:	Rhona Hawkins, Executive Manager Corporate and Community Services (Acting)

Attachments

- 2015/16 Annual Financial Statements
- Independent Audit Report
- Management Letter

Summary

Council is requested to adopt the 2015/16 Annual Financial Statements as audited by our Auditors, Anderson, Munro and Wyllie. A number of recommendations are also contained in the Management Letter for Council's consideration.

Background

Council's Auditors, Anderson, Munro and Wyllie conducted an onsite audit on 18 and 19 October 2016 with the official signing off of the audit taking place on 17 November 2016.

Comment

The audit revealed very minor issues in relation to the calculation of long service leave and highlighted the fact three (3) employees are overdue for the long service leave.

These matters will be discussed with the Audit Committee and the relevant department Manager.

Council is required to adopt the Annual Financial Statements and to hold an Annual Electors Meeting within fifty six (56) days of adopting the financial statements. It is therefore proposed that Council hold its Annual Electors Meeting immediately prior to the December Ordinary Council to be held on 20 December 2016.

It is also a requirement to hold an Audit Committee meeting with the Auditors to discuss the following items:

- 2015/16 Annual Financial Report,
 - 2015/16 Independent Audit Report,
 - Action plan to address matters raised in the Auditor's Management letter,
- The Town's 2015/16 Annual Financial Statements is attached to this report.

Consultation

- Aaron Cook, Chief Executive Officer
- Nicole Bryant, Manager Finance (Acting)
- Michael St. John, Audit Manager

Statutory Environment

Local Government Act 1995

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.*

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.*
- (2) The annual report is to contain —*
 - (a) a report from the mayor or president; and*
 - (b) a report from the CEO; and*
 - [(c), (d) deleted]*
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) the financial report for the financial year; and*
 - (g) such information as may be prescribed in relation to the payments made to employees; and*
 - (h) the auditor's report for the financial year; and*
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) the number of complaints recorded in the register of complaints; and*
 - (ii) how the recorded complaints were dealt with; and*
 - (iii) any other details that the regulations may require;**and*
 - (i) such other information as may be prescribed.*

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

5.55. *Notice of annual reports*

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER/COMMITTEE RECOMMENDATION

That Council:

1. Accept the Town's audited 2015/16 Annual Financial Statements as presented,
2. Accept the 2015/16 Independent Audit Report,
3. Endorses the proposed actions to address the issues raised in the Auditor's 2015/16 Management Letter,
4. Hold the Shire's Annual Electors Meeting at 5:00 pm on 20 December 2016.

COUNCIL RESOLUTION 1116.180

Moved: Cr Wiese

Seconded: Cr Seale

That Council:

1. Accept the Town's audited 2015/16 Annual Financial Statements and Draft Annual Report as presented,
2. Accept the 2015/16 Independent Audit Report,
3. Endorses the proposed actions to address the issues raised in the Auditor's 2015/16 Management Letter,
4. Hold the Shire's Annual Electors Meeting at 5:00 pm on 20 December 2016.

**CARRIED 9/0
By Absolute Majority**

Please Note: reason for the change was to include the Draft Annual Budget in point 1.

TOWN OF NARROGIN
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

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Principal place of business:
89 Earl Street
Narrogin WA 6312

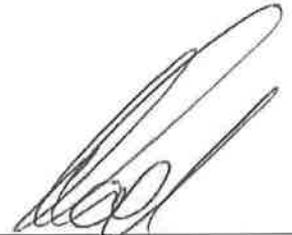
**TOWN OF NARROGIN
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Town being the annual financial report and other information for the financial year ended 30 June 2016 are in my opinion properly drawn up to present fairly the financial position of the Town at 30th June 2016 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the 16 day of November 2016



Aaron Cook
Chief Executive Officer

TOWN OF NARROGIN
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2016

	NOTE	2016 \$	2016 Budget \$	2015 \$
Revenue				
Rates	23	3,298,531	3,293,160	3,232,547
Operating grants, subsidies and contributions	30	2,481,765	2,314,125	4,435,908
Fees and charges	29	1,712,182	1,404,129	1,672,461
Service charges	26	0	0	0
Interest earnings	2(a)	235,559	131,800	158,578
Other revenue	2(a)	5,276,325	155,000	141,824
		<u>13,004,362</u>	<u>7,298,214</u>	<u>9,641,318</u>
Expenses				
Employee costs		(3,712,193)	(3,924,895)	(3,656,327)
Materials and contracts		(4,244,600)	(3,741,897)	(2,128,793)
Utility charges		(616,068)	(669,822)	(655,568)
Depreciation on non-current assets	2(a)	(1,273,168)	(1,324,892)	(1,220,768)
Interest expenses	2(a)	(48,473)	(44,846)	(53,766)
Insurance expenses		(192,862)	(187,334)	(196,956)
Other expenditure		(211,251)	(202,968)	(291,326)
		<u>(10,298,615)</u>	<u>(10,096,654)</u>	<u>(8,203,504)</u>
		2,705,747	(2,798,440)	1,437,814
Non-operating grants, subsidies and contributions	30	905,754	869,088	743,119
Profit on asset disposals	21	1,214	4,130	1,092
(Loss) on asset disposals	21	(127,900)	(63,735)	(60,340)
(Loss) on revaluation of plant and equipment	6(b)	(174,777)	0	0
Net result		3,310,038	(1,988,957)	2,121,685
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	(12,524)	0	17,420,698
Total other comprehensive income		(12,524)	0	17,420,698
Total comprehensive income		3,297,514	(1,988,957)	19,542,383

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

TOWN OF NARROGIN
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2016

	NOTE	2016 \$	2016 Budget \$	2015 \$
Revenue	2(a)			
Governance		51,938	5,100	737,569
General purpose funding		4,208,888	4,077,075	5,357,860
Law, order, public safety		41,007	31,500	27,076
Health		5,324	7,500	6,645
Education and welfare		6,551,270	1,402,564	1,496,330
Housing		8,700	7,800	7,700
Community amenities		1,100,030	974,121	946,835
Recreation and culture		399,353	322,139	416,399
Transport		175,846	186,502	173,506
Economic services		278,856	231,401	271,064
Other property and services		183,151	52,514	200,333
		<u>13,004,363</u>	<u>7,298,216</u>	<u>9,641,317</u>
Expenses	2(a)			
Governance		(1,567,273)	(1,641,394)	(936,116)
General purpose funding		(171,381)	(166,081)	(168,080)
Law, order, public safety		(245,942)	(253,432)	(261,858)
Health		(112,123)	(125,838)	(89,452)
Education and welfare		(2,539,368)	(1,488,976)	(1,244,604)
Housing		(279)	0	0
Community amenities		(1,127,968)	(1,261,878)	(1,048,454)
Recreation and culture		(2,490,822)	(2,537,894)	(2,400,728)
Transport		(1,312,480)	(1,493,308)	(1,222,826)
Economic services		(825,406)	(1,007,109)	(596,442)
Other property and services		142,900	(75,898)	(181,177)
		<u>(10,250,142)</u>	<u>(10,051,808)</u>	<u>(8,149,737)</u>
Finance costs	2(a)			
Governance		(5,532)	(4,177)	(6,123)
Recreation and culture		(31,658)	(30,079)	(35,012)
Economic services		(11,284)	(10,590)	(12,631)
		<u>(48,474)</u>	<u>(44,846)</u>	<u>(53,766)</u>
		<u>2,705,747</u>	<u>(2,798,438)</u>	<u>1,437,814</u>
Non-operating grants, subsidies and contributions	30	905,754	869,086	743,119
Profit on disposal of assets	21	1,214	4,130	0
(Loss) on disposal of assets	21	(127,900)	(63,735)	(59,248)
Fair value adjustments to financial assets at				
(Loss) on revaluation of plant and equipment	6(b)	(174,777)	0	0
		<u>(174,777)</u>	<u>0</u>	<u>0</u>
Net result		<u>3,310,038</u>	<u>(1,988,957)</u>	<u>2,121,685</u>
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	(12,524)	0	17,420,698
Total other comprehensive income		<u>(12,524)</u>	<u>0</u>	<u>17,420,698</u>
Total comprehensive income		<u>3,297,514</u>	<u>(1,988,957)</u>	<u>19,542,383</u>

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

TOWN OF NARROGIN
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2016

	NOTE	2016 \$	2015 \$
CURRENT ASSETS			
Cash and cash equivalents	3	9,142,336	5,835,513
Trade and other receivables	4	607,535	970,955
TOTAL CURRENT ASSETS		<u>9,749,871</u>	<u>6,806,468</u>
NON-CURRENT ASSETS			
Other receivables	4	126,764	106,165
Inventories	5	177,273	177,273
Property, plant and equipment	6	37,043,245	37,304,222
Infrastructure	7	25,121,461	24,657,401
TOTAL NON-CURRENT ASSETS		<u>62,468,743</u>	<u>62,245,061</u>
TOTAL ASSETS		<u>72,218,614</u>	<u>69,051,529</u>
CURRENT LIABILITIES			
Trade and other payables	8	373,657	866,164
Current portion of long term borrowings	9	191,364	144,809
Provisions	10	483,572	448,020
TOTAL CURRENT LIABILITIES		<u>1,048,593</u>	<u>1,458,993</u>
NON-CURRENT LIABILITIES			
Long term borrowings	9	1,107,293	848,656
Provisions	10	96,893	75,559
TOTAL NON-CURRENT LIABILITIES		<u>1,204,186</u>	<u>924,215</u>
TOTAL LIABILITIES		<u>2,252,779</u>	<u>2,383,208</u>
NET ASSETS		<u>69,965,835</u>	<u>66,668,321</u>
EQUITY			
Retained surplus		20,769,496	16,668,777
Reserves - cash backed	12	3,377,117	4,167,798
Revaluation surplus	13	45,819,222	45,831,746
TOTAL EQUITY		<u>69,965,835</u>	<u>66,668,321</u>

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

**TOWN OF NARROGIN
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2016**

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2014		16,166,840	2,548,050	28,411,048	47,125,938
Comprehensive income					
Net result		2,121,685	0	0	2,121,685
Changes on revaluation of assets	13	0	0	17,420,698	17,420,698
Total comprehensive income		2,121,685	0	17,420,698	19,542,383
Transfers from/(to) reserves		(1,619,748)	1,619,748	0	0
Balance as at 30 June 2015		16,668,777	4,167,798	45,831,746	66,668,321
Comprehensive income					
Net result		3,310,038	0	0	3,310,038
Changes on revaluation of assets	13	0	0	(12,524)	(12,524)
Total comprehensive income		3,310,038	0	(12,524)	3,297,514
Transfers from/(to) reserves		790,681	(790,681)	0	0
Balance as at 30 June 2016		20,769,496	3,377,117	45,819,222	69,965,835

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

**TOWN OF NARROGIN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2016**

	NOTE	2016 Actual \$	2016 Budget \$	2015 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		3,222,918	3,310,080	3,167,738
Operating grants, subsidies and contributions		2,305,709	2,350,138	4,455,102
Fees and charges		1,712,182	1,404,129	1,672,461
Service charges		0	0	0
Interest earnings		235,559	131,800	158,578
Goods and services tax		594,490	233,569	215,103
Other revenue		<u>5,276,326</u>	<u>155,000</u>	<u>141,824</u>
		13,347,184	7,584,716	9,810,806
Payments				
Employee costs		(3,882,483)	(3,924,895)	(3,609,538)
Materials and contracts		(3,656,427)	(3,584,459)	(2,164,345)
Utility charges		(616,068)	(669,822)	(655,568)
Interest expenses		(47,784)	(47,221)	(51,680)
Insurance expenses		(192,862)	(187,334)	(196,956)
Goods and services tax		(854,193)	(348,126)	(220,314)
Other expenditure		<u>(211,251)</u>	<u>(202,968)</u>	<u>(208,931)</u>
		(9,461,068)	(8,964,825)	(7,107,332)
Net cash provided by (used in) operating activities	14(b)	<u>3,886,116</u>	<u>(1,380,109)</u>	<u>2,703,474</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment		(972,969)	(1,900,727)	(764,304)
Payments for construction of infrastructure		(1,022,428)	(1,867,724)	(596,910)
Non-operating grants, subsidies and contributions		905,754	869,088	743,119
Proceeds from sale of fixed assets		205,159	247,000	183,386
Net cash provided by (used in) investment activities		<u>(884,484)</u>	<u>(2,652,363)</u>	<u>(434,709)</u>
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of debentures		(144,809)	(144,809)	(138,357)
Proceeds from new debentures		450,000	450,000	0
Net cash provided by (used in) financing activities		<u>305,191</u>	<u>305,191</u>	<u>(138,357)</u>
Net increase (decrease) in cash held		3,306,823	(3,727,281)	2,130,408
Cash at beginning of year		5,835,513	5,834,190	3,705,105
Cash and cash equivalents at the end of the year	14(a)	<u><u>9,142,336</u></u>	<u><u>2,106,909</u></u>	<u><u>5,835,513</u></u>

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

**TOWN OF NARROGIN
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2016**

	NOTE	2016 Actual \$	2016 Budget \$	2015 Actual \$
Net current assets at start of financial year - surplus/(deficit)		1,650,599	1,647,823	1,069,912
		<u>1,650,599</u>	<u>1,647,823</u>	<u>1,069,912</u>
Revenue from operating activities (excluding rates)				
Governance		51,938	5,100	737,569
General purpose funding		910,357	783,915	2,125,313
Law, order, public safety		41,007	31,500	27,076
Health		5,324	7,500	6,645
Education and welfare		6,551,270	1,402,564	1,496,330
Housing		8,700	7,800	7,700
Community amenities		1,100,030	974,121	946,835
Recreation and culture		399,353	322,139	416,399
Transport		177,060	190,070	173,506
Economic services		278,856	231,401	271,064
Other property and services		183,151	53,076	200,333
		<u>9,707,046</u>	<u>4,009,186</u>	<u>6,408,770</u>
Expenditure from operating activities				
Governance		(1,589,559)	(1,658,132)	(953,635)
General purpose funding		(171,381)	(166,081)	(168,080)
Law, order, public safety		(256,309)	(261,860)	(274,495)
Health		(112,123)	(125,838)	(89,452)
Education and welfare		(2,549,064)	(1,503,469)	(1,255,971)
Housing		(279)	0	0
Community amenities		(1,127,968)	(1,261,878)	(1,048,454)
Recreation and culture		(2,522,480)	(2,567,973)	(2,435,740)
Transport		(1,398,409)	(1,517,366)	(1,239,494)
Economic services		(836,690)	(1,017,699)	(609,073)
Other property and services		137,746	(80,093)	(188,357)
		<u>(10,426,516)</u>	<u>(10,160,389)</u>	<u>(8,262,751)</u>
Operating activities excluded from budget				
(Profit) on disposal of assets	21	(1,214)	(4,130)	(1,092)
Loss on disposal of assets	21	127,900	63,735	60,340
Movement in deferred pensioner rates (non-current)		(20,599)	0	(19,451)
Movement in employee benefit provisions (non-current)		21,334	0	18,067
Movement in Employee Entitlement Reserve		8,572	0	116,303
Depreciation and amortisation on assets	2(a)	1,273,168	1,324,892	1,220,768
Amount attributable to operating activities		<u>2,340,290</u>	<u>(3,118,883)</u>	<u>610,866</u>
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		905,754	869,088	743,119
Proceeds from disposal of assets	21	205,159	247,000	183,386
Purchase of property, plant and equipment	6(b)	(972,969)	(1,900,727)	(764,304)
Purchase and construction of infrastructure	7(b)	(1,022,428)	(1,867,724)	(596,910)
Amount attributable to investing activities		<u>(884,484)</u>	<u>(2,652,363)</u>	<u>(434,709)</u>
FINANCING ACTIVITIES				
Repayment of debentures	22(a)	(144,809)	(144,809)	(138,357)
Proceeds from new debentures	22(a)	450,000	450,000	0
Transfers to reserves (restricted assets)	12	(1,696,263)	(733,990)	(2,348,590)
Transfers from reserves (restricted assets)	12	2,486,944	2,906,885	728,842
Amount attributable to financing activities		<u>1,095,872</u>	<u>2,478,086</u>	<u>(1,758,105)</u>
Surplus(deficiency) before general rates		<u>2,551,678</u>	<u>(3,293,160)</u>	<u>(1,581,948)</u>
Total amount raised from general rates	23	<u>3,298,531</u>	<u>3,293,160</u>	<u>3,232,547</u>
Net current assets at June 30 c/fwd - surplus/(deficit)	24	<u><u>5,850,209</u></u>	<u><u>0</u></u>	<u><u>1,650,599</u></u>

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

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

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

Critical accounting estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The local government reporting entity

All Funds through which the Town controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 20 to these financial statements.

(b) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(c) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(e) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for sale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

(f) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory requirement to revalue non-current assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the Town commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Town revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets (Continued)

Land under control

In accordance with Local Government (Financial Management) Regulation 16(a), the Town was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, 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 Town includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Town.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets (Continued)

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	40 to 100 years
Furniture and equipment	10 years
Plant and equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years
Water supply piping and drainage systems	50 to 75 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Capitalisation threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fair Value of Assets and Liabilities

When performing a revaluation, the Town uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Town would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Town selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Town are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fair Value of Assets and Liabilities (Continued)

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Town gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

(h) Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Town becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Town commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

Classification and subsequent measurement (continued)

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Town has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Town no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(i) Impairment of Assets

In accordance with Australian Accounting Standards the Town's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(j) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Town prior to the end of the financial year that are unpaid and arise when the Town becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Employee Benefits

Short-term employee benefits

Provision is made for the Town's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Town's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Town's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other long-term employee benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Town's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Town does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(l) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

(m) Provisions

Provisions are recognised when the Town has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(n) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Town, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Investment in Associates

An associate is an entity over which the Town has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Town's share of net assets of the associate. In addition, the Town's share of the profit or loss of the associate is included in the Town's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Town's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Town and the associate are eliminated to the extent of the Town's interest in the associate.

When the Town's share of losses in an associate equals or exceeds its interest in the associate, the Town discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Town will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(p) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Town's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 17.

(q) 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.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

(r) Superannuation

The Town contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Town contributes are defined contribution plans.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) 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 Town's operational cycle. In the case of liabilities where the Town does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Town's intentions to release for sale.

(t) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(u) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Town applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(v) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Town.

Management's assessment of the new and amended pronouncements that are relevant to the Town, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(i) AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Town, it is not anticipated the Standard will have any material effect.
(ii) AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2017	This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer. The effect of this Standard will depend upon the nature of future transactions the Town has with those third parties it has dealings with. It may or may not be significant.
(iii) AASB 16 Leases	February 2016	1 January 2019	Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AASB 16 is adopted. Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Town, the impact is not expected to be significant.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(iv) AASB 2014-3 Amendments to Australian Accounting Standards - Accounting for Acquisitions of Interests in Joint Operations [AASB 1 & AASB 11]	August 2014	1 January 2016	<p>This Standard amends AASB 11: <i>Joint Arrangements</i> to require the acquirer of an interest (both initial and additional) in a joint operation in which the activity constitutes a business, as defined in AASB 3: <i>Business Combinations</i>, to apply all of the principles on business combinations accounting in AASB 3 and other Australian Accounting Standards except for those principles that conflict with the guidance in AASB 11; and disclose the information required by AASB 3 and other Australian Accounting Standards for business combinations.</p> <p>Since adoption of this Standard would impact only acquisitions of interests in joint operations on or after 1 January 2016, management believes it is impracticable at this stage to provide a reasonable estimate of such impact on the Town's financial statements.</p>
(v) AASB 2014-4 Amendments to Australian Accounting Standards - Clarification of Acceptable Methods of Depreciation and Amortisation [AASB 116 & 138]	August 2014	1 January 2016	<p>This Standard amends AASB 116 and AASB 138 to establish the principle for the basis of depreciation and amortisation as being the expected pattern of consumption of the future economic benefits of an asset. It also clarifies the use of revenue-based methods to calculate the depreciation of an asset is not appropriate nor is revenue generally an appropriate basis for measuring the consumption of the economic benefits embodied in an intangible asset.</p> <p>Given the Town currently uses the expected pattern of consumption of the future economic benefits of an asset as the basis of calculation of depreciation, it is not expected to have a significant impact.</p>
(vi) AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15	December 2014	1 January 2017	<p>Consequential changes to various Standards arising from the issuance of AASB 15.</p> <p>It will require changes to reflect the impact of AASB 15.</p>

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(vii) AASB 2015-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 101 [AASB 7, 101, 134 & 1049]	January 2015	1 January 2016	This Standard amends AASB 101 to provide clarification regarding the disclosure requirements in AASB 101. Specifically, the Standard proposes narrow-focus amendments to address some of the concerns expressed about existing presentation and disclosure requirements and to ensure entities are able to use judgement when applying a Standard in determining what information to disclose in their financial statements. This Standard also makes editorial and consequential amendments as a result of amendments to the Standards listed in the title column. It is not anticipated it will have any significant impact on disclosures as they currently exist and any changes will relate to presentation.
(viii) AASB 2015-6 Amendments to Australian Accounting Standards - Extending Related Party Disclosures to Not-for-Profit Public Sector Entities [AASB 10, 124 & 1049]	March 2015	1 July 2016	The objective of this Standard is to extend the scope of AASB 124 <i>Related Party Disclosures</i> to include not-for-profit sector entities. The Standard is expected to have a significant disclosure impact on the financial report of the Town as both Elected Members and Senior Management will be deemed to be Key Management Personnel and resultant disclosures will be necessary.

Notes:

⁽¹⁾ Applicable to reporting periods commencing on or after the given date.

**TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(x) Adoption of New and Revised Accounting Standards

During the current year, the Town adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These new and revised standards were as follows:

- (i) AASB 2015-3 Amendments to Australian Accounting Standards arising from the withdrawal of AASB 1031 Materiality
- (ii) AASB 2015-7 Amendments to Australian Accounting Standards - Fair Value Disclosures of Not-for-Profit Public Sector Entities

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

2. REVENUE AND EXPENSES	2016	2015
	\$	\$
(a) Net Result		
The Net result includes:		
(i) Charging as an expense:		
Significant expense and revenue		
Karinya Cottage Homes	<u>5,137,000</u>	<u>0</u>
Auditors remuneration		
- Audit of the Annual Financial Report	30,493	28,437
Depreciation		
Buildings - non-specialised	528,343	525,485
Furniture and equipment	34,972	32,352
Plant and equipment	151,484	113,733
Infrastructure - roads	390,234	379,247
Infrastructure - footpaths	48,923	37,254
Infrastructure - drainage	36,369	65,071
Infrastructure - parks and ovals	32,624	29,674
Infrastructure - other	<u>50,219</u>	<u>37,952</u>
	<u>1,273,168</u>	<u>1,220,768</u>
Interest expenses (finance costs)		
Debentures (refer Note 22 (a))	<u>48,473</u>	<u>53,766</u>
	<u>48,473</u>	<u>53,766</u>
(ii) Crediting as revenue:		
Other revenue		
Significant revenue (refer above)		125,780
Other	<u>5,276,325</u>	<u>16,044</u>
	<u>5,276,325</u>	<u>141,824</u>
	2016	2016
	Actual	Budget
	\$	\$
Interest earnings		2015
- Reserve funds	109,896	68,926
- Other funds	76,549	45,563
Other interest revenue (refer note 28)	<u>49,114</u>	<u>44,089</u>
	<u>235,559</u>	<u>158,578</u>

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective

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

COMMUNITY VISION

Prosperity and growth as a regional centre.

Town operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the effective allocation of scarce resources.

Activities:

Includes the activities of members of council and administration support available to the council for provision of governance of the district. Other costs relate to the task of assisting elected members and electors on matters which do not concern specific Town services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provisions of infrastructure and services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer community.

Activities:

Supervision and enforcement of various local laws, fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspect food outlets and their control, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Objective:

To provide services to the disadvantaged, the elderly, children and youth.

Activities:

Preschool and other education, children and youth services, elderly and disadvantaged, senior citizens services.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective (Continued)

HOUSING

Objective:

To provide housing to senior employees.

Activities:

Provision of staff housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, operation of refuse disposal site, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences.

RECREATION AND CULTURE

Objective:

To provide recreational and cultural services to the community.

Activities:

Maintain public halls, civic centres, aquatic centre, recreational centre and various sporting facilities, Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

Construct and maintenance of roads, streets, footpaths, depots parking facilities. Purchase of plant and equipment.

ECONOMIC SERVICES

Objective:

To promote the Town and its economic wellbeing.

Activities:

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, and standpipes. Building control.

OTHER PROPERTY AND SERVICES

Objective:

To monitor and control the Town's overheads operation accounts and town planning scheme.

Activities:

Private works operation, plant repair and operation costs, administration overheads, community development overheads and gross salary and wages.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

2. REVENUE AND EXPENSES (Continued)

(c) Conditions Over Grants/Contributions

Grant/Contribution	Function/ Activity	Opening	Received ⁽²⁾	Expended ⁽³⁾	Closing	Received ⁽²⁾	Expended ⁽³⁾	Closing
		Balance ⁽¹⁾ 1/07/14	2014/15	2014/15	Balance ⁽¹⁾ 30/06/15	2015/16	2015/16	Balance 30/06/16
		\$	\$	\$	\$	\$	\$	\$
WDC Grant for Regional Tafe	Edu & Welf	30,000	0	0	30,000	0	0	30,000
Healthy Lifestyles	Rec & Cult	33,532	0	(33,532)	0	0	0	0
CLGF R4R (2010/11) Local	General Pur.	127,683	0	(127,683)	0	0	0	0
CLGF R4R Regional NLRC1	Rec & Cult	6,605	0	(6,605)	0	0	0	0
CLGF R4R Regional Town Hall	Rec & Cult	119,614	0	(119,614)	0	0	0	0
CLGF R4R (2012/13) Local	General Pur.	0	552,391	0	552,391	0	(193,907)	358,484
Aged Care hino Bus	Edu & Welf	118,802	0	(118,802)	0	0	0	0
Kidsports	Rec & Cult	50,000	0	(46,788)	3,212	35,000	(38,212)	0
Regional Talent	Rec & Cult	18,405	585	0	18,990	25,000	(37,087)	6,903
Community Gardens	Rec & Cult	3,408	0	(1,886)	1,522	0	(1,522)	0
CLGF Interest	Rec & Cult	5,000	0	(5,000)	0	0	0	0
WDC TAFE Management	Econ Serv	21,695	0	(11,195)	10,500	0	(10,500)	0
WDC TAFE Land Assembly	Econ Serv	242,847	0	(125,321)	117,526	0	(117,526)	0
WDC TAFE Project	Econ Serv	0	267,000	0	267,000	0	(267,000)	0
Community Garden Volunteer	Rec & Cult	2,639	0	(2,639)	0	0	0	0
Aged Friendly Communities	Edu & Welf	0	10,000	0	10,000	0	(10,000)	0
DLG Merger Funding	Governance	0	675,906	0	675,906	0	(499,407)	176,499
Aged Disability Access Upgrade	Edu & Welf	0	0	0	0	108,872	(108,872)	0
Structural Reform (Merger)	Governance	0	0	0	0	400,000		400,000
SES Subsidy Expenditure	Law & Order	0	0	0	0	7,090	(5,574)	1,516
BFB Minor Asset Purchases	Law & Order	0	0	0	0	7,000		7,000
LEMC Support	Law & Order	0	0	0	0	5,000	(5,000)	0
SEMC Local Emergency Awareness	Law & Order	0	0	0	0	10,000	(3,226)	6,774
Townscape	Com Amen	0	0	0	0	27,771	(26,024)	1,747
Disability Toilet - Changing Places	Edu & Welf	0	0	0	0	42,000	0	42,000
Interest received		0	0	0	0	44,907	0	44,907
Total		780,230	1,505,882	(599,065)	1,687,047	712,640	(1,323,857)	1,075,830

Notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

	Note	2016 \$	2015 \$
3. CASH AND CASH EQUIVALENTS			
Unrestricted		1,469,014	1,667,715
Restricted		7,673,322	4,167,798
		9,142,336	5,835,513
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Building Reserve	12	224,265	281,792
Refuse Site Reserve	12	338,389	329,707
Emergency Services Reserve	12	0	12,945
Aged Care Reserve	12	0	723,880
J Hogg Memorial Reserve	12	0	82,787
Community Assisted Transport (CAT) Reserve	12	9,001	8,842
Narrogin Regional Recreation Centre Reserve	12	112,267	109,410
Employee Entitlement Reserve	12	334,685	326,113
Plant, Vehicle & Equipment Reserve	12	103,984	342,821
Economic Development Reserve	12	146,190	142,454
IT & Office Equipment Reserve	12	20,550	20,000
Tourism & Area Promotion Reserve	12	102,638	100,000
Unspent Grants & Contribution Reserve	2 (c),12	1,075,830	1,687,047
HACC Reserve	12	597,360	0
CHCP Reserve	12	256,760	0
CHSP Reserve	12	55,198	0
Treasury Investment Account	*	4,006,328	0
Unspent loans	22(c)	289,877	0
		7,673,322	4,167,798

* Closing balance of funds held by Western Australian Treasury Corporation on behalf of the Town of Narrogin for the Narrogin Cottage Homes project.

4. TRADE AND OTHER RECEIVABLES

Current

Rates outstanding		243,121	188,107
Sundry debtors		364,414	782,848
		607,535	970,955

Non-current

Rates outstanding - pensioners		126,764	106,165
		126,764	106,165

5. INVENTORIES

Non-current

Land held for resale - cost			
Cost of acquisition		177,273	177,273
Development costs		0	0
		177,273	177,273

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

	2016	2015
	\$	\$
6 (a). PROPERTY, PLANT AND EQUIPMENT		
Land and buildings		
Land - freehold at:		
- Independent valuation 2013 - level 2	2,200,000	2,200,000
- Additions after valuation - cost	30,473	30,473
	<u>2,230,473</u>	<u>2,230,473</u>
	<u>2,230,473</u>	<u>2,230,473</u>
Buildings - non-specialised at:		
- Management valuation 2013 - level 3	33,634,500	33,634,500
- Additions after valuation - cost	1,416,766	1,017,546
Less: accumulated depreciation	<u>(1,544,460)</u>	<u>(1,016,116)</u>
	<u>33,506,806</u>	<u>33,635,930</u>
	<u>33,506,806</u>	<u>33,635,930</u>
Total land and buildings	<u>35,737,279</u>	<u>35,866,403</u>
Furniture and equipment at:		
- Management valuation 2014 - level 2	0	19,408
- Independent valuation 2016 - level 3	198,700	0
- Additions after valuation - cost	35,574	289,736
Less accumulated depreciation	<u>(585)</u>	<u>(65,036)</u>
	<u>233,689</u>	<u>244,108</u>
Plant and equipment at:		
- Management valuation 2013 - level 2	0	620,984
- Independent valuation 2016 - level 2	570,514	0
- Management valuation 2016 - level 3	480,879	0
- Additions after valuation - cost	21,632	778,636
Less accumulated depreciation	<u>(748)</u>	<u>(205,909)</u>
	<u>1,072,277</u>	<u>1,193,711</u>
	<u>37,043,245</u>	<u>37,304,222</u>

The fair value of property, plant and equipment is determined at least every three years in accordance with the regulatory framework. Additions since the date of valuation are shown as cost, given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) Transferred to Revaluation \$	Revaluation (Losses)/ Reversals Through to Profit or Loss \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Other \$	Carrying Amount at the End of Year \$
Land - freehold	2,230,473	0	0	0	0	0		0	2,230,473
Total land	2,230,473	0	0	0	0	0	0	0	2,230,473
Buildings - non-specialised	33,635,930	399,221	0	0	0	0	(528,343)	0	33,506,808
Total buildings	33,635,930	399,221	0	0	0	0	(528,343)	0	33,506,808
Total land and buildings	35,866,403	399,221	0	0	0	0	(528,343)	0	35,737,281
Furniture and equipment	244,108	35,574	(14,278)	3,799	0	0	(34,972)	(642)	233,589
Plant and equipment	1,193,711	538,174	(372,347)	(16,323)	(174,777)	0	(151,484)	55,323	1,072,277
Total property, plant and equipment	37,304,222	972,969	(386,625)	(12,524)	(174,777)	0	(714,799)	54,681	37,043,147

**TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs used
Land and buildings					
Land - freehold	2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology.	Independent Valuer	June 2013	Price per hectare / market borrowing rate.
Buildings - non-specialised	3	Improvements to land valued using cost approach and depreciated repostment cost.	Independent Valuer	June 2013	Improvements to land using construction costs and current condition (level 2), residual values and remaining useful life assessments (level 3) inputs.
Buildings - specialised	2	Market approach using recent observable market data for similar properties / income approach using discounted cashflow methodology.	Independent Valuer	June 2013	Price per square metre / market borrowing rate.
Furniture and equipment					
	3	Market value using recent observable market data for similar properties.	Independent Valuer	June 2016	Purchase costs and current conditions (level 2).
Plant and equipment					
- Independent valuation 2016	2	Market value using recent observable market data for similar properties	Independent Valuer	June 2016	Price per item.
- Management valuation 2016	3	Market value using recent observable market data for similar properties	Management Valuation	June 2016	Price per item.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

	2016	2015
	\$	\$
7 (a). INFRASTRUCTURE		
Infrastructure - roads		
- Management valuation 2015 - level 2	16,380,980	16,380,980
- Cost	876,917	415,116
Less accumulated depreciation	<u>(390,234)</u>	<u>0</u>
	16,867,663	16,796,096
Infrastructure - footpaths		
- Management valuation 2015 - level 2	1,898,687	1,898,687
- Cost	119,011	72,811
Less accumulated depreciation	<u>(48,923)</u>	<u>0</u>
	1,968,775	1,971,498
Infrastructure - drainage		
- Management valuation 2015 - level 2	1,773,915	1,773,915
- Cost	86,286	44,532
Less accumulated depreciation	<u>(36,369)</u>	<u>0</u>
	1,823,832	1,818,447
Infrastructure - parks and ovals		
- Management valuation 2015 - level 2	3,036,997	3,036,997
Less accumulated depreciation	<u>(32,624)</u>	<u>0</u>
	3,004,373	3,036,997
Infrastructure - other		
- Management valuation 2015 - level 2	969,912	969,912
- Cost	537,125	64,451
Less accumulated depreciation	<u>(50,219)</u>	<u>0</u>
	1,456,818	1,034,363
	<u>25,121,461</u>	<u>24,657,401</u>

The fair value of infrastructure is determined at least every three years in accordance with the regulatory framework. Additions since the date of valuation are shown as cost. Given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and, where appropriate, the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires infrastructure to be shown at fair value.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

7. INFRASTRUCTURE (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Balance as at the Beginning of the Year	Additions	(Disposals)	Revaluation Increments/ (Decrements) Transferred to Revaluation	Revaluation (Loss)/ Reversal Transferred to Profit or Loss	Impairment (Losses)/ Reversals	Depreciation (Expense)	Other	Carrying Amount at the End of the Year
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Infrastructure - roads	16,796,096	461,801	0	0	0	0	(390,234)	0	16,867,663
Infrastructure - footpaths	1,971,498	46,200	0	0	0	0	(48,923)	0	1,968,775
Infrastructure - drainage	1,818,447	41,753	0	0	0	0	(36,369)	0	1,823,831
Infrastructure - parks and ovals	3,036,997	0	0	0	0	0	(32,624)	0	3,004,373
Infrastructure - other	1,034,363	472,674	0	0	0	0	(50,219)	0	1,456,818
Total infrastructure	24,657,401	1,022,428	0	0	0	0	(558,369)	0	25,121,460

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

7. INFRASTRUCTURE (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs used
Infrastructure - roads	2	Cost approach using depreciated replacement cost.	Independent Valuer	June 2015	Construction costs and current condition (level 2).
Infrastructure - footpaths	2	Cost approach using depreciated replacement cost.	Independent Valuer	June 2015	Construction costs and current condition (level 2).
Infrastructure - drainage	2	Cost approach using depreciated replacement cost.	Independent Valuer	June 2015	Construction costs and current condition (level 2).
Infrastructure - parks and ovals	2	Cost approach using depreciated replacement cost.	Management Valuation	June 2015	Construction costs and current condition (level 2).
Infrastructure - other	2	Cost approach using depreciated replacement cost.	Management Valuation	June 2015	Construction costs and current condition (level 2).

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

	2016	2015
	\$	\$
8. TRADE AND OTHER PAYABLES		
Current		
Sundry creditors	260,247	525,630
Accrued interest on debentures	5,150	4,461
Accrued salaries and wages	20,682	114,244
ATO liabilities	34,807	168,421
Other Creditors	52,771	53,408
	<u>373,657</u>	<u>866,164</u>

9. LONG-TERM BORROWINGS

Current

Secured by floating charge

 Debentures

	191,364	144,809
	<u>191,364</u>	<u>144,809</u>

Non-current

Secured by floating charge

 Debentures

	1,107,293	848,656
	<u>1,107,293</u>	<u>848,656</u>

Additional detail on borrowings is provided in Note 22.

10. PROVISIONS

	Provision for Annual Leave \$	Provision for Long Service Leave \$	Total \$
Opening balance at 1 July 2015			
Current provisions	290,008	158,012	448,020
Non-current provisions	0	75,559	75,559
	<u>290,008</u>	<u>233,571</u>	<u>523,579</u>
Additional provision	61,104	62,650	123,754
Amounts used	(38,971)	(27,897)	(66,868)
Balance at 30 June 2016	<u>312,141</u>	<u>268,324</u>	<u>580,465</u>
Comprises			
Current	312,141	171,431	483,572
Non-current	0	96,893	96,893
	<u>312,141</u>	<u>268,324</u>	<u>580,465</u>

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

12. RESERVES - CASH BACKED

	Actual 2016 Opening Balance \$	Actual 2016 Transfer to \$	Actual 2016 Transfer (from) \$	Actual 2016 Closing Balance \$	Budget 2016 Opening Balance \$	Budget 2016 Transfer to \$	Budget 2016 Transfer (from) \$	Budget 2016 Closing Balance \$	Actual 2015 Opening Balance \$	Actual 2015 Transfer to \$	Actual 2015 Transfer (from) \$	Actual 2015 Closing Balance \$
Building Reserve	281,792	7,473	(65,000)	224,265	281,792	3,292	(155,000)	130,084	139,750	142,042	0	281,792
Refuse Site Reserve	329,707	8,682	0	338,389	329,707	3,852	(91,000)	242,559	320,663	9,044	0	329,707
Emergency Services Reserve	12,945	329	(13,274)	0	12,945	151	(13,096)	0	12,590	355	0	12,945
Aged Care Reserve	723,880	214,599	(938,479)	0	835,886	9,765	(712,990)	132,661	708,326	117,052	(101,498)	723,880
J Hogg Memorial Reserve	82,787	2,198	(84,985)	0	82,787	967	(35,000)	48,754	80,530	2,257	0	82,787
Community Assisted Transport (CAT) Reserve	8,842	219	(60)	9,001	8,842	103	(6,000)	2,945	8,299	6,816	(6,273)	8,842
Narrogin Regional Recreation Centre Reserve	109,410	2,857	0	112,267	109,410	1,278	0	110,688	50,000	59,410	0	109,410
Employee Entitlement Reserve	326,113	8,572	0	334,685	326,113	3,810	0	329,923	209,808	116,305	0	326,113
Plant, Vehicle & Equipment Reserve	342,821	9,012	(247,849)	103,984	342,821	4,005	(236,752)	110,074	150,854	191,967	0	342,821
Economic Development Reserve	142,454	3,736	0	146,190	142,454	1,664	0	144,118	87,000	55,454	0	142,454
IT & Office Equipment Reserve	20,000	550	0	20,550	20,000	234	0	20,234	0	20,000	0	20,000
Tourism & Area Promotion Reserve	100,000	2,638	0	102,638	100,000	1,168	0	101,168	0	100,000	0	100,000
Unspent Grants & Contribution Reserve	1,687,047	510,847	(1,122,064)	1,075,830	1,687,047	19,711	(1,657,047)	49,711	780,230	1,527,888	(621,071)	1,687,047
HACC Reserve	0	597,360	0	597,360	0	590,812	0	590,812	0	0	0	0
CHCP Reserve	0	271,993	(15,233)	256,760	0	93,178	0	93,178	0	0	0	0
CHSP Reserve	0	55,198	0	55,198	0	0	0	0	0	0	0	0
	<u>4,167,798</u>	<u>1,696,263</u>	<u>(2,486,944)</u>	<u>3,377,117</u>	<u>4,279,804</u>	<u>733,990</u>	<u>(2,906,885)</u>	<u>2,106,909</u>	<u>2,548,050</u>	<u>2,348,590</u>	<u>(728,842)</u>	<u>4,167,798</u>

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

Net movement:
(\$ 790,681) M.
Transfer from Reserves

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
Building Reserve	N/A	To support the acquisition, upgrade or enhancements of buildings within the district.
Refuse Site Reserve	N/A	To fund infrastructure development and rehabilitation costs associated with the Town's tip site as well as the purchase and development of a regional waste facility.
Emergency Services Reserve	N/A	To fund the replacement and/or purchase of emergency service plant, property and equipment.
Aged Care Reserve	N/A	To support the delivery of home/aged care services within the district including the purchase of plant and equipment and the relocation of Jessie house.
J Hogg Memorial Reserve	N/A	This Reserve was established from funds bequeathed to the Town by the Late Jessie Hogg. The purpose of this reserve is to fund community infrastructure development/enhancements.
Community Assisted Transport (CAT) Reserve	N/A	To fund the replacement/change over of the CATS vehicle.
Narrogin Regional Recreation Centre Reserve	N/A	To fund YMCA additional maintenance works as well as acquisitions, upgrades and enhancement of the building, major plant & equipment items.
Employee Entitlement Reserve	N/A	To fund current and past employee's leave entitlements and redundancy payouts.
Plant, Vehicle & Equipment Reserve	N/A	To support the purchase/replacement of motor vehicles, and heavy plant and equipment.
Economic Development Reserve	N/A	To fund economic development projects that will benefit the district.
IT & Office Equipment Reserve	N/A	To fund the purchase and upgrade of computer equipment, software and office equipment.
Tourism & Area Promotion Reserve	N/A	For the purpose of tourism & district promotion activities, significant events and festivals which includes banner poles, entry statements and outdoor digital screens.
Unspent Grants & Contribution Reserve	N/A	To store unspent grants and contributions. Funds can only be expended on items that have been approved by the relevant grant agreement/funding body.

* All Reserve accounts, except those listed below are not expected to be used within a set period as further transfers to these reserve accounts are expected as funds are utilised.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

13. REVALUATION SURPLUS

	2016 Opening Balance \$	2016 Revaluation Increment \$	2016 Revaluation Decrement \$	2016 Total Movement on Revaluation \$	2016 Closing Balance \$	2015 Opening Balance \$	2015 Revaluation Increment \$	2015 Revaluation Decrement \$	2015 Total Movement on Revaluation \$	2015 Closing Balance \$
Land and buildings	28,377,225	0	0	0	28,377,225	28,377,225	0	0	0	28,377,225
Furniture and equipment	17,500	3,799	0	3,799	21,299	17,500	0	0	0	17,500
Plant and equipment	16,323	0	(16,323)	(16,323)	0	16,323	0	0	0	16,323
Infrastructure - roads	13,303,738	0	0	0	13,303,738	0	13,303,738	0	13,303,738	13,303,738
Infrastructure - footpaths	963,357	0	0	0	963,357	0	963,357	0	963,357	963,357
Infrastructure - drainage	981,773	0	0	0	981,773	0	981,773	0	981,773	981,773
Infrastructure - parks and ovals	1,939,087	0	0	0	1,939,087	0	1,939,087	0	1,939,087	1,939,087
Infrastructure - other	232,743	0	0	0	232,743	0	232,743	0	232,743	232,743
	<u>45,831,746</u>	<u>3,799</u>	<u>(16,323)</u>	<u>(12,524)</u>	<u>45,819,222</u>	<u>28,411,048</u>	<u>17,420,698</u>	<u>0</u>	<u>17,420,698</u>	<u>45,831,746</u>

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

14. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2016	2016	2015
	\$	Budget	\$
Cash and cash equivalents	<u>9,142,336</u>	<u>2,106,909</u>	<u>5,835,513</u>

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net result	3,310,038	(1,988,957)	2,121,685
Non-cash flows in Net result:			
Depreciation	1,273,168	1,324,892	1,220,768
(Profit)/Loss on sale of asset	126,686	59,605	59,248
Loss on revaluation of fixed assets	174,777	0	0
Reversal of loss on revaluation of fixed assets	0	0	0
Changes in assets and liabilities:			
(Increase)/Decrease in receivables	342,821	86,502	(50,826)
Increase/(Decrease) in payables	(492,506)	6,937	55,171
Increase/(Decrease) in provisions	56,886	(2)	40,547
Grants contributions for the development of assets	<u>(905,754)</u>	<u>(869,086)</u>	<u>(743,119)</u>
Net cash from operating activities	<u>3,886,116</u>	<u>(1,380,109)</u>	<u>2,703,474</u>

	2016	2015
	\$	\$
(c) Undrawn Borrowing Facilities		
Credit Standby Arrangements		
Bank overdraft limit	400,000	400,000
Bank overdraft at balance date	0	0
Credit card limit	15,000	15,000
Credit card balance at balance date	0	0
Total amount of credit unused	<u>415,000</u>	<u>415,000</u>
Loan facilities		
Loan facilities - current	191,364	144,809
Loan facilities - non-current	1,107,293	848,656
Total facilities in use at balance date	<u>1,298,657</u>	<u>993,465</u>
Unused loan facilities at balance date	<u>NIL</u>	<u>NIL</u>

**TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

15. CONTINGENT LIABILITIES

The Town is not aware of any contingent liabilities as at 30 June 2016.

	2016	2015
16. CAPITAL AND LEASING COMMITMENTS	\$	\$

(a) Operating Lease Commitments

The Town did not have any future operating lease commitments at the reporting date.

(b) Capital Expenditure Commitments

Contracted for:

- capital expenditure projects		
Upgrade of the Shire of Narrogin Administration Building	289,877	
- capital expenditure projects		
Narrogin Cottage Homes - Karinya Dementia Wing	4,006,328	

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

17. JOINT VENTURE ARRANGEMENTS

The Town holds an equal share in the ownership of the Narrogin Airstrip with the Shire of Narrogin. The activities of the Narrogin Airstrip is considered by the Town to be minor in nature as there has been no financial consideration paid towards its operating costs for a number of years. Income Received from the two leases is collected by the Shire of Narrogin and is used to fund any maintenance before any additional funding is required from the Town. As of 1 July 2016 this Joint Venture will no longer exist due to the merger of the Town and Shire of Narrogin.

	2016	2015
	\$	\$
Non-current assets		
Land and buildings	207,746	207,746
Less: accumulated depreciation	<u>0</u>	<u>0</u>
	<u><u>207,746</u></u>	<u><u>207,746</u></u>

18. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2016	2015
	\$	\$
Governance	1,116,308	361,443
General purpose funding	16,421	736,826
Law, order, public safety	66,632	165,750
Health	1,105	900
Education and welfare	2,308,067	2,401,096
Housing	0	0
Community amenities	490,280	533,822
Recreation and culture	31,734,585	31,793,174
Transport	21,638,468	21,686,615
Economic services	3,543,491	3,501,998
Other property and services	2,168,921	1,855,764
Unallocated	<u>9,134,336</u>	<u>6,014,141</u>
	<u><u>72,218,614</u></u>	<u><u>69,051,529</u></u>

TOWN OF NARROGIN
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30TH JUNE 2016

	2016	2015	2014
19. FINANCIAL RATIOS			
Current ratio	2.91	2.34	1.99
Asset sustainability ratio	1.09	0.80	1.61
Debt service cover ratio	19.28	13.81	6.11
Operating surplus ratio	0.46	0.27	0.00
Own source revenue coverage ratio	0.50	0.63	0.62

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

Notes:

Information relating to the **asset consumption ratio** and the **asset renewal funding ratio** can be found at Supplementary Ratio Information on Page 58 of this document.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

20. TRUST FUNDS

Funds held at balance date over which the Town has no control and which are not included in the financial statements are as follows:

	1 July 2015 \$	Amounts Received \$	Amounts Paid (\$)	30 June 2016 \$
Music Society	300		(300)	0
Narrogin Abattoir	480		(480)	0
Meat Inspection	1,990		(1,990)	0
Cultural Development	4,820		(4,820)	0
Public Open Space	49,560	23,039		72,599
Cross Over Bond	8,150	7,100		15,250
Town Hall Bond	3,175	275		3,450
Other	250	250		500
	<u>68,725</u>			<u>91,799</u>

21. DISPOSALS OF ASSETS - 2015/16 FINANCIAL YEAR

The following assets were disposed of during the year.

	Actual Net Book Value \$	Actual Sale Proceeds \$	Actual Profit \$	Actual Loss \$	Budget Net Book Value \$	Budget Sale Proceeds \$	Budget Profit \$	Budget Loss \$
Plant and Equipment								
Governance								
CEO Vehicle	44,721	35,455	0	-9,266	45,950	40,000	0	-5,950
DCCS Vehicle	32,116	24,628	0	-7,488	33,611	27,000	0	-6,611
Law, order, public safety								
RO Vehicle	27,185	16,818	0	-10,367	28,428	20,000	0	-8,428
Education and welfare								
CHCP Vehicle	13,884	12,273	0	-1,611	14,983	10,000	0	-4,983
CATS Vehicle	21,721	13,636	0	-8,085	23,510	14,000	0	-9,510
Transport								
DTEs Vehicle	27,220	22,349	0	-4,871	28,524	27,500	0	-1,024
WF Vehicle	20,148	16,364	0	-3,784	21,215	20,000	0	-1,215
LH Vehicle	15,598	11,364	0	-4,234	16,432	20,000	3,568	0
Multi Terrain Bobcat	26,003	20,000	0	-6,003	26,471	18,000	0	-8,471
Sweeper Truck	30,088	5,227	0	-24,861	33,348	20,000	0	-13,348
Road Sweeper Upgrade	0	0	1,214	0	0	0	0	0
Assets removed from register (under threshold)	42,176	0	0	-42,176	0	0	0	0
Other property and services								
MF Vehicle	19,613	14,744	0	-4,869	20,695	16,500	0	-4,195
MLC Vehicle	12,586	12,301	0	-285	13,438	14,000	562	0
	<u>333,059</u>	<u>205,159</u>	<u>1,214</u>	<u>(127,900)</u>	<u>306,605</u>	<u>247,000</u>	<u>4,130</u>	<u>(63,735)</u>

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

22. INFORMATION ON BORROWINGS

(a) Repayments - Debentures

Particulars	Principal	New	Principal		Principal		Interest	
	1 July		Loans	Repayments	Budget	30 June 2016	Budget	Repayments
	2015		Actual		Actual		Actual	
	\$	\$	\$	\$	\$	\$	\$	\$
125 Corporate Software & Server Upgrade	136,333	0	43,952	43,952	92,381	92,381	4,506	4,177
128 Administration Building Extension	0	450,000	0	0	450,000	0	1,025	0
121b Narrogin Regional Leisure Centre	398,598	0	41,157	41,157	357,441	357,441	22,210	21,314
126 Town Hall Renovations	233,370	0	25,420	25,420	207,950	207,950	9,448	8,765
124 Commercial Property	65,323	0	24,983	24,983	40,340	40,340	3,699	3,532
127 Industrial Land Purchases	159,841	0	9,297	9,297	150,544	150,544	7,585	7,058
Other property and services								
	993,465	450,000	144,809	144,809	1,298,656	848,656	48,473	44,846

Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

22. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2015/16

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total	Interest Rate %	Amount Used		Balance Unspent
	Actual \$	Budget \$				Interest & Charges \$		Actual \$	Budget \$	
128 Administration Building Extension	450,000	450,000	WATC		10	66,237	2.69%	160,123	450,000	289,877
	<u>450,000</u>	<u>450,000</u>				<u>66,237</u>		<u>160,123</u>	<u>450,000</u>	<u>289,877</u>

(c) Unspent Debentures

Particulars	Date Borrowed	Balance	Borrowed	Expended	Balance
		1 July 15 \$	During Year \$	During Year \$	30 June 16 \$
128 Administration Building Extension	31.05.2016	0	450,000	-160,123	289,877
		<u>0</u>	<u>450,000</u>	<u>(160,123)</u>	<u>289,877</u>

(d) Overdraft

The Town established an overdraft facility of up to \$400,000 to assist with short term liquidity requirements. This facility has not been used during 2015/16 financial year end and the Town's bank overdraft at 1 July 2014 and the 30 June 2015 was \$nil.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

23. RATING INFORMATION - 2015/16 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
General rate											
GRV	0.100570	1,942	28,275,680	2,843,685	8,867	0	2,852,552	2,843,685	2,362	0	2,846,047
UV	0.779365	1	1,328	1,035	(1,035)	0	0	1,035	0	0	1,035
Sub-Total		1,943	28,277,008	2,844,720	7,832	0	2,852,552	2,844,720	2,362	0	2,847,082
Minimum payment	Minimum \$										
GRV	1,006	443	3,264,542	445,658	321	0	445,979	445,658	420	0	446,078
UV	1,006	0	0	0	0	0	0	0	0	0	0
Sub-Total		443	3,264,542	445,658	321	0	445,979	445,658	420	0	446,078
Total amount raised from general rate		2,386	31,541,550	3,290,378	8,153	0	3,298,531	3,290,378	2,782	0	3,293,160
Ex-gratia rates							0				350
Totals							<u>3,298,531</u>				<u>3,293,510</u>

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

24. NET CURRENT ASSETS

Composition of net current assets

	2016 (30 June 2016 Carried Forward) \$	2016 (1 July 2015 Brought Forward) \$	2015 (30 June 2015 Carried Forward) \$
Surplus/(Deficit) 1 July 15 brought forward	<u>5,850,209</u>	<u>1,650,599</u>	<u>1,650,599</u>
CURRENT ASSETS			
Cash and cash equivalents			
Unrestricted	1,469,014	1,667,715	1,667,715
Restricted	7,673,322	4,167,798	4,167,798
Receivables			
Rates outstanding	243,121	188,107	188,107
Sundry debtors	364,414	782,848	782,848
LESS: CURRENT LIABILITIES			
Trade and other payables			
Sundry creditors	(260,247)	(525,630)	-525,630
Accrued interest on debentures	(5,150)	(4,461)	-4,461
Accrued salaries and wages	(20,682)	(114,244)	-114,244
ATO liabilities	(34,807)	(168,421)	-168,421
Other Creditors	(52,771)	(53,408)	-53,408
Current portion of long term borrowings			
Secured by floating charge	(191,364)	(144,809)	-144,809
Provisions			
Provision for annual leave	(312,141)	(290,008)	-290,008
Provision for long service leave	(171,431)	(158,012)	-158,012
Unadjusted net current assets	<u>8,701,278</u>	<u>5,347,475</u>	<u>5,347,475</u>
Adjustments			
Less: Reserves - restricted cash	(3,377,117)	(4,167,798)	(4,167,798)
Add: Secured by floating charge	191,364	144,809	144,809
Employee Entitlement Reserve	334,684	326,113	326,113
Adjusted net current assets - surplus/(deficit)	<u><u>5,850,209</u></u>	<u><u>1,650,599</u></u>	<u><u>1,650,599</u></u>

Difference

There was no difference between the surplus/(deficit) 1 July 2015 brought forward position used in the 2016 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2015 audited financial report.

**TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

25. SPECIFIED AREA RATE - 2015/16 FINANCIAL YEAR

The Town did not impose any Specified Area Rate.

26. SERVICE CHARGES - 2015/16 FINANCIAL YEAR

The Town did not impose any service charges.

**27. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS
- 2015/16 FINANCIAL YEAR**

The Town had operated an early rate payment incentive scheme with prizes valued at \$2,000.

No rate discount scheme was offered in the 2014/15 financial year.

28. INTEREST CHARGES AND INSTALMENTS - 2015/16 FINANCIAL YEAR

	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Instalment Options				
Option One				
Single full payment	28-Aug-15			11.00%
Option Two				
First Instalment	28-Aug-15	33	5.50%	11.00%
Second Instalment	28-Oct-15	33	5.50%	11.00%
Third Instalment	04-Jan-16	33	5.50%	11.00%
Fourth Instalment	04-Mar-16	33	5.50%	11.00%
			Revenue	Budgeted Revenue
			\$	\$
Interest on unpaid rates			35,090	28,300
Interest on instalment plan			14,024	13,500
Charges on instalment plan			20,948	14,000
			<u>70,062</u>	<u>55,800</u>

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

29. FEES & CHARGES	2016	2015
	\$	\$
Governance	14,330	2,545
General purpose funding	25,221	22,630
Law, order, public safety	15,687	16,146
Health	5,324	6,645
Education and welfare	162,295	129,479
Housing	8,700	7,700
Community amenities	1,039,465	921,332
Recreation and culture	42,352	112,307
Transport	0	0
Economic services	265,603	264,558
Other property and services	133,205	189,119
	<u>1,712,182</u>	<u>1,672,461</u>

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

30. GRANT REVENUE

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

By Nature or Type:	2016	2015
	\$	\$
Operating grants, subsidies and contributions		
Governance	37,608	734,998
General purpose funding	650,496	1,944,888
Law, order, public safety	20,400	6,145
Health	0	0
Education and welfare	1,251,975	1,366,851
Housing	0	0
Community amenities	60,565	25,503
Recreation and culture	357,000	304,092
Transport	40,634	36,231
Economic services	13,140	5,986
Other property and services	49,947	11,214
	<u>2,481,765</u>	<u>4,435,908</u>
Non-operating grants, subsidies and contributions		
Governance	400,000	552,391
Education and welfare	115,828	0
Recreation and culture	38,058	0
Transport	351,868	190,728
	<u>905,754</u>	<u>743,119</u>
	<u>3,387,519</u>	<u>5,179,027</u>

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

31. EMPLOYEE NUMBERS

The number of full-time equivalent employees at balance date

	49		49
--	----	--	----

32. ELECTED MEMBERS REMUNERATION

The following fees, expenses and allowances were paid to council members and/or the president.

	2016	2016 Budget	2015
	\$	\$	\$
Meeting Fees	86,000	86,000	79,500
Mayor's allowance	18,500	18,500	18,500
Deputy Mayor's allowance	4,625	4,625	4,625
Travelling expenses	5	5,000	0
Telecommunications Allowance	0	0	5,100
	109,130	114,125	107,725

33. MAJOR LAND TRANSACTIONS

The Town did not participate in any major land transactions during the 2015/16 financial year.

34. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

The Town did not participate in any trading undertakings or major trading undertakings during the 2015/16 financial year.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

35. FINANCIAL RISK MANAGEMENT

The Town's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Town's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Town.

The Town does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Town held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2016	2015	2016	2015
	\$	\$	\$	\$
Financial assets				
Cash and cash equivalents	9,142,336	5,835,513	9,142,336	5,835,513
Receivables	734,299	1,077,120	734,299	1,077,120
	<u>9,876,635</u>	<u>6,912,633</u>	<u>9,876,635</u>	<u>6,912,633</u>
Financial liabilities				
Payables	373,657	866,164	373,657	866,164
Borrowings	1,298,657	993,465	1,298,657	993,465
	<u>1,672,314</u>	<u>1,859,629</u>	<u>1,672,314</u>	<u>1,859,629</u>

Fair value is determined as follows:

- Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.
- Borrowings, held to maturity investments, estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.
- Financial assets at fair value through profit and loss, available for sale financial assets - based on quoted market prices at the reporting date or independent valuation.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

35. FINANCIAL RISK MANAGEMENT (Continued)

(a) Cash and Cash Equivalents

The Town's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio with the assistance of independent advisers (where applicable). Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Town.

The Town manages these risks by diversifying its portfolio and only investing in investments authorised by *Local Government (Financial Management) Regulation 19C*. Council also seeks advice from independent advisers (where considered necessary) before placing any cash and investments.

	2016	2015
	\$	\$
Impact of a 1% ⁽¹⁾ movement in interest rates on cash		
- Equity	31,437	22,343
- Statement of Comprehensive Income	31,437	22,343

Notes:

⁽¹⁾ Sensitivity percentages based on management's expectation of future possible market movements.

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

35. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

The Town's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Town manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Town to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. The Town is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Town makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Town's credit risk at balance date was:

	2016	2015
Percentage of rates and annual charges		
- Current	34%	36%
- Overdue	66%	64%
Percentage of other receivables		
- Current	45%	79%
- Overdue	55%	21%

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

35. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables

Borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Town manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of the Town's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
<u>2016</u>					
Payables	373,657	0	0	373,657	373,657
Borrowings	241,661	798,848	329,785	1,370,294	1,298,657
	<u>615,318</u>	<u>798,848</u>	<u>329,785</u>	<u>1,743,951</u>	<u>1,672,314</u>
<u>2015</u>					
Payables	866,164	0	0	866,164	866,164
Borrowings	190,037	669,120	422,085	1,281,242	993,465
	<u>1,056,201</u>	<u>669,120</u>	<u>422,085</u>	<u>2,147,406</u>	<u>1,859,629</u>

TOWN OF NARROGIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

35. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables
Borrowings (continued)

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Town manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

	<u><1 year</u>	<u>>1<2 years</u>	<u>>2<3 years</u>	<u>>3<4 years</u>	<u>>4<5 years</u>	<u>>5 years</u>	<u>Total</u>	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	\$	\$	\$	%
<u>Year ended 30 June 2016</u>								
Borrowings								
Fixed rate								
Debentures	1,107,593.00	922,005.00	792,226.00	656,918.00	515,821.00	426,247.00	4,420,810.00	3.95%
Weighted average Effective interest rate	4.01%	3.99%	3.95%	3.90%	3.82%	3.92%		
<u>Year ended 30 June 2015</u>								
Borrowings								
Fixed rate								
Debentures	848,657.00	1,107,593.00	922,005.00	792,226.00	656,918.00	515,821.00	4,843,220.00	4.09%
Weighted average Effective interest rate	4.75%	4.01%	3.99%	3.95%	3.90%	3.82%		



Anderson Munro & Wyllie

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INDEPENDENT AUDIT REPORT TO THE ELECTORS OF THE TOWN OF NARROGIN

Scope

We have audited the financial report of Town of Narrogin for the year ended 30 June 2016. The financial report comprises the Statement by Chief Executive Officer, Statements of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows, Rate Setting Statement and accompanying notes to the financial statements.

The Council is responsible for the preparation of a financial report which provides a true and fair view of the financial performance and position of the council in accordance with the Local Government Act 1995, and Regulations. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error and for accounting policies and estimates inherent to the financial report.

Audit Approach

We conducted an independent audit of the financial report in order to express an opinion on it to the electors of the Town of Narrogin. Our audit was conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control and the availability of persuasive rather than conclusive evidence. Therefore an audit cannot guarantee that all misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Local Government Act 1995, and Regulations, including compliance with Accounting Standards in Australia, and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Council's financial position, and of their performance which is represented by the results of operations and cash flows.

We formed our opinion on the basis of these procedures, which included:

- examining on a test basis, information to provide evidence, supporting the amounts and disclosures in the financial report.
- assessing the appropriateness of the accounting policies and disclosures used, and the reasonableness of significant accounting estimates made by the directors.

Whilst we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.



Independence

Anderson Munro & Wyllie are independent of the Town of Narrogin, and have met the independence requirements of Australian professional ethical pronouncements and the Local Government Act 1995.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial statements of the Town of Narrogin are properly drawn up:

- a) So as to give a true and fair view of the state of affairs of the Shire as at 30 June 2016 and the results of its operations and cash flows for the year then ended;
- b) In accordance with the requirements of the Local Government Act 1995; and
- c) In Accordance with Applicable Australian Accounting Standards.

Statutory Compliance

- a) We did not during the course of the audit, become aware of any instances where the Council did not comply with the requirements of the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.
- b) There were no material or significant adverse trends in financial position or financial management practices revealed during the course of our audit.
- c) We have obtained all necessary information and explanations in relation to our audit.
- d) Our audit procedures were all satisfactorily completed.
- e) In relation to the Supplementary Ration Information presented at page 58 of this report, we have reviewed the calculations as presented and in our opinion these are:
 - i) Based on verifiable information, and
 - ii) Reasonable assumptions.

Dated the 17th day of November 2016 in Perth, Western Australia

BILLY-JOE THOMAS
Director

ANDERSON MUNRO & WYLLIE

ANDERSON MUNRO & WYLLIE
Chartered Accountants

**TOWN OF NARROGIN
SUPPLEMENTARY RATIO INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2016**

RATIO INFORMATION

The following information relates to those ratios which only require attestation they have been checked and are supported by verifiable information. It does not form part of the audited financial report

	2016	2015	2014
Asset consumption ratio	0.97	0.73	N/A
Asset renewal funding ratio	N/A	N/A	N/A

N/A - This ratio could not be calculated due to a lack of accurate information as a result of the future merger of the Shire of Narrogin and the Town of Narrogin.

The above ratios are calculated as follows:

Asset consumption ratio	$\frac{\text{depreciated replacement costs of assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planning capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$



Anderson Munro & Wyllie

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18 November 2016

Mr Leigh Ballard
Mayor
Town of Narrogin
89 Earl Street
NARROGIN WA 6312

Dear Sir

MANAGEMENT LETTER

We have completed our final audit for the year ended 30 June 2016 and report on matters which came to our notice during the audit.

It must be appreciated that the matters dealt with in this letter came to our notice during the conduct of our normal audit procedures which are designed primarily with a view to the expression of our opinion on the accounts of the company. Our comments cannot be expected to include all possible improvements in internal control which a more extensive special examination might develop.

During this audit, we noted the following matters which we believe need to be brought to your attention.

Long Service Leave in Subsequent Terms

We noted during our audit that three employees had completed over ten years continuous employment with the Town but had not yet taken any, or all of their long service leave entitlements. From our review of the Town's Long Service Leave Accrual schedule it appeared that the entire balance of the accrual for these employees was being discounted at the subsequent term liability rates and not just the leave accruing to the years of service in the subsequent term. This resulted in the balances for long service leave being understated for these employees. For example, employee G Maley had completed 10.3 eligible years and accrued 13.4 weeks long service leave. As per the schedule, the entire 13.4 weeks accrual was discounted at a liability rate of 0.7740. Only the 0.4 weeks accruing to the 0.3 years of the subsequent term should have had that rate applied, with the 13.0 weeks accrued to the completed 10 year period of service to be provided for in full. The sum of these understated balances was not considered to be material to the financial report so no adjustment was required.



We recommend that the schedule be reviewed and amended for future periods to ensure that long service leave entitlements accrued for completed service periods have a liability rate applied of 1.0, and that the subsequent term liability rates are only applied to the leave accrued to those subsequent term years.

Leave Provisions On-Costs

During our audit we noted that the calculation for annual leave provisions did not include a provision for “on-costs” such as superannuation and workers compensation insurance.

This resulted in the leave provisions being understated as when the employees take leave there are additional costs incurred for these items. The amount was not considered to be material to the financial report so no adjustment was required.

We recommend that all provisions for leave include an amount for on-costs to ensure the provision covers all the costs associated with each employee’s leave when taken.

Audit errors

The following items are the errors and differences identified during the audit which were not adjusted and are considered immaterial and do not impact our opinion of the financial statements:

1	Wages/Annual Leave Expense	33,473	
	Provision for Annual Leave		33,473
	<i>Being on-costs not provided for in annual leave provisions</i>		
2	Wages/Long Service Leave Expense	5,679	
	Provision for Long Service Leave		5,679
	<i>Being LSL underprovided for due to accruals incorrectly discounted</i>		

We would like to take this opportunity to thank Colin, Rhona and the rest of your staff for the assistance provided during the course of the audit.

Should you have any queries regarding any of the above, please do not hesitate to contact our office.

Yours faithfully

ANDERSON MUNRO & WYLLIE

BILLY-JOE THOMAS
Director

ANNUAL REPORT 2015/16



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Cover Image: Local woodlands by Kirsten Sivyler



ABOUT THE TOWN OF NARROGIN

The progressive and thriving rural community of Narrogin is located in the Wheatbelt South Region of Western Australia, 192 km (2 hours) south east of Perth. The picturesque township is set in the Narrogin Valley on the traditional land of the Noongar people of the Gnaala Karla Booja region.

Narrogin is very accessible through its high standard of transport infrastructure including rail, sealed highway access and a two-strip airport of which the main strip is sealed. Residents are serviced with excellent public utilities access: an abundant quality water supply; reliable power and telecommunications connection to the optical cable network and now awaits the NBN roll out.

Narrogin offers extensive community services provided through the highly-regarded Narrogin Regional Hospital and pro-active aged care services. The sporting fraternity is well catered for with the Town's fully-equipped recreation complex with heated indoor pool, well maintained sports grounds, numerous sports clubs, an active Regional Library and Heritage Museum. Narrogin Arts are strong through the Arts Narrogin and Nexus Committee's facilitation of events, classes and community interaction.

Education is well provided for through the three Independent Primary Schools, a Senior High School and Agricultural College, a Residential College and TAFE College.

In addition to all of the facilities and services that are provided within the Town there is also the Narrogin Regional Child Care Centre, kindergartens, various professional services, all major banks, farm advisors, accountancy and legal firms, bakeries, butchers, fast food outlets, venues for hire, supermarkets, many specialty shops, cafes, pubs and restaurants and many service organisations, sporting groups, and personal interest and hobby groups.

TOWN STATISTICS

Population	est. 4,430 - ABS Data 2013
Distance from Perth (km)	193
Area (sq km)	12.6
Length of Sealed Roads (km)	61.3
Length of Unsealed Roads (km)	13.1
Number of Electors	2,670
Rateable Assessments	2,131
Total Rates Levied	\$3,298,531
Total Revenue	\$13,004,362
Number of Employees	86 (29 FTE, PTE and Casual 57)

TOURIST ATTRACTIONS

The Town of Narrogin heartily welcomes all tourists to the area. The Town has many interesting attractions that range from a wide variety of activities to scenic destinations. You can visit Dryandra Country Visitors Centre, Gnarojin Park, Railway Dam, Dryandra Woodlands, Barna Mia, Foxes Lair, Lions Lookout, Heritage Walk, Old Courthouse Museum, Skate Park, Narrogin Leisure Centre – 25m indoor heated swimming pool, wet synthetic hockey stadium, three basketball / netball stadiums, and many more.

SIGNIFICANT LOCAL EVENTS

Significant local events include the Narrogin Show, Spring Festival and Open Gardens, Art Wine and Food Trail and the annual RevHeads Weekend.

LOCAL INDUSTRIES

Local industry is based on agricultural services, education, health and aged care services, brick-making, concrete, light engineering, car and machinery dealerships, cabinet-making and a host of professional services including all the major banks, financial and legal services and many more commercial entities.



MAYOR'S REPORT

The Town of Narrogin has developed through this financial period with changes to staff and the structure to the organisation resulting in the completion of many projects and outstanding items.

With the confirmation of the merger of the Town and Shire of Narrogin this has been the major focus of the Council and administration. In reading this report it should be known that the merger has occurred, putting to bed this long term issue and project. The amount of effort that was placed into the merger from the Administration was far in excess of what was expected by both organisations; however, the results have been strong, paving the way for a smooth transition.

The Narrogin Link Road has progressed to the point of completion and Council is awaiting the opening of the road and commencement of traffic flows. The Northern section of the Link Road is now in planning by the Department of Main Roads.

During this financial year, changes to the methods of communication with the residents have continued to develop, with the Facebook page now making a big impact and the revised website providing more information than ever before. Continued development on the website and information provision will continue into the future.

The finalisation of the 2015/16 financial year has resulted in another strong financial result for the organisation and the community limiting the amount of rates required to be raised by the new entity. It is recognised that a large amount of effort by all staff is required to facilitate a strong outcome like this and I wish to express my thanks to the Chief Executive Officer, Executive Team and all Town of Narrogin employees for their efforts through this period.

I would also like to congratulate all the final Elected Members for the Town of Narrogin, whose terms completed on the 30 June 2016, as your efforts to ensure Council was an effective team was exceptional.

As a Commissioner for the new Shire of Narrogin I look forward to the next financial year period for the new entity to commence and start making impacts into the greater Narrogin Shire community.

A handwritten signature in black ink, appearing to read 'L Ballard', written in a cursive style.

Leigh Ballard
Mayor



CHIEF EXECUTIVE OFFICER'S REPORT

Note for the reader: As the Chief Executive Officer for the Town of Narrogin and the Shire of Narrogin prior to its closure on the 30 June 2016, I have separated this report into two sections for the Town and Shire.

Please note that a full Annual Report Statement is not required for the Shire of Narrogin due to its merger with the Town and, as such, there will not be an overview of the Strategic Plan or separate report prepared as is required to be prepared for the Town of Narrogin. This report is the Town of Narrogin Annual Report with a brief statement for the former Shire of Narrogin and when available the Shire of Narrogin's Audited Annual Financial Statements will be attached to this document outlining the financial position as at the closure of the organisation on 30 June 2016.

Town of Narrogin Report

I am pleased to present to Elected Members, Residents and Ratepayers the 2015/16 Annual Report.

The Annual Financial Report shows that Council finished the financial year with surplus of \$3,297,514 which was achieved through the hard work and committed efforts of all staff. This surplus is made up of many committed funds and unexpended grants; however, the uncommitted funding portion of this amount assists greatly in keeping the rate increase low for the new entity.

This financial year period has been focused on the planning work for the merging of the Town and Shire of Narrogin to the new Shire of Narrogin. This project has required a very large amount of time and energy of staff and as a result has impacted on other projects throughout the year. With the merger occurring staff positions have been redirected in some instances to improve and increase services provided which has had a positive impact on work flows and the completion of projects.

All business units of the Town of Narrogin have provided excellent services to the Narrogin residents and community during the period. This includes the Narrogin Home

Care, Narrogin Library Service, and Regulatory Services including Ranger and the YMCA facilitating the management of the Leisure Centre.

The administration centre extension has progressed well and the planning for the administration renovation is nearly complete. The Depot extension was completed and other road works included the further upgrade to Federal St and other road assets. The footpath network was further progressed and improved as well as playground equipment and parks and gardens furniture.

The Townscape review was facilitated during the period and it is hoped will be endorsed by Council in the new year.

Council during the period facilitated the sale of the Fairway St property to Landmark and from this a large scale development will be instigated. In addition there have been several very positive discussions with developers and it is hoped that positive economic action will be instigated in the next period.

The Town's staffing levels have been quite strong during the period with only a normal amount of changeover occurring other than some staff not wanting to transition to the new Shire of Narrogin.

I would like to thank the Elected Members especially the Mayor for their support during the period and all staff within the organisation, particularly the Management Team, including Mr Niel Mitchell the project consultant for the merger, who have all worked diligently to bring the organisation to another excellent outcome for the Narrogin residents and ratepayers.

Shire of Narrogin Report

Having been the Chief Executive Officer for a limited period prior to the merger taking place it is difficult to provide significant information for this report.

The Shire received a pleasing Auditors Report with the 2016/2016 financial statements showing a small carried forward surplus.

During the financial year period the Shire of Narrogin significantly advanced the contracted works for Main Roads on the Link Road South project. In addition to this the Wanerie Road Heavy Haulage Route was completed and officially opened and extension to the Works Depot was completed with the addition of solar power.

A significant amount of time was invested in preparing the Shire for the merger with the Town. Several key staff members resigned during this time and this increased the impact of the merger on the remaining staff. Major preparations were able to be facilitated that assisted in the smooth transition of the organisations into the new entity.

Through my short time with the Shire organisational changes were made and the Elected Members supported this change to enable both organisations operations to become closer. The trust shown in myself and Mr Evans to progress the organisation to its closure on 30 June 2016 was greatly appreciated as this was a stressful and intense period of time.

I would like to thank the Shire of Narrogin Elected Members, Shire President and staff for your assistance and trust during this period.

A strong position for the greater new Shire of Narrogin is expected to result from the merger with additional services provided to the community at large. I look forward to working with new administrative team, new Council and greater community to achieve this after 30 June 2016.

Aaron Cook
Chief Executive Officer

YOUR ELECTED MEMBERS

The Town of Narrogin is a corporate body and consists of nine Elected Members including a publicly elected Mayor.

The Elected Members for the Town of Narrogin, during the period of this report being the 2015/2016 financial year are listed below. Please note that due to the merger all Elected Members resigned as of 30 June 2016 and three commissioners appointed by the Minister commenced on 1 July 2016 until 15 October 2016 when the new Council is to be elected.



*Mayor Leigh Ballard
(Retires 06/16)*



*Deputy Mayor
Cr Arthur Paternoster
(Retires 06/16)*



*Cr Michael Kain
(Retires 06/16)*



*Cr Jan McKenzie
(Retires 06/16)*



*Cr David Russell JP
(Retires 06/16)*



*Cr Clive Bartron
(Retires 06/16)*



*Cr Paul Schutz
(Retires 06/16)*



*Cr Colin Ward
(Retires 06/16)*

Photo to be inserted.

*Cr Murray Fisher
(Retires 06/16)*

COMMUNITY STRATEGIC PLAN / CORPORATE BUSINESS PLAN OVERVIEW

Section 5.53 (e) of the Local Government Act (1995) states that in relation to the Annual Report “an overview of the Plan for the Future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year.”

Achievement Score Table

1	No Action taken.
2	Further investigation some work undertaken.
3	Ongoing action and communication with relevant parties. (Status Quo)
4	Item has progressed substantially.
5	Item has progressed to completion or no further action required.

ECONOMIC DEVELOPMENT

	Strategy	Task Allocation	Timeline	SCORE
1.1	Further develop the Narrogin Business Prospectus to provide a comprehensive and informative tool that will assist in the attraction and promotion of Narrogin to new Industry and Business.	CEO	2013	5

The prospectus has been finished and is now an internal working document ready for review and reprint as required. The document has been distributed to several business and stakeholders and is utilised when promoting Narrogin and the Region.

The document is ready for updating once the merger has been performed. It is planned that this will occur after the newly elected Council have had the opportunity to set the strategic direction through the revision of the Strategic Plan. Date Estimate 30 June 2017.

1.2	Investigate developing major events for the Town.	CEO	2014	5
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Further assistance has been provided to current yearly events during the period attempting to ensure that the event is funded and assisted appropriately to ensure that they are sustainable events. No new major events have been facilitated; however, work has progressed with some community members who are interested in facilitating events.

The International Hockey Event was facilitated through major efforts from the Narrogin Hockey Association. The Mayor and CEO were also heavily involved in the negotiations and Council staff assisted where possible and contributed many hours to assist this fantastic event in Narrogin. This International Event showcased Narrogin to the world and Hockey Australia that Narrogin is a fantastic venue for events like this.

1.3	Lobby the State Government and private enterprise to utilise and potentially expand the Research Power Generation Plant.	CEO	2018	3
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During this period there has been no advancement with this project due to the lack of funding from the entity that expressed an interest in redeveloping the exiting site. It is expected that discussions will recommence in the new period for alternative sites.

1.4	Promote Narrogin to the Business Community, State Government and the general public as a strong and positive economic entity.	CEO	Ongoing	4
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Continued promotion of Narrogin has occurred during the period to all that has interacted with Council. From this several positive outcomes have occurred that will potentially result in future development or growth in Narrogin or the district.

1.5	Support Tourism, Arts and sport initiatives, recognising the economic impact that they provide to the businesses and general community.	DCCS/MLC	Ongoing	4
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Staff have been active in this area through the provision of a Kidsport, Club Development Officer and assistance provided to Arts Narrogin and the Nexis Committee, Museum Group, Dryandra Country Visitors Centre and others.

1.6	Investigate the refurbishment of the Narrogin Railway Station and the development of a short stay parking site for self-contained RV's.	DCCS/DTES	2017	3
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Further to last periods comments the Station has not received further attention and the project for having an access and parking area provided from the Link Road has been delayed due to staff commitments on the merger and other projects.

1.7	Investigate the refurbishment and long term development of long and short term accommodation through the development of the Narrogin Caravan Park.	DCCS/CEO/DT ES	2015	4
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The general appearance of the Caravan Park has continued to improve. A design for an entry statement has been finalised and this will occur in the next period. The major project of the electrical upgrade has progressed; however, issues have been experienced between the electrical consultant and Western Power regarding the design which has greatly delayed this project.

Caravan accommodation rates have increased during the period which has increased the sustainability of the Caravan Park.

1.8	Further investigate the development of a Crematorium based in Narrogin.	CEO	2015	5
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As per last periods comments no further action has been taken in regards to this matter due to the inability to prepare a business case that is sustainable for Council.

1.9	Further investigate the development potential of the Industrial Area	CEO/DTES	2015	3
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During the period an application to Landcorp was made for the development of some 30 acres of the industrial land that Council owns. This progressed and an outcome is expected in the next period with a potential development occurring within several years.

Average Score for Economic Development = 4/5 or 80%

COMMUNITY DEVELOPMENT/SERVICES

	Strategy	Task Allocation	Timeline	Score
2.1	Continue to expand the Town's capacity and reputation as a venue for events, sports and seminars of local and regional significance.	DCCS	2015	4

As per Key Objective 1.2 Council has continued to support local events through providing cash and in-kind works to yearly events to assist in enabling the event to be sustainable. With the Town Hall and Reception Centre being available the number of event being held from these facilities has also continued to increase the activity within Narrogin.

2.2	Continue to develop and facilitate activities, engaging all age demographics, at the Narrogin Regional Leisure Centre that are sustainable and beneficial to the Community and the Centre.	MLC	Ongoing	4
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Continued effort has been placed in supporting events and facilitating events and activities for all age demographics. A focus from staff is placed on activities for the youth and aged in Narrogin as many more activities are already coordinated by the community for more general aged demographics.

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.	DCCS	Ongoing	4
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The Home Care division of Council continues to be an excellent service provider within the Narrogin Region. Council has also facilitated several workshops with community members concerning Aged Friendly Communities and facilitated the expenditure of grants funds in the area to improve access within the Narrogin and Highbury town sites. Council was requested to assist in the Karinya Dementia Development through auspicing the grant funds and this has been facilitated to ensure that the project was enabled.

2.4	Provide ongoing proactive support, where possible, to the Local Indigenous Noongar Community towards positive actions within the community.	MLC	Ongoing	3
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Support has been provided where possible to Indigenous activities when requested. Several events have been facilitated through the year to engage Indigenous and other youths and it is hoped that this will continue and grow with more active engagement with Council staff and when the Indigenous community become skilled in their own event management and facilitation.

2.5	Further develop, encourage and support youth activities and initiatives within Narrogin.	MLC	Ongoing	4
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Further to last period continued support has been provided to groups providing youth activities and events. Council has also facilitated several events in this space engaging large numbers of youth during school holidays. The YMCA have also continued to actively engage the youth through sporting and other activities.

2.6	Encourage and assist local Arts Groups to facilitate the development of the arts culture in Narrogin.	MLC	Ongoing	4
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The agreement between Arts Narrogin, inclusive of the Nexis Gallery, and Council has continued during the period ensuring that a location is provided for these activities whilst Council and the community receive ongoing events and gallery displays. In addition to this performing arts and music events were also facilitated creating a vibrant community for the region. A number of Council facilities have been provided at a heavily subsidised rate to encourage these activities throughout the period and it is expected that this will continue.

2.7	Assist the local sporting groups to strategically develop their clubs and facilities within Narrogin.	DCCS	Ongoing	4
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The Club Development Officer has continued to work with sporting groups building on the previous year's work. Assistance has been provided to sporting groups for small grants and several training sessions have also been facilitated to assist in developing the clubs.

2.8	Support the expansion of Educational Facilities to enhance opportunities for value adding to industry, employment and health care within the region.	Council	Ongoing	4
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The TAFE location remediation works were finalised during the period and the area is now ready to be utilised. However, the State have other priorities than this location in Narrogin and, as such, it is assumed that this project will be delayed for several years. Strong relationships have been made with the schools and work has been facilitated around traffic management and parking issues for the primary schools and in the next period this will occur at the high school.

2.9	Council will continue to support and develop the services and facilities provided at the Narrogin Regional Library to support community literacy and learning strategies for people of all ages; encourage community engagement, facilitate opportunities for lifelong learning, and support literacy initiatives in the Narrogin Community and the wider regional community.	MLS	Ongoing	4
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Lots of activities are being provided from the Library and this includes school holiday programs, after hours events and generally assisting the communities in their requests and endeavours. The Library has again achieved excellent feedback from the users due to the services provided and the staff interactions and welcoming.

2.10	Provide support and encouragement for volunteers and local service groups.	MLC	Ongoing	4
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Support is continued to be provided to volunteer groups and service providers through the discounting of hire rates or the provision of services or staff time to assist their activities. Council continues to provide assistance to the Emergency Service volunteers and SES and also provides insurance for volunteering activities if coordinated through Council.

Average Score for Community Development Services = 3.9 / 5 or 78%

PARKS GARDENS AND NATURAL ENVIRONMENT

	Strategy	Task Allocation	Timeline	Score
3.1	Develop a Water Management Strategy for Narrogin that includes the reuse of harvested/reclaimed water and drainage flows.	DTES	2014	4

A water harvesting plan to access the water from behind the Race Club was prepared during the period. This report identifies the locations for water retention basins and increased dam capacity.

In addition to this report work was also undertaken on removing storm water flows from the town site by redirecting water flow from the Hospital and upper Forrest and Felspar Street to the drain that feeds the Railway Dam.

It is hoped that the reports will enable Council to apply for grants and access funding in the near future to action the works and increase storm water harvesting and reduce the impact of storm water flows within the townsite.

3.2	Investigate options to enhance and redevelop the Railway dam precinct for recreation and tourism.	DTES	2015	4
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As stated in point 3.1 if the funding can be received to increase the water flows into the Railway Dam this would work to increase the appearance and useability of the Dam. Further to this a new memorial has been installed commemorating the immigrant camp sites located in the area. The Walkway bridge was also repaired.

3.3	Consolidate and identify purposes for all of Councils Reserves and properties for ongoing and future use.	DTES	2016	3
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The freehold transfer of the three reserves has progressed as this was dependent on the merger progressing. It is expected that these parcels will be transferred to Council in the next period. No other works have been facilitated on this item.

3.4	Investigate options for Council to reduce its environmental impact within its operations and facilities where economical to do so.	CEO	Ongoing	4
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In addition to the efforts made in previous years the Library has had a smaller Solar System installed and more efficient Led lighting has been installed where possible and within budget

constraints. This much like the other sites has resulted in a reduction in operating expenses; however, being a smaller system this is less than other sites.

3.5	Develop management plans for Council's reserves identifying their future and long term use and management.	DTES	2015	4
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With the Foxes Lair Management Plan being prepared in the previous period Council advanced works within the Reserve. Several jobs were completed being to gate off access and install shaded areas for people to take refuge. Work will continue with the Friends of Foxes Lair to continue the improvement of the area.

Average Score for Parks Gardens and Natural Environment = $\frac{3.8}{5}$ or 76%

GOVERNANCE AND CORPORATE SERVICES

	Strategy	Task Allocation	Timeline	Score
4.1	Ensure that the Local Laws are reviewed on a regular basis as per the requirements and that the Laws are relevant to the Narrogin community.	CEO	2013/ Ongoing	4

All Local Laws have been reviewed as part of the merger process. Action has been taken during this period but the finalisation of the Laws will not take effect until the new period and the new entity resolve to accept them.

4.2	Ensure that the Town is proactive in the seeking of grant funding from external sources to reduce the requirement of the Town and community seeking funding from within.	CEO/DCCS	Ongoing	4
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As per previous periods a large number of grants have been applied for during the period. Many have been successful like the funding for the Skate Park Upgrade; however others have not been successful like the CCTV Upgrade application although Council has in this instance been advised it was on top of the waiting list. Council continued to receive Roads to Recovery and Regional Road Group funds and the Financial Assistance Grants for the year and are still busy expending the last funding from the Country Local Government Fund. The Aged Friendly grant also expended was and Council is auspicing the grant for the Dementia Upgrade at Karinya.

4.3	Ensure that all Town Planning and Building applications are dealt with in a timely and appropriate manner and that the strategic direction of the Town Planning Scheme is prominent and under review.	DTES	Ongoing	4
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All Town Planning and Building Applications are dealt with in a timely manner if the applications are provided in an efficient manner. The Town Planning Scheme progression has been slow; however, with the recent changes in the splitting of the department of Council from one unit to two an applied focus has resulted with advancement being made.

4.4	The Strategic Community Plan and Council's other strategic integrated corporate documents are to be reviewed on a biennial basis.	CEO	2014/16/18/ 20/22	3
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With the impending merger this has been delayed until the new Council has been elected and have time to settle into their roles. It is expected that a fully revised Strategic Plan will be workshopped and implemented in the next period.

4.5	Develop a survey that is to be conducted at a minimum of every two years to gauge the Narrogin Ratepayers and Residents identified strategic direction and the level of service provision being made by the Town of Narrogin.	CEO	2013	2
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Again due to the merger and workloads this item has not progressed.

4.6	Prepare a marketing plan for the Town of Narrogin to increase the exposure and perception of Narrogin to the greater community, State Government and Local Councils.	CEO	2014	4
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A marketing plan has not been established; however, clear guidelines have been established that guides staff as to how to advertise and market the Council. This has been effective and placed an increased focus on the website and Facebook page broadening the impact of the information provision to the community as a whole.

Average Score for Governance and Corporate Services = 3.5 / 5 or 70%

WASTE MANAGEMENT

	Strategy	Task Allocation	Timeline	Score
5.1	Investigate and develop, in partnership with neighbouring Councils, a regional waste facility.	CEO/DTES	2018	3

The Waste Management Group are currently considering other options. Currently Council is accepting waste from the Shire of Cuballing at the refuse site. This waste is minimal with little impact on the tonnage per year.

It is expected that further advancement will be progressed in this area during the next period.

5.2	Investigate, develop a viable waste recycling program for the Town.	CEO/DTES	2015	5
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The recycling program has now been in place for two periods and is well established within the Town.

5.3	Redevelop the Waste Management Plan for the White Rd Refuse Site and investigate better methods of handling the current waste to maximise the life span and reduce the ongoing cost of facilitation of the Refuse site.	DTES	2014	4
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The works to develop the waste streaming area to limit the access to the tip face has been delayed during the period; however the plans have been finalised and the works will commence in the next period.

5.4	Investigate the potential reuse of refuse to generate power and other uses.	CEO/DTES	2018	3
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As per the last period this has not advanced due to the technology not being viable for the amount of combined waste from the Waste Group.

5.5	Investigate the future conversion of the White Road refuse site to a transfer station.	CEO/DTES	2015	4
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The waste streaming changes that will be implemented to the refuse site will take the first major steps to seeing this item be enacted. However, the conversion to a proper transfer site

will not and cannot progress until the Waste Group locate and purchase a suitable site that will enable the waste to be received and processed.

Average Score for Waste Management = 3.8 / 5 or 76%

INFRASTRUCTURE AND ASSET MANAGEMENT

	Strategy	Task Allocation	Timeline	Score
6.1	Create a facility and development plan for the Narrogin Cemetery and Crematorium.	DTES	2015	4

An overall burial plan was created for the Narrogin Cemetery during the period and the niche wall works commenced. The advancement to completion of the niche wall is expected in the next period and the detailed investigation for additional burial plots will also be undertaken.

6.2	Investigate the potential development of Water Harvesting Retention Dams to reduce the impact of heavy rains and provide a source of water for sporting groups and or potential industry.	DTES	2016	4
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A plan was prepared during the period that focused on the harvesting of storm water from behind the Race Club to result in a water source for watering and reduce the storm water flow into the Narrogin Creek line. Another plan was also prepared to harvest water away from the CBD by sending it to the open drain line that feeds the Railway Dam. It is hoped that funding can be obtained and works progressed during the next period.

6.3	Redevelop and identify the Town's Footpath Program.	DTES and Council	2014	4
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During this period Council again was able to budget for considerable works on the Footpath network. A focus was placed on improving the accessibility for the aged within Narrogin to the CDB and essential services. Further works are planned to be progressed in the following budgets.

6.4	Continue to lobby State Government for the completion of the Narrogin Heavy Haulage Bypass Link Road and the construction of the East/West Bypass Road in its entirety.	CEO and Mayor	Ongoing	4
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The Shire of Narrogin was contracted to perform much of the works on the Link Road and this was facilitated during this period. The majority of the works were completed and the shire ceased its contract with Main Roads.

The remaining works were then facilitated by Main Roads directly; however, the Link Road is not planned to be opened until November 2016.

6.5	Develop a Town Site revitalisation plan focusing on the central business district and additional generic street scape design for residential areas.	DTES/CEO	2018	4
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Further works were progressed within the CBD to improve the street scape and road surfaces. The current Townscape plan was reviewed by a consultant with public consultation and workshops and it is expected that Council will endorse this plan in the next period.

6.6	Create a development plan for Council to meet its ongoing future infrastructure requirements regarding all road and associated infrastructure.	DTES/MWS	2015	3
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Council implemented a Five Year Significant and Local Road Capitalisation Program, Footpath Program and identified its building maintenance and upgrade requirements. This plan has been utilised in the setting of the annual budget and forecasts the works required for future years. The asset management systems now utilised by Council also feeds information into the plans to ensure that Council is keeping on track with its asset renewal and maintenance.

6.7	Create a development, heritage and maintenance plan for all of Councils current and future building asset requirements.	DTES/CEO	2016	4
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Council with the implementation of the new Asset Management tools has collected all building assets data. This now provides guidance as to the future requirements of Council in its programed maintenance and upgrades. This Asset Management Plan will continue to be utilised for future budgets and planning.

6.8	Develop the Towns Building infrastructure to ensure that they are economically and sustainably viable into the future and provide for the needs of the Community.	DTES	2016	4
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With the implementation of solar power on the Library all of Councils buildings that can benefit from solar energy have now been completed. In addition Council has implemented recycling at the Caravan Park and the Administration Centre.

6.9	To investigate the construction or acquisition of Executive Housing within Narrogin.	CEO	2015	3
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During this period, as all officers are currently located within rentals no action has been taken. However, it is noted that this is an issue that will continue to affect Council and once the sale of other properties has been facilitated investigation as to potential blocks to purchase will be facilitated to commence the construction or purchase of staff housing.

Average Score for Infrastructure and Asset Management = 3.7 / 5 or 75%

LONGER TERM STRATEGIES

	Strategy	Task Allocation	Timeline	Score
7.1	Continue to lobby for the development of a University Campus in Narrogin.	CEO / Mayor	2022	3

With the advancement of On-Line study options the requirement to have a campus in Narrogin is reducing. If this was to be facilitated the main outcome would be to provide a study portal rather than a campus.

Lengthy discussions have been held with the former CY O'Connor TAFE and although they have now been merged into the South West Regional TAFE these discussions for the provision of a University Study access portal will continue.

7.2	Development of a Tourism icon within Narrogin that will assist in drawing additional tourists into Narrogin and distinguish Narrogin from surrounding Councils.	CEO	2022	3
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This item has continued to be delayed due to other priorities, however, a large number of discussions have been held regarding the PM706 Steam Train and its potential return to Narrogin.

7.3	Continue to support and investigate development options for the Narrogin Airport and facilities.	CEO/DTES	2022	3
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The Master Plan was completed and provides clear direction for the future of the Narrogin Airport. Work was facilitated with the Narrogin Gliding Club regarding the locating of the RAF Gliding Cadets in Narrogin and land was allocated for this purpose.

7.4	Support the regional development of a Agri Business Precinct	Council	Ongoing	3
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Although no action resulted on this key objective work has continued in providing information to potential developers and the Wheatbelt Development Commission. As these are long term goals no action may result for several years but the economic impact of when it does occur cannot be underestimated for the region.

7.5	Promote Narrogin as a potential location for large to major Industry to establish or relocate and develop their business.	Council	Ongoing	4
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As has been stated Council has made application to Landcorp for the development of its industrial land. Other developers have been provided information and assistance during the period to encourage their relocation. Unfortunately only one developer has taken the action; however, in the next period it is expected that other positive outcomes will be facilitated and the public and Council must understand that this objective receives a lot of attention with minimal results but when they occur the positive effect is large.

7.6	Promote the long term development of existing and future businesses within the CBD.	Council	Ongoing	4
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The CBD revitalisation plan was completed and it is expected will be endorsed by Council in the next period. This plan when funded and enacted will assist in revitalising the CBD encouraging business growth.

When existing or new businesses approach the administration for assistance, officers are quick to respond to ensure that positive outcomes are achieved where possible.

Average Score for Longer Term Strategies = 3.33 / 5 or 66%

Total Average Score for the Town of Narrogin overall Strategic Key Performance Indicators:
= 3.7/ 5 or 74.37%

STATUTORY STATEMENTS

NATIONAL COMPETITION POLICY

Local Governments are required to report their progress in implementing National Competition Policy in their Annual Report. There are a number of specific requirements placed on local government in the areas of competitive neutrality, legislation review and structural reform.

COMPETITIVE NEUTRALITY

The principle of competitive neutrality is that government businesses should not enjoy a competitive advantage or disadvantage, simply as a result of their public sector ownership.

Competitive Neutrality should apply to all significant business activities which generate a user-pays income of over \$200,000 per annum unless it can be shown it is in the public interest.

A public benefit test is used to determine if competitive neutrality is in the public interest. This involves assessing the benefits of implementing competitive neutrality against the costs. If the benefits exceed the costs, competitive neutrality should be implemented.

There were no significant changes to business operations or additional services in 2015/16, operated by the Town of Narrogin that would fall into the above categories.

LEGISLATIVE REVIEW

All Local Governments are required to assess which of their local laws might impact on competition and conduct a review of each to determine how any restrictive practices might be overcome. The annual report is to include a statement of which local laws have been reviewed the conclusions of those reviews and a forward strategy for all local laws still to be reviewed.

All of the Town and Shire of Narrogin Local Laws were reviewed within this period and Council adopted an action plan on progressing these matters. During this and the following period all existing Local Laws were rescinded and new Local Laws set in place. It is expected that this process will be concluded prior to December 2016.

For a list of the new Local Laws please refer to the Shire of Narrogin Website or the Department of Local Government Website.

STRUCTURAL REFORM

The merger between the Town and Shire of Narrogin was finalised during the period with the Minister accepting the report from the Local Government Advisory Board and the notice being placed in the Government Gazette. The merger is locked in for 1 July 2016 with the Shire of Narrogin being abolished as at the close of business on 30 June 2016 and the Town of Narrogin, being the continuing entity assuming control of the former Shire's assets and liabilities. The Town of Narrogin will formally change its name to the Shire of Narrogin as of 1 July 2016

All Councillors from both Councils have resigned and the Minister has appointed three Commissioners for the transition period until the new Elected Members are elected to office on the 15 October 2016.

DISABILITY ACCESS AND INCLUSION PLAN (DAIP) REPORT

Outcome 1: People with disabilities have the same opportunities as the other people to access council services and events organised or sponsored by Council.

The Shire of Narrogin (formerly the Town of Narrogin) hosted three community events in 2015/2016. A Long Table Lunch was held in December at Gnarojin Community Garden to celebrate Disability Awareness Week. Grant money received from DSC was used to pay for specially designed and constructed tables for outdoor use at the Garden by persons confined to a wheelchair.

Thank a Volunteer Day was held in December at the town's Lesser Hall. The venue has accessible toilet facilities and parking on Fortune Street was accessible via the Town Hall on Fortune Street.

National Youth Week was celebrated in April 2016 outdoors in the CBD. This location provided accessible parking, accessible toilet facilities.

Anzac Day is commemorated with a Gunfire Breakfast at the Lesser Hall.

Outcome 2: People with disabilities have the same opportunities as other people to access Council buildings and any other Council facilities.

Upgrade footpaths with kerb ramps, grab rails and tactile stickers on residential streets close to and within the CBD to allow wheelchair and mobility devices with better access to Council and other community facilities.

Outcome 3: People with disabilities receive information from Council in a format that will enable them to access the information, as readily as other people are able to access it.

There is no change since reporting 2014/2015.

Outcome 4: People with disabilities receive the same level and quality of service from the staff of the Council as other people receive from the staff of Council.

This continues to be a focus of Council and staff.

Outcome 5: People with disabilities have the same opportunities as other people to make complaints to Council.

Council is receptive and welcomes complaints and feedback from people with disabilities.

Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation held by Council.

Refer to outcome 5.

Outcome 7: People with disabilities have the same opportunities as other people to be employed at the Town of Narrogin.

The Shire of Narrogin is an equal opportunity employer.

FREEDOM OF INFORMATION ACT 1992

This information statement is published in accordance with section 96 of the *Freedom of Information Act 1992*.

1. Structure and Functions of Council

Establishment

The Town of Narrogin is established under the *Local Government Act 1995*, and has the responsibility for the administration of this Act with the District. Other major legislation which creates a duty or an authority for Council to act includes but is not limited to:

- *Health Act 1911*
- *Town Planning & Development Act 1928*
- *Bush Fires Act 1954*
- *Dog Act 1976*
- *Cat Act 2011*
- *Cemeteries Act 1986*

Council

Council's affairs are managed by nine Elected Members from and by the community, who act in a voluntary capacity, and represent all sections of the community. The Council acts as a community board, establishing policies and making decisions within the requirements of the *Local Government Act* on a wide range of issues affecting the community, and in keeping with the legislative requirement to:

- Determine policies to be applied by Council exercising its discretionary powers.
- Determine the type, range and scope of projects to be undertaken by Council.
- Develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications for residential and commercial development.

Ordinary meetings of Council are held on the second and fourth Tuesday of every month excluding January and one meeting held on the third Tuesday of December at 7.30pm. All members of the public are welcome to attend.

Personal Involvement

Elected members are involved with many organisations within the community, and are also active in representing the Town of Narrogin at a regional or state level. Council's nominations to other organisations include but not limited to:

- Central Zone of WALGA

- Airport Committee
- Local Emergency Management Committee
- Safe Town and Roadwise
- Townscape Committee

Standing Committees

At present there is one Standing Committee of Council: Audit Committee.

Occasional Committees

Council utilises occasional Committees as and when required.

Agendas

To ensure that all items are included in the Agenda for council meetings, it is requested that items for consideration be submitted to the Chief Executive Officer at least a week prior to Council meeting, as agendas are prepared for members and are distributed 5 days prior to the meeting. This permits each item to be researched if necessary, and be presented to Council with a recommendation for decision, if appropriate.

Copies of the Agenda are available prior to the meeting in accordance with the *Local Government Act 1995*. Please note that all Minutes are subject to confirmation by Council.

Complaints

Complaints received by Council have been recorded and actioned in a timely manner.

Delegated Authority

Under the Local Government Act 1995, Council is able to delegate many powers to either committees or to the Chief Executive Officer. The CEO may then further delegate the duty or responsibility to perform a task. Delegations are recorded in a Register, and are reviewed by Council annually.

2. Services to the Community

Council provides an extensive variety of services for the community under a wide range of legislation. Services provided include:

- | | | |
|--------------------------|-------------------------------|------------------------------------|
| • Building control | • Litter bins | • Roads, footpaths and kerbs |
| • Cemeteries | • Parks and reserves | • Rubbish collection |
| • Citizenship ceremonies | • Planning controls | • Storm water drainage |
| • Crossovers | • Playground equipment | • Street lighting |
| • Dog and cat control | • Public buildings for hire | • Street sweeping |
| • Drainage | • Public toilets | • Street tree maintenance/planting |
| • Environmental health | • Recreation/sport facilities | • Swimming Pool |
| • Fire prevention | • Recycling | |
| • Library services | | |

- Traffic control works

3. Access to Council Documents

The following documents are available for inspection at the Council Administration Offices free of charge. Copies of the documents can be made available, although some will incur a charge to cover the cost of photocopying. The Local Government Act 1995 does stipulate minimum requirements for documents to be made available for public inspection, and these include:

- Minutes and agendas of Council and Committee meetings
- General Policy Manual
- Annual Budgets
- Annual Report
- Annual Financial Statements
- Monthly Financial Statements
- Council Local Laws (formerly known as by-laws)
- Town Planning Scheme
- Electoral Rolls
- Financial Interest Register- Primary and Annual Returns and Declarations

Requests for other information will be considered in accordance with the requirements of the *Freedom of Information Act 1992* and the *Local Government Act 1995*. Under the *Freedom of Information Act 1992*, an application fee and search fee must be submitted with the completed request form, unless the information is of a personal nature, or an exemption is granted.

Please contact the Shire of Narrogin Administration Centre at the following address if you have a query regarding any of the above Freedom of Information Statement or if you would simply like more information:

Shire of Narrogin
89 Earl Street
(PO Box 188)
NARROGIN WA 6312
Tel: (08) 9881 1944
Fax: (08) 9881 3092
Email: enquiries@narrogin.wa.gov.au

STATE RECORDS ACT 2000

The State Records Act 2000 requires that the Town maintains and disposes of all records in the prescribed manner. The State Records Act 2000 also required all local authorities to produce a Recordkeeping Plan to be endorsed by the State Records Commission.

Principle 6 - Compliance of the State Records Commission Standard 2 requires that government organisations ensure their employees comply with the Recordkeeping Plan and include within its Annual Report a section that addresses points 1-4 of the Principle.

Specifically the Recordkeeping Plan is to provide evidence to cite that:

1. The efficiency and effectiveness of the organisation's recordkeeping systems is evaluated not less than once in every 5 years.

The Town is reviewing its records keeping methods on a continual basis after implementing new procedures.

2. The organisation conducts a recordkeeping training program.

The Town has performed this on several occasions for management and staff who deal with records.

3. The efficiency and effectiveness of the recordkeeping training program is reviewed from time to time.

The record keeping procedures are under constant review after new procedures have been implemented.

4. The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's recordkeeping plan.

The induction program for new staff includes an overview of the responsibilities regarding records management.

EMPLOYEES OF REMUNERATION

Set out below, in bands of \$10,000, is the number of employees of the Town entitled to an annual salary of \$100,000 or more.

Salary Range	2014/15	2015/16
\$100,001 - \$110,000		2
\$110,001 - \$120,000	2	1
\$120,001 - \$130,000		
\$150,001 - \$160,000		
\$160,001 - \$170,000	1	
\$170,001 - \$180,000		1

REGISTER OF COMPLAINTS

There were no complaints that resulted in action against Councillors under section 5.121 of the Local Government Act 1995.

ACRONYMS USED WITHIN THIS DOCUMENT

CBD	Central Business District
CEO	Chief Executive Officer
DCCS	Director of Corporate and Community Services
DSR	Department of Sport and Recreation
DTES	Director of Technical and Environmental Services
MLC	Manager of Leisure and Culture
MLS	Manager of Library Services
MOU	Memorandum of Understanding
MWS	Manager of Works and Services
NRLC	Narrogin Regional Leisure Centre
RAP	Reconciliation Action Plan
WDC	Wheatbelt Development Commission

10.2.147 FINAL ADOPTION OF LOCAL LAWS

File Reference:

Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	N/A
Date:	11 November 2016.
Author:	Niel Mitchell, Merger Project Manager

Attachments

- Draft Shire of Narrogin Bush Fire Brigades Local Law 2016.
- Submissions received – Draft Bush Fire Brigades Local Law.
- Draft Shire of Narrogin Fencing Local Law 2016.
- Submissions received – Draft Fencing Local Law.
- Draft Shire of Narrogin Public Places and Local Government Property Local Law 2016.
- Submissions received – Draft Public Places and Local Government Property Local Law.

Summary

To finalise the process of adoption of a number of local laws, which also revoked old and out of date bylaws/local laws.

Background

The purpose of this report is to –

1. consider the submissions received on the proposed local laws and determine if any amendment(s) are required as a result of the submissions received;
2. give notice of the purpose and effect of the local laws;
3. make the local law, incorporating all amendments as approved by Council;
4. authorise the affixing of the Common Seal to the local laws;
5. authorise the publication of the local laws in the *Government Gazette*;
6. authorise giving local public notice of the local laws; and
7. authorise submission of the local laws and relevant documentation to the WA Parliamentary Joint Standing Committee on Delegated Legislation.

Comment

At its Ordinary Meeting held on 13 September 2016, Council resolved to commence the process to make the following local laws –

1. Shire of Narrogin Bush Fire Brigade Local Law 2016.
2. Shire of Narrogin Fencing Local Law 2016.
3. Shire of Narrogin Public Places and Local Government Property Local Law 2016.

The procedure for making local laws requires Council to give both state-wide notice and local public notice, inviting submissions to be made on the proposed local law for a minimum period of 6 weeks. At the closure of the public submission period, Council is to consider all submissions before making a local law.

Advertisements were placed both state wide and locally, for public comment on the proposed local laws in –

- the West Australian newspaper on 21 September 2016, and
- the Narrogin Observer newspaper on 22 September 2016

As required by the Local Government Act, notices were also placed on the Office and Library notice boards.

Additionally, notices and copies of the draft local laws were available on the Shire's website.

At the close of submission period, comment had been received from –

- Department of Local Government and Communities – in relation to each of the 3 proposals
- Mr Brian Seale, prior to his election to Council – advising his support for the proposals as presented

As required, the draft Bush Fire Brigade Local Law was submitted to the Minister for Emergency Services, but no response has been received from either the Minister or DFES.

The draft Bush Fire Brigade Local Law was also sent to all Fire Control Officers, however, other than discussion with the Chief Bush Fire Control Officer some months ago in relation to an early draft, and clarification at that time of several queries, no comment has been received.

DLGC submissions covered multiple areas, in the main being of –

- minor editorial nature or for clarification;
- a contextual or technical nature, punctuation or grammar.

Several matters were raised that required a more detailed amendment, however, these do not alter the intent, or actions proposed under the local law.

The attached drafts have been amended from the proposed local laws advertised for public submissions. Not all suggestions of DLGC have been incorporated into the drafts, and these are noted in the Review Comment section of the attached documents.

In addition, there are a number of areas where amendment is suggested following request of then Commissioner Geoff Ballard on 13 September 2016 and further internal review.

Some of the suggested changes did require minor consequential amendment, although none have altered the intent of the provision amended no placed additional obligations on the community.

Accordingly, despite the number of corrections, it is considered that the amendment are not of a significant nature and do not require re-advertising. A significant amendment would trigger the requirement to recommence the process.

Once formally adopted by Council, the local laws

- are to be published in the Government Gazette.
- local public notice is to be given of adoption and publication in the Government Gazette, separate to the previous advertising of intent to adopt.
- signed copies are to be sent to the Minister for Local Government and Minister for Emergency Services.
- copies sent to the JSCDL together with other required documentation, within 10 days of publication in the Government Gazette.

Please note –

- disallowance of a local law may be made by Parliament , and could take some time depending on Parliamentary sitting days
- the local laws take effect on the dates stipulated within each local law, and is generally 14 days after publication in the Government Gazette.

Bush Fire Brigades Local Law

Matters of note –

- cl.2.4 – Chain of command.
- cl.3.2 – Appointment of bush fire control officer – Council is required to have regard to qualifications, training and experience.
- cl.3.3 – Training of officers –
 - o documentation to be provided to each FCO,
 - o requirement for training at least every 5 years to be appointed or maintain and appointment as an FCO.

This clause places a strong onus on the Shire to ensure that appropriate training is made available, not just to FCOs but to volunteers as well.

There is the potential for this to have a significant impact on the numbers of FCOs that are able to be appointed, however, appointment can still be made for 12 months if relevant training has not been completed in the specified times.

At this stage, no FCO has advised they have completed relevant training within the past 4 years. Accordingly, unless completed, their current appointments will cease prior to next season.

This clause will also apply to FCOs appointed by Council on the nomination of an adjoining Shire. The term “Dual” often used in reference to them is in recognition of their overlapping authority, and is not recognised by the Bush Fires Act.

- cl.4.1 – Types of membership of a BFB is limited to fire fighter only, which does not commit the person to front line operations. Terms and classes of membership of life member, auxiliary, and cadet are not approved or provided for.

- cl.4.2 – membership of a brigade will now only be possible where the application is in writing and is approved/signed. A listing is not acceptable or appropriate.

This does have significant connotations for the current listing, since many have deemed the booklet prepared by the former Shire to be the listing of Brigade members, however, the booklet does not comply with the local law.

Accordingly, a full and detailed review of brigade membership will need to be made urgently after the close of the fire season.

- cl.5.4 – Voting at meetings – multiple votes, proxy voting, and absent voting are prohibited.

Fencing Local Law

Matters to note –

- cl.1.5 – Definitions – AS or AS/NZS – requirement to have a copy of any Australian Standard referenced available for viewing. This is something insisted on by the JSCDL.
- cl.3.1 – fences in setback areas complies with the requirements of the current and proposed *Local Planning Schemes*.
- cl.3.2 – retaining walls complies with the requirements of the *Building Code*.
- cl.3.8 – fences across rights of way etc complies with the requirements of the *Local Government (Miscellaneous Provisions) Act 1960*.
- Part 5 – Restricted Fencing – designed to differentiate fencing standards and requirements within urban and rural areas, and in particular, use of electric fencing for stock management.
- Part 6 – Approvals – only applies where a discretion is to be exercised or a variation is required. Where a fence complies with the requirements of “sufficient fence” as defined, no approval is required. Should a fence which does not comply be constructed without approval, there is a breach of the local law, and appropriate remedies can be implemented.
- cl.8.1 – Entry onto private land – the suggested subclause of DLGC has the effect of clarifying the powers of the Shire, so that the local law cannot be read as providing additional powers to those prescribed by the Act.

Public Places and Local Government Property Local Law

Matters to note –

- Part 2 – Determinations – this part can be used to both permit and prohibit activities in paces and on property under Council’s control with the force and backing of the local law including issue of infringement notices, without having to go through the process of the local law. As such, the JSCDL views the provisions very closely.

- cl.3.1 – Activities requiring a licence – the term licence is used rather than approval, but does not mean that a fee or charge must be made. For instance, buskers require approval, and still will under cl.3.1(1)(h) and a similar provision exists for thoroughfares (which includes footpaths).
- cl.3.2 – Licence to camp – common where there is a need for occasional overflow temporary accommodation is needed, or for a particular event away from the urban area. Although the provision exists, it is expected that use of this power would be quite rare.
 - o subclause (5) wheel clamping – may only be used where a vehicle is being used for camping, and does not extend to general parking infringements.
 - o Subclause (6) – fee to remove wheel clamp may only be the actual cost, which would be significantly less than removing the vehicle to a secure area. Budget provision for a separate fee should be made.

It to be extended to general parking, an amendment to the Park Local Law 2016 would be required.
- cl.3.3 – Consumption of liquor – this clause gives the Shire the ability to permit alcohol consumption on leased reserves (eg Thomas Hogg oval facilities), during the Ag Show (Clayton Road Oval), in facilities (Town Hall etc). It also differentiates between service of alcohol free of charge, such as at a wedding, and sale of alcohol, such as at a funding raising event for a club. Approval of the Shire is required for both activities, in addition to any liquor licencing requirements.
- cl.6.13 – Unsafe crossovers may be required to be removed. This clause is in addition to other powers under legislation.
- Part 8 – Temporary signs and trade displays – generally the local law requires that all temporary signs and displays be against the shop front wall, however, it has been noticed that in many places around the town, signs are placed in a variety of other positions. Some are clearly inappropriate, such as in the middle of a footpath, obstructive of vision or likely to be hit by car doors opening, but many are placed where they do not cause a hazard to either pedestrians or people entering/exiting their vehicles, eg at the base of a fixed sign, near a rubbish bin. In the widened section of a nib projecting onto the road. Regardless of whether intrusive or not, the current proposal would make these other positions a breach of the local law.
- Part 9 – Licencing – applies to all provisions of the local law requiring a licence.
- cl.9.5 – Applying conditions by Policy – permitted, but several criteria must be met.

Consultation

- Aaron Cook, Chief Executive Officer
- Azhar Awang, Executive Manager Development & Regulatory Services
- Guy Maley, Ranger
- Richard Chadwick, Chief Bush Fire Control Officer
- Fire Control Officers – invited, but no comment received
- Department of Local Government and Communities
- Department of Fire and Emergency Services – advised, but no comment received

Statutory Environment

Local Government Act 1995 –

- *s.3.12 Procedure for making local laws*
incl. subclause (4) – requirement for absolute majority

Bush Fires Act 1954

Policy Implications

Nil

Financial Implications

Cost of publication in *Government Gazette* and giving local public notice.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. notes the submissions from the Department of Local Government and Communities in relation to the following proposed local laws –
 - Bush Fire Brigades Local Law 2016;
 - Fencing Local Law 2016;
 - Public Places and Local Government Property Local Law 2016;
2. resolves to make the local laws noted above as per the attached drafts, incorporating the amendments outlined by the Department of Local Government and Communities, and internal review;
3. authorise the affixing of the Common Seal to the local laws noted above;
4. publish the local laws noted above in the *Government Gazette* and provide copies to the Minister for Local Government and Minister for Emergency Service as appropriate; and
5. forward copies of the local laws as published in the *Government Gazette* to the Parliamentary Joint Standing Committee on Delegated Legislation.

COUNCIL RESOLUTION 1116.181

Moved: Cr Seale

Seconded: Cr Ballard

That Council:

1. notes the submissions from the Department of Local Government and Communities in relation to the following proposed local laws –
 - Fencing Local Law 2016;
 - Public Places and Local Government Property Local Law 2016;
2. resolves to make the local laws noted above as per the attached drafts, incorporating the amendments outlined by the Department of Local Government and Communities, and internal review;
3. authorise the affixing of the Common Seal to the local laws noted above;
4. publish the local laws noted above in the *Government Gazette* and provide copies to the Minister for Local Government and Minister for Emergency Service as appropriate; and
5. forward copies of the local laws as published in the *Government Gazette* to the Parliamentary Joint Standing Committee on Delegated Legislation.

**CARRIED 9/0
By Absolute Majority**

Please Note: Reason for change was to remove the Bush Fire Brigades Local Law 2016 pending further clarification.

Commonly-used abbreviations:	
CEO	Chief Executive Officer
DLGC	Department of Local Government and Communities
JSCDL	WA Parliamentary Joint Standing Committee on Delegated Legislation

BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

BUSH FIRE BRIGADES LOCAL LAW 2016

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BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

BUSH FIRE BRIGADES LOCAL LAW 2016

Under the powers conferred by the *Bush Fires Act 1954*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Narrogin resolved on _____ to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Narrogin Bush Fire Brigades Local Law 2016*.

1.2 Commencement

This local law will come into operation 14 days after its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Interpretations

In this local law unless the context otherwise requires –

Act means the *Bush Fires Act 1954*;

brigade area has the meaning given to it in clause 2.2(b);

brigade member means a volunteer fire fighter having current membership of a bush fire brigade;

brigade officer means a person holding a position referred to in clause 5.5(1)(a), irrespective of method of appointment to the position;

bush fire brigade has the meaning given to it in section 7 of the Act;

bush fire control officer means a person appointed to that office by the local government;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures as may be adopted by the local government and amended from time to time;

Captain means the person holding or acting in that position in a bush fire brigade;

CBFCO means the Chief Bush Fire Control Officer;

CEO means the Chief Executive Officer of the local government;

Council means the Council of the local government;

DFES means the Department of Fire and Emergency Services;

district means the district of the local government;

fire fighting activities means all normal brigade activities relating to a live bush fire which is active in the district, and includes burning off, creating fire breaks and other methods for the control of bush fires;

Lieutenant means the person holding that position in a bush fire brigade;

local government means the Shire of Narrogin;

normal brigade activities has the meaning given to it in section 35A of the Act;

President means President of the Council;

Regulations means Regulations made under the Act; and

volunteer fire fighter has the meaning given to it in section 35A of the Act.

PART 2 - ESTABLISHMENT OF BUSH FIRE BRIGADES

2.1 Establishment of a bush fire brigade

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.

(2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and area of bush fire brigade

On establishing a bush fire brigade under clause 2.1(1) the local government is to –

- (a) give a name to the bush fire brigade; and
- (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities.

2.3 Objects of bush fire brigades

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.4 Chain of command during fire fighting activities

(1) Subject to the Act, the chain of command to apply during fire fighting activities is –

- (a) bush fire control officers in order of seniority;
- (b) brigade officers in order of seniority; and
- (c) all other volunteer fire fighters.

(2) The person in command has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the fire fighters, and may exercise all the powers and duties provided for by the Act.

2.5 Existing bush fire brigades

A bush fire brigade established prior to the day on which this local law comes into operation–

- (a) is to be taken to be a bush fire brigade established under and in accordance with this local law;
- (b) the provisions of this local law apply to the bush fire brigade save for clause 2.1; and
- (c) any rules governing the operation of the bush fire brigade are repealed and substituted with the provisions of this local law.

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION OF BUSH FIRE BRIGADES

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Appointment of bush fire control officers

- (1) The local government may appoint bush fire control officers in their absolute discretion, and apply conditions as considered appropriate.
- (2) Where only one person is appointed as a bush fire control officer, that person is a CBFCO for the purposes of this local law.
- (3) Where more than one person is appointed as a bush fire control officer, the local government shall determine seniority as CBFCO, Deputy CBFCO or Officers, and further seniority as is considered appropriate.
- (4) When considering the appointment of a person as a bush fire control officer, the local government is to have regard to the qualifications, training and experience which may be advisable to fill the position.

3.3 Training of officers

- (1) The local government is to supply each bush fire control officer and brigade captain with a copy of the Act, the Regulations, any Bush Fire Operating Procedures adopted, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments made from time to time.
- (2) Bush fire control officers are to complete a Bush Fire Control Officers course conducted by DFES or other organisation approved by the CEO, within 12 months of appointment, unless a course has been completed within the 4 years prior to appointment as a bush fire control officer.
- (3) Bush fire control officers are required to complete a bush fire control officers course at least once every 5 years.

3.4 Managerial role of CBFCO

Subject to any directions by the local government the CBFCO has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.5 Duties of CBFCO and Captain

The duties of the CBFCO and Captain include –

- (a) to provide leadership to bush fire brigades;
- (b) to monitor bush fire brigades' resourcing, equipment and training levels;
- (c) to liaise with the local government concerning fire prevention or fire suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn), bush fire brigades or brigade officers;
- (d) to ensure that lists of brigade members are maintained; and
- (e) to report to the local government not later than 30 April each year, for consideration and appropriate provision being made in the next local government budget, the status of a bush fire brigade's –
 - (i) training and readiness;
 - (ii) protective clothing;
 - (iii) equipment; and
 - (iv) vehicles and appliances.

3.6 CBFCO to act as Captain

In the absence of a person elected as the Captain of a bush fire brigade, or in order of seniority, willing to act in that position until a meeting of the bush fire brigade is held, the CBFCO is to act as Captain until a meeting of the bush fire brigade is held and a person is elected to the position.

PART 4 - MEMBERSHIP

4.1 Types of membership of bush fire brigade

- (1) The membership of a bush fire brigade consists of volunteer fire fighters.
- (2) Registration as a volunteer fire fighter does not commit the person to participating in all normal brigade activities.

4.2 Membership applications

- (1) An application for membership of a bush fire brigade as a volunteer fire fighter is to be made in writing in the form determined by DFES.
- (2) The decision on an application for admission of member, with or without conditions or restrictions, may be made by –
 - (a) either the Captain or CBFCO; jointly with
 - (b) either the CEO or President.
- (3) DFES is to be notified of acceptance of an application, and provided with a copy of the application.

4.3 Membership – review, refusal, suspension or termination

- (1) No later than 30 April in each year, the Captain is to review the membership and report to the CEO and CBFCO the name and contact details of each brigade member.

- (2) If circumstances warrant, membership of the bush fire brigade may be refused or suspended at any time for a period considered appropriate in the opinion of –
 - (a) either the Captain or CBFCO; jointly with
 - (b) either the CEO or President.
- (3) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Captain or CEO;
 - (c) is permanently incapacitated by mental or physical ill-health in the opinion of –
 - (i) either the Captain or CBFCO; jointly with
 - (ii) either the CEO or President; or
 - (d) has been removed from the membership list as being no longer resident, or for other sufficient reason in the opinion of –
 - (i) either the Captain or CBFCO; jointly with
 - (ii) either the CEO or President.
- (4) Where a decision under subclause (2), (3)(c) or (3)(d) is unable to be agreed, the matter is to be referred to Council, whose decision shall be final.
- (5) Members are eligible to reapply where membership has ceased for any reason.
- (6) DFES is to be notified of the outcome of review of membership.

4.4 Member has right to review

A brigade member may appeal to the Council, whose decision shall be final, any –

- (a) refusal of membership;
- (b) suspension of membership; or
- (c) termination of membership.

4.5 Existing liabilities to continue

The resignation, suspension or termination of a member under clause 4.3 does not affect any liability of the brigade member arising prior to the date of resignation, suspension or termination of membership.

4.6 Disagreements

- (1) Any disagreement between brigade members regarding normal brigade activities may be referred to the Captain.
- (2) Where a disagreement in subclause (1) is considered by the Captain to be of importance to the interests of the bush fire brigade, then the Captain is to refer the disagreement to the CEO.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 5 - MEETINGS OF BRIGADES

5.1 Holding of meetings

- (1) A bush fire brigade is to hold a meeting at least annually between 1 April and 30 June.
- (2) The person presiding at bush fire brigade meetings shall be the senior most brigade officer in attendance, or if of equal seniority, selected by the members then present.
- (3) Notice of all meetings of a brigade is to be given to the local government.

5.2 Calling of meetings

- (1) Meetings may be called at any time by giving at least 7 days notice to all brigade members, by –
 - (a) the Captain;
 - (b) the CEO; or
 - (c) sufficient number of members to constitute a quorum of a meeting.
- (2) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.3 Quorum at meetings

- (1) The quorum for a meeting of a fire brigade is –
 - (a) where membership is 3 or less – 100% of members;
 - (b) where membership is 4 or more, but less than 8 – 3 members;
 - (c) where membership is 8 or more, but less than 12 – 4 members; or
 - (d) where membership is 12 or more – the greater of 5 members or 15% of members.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person.
- (3) Should a quorum not be present, all matters requiring urgent decision are to be referred to the CBFCO for decision.
- (4) If a meeting ceases to have a quorum at any time, the presiding member is to immediately –
 - (a) close the meeting; or
 - (b) adjourn the meeting for not more than 30 minutes, after which the meeting is to be closed if a quorum is not achieved within that time.

5.4 Voting at meetings

- (1) Each brigade member is to have one vote.
- (2) In the event of an equality of votes, the person presiding may exercise a casting vote.
- (3) All decisions of the meeting are to be made by majority of the members then present at the meeting.
- (4) Proxy voting is not permitted.

5.5 Business of meetings

- (1) The business of bush fire brigade meetings is –
 - (a) at the first brigade meeting held in accordance with clause 5.1(1), elect –
 - (i) a Captain;
 - (ii) first lieutenant;
 - (iii) second lieutenant; and
 - (iv) any additional officers as necessary for the effective management of normal brigade activities;
 - (b) where a vacancy has occurred in a position elected under subclause (1)(a), elect persons to the positions necessary;
 - (c) to consider the nomination of persons to the local government for appointment as bush fire control officers by the local government;
 - (d) to arrange for normal brigade activities as authorised by the Act or by the local government;
 - (e) to discuss any matter considered appropriate; and
 - (f) to make recommendations to the local government for endorsement prior to implementation.
- (2) When considering the appointment of persons to the positions of Captain, Lieutenant or other position, the brigade members are to have regard to the qualifications, training and experience which may be advisable to fill each position.

5.6 Minutes of meetings

Within 10 business days of a meeting of a bush fire brigade, the Captain is to ensure that minutes of each meeting of the brigade are –

- (a) available on request to brigade members; and
- (b) sent to the local government.

PART 6 - GENERAL

6.1 Administration

All administrative matters of a bush fire brigade are to be managed by the local government, other than brigade specific internal arrangements.

6.2 Finances

All financial matters of a bush fire brigade are to be managed by the local government, other than brigade specific internal arrangements.

6.3 Equipment

All equipment purchased by the local government is the property of, and shall be insured by, the local government.

6.4 Consideration in the local government budget

In addition to funding made available through emergency services grants, the local government may provide further funding depending upon the assessment of budget priorities for the year in question.

Dated _____ 2016

The Common Seal of the Shire of Narrogin was affixed by authority of a resolution of Council in the presence of –

L.N. BALLARD President

A.J. COOK, Chief Executive Officer.

Proposed Shire of Narrogin **Bush Fire Brigades Local Law 2016** – Summary of submissions received

Submissions received –

- Department of Local Government and Communities

Dept of Local Government and Communities –

Item	Clause	Comment	Review Comment
1		<p>Minister of Emergency Services Bush fire brigades local laws are made under the <i>Local Government Act 1995</i> and the <i>Bush Fires Act 1954</i>. Accordingly, the local government must ensure that it provides a copy of the proposed local law to the Minister for Emergency Services as soon as possible, if it has not done so already.</p>	Done at same time as notification made to Minister for Local Government
		Recommendation –	Noted
2		<p>Abbreviation of Chief Bush Fire Control Officer The Shire has chosen to abbreviate the term “Chief Bush Fire Control Officer” as “CBFCO” however, the unabbreviated term is still used in some parts of the local law. The Shire should choose one approach and use it consistently.</p>	Amended
		Recommendation –	Amend as suggested
3		<p>Use of “bush fire” and “fire fighter” It is suggested to replace all instances of “bushfire” with “bush fire” and “firefighter” with “fire fighter”. This will ensure consistency with the terminology in the <i>Bush Fires Act 1954</i>.</p>	Noted
		Recommendation –	Amend as suggested
4		<p>Minor Edits The following minor edits are suggested:</p> <ul style="list-style-type: none"> • Clause 1.4: <ol style="list-style-type: none"> a. In the definition of <i>brigade officer</i>, remove the space between “5.5” and “(1)(a)”. b. In the definition of <i>CEO</i>, capitalise the first letters of “chief executive officer”. • Clause 2.2(b): remove the space between “activities” and the full stop. • Clause 2.4: In subclause (1)(b), insert the word “and” after the semicolon. • Clause 3.2(3): insert the word “bush” before the first instance of “fire control officer”. • Clause 3.3 <ol style="list-style-type: none"> a. In subclause (3), replace “five” with “5” to match the format of subclause (2). b. In subclause (2) and (3), remove the capitalisation of “Bush Fire Control Officers”, as this term is not defined with capitals in clause 1.4. • Clause 3.5: <ol style="list-style-type: none"> a. In the first line, replace “include” with “are”. 	<p>All minor edits amended as suggested, except as noted.</p> <p>cl.3.5 (a) – change not made, as duties are not intended to be exclusively those noted.</p>

	<p>b. In paragraph (a), delete “volunteer” to maintain consistency with the terminology of other clauses.</p> <p>c. In paragraph (c), replace “fire prevention/suppression matters generally” with “fire prevention or fire suppression matters generally”, insert a comma after “(including those who issue permits to burn)”.</p> <p>d. In paragraph (d), insert the word “and” after the semicolon.</p> <ul style="list-style-type: none"> • Clause 4.3(3)(c)(ii): insert the word “or” after the semicolon. • Clause 4.6: The Shire uses the terms subclause and sub-clause interchangeably throughout the local law. It is suggested for all instances of “sub-clause” to be replaced with “subclause”. • Clause 5.3: <ul style="list-style-type: none"> a. In subclause (1)(c), insert the word “or” after the semicolon. b. In subclause (3), it appears that “CBCFCO” should be “CBFCO”. • Clause 5.5: <ul style="list-style-type: none"> a. In subclause (1)(a), remove the space between “5.1” and “(1)”. b. In subclause (1)(a)(iii), insert the word “and” after the semicolon. • Clause 5.6(a): replace the comma with a semicolon. • The Shire should conduct a thorough review to ensure all references and cross-references within the local law are accurate, particularly if any changes are made as a result of these comments. 	
	<p>Recommendation –</p>	<p>Amend as suggested</p>

LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

FENCING LOCAL LAW 2016

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LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

FENCING LOCAL LAW 2016

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Narrogin resolved on _____ 2016 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Narrogin Fencing Local Law 2016*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The *Municipality of the Town of Narrogin By Laws Relating to Fencing* as published in the *Government Gazette* on 8 January 1988, are repealed.

1.5 Definitions

In this local law unless the context otherwise requires –

applicant means a person who makes an application for approval under this local law;

approval means a favourable decision in respect of an application which is in writing, may be subject to conditions and which allows a proposal to proceed;

AS or AS/NZS means an Australian or Australian/New Zealand Standard published by Standards Australia, and available for viewing free of charge at the Shire of Narrogin Administration Centre;

authorised person means a person appointed by the local government to perform any of the functions under this local law;

boundary fence means a fence constructed on the boundary of a lot which abuts a thoroughfare, and results in the application of section 16(1) of the *Dividing Fences Act 1961*;

Building Code has the meaning given in section 3 of the *Building Regulations 2012*;

central business lot means a lot zoned as central business under the local planning scheme;

CEO means the Chief Executive Officer of the local government;

dangerous in relation to any fence means –

- (a) an electrified fence which does not comply with clause 5.2 of this local law;
- (b) a fence containing barbed wire other than a fence constructed and maintained in accordance with this local law;
- (c) a fence containing exposed broken glass, asbestos fibre, razor wire, metal spikes or any other potentially harmful projection or material; or
- (d) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;

district means the district of the local government;

dividing fence has the meaning given in section 5 of the *Dividing Fences Act 1961*;

electrified fence means a fence carrying or designed to carry an electric charge;

estate entry statement means a fence, or wall constructed of masonry or other materials to identify the entrance of an estate and may include but not be limited to a sign indicating the estate name and locality, sculptures, flagpoles and flags;

estate boundary fence means the fence constructed around the external boundary of a subdivision of land to indicate the extent of that subdivision and includes any special works or construction that identifies the entrance to that land;

fence means any structure used or functioning as a barrier, irrespective of where it is located and includes any affixed gate or screening;

front boundary means the boundary line between a lot and the thoroughfare upon which that lot abuts, or in the case of a lot abutting on more than one thoroughfare the boundary line between the lot and the primary thoroughfare;

front setback area means the area between the building line of a lot and the front boundary of that lot;

general agriculture lot means a lot zoned as general agriculture under the local planning scheme;

height in relation to a fence means the vertical distance between the top of the fence at any point and –

(a) the ground level; or

(b) where the ground levels on each side of the fence are not the same, the higher ground level, immediately below that point; or

(c) where the fence is constructed on a retaining wall approved by the local government, from the top of the retaining wall;

industry lot means a lot zoned as industry under the local planning scheme;

local government means the Shire of Narrogin;

local planning scheme means a local planning scheme and includes any structure plan adopted or approved by the local government made under the *Planning and Development Act 2005*;

lot has the meaning given to it in and for the purposes of the *Planning and Development Act 2005*;

notice of breach means a notice referred to in clause 8.1;

occupier has the meaning given to it in section 1.4 of the *Local Government Act 1995*;

owner has the meaning given to it in section 5 of the *Dividing Fences Act 1961*;

repair has the meaning given to it under section 5 of the *Dividing Fences Act 1961*;

residential lot means a lot zoned as residential under the local planning scheme;

retaining wall means any structure prevents the movement of soil in order to allow ground levels of different elevations to exist adjacent to one another;

rural residential lot means a lot zoned as rural residential under the local planning scheme;

rural smallholding lot means a lot zoned as rural smallholding under the local planning scheme;

rural townsite lot means a lot zoned as rural townsite under the local planning scheme;

Schedule means a Schedule to this local law;

screening means any perforated panels or trellises composed of solid or obscured translucent panels;

service commercial lot means a lot zoned as service commercial under the local planning scheme;

set fee means a fee determined by the local government in accordance with sections 6.16 to 6.19 of the *Local Government Act 1995*;

special use lot means a lot zoned as special use under the local planning scheme;

street setback area has the meaning given to it for the purposes of the *Residential Design Codes of Western Australia*;

sufficient fence means a fence described in clause 2.2 or 2.3 and includes a fence of the description and quality agreed upon by the owners of adjoining lots which does not fail to satisfy clause 2.2 or 2.3; and

thoroughfare has the meaning given to it in section 1.4 of the *Local Government Act 1995*;

1.6 Requirements of local planning scheme

In the event of any inconsistency between the provisions of a local planning scheme and the provisions of this local law, the provisions of the local planning scheme are to prevail.

1.7 Requirements of *Building Act 2011*

Nothing in this local law affects a provision in any written law in respect of a building permit for a fence.

PART 2 - SUFFICIENT FENCES

2.1 Sufficient fences – requirement

A person shall not construct a dividing fence or a boundary fence that is not a sufficient fence.

2.2 Sufficient fences – generally

Subject to clause 2.3 a sufficient fence –

- (a) on a residential lot, rural townsite lot or special use lot is a dividing fence or a boundary fence constructed in accordance with Schedule 1;
- (b) on a central business lot, service commercial lot or industry lot is a dividing fence or a boundary fence constructed in accordance with Schedule 2; and
- (c) on a general agriculture lot, rural residential lot or rural smallholding lot is a dividing fence or a boundary fence constructed in accordance with Schedule 3.

2.3 Sufficient fences – between lots having different requirements

Where a fence is constructed on or near the boundary between –

- (a) a residential lot, rural townsite lot or special use lot and a lot zoned for any other purpose, a sufficient fence is a fence constructed in accordance with Schedule 1; and
- (b) a central business lot, service commercial lot or industry lot and a general agriculture lot, rural residential lot or rural smallholding lot, a sufficient fence is a fence constructed in accordance with Schedule 3.

2.4 General discretion of the local government

- (1) Notwithstanding the provisions of clause 2.1, an authorised person may give written consent for the construction or repair of a fence which is not a sufficient fence where all of the owners of the lots adjoin the fence make an application for approval for that purpose.
- (2) In determining whether to grant its approval under subclause (1), the local government may consider whether the construction or repair of the fence would have an adverse effect on –
 - (a) the safe or convenient use of any land;
 - (b) the safety or convenience of any person;
 - (c) the visual amenity of the locality; and
 - (d) any other matter considered relevant.

2.5 Transitional provision

A dividing fence or fence lawfully constructed prior to this local law coming into operation constitutes a sufficient fence.

PART 3 - FENCING GENERALLY

3.1 Fences within front and secondary setback areas

- (1) A person shall not, without the written consent of an authorised person, construct a free-standing fence greater than 1200mm in height, within the front setback area of a residential lot, rural townsite lot or special use lot.
- (2) An authorised person may approve the construction of a fence of a height greater than 1200mm in the front setback area of a residential lot, rural townsite lot or special use lot only if the fence on each side of the driveway into the lot across the front boundary is to be angled into the lot for a distance of not less than 1500mm along the frontage to a distance of not less than 1500mm from the frontage in order to provide appropriate splayed lines of vision for a motorist using the driveway for access to a thoroughfare.
- (3) The provision of subclause (2) shall not apply to a fence of open construction that does not obscure the lines of vision of a motorist using the driveway for access to a thoroughfare.
- (4) The provision of subclause (2) shall apply to a secondary setback area where a driveway in the secondary setback area is used as the primary driveway access.

3.2 Alteration of ground levels

- (1) A person shall not alter the natural ground level of land on or within 1000mm of the boundary of a lot, whether by removing soil or bringing onto the land any fill of any kind, by more than 500mm without the approval of an authorised person.
- (2) A fence constructed of corrugated fibre-reinforced pressed cement shall not have more than 150mm difference in the ground levels on each side of the fence.

- (3) Where land has been filled or retained to a height of more than 500mm above natural ground level at or within 1000mm of a boundary of a lot, a person shall only construct a dividing fence that is a sufficient fence on the said filled land or retaining wall if the person produces to an authorised person the written agreement of the owners of the adjoining lot.

3.3 Obstruction of watercourse

No person shall construct a fence of impervious material in any place, position or location where it will, or is likely to, act as a barrier to or restrict the flow of a natural watercourse.

3.4 Gates or doors in fences

A person shall not construct a gate or door in a fence which encroaches into or over any other property.

3.5 Retaining walls

A person must not commence to construct a retaining wall which is on the boundary line unless –

- (a) an application has been lodged with the local government including –
 - (i) two copies of a plan and specifications of the proposed retaining wall; and
 - (ii) in the case of a retaining wall exceeding 500mm in height and when required by an authorised person, engineering calculations in respect of the proposed retaining wall; and
- (b) an authorised person has approved the application.

3.6 Estate fencing

- (1) A person shall not construct an estate entry statement or estate boundary fence without the approval of an authorised person.
- (2) Where an estate entry statement or estate boundary fence is constructed and contains an estate name, the entry statement or estate boundary fence shall also depict the locality name in at least equal prominence.
- (3) An owner or occupier of a lot adjacent to an estate boundary fence shall, where that fence is damaged, dilapidated or in need of repair, cause it to be repaired or replaced with the same or similar materials with which it was first constructed, so as far as practicable the repaired or replaced section shall be the same as the original fence.

3.7 Maintenance of fences

- (1) An owner or occupier of a lot on which a fence is constructed shall maintain the fence in good condition so as to prevent it from becoming damaged, dangerous, dilapidated or unsightly.
- (2) Where in the opinion of an authorised person, a fence is in a state of disrepair or is dangerous or is otherwise in breach of a provision of this local law, an authorised person may give a notice of breach under clause 8.1 to the owner or occupier of the lot on which the fence is constructed.

3.8 Fences across rights-of-way, public access ways or thoroughfares

A person must not construct or maintain a fence or obstruction of a temporary or permanent nature across any right-of-way, public access way or thoroughfare so as to impede or prevent use of those facilities in the manner for which they are intended and constructed without the approval of an authorised person.

PART 4 - FENCING MATERIALS, SCREENING AND MAINTENANCE

4.1 Prohibited materials

A person must not construct a fence which is comprised, in whole or in part of spikes, broken glass, jagged materials, barbed wire, razor wire, asbestos or any other dangerous material except to the extent provided for in Part 5.

4.2 Pre-used fencing materials

- (1) A person shall not construct a boundary fence, dividing fence or estate fence from pre-used materials without the approval of an authorised person.
- (2) Where an authorised person approves the use of pre-used materials, the materials shall be structurally fit for the purpose, and comply with any conditions imposed by an authorised person.

- (3) Conditions for use of pre-used fencing materials may include but are not limited to –
- (a) painting;
 - (b) treated;
 - (c) specific use or placement; and
 - (d) upgrading.

4.3 Approved materials

Subject to clause 4.2, a person shall only construct a dividing fence or boundary fence from materials specified in the Schedules of this local law, unless otherwise approved or required by an authorised person.

4.4 Screening

- (1) Screening may be fixed to a sufficient fence that is compliant with Schedule 1 which is consistent with the colours, materials and specification of that sufficient fence.
- (2) Screening is not to be affixed to a fence so that the maximum height exceeds 2.1m.
- (3) Screening affixed to a fence shall be installed and maintained in accordance with the manufacturer's specifications and not compromise the structural integrity of a fence.

PART 5 - RESTRICTED FENCING

5.1 Barbed wire fencing

- (1) An owner or occupier of a residential lot or special use lot shall not affix or allow to remain any barbed wire on any fence bounding that lot.
- (2) An owner or occupier of a rural townsite lot, rural residential lot, rural smallholding lot or general agriculture lot shall not place or affix barbed wire upon a fence on that lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.
- (3) An owner or occupier of a central business lot, service commercial lot or industry lot shall not construct or affix to any fence bounding that lot any barbed wire unless –
 - (a) the wire or material are attached on posts vertically or at an angle of 45 degrees; and
 - (b) the bottom row of wire or other materials is not less than 2000m above the ground level.
- (4) If the posts which carry the barbed wire or other materials referred to in subclause (3) are angled towards the outside of the lot bounded by the fence, the face of the fence must be set back from the lot boundary a sufficient distance to ensure that the angled posts, barbed wire or other materials do not encroach onto or over adjoining land.

5.2 Electrified fencing

- (1) An owner or occupier of a lot shall not construct or use an electrified fence on that lot without first obtaining approval of an authorised person.
- (2) Notwithstanding subclause (1), approval is not required for an electrified fence –
 - (a) constructed on a general agriculture lot, rural smallholding lot, rural residential lot;
 - (b) for the purpose of animal control;
 - (c) installed in accordance with the manufacturer's specifications; and
 - (d) which is not the dividing fence with a residential lot, rural townsite lot or special use lot.
- (3) An electrified fence for the purpose of security must not be present on a lot unless it complies with *AS/NZS 3016:2002 Electrical Installations – Electric Security Fences*, as amended from time to time, and which is available for viewing free of charge at the Shire of Narrogin Administration Centre .
- (4) Approval to have and use an electrified fence for the purpose of security shall not be issued –
 - (a) in respect of a lot which is or which abuts a residential lot, rural townsite lot or special use lot; and
 - (b) unless provision is made so as to enable the fence to be rendered inoperable during the hours of business operations, if any, on the lot where it is constructed.

5.3 Razor wire fencing

- (1) An owner or occupier of a lot shall not construct a fence wholly or partly of razor wire on that lot without first obtaining approval under subclause (2).

- (2) Approval to have a fence constructed wholly or partly of razor wire shall not be issued –
 - (a) in respect of a lot which is or which abuts a residential lot or special use lot;
 - (a) if the fence is within 3m of the boundary of the lot; or
 - (b) where any razor wire used in the construction of the fence is less than 2000mm or more than 2400mm above the ground level.

PART 6 - APPROVALS

6.1 Application for approval

- (1) An owner of a lot may apply to the local government for approval of any discretionary matter contained within this local law.
- (2) An application for approval under this local law shall –
 - (a) provide all necessary documentation and information required for a decision;
 - (b) provide two copies of a plan and specifications of the proposed;
 - (c) engineering certification of structural or electrical engineering specifications, if required;
 - (d) be signed by the owner of the lot;
 - (e) be forwarded to the CEO together with any set fee; and
 - (f) be in the form determined by the local government from time to time.
- (3) An authorised person may require an applicant to provide additional information reasonably related to an application before determining an application for approval.
- (4) An authorised person may refuse to consider an application for approval which is not in accordance with subclauses (2) and (3).

6.2 Decision on application for approval

- (1) An application submitted to the local government under this local law may be –
 - (a) approved by an authorised person;
 - (b) approved by an authorised person subject to conditions as the authorised person sees fit; or
 - (c) rejected by an authorised person.
- (2) In determining whether to grant its consent to the construction or installation, an authorised person may consider, in addition to any other matter that it is authorised to consider, whether the construction or retention of the fence would have an adverse impact on –
 - (a) the safe or convenient use of any land;
 - (b) the safety or convenience of any person; or
 - (c) the visual amenity of the streetscape or neighbouring properties.
- (3) An authorised person may by written notice amend a condition imposed under subclause (1)(b).
- (4) An amendment under subclause (3) is effective from the date specified in the notice.
- (5) If an authorised person approves an application for approval, it is to issue to give written notice of approval and any conditions applied, to the applicant.
- (6) If an authorised person refuses to approve an application for approval, it is to give written notice of that refusal and the reasons for the decision to the applicant.

6.3 Compliance with approval

Where an application for approval has been approved under clause 6.2, the applicant and the owner or occupier of the lot to which the approval relates, shall comply with the terms and any conditions of that approval.

6.4 Cancellation of an approval

An authorised person may cancel an approval if –

- (a) the owner or occupier requests an authorised person to do so;
- (b) the fence to which the approval applies has been demolished and is not rebuilt for a period of 6 months;
- (c) the circumstances have changed in such a way that an approval for the fence could no longer be granted under the local law;

- (d) the owner or occupier fails to comply with a condition of the permit or breaches a provision of this local law in respect of the fence; or
- (e) the owner or occupier fails to comply with a notice of breach issued under clause 8.1.

6.5 Duration of approval

- (1) Unless otherwise stated in the form of approval, an approval granted under this local law transfers with the lot to which it relates and is deemed to transfer to each successive owner or occupier of the lot to which the approval applies.
- (2) Where an approval is transferred under subclause (1), the successive owner or occupier may apply to an authorised person for written confirmation of this transfer.
- (3) For the avoidance of doubt, approval granted under this local law may be relied upon by any subsequent owner or occupier of the lot, and may be enforced against them by the local government.

PART 7 - OBJECTIONS AND REVIEW

7.1 Objections and review

Where an authorised person exercises a discretion pursuant to this local law, an affected person has a right of objection and appeal under Division 1 of Part 9 of the *Local Government Act 1995*.

PART 8 - ENFORCEMENT

8.1 Notices of breach

- (1) Where a breach of any provision of this local law has occurred in relation to a fence on a lot, an authorised person may give a notice of breach in writing to the owner or occupier of that lot.
- (2) A notice of breach shall –
 - (a) specify the provision of this local law which has been breached;
 - (b) specify the particulars of the breach; and
 - (c) state that the owner or occupier is required to remedy the breach within the time specified in the notice.
- (3) An owner or occupier given a notice of breach shall comply with the terms of the notice and remedy the breach within the time specified in the notice.
- (4) Should an owner or occupier fail to comply with a notice, an authorised person may enter upon the lot to which the notice relates and remedy the breach, and may recover the expenses of doing so from the owner or occupier of the lot, as the case may be, in a court of competent jurisdiction.
- (5) The provisions of this clause are subject to section 3.25 and item 12 of Division 1 of Schedule 3.1 of the *Local Government Act 1995* and any power of entry exercised by the local government under this local law is subject to Part 3, Division 3 of the *Local Government Act 1995*.

8.2 Offences and penalties

- (1) A 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) Any person who commits an offence under this local law is 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.

8.3 Modified penalties

The amount appearing in the final column of Schedule 4 directly opposite a prescribed offence in that Schedule is the modified penalty for that prescribed offence.

8.4 Form of notices

For the purposes of this local law –

- (1) the form of the infringement notice referred to in section 9.17 of the *Local Government Act 1995* is to be in the form of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and

- (2) the form of the withdrawal of infringement notice referred to in section 9.20 of the *Local Government Act 1995* is to be in the form of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Schedule 1 – Sufficient fence – Residential, rural townsite and special use lots

[Clause 2.2(a)]

Each of the following is a sufficient fence on residential lots, rural townsite lots and special use lots –

- (a) except with respect to the front setback area for which there is no minimum height but which is subject to clause 3.1; and
 - (b) where constructed to an average height of 1800mm.
- (1) Any type of professionally manufactured timber fence, constructed in accordance with the manufacturer's specifications.
 - (2) Any corrugated fibre reinforced pressed cement sheet fence, constructed in accordance with the manufacturer's specifications.
 - (3) Any type of masonry or brick fence that is constructed in accordance with the Building Code, finished plumb, true and level and appropriately jointed, cleaned and of good general appearance.
 - (4) A steel sheet colorbond fence, constructed in accordance with the manufacturer's specifications.
 - (5) Dense brushwood constructed in accordance with the manufacturer's specifications.

Schedule 2 - Sufficient fence – Central business, industry and service commercial lots

[Clause 2.2(b)]

Each of the following is a sufficient fence on central business lots, industry lots and service commercial lots.

- (1) A fence constructed of galvanized or PVC coated –
 - (a) rail-less link;
 - (b) chain; or
 - (c) steel mesh.
- (2) A fence constructed in accordance with clause (1) shall be –
 - (a) to a height of 1800mm on top of which are to be three strands of barbed wire carrying the fence to a height of 2400mm;
 - (b) supported by steel galvanised pipe posts each –
 - (i) 2700mm in length;
 - (ii) having a nominal bore of 40mm and an outside diameter of 48mm;
 - (iii) spaced at 4000mm centres;
 - (iv) sunk 600mm into the ground and encased in concrete having a minimum diameter of 150mm; and
 - (v) the centre and bottom steel cable wire is to be 3.15mm in diameter and double twisted; and
 - (c) with terminal posts braced in the line of the fence with diagonal pipe braces having a nominal bore of 50mm and an outside diameter of 60mm.
- (3) Fences constructed in accordance with Schedule 1.

Schedule 3 – Sufficient fence – General agriculture, rural residential and rural smallholding lots

[Clause 2.2(c)]

Each of the following is a sufficient fence on general agriculture lots, rural residential lots and rural smallholding lots.

- (1) In the case of a non-electrified fence, a fence of posts and wire construction, the minimum specifications for which are –
- (a) wire shall be –
 - (i) high tensile wire and not less than 2.5mm; and
 - (ii) a minimum of seven wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases;
 - (b) posts shall be of indigenous timber or other suitable material including –
 - (i) timber impregnated with a termite and fungicidal preservative, and not less than 1650mm long x 50mm diameter at small end if round or 125mm x 60mm if split or sawn;
 - (ii) standard iron star pickets; or
 - (iii) concrete;
 - (c) posts to be set minimum 600mm in the ground and 1200mm above the ground; and
 - (d) strainer posts shall be –
 - (i) not less than 2250mm long and 50mm diameter at the small end (tubular steel to be 50mm in diameter);
 - (ii) cut from indigenous timber or other suitable material; and
 - (iii) placed a minimum of 1000mm in the ground.
- (2) An electrified fence having five wires only is a sufficient fence if constructed generally in accordance with clause (1).

Schedule 4 – Prescribed offences

[Clause 8.3]

Item	Clause	Nature of offence	Modified penalty \$
1	2.1	Construction of a dividing fence or boundary fence on a lot that is not a sufficient fence without approval	200
2	3.1	Construction of a non-compliant fence within setback area without approval	200
3	3.2(1)	Alteration of ground levels without approval	500
4	3.3	Obstruction of a watercourse	200
5	3.4	Construction of a gate or fence encroaching over other property	200
6	3.5	Construction of retaining wall without approval	500
7	3.6(1)	Construction of estate fencing without approval	500
8	3.7(1)	Failure to maintain fence in good condition	200
9	3.8	Construction of a fence across right-of-way etc. without approval	500
10	4.1	Use of prohibited materials in a fence	500
11	4.2(1)	Use of pre-used fencing materials without approval	200
12	4.4	Construction of screen exceeding 2.1m in height	200
13	5.1(1)	Using or allowing to remain barbed wire on residential or special use lots	200
14	5.1(2)	Non-compliant use of barbed wire on a rural townsite, general agriculture, rural residential or rural smallholding lots	200
15	5.1(3)	Non-compliant use of barbed wire on a central business, industry or service commercial lots	500
16	5.2	Construction of an electric fence without approval	500

17	5.3	Construction of a razor wire fence without approval	500
18	6.3	Failure to comply with conditions of approval for fence	500
19	8.1(3)	Failure to comply with notice of breach In relation to Part 5 – Restricted Fencing	500
20	8.1(3)	Failure to comply with notice of breach in relation to all matters other than Part 5 – Restricted Fencing	200
21	8.2(1)	Other offences not specified	200

Dated this _____ 2016

The Common Seal of the Shire of Narrogin was affixed by authority of a resolution of Council in the presence of –

L.N. BALLARD, President

A.J. COOK, Chief Executive Officer

Proposed Shire of Narrogin **Fencing Local Law 2016** – Summary of submissions received

Submissions received –

- Department of Local Government and Communities

Dept of Local Government and Communities –

Item	Clause	Comment	Review Comment
1		<p>Dividing Fences Act 1961 The Delegated Legislation Committee has concluded that while the Dividing Fences Act makes references to local laws, the power to make these local laws is entirely provided by the Local Government Act 1995. It is suggested that the references to the Dividing Fences Act should be removed from the title clause and the enacting provision.</p>	Amended in both instances
		Recommendation –	Noted
2		<p>Australian Standards The Delegated Legislation Committee has expressed concerns with the use of Australian Standards in local laws, as the Standards are protected by copyright and are not public documents. The Committee has previously requested that the reference include the words “as amended from time to time.” One suggestion may be to include this in the AS/NZS definition in clause 1.5. Additionally, the names of Australian Standards should not be abbreviated when cited in local laws, unless the standard has been cited in full previously in the local law. Reference is made to “AS/NZS 3016:2002”. It is suggested that the Shire use the full title for example, “AS/NZS 2016:2002 Electrical Installations – Electric Security Fences”. The Committee has expressed that where Australian Standards are used, the general public should be informed by the Shire as to where they can freely access these Standards. The Committee may inquire as to how this information is to be made available to the public. If any specific Standards are referred to in the local law, the Shire should ensure that the citations are complete and accurate. If the citation is inaccurate, the Committee may request that the citation be amended.</p>	<p>Amended as suggested</p> <p>Amended as suggested</p> <p>Noted Local Law prescribes that a copy be held by the Shire for viewing</p>
		Recommendation –	Amend as suggested
3	1.5	<p>Definitions It is suggested that the Shire inserts a definition for each of the following terms which are used in the local law: <i>approval</i> <i>right-of-way</i> <i>public access way</i></p>	<p>Approval – inserted Other 4 omitted as considered sufficiently well understood</p>

		<p><i>manufacturer's specifications</i> <i>watercourse</i></p> <p>Whilst not all of these definitions are necessary, they may assist readers and reduce the possibility of misinterpretation.</p> <p>It is suggested the definition for <i>front fence</i> be removed, as it does not seem to be used elsewhere in the local law.</p>	Removed
		Recommendation –	Amend as suggested
4	8.1	<p>Notices of Breach Entry and activities on private land</p> <p>It is desirable that local governments should be allowed to enter land in some circumstances to deal with breaches of fencing local laws.</p> <p>However, care must be taken to ensure that local governments do not go beyond the limited powers of entry granted under the Local Government Act.</p> <p>The Delegated Legislation Committee is currently of the view that the Local Government Act does not authorise entry onto private property to remedy breaches of fencing laws <u>except</u> where the property abuts a public thoroughfare, public place or local government property.</p> <p>Where a fencing local law attempts to grant the local government the ability to enter private land in other cases, the Committee has requested that the law be amended by adding the following:</p> <p>---</p> <p>(5) The provisions of this clause are subject to section 3.25 and item 12 of Division 1 of Schedule 3.1 of the <i>Local Government Act 1995</i> and any power of entry exercised by the local government under this local law is subject to Part 3, Division 3 of the <i>Local Government Act 1995</i>.</p> <p>---</p> <p>This should allow the Shire to enter private land in situations where the Local Government Act allows them, without expanding the Shire's powers of entry beyond the limits of legislative authority.</p> <p>Further information on this issue can be found in Joint Standing Committee Report 7: <i>Powers of Entry and Powers to Make Local Laws that Affect Private Land Under the Local Government Act 1995</i>.</p>	<p>Suggested clause inserted</p> <p>Clarifies the powers to enter private land</p>
		Recommendation –	Amend as suggested
5	6.1	<p>Application for approval</p> <p>In clause 6.1 the Shire states that an owner of a lot may apply to the local government for approval of any discretionary matter contained within the local law however, it unclear as to what form the application should take. It is suggested the following paragraph be inserted in the clause 6.1(2):</p> <p>(f) be in the form determined by the local government, from time to time.</p>	(f) inserted as suggested

	Recommendation –	Amend as suggested
6	<p>Minor edits The following minor edits are suggested:</p> <ul style="list-style-type: none"> • Clause 1.4: replace “<i>By Laws Relating to Fencing</i> made by the Town of Narrogin and” with “<i>Municipality of the Town of Narrogin By-laws Relating to Fencing</i> as”. • Clause 1.5: <ul style="list-style-type: none"> a. Titles of Acts, Regulations and other Legislation should be italicised to reflect good drafting principles. Italicise “Building Regulations 2012” in the definition of <i>Building Code</i>. b. Replace the word “men” with “means” in the definitions of <i>industry lot, residential lot, rural residential lot, rural smallholding lot, rural townsite lot, service commercial lot</i> and <i>special use lot</i>. c. In the definition of <i>sufficient fence</i>, insert the word “and” after the semicolon. • Clause 2.2: <ul style="list-style-type: none"> a. In paragraph (a), replace the full stop with a semicolon. b. In paragraph (b), insert the word “and” after the semicolon. c. In paragraph (c), replace the semicolon with a full stop. • Clause 3.1(1): replace “set-back” with “setback” to be consistent with the defined term in clause 1.5. • Clause 3.5: in the title of the clause, remove the capitalisation in “Wall”. • Clause 4.2(3)(b): replace the comma with a semicolon. • Clause 4.4(3): replace “manufacture’s” with “manufacturer’s”. • Clause 5.1(3)(a): replace the comma with a semicolon. • Clause 5.2: <ul style="list-style-type: none"> a. In subclause (2), replace “licence” with “approval”. b. In subclause (2)(c), replace the comma with a semicolon. • Clause 8.4(2): remove the slash in “infringement/notice” and replace with a space. • Schedule 3: in clause 1(a)(ii), replace the full stop with a semicolon. • Schedule 4: <ul style="list-style-type: none"> a. Item 18 can be deleted. While clause 6.1(1) provides that a person may apply for approval, it does not provide that failure to do so is an offence. b. It is suggested Item 20 is split into two separate items, as there are two different penalties involved. <p>The Shire should ensure that all references and cross references in the local law are accurate, particularly if any changes are made as a result of these comments.</p>	All minor edits amended as noted
	Recommendation –	Amend as suggested

LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY LOCAL LAW 2016

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LOCAL GOVERNMENT ACT 1995

SHIRE OF NARROGIN

PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY LOCAL LAW 2016

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Council of the Shire of Narrogin resolved on _____ to adopt the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Narrogin Public Places and Local Government Property Local Law 2016*.

1.2 Commencement

The local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The following local laws are repealed –

- (a) *The Municipality of the Town of Narrogin Adoption of Draft model By-laws Relating to the Removal and Disposal of Obstructing Animals and Vehicles No. 7* published in the *Government Gazette* on 6 November 1964;
- (b) *The Municipality of the Town of Narrogin By-laws Relating to the Care, Control and Management of Roads and Ways* published in the *Government Gazette* on 2 June 1989; and
- (c) *The Municipality of the Town of Narrogin By-laws relating to Swimming Pools* published in the *Government Gazette* on 28 February 1975, and amended from time to time.

1.5 Transitional provisions

- (1) An application for, or the renewal of a licence, permit or other authorisation made under a repealed local law that has not been finally determined before the commencement day is to be dealt with and determined as if it were an application under this local law.
- (2) A licence, permit or other authorisation under a repealed local law that is in force before the commencement day is to be regarded on and after that day as a licence under this local law and may be dealt with accordingly.

1.6 Definitions

- (1) In this local law –

Act means the *Local Government Act 1995*;

applicant means a person who applies for a licence;

application means an application for a licence;

authorised person means a person appointed 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;

building means any building which is local government property and includes any –

- (a) hall or room; and
- (b) corridor, stairway or annexe of any hall or room;

building permit means a permit granted under section 20 of the *Building Act 2011*;

built-up area has the meaning given to it by the *Road Traffic Code 2000*;

bulk rubbish container means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service;

carriageway has the meaning given to it in the *Road Traffic Code 2000*;

CBD means the area of Narrogin townsite bounded by, and including both sides of the thoroughfares –

- (a) Clayton Road;
- (b) Earl Street;
- (c) Park Street; and
- (d) the western boundary of Great Southern railway;

CEO means the Chief Executive Officer of the local government;

children's playground means an area set aside for use by children and noted by the presence of any of the following –

- (a) dedicated children's playground equipment,
- (b) the presence of either sand or other form of soft fall surface; or
- (c) a sign indicating the area is a children's playground;

closed thoroughfare means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act;

commencement day means the day on which this local law comes into operation;

costs means all expenses directly associated with reinstatement of replacement, and includes administrative expenses, associated with reinstatement or replacement;

Council means the council of the local government;

crossover means an areas of the verge, constructed and used for the purpose of enabling a vehicle to access the adjacent property;

determination means a determination made under clause 2.1;

district means the district of the local government and includes any area placed under the jurisdiction of the local government under section 295 of the *Public Health Act 2016*;

drone includes a remotely piloted aircraft and means an unmanned aerial vehicle as defined in regulation 101.240 of the *Civil Aviation Safety Regulations 1998* (Commonwealth);

entertainment means conduct any form of theatrical, artistic, musical, audio or visual performance and includes busk;

firearm has the same meaning as in section 4 of the *Firearms Act 1973*;

food has the meaning given by the *Food Act 2008*;

footpath has the meaning given to it in the *Road Traffic Code 2000*;

function means an event or activity characterised by all or any of the following –

- (a) formal organisation and preparation;
- (b) its occurrence is generally advertised or notified in writing to particular persons;
- (c) organisation by or on behalf of a club;
- (d) payment of a fee to attend it; and
- (e) systematic recurrence in relation to the day, time and place;

garden means any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants;

hire includes offer to hire and expose for hire;

intersection has the meaning given to it in the *Road Traffic Code 2000*;

kerb includes the edge of a carriageway;

lawn means any part of a thoroughfare which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;

licence means a licence, permit or approval issued by the local government under this local law;

licence document means a licence document issued under this local law;

licensed premises has the same meaning as is given to it in section 3 of the Liquor Control Act;

licensee means a person who holds a licence;

liquor has the meaning given to it in section 3 of the Liquor Control Act;

Liquor Control Act means the *Liquor Control Act 1988*;

local government means the Shire of Narrogin;

local government property means anything except a thoroughfare –

- (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;

local public notice has the meaning given to it in section 1.7 of the Act;

lot has the meaning given to it in the *Planning and Development Act 2005*;

manager means the person for the time being employed or engaged by the local government to control and manage a facility which is local government property, and includes the person's assistant or deputy;

market means a collection of stalls, stands or displays erected for the purpose of selling or hiring goods or services or carrying out any other transaction;

missile has the same meaning as in section 4 of the *Firearms Act 1973*;

model aircraft means an aircraft that is used for sport or recreation, and cannot carry a person, and includes a model rocket;

nuisance means any activity, thing, condition, circumstance or state of affairs caused or contributed to by a person which –

- (a) is injurious or dangerous to the health of another person of normal susceptibility; or
- (b) which has a disturbing effect on the state of reasonable physical, mental or social well being of another person;

owner or occupier, in relation to land, does not include the local government;

permitted verge treatment means any one of the treatments described in clause 6.7(3), and includes any reticulation pipes and sprinklers;

person does not include the local government;

prohibited drug is given its meaning under section 3 of the *Misuse of Drugs Act 1981*;

public place means –

- (a) a thoroughfare;
- (b) any local government property; or
- (c) a place to which the public have access;

repealed local law means a local law repealed under clause 1.4;

retailer means the owner or occupier of a shop in respect of which shopping trolleys are provided for the use of customers of the shop;

Schedule means a schedule to this local law;

sell includes –

- (a) offer or attempt to sell;
- (b) display for sale;
- (c) send, forward or deliver for sale or on sale;
- (d) barter or exchange;
- (e) dispose, by lot or chance or by auction;
- (f) supply, or offer, agree or attempt to supply –
 - (i) in circumstances which the supplier derives or would be likely to derive a direct or indirect pecuniary benefit; or
 - (ii) gratuitously, but with a view to gaining or maintaining custom or other commercial advantage; or
- (g) authorise, direct, cause or permit to be done any act referred to in this definition;

set fee refers to fees and charges imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act;

shopping trolley means a wheeled container or receptacle supplied by a retailer to enable a person to transport goods;

sign includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

stall means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold and includes a vehicle;

street tree any tree planted or self sown in a thoroughfare, of an appropriate species and in an appropriate location, for the purposes of contributing to the appearance of the thoroughfare;

thoroughfare means any highway, thoroughfare or land used for vehicular or pedestrian traffic, and includes all the land lying between property lines, including the verge and footpath;

trading means selling or hiring goods or services and includes the setting up of a stall and conducting business at a stall;

vehicle includes –

(a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and

(b) where the context permits, an animal being ridden or driven,

but excludes –

(c) a wheelchair or any device designed for use by a physically impaired person on a footpath;

(d) a shopping trolley; and

(e) a pram, stroller or similar device;

verge means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath; and

waste includes matter –

(a) whether liquid, solid, gaseous or radioactive and whether useful or useless, which is discharged into the environment; or

(b) prescribed by regulations under the *Waste Avoidance and Resource Recovery Act 2007* to be waste.

1.7 Interpretation

In this local law, a reference to local government property includes a reference to any part of local government property.

1.8 Types of licences

For the purposes of this local law –

(a) a licence which authorises trading on any thoroughfare or local government property is to be referred to as a trading licence;

(b) a licence which authorises the conduct or setting up of a market on any thoroughfare or local government property is to be referred to as a market licence;

(c) a licence which authorises entertainment on any thoroughfare or local government property is to be referred to as an entertainment licence; and

(d) a licence which authorises the sale of food on any thoroughfare or local government property is to be referred to as a food sales licence.

1.9 Assistance animals

This local law is subject to any written law and any law of the Commonwealth about assistance animals as defined in section 9(2) of the *Disability Discrimination Act 1992 (Cth)*.

1.10 Overriding power to hire and agree

Despite anything to the contrary in this local law, an authorised person, on behalf of the local government, may –

(a) hire local government property to any person; or

(b) enter into an agreement with any person regarding the use of any local government property.

PART 2 - DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY

2.1 Determinations as to use of local government property

The local government may make a determination in accordance with clause 2.2 –

(a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;

(b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;

(c) as to the matters in clauses 2.7(2) and 2.8(2); and

(d) as to any matter ancillary or necessary to give effect to a determination.

2.2 Procedure for making a determination

- (1) The local government is to give local public notice of the local government intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that –
 - (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
 - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
 - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the local government is to decide to –
 - (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
 - (b) amend the proposed determination, in which case subclause (5) is to apply; or
 - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c), the local government is to –
 - (a) consider those submissions; and
 - (b) decide –
 - (i) whether or not to amend the proposed determination; or
 - (ii) whether or not to continue with the proposed determination.
- (5) If the local government decides to amend the proposed determination, it is to give local public notice –
 - (a) of the effect of the amendments; and
 - (b) that the proposed determination has effect as a determination on and from the date of publication.
- (6) If the local government decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.
- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

2.3 Discretion to erect sign

The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

2.4 Determination to be complied with

A person must comply with a determination.

2.5 Register of determinations

- (1) The local government is to keep a register of determinations made under clause 2.2, and of any amendments to or revocations of determinations made under clause 2.6.
- (2) Sections 5.94 and 5.95 of the Act apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

2.6 Amendment or revocation of a determination

- (1) The local government may amend or revoke a determination.
- (2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.
- (3) If the local government revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

2.7 Activities which may be pursued on specified local government property

- (1) A determination may provide that specified local government property is set aside as an area on which a person may –
 - (a) take, ride or drive a vehicle, or a particular class of vehicle;
 - (b) fly or use a motorised model aircraft;
 - (c) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
 - (d) launch, beach or leave a boat;
 - (e) take or use a boat, or a particular class of boat;
 - (f) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
 - (g) play or practise –
 - (i) golf or archery;
 - (ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*;
or
 - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property; and
 - (h) ride a bicycle, a skateboard, rollerblades, a sandboard or a similar device.
- (2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular –
 - (a) the days and times during which the activity may be pursued;
 - (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
 - (d) may limit the activity to a class of vehicles, equipment or things, or may extend it to all vehicles, equipment or things;
 - (e) may specify that the activity can be pursued by a class of persons or all persons; and
 - (f) may distinguish between different classes of the activity.

2.8 Activities which may be prohibited on specified local government property

- (1) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property –
 - (a) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;
 - (b) taking, riding or driving a vehicle on the property or a particular class of vehicle;
 - (c) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
 - (d) taking or using a boat, or a particular class of boat;
 - (e) the playing or practice of –
 - (i) golf, archery, pistol shooting or rifle shooting; or
 - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
 - (f) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and
 - (g) the traversing of land which in the opinion of the local government has environmental value warranting such protection, either absolutely or except by paths provided for that purpose.
- (2) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular –
 - (a) the days and times during which the activity is prohibited;
 - (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
 - (c) that an activity is prohibited in respect of a class of vehicles, equipment or things, or all vehicles, equipment or things;
 - (d) that an activity is prohibited in respect of a class of persons or all persons; and
 - (e) may distinguish between different classes of the activity.

2.9 Sign under repealed local law taken to be determination

- (1) Where a sign erected on local government property has been erected under a repealed local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.
- (2) Clause 2.5 does not apply to a sign referred to in subclause (1).

PART 3 - ACTIVITIES ON LOCAL GOVERNMENT PROPERTY REQUIRING A LICENCE

3.1 Activities requiring a licence

- (1) A person must not without a licence –
 - (a) subject to subclause (3) hire local government property;
 - (b) advertise anything by any means on local government property;
 - (c) erect, on local government property a structure for public amusement or for any performance, whether for gain or otherwise;
 - (d) teach, coach or train, for profit, any person in any facility which is local government property;
 - (e) plant any plant or sow any seeds on local government property;
 - (f) carry on any trading on local government property unless the trading is conducted –
 - (i) with the consent of a person who holds a licence to conduct a function, and where the trading is carried on under and in accordance with the licence; or
 - (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
 - (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose –
 - (i) drive or ride or take any vehicle on to local government property; or
 - (ii) park or stop any vehicle on local government property;
 - (h) conduct a function or entertainment event on local government property;
 - (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
 - (j) light a fire on local government property except in a facility provided for that purpose;
 - (k) light or set off any firework or conduct a fireworks display on local government property;
 - (l) parachute, hang glide, abseil or base jump from or on to local government property;
 - (m) erect a building or a refuelling site on local government property;
 - (n) make any excavation on or erect or remove any fence on local government property;
 - (o) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person;
 - (p) depasture any horse, sheep, cattle, goat, camel ass or mule on local government property;
 - (q) conduct or take part in any gambling game or contest or bet, or offer to bet, publicly; or
 - (r) erect, install, operate or use any broadcasting, public address system, loudspeaker or other device for the amplification of sound on local government property.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.
- (3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

3.2 Licence to erect structures or camp

- (1) This clause does not apply to a caravan park or camping ground operated by the local government.
- (2) A person must not without a licence –
 - (a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property;
 - (b) erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day; or

- (c) park a vehicle on local government property, thoroughfare or public place for the purpose of sleeping in the vehicle.
- (3) The maximum period for which the local government may approve an application for a licence in respect of paragraph (a) or (b) of subclause (2) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.
- (4) Any tent, camp, hut or similar structure erected in contravention of paragraph (b) of subclause (2) and associated goods may, subject to Regulation 29 of the *Local Government (Functions and General) Regulations 1996*, be impounded.
- (5) A vehicle parked in contravention of paragraph (c) of subclause (2) may, subject to the provisions of Regulation 29 of the *Local Government (Functions and General) Regulations 1996*, be impounded by immobilising the vehicle by the use of a wheel clamping device.
- (6) An authorised person who impounds a vehicle under subclause (5) shall attach a notice to a vehicle advising the owner of the vehicle that the vehicle will be released upon payment of the costs of impounding by use of a wheel clamping device and the place where and hours during which the costs can be paid.
- (7) The notice attached to the impounded vehicle under subclause (6) shall also advise the owner that if the impounding costs are not paid within 24 hours the vehicle may be removed to the local government pound.
- (8) Notices issued under this clause shall be in the form determined by the local government.

3.3 Licence required for possession and consumption of liquor

- (1) A person, on local government property, must not consume any liquor, have in her or his possession or under her or his control, or sell any liquor, unless –
 - (a) permitted under the Liquor Control Act; and
 - (b) a licence has been obtained for that purpose from the local government.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

PART 4 - BEHAVIOUR ON LOCAL GOVERNMENT PROPERTY AND THOROUGHFARES

4.1 Behaviour which interferes with others

- In or on any local government property or thoroughfare, a person must not, behave in a manner which –
- (a) is likely to interfere with the enjoyment of a person who might use or who might be on the property or thoroughfare; or
 - (b) interferes with the enjoyment of a person using the property or thoroughfare.

4.2 Behaviour detrimental to property

- A person must not behave in or on local government property or thoroughfare in a way which is or might be detrimental to the property, including but not limited to –
- (a) removing any thing from the local government property or thoroughfare including a rock, a plant or a seat provided for the use of any person; and
 - (b) destroying, defacing or damaging any thing on the local government property or thoroughfare, including a plant, a seat provided for the use of any person or a building.

4.3 No unauthorised entry to function

- (1) A person must not enter local government property on such days or during such times as the property is set aside for a function, except –
 - (a) through the proper entrance for that purpose; and
 - (b) on payment of any fee chargeable for admission as determined by the hirer at the time.
- (2) An authorised person may exempt a person from compliance with subclause (1)(b).

4.4 Taking or injuring fauna

(1) In this clause –

animal means any living thing that is not a human being or plant;

fauna means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal –

(a) any class of animal or individual member;

(b) the eggs or larvae; or

(c) the carcass, skin, plumage or fur unless it has been shed or discarded by the fauna in a normal or natural manner.

(2) A person must not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property or thoroughfare, unless that person is authorised under a written law to do so.

4.5 Flora

(1) In this clause –

flora means all vascular plants, seeds and other flora, whether living or dead;

(2) On or above any local government property or thoroughfare, unless authorised to do so under a written law or with the written approval of an authorised person, a person must not –

(a) remove, damage or interfere with any flora; or

(b) plant or deposit any flora.

4.6 Animals

On any local government property or thoroughfare, a person must not –

(a) tether any animal other than a dog, to an object or tree; or

(b) permit any animal other than a dog, to enter unless authorised by a licence.

4.7 Waste

A person must not deposit or discard waste on local government property or thoroughfare except –

(a) in a place or receptacle set aside by an authorised person for that purpose, and in accordance with any conditions that may be specified on the receptacle or a sign; or

(b) at the Narrogin waste disposal facility, and subject to directions issued from time to time by an authorised person for the orderly and proper use of those waste facilities in relation to –

(i) hours of business;

(ii) separation of waste into designated receptacles;

(iii) prohibition of the deposit of certain types of refuse or waste; and

(iv) conduct of persons, including persons in charge of vehicles, while on the site.

4.8 Glass

Unless authorised by a licence or by the local government, a person must not take a glass –

(a) on to a children's playground; or

(b) within any area of local government property as indicated by a sign.

4.9 Intoxicated persons not to enter local government property

A person must not enter or remain on local government property while under the influence of liquor or a prohibited drug.

4.10 Prohibition on use of firearms

A person shall not discharge a firearm within or so as the missile crosses any part of local government property for any reason, except with the express permission of the local government.

4.11 Vehicles on local government property

(1) Unless authorised by a licence or determination, a person must not take or cause a vehicle to be taken onto or driven on local government property unless –

- (a) subject to subclause (3), the local government property is clearly designated as a road, access way, or car park;
 - (b) the vehicle is driven by a local government employee, authorised person or contractor engaged by the local government, who is engaged in –
 - (i) providing a service or making a delivery in connection with the local government property; or
 - (ii) maintaining the local government property;
 - (c) the person is driving an emergency vehicle in the course of his or her duties;
 - (d) the vehicle is –
 - (i) used in accordance with the conditions set down by the local government or an authorised person; and
 - (ii) of a type allowed to be taken onto the local government property by the local government or an authorised person; or
 - (e) the vehicle is a motorised wheelchair, and the driver of that vehicle is a person with a disability.
- (2) A person must not drive a vehicle or allow a vehicle to be driven on local government property at a speed exceeding 20 kilometres per hour or as otherwise indicated by a sign, or in such a manner as to cause danger to any person.
- (3) Other than in accordance with paragraphs (b), (c), (d) or (e) of subclause (1), a person must not drive a vehicle on local government property or part of it that is being used for a function for which a licence has been obtained unless permitted to do so by the licence holder or an authorised person.

4.12 Motorised model aircraft, toys or ships

A person must not use, launch or fly a motorised model aircraft, drone, toy, ship or glider that is propelled by mechanical, hydraulic, combustion or pyrotechnic means on or from local government property except where a licence or determination specifies a particular local government property.

4.13 Archery, pistol or rifle shooting

A person must not play or practise archery, pistol or rifle shooting on local government property except on land which is reserved by the local government for that purpose, or as otherwise provided by a determination or licence.

4.14 Playing or practising golf

A person must not play or practise golf on local government property except where a licence or determination specifies a particular local government property.

4.15 Prohibition relating to bicycles, skateboards etc. on local government property

Unless the local government property is clearly identified for the purpose, a person must not, use or ride a bicycle or wheeled recreational device, skateboard or roller-blades, or sand board or similar devices on any local government property –

- (a) inside, or on the curtilage to, a building; or
- (b) in or on a lakebed or waterway.

4.16 Exemption

Notwithstanding the requirements of clauses 4.10 to 4.14 inclusive, the CEO may approve the activity on local government property in circumstances and under such conditions as is considered appropriate.

PART 5 - MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY

5.1 No entry to fenced or closed local government property

A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorised to do so by an authorised person.

5.2 Only specified gender to use entry of toilet block or change room

- (1) Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by –

- (a) females – then a person of the male gender must not use that entry of the toilet block or change room;
 - (b) males – then a person of the female gender must not use that entry of the toilet block or change room; or
 - (c) families – then, where the toilet block or change room is being used by a family, only an immediate member of that family may use that entry of the toilet block or change room.
- (2) Paragraphs (a) and (b) of subclause (1) do not apply to a child, when accompanied by a parent, guardian or caregiver, where the child is –
- (a) under the age of 8 years; or
 - (b) otherwise permitted by an authorised person to use the relevant entry.

5.3 Use of shower or bath facilities

A person may use a shower or bath facility in change rooms only on conditions that –

- (a) the facilities must be used by the person only for the purpose of cleansing, bathing and washing themselves; and
- (b) the facilities must not be used for the purpose of laundering of clothing or washing of other articles.

PART 6 - ACTIVITIES IN THOROUGHFARES

Division 1 – General

6.1 General prohibitions

A person must not –

- (a) plant, or allow to remain, in a thoroughfare a plant that by virtue of its height, position or density obstructs a reasonable sight line for a driver of any vehicle negotiating or using the thoroughfare;
- (b) damage a lawn or a garden, or remove any plant or part of a plant from a lawn or a garden, in a thoroughfare unless –
 - (i) the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or
 - (ii) the person is acting under the authority of a written law;
- (c) damage, or remove a street tree, or part of a street tree, irrespective of whether it was planted by the owner or occupier of the lot abutting the thoroughfare or by the local government, unless –
 - (i) the damage to, or removal of, the street tree is authorised by an authorised person in writing; or
 - (ii) the person is acting under authority of written law;
- (d) except as permitted by this local law place, or allow to be placed or remain, on a thoroughfare any thing (except water) that –
 - (i) obstructs the thoroughfare; or
 - (ii) results in a hazard for any person using the thoroughfare;
- (e) unless at the direction of an authorised person, damage, remove or interfere with any part of a thoroughfare, or any structure erected on a thoroughfare, by the local government or a person acting under the authority of a written law; or
- (f) play or participate in any game or sport so as to cause danger to any person or thing or unreasonably impede the movement of vehicles or persons on a thoroughfare.

6.2 Activities allowed with a licence

(1) A person must not, without a licence –

- (a) dig or otherwise create a trench through or under a kerb or footpath;
- (b) throw, place or deposit any thing on a verge except for removal by the local government under a bulk rubbish collection, and then only in accordance with the terms and conditions and during the period of time advertised in connection with that collection by the local government;
- (c) cause any obstruction to a vehicle or a person using a thoroughfare;
- (d) cause any obstruction to a water channel or a water course in a thoroughfare;
- (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;

- (f) damage a thoroughfare;
 - (g) fell or damage any street tree;
 - (h) fell any tree onto a thoroughfare;
 - (i) light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose;
 - (j) unless installing, or in order to maintain, a permitted verge treatment –
 - (i) lay pipes under or provide taps on any verge; or
 - (ii) place or install, on any part of a thoroughfare, any thing such as gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;
 - (k) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
 - (l) on a thoroughfare use anything or do anything so as to create a nuisance;
 - (m) place or cause to be placed on a thoroughfare a bulk rubbish container;
 - (n) interfere with the soil of, or anything in, a thoroughfare or take anything from a thoroughfare;
 - (o) carry on any trading on a thoroughfare;
 - (p) conduct or set up a market on a thoroughfare; or
 - (q) conduct an entertainment event on a thoroughfare.
- (2) An authorised person may exempt a person from compliance with subclause (1) on the application of that person.

6.3 Assignment of numbers

- (1) In this clause –
number means a number with or without an alphabetical suffix indicating the street address of land as assigned by the local government from time to time, in accordance with this local law.
- (2) An authorised person may assign a number to a lot in the district and may assign another number to the lot instead of that previously assigned.

6.4 No driving on closed thoroughfare

A person must not drive or take a vehicle on a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act unless –

- (a) it is in accordance with any limit or exception specified in the order made under section 3.50 of the Act; or
- (b) the person has first obtained a licence.

6.5 Fencing of public place – Item 4(1) of Division 1, Schedule 3.1 of Act

A public place, as that term is defined in clause 1.6, is specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act.

Division 2 – Permitted verge treatments

6.6 Application

This Division only applies to within a built-up area.

6.7 Permitted verge treatments

- (1) A person must not install or maintain a verge treatment which is not a permitted verge treatment.
- (2) An owner or occupier of land which abuts on a verge may install a permitted verge treatment, on that part of the verge directly in front of her or his land.
- (3) A permitted verge treatment is–
 - (a) the planting and maintenance of a lawn;
 - (b) the planting and maintenance of a garden provided that –
 - (i) clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare or using a driveway on land adjacent to the thoroughfare for access to or from the thoroughfare;

- (ii) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb;
- (iii) it does not include a wall or built structure; and
- (iv) is not of a thorny, poisonous or hazardous nature; and
- (c) subject to subclause (4), the installation of material which do not detract from the amenity of the area, including but not limited to –
 - (i) bituminous surface or in-situ concrete, subject to reduction of area shedding of storm water or flooding ;
 - (ii) use of paving bricks or concrete slabs; and
 - (iii) all forms of loose aggregate materials such as pebbles, stones and gravel, not larger than 50mm and contained within the verge area at all times; and
- (d) other treatment approved by the local government.
- (4) Where installation of material which would create a hard surface has been installed or is intended, an authorised person may by written notice, require –
 - (i) a reduction of area covered or to be covered, if shedding of storm water or flooding is likely to cause a nuisance to neighbours or users of a thoroughfare; and
 - (ii) an area of open space to a maximum of 1m from the edge of a street trees.
- (5) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 6.9.

6.8 Obligations of owner or occupier

An owner or occupier who installs or maintains a permitted verge treatment must –

- (a) keep the permitted verge treatment in a good and tidy condition and, where the verge treatment is a garden or lawn, ensure that a footpath on the verge and a carriageway adjoining the verge is not obstructed by the verge treatment;
- (b) ensure that clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in a carriageway, or using a driveway on land adjacent to the thoroughfare for access to or from the thoroughfare;
- (c) not place any obstruction on or around the verge treatment;
- (d) not disturb a footpath on the verge;
- (e) ensure that the verge treatment does not damage or obstruct a drain, manhole, galley, inspection pit, channel, kerb or tree planted by the local government; and
- (f) ensure that any sprinklers or pipes installed to irrigate a verge treatment –
 - (i) do not protrude above the level of the lawn or verge treatment when not in use;
 - (ii) are not used at such times so as to cause unreasonable inconvenience to pedestrians or other persons; and
 - (iii) do not otherwise present a hazard to pedestrians or other persons.

6.9 Transitional provision

(1) In this clause –

former provisions means the provisions of the repealed local laws which permitted certain types of verge treatments, whether with or without the consent of the local government.

- (2) A verge treatment is to be taken to be a permitted verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions which –
 - (a) was installed prior to the commencement day; and
 - (b) on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions.

6.10 Power to carry out public works on verge

Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority –

- (a) is not liable to compensate any person for that disturbance;
- (b) may backfill with sand, if necessary, any garden or lawn; and
- (c) is not liable to replace or restore any –

- (i) verge treatment and, in particular, any plant or any material or other hard surface; or
- (ii) sprinklers, pipes or other reticulation equipment.

Division 3 – Vehicle crossovers

6.11 Temporary crossovers

- (1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works must obtain a licence for the construction of a temporary crossover to protect the existing carriageway, kerb, drains, footpath, existing materials and street trees, where –
 - (a) a crossover does not exist; or
 - (b) a crossover does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossover.
- (2) The person responsible for the works in subclause (1) is to be taken to be –
 - (a) the builder named on the building permit issued under the *Building Act 2011*, if one has been issued in relation to the works; or
 - (b) the owner of the lot, if no building permit has been issued under the *Building Act 2011* in relation to the works.
- (3) If an authorised person approves an application for a licence for the purpose of subclause (1), the licence is taken to be issued on the condition that until such time as the temporary crossover is removed, the licensee must keep the temporary crossover in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

6.12 Removal of redundant crossover

- (1) Where works on a lot will result in a crossover no longer giving access to a lot, the crossover is to be removed and the kerb, drain, footpath, verge and any other part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of an authorised person.
- (2) An authorised person may give written notice to the owner or occupier of a lot requiring her or him to –
 - (a) remove any part of or all of a crossover which does not give access to the lot; and
 - (b) reinstate the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected by the removal, within the period of time stated in the notice, and the owner or occupier of the lot must comply with that notice.

6.13 Crossovers in unsafe locations

- (1) Where a crossover is in an unsafe location, Council may give notice to the owner or occupier to –
 - (a) remove the crossover; or
 - (b) make the crossover safe.
- (2) In determining whether the crossover is in an unsafe location, Council shall have regard to –
 - (a) any guidelines or advice Main Roads Western Australia sought or published from time to time;
 - (b) the usage of the thoroughfare; and
 - (c) alternative treatments available to make the crossover safe.
- (3) Any notice issued under subclause (1) is to give a minimum period of 28 days to remove or make the crossover safe, provided immediate measures are taken to advise users of the thoroughfare of the circumstances deemed unsafe.

PART 7 - ACTIVITIES IN PUBLIC PLACES

7.1 Leaving animal or vehicle in public place

- (1) A person must not leave an animal or a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place, unless that person has first obtained a licence or is authorised to do so under a written law.
- (2) A person does not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.
- (3) A person does not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

7.2 Prohibitions relating to animals

- (1) In this clause, **owner** in relation to an animal includes –
 - (a) an owner of it;
 - (b) a person in possession of it;
 - (c) a person who has control of it; and
 - (d) a person who ordinarily occupies the premises where the animal is permitted to stay.
- (2) An owner of an animal must not –
 - (a) allow the animal to enter or remain for any time on any public place except for the use of the public place as a thoroughfare and unless it is led, ridden or driven;
 - (b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place; or
 - (c) train or race the animal in a public place.
- (3) An owner of a horse must not lead, ride or drive a horse on a thoroughfare, unless that person does so under a licence or under the authority of a written law.

7.3 Shopping trolley to be marked

A retailer must clearly mark its name or its trading name on any shopping trolley made available for the use of customers.

7.4 Person not to leave trolley in public place

A person must not leave a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys.

7.5 Retailer to remove abandoned trolley

- (1) If a shopping trolley is found in a public place, other than in an area set aside for the storage of shopping trolleys, an authorised person may advise (verbally or in writing) a retailer whose name is marked on the trolley of the location of the shopping trolley.
- (2) A retailer must remove a shopping trolley within 24 hours of being so advised under subclause (1), unless the retailer –
 - (a) requests the local government to collect and deliver the shopping trolley to the retailer; and
 - (b) pays any fee for that collection and delivery (imposed and determined under and in accordance with sections 6.16 to 6.19 of the Act) within the period specified by the local government.

7.6 Retailer taken to own trolley

In the absence of any proof to the contrary, a shopping trolley is to be taken to belong to a retailer whose name is marked on the trolley.

7.7 Prohibition relating to bicycles, skateboards etc. in some public places

A person shall not ride any bicycle or wheeled recreational device, skateboard, roller-blades or similar device within a mall, arcade or veranda of a shopping centre.

PART 8 - TEMPORARY SIGNS AND TRADE DISPLAYS

8.1 Definitions

In this Part, unless the context otherwise requires—

advertising sign means a temporary sign or poster which advertises a business, products or services for commercial gain;

election sign means a temporary sign or poster which advertises any aspect of a forthcoming Federal, State or local government election;

event sign means a temporary sign or poster which advertises an event, function or activity;

temporary sign means a sign used for the purpose of advertisement or notification, whether free standing or requiring to be affixed to a structure of any type, and includes –

- (a) a bill, poster and the like;
- (b) an advertising sign;
- (c) an event sign; and

- (d) an election sign; and

trade display means the display for sale or as samples, the goods and services available in, or with the permission of the adjoining premises.

8.2 Application

- (1) This Part applies –
 - (a) within the built-up area;
 - (b) to temporary signs complying with clause 8.5; and
 - (c) to temporary trade displays complying with clause 8.10.
- (2) Any advertising sign or trade display that is to be a permanent structure or fixture is to comply with –
 - (a) the Building Code as defined in section 3 of the *Building Regulations 2012*;
 - (b) any Local Planning Scheme; and
 - (c) any other written law regulating of signs within the district.

8.3 Temporary signs and trade displays

- (1) A person shall not on local government property or in a thoroughfare, without a licence –
 - (a) place an temporary sign;
 - (b) place a trade display; or
 - (c) post any bill or paint, place or affix any advertisement.
- (2) Notwithstanding subclause (1), a licence is not required for –
 - (a) the first and second advertising signs where each –
 - (i) does not exceed an area of 1 square metre ;
 - (ii) does not exceed 750mm horizontally;
 - (iii) has a minimum height of 600mm within the CBD or 300mm elsewhere;
 - (iv) is placed against the property boundary; and
 - (v) complies in all other respects with clauses 8.5, 8.6 and 8.7;
 - (b) not more than 5 free standing event signs where each –
 - (i) does not exceed an area of 1 square metre;
 - (ii) does not exceed 750mm horizontally;
 - (iii) has a minimum height of 600mm within the CBD or 300mm elsewhere; and
 - (iv) complies in all other respects with clauses 8.5, 8.6 and 8.8;
 - (c) not more than 5 event signs requiring support where each –
 - (i) does not exceed an area of 5 square metres individually or an aggregate of 15 square metres;
 - (ii) has a maximum height of 1.2m above ground level;
 - (iii) is placed flat against a wall or constructed fence for the full length and height of the sign;
 - (iv) is for the purposes of a sporting, charitable or not for profit organisation; and
 - (v) complies in all other respects with clauses 8.5, 8.6 and 8.8;
 - (d) an election sign which –
 - (i) complies with the requirements of subclause (2)(b)(i) to (iii) or (2)(c)(i) to (iii); and
 - (ii) complies in all other respects with clauses 8.5, 8.6 and 8.9; and
 - (e) a trade display which –
 - (i) does not exceed 1m in width from the property boundary ;
 - (ii) is placed against the property boundary, or if no adjoining business, does not exceed 5m in length;
 - (iii) does not extend beyond the frontage of the business; and
 - (iv) complies in all other respects with clause 8.10.

8.4 Matters to be considered in determining application for licence

In determining an application for a licence for the purpose of clause 8.3(1), matters the local government is to have regard to include –

- (a) any other written law regulating the construction or placement of signs or trade displays within the district;
- (b) the dimensions of the sign or trade display;
- (c) whether or not the sign or trade display may create a hazard to persons using a thoroughfare;

- (d) other signs or trade displays already approved or erected in the vicinity of the proposed location of the sign or trade display; and
- (e) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

8.5 Conditions for temporary signs

Temporary signs shall –

- (a) be portable and free-standing or temporarily affixed so as there is no resulting damage to any thing;
- (b) be secured in position in accordance with any requirements of the local government;
- (c) be placed so as not to impede or obstruct either vehicle or pedestrian traffic, or access to a place by any person;
- (d) be placed so as not to obstruct lines of sight for vehicle traffic;
- (e) not be unduly distracting, in the opinion of an authorised person, if illuminated or incorporating reflective or fluorescent materials;
- (f) not display only part of a message which is to be read with other separate signs in order to obtain the whole message;
- (g) be maintained in good condition; and
- (h) be in compliance with any limitation of the number of signs notified in writing by the local government.

8.6 Prohibition on placement of temporary signs

An temporary sign shall not be placed –

- (a) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5 metres;
- (b) on any natural feature, including a rock or tree, on a thoroughfare; or
- (c) on any bridge or the structural approaches to a bridge.

8.7 Additional conditions for advertising signs

An advertising sign shall –

- (a) relate only to the business activity, or placed with the consent of the owner or occupier of the adjoining premises; and
- (b) be in place only during the hours of the business activity or the event being advertised.

8.8 Additional conditions for event signs

An event sign shall –

- (a) relate only to the event, function or activity advertised;
- (b) not be placed more than 28 days prior to the event, function or activity being advertised; and
- (c) be removed within 48 hours of the conclusion of the event, function or activity advertised.

8.9 Additional conditions for election signs

An election sign shall –

- (a) not being erected until the election to which it relates has been officially announced; and
- (b) being removed within 24 hours of the close of polls.

8.10 Conditions for trade displays

A trade display shall –

- (a) relate to the adjoining business activity;
- (b) is in place only during the hours of the business activity;
- (c) be constructed only to a such a height that it remains stable, in the opinion of an authorised person;
- (d) be secured in position in accordance with any requirements of the local government;
- (e) be placed so as not to impede or obstruct either vehicle or pedestrian traffic, or access to a place by any person;
- (f) be placed so as not to obstruct lines of sight for vehicle traffic; and
- (g) be maintained in a neat and tidy manner.

PART 9 - LICENCING

Division 1 – Applying for a licence

9.1 Application for licence

- (1) Where a person is required to obtain a licence under this local law, that person must apply for the licence in accordance with subclause (2).
- (2) An application for a licence under this local law must –
 - (a) be in the form determined by the CEO;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any set fee.
- (3) An authorised person may require an applicant to provide additional information reasonably related to an application before determining an application for a licence.
- (4) An authorised person may require an applicant to give local public notice of the application for a licence.
- (5) An authorised person may refuse to consider an application for a licence which is not in accordance with subclause (2) or where the requirements of subclause (3) or (4) have not been satisfied.

9.2 Decision on application for licence

- (1) An authorised person may –
 - (a) approve an application for a licence unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a licence.
- (2) If an authorised person approves an application for a licence, the licence is to issued to the applicant a licence in the form determined by the CEO.
- (3) If an authorised person refuses to approve an application for a licence, written notice of that refusal is to be given to the applicant.
- (4) An authorised person may, at any time, amend a condition of approval and the amended condition takes effect when written notice of it is given to the licensee.

9.3 General restrictions on grant of licence

- (1) An authorised person must not grant a licence if there are reasonable grounds for believing that the provision of the activity to which the application relates would constitute an unacceptable risk to the safety of the public.
- (2) An authorised person must not grant a licence unless an authorised person is satisfied that –
 - (a) the applicant is capable of carrying on the activity in accordance with this local law and the terms and conditions of the licence;
 - (b) the public place at which the activity is to be provided is suitable for that purpose;
 - (c) a licence or similar authority granted or issued to the applicant has not been cancelled in the period of 5 years before the application is made; and
 - (d) the applicant is a fit and proper person to carry on the activity.

9.4 Examples of conditions

- (1) Examples of the conditions that an authorised person may impose on a licence under clause 9.2(1)(a) or 9.7(1)(a) are conditions relating to –
 - (a) the payment of a set fee;
 - (b) compliance with a standard or a policy adopted by the local government;
 - (c) the duration and commencement of the licence;
 - (d) the commencement of the licence being contingent on the happening of an event;
 - (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
 - (f) the approval of another application for a licence which may be required by the local government under any written law;
 - (g) the area of the district to which the licence applies;

- (h) where a licence is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
 - (i) the obtaining of public risk insurance in an amount and on terms reasonably required by an authorised person.
- (2) Examples of the type and content of the conditions on which a licence to hire local government property may be issued include –
- (a) when set fees and charges are to be paid;
 - (b) payment of a bond against possible damage or cleaning expenses or both;
 - (c) restrictions on the erection of material or external decorations;
 - (d) rules about the use of furniture, plant and effects;
 - (e) limitations on the number of persons who may attend any function in or on local government property;
 - (f) the duration of the hire;
 - (g) the right of an authorised person to cancel a booking during the course of an annual or seasonal booking, if an authorised person sees fit;
 - (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the Liquor Control Act;
 - (i) whether or not the hire is for the exclusive use of the local government property;
 - (j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and
 - (k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

9.5 Imposing conditions under a policy

- (1) In this clause –
- policy** means a local government policy adopted by the Council under section 2.7(2)(b) of the Act containing conditions subject to which an application for a licence may be approved under clause 9.2(1)(a).
- (2) Under clause 9.2(1)(a) an authorised person may approve an application subject to conditions by reference to a policy.
- (3) An authorised person must give to the licensee a copy of the policy or, at the discretion of the CEO or the authorised person, the part of the policy which is relevant to the application for a licence, with the form of licence referred to in clause 9.2(2).
- (4) An application for a licence is not to be taken to have been approved subject to the conditions contained in a policy until an authorised person gives the licensee a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act apply to a policy and, for that purpose, a policy is deemed to be information within section 5.94(u)(i) of the Act.

9.6 Compliance with conditions

Where an application for a licence has been approved subject to conditions, the licensee must comply with each of those conditions, as amended.

9.7 Variation of licence

- (1) The CEO may, by written notice given to the licensee, vary a licence –
- (a) imposing any new condition; or
 - (b) change or remove any existing condition.
- (2) An amendment may be made on application made by the licensee or on the CEO's initiative.
- (3) An amendment will come into effect on the day that written notice is given to the licensee, or some other date as specified in the notice.

Division 3 – Duration of licences

9.8 Duration of licence

A licence is valid for one year from the date on which it is issued, unless it is –

- (a) otherwise stated in this local law or in the licence; or
- (b) suspended or cancelled under this Division.

9.9 Renewal of licence

- (1) A licensee may apply to the CEO for the renewal of a licence.
- (2) An application for renewal must –
 - (a) be in the form determined by the CEO;
 - (b) be signed by the licensee;
 - (c) provide the information required by the form;
 - (d) be forwarded to the CEO no later than 28 days before the expiry of the licence, or within a shorter period that the CEO in a particular case permits; and
 - (e) be accompanied by any set fee.
- (3) The provisions of this Part that apply to an application for a licence also apply to an application for the renewal of a licence as though it were an application for a licence.

9.10 Transfer of licence

- (1) An application for the transfer of a valid licence is –
 - (a) to be made in writing;
 - (b) to be signed by the licensee and the proposed transferee of the licence;
 - (c) to include such information as an authorised person may require to enable the application to be determined; and
 - (d) to be forwarded to the CEO together with any set fee.
- (2) An authorised person may approve an application for the transfer of a licence, refuse to approve it or approve it subject to any conditions.
- (3) Where an authorised person approves an application for the transfer of a licence, the transfer may be effected by an endorsement on the licence signed by the CEO or the authorised person.
- (4) Where an authorised person approves the transfer of a licence, the local government is not required to refund any part of any set fee paid by the former licensee.

9.11 Suspension of licence

- (1) The CEO may, subject to clause 9.12, by written notice given to the licensee, suspend a licence if there are reasonable grounds for believing that –
 - (a) the licensee has contravened a term or condition of a licence;
 - (b) the licensee has contravened a provision of this local law; or
 - (c) the continued provision of the activity authorised by the licence constitutes or will constitute an unacceptable risk to the safety, health or welfare of the public.
- (2) The suspension notice must –
 - (a) state the day, or the day and time, on or at which the suspension takes effect;
 - (b) state the reasons for the CEO's decision to suspend the licence; and
 - (c) where appropriate, indicate what steps need to be taken to ensure that there is compliance with the relevant provision, term or condition or that there is no longer a risk as described in subclause (1)(c); and
 - (d) inform the licensee that the licensee has a right to apply under the Act for a review of the CEO's decision to suspend the licence.

9.12 Proposed suspension

- (1) If the CEO proposes to suspend a licence under clause 9.11(1)(a), the CEO must give written notice to the licensee of the proposed suspension.
- (2) The notice must –
 - (a) state that the CEO proposes to suspend the licence;
 - (b) state the reasons for the proposed suspension; and
 - (c) inform the licensee that the licensee is entitled to make representation to the CEO in respect of the proposed suspension within 7 days after the day on which the licensee is given the notice.

- (3) In considering whether to suspend the licence, the CEO must have regard to any representations made by the licensee within the period referred to in subclause (2)(c).

9.13 Revocation of suspension

- (1) The CEO must, by written notice given to the licensee revoke the suspension of a licence if the CEO is satisfied that the steps specified in the suspension notice have been taken.
- (2) The CEO may, by written notice given to the licensee, revoke the suspension of the licence if it is appropriate to do so in the circumstances of a particular case.

9.14 Period of suspension

The suspension of a licence has effect on the day, or the day and time, specified in the suspension notice until one of the following happens –

- (a) the suspension is revoked under clause 9.13;
- (b) the licence is cancelled under clause 9.15 or expires; or
- (c) the licence is surrendered in accordance with the provisions of this local law.

9.15 Cancellation of licence

A licence may be cancelled by the CEO if –

- (a) the licence was obtained improperly;
- (b) the licensee has persistently or frequently contravened a term or condition of the licence, or a provision of this local law, whether or not the licence is or has been suspended on the grounds of a contravention; or
- (c) there are reasonable grounds for believing that the continued provision of the activity constitutes or would constitute an unacceptable risk to the safety of the public, whether or not the licence has been suspended on the grounds of that risk.

9.16 Surrender of licence

A licensee may, at any time by notice in writing to the CEO, surrender the licence.

Division 4 – Responsibilities of licensees and others

9.17 Production of licence

A licensee must produce to an authorised person her or his licence immediately after being required to do so by that authorised person.

9.18 Production of licence document for amendment

If the CEO amends or renews a licence, the licensee must, if required by the CEO, produce the licence document to the CEO for amendment within the period specified by the CEO.

9.19 Advertising

A person must not advertise, or otherwise hold out in any way, that the person conducts a commercial activity in any public place unless that person holds a licence authorising that commercial activity.

9.20 False or misleading statement

A person must not make a false or misleading statement in connection with an application in respect of a licence under this local law.

9.21 Other responsibilities of licensee

A licensee must, in respect of local government property to which the licence relates –

- (a) ensure that an authorised person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
- (b) comply with an instruction from an authorised person to take the action specified in the instruction for the purpose of maintaining public safety;
- (c) leave the local government property in a clean and tidy condition after its use;
- (d) report any damage or defacement of the local government property to an authorised person; and

- (e) take all reasonable action to prevent the consumption of any liquor on the local government property unless the licence allows it and a licence has been obtained under the Liquor Control Act for that purpose.

PART 10 - SIGNS AND POWERS TO GIVE DIRECTIONS

10.1 Signs installed by the local government

- (1) The local government may install a sign in public places, on local government property or in thoroughfares specifying any conditions of use which apply to that property or thoroughfare.
- (2) A person must comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is –
 - (a) not to be inconsistent with any provision of this local law or any determination; and
 - (b) to be for the purpose of giving notice of the effect of a provision of this local law.

10.2 Pre-existing signs

Where a sign in a public place, property or thoroughfare or has been erected under a repealed local law then, on and from the commencement day, it is to be taken to be a sign erected under clause 10.1 if –

- (a) the sign specifies a condition of use relating to the thoroughfare which gives notice of the effect of a provision of this local law; and
- (b) the condition of use specified is not inconsistent with any provision of this local law.

10.3 Authorised person to be obeyed

- (1) A person on or in local government property that is given a lawful direction by an authorised person shall comply with that direction.
- (2) A person shall not obstruct or hinder an authorised person in the performance of that person's duties.

10.4 Refusal of entry and removal

- (1) An authorised person may refuse to allow entry, or suspend admission, to a specific venue of local government property except for the venue where local government council meetings are held, by any person who he or she believes has behaved in a manner contrary to the provisions of this Part.
- (2) If an authorised person considers that a person has behaved in a manner contrary to the provisions of this Part or reasonably suspects that a person has contravened a provision of a written law, the authorised person may direct the person to leave the local government property.
- (3) A person who has been refused entry or who has been directed to leave under subclause (1) or (2) must immediately leave the local government property quickly and peaceably.
- (4) If a person fails to comply with subclause (1) or (2), an authorised person may remove the person, or arrange for the person to be removed, from the local government property.
- (5) This refusal or suspension of entry can be for any period of up to 12 months as decided by that authorised person.

10.5 Disposal of lost property

An article left on any local government property, and not claimed within a period of 2 months, may be disposed of by the local government in any manner it thinks fit.

PART 11 - OBJECTIONS AND REVIEW

11.1 Objection and review rights

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

PART 12 - NOTICES

12.1 Notice to remedy non-compliance

Where any thing is required to be done or not permitted to be done by this local law, an authorised person may give a notice in writing –

- (a) to the owner or the occupier of the property which abuts that portion of the thoroughfare where the thing has been done or not done; or
- (b) to any other person who may be responsible for the thing done or not done, requiring the person to comply with the requirements of this local law.

12.2 Notice regarding damage to local government property

If a person unlawfully removes, damages or interferes with local government property or portion of a thoroughfare, an authorised person may give the person a notice requiring that person to do any one or more of the following (at the local government's option) –

- (a) reinstate the property to the state it was in before the removal, damage or interference;
- (b) replace that property; or
- (c) pay for the costs of reinstatement or replacement.

12.3 Notice requirements

A notice given must –

- (a) be in writing;
- (b) specify the reason for giving the notice, the work or action that is required to be undertaken; and
- (c) the time within which the work or action is to be undertaken.

12.4 Local government may undertake requirements of notice

If a person fails to comply with a notice referred to in clauses 12.1 or 12.2, the local government may –

- (a) do the thing specified in the notice, including replace the property, or reinstate the property to the state it was in before the removal, damage or interference;
- (a) take whatever remedial action it considers appropriate to put the local government in the position it would have been in if the breach or failure had not occurred; and
- (b) recover all costs from the person, as a debt.

12.5 Offence to fail to comply with notice

A person who fails to comply with a notice given to him or her under this local law commits an offence.

PART 13 - OFFENCES AND PENALTIES

13.1 Offences and general penalty

- (1) A 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) A person who commits an offence under this local law is liable, on 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.

13.2 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount of a modified penalty for a prescribed offence is the number specified adjacent to the clause in Schedule 1.

13.3 Form of notices

- (1) For the purposes of this local law –
 - (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*;
 - (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and
 - (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

- (2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

13.4 Evidence of a determination

- (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.
- (2) If evidence of a determination is provided under subclause (1), it is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.
- (3) Subclause (2) does not make valid a determination that has not been properly made.

SCHEDULE 1 – PRESCRIBED OFFENCES

[cl.13.2]

Offences in respect of which a modified penalty applies

Item	Clause	Nature of offence	Modified penalty \$
Part 2 – Determination in respect of local government property			
1	2.4	Failure to comply with a determination	100
Part 3 – Activities on local government property			
2	3.1	Undertaking activity on local government property without a licence	100
3	3.2(2)	Camping on local government property or erecting an unauthorised structure	100
4	3.3(1)	Failure to obtain licence to possess, consume or sell liquor	100
Part 4 – Behaviour on all local government property and thoroughfares			
5	4.1	Behaviour interfering with others	100
6	4.2	Behaviour detrimental to property	200
7	4.3	Unauthorised entry to function	100
8	4.4(2)	Taking or injuring fauna without authorisation	200
9	4.5(2)	Removing, damaging or depositing flora without authorisation	200
10	4.6	Animal on local government property or thoroughfare without a licence	100
11	4.7(a)	Improper disposal of waste on local government property	100
12	4.7(b)	Improper disposal of waste at the Narrogin waste facility	100
13	4.8	Taking glass into prohibited area	100
14	4.9	Under influence of liquor or prohibited drug on local government property	100
15	4.10	Discharge of firearm within or so as missile crosses part of local government property	500
16	4.11(1)	Unauthorised vehicle on local government property	100
17	4.11(2)	Unauthorised driving of a vehicle at more than 20km/hr on local government property	100
18	4.11(3)	Unauthorised driving of a vehicle on local government property	100

		during a function	
19	4.12	Unauthorised use of motorised model aircraft, drone, toy or ship	50
20	4.13	Unauthorised archery, pistol or rifle shooting on local government property	100
21	4.14	Unauthorised playing or practising golf on local government property	100
22	4.15	Unauthorised use of bicycle, skateboard etc. on local government property	50
Part 5 – Matters relating to particular local government property			
23	5.1	Unauthorised entry to closed or fenced local government property	100
24	5.2	Unauthorised entry to gender specific toilet block or change room	200
25	5.3	Unauthorised use of showers or bath facilities in change room	50
Part 6 – Activities in thoroughfares			
26	6.1(a)	Planting or allowing plant or verge treatment in thoroughfare to become a sightline hazard	100
27	6.1(b)	Damaging a lawn or garden in a thoroughfare	100
28	6.1(c)	Damaging or removing whole or part of a street tree without authorisation	200
29	6.1(d)	Obstruction of or permitting a hazard in a thoroughfare	100
30	6.1(e)	Damaging, removing or interfering with thoroughfare, part of thoroughfare, sign or structure in a thoroughfare without authorisation	100
31	6.1(f)	Playing games in thoroughfare so as to impede vehicles or persons	100
32	6.2(1) (a),(d), (e),(f), (g),(j)	Unauthorised activity in a thoroughfare causing damage	200
33	6.2(1) (b),(c), (h),(i), (k),(l), (m),(n), (o),(p), (q)	Unauthorised activity in a thoroughfare causing inconvenience	100
34	6.4	Driving on a closed thoroughfare	100
35	6.7(1)	Unauthorised verge treatment	100
36	6.8(a), 6.8(d), 6.8(e)	Failure to keep permitted verge treatment in good and tidy condition, obstruct a thoroughfare, footpath, drain, or driveway	100
37	6.8(c)	Placing an obstruction on or around a verge treatment	50
38	6.8(f)	Failure to ensure sprinklers or reticulation pipes do not protrude, do not cause inconvenience to pedestrians, or present a hazard	100
39	6.11(1)	Failure to obtain licence for a temporary crossover	200
40	6.12	Failure to remove redundant crossover or reinstate kerb, drain, footpath, verge or thoroughfare	200
41	6.13	Failure to remove crossover in unsafe location	500
Part 7 – Activities in public places			

42	7.1(1)	Animal or vehicle obstructing public place without authorisation	100
43	7.2(2)	Animal in public place when not led, ridden or driven	100
44	7.2(3)	Horse being led, ridden or driven in a thoroughfare without authorisation	100
45	7.3	Failure to clearly mark name or trading name on shopping trolley	100
46	7.4	Person leaving a shopping trolley in a public place other than trolley bay	50
47	7.5	Failure to remove shopping trolley after being advised of location	100
48	7.7	Prohibited use of bicycle, skateboard etc in a public place	50
Part 8 – Temporary signs and trade displays			
49	8.3(1)	Placement of non-compliant temporary sign or trade display, or posting a bill or painting, or placing an advertisement without authorisation	100
Part 9 – Licencing			
50	9.1	Failure to obtain a licence when required	100
51	9.6	Failure to comply with licence condition	100
52	9.17, 9.18	Failure to produce licence for inspection or amendment when required	100
53	9.19	Advertising of commercial activity in a public space without holding a licence	200
54	9.20	False or misleading statement in application for a licence	200
Part 10 – Signs and powers to give directions			
55	10.1(2)	Failure to comply with condition of use indicated by a sign	100
56	10.3(1)	Failure to comply with direction of authorised person	100
57	10.3(2)	Obstruction or hindrance of an authorised person	100
58	10.4(3)	Failure to leave a venue when instructed by an authorised person	200
59	10.4(5)	Failure to comply with period of refusal or suspension	200
Part 12 – Notices			
60	12.5	Failure to comply with notice	100
Part 13 – Offences and penalties			
61	13.1	Offence not elsewhere specified	100

Dated _____ 2016

The Common Seal of the Shire of Narrogin was affixed by authority of a resolution of Council in the presence of –

L.N. BALLARD, President

A.J. COOK, Chief Executive Officer.

Proposed Shire of Narrogin Public Place & Local Government Property Local Law 2016 – Summary of submissions received

Submissions received –

- Department of Local Government and Communities
- Shire of Narrogin

Dept of Local Government and Communities –

Item	Clause	Comment	Review Comment
1	1.4	<p>Repeal</p> <p>The Shire should ensure that citations are the way as it appears in the <i>Government Gazette</i>. For example the citation in paragraph (a) should read “<i>The Municipality of the Town of Narrogin Adoption of Draft Model By-laws Relating to the Removal and Disposal of Obstructing Animals and Vehicles No. 7</i>”.</p>	All 3 amended
		Recommendation –	Amend as suggested
2		<p>Definitions</p> <p>Some terms used in the local law are not defined at clause 1.6. The Shire may wish to include definitions for the following terms:</p> <ul style="list-style-type: none"> · <i>children’s playground</i> · <i>crossover</i> · <i>local public notice</i> <p>Whilst these definitions may not be necessary, they may also assist readers and reduce the possibility of misinterpretation.</p> <p>It is also suggested that the defined term <i>vehicle</i> expressly exclude a shopping trolley – shopping trolleys tend to be in the same class as other common exceptions, such as wheelchairs and prams.</p> <p>Furthermore, the Shire has made reference to the <i>Public Health Act 1911</i> in the definition of <i>district</i>. It is suggested this should be corrected to <i>Public Health Act 2016</i>. The definition of <i>Public Health Act</i> should also be amended to reflect this.</p> <p>In the definition for <i>prohibited drug</i>, it is suggested to change the reference to “section 4” to “section 3”. This is because section 4 of the Misuse of Drugs Act does not directly use the term, while section 3 defines it.</p>	<p>Definitions of all 3 suggested inserted</p> <p>Amended</p> <p>Amended</p> <p>Amended</p>
		Recommendation –	Amend as suggested
3		<p>Agreement for building</p> <p>It is suggested that clause 1.11 be deleted. While the majority of the local law deals with the use of local government property, clause 1.11 appears to relate to private agreements with the Shire regarding the ownership of material brought onto local government property from non-local government property. Since the Shire has the power to make such private agreements without the local law, it seems unnecessary to address the matter in clause 1.11.</p>	Deleted

		Recommendation –	Amend as suggested
4	2.7 & 2.8	<p>Determination devices</p> <p>Clause 2.7 and 2.8 allow the local government to prohibit activities through the making of a determination by the Shire’s council.</p> <p>The Delegated Legislation Committee is concerned with the use of determination devices. This is because these clauses essentially allow the Council to create new offences without using section 3.12 of the <i>Local Government Act 1995</i> and outside parliamentary scrutiny.</p> <p>While the Committee has allowed determination devices in the past, this has been limited to the specific kinds of determinations listed in the WALGA models. The Shire’s local law states that determinations may also be made on any “other activities”. This seems to go beyond what the Committee has accepted in the past.</p> <p>It is suggested that clause 2.7(1)(i) and clause 2.8(1)(h) be deleted. If the Shire retains them, the Committee may raise concerns with them.</p>	Both deleted
		Recommendation –	Amend as suggested
5	3.2(5)	<p>Enforcement of local law by wheel clamping</p> <p>Clause 3.2(5) states that a vehicle in contravention of the local law may be immobilised by the use of wheel clamping. The use of wheel clamps to enforce a local law is unusual and it is uncertain how the Committee will approach this issue. The Shire should also consider that the sections in the Act dealing with impounding only allow local governments to withhold the vehicle until they recover the cost of impoundment.</p> <p>If a vehicle is clamped but not physically removed, the Shire should ensure that the amount charged to remove the clamp accurately reflects the cost of clamping that vehicle. If the costs are excessive, this may result in a legal challenge.</p>	<p>The provision to use wheel clamps is used by other local government, both metro and regional.</p> <p>Noted</p> <p>Clarification inserted into cl.3.2(6), and will need a separate fee included in the Schedule of Fees and Charges adopted in the Budget each year.</p> <p>Should be noted that this provision is only where a vehicle is “clamped” and does not extend to general parking infringement.</p>
		Recommendation –	Removal of 3.2(5) not made Amend 3.2(6) as suggested
6	7.5	<p>Retailer taken to own trolley</p> <p>This clause provides that in the absence of evidence to the contrary, it will be assumed that a shopping trolley is owned by whichever retailer is marked on that trolley. As a rule, the plaintiff to a legal action is responsible for proving the elements of that legal action. This rule is presumed to apply except where enacting legislation has expressly stated otherwise.</p> <p>Since the <i>Local Government Act 1995</i> does not expressly state that local laws can reverse the onus of proof, it is debatable whether local governments have the power to make local laws which do this. The Committee has previously explored this issue in the local laws of other local governments. In those cases, the Committee concluded that it would permit the</p>	<p>Noted No amendment made.</p> <p>Very common provisions and standard wording to other local laws</p>

		<p>clause, since the burden on retailers was not particularly onerous.</p> <p>However, the Committee concluded that the clause may not be legally valid and its enforceability may be subject to legal challenge. This conclusion is set out in item 4 of the Committee's 16th report, available on the Parliament website. The Shire should keep this in mind if it chooses to retain the clause and rely on it in the future.</p>	
		Recommendation –	Amend as suggested
7	6.8	<p>Obligations of owner or occupier</p> <p>As paragraph (f) is currently worded, a person will potentially be subject to a fine whenever a sprinkler malfunctions and continues to protrude from the lawn after being used. This result may be considered excessive, especially if the person disputes the fine and the full penalty is imposed.</p> <p>Paragraphs (f)(ii) and (f)(iii) will apply whenever sprinklers provide an unreasonable inconvenience or an actual hazard to pedestrians and other persons. It is suggested that the Shire should assess this protection and determine whether it removes the need for subparagraph (i).</p>	<p>Noted. Common provisions with other local laws.</p> <p>The provisions are subject to issue of a notice under cl.12.1 prior to any infringement.</p> <p>At a practical level, a sprinkler constantly protruding rather than retracted is likely to be damaged by vandals.</p> <p>A sprinkler can be jammed by sediment or worn mechanism, so although it will retract in the vast majority of instances, it is not certain. Accordingly (f)(ii) and (iii) remain relevant.</p>
		Recommendation –	No amendment made
8		<p>Minor edits</p> <p>The following minor edits are suggested:</p> <ul style="list-style-type: none"> • Clause 1.6: <ul style="list-style-type: none"> a. In the definition of <i>CEO</i>, capitalise the first letters of “chief executive officer”. b. In the definition of <i>food</i>, remove the space between the “2008” and the semicolon. c. In the definition of <i>retailer</i>, delete the word “a” after “means”. d. In the definition of <i>verge</i>, replace the full stop with a semicolon and insert the word “and” after it. e. In the definition <i>vehicle</i>, remove the dash from “wheel-chair”. • Clause 2.2(4)(b)(i): delete the semicolon after the second instance of “or”. • Clause 2.7(f): insert a semicolon at the end of the paragraph. • Clause 3.1(1)(h): remove the space between “property” and the semicolon. • Clause 3.2: In subclauses (4) and (5), replace “General Regulations” with “<i>Local Government (Functions and General) Regulations 1996</i>”. Alternatively, “General Regulations” should be defined accordingly in clause 1.6. • Clause 4.11(1)(d)(ii): insert the word “or” after the semicolon. • Clause 5.1: delete the full stop between the words “by” and “a” and replace the comma at the end of the clause with a full stop. • Clause 5.3(a): insert the word “and” after the semicolon. • Clause 6.1(b)(i): remove the space between “government” and the semicolon. • Clause 6.3(2): bold the word “<i>number</i>”. It is suggested this subclause be reformatted to 	<p>All minor edits made, unless noted</p> <p>Definition inserted as suggested and</p>

	<p>mirror the definition of <i>former</i> in clause 6.9(1).</p> <ul style="list-style-type: none"> • Clause 6.7: <ul style="list-style-type: none"> a. In subclause (2)(b)(iv), delete the words “it is”. b. In subclause 2(d), insert a full stop at the end of the clause. • Clause 8.1: in the definition of <i>temporary sign</i>, insert the word “and” at paragraph (d), after the semicolon. • Clause 8.3: <ul style="list-style-type: none"> a. In subclause (2)(b)(i), remove the space between “metre” and the semicolon. b. In subclause (2)(d)(i), insert the word “and” after the semicolon. c. In subclause (2)(d)(ii), insert the word “and” after the semicolon. • Clause 8.7(b): replace the semicolon with a full stop and delete the word “and” after it. • Clause 9.4(2)(h): The citation can be simplified to “Liquor Control Act” as provided in the definitions of clause 1.6. • Schedule 1: <ul style="list-style-type: none"> a. In the title of Part 3 after “Activities”, insert the word “on”. b. In the title of Part 4, insert “and thoroughfares” after “”property”. c. Item 6 – delete “local government”. d. Item 7 – delete “event or”. e. Item 10 – insert “or thoroughfare” after “property”. f. Item 16 – replace “4.11(1)(a)” with “4.11(1)”. g. Item 17 – replace “4.11(1)(b)” with “4.11(2)”. h. Item 18 – replace “4.11(1)(c)” with “4.11(3)”. i. Item 21 – replace “gold” with “golf”. j. Item 26 – in the second line of the second column, delete the reference to clause 6.1(b). k. Item 29 – clause 6.1(d) does not relate to water channels or watercourses. It is suggested the offence be re-worded to reflect this. l. Item 34 – the reference to clause 6.2(1)(q) deals with conducting an entertainment event on a thoroughfare. It is suggested the offence description be reworded to reflect this. m. Item 40 – replace “6.11” with “6.11(1)”. n. Item 42 – delete “Installation of or” and “vehicle”. o. Item 51 – replace “8.3(2)” with “8.3(1)”. <p>The Shire should ensure that all references and cross references in the local law are accurate, particularly if any changes are made as a result of these comments.</p>	<p>subclause (2) removed, but without bolding the word “number” in the renumbered subclause (2).</p> <p>References should be to subclause (3)</p> <p>Offence deleted and inserted into item 33 All following items then renumbered</p> <p>Now item 39 Now item 41 Now item 49</p>
	<p>Recommendation –</p>	<p>Amend as suggested / noted</p>

Shire of Narrogin –

Item	Clause	Comment	Review Comment
1		Preamble “property” in citation corrected to “Property”	Amended
		Recommendation –	Amend as suggested
2	1.6	Definitions <ul style="list-style-type: none"> • drone • model aircraft • Vehicle – added “where the context permits” • Public Health Act 	<p>Inserted – definition as per <i>Civil Aviation Regs 1988 (Cth)</i></p> <p>Inserted – for consistency with <i>Civil Aviation Regs 1988 (Cth)</i> and consequential amendments made removing “model aeroplane” from the text</p> <p>Amended – for consistency with the <i>Road Traffic (Administration) Act 2008</i></p> <p>Text amendment no longer requires definition</p>
		Recommendation –	Amend as suggested
3	2.7(1)(b)	Activities with may be pursued Consequential amendment from definition of “model aircraft”	Amended
		Recommendation –	Amend as suggested
4	3.2(6)	Licence to erect structure or camp Clarification of use of wheel clamp – consequential to DLGC comment	Amended
		Recommendation –	Amend as suggested
5	4.12	Motorised model aircraft or ships Consequential amendments from definition of “model aircraft” to title and text Deletion of “or rocket” as now included in definition of “model aircraft” consistent with CASA definitions	Amended Amended
		Recommendation –	Amend as suggested
6	Sch 1	Prescribed Offences Item 19 – Offence against cl.4.12 amended to be consistent with wording of clause Item 35 to 63 – consequential amendment for sequential numbering	Amended Amended
		Recommendation –	Amend as suggested

10.2.148 2017 ORDINARY COUNCIL MEETING SCHEDULE

File Reference: 13.3.8
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 17 November 2016
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Nil

Summary

Council is presented with the proposed ordinary Council meeting dates for the 2017 calendar year as per the requirements of the *Local Government (Administration) Regulations Sec. 12*.

Background

Each year, as per the requirements of the Regulations, Council is presented with the proposed meeting dates for the following calendar year so that advertising can occur to inform the residents and allow Councillors and staff to plan for the meetings.

For several years now Council has met on the second and fourth Tuesday of the month with the Ordinary Council meeting commencing at 7:30pm.

Comment

Two options for the proposed ordinary Council meeting days is presented to Council for consideration.

Option 1 is to retain the current format being the second and fourth Tuesday of each month other than January where no meeting is held and December where one meeting is held on the third Tuesday due to the impact of Christmas.

Option 2 is to move the meeting to the second and fourth Wednesday of each month other than January where no meeting is held and December where one meeting would be held on the third Wednesday due to the impact of Christmas. This option has been requested due to interest being noted to increase the amount of time provided to read the agenda papers.

It is proposed for both options that the commencement time of the Ordinary Council meeting be retained at 7:30pm allowing for an Information Session be held prior to the first meeting of the month and the Briefing Session to be held prior to the second meeting of the month.

One issue of note is the final meeting of the year in December is very close to the Christmas closure, due to it being held on the third week of the month. If option 2 is endorsed this will make the finalisation of the last meeting more difficult. It is requested during the deliberation to consider holding the December meeting on the second week of the month.

The historical reason for the meeting in December being held on the third week is to allow as much time for items to be presented, after the November second meeting, and prior to the January break as possible as there is a seven week gap between meetings. It is noted that this period is historically quiet due to Christmas and many residents utilise this time to travel.

Consultation

- Shire President Ballard.

Statutory Environment

- *Local Government Act 1995 S5.25 (1)(g)*
- *Local Government (Administration) Regulations Sec 12*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Council has facilitated two meetings a month for several years due to the large number of items presented per month and the ability to raise agenda items within a quick time frame. It also allows Council to defer items if required for only two weeks rather than a month as per most Councils.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Endorse the following Ordinary Council meeting dates for the 2017 calendar year:

- 1) To retain the current format being the second and fourth Tuesday of each month, commencing at 7:30pm, other than January where no meeting is held and December where one meeting is held on the third Tuesday due to the impact of Christmas.

January	Nil	July	11 and 25
February	7 and 21	August	8 and 22
March	7 and 21	September	12 and 26
April	11 and 25	October	10 and 24
May	9 and 23	November	14 and 28
June	13 and 27	December	19

Or

- 2) Move the meeting to the second and fourth Wednesday of each month, commencing at 7:30pm, other than January where no meeting is held and December where one meeting would be held on the third Wednesday due to the impact of Christmas.

January	Nil	July	12 and 26
February	8 and 22	August	9 and 23
March	8 and 22	September	13 and 27
April	12 and 26	October	11 and 25
May	10 and 24	November	8 and 22
June	14 and 28	December	20

COUNCIL RESOLUTION 1116.182

Moved: Cr Schultz

Seconded: Cr Walker

That Council:

Move the meeting to the second and fourth Wednesday of each month, commencing at 7:30pm, other than January where no meeting is held and December where one meeting would be held on the second Wednesday due to the impact of Christmas.

January	Nil	July	12 and 26
February	8 and 22	August	9 and 23
March	8 and 22	September	13 and 27
April	12 and 26	October	11 and 25
May	10 and 24	November	8 and 22
June	14 and 28	December	13

CARRIED 8/1

Please Note: Reason for change was to accept option 2 and for the December meeting to be held on the second Wednesday.

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

8.42 pm – President Ballard declared the meeting closed.

Commonly-used abbreviations:	
CEO	Chief Executive Officer
DCCS	Director Corporate & Community Services
DTES	Director Technical & Environmental Services
EFT	Electronic Funds Transfer
EPA	Environmental Protection Authority
LEMC	Local Emergency Management Committee