



SHIRE OF NARROGIN

ORDINARY COUNCIL MEETING

16 JUNE 2016

MINUTES

These minutes were confirmed at the Ordinary Council Meeting held on 12 July 2016.

Signed: Date

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

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

**ORDINARY COUNCIL MEETING AGENDA
16 JUNE 2016**

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED AND DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Cr Richard Chadwick – Shire President
Cr Geoff Ballard – Deputy Shire President
Cr Tim Wiese
Cr Barry Hardie
Cr Andrew Borthwick
Cr Janice Sieber

Apologies

Cr Keiran Quartermaine

Staff

Mr Aaron Cook – Chief Executive Officer
Mr Torre Evans – Shire Executive Officer

Declarations of Interest

Cr Borthwick declared an interest in item 9.BTP.218

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES

Moved: Cr Sieber

Seconded: Cr Hardie

That Council:

Accept the minutes, as amended, of the Ordinary Council Meeting held on 19 May 2016 and be confirmed as an accurate record of proceedings.

CARRIED 6/0

Please note: Amendment to minutes included the list of declarations of Interest under Agenda Item 2, and the correction of typographical errors in attachment to item 9.A.406.

7. ANNOUNCEMENTS BY THE PRESIDENT AND COUNCILLORS

President Chadwick on behalf of the Council thanked Garry Rasmussen and his staff for all their efforts over the years.

- Cr Sieber – DCVC Meeting; Australia Day Meeting.
- Cr Hardie – Road Inspection.
- Cr Borthwick – LCDC Meeting, Barry Cable Alzheimers Event.
- Cr Wiese – Road Inspection, Highbury District council Meeting, FESA Meeting regarding Fire Risk and Emergency Response, Narrogin Cottage Homes Meeting.
- Cr Ballard – Ag College Advisory Meeting, Commissioner Dinner, Transition Working Group Meeting.
- Cr Chadwick – Road Inspection, Commissioner Dinner, Transition Working Group Meeting, FESA Meeting regarding Fire Risk and Emergency Response, Fuel Card Issuing, Telstra Opening Highbury.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

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10.18 am The meeting adjourned for morning tea.

10.35 am The meeting resumed and Mr Niel Mitchell joined the meeting.

9 MATTERS WHICH REQUIRE DECISIONS

9.F FINANCE

9.F.300 PAYMENTS FOR ENDORSEMENT – MAY 2016

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 9 June 2016
Author: Mr Aaron Cook

Attachments

List of Accounts for Endorsement – May 2016.

Summary

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

Background

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

Comment

The attached “List of Accounts – May 2016” is presented to Council for endorsement.

Consultation

Nil

Statutory Environment

Local Government Act 1995 section 6.8(s)(b).

Policy Implications

Nil

Financial Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr Hardie

Seconded: Cr Borthwick

That Council:

- 1) Endorse the cheques paid (21846 & 21847) under delegated authority totalling \$400.00.
- 2) Endorse for payment the list of "Electronic Payments to be Paid" totalling \$118,190.16 plus the "Direct Debit and Electronic Payments Paid by Delegated Authority" totalling \$112,810.39 and "Salaries and Wages" totalling \$69,887.88.
- 3) Grand total of payments to be made for May 2016 is \$301,288.43.

CARRIED 6/0

**LIST OF ACCOUNTS DUE BY COUNCIL SUBMITTED TO THE FINANCE COMMITTEE MEETING HELD
ON THE SIXTEENTH DAY OF JUNE 2016 FOR CONFIRMATION IN RESPECT OF ACCOUNTS
ALREADY PAID, OR FOR AUTHORITY TO PAY THOSE UNPAID**

DATE	CHK/PMT NUMBER	NAME	PARTICULARS	TRUST FUND	MUNI FUND
CHEQUES PAID BY DELEGATED AUTHORITY					
17/05/2016	21846	Department of Planning & Infrastructure	Special Shire Number Plates 295NO		200.00
25/05/2016	21847	Department of Planning & Infrastructure	Special Shire Number Plates 2909NO		200.00
Total Cheque Payments paid by Delegated Authority					400.00
DIRECT DEBIT TRANSACTIONS					
2/05/2016		ANZ Bank	Merchant Fees for April 2016		44.25
2/05/2016		ANZ Bank	Month Account Service Fee for April 2016		30.00
13/05/2016		Click Super	Superannuation Payments for April 2016		9,570.94
Total Direct Debit Transactions paid by Delegated Authority					9,645.19
ELECTRONIC PAYMENTS PAID BY DELEGATED AUTHORITY					
10/05/2016	364493	Department of Commerce	Building Services Levy for April 2016		504.48
	364493	Building & Const Ind. Training Fund	BCITF Levy for April 2016		735.51
13/05/2016	534323	WA Treasury Corporation	Loan 51 Payment		18,451.49
18/05/2016	891244	LGRCE Union	Union Membership for GP Smith		41.00
	891244	Australian Services Union	Union Membership for GJ Southall		51.60
	904747	Australian Taxation Office	BAS Return for April 2016		17,360.00
20/05/2016	488261	Telstra Corporation Limited	Admin and Depot Phone and Harvest Ban hotline.		410.14
26/05/2016	502564	Sims Civil	Water Cart Hire for work on Wandering Road, Link Road and Wanerie Road		4,729.68
26/05/2016	503359	Prices Erections	Final payment for Shed Extension at depot		17,229.40
	503359	Earthmac	Install drainage sumps and make good gravel around sumps on Link Road		16,225.00
	503359	Upper Great Southern Hockey Assn.	Sponsorship of International Hockey Match between Kookaburras and Great Britain		5,500.00
31/05/2016	894747	Telstra Corporation Limited	Mobile Phones for G Rasmussen, J Charles, I hart, T Evans and foreman		537.81
	894747	Shire of Narrogin	Credit Card - Refreshments, Flowers for G Smith, training etc		342.83
	895082	Toll Ipec Pty Ltd	Freight charges		8.64
	895082	Fuel Distributors of WA Pty Ltd	19000L of Diesel and 4 drums of hydraulic oil		21,037.62
Total of Electronic Payments paid by Delegated Authority:					103,165.20
ELECTRONIC PAYMENTS TO BE PAID					
		Advanced Autologic Pty Ltd	Ad-Blue fuel additive for trucks		700.00
		Airport Lighting Specialists Pty Ltd	Replacement light kits for airport		498.30
		Allan's Bobcat & Truck Hire	Extend pipes and headwalls on Cooramining Road		6,160.00
		Australia Post	Postage for May 2016		126.40
		Autosmart Australia	Rags, handwash, Armourglow etc		187.06
		Beaurepaires	Tyres & puncture repairs for various plant		4,464.77
		Best Office Systems	Laminating and photocopier costs		268.11
		Bitutek Pty Ltd	Primerseal using 14mm basalt on Whinbin Rock Road		18,415.76
		Café 27	Refreshments for Council Meeting and Road Inspection		91.00
		Cutting Edges	Grader blades for all graders		10,011.72
		Duke of York Hotel	Lunch for Council Meeting and Road Inspection		424.00
		Galt Environmental	Preliminary site investigation for old Depot on Felspar Street		4,499.00
		Ghecko Embroidery	Embroidery on new Shire of Narrogin workshirts		499.00
		Great Southern Fuel Supplies	Fuel for Prado		287.17
		Great Southern Waste Disposal	Rubbish and Recycling service for May 2016		2,840.96
		Griffin Valuation Advisory	Valuations of Plant, equipment and mobile plant for insurance and financial reporting		3,029.55
		Halanson Earthmoving	Loader hire for works on Cooramining Road		6,088.50
		Hanson Construction Materials Pty Ltd	Stabilised sand for culvert on Link Road		6,510.19
		in2balance	Merger run on Rate Book Online generate interest and turn off interest accruals		1,320.00
		Inaudits	Heavy Vehicle Truck Audit for 2016		1,067.28
		Lotex Filter Cleaning Service	Clean and test air filters on various plant		169.61
		Melchiorre Plumbing & Gas	Install standpipe to Tarwonga Road		1,800.00
		MJ & JL Dyke	Repair hydraulic oil leaks on Komatsu Loader		172.32
		Narrogin Earthmoving & Concrete Pty Ltd	Single Side Tipper Hire for work on Cooramining Road		7,202.25
		Narrogin Gardening Service	Highbury townsite maintenance		150.00
		Narrogin Gasworx	2 gas bottles for forklift		80.00
		Narrogin Guardian Phcy	Flu needles for staff		59.80
		Narrogin Newsagency	Observers		4.80
		Narrogin Hardware	Fittings for pallet racking		51.30
		Narrogin Panel Beating Service	Insurance Excess for Ute repairs		1,000.00
		Narrogin Plant Hire	Mitsubishi Side Tipper hire for work on Cooramining Road		9,652.50
		Narrogin Toyota	20,000Km service for Prado		436.50
		Officeworks	Stationery and Water for Office		131.97
		P & F Kulker Building Contractors	Skip bin service for May and repair door closer at Roadtech Office		344.30
		Parrys Narrogin	Safety boots for employees		705.45
		Quickfit Windscreens	Fit windscreens to Loader		330.00
		Reflective Fabrications of Australia	"Grader Ahead" Signs for 3 graders		1,953.93
		Road Signs Australia	Bridge Width Marker signs		352.00
		Sims Civil	Side Tipper and Trailer Hire for work on Cooramining Road		10,939.50
		Synergy	Depot power bills from 24/03/2016 to 25/05/2016		541.95
		Toll Ipec Pty Ltd	Freight charges		799.12
		Total Quality Clean	Cleaning of office and depot for May 2016		781.00
		Total Undercar	New tyre for Hilux SR5		301.60
		Town of Narrogin	Salaries for Torre Evans and Aaron Cook (20%) for 21/04/2016 to 18/05/2016		11,793.25
		Truck Centre (WA) Pty Ltd	New heater motor for truck		605.00
		WesTrac Pty Ltd	Parts for rollers		343.24
Total of Electronic Payments to be paid					118,190.16

ELECTRONIC TRANSACTION PAYMENTS FOR SALARIES AND WAGES EXPENSES				
DATE	PARTICULARS	DESCRIPTION		AMOUNT
4/05/2016	Salary & Wages	Payroll 20.04.16 to 03.05.16		\$ 38,221.54
18/05/2016	Salary & Wages	Payroll 04.05.16 to 17.05.16		\$ 31,666.34
			Total Salaries and Wages	\$ 69,887.88
	Municipal Fund Accounts			301,288.43
	Trust Fund Account			-
	TOTAL			301,288.43
	CHIEF EXECUTIVE OFFICER		DATE	/ /
	CHAIRMAN		DATE	/ /

9.F.301 MONTHLY FINANCIAL REPORTS – MAY 2016

File Reference:

Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 9 June 2016
Author: Mr Aaron Cook

Attachments

Monthly Financial Report for the period ended 31 May 2016 that consists of the Balance Sheet and Income Statement.

Background

Council is requested to review the May 2016 Monthly Financial Reports as attached.

Summary

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

Comment

The May 2016 Monthly Financial Reports are presented for review.

Consultation

Nil

Statutory Environment

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

Policy Implications

Nil

Financial Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr Sieber

Seconded: Cr Hardie

That Council:

Receive the May 2016 Monthly Financial Reports as presented.

CARRIED 6/0

SHIRE OF NARROGIN
Balance Sheet
As of May 31, 2016

May 31, 16

ASSETS

Current Assets

Chequing/Savings

A01100 · Cash at Bank	
A01101 · Unrestricted Municipal Bank	356,579.21
A01102 · Unrestricted Short Term Investm	217,925.44
Total A01100 · Cash at Bank	574,504.65

A01110 · Reserved Cash

A01111 · Long Service Leave	34,277.46
A01112 · Plant Replacement	293,666.16
A01113 · Property Maintenance	7,584.06
A01114 · Office Equipment	14,509.90
A01115 · Recreation Reserve	35,594.98
A01116 · Road Construction	452,143.87
A01117 · Waste Site Development	81,874.63

Total A01110 · Reserved Cash	919,651.06
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Total Chequing/Savings	1,494,155.71
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Accounts Receivable

A01120 · ACCOUNTS RECEIVABLE	103,985.29
A01122 · Provision for Doubtful Debts	-808.00

Total Accounts Receivable	103,177.29
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Other Current Assets

A01105 · Petty Cash and Cash on Hand	350.00
A01190 · STOCK ON HAND	8,828.00

Total Other Current Assets	9,178.00
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Total Current Assets	1,606,511.00
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Fixed Assets

A0151 · Land

A01512 · At Cost	1,073,246.95
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Total A0151 · Land	1,073,246.95
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A0152 · Buildings

A01521 · Accum.Deprn - Buildings	-148,751.69
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A01522 · At Cost

E168137 · Additions - 2015-16

E168142 · Depot Solar Installation	18,474.55
E168141 · Depot Shed Extension	124,068.00
E168140 · Highbury Hall Floor	18,085.45
E168138 · Admin Building Roof	8,104.02

Total E168137 · Additions - 2015-16	168,732.02
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A01522 · At Cost - Other	3,237,386.33
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Total A01522 · At Cost	3,406,118.35
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Total A0152 · Buildings	3,257,366.66
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A0153 · Infrastructure - Roads

A01531 · Accumulated Deprn - Infra	-20,501,099.41
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A01533 · At Cost

E168232 · Additions - 2015-16

E168787 · Yilliminning Road - Reseal	221,987.02
E168788 · Tarwonga Road - Reseal	59,631.54
E168789 · Wandering Narrogin Road-Reseal	205,151.79
E168790 · Wanerie Road - Seal & Construct	999,410.12
E168791 · Ngn/ Dongolocking-Extend & Seal	42,775.07
E168792 · Ngn Valley Rd - Reinstate Seal	61,564.28
E168793 · Boundain Nth Rd - Reseal	76,234.39
E168794 · Whinbin Rock Rd - Reseal	31,565.59
E168795 · Whinbin Rock Rd - Widen Seal	62,476.02
E168796 · Cooraminning Rd - 9km Gravel	134,235.83
E168797 · Wagin Wickepin Rd - Seal	92,384.60
E168798 · Wagin Wickepin Rd- Gravel Sheet	8,085.00
E168799 · Bradford Road - Clear, Gravel	64,342.08
E168800 · Michael Brown Rd- Clear, Gravel	22,872.60
E168801 · McKenzie Road - Clear, Widen	103,252.42
E168802 · Lock Road - Gravel Sheet Quartz	50,721.08
E168803 · Armstrong Road - Gravel Sheet	47,974.75

SHIRE OF NARROGIN
Balance Sheet
As of May 31, 2016

	<u>May 31, 16</u>
E168806 · Narrakine Sth Rd - Seal Widen	17.27
E168808 · Clayton Road - Install Headwall	15,143.00
E168809 · Wanerie-Cooraminning Rd Intrsec	35,640.92
Total E168232 · Additions - 2015-16	2,335,465.37
A01533 · At Cost - Other	113,163,436.32
Total A01533 · At Cost	115,498,901.69
Total A0153 · Infrastructure - Roads	94,997,802.28
A0154 · Furniture & Equipment	
A01541 · Accumulated Depn - F&E	-12,277.27
A01542 · At Cost	21,269.84
Total A0154 · Furniture & Equipment	8,992.57
A0156 · Plant & Equipment	
A01561 · Accumulated Depn - P&E	-867,844.81
A01562 · At Cost	
E168579 · .Additions-2015-16	
E168580 · Komatsu Front End Loader	327,000.00
E168581 · Multipac 12t Vibe. Drum Roller	139,680.00
E168582 · Traffic Lights	30,056.31
E168583 · CEO - Prado SUV	51,047.23
E168584 · Tech Officer-Mazda 4x4 canopy	36,754.55
E168585 · Grader Operator 4x4 Utility	37,832.52
Total E168579 · .Additions-2015-16	622,370.61
A01562 · At Cost - Other	3,220,741.36
Total A01562 · At Cost	3,843,111.97
Total A0156 · Plant & Equipment	2,975,267.16
A0157 · Tools	
A01571 · Accum. Depn - Tools	-24,049.92
A01572 · At Cost	
E168622 · Additions - 2015-16	
E168623 · Tools	13,139.74
Total E168622 · Additions - 2015-16	13,139.74
A01572 · At Cost - Other	69,703.18
Total A01572 · At Cost	82,842.92
Total A0157 · Tools	58,793.00
Total Fixed Assets	102,371,468.62
TOTAL ASSETS	103,977,979.62
LIABILITIES	
Current Liabilities	
Accounts Payable	
L01215 · SUNDRY CREDITORS	118,190.16
Total Accounts Payable	118,190.16
Other Current Liabilities	
2100 · Payroll Liabilities	23,074.00
2200 · Tax Payable	-3,578.79
L0122 · Employee Entitlements	
L01225 · Annual Leave	109,956.11
L01226 · Long Service Leave - Current	153,063.98
Total L0122 · Employee Entitlements	263,020.09
L01222 · Accrued Interest	1,407.14
L01250 · BCITF Liability	445.25
L01255 · Building Commission Levy	306.95
L2300 · Superannuation	9,323.78
L2400 · Union Fees	92.60
Total Other Current Liabilities	294,091.02
Total Current Liabilities	412,281.18
Long Term Liabilities	

SHIRE OF NARROGIN
Balance Sheet
 As of May 31, 2016

	<u>May 31, 16</u>
L01230 · Provision - Employee LSL	11,436.31
L01710 · Loan Liability	77,592.98
Total Long Term Liabilities	<u>89,029.29</u>
TOTAL LIABILITIES	<u>501,310.47</u>
NET ASSETS	<u>103,476,669.15</u>
EQUITY	
3000 · Opening Bal Equity	18,865,769.58
3900 · *Retained Earnings	12,013,353.19
L01900 · Reserved Equity	
L01911 · Long Service Leave	34,277.46
L01912 · Plant Replacement	293,666.16
L01913 · Property Maintenance	7,584.06
L01914 · Office Equipment	14,509.90
L01915 · Recreation Reserve	35,594.98
L01916 · Road Construction	452,143.87
L01922 · Waste Site Development	81,874.63
L01917 · Reval Res. - Land	629,600.00
L01919 · Reval Res - Bldgs Non Special	2,136,411.39
L01920 · Reval Res. - Plant & Equipment	1,269,677.53
L01921 · Reval Res. - Furniture & Equip	5,336.15
L01923 · Reval. Res. - Infrastructure	66,637,327.86
Total L01900 · Reserved Equity	<u>71,598,003.99</u>
Net Income	999,542.39
TOTAL EQUITY	<u>103,476,669.15</u>

SHIRE OF NARROGIN

Income Statement

July 2015 through May 2016

	Jul 15 - May 16	Budget	% of Budget
Income			
I03 · GENERAL PURPOSE FUNDING			
I031 · Rates			
I031005 · GRV	57,081.57	57,081.00	100.0%
I031010 · UV	880,302.50	880,302.00	100.0%
I031015 · GRV - Minimum	8,850.00	8,850.00	100.0%
I031020 · UV - Minimum	59,000.00	59,000.00	100.0%
I031050 · Highbury & Yilliminning - Min.	11,210.00	11,210.00	100.0%
I031065 · Mining Tenements - Min.	590.00	590.00	100.0%
I031070 · Interim Rates	441.69		
I031025 · Ex-Gratia Rates	6,463.70	6,300.00	102.6%
I031030 · Instalment Interest	692.82	700.00	99.0%
I031035 · Non Payment Penalty	5,479.22	5,000.00	109.6%
I031040 · Rates Instalment Charge	420.00	400.00	105.0%
I031045 · Discount Allowed	-18,171.86	-18,500.00	98.2%
Total I031 · Rates	1,012,359.64	1,010,933.00	100.1%
I032 · Other GPF			
I032010 · General Purpose Funding	290,331.00	290,527.00	99.9%
I032020 · Road Funding	188,586.00	222,010.00	84.9%
I032030 · Interest on Investments	20,136.53	11,455.59	175.8%
I032040 · Interest on Reserves	11,588.33	13,080.84	88.6%
Total I032 · Other GPF	510,641.86	537,073.43	95.1%
Total I03 · GENERAL PURPOSE FUNDING	1,523,001.50	1,548,006.43	98.4%
I05 · LAW ORDER & PUBLIC SAFETY			
I051 · Fire Prevention			
I051005 · Reimbursement - Fire Prevention	500.00	50.00	1,000.0%
I051015 · FESA Grant	15,750.00	21,000.00	75.0%
Total I051 · Fire Prevention	16,250.00	21,050.00	77.2%
I052 · Animal Control			
I052005 · Fines & Penalties	400.00		
I052010 · Dog Registrations	1,938.25	1,500.00	129.2%
I052020 · Cat Registrations	563.15	100.00	563.2%
Total I052 · Animal Control	2,901.40	1,600.00	181.3%
Total I05 · LAW ORDER & PUBLIC SAFETY	19,151.40	22,650.00	84.6%
I07 · HEALTH			
I074 · Admin. & Inspections			
I074005 · Meat Inspection Services	1,521.76	1,833.34	83.0%
Total I074 · Admin. & Inspections	1,521.76	1,833.34	83.0%
Total I07 · HEALTH	1,521.76	1,833.34	83.0%
I09 · HOUSING			
I091 · Housing			
I091010 · Housing Rental	17,150.00	16,683.34	102.8%
Total I091 · Housing	17,150.00	16,683.34	102.8%
Total I09 · HOUSING	17,150.00	16,683.34	102.8%
I10 · COMMUNITY AMENITIES			
I101 · Sanitation - Household			
I101005 · Rubbish Service Income	45,727.51	44,730.00	102.2%
I101015 · Recycle Bins	13,148.84	12,920.00	101.8%
Total I101 · Sanitation - Household	58,876.35	57,650.00	102.1%
I102 · Sanitation - Other			
I102010 · Septic Tank Inspection Fees	590.00	1,553.75	38.0%
Total I102 · Sanitation - Other	590.00	1,553.75	38.0%
I106 · Town Planning			
I106005 · Development Application Fees	6,404.30	183.34	3,493.1%
Total I106 · Town Planning	6,404.30	183.34	3,493.1%
Total I10 · COMMUNITY AMENITIES	65,870.65	59,387.09	110.9%
I11 · RECREATION & CULTURE			
I111 · Public Halls and Civic Centres			
I111005 · Other Income	721.49	458.34	157.4%
Total I111 · Public Halls and Civic Centres	721.49	458.34	157.4%
I113 · Other Recreation			
I113010 · Other Contributions	3,792.37	4,125.00	91.9%
I113030 · Kidsport Applications	2,200.00	5,000.00	44.0%
Total I113 · Other Recreation	5,992.37	9,125.00	65.7%
I117 · Other Culture			
I117015 · Arts Narrogin Coordinator	18,837.70	18,333.34	102.8%
Total I117 · Other Culture	18,837.70	18,333.34	102.8%
Total I11 · RECREATION & CULTURE	25,551.56	27,916.68	91.5%

SHIRE OF NARROGIN Income Statement

July 2015 through May 2016

	Jul 15 - May 16	Budget	% of Budget
I12 · TRANSPORT			
I121 · Road Construction			
I121005 · Road Project Grant	329,999.60	330,000.00	100.0%
I121010 · Roads to Recovery Grant	561,564.00	561,746.00	100.0%
I121055 · MRD Const-Link Rd Stge 2 Pkge 2	602,696.09	1,066,666.67	56.5%
I121070 · MRD Const-Link Rd Stge 2 Pkge 3	114,304.69	0.00	100.0%
I121065 · Depot Shed Extension Cont	62,034.00	63,500.00	97.7%
Total I121 · Road Construction	1,670,598.38	2,021,912.67	82.6%
I122 · Road Maintenance			
I122005 · Direct Road Grant	88,900.00	88,900.00	100.0%
Total I122 · Road Maintenance	88,900.00	88,900.00	100.0%
I123 · Plant Costs			
I123100 · Profit on Asset Disposal	2,354.73	2,600.00	90.6%
Total I123 · Plant Costs	2,354.73	2,600.00	90.6%
I125 · Aerodrome			
I125005 · Aerodrome Rent	2,504.00	1,500.00	166.9%
I125010 · Other Income	0.00	2,330.00	0.0%
Total I125 · Aerodrome	2,504.00	3,830.00	65.4%
Total I12 · TRANSPORT	1,764,357.11	2,117,242.67	83.3%
I13 · ECONOMIC SERVICES			
I133 · Building Control			
I133005 · Building Licence Fees	5,256.59	5,500.00	95.6%
I133010 · BCITF Commission	75.00	45.84	163.6%
I133015 · BRB Dispute Fee Commission	70.00	229.17	30.5%
I133020 · Demolition Licence Fees	0.00	50.00	0.0%
Total I133 · Building Control	5,401.59	5,825.01	92.7%
I138 · Other			
I138005 · Sale of Water	3,538.20	3,500.00	101.1%
Total I138 · Other	3,538.20	3,500.00	101.1%
Total I13 · ECONOMIC SERVICES	8,939.79	9,325.01	95.9%
I14 · OTHER PROPERTY & SERVICES			
I141 · Private Works			
I141005 · Town of Narrogin	35,701.50	2,500.00	1,428.1%
I141010 · Private Works - Other	43,711.14	45,833.34	95.4%
Total I141 · Private Works	79,412.64	48,333.34	164.3%
I142 · Administration Overheads			
I142005 · Narrogin Computers Rent	24,075.75	19,158.34	125.7%
I142010 · Café 27 Restaurant Rent	19,630.20	17,975.84	109.2%
I142015 · District Map Sales	20.00	35.00	57.1%
I142025 · Narrogin Computers Other	0.00	1,590.00	0.0%
I142030 · Café 27 Restaurant Other	2,666.66	1,335.00	199.7%
I142035 · Commission & Reimburse - Admin	40,542.16	14,208.34	285.3%
I142040 · Photocopying	0.00	35.00	0.0%
Total I142 · Administration Overheads	86,934.77	54,337.52	160.0%
I143 · Public Works Overheads			
I143005 · Reimbursements - Public Works	3,294.87	3,000.00	109.8%
Total I143 · Public Works Overheads	3,294.87	3,000.00	109.8%
I144 · Plant Operation Costs			
I144005 · Reimbursement - Plant Operation	34,348.38	18,500.00	185.7%
Total I144 · Plant Operation Costs	34,348.38	18,500.00	185.7%
I147 · Unclassified Items			
I147001 · Rounding	-0.10		
Total I147 · Unclassified Items	-0.10		
Total I14 · OTHER PROPERTY & SERVICES	203,990.56	124,170.86	164.3%
Total Income	3,629,534.33	3,927,215.42	92.4%
Expense			
E03 · GENERAL PURPOSE FUNDING.			
E031 · Rates			
E031005 · Debt Collection	0.00	50.00	0.0%
E031010 · Postage & Stationery	240.59	300.00	80.2%
E031015 · Valuation Expenses	12,239.65	9,625.00	127.2%
E031200 · Administration Allocated	14,932.50	9,900.00	150.8%
E031205 · Collection Fees & Commission	0.00	50.00	0.0%
Total E031 · Rates	27,412.74	19,925.00	137.6%
E032 · Other			
E032200 · Admin. Allocated - Other GPF	4,072.50	2,700.00	150.8%
Total E032 · Other	4,072.50	2,700.00	150.8%
Total E03 · GENERAL PURPOSE FUNDING.	31,485.24	22,625.00	139.2%

SHIRE OF NARROGIN

Income Statement

July 2015 through May 2016

	Jul 15 - May 16	Budget	% of Budget
E04 · GOVERNANCE.			
E041 · Membership			
E041010 · Conference Expenses	5,951.24	8,000.00	74.4%
E041015 · Election Expenses	1,350.00	2,000.00	67.5%
E041025 · Refreshments & Receptions	7,552.65	5,958.34	126.8%
E041030 · Insurance	7,287.34	6,000.00	121.5%
E041035 · Subscriptions	11,279.52	10,541.67	107.0%
E041040 · Member's Training	0.00	500.00	0.0%
E041045 · Other - Sundry	3,978.17	2,250.00	176.8%
E041200 · Admin Allocated	58,372.50	38,700.00	150.8%
Total E041 · Membership	95,771.42	73,950.01	129.5%
E042 · Other Governance			
E042005 · Audit Expenses	9,601.21	8,000.00	120.0%
E042010 · Consulting Services	1,666.67	1,833.34	90.9%
E042040 · RTG - Long Term Financial Plan	0.00	375.00	0.0%
Total E042 · Other Governance	11,267.88	10,208.34	110.4%
Total E04 · GOVERNANCE.	107,039.30	84,158.35	127.2%
E05 · LAW ORDER & PUBLIC SAFETY.			
E051 · Fire Prevention			
E051005 · Radio Repairs & Licences	565.82	750.00	75.4%
E051010 · Insurance	8,784.64	11,000.00	79.9%
E051015 · Other Expenses	7,450.15	4,000.00	186.3%
E051020 · Advertising	228.65	275.00	83.1%
E051200 · Admin Allocation - Fire Control	8,145.00	5,400.00	150.8%
E051298 · Depreciation - Fire Prevention	20,756.49	13,812.50	150.3%
Total E051 · Fire Prevention	45,930.75	35,237.50	130.3%
E052 · Animal Control			
E052005 · Animal Control Expenses	80.34	250.00	32.1%
E052010 · Ranger Fees	72.73	2,062.50	3.5%
E052200 · Admin Allocation - Animal Contr	2,715.00	1,800.00	150.8%
Total E052 · Animal Control	2,868.07	4,112.50	69.7%
E053 · Other			
E053010 · LEMC Coordinator	5,000.00	2,500.00	200.0%
E053200 · Admin Allocation - Other	2,715.00	1,800.00	150.8%
Total E053 · Other	7,715.00	4,300.00	179.4%
Total E05 · LAW ORDER & PUBLIC SAFETY.	56,513.82	43,650.00	129.5%
E07 · HEALTH.			
E074 · Preventative Services			
E074005 · Health Services	17,033.01	34,375.00	49.6%
E074010 · Other Expenses	0.00	25.00	0.0%
E074200 · Admin Allocated	2,715.00	1,800.00	150.8%
Total E074 · Preventative Services	19,748.01	36,200.00	54.6%
E076 · Preventative Services - Other			
E076005 · Analytical Expenses	373.43	687.50	54.3%
E076010 · Meat Inspection Services	2,880.12	1,833.34	157.1%
Total E076 · Preventative Services - Other	3,253.55	2,520.84	129.1%
E077 · Other			
E077025 · Comm. Assisted Transport Scheme	2,000.00	1,000.00	200.0%
E077030 · Rural Clinical School	0.00	500.00	0.0%
Total E077 · Other	2,000.00	1,500.00	133.3%
Total E07 · HEALTH.	25,001.56	40,220.84	62.2%
E08 · EDUCATION & WELFARE.			
E085 · Other Welfare			
E085005 · Youth Support	500.00	250.00	200.0%
Total E085 · Other Welfare	500.00	250.00	200.0%
E087 · Other Education			
E087005 · School Donation	210.00	350.00	60.0%
Total E087 · Other Education	210.00	350.00	60.0%
Total E08 · EDUCATION & WELFARE.	710.00	600.00	118.3%
E09 · HOUSING.			
E091 · Housing			
E091005 · Housing Maintenance	4,335.96	3,250.00	133.4%
E091298 · Depreciation - Housing	6,029.71	4,012.50	150.3%
Total E091 · Housing	10,365.67	7,262.50	142.7%
Total E09 · HOUSING.	10,365.67	7,262.50	142.7%
E10 · COMMUNITY AMENITIES.			
E101 · Sanitation Household			
E101005 · Donation Town of Narrogin	9,000.00	6,000.00	150.0%
E101010 · Refuse Tip Mtce - Highbury	0.00	15,000.00	0.0%
E101015 · Rubbish Service	19,292.39	49,041.67	39.3%
E101020 · Waste Management Plan	5,000.00	2,500.00	200.0%
E101025 · Recycling Service	11,614.89	11,183.34	103.9%
E101200 · Admin Allocation - Refuse	2,715.00	1,800.00	150.8%
Total E101 · Sanitation Household	47,622.28	85,525.01	55.7%

SHIRE OF NARROGIN

Income Statement

July 2015 through May 2016

	Jul 15 - May 16	Budget	% of Budget	
E102 · Sanitation - Other				
E102005 · Litter Control - KABC	728.49	500.00	145.7%	
Total E102 · Sanitation - Other	728.49	500.00	145.7%	
E105 · Protection of the Environment				
E105010 · Reserve Rehabilitation	567.00	500.00	113.4%	
E105025 · Depreciation - Prot of Environ	187.84	125.00	150.3%	
E105200 · Admin Allocated	4,072.50	2,700.00	150.8%	
Total E105 · Protection of the Environment	4,827.34	3,325.00	145.2%	
E106 · T.P. & Regional Devel				
E106005 · Town Planning Control	9,866.60	3,750.00	263.1%	
E106200 · Admin Allocation - Town Plannin	12,217.50	8,100.00	150.8%	
Total E106 · T.P. & Regional Devel	22,084.10	11,850.00	186.4%	
E107 · Other				
E107005 · Public Conv - Town of Narrogin	2,775.00	2,775.00	100.0%	
E107010 · Cemetery - Town of Narrogin	3,750.00	3,750.00	100.0%	
E107015 · Public Conv - Highbury	8,178.39	5,625.00	145.4%	
E107020 · Depreciation - Other	1,671.79	1,112.50	150.3%	
E107025 · Cemetery Toilets	8,101.75	5,000.00	162.0%	
Total E107 · Other	24,476.93	18,262.50	134.0%	
Total E10 · COMMUNITY AMENITIES.	99,739.14	119,462.51	83.5%	
E11 · RECREATION & CULTURE.				
E111 · Public Halls & Civic Centres				
E111005 · Hall Maintenance	6,159.27	3,250.00	189.5%	
E111010 · Donation Town of Narrogin	5,250.00	3,500.00	150.0%	
E111015 · RLCIP Funding - Highbury Hall	0.00	7,584.50	0.0%	
E111298 · Depreciation - Rec & Culture	11,397.11			
Total E111 · Public Halls & Civic Centres	22,806.38	14,334.50	159.1%	
E112 · Swimming Areas				
E112005 · Donation Town of Narrogin	24,375.00	24,375.00	100.0%	
Total E112 · Swimming Areas	24,375.00	24,375.00	100.0%	
E113 · Other Recreation				
E113115 · Highbury Tennis Court Fence	0.00	13,200.00	0.0%	
E113005 · Highbury Recreation	0.00	250.00	0.0%	
E113010 · Contribution - Rec Centre	5,250.00	5,250.00	100.0%	
E113015 · Contribution - Racecourse	1,200.00	1,200.00	100.0%	
E113020 · Contribution - Rec Grounds	26,250.00	26,250.00	100.0%	
E113025 · Contribution - Function Centre	6,150.00	6,150.00	100.0%	
E113030 · Other Rec Grounds - Town	2,754.55	2,625.00	104.9%	
E113035 · Other Rec Grounds - Shire	5,366.81	5,625.00	95.4%	
E113040 · Debt Service	1,463.01	1,487.00	98.4%	
E113045 · Accrued Interest on Loans	0.00	-219.00	0.0%	
E113110 · Club Development Officer	2,000.00	1,000.00	200.0%	
E113120 · Kidsport Applications	0.00	5,000.00	0.0%	
E113200 · Admin Allocation - Other Recrea	2,715.00	1,800.00	150.8%	
E113300 · Depreciation - Other Recreation	1,965.68	1,308.00	150.3%	
Total E113 · Other Recreation	55,115.05	70,926.00	77.7%	
E115 · Library				
E115005 · Donation - Town of Narrogin	24,000.00	24,000.00	100.0%	
Total E115 · Library	24,000.00	24,000.00	100.0%	
E117 · Other Culture				
E117040 · Heritage Records Town of Ngn	2,250.00	3,000.00	75.0%	
E117005 · Museum Town of Narrogin	750.00	750.00	100.0%	
E117010 · Community Arts Program	3,000.00	2,000.00	150.0%	
E117015 · Donations Other	0.00	150.00	0.0%	
E117030 · Arts Narrogin Coordinator	19,724.65	18,333.34	107.6%	
E117035 · Arts Narrogin Contribution	2,000.00	1,000.00	200.0%	
Total E117 · Other Culture	27,724.65	25,233.34	109.9%	
Total E11 · RECREATION & CULTURE.	154,021.08	158,868.84	96.9%	
E12 · TRANSPORT.				
E122 · Road Maintenance				
E122005 · Roadworks Maintenance	598,806.79	751,500.00	79.7%	
E122010 · Depot Maintenance	83,266.30	43,083.34	193.3%	
E122020 · Street Lighting	3,288.33	3,483.34	94.4%	
E122025 · Debt Service	3,523.59	6,662.00	52.9%	
E122030 · Various Roads - Slashing	80,475.10	82,500.00	97.5%	
E122070 · MRD Const.Link Rd Stge 2 Prlim3	95,979.10			
E122075 · MRD Const.Link Rd Stge 2 Prlim4	612,260.78	1,244,444.45	49.2%	
E122298 · Depreciation - Transport	303,515.80	459,992.00	66.0%	
Total E122 · Road Maintenance	1,781,115.79	2,591,665.13	68.7%	
E123 · Plant Costs				
E123010 · Accrued Interest on Loans	0.00	-354.00	0.0%	
E123100 · Loss on Disposal of Asset	100,993.54	117,250.00	86.1%	
Total E123 · Plant Costs	100,993.54	116,896.00	86.4%	
E125 · Aerodrome				
E125005 · Aerodrome Maintenance	2,349.48	3,750.00	62.7%	
Total E125 · Aerodrome	2,349.48	3,750.00	62.7%	
Total E12 · TRANSPORT.	1,884,458.81	2,712,311.13	69.5%	

SHIRE OF NARROGIN

Income Statement

July 2015 through May 2016

	Jul 15 - May 16	Budget	% of Budget
E13 · ECONOMIC SERVICES.			
E131 · Rural Services			
E131010 · Noxious Weed Control	0.00	300.00	0.0%
Total E131 · Rural Services	0.00	300.00	0.0%
E132 · Tourism/Area Promotion			
E132005 · Area Promotion	20,658.81	15,500.00	133.3%
E132015 · Donation - Agricultural Society	1,818.18	2,000.00	90.9%
E132030 · Donation - Central Dist Display	350.00	350.00	100.0%
E132035 · Australia Day Event	128.17	500.00	25.6%
E132040 · Donation - Spring Festival	0.00	500.00	0.0%
E132045 · Donation - Chaplaincy Service	0.00	500.00	0.0%
E132200 · Admin Allocation	5,430.00	3,600.00	150.8%
Total E132 · Tourism/Area Promotion	28,385.16	22,950.00	123.7%
E133 · Building Control Expenses			
E133005 · Building Services	3,960.91	8,175.00	48.5%
E133010 · Other Expenses	0.00	150.00	0.0%
E133200 · Admin Allocated - Building	9,502.50	6,300.00	150.8%
Total E133 · Building Control Expenses	13,463.41	14,625.00	92.1%
E138 · Other Economic Services			
E138005 · Standpipe Water	24,881.95	17,916.67	138.9%
Total E138 · Other Economic Services	24,881.95	17,916.67	138.9%
Total E13 · ECONOMIC SERVICES.	66,730.52	55,791.67	119.6%
E14 · OTHER PROPERTY & SERVICES.			
E141 · Private Works			
E141005 · Town of Narrogin	32,388.90	5,000.00	647.8%
E141200 · Private Work - Other	35,689.76	38,500.00	92.7%
Total E141 · Private Works	68,078.66	43,500.00	156.5%
E142 · Administration Overheads			
E142005 · Salaries	324,276.25	262,487.50	123.5%
E142010 · Superannuation	29,134.95	27,500.00	105.9%
E142015 · Printing & Stationery	2,432.12	2,291.67	106.1%
E142020 · Office Expenses	13,828.97	12,375.00	111.7%
E142025 · Office Equipment Maintenance	335.45	200.00	167.7%
E142030 · Computer Equipment Maintenance	34,554.46	29,791.67	116.0%
E142035 · Advertising	2,274.42	2,520.84	90.2%
E142040 · Photocopy Supplies	3,838.40	2,750.00	139.6%
E142045 · Postage	931.68	1,100.00	84.7%
E142050 · Bank Fees	5,550.30	1,650.00	336.4%
E142055 · Telephone	4,010.43	4,125.00	97.2%
E142060 · Insurance	16,431.03	3,666.67	448.1%
E142065 · Legal Expenses	0.00	1,100.00	0.0%
E142070 · Uniforms	1,467.36	916.67	160.1%
E142075 · Training	0.00	1,375.00	0.0%
E142080 · Narrogin Computers Maintenance	6,304.69	7,791.67	80.9%
E142090 · Fringe Benefit Tax	1,559.74	4,500.00	34.7%
E142095 · Café 27 Restaurant Maintenance	6,982.85	9,625.00	72.5%
E142100 · Admin Building Maintenance	3,258.86	5,041.67	64.6%
E142105 · Consulting Services	3,016.65	3,666.67	82.3%
E142115 · Accrued Long Service Leave	0.00	4,583.34	0.0%
E142200 · LESS ADMINISTRATION ALLOCATED	-271,500.00	-331,833.34	81.8%
E142298 · Depreciation - Admin	31,434.73	38,357.00	82.0%
Total E142 · Administration Overheads	220,123.34	95,582.03	230.3%
E143 · Works Overheads			
E143005 · Engineering Salaries	53,576.44	58,208.34	92.0%
E143010 · Superannuation	71,498.25	70,583.34	101.3%
E143015 · Sick & Holiday Pay	100,961.20	115,500.00	87.4%
E143020 · Insurance on Works	46,129.00	59,500.00	77.5%
E143025 · Protective Clothing	2,644.92	4,583.34	57.7%
E143030 · Training	10,765.32	22,916.67	47.0%
E143035 · Long Service Leave	14,173.17	11,458.34	123.7%
E143040 · Occupational Health & Safety	1,449.95	2,291.67	63.3%
E143045 · Bonus Payment	18,882.84	17,000.00	111.1%
E143050 · Communications	4,373.16	4,583.34	95.4%
E143055 · Depot Consumables	17,201.05	21,083.34	81.6%
E143060 · Fringe Benefit Tax	3,096.00	3,500.00	88.5%
E143065 · Damage to Services	3,477.32	750.00	463.6%
E143070 · Industry & Service Pay Allowanc	34,368.59	23,375.00	147.0%
E143071 · Travel & Meal Allowance	1,274.55	750.00	169.9%
E143075 · Accrued Long Service Leave	0.00	3,666.67	0.0%
E143200 · Admin Allocated	141,180.00	93,600.00	150.8%
E143290 · LESS PWOH ALLOCATED-PROJECTS	-558,542.52	-316,600.00	176.4%
Total E143 · Works Overheads	-33,490.76	196,750.05	-17.0%
E144 · Plant Cost Overheads			
E144005 · Fuel & Oil	158,660.92	178,750.00	88.8%
E144010 · Tyres & Tubes	30,225.06	27,500.00	109.9%
E144015 · Parts and Repairs	238,689.19	231,000.00	103.3%
E144020 · Repair Wages	101,694.34	110,000.00	92.4%
E144025 · Insurance & Licences	35,308.85	33,000.00	107.0%
E144030 · Sundry Tools	432.50	916.67	47.2%
E144290 · LESS POC ALLOCATED-PROJECTS	-635,299.00	-325,000.00	195.5%
E144298 · Depreciation - Tools	8,583.38	5,178.50	165.8%
E144 · Plant Cost Overheads - Other	3.93		
Total E144 · Plant Cost Overheads	-61,700.83	261,345.17	-23.6%

SHIRE OF NARROGIN

Income Statement

July 2015 through May 2016

	Jul 15 - May 16	Budget	% of Budget
E145 · Salaries Control			
E145010 · Gross Total Salaries and Wages	1,134,971.98	1,150,416.67	98.7%
E145200 · LESS SALS/WAGES ALLOCATED	-1,134,971.98	-1,150,416.67	98.7%
Total E145 · Salaries Control	0.00	0.00	0.0%
E147 · Unclassified Items			
E147005 · Lot 205 Mokine Road	916.39	515.50	177.8%
Total E147 · Unclassified Items	916.39	515.50	177.8%
Total E14 · OTHER PROPERTY & SERVICES.	193,926.80	597,692.75	32.4%
Total Expense	2,629,991.94	3,842,643.59	68.4%
Net Income	999,542.39	84,571.83	1,181.9%

9.A ADMINISTRATION

Cr Borthwick declared a minor interest only through being a part of the Committee for Council's reference. Cr Borthwick remained in the meeting for discussion and voting.

9.A.415 NARROGIN LAND CONSERVATION DISTRICT COMMITTEE (LCDC) – CESSATION

File Reference:

Disclosure of Interest: None
Applicant: Merger Project Manager
Previous Item Nos: n/a
Date: 9 June 2016
Author: Niel Mitchell, Project Manager Merger

Attachments

Minutes of LCDC Meeting 7 June 2016.

Summary

The purpose of this report is to consider the winding up of Narrogin LCDC, and as a consequence, the winding up of the Narrogin/Williams Landcare Coordinator Management Committee also, and associated matters.

Background

The Narrogin LCDC has not been in operation since 31 March 2010, when the terms of the Committee members expired.

As a statutory body constituted under the *Soil and Land Conservation Act 1945*, there are a number of mandatory provisions surrounding the operation of the LCDC and any winding up.

Comment

The last Committee was appointed in 2007 and had ten members whose terms expired in 2010. Seven of these former Committee members attended a meeting on 7 June 2016.

As noted in the minute of the meeting, the Narrogin LCDC has 3 assets –

- Chatfield tree planter
- Narrogin LCDC bank account
- Equity in the Narrogin/Williams Landcare Coordinator Management Committee

The Commissioner for Soil and Land Conservation has been advised of the meeting of the Narrogin LCDC and their decisions. In an email to the CEO Shire of Williams, the CSLC advised –

I generally support the decisions made by the LCDC. With respect to the LCDC's funds, they should be transferred to the Landcare Trust fund managed by DAFWA. We will then write to the (new) Shire seeking confirmation of their willingness to accept and subsequently manage the funds. On receipt of that advice the funds will be transferred to the Shire.

As a statutory body, the former LCDC does not have the capacity to determine the disposition of assets and funds, as these devolve automatically to Dept of Agriculture and Food, as per the comments of the CSLC.

Given that the only comment the CSLC had was in relation to remitting the funds on closure to the Landcare Trust Account, it is considered that the proposed sale of the Chatfield tree planter is accordingly authorised.

However, as the funds have their origin locally, DAFWA seek the advice of the former Committee regarding the disposition of assets and funds.

Closure of the Narrogin/Williams Landcare Coordinator Management Committee account requires only the consent of the participating organisations, being the Shire of Williams and the Narrogin LCDC.

As I understand it, the process will be:

1. Sale of the tree planter "as is, where is", and deposit of the funds resulting from the sale into the LCDC account.
2. Closure of the Narrogin/Williams Landcare Coordinator Management Committee, and deposit the Shire of Narrogin proportion of the funds into the LCDC account.
3. The Narrogin LCDC Account is then closed, and all funds forwarded to the Landcare Trust Account as required by the CSLC.
4. The CSLC to then write to the merged Shire of Narrogin, requesting agreement to hold the funds for specified purposes.
5. Once the agreement is in place, the funds are forwarded and held in a Natural Resource Management Reserve Account for the specified purposes.

It should be noted that as the agreement to accept the funds is with the CSLC on behalf of DAFWA, the agreement constitutes a contract and is therefore legally enforceable.

The LCDC also recorded their appreciation for the Shire of Narrogin's support and assistance over many years.

There is no objection to the Shire holding the records of the LCDC, however, as a statutory body under the auspices of DAFWA, the records may be required to be transferred to the CSLC.

Consultation

- Aaron Cook, CEO Shire of Narrogin
- Geoff McKeown, CEO Shire of Williams
- Andrew Watson, Commissioner of Soil and Land Conservation

Statutory Environment

Policy Implications

Nil

Financial Implications

Likely future reserve to be established by the merged Shire of Narrogin in agreement with DAFWA.

Strategic Implications

Nil

Voting Requirements

Simple majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
--

Moved: Cr Borthwick

Seconded: Cr Sieber

1. That the Shire of Williams be advised that the Shire of Narrogin supports the winding up of Narrogin/Williams Landcare Coordinator Management Committee and the apportionment of the funds currently held to the Shire of Williams and Narrogin LCDC being the organisations that established the Committee.
2. That the Commissioner for Soil and Land Conservation be advised that the Shire of Narrogin supports –
 - the winding up of the Narrogin Land Conservation District Committee; and
 - transfer of funds resulting from the winding up of the LCDC to the merged Shire of Narrogin, with the funds to be held in a Natural Resource Management Reserve Account for specified purposes.
3. That it be recommended to the Commissioner for Soil and Land Conservation that the specified purposes and guidelines of a Natural Resource Management Reserve Account to be held by the merged Shire of Narrogin be –
 - Projects will be considered on merit taking into account their natural resource management values and how they align to management of natural resources such as land, water, soil, plants and animals;
 - Projects are to be undertaken within the boundaries of the new Shire of Narrogin (post 1 July 2016);
 - Encouragement will be given to projects with matching funds and/or in-kind contributions; and
 - The transfer of funds and acceptance by the local government is acknowledged publicly, i.e. shire newsletter, funded projects publicity.

CARRIED 6/0

- Tree planting in the district had waned as many sites were filled and funding declined.
- The Narrogin LCDC supported and funded the purchased of a mobile standpipe to be permanently located in the Highbury area to support firefighting response.

GENERAL BUSINESS

1. Disposal of the Chatfield Tree Planter

The Narrogin LCDC purchased the Chatfield Tree Planter in 1992. Since that time it has been hired out to property owners for their tree planting programmes.

In recent years its condition has deteriorated and it is questionable whether it should continue to be hired out. While the LCDC was an ‘approved’ body under the *Soil and Land Conservation Act 1945* there was insurance protection afforded to the Group and its activities. As this approval has now lapsed there is no liability protection should anything happen when the tree planter is hired.

In the years since it was first purchased the Shire of Narrogin has managed the tree planter on behalf of the LCDC. It invoiced users and undertook maintenance on the tree planter. The Shire was reimbursed its costs for maintenance work at the end of each financial year.

The financial statements reflect that since the tree planter was purchased it has generated a surplus of \$25,680.22. However, consensus suggests that it is time to dispose of this piece of equipment based on its current condition and the fact that hiring it exposes the LCDC to liability

Moved John Hoysted

Seconded Lindsay Scott

The Narrogin LCDC agrees to dispose of the Chatfield Tree Planter on a “as is where is” basis by offering it for sale in the Narrogin Observer. Further, the Chairman is authorised to accept the most advantageous offer.

CARRIED

Prior to consideration of the following item the Secretary read a letter received from Lex Hardie indicating his views on the matter relating to the allocation of LCDC Funds.

2. Allocation of LCDC Funds

This item pre-empts the discussion on the following item, however it is important for the LCDC to consider what to do with the surplus funds that it holds.

There are two areas where the LCDC holds surplus funds. The financial statements for the general accounts show a balance of \$71,667.81. The LCDC also has equity in the Narrogin/Williams Landcare Coordinator Management Committee funds. It holds \$41,826.41 which the LCDC can claim 50%. In all the available funds total \$92,581.02.

This is a considerable amount of money. As the LCDC is not an incorporated body it is not obligated to disperse its assets according to a constitution. Therefore it has more discretion to allocate the funds.

Since the formation of the LCDC in 1989 the Shire of Narrogin has provided administrative support. This is unlikely to continue this when the merger with the Town of Narrogin occurs on the 1st July 2016. Therefore it is timely that a decision on the future of these funds is made.

Options include:

- Pass the funds over to another Natural Resource Management organisation, i.e. Wagin Woodanilling LCDC, Peel Harvey Catchment Group, Blackwood Basin Group, etc.
- Request the new Shire of Narrogin (post 1st July 2016) to establish a reserve fund for future Natural Resource Management activities and give discretion to the local government to expend the funds on appropriate projects as it sees fit.
- Establish a Trust Fund administered by designated members of the existing LCDC membership to allocate the funds to community projects of their choosing.
- Pass the funds to the Highbury District Community Council with the request that they are used for the benefit of the Highbury Community and surrounds (including the 'old' Shire of Narrogin district) at its discretion.

Recommendation

Moved John Hoysted

Seconded Jon Rick

- 1. The Narrogin LCDC agrees to wind up and close all bank accounts held in its name and provides the authority of this decision to each financial institution that holds funds on its behalf;**
- 2. Request the new Shire of Narrogin (post 1st July 2016) to establish a reserve fund for future Natural Resource Management activities and gives discretion to the local government, in accordance with recommended guidelines, to expend the funds on appropriate projects as it sees fit: and**
- 3. Seek support of the Commissioner of Soil and Land Conservation for the proposed future use of funds held by the Narrogin LCDC**

CARRIED

In regard to the Point 2 in the resolution the Narrogin LCDC would like the recommended guidelines to include:

- Projects will be considered on merit taking into account their natural resource management values and how they align to management of natural resources such as land, water, soil, plants and animals;
- Projects are to be undertaken within the boundaries of the new Shire of Narrogin (post 1st July 2016);
- Encouragement will be given to projects with matching funds and/or in-kind contributions; and
- The transfer of funds and acceptance by the local government is acknowledged publicly, i.e. shire newsletter, funded projects publicity.

3. Cessation of the Narrogin LCDC

The initial meeting to form the Narrogin LCDC was held in the Highbury Hall in 1989.

This meeting prompted a request to the Commissioner of Soil and Land Conservation (the Commissioner) to formally establish the Narrogin LCDC under the *Soil and Land Conservation Act 1945*.

In the years since that time a number of community members and representatives of various organisations have been appointed to administer the LCDC.

The last nomination of committee members occurred in 2010; however there were insufficient community member nominations to receive approval of the Commissioner. The Department of Agriculture and Food offered an extension to seek further nominations but this was not progressed.

The previous gazettal notice that approved members of the LCDC was in 2007 and is repeated below:

SOIL AND LAND CONSERVATION ACT 1945
NARROGIN LAND CONSERVATION DISTRICT (APPOINTMENT OF MEMBERS OF DISTRICT COMMITTEE) INSTRUMENT 2007

Made by the Commissioner of Soil and Land Conservation.

1. Citation

This Instrument may be cited as the *Narrogin Land Conservation District (Appointment of Members) Instrument 2007*.

2. Appointment of members

Under section 23(2b) of the Act and clause 5(1) of the *Soil and Land Conservation (Narrogin Land Conservation District) Order 1990**, the following members are appointed to the land conservation district committee for the Narrogin Land Conservation District—

- (a) on the nomination of the Shire of Narrogin: Andrew Graham Borthwick of Yilliminning; and
- (b) as persons actively engaged in, or affected by or associated with, land use in the district—
 - (i) Toni Lavinia Beaton of Narrogin
 - (ii) Allan George White of Narrogin
 - (iii) William George Warren of Highbury
 - (iv) Jon Rick of Dumberning
 - (v) Ashley Wiese of Narrogin
 - (vi) Alexander Jason Hardie of Narrogin
 - (vii) Philip Thomas Porter of Highbury
 - (viii) Lindsay Roy Scott of Highbury
 - (ix) Jacqui Wharton of Narrogin

(*Published in the Gazette of 20 July 1990 at pp. 3455-3457 and amended in the Gazette of 30 December 1994 at pp. 7217-7218).

3. Term of office

Members appointed to the committee under this instrument will hold office for a term expiring on 31 March 2010.

Dated this day 11th of April 2007.

ANDREW WATSON, Commissioner of Soil and Land Conservation.

The last Committee Meeting of the LCDC occurred in 2010 and the group has been inactive since that time.

This item recommends the winding up of the Narrogin LCDC, acknowledging that the statutory appointment of the committee has already expired.

An email from the current Commissioner, Andrew Watson on the 3rd March 2016 stated:

“Looking at the file, it seems that we wrote to the Shire of Narrogin on 15 May last year to advise that the LCDC’s term of appointment had expired on 31 March 2010 and due to the apparent lack of interest, the Commissioner proposed to wind up the LCDC.

In order to progress this I requested that the Shire provide a letter of support for the proposed winding up of the LCDC.

There does not appear to be a letter in response from the Shire on our file. The abolition process is presently stalled.

LCDCs are statutory committees and their assets are public assets. Therefore, due process needs to be followed. When an LCDC is wound up, we usually canvass the former members to seek advice about their disposal. Usually the recommendations is made to either transfer them to another like mind group in the district or to the local government, if they are willing.”

Moved Andrew Borthwick

Seconded Lindsay Scott

- 1. The community members present at this meeting of the Narrogin LCDC support the winding up of the organisation;**
- 2. Request the Shire of Narrogin to support this decision and communicate this the Commission of Soil and Land Conservation Committee;**
- 3. Thank the Shire of Narrogin for its many years of valuable support and administrative assistance provided to the Narrogin LCDC;**
- 4. Request that the Shire of Narrogin retain and archive all records of the Narrogin LCDC in its record management system; and**
- 5. Authorise the Chairman, Bill Warren and Secretary, Geoff McKeown to progress the decisions of this meeting.**

CARRIED

4. Vote of Thanks

John Hoysted moved a vote of thanks to the Chairman, Bill Warren, and Secretary, Geoff McKeown, for all their work in supporting the continued operation of the Narrogin LCDC.

Pip Porter commented on the very positive actions and outcomes achieved by the LCDC in the years since its inception.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN THANKED MEMBERS FOR THEIR ATTENDANCE AND CLOSED THE MEETING AT 8.38 P.M.

9.A.416 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

File Reference:	9.8.4
Disclosure of Interest:	Nil
Applicant:	Emergency Management Officer
Previous Item Nos:	Ordinary Council Meeting 26 May 2015
Date:	7 June 2016
Author:	Azhar Awang, Executive Manager Development & 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 this document by the Shire and Town of Narrogin Chief Executive Officer.

Background

The matter was previously considered by Council at its meeting held on 26 May 2015, whereby Council resolved to:

Approve the attached Local Emergency Management Arrangements for the Town and Shire of Narrogin and endorse the signing of the document by the CEO.

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

The purpose of the Local Emergency Management Arrangements is to set out by the *Emergency Management Act 2005*:

- 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).*

LEMC has reviewed the Local Emergency Management Arrangements document and support the document for Council's endorsement.

Consultation

- Local Emergency Management Committee
- Emergency Services Officer
- Shire & Town of Narrogin

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 AND OFFICER'S RECOMMENDATION
--

Moved: Cr Sieber

Seconded: Cr Ballard

That Council:

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.

CARRIED 6/0



Local Emergency Management Arrangements

TOWN OF NARROGIN
SHIRE OF NARROGIN

TOWN 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 Town of Narrogin, Shire of Narrogin, Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

.....
Chairperson
CEO
Date

.....
Endorsed by Council
CEO, Town of Narrogin
Date

.....
Endorsed by Council
CEO, Shire of Narrogin
Date

.....

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Western Australian Police, Narrogin	2
Great Southern DEMC 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
Department Fire Emergency Services, Narrogin	2
Department of Parks and Wildlife, Narrogin	2
Australian Red Cross	2
Main Roads WA Wheatbelt Region	2
Narrogin District Education Department	2
Water Corporation	2
Western Power Corporation	2

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			
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). PRRR 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 Town of Narrogin and 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 Town of Narrogin and 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/Mayor (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 Town of Narrogin and 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.

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
DEMCC	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 Town of Narrogin and 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 Districts of the Town of Narrogin and Shire of Narrogin.

The geographic area covered by these arrangements is:

The Town and 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.

- The Town of Narrogin is 12.6 km² in size and has a population of 4,614 with 1,884 dwellings (ABS, 2011). Narrogin is 174kms from the regional town of Bunbury with Cuballing 13.9kms from Narrogin.
- The Shire of Narrogin is 1618 km² in size and a population of 888 with 353 Dwellings.
- 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 Town of Narrogin and 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 of the Town of Narrogin and Shire of Narrogin;
- b) This document covers areas where the Town of Narrogin and Shire of Narrogin (Local Government) provides support to HMA's in the event of an incident;

- c) This document details the Town of Narrogin and Shire of Narrogin’s (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) Town of Narrogin and 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 Town of Narrogin and 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	Town of Narrogin	Town of Narrogin
Risk Treatment Schedule	Town of Narrogin	Town of Narrogin
Local Recovery Plan	Town 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 town 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 Town and Shire of Narrogin have a list of resources that may be made available upon request- refer to resources register (kept as a separate document available from the Town 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 Town/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 Town/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 Town and Shire of Narrogin have 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

- Town of Narrogin (Chair)
 - Shire of Narrogin
 - OIC Narrogin Police Station (Deputy Chair)
 - Executive Officer (provide by Town of Narrogin)
 - Narrogin State Emergency Service (S.E.S.) Unit
 - Narrogin Volunteer Fire and Rescue Service
 - Narrogin and surrounding Bush Fire Brigades
 - Narrogin Sub-Branch, St John Ambulance
 - Dept for Child Protection & Family Support, Narrogin
 - Dept of Agriculture and Food, Narrogin
 - Narrogin Regional Hospital
 - Department Fire & Emergency Service Narrogin
 - Western Power, Narrogin
 - YMCA Narrogin Recreation Centre
 - Disability Services Commission, Narrogin
 - Department of Parks and Wildlife, Narrogin
 - Australian Red Cross
 - Main Roads WA Wheatbelt Region
 - Water Corporation
 - Narrogin District Education Department
- 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 Town and 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	VFRS, 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	
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 Town of Narrogin and Shire of Narrogin resources and assistance in emergency management. The Town of Narrogin and 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

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
1st Contact	Area Manager	9881 3893	0427 026 967
2nd 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
1st Contact	Chris Stewart	9881 9200	0417 966 863
2nd Contact	Greg Durell	9881 9200	0427 478 953

Narrogin Police Station

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

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

Narrogin Shire Office

43 Federal Street, NARROGIN
 Ph: 9881 1866 Fax: 9881 3031

	Name	Phone	Phone
1st Contact	CEO-Aaron Cook	9890 0900	0407 522 297
2nd Contact	Shire President Richard Chadwick	9881 2329	0427 812 329

Town of Narrogin Office

89 Earl Street
 Narrgogin
 Ph: 9890 0900 Fax: 9881 3092

	Name	Phone	Phone
1st Contact	CEO Aaron Cook	9890 0900	0407 522 297
2nd Contact	Mayor Ballard	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 (9881 1866) after hours contact the Shire President (9881 2329 or 0427 812 329) 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).

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 Town of Narrogin and Shire of Narrogin 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	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

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.

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 to Town	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

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/TOWN 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 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 Town of Narrogin, 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 Town of Narrogin, 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
Town of Narrogin	Chief Executive Officer Ph: 9890 0900 Mob: 0407 522 297	Mayor Ballard Ph: 9890 0900 Mob: 0428 832 095
Shire of Narrogin	Chief Executive Officer Ph: 9890 0900 Mob: 0407 522 297	Cr Chadwick Ph: 9881 1866 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 Town of Narrogin and 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 Town of Narrogin and 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 Town and 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.

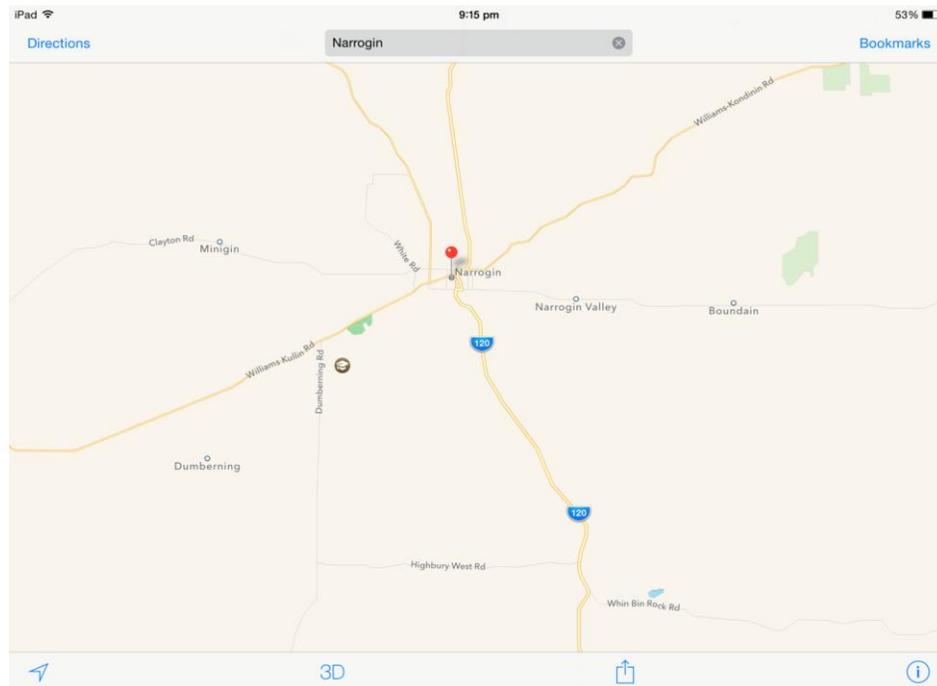
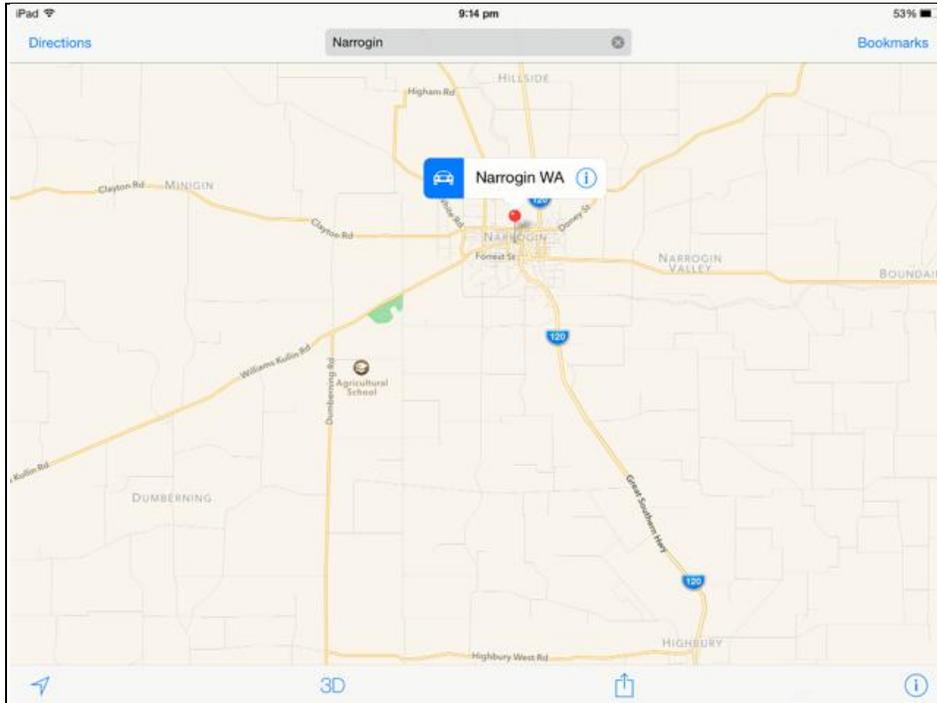
Appendix 1: Risk Register Schedule

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 OF NARROGIN	SHIRE OF NARROGIN
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 OF NARROGIN	SHIRE OF NARROGIN
No Religion	1049	227
Anglican	855	221
Catholic	888	183
Uniting Church	318	66
Baptist	217	35

9.A.417 Highbury Bush Fire Brigade

File Reference:	Fire Brigades
Disclosure of Interest:	Nil
Applicant:	Mr Pip Porter, Mrs Dani Porter and Mrs Yvonne Scott
Previous Item Nos:	Nil
Date:	13 June 2016
Author:	Mr Aaron Cook – Chief Executive Officer

Attachments

- Letter from the applicants.
- Minutes of the meeting held on 10 June 2016.

Summary

It is presented to Council to endorse the Highbury residents' request for better bush fire control and action through providing advice to the Chief Bush Fire Control Officer of the desired course of action from Council.

Background

Much of the background information is contained within the attached letter and minutes.

Comment

It is presented to Council to consider two courses of action to improve the safety of the Highbury Residents through improved Bush Fire protection.

Option 1) Is to request a change in boundaries of the Westerly Bush Fire Brigade to wholly take in the Highbury Townsite and surrounding land so that one brigade manages the area.

Option 2) Is to request that a separate Highbury Town Site Bush Fire Brigade be formed to administer and facilitate the bush fire protection for Highbury Town Site and immediate surrounds.

At the meeting it was commented from the DFES representatives that their preferred course of action was option 1 as this transition would be simple and clearly outline the responsibilities for that bush fire brigade. One difficulty with regards to option 2 is that fighting house fires is very different to bush fires and particular training needs to be performed and a separate unit would need to be equipped.

The letter presented discusses many other reasons for Option 1) and Option 2); however, from discussing the matter with Mrs Scott the action that was proposed was option 1 as this would achieve the outcomes required; however, either outcome is desired. As such, it was requested that the Chief Bush Fire Control Officer be empowered with both options to take to the next meeting of all Brigade Captains.

Consultation

- Mr Torre Evans
- Mrs Yvonne Scott

Statutory Environment - Nil

Policy Implications - Nil

Financial Implications - Nil

Strategic Implications - Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Endorse the actions of the Chief Bush Fire Control Officer to advocate, at the next Fire Captains meeting, for the Highbury residents the following two options:

Option 1) - to request a change in boundaries of the westerly Bush Fire Brigade to wholly take in the Highbury Townsite and surrounding land so that one brigade manages the area.

Option 2) - to request that a separate Highbury Town Site Bush Fire Brigade be formed to administer and facilitate the bush fire protection for Highbury Town Site and immediate surrounds.

COUNCIL RESOLUTION

Moved: Cr Wiese

Seconded: Cr Sieber

That Council:

Endorse the actions of the Chief Bush Fire Control Officer to advocate, at the next Fire Captains meeting, for the Highbury residents the following two options:

Option 1) - to request a change **of** boundaries **to be included in a neighbouring** Bush Fire Brigade to wholly take in the Highbury Townsite and surrounding land so that one brigade manages the area.

Option 2) - to request that a separate Highbury Town Site Bush Fire Brigade be formed to administer and facilitate the bush fire protection for Highbury Town Site and immediate surrounds.

CARRIED 6/0

Please note: The officer's recommendation was amended in option one as indicated in bold lettering.

Highbury District Community Council
PO Box 350
NARROGIN WA 6312

12 June 2016

Shire of Narrogin
43 Federal Street
NARROGIN WA 6312

Dear Councillors

On behalf of the Highbury District Community Council and Highbury Town Residents we are applying to establish a Highbury Town Site Bush Fire Brigade.

This proposal is for the following reasons:

- We have no official fire officer for the town site.
- We have to rely on surrounding fire officers which are farmers within the district and we have fewer farmers who are managing larger properties.
- There has been no official Fire Preventative works carried out in the Town Site or surrounding bushlands.
- The surrounding Town Site land is managed by multiple Governing Bodies such as; Department of Planning and Infrastructure, Department of Parks and Wildlife, Shire of Narrogin and Brookfield Rail. This has stopped our local brigades from doing any preventative burns and maintenance due to the current laws.
- The Highbury Town Residents feel that they are being overlooked and therefore would like to establish their own Brigade. (An "Application to join a Bush Fire Brigade" form has been distributed within the town residents with 22 applications returned, with 7 residents willing to be active volunteers and 15 auxiliary).
- We currently have an application in process for a Fire Truck and Shed which will be housed in the Town Site.
- The proposed Highbury Town Site Bush Fire Brigade is actively preparing with Local Government organisations to assist in Educational Programs, Training Nights, Evacuation Plans and an "Annual Management Plan".
- The Highbury East Bush Fire Brigade and the HDCC is actively helping the residents to establish their own bush fire brigade and leading them through the process.
- After several residents attended the "Prepare Act & Survive" seminars recently presented at the John Higgins Centre by DFES, Shire and Town of Narrogin on the 19th May, it was brought to the attention of the Highbury residents how vulnerable the Highbury Town Site is which has been confirmed by the "Draft Bushfire Prone Vegetation Map" where Highbury Town Site is surround by Bush Fire Prone Vegetation.
- The Highbury town site residents believe that they have proved to have sufficient numbers to justify their own Fire Brigade and are keen to participate in looking after their own Community.

Please see attached minutes from the meeting with the Local Government Bodies and the Highbury Community Representatives.

Yours sincerely

MR PIP PORTER, MRS DANI PORTER AND MRS YVONNE SCOTT
(Behalf of the Proposed Highbury Town Site Bush Fire Brigade)
Att1

MINUTES OF THE PROPOSED Highbury Bush Fire Brigade

FRIDAY 10TH JUNE 2016

HELD AT THE NARROGIN SHIRE CHAMBERS

Present: Yvonne Scott HDCC Representative, Dani Porter HDCC Treasurer, Tim Wiese HTC President and Shire of Narrogin, Pip Porter HDCC Representative, Guy Maley Town of Narrogin Ranger, Mitch Davies DPAW Representative, Grant Hansen DFES Representative, Richard Chadwick Chief Fire Control Officer, Narrogin Shire President and Torre Evans Executive Manger Shire of Narrogin.

Apologies: Tracey Gordon HDCC President.

Meeting Opened: 11.10am

INTRODUCTION

The Highbury District Community Council has had several meetings on behalf of the Highbury Town Residents with concerns to; Bush Fires, no firebreaks attended to recently as well as all other possible vegetation hazards. There are extreme concerns that there is no Management Plan/Evacuation Plan or an official Fire Control Officer within the Highbury Town.

The town's residents are very keen to establish their own Highbury Town Site Bush Fire Brigade.

The Shire on behalf of the Community has an application for a Fire Shed and Truck which will be housed in the town site. We have been advised that there have been previous applications which have been unsuccessful in previous years. This current application is still pending.

BUSINESS ARISING:

- **FIRE OFFICER FOR THE TOWN SITE AND BRIGADE VOLUNTEERS.**

Yvonne and Dani have been contacting local residents to ascertain their willingness to participate in the possible "Highbury Bush Fire Brigade". Each resident was then presented with a covering letter and an "Application to join a Bush Fire Brigade" form (please see attached letter).

This had a positive outcome, with 22 applications returned, with 7 residents willing to be active volunteers and 15 auxiliary.

It was advised that the Shire of Narrogin has already 10 Brigades. To have another Brigade in our district they would have to apply to the Narrogin Shire and then DEFS. One of the suggestions following was to possibly look at Boundary/Name Changes.

Following a lengthy discussion, it was decided that the Highbury District Community put forward a formal proposal to the Chief Fire Control Officer and Bush Fire Brigade Officers that the proposed Highbury Town Site Bush Fire Brigade be formally established. This is to be put forward and the next Shire Meeting 16th June 2016.

- **TO ESTABLISH AN EVACUATION PLAN AND AN ANNUAL MANAGEMENT PLAN FOR THE TOWN SITE**

1. The HDCC is requesting that the town site and surrounding bushlands be examined by the responsible Local Governing Parties which are: Department of Planning and Infrastructure, Department of Parks and Wildlife, Shire of Narrogin and Brookfield Rail to determine what works are to be done to ensure the safety of the Highbury Town Site.

A Draft Bushfire-Prone Vegetation Map was presented which visually showed that the Highbury Town Site was surrounded by Bush Fire Prone Vegetation. It was then realised that the Highbury Town Site has had no official works completed such as; a Preventative Burn of low lying vegetation, firebreaks, a walk through the town site to identify all possible hazards ie; gas, fuel, chemical storage and maintenance of the two fire hydrants which are located in Highbury Town Site.

2. It was suggested to make contact with Craig Andrews from Brookfield Rail in relationship to the grasses along the railway line, if they can do a burn, a clean-up or spray the vegetation to decrease the fuel loads.
3. HDCC formerly requested help to establish a local Evacuation Plan for the community and to pay particular notice to our vulnerable residents.

From this discussion Guy Maley and Mitch Davies will arrange a mutual time with HDCC members to walk around the town and inspect all possible hazards; they will also help develop an Emergency Evacuation Plan and an Annual Management Plan.

- **EDUCATION NIGHT**

HDCC are extremely keen to hold an informative “Prepare, Act & Survive” night with guest speakers from Yarloop and thought it would also be appropriate to have a Defib Refresher from a member from St John Ambulance.

It was proposed that we approach LEMAC to organise a night and possibly have a representative from Highbury to attend their future meetings.

DFES also implied that they can organise local training sessions for our volunteers.

Meeting Closed 12.15

9.A.418 FELSPAR STREET POTENTIAL CONTAMINATION AND ACTION

File Reference: Property File
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Various
Date: 9 June 2016
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Full contamination report will be printed and available for review at the meeting.
- Executive Summary of the report is included as an attachment.

Summary

It is presented to Council to request an allocation formally be placed within the 2016/2017 Budget of the new entity to progress this matter to a full Detailed Site investigation.

Background

Over recent years, Narrogin Cottage Homes has expressed a strong interest in purchasing the old depot block on Felspar Street. Previously no action was taken on investigating if the area was potentially contaminated.

Earlier this year action was taken to progress this matter and a Preliminary Site Investigation was conducted with the report being tabled for Council's information at this meeting.

Comment

The report provides Council, and any prospective purchaser of the land, information regarding possible contamination on the block. Although this does not pose any immediate threat it does create large issues for the utilisation of the block especially if the intensity of the usage increases which the proposed purchaser intends to do.

To allow any potential sale and intensification of use to occur a Detailed Site Investigation (DSI) needs to be performed and be provided to the Department of Environment and Regulation. The cost of performing this at the Fairway Street block by the Town of Narrogin was \$35,000 but this will not be the same on the Felspar Street block as the requirement for land use is higher and an independent auditor will be required to overview the results. As such the estimated verbal price received from the consultant including the auditor is \$65,000. From this report Council or the purchaser will then possibly be required to perform remediation works for it to be considered for the higher use.

The remediation works could be considerable and coupled with the cost of the DSI this could make the proposed use of Aged Care unfeasible for this site. The major issue is that to understand this implication properly the DSI must be undertaken.

For the property to remain for its current purpose there is no requirement to complete any further investigation nor remediation works. As such the decision to proceed to the DSI needs to be seriously considered.

Consultation

- Consultant from Galt Environmental

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are no financial implications within this budget.

Strategic Implications

The development of Aged Care as an important economic development for Narrogin and is listed within the strategic plan.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- 1) Request the new entity to budget \$65,000 to perform a Detailed Site Investigation as to the potential contamination contained on the Old Depot block located on Felspar Street.

Or alternatively

- 2) Advise Narrogin Cottage Homes that at this time Council is not prepared to continue with the Detailed Site Investigation and that the new entity will further consider the validity of undertaking this investigation in the future.

COUNCIL RESOLUTION

Moved: Cr Ballard

Seconded: Cr Sieber

That Council:

Request the new entity to budget \$65,000 to perform a Detailed Site Investigation as to the potential contamination contained on the Old Depot block located on Felspar Street.

CARRIED 6/0

Please note the reason for change was to endorse Option 1.



Report on
PRELIMINARY SITE INVESTIGATION AND
SAMPLING AND ANALYSIS QUALITY PLAN
FORMER TOWN OF NARROGIN WORKS DEPOT
LOTS 399, 400, 405 AND 406
FELSPAR STREET
NARROGIN

Submitted to:

Town of Narrogin
89 Earl Street
Narrogin WA 6312

www.galtenv.com.au
2/39 Flynn St, WEMBLEY WA 6 014
T: +61 (8) 6272-0200
F: +61 (8) 9285-8444

J1602009 R Rev0

27 April 2016

EXECUTIVE SUMMARY

Galt Environmental Pty Ltd (Galt) was commissioned by the Town of Narrogin (ToN) to prepare a preliminary site investigation (PSI) and sampling and analysis quality plan (SAQP) for a site comprising Lots 399, 400, 405 and 406 Felspar Street, Narrogin. The work was authorised by Aaron Cook from the ToN in a signed client authorisation form dated 26 February 2016. The location of the site is shown on Figure 1 with site photographs presented in Appendix A.

Based on information supplied by the ToN, we understand that the site is currently used as a storage yard. We further understand that the site is proposed to be developed into an aged care facility, however we have not received plans of the proposed development.

We understand that to date, the site has not been reported and/or classified by the Department of Environment Regulation (DER) under the *Contaminated Sites Act* (2003).

The objectives of the PSI and SAQP are as follows:

- ❖ assess the potential for contamination to be present on the site based on an assessment of past and present land uses;
- ❖ assess potential pathways for contamination to migrate from sources to receptors (human and environmental);
- ❖ assess sensitive receptors that may be impacted by contaminants;
- ❖ determine an appropriate sampling plan for future phases of work; and
- ❖ determine an appropriate scope for subsequent phases of work (if required).

Based on the objectives of the study, the following scope of work was undertaken:

- ❖ a detailed site inspection by a senior environmental scientist;
- ❖ a review of historical land uses using title information and historical aerial photography in order to determine if there are any potentially contaminating historical or current land uses at the site;
- ❖ a search of the DER databases and a freedom of information (FOI) search through the Department of Mines and Petroleum (DMP) for licences pertaining to the storage of dangerous goods;
- ❖ development of a preliminary conceptual site model (CSM) identifying the sources, pathways and receptors to gain an understanding of the fate and transport of chemicals of potential concern (COPCs) at the site; and
- ❖ development of a SAQP to outline the proposed investigation strategy for the site.

Based on the results of the PSI, the previous site use and the site inspection, we recommend that the site be reported to DER and classified as "*potentially contaminated – investigation required*" under the *Contaminated Sites Act, 2003*. Furthermore, we recommend that a soil and groundwater sampling program should be undertaken to verify that the site has not been impacted by COPCs.

9.A.419 ACKNOWLEDGEMENT OF SUPPORT FROM THE SHIRE OF NARROGIN COUNCIL AND STAFF

File Reference: Nil
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 13 June 2016
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

Nil

Summary

This information item is presented to Council to thank the Elected Members and all staff from the Shire of Narrogin for their support.

Background

As Councillors would be aware, in December 2015 I was appointed as the Chief Executive Officer and Mr Evans was appointed as the Acting Executive Manager of Technical and Rural Services. Mr Evans then relocated to and commenced working from the Shire Office.

It is clear that the required appointments, due to the unexpected vacancy of the CEO position, was not the desired outcome for either party, however, was the best course of action considering the circumstances.

The seven months has allowed both Torre and I to get a very strong understanding of the Shire of Narrogin and how it operates and this information will be invaluable in the future for the merged entity.

Comment

Both Mr Evans and I would like to thank the Shire of Narrogin for their trust and support throughout this period with special reference to Cr Chadwick for the additional advice and support in providing background information and being available to discuss matters at hand.

I acknowledge that the period has not been all smooth sailing and there have been some difficulties that have been worked through, however, the intent of Mr Evans and myself has always been to resolve these for the betterment of the existing Council, the community and the new entity and these outcomes I feel were in line with Councils' desires.

Mr Evans and I would like to wish all Elected Members good will in your endeavours from the first of July and we would like to wish the Members who are re-standing the best of luck with the October election.

In addition to the above, Mr Evans and I would like to thank all staff within the Shire of Narrogin in the manner that they have accepted and offered support to progress the merger as it is a credit to everyone and shows dedication to the organisation. To Daphne McKenzie and

Tamsin Hodder, we wish you both the best of luck in your endeavours after 1 July and to all remaining staff we look forward to working with all of you into the future.

Consultation

- Mr Torre Evans – Executive Manager Technical and Rural Services

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Nil

OFFICER'S RECOMMENDATION

For information purposes only and no resolution is required.

Cr Borthwick declared an interest in the following item and left the meeting.

9.B&TP BUILDING AND TOWN PLANNING

9.BTP.218 SAFETY CONCERN 1733 YILLIMINNING ROAD

File Reference: Property File
Disclosure of Interest: Cr Borthwick
Applicant: Borthwick Family
Previous Item Nos: 9.A.410
Date: 8th June 2016
Author: Mr Torre Evans – Executive Manager

Attachments

Main Roads Stock Crossing Specifications.

Summary

That Council advise the applicant to close the existing entry/exit gates to articulated vehicle access and stock crossing and that the applicant locate a safer alternate location for entry/exit gates for articulated vehicles and stock crossing on the boundary of their property.

Background

At the Ordinary Shire Council meeting held on 19 May 2016, it was put forward by the Shire President that Councillors all visit the above site (Borthwick Property Gates) as part of the annual road inspection bus tour held on 1 June 2016 to resolve the perceived safety issue of the location of the farm gates raised by the Borthwick family.

Present at this road bus tour inspection at the Borthwick gates were all Councillors, with the exception of Councillor Ballard, Councillor Sieber and the Chief Executive Officer. Councillor Borthwick did not attend the road bus tour however met other Councillors on site along with his wife and son.

Discussion was held between the Borthwick family, Councillors and Staff including the Manager of Works on proposals put forward to resolve the issue of the existing gate locations and proposed new locations for gate entry and exit into the property.

The proposed new locations for new gate entry and exits that were discussed were:

- On the crest of Yilliminning Road approximately 100 metres east of the existing Borthwick gates and
- Modification of the existing south gate re removal of vegetation and creation of a turn in area

It was also discussed by the Shire President to Councillor Borthwick that stock crossing and truck entry to the property be located at a safer alternate location on the boundary to the property however this was rejected by Councillor Borthwick.

The Executive Manager, prior to the road bus tour meeting, contacted Main Roads to seek clarification on the location of the existing gates and how they be best managed should they be used as a stock crossing. Main Roads supplied specifications to the Executive Manager who in turn supplied all Councillors present on the bus trip with a copy. A copy was also provided to Councillor Borthwick's son Graham during discussions re stock crossing on site and is attached for further reference.

No agreement was formed regarding how to resolve the perceived safety issue between the Borthwick family and Council re the proposed new gate locations.

Comment

Later on the day of 1 June 2016 after the bus tour and meeting at the Borthwick gates, Councillor Borthwick contacted the Executive Manager and advised that he didn't mention to Councillors at the meeting that there was a Water Corporation main supply pipe running in his property in the southern paddock approximately 2-3 metres parallel to the boundary fence and within the proposed construction zone of the proposed driveway into the property.

I consulted the Manager of Works on what an estimated cost would be to lower this pipe should Council decide to go ahead with construction. The Manager of Works advised that the additional cost would be in excess of \$10,000 and that would be on top of the \$9318 already proposed to construct a new drive way into the Borthwick property on the crest of Yilliminning Road and into the Southern paddock.

Further investigation by the Executive Manager with Main Roads as to Main Roads authority to close the existing gates, should they not be compliant with regulations, resulted in Main Roads (Mr Mark Russell – Narrogin Branch) commenting *"that if the existing gates were installed many years ago, that Main Roads had no authority to advise the owner to close the gates. However should a land owner wish to install access gates from a property onto a main road then the land owner would need to submit an application to Main Roads"*

Further investigation from the Executive Manager with WALGA re Council's authority to have the applicant close the existing gates resulted in WALGA informing that *"Council has no authority to have the applicant close the existing gates however Council can strongly recommend that the applicant close the existing gates to articulated truck access and stock crossing in the interest of public safety and the safety of the applicant"*.

Further investigation by the Manager of Works with Main Roads (Mr Ed Cooper – Network Operations Officer Wheatbelt) re upgrades or installation of driveways received the following information: *"any new driveway to be constructed needs to have at least 209 metres clear site line stopping distance for a truck"*.

Consultation

- Shire Councillors
- Cr Borthwick
- Shire CEO
- Main Roads
- WALGA
- Manager of Works

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The purchase and installation of two Concealed Driveway signs approximately \$300. This can be contained within the current budget.

Strategic Implications

The perceived safety issue that the applicant has raised regarding the stock crossing can be resolved by the applicant as Council has no authority to have the applicant close the existing gates as they are in a historical location.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
--

Moved: Cr Sieber

Seconded: Cr Wiese

That Council:

Advise the applicant:

1. a) That although Council has no authority to have the applicant close the existing gates, Council strongly recommends that the applicant close the existing gates permanently to articulated vehicle entry/exit and stock crossing to improve safety for road users and the applicant.

b) The applicant locate and install, at the applicant's expense, a safer alternate entry/exit gate location on their property boundary to facilitate articulated vehicle entry/exit to Main Roads specifications – 209 metre minimum sight line distance for trucks and stock crossing as per the specifications provided by Main Roads.
2. a) Should the applicant refuse to close the existing gates permanently and keep the existing gates operating against the recommendations of Council then 2 "Concealed Driveway" signs will be installed on Yilliminning Road, 1 to the East and 1 to the West of the existing driveways and in the best possible location to alert oncoming traffic of approaching driveways, by Council from within the current budget.

b) That no further consideration by Council will be undertaken of works in this location regarding perceived safety issues of the existing gates.

CARRIED 5/0

Part C : Technical Guidelines - Stock Crossings

Document No: D15#610303

Revision: 3E

Date amended: 14-Oct-2015

The information below is intended to reflect the preferred practice of Main Roads Western Australia ("Main Roads"). Main Roads reserves the right to update this information at any time without notice. If you have any questions or comments please contact [Dave Nicholls](#) by e-mail or on (08) 9323 4325.

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Revision Register

Ed/Version Number	Clause Number	Description of Revision	Date
1	All	Guideline Developed	01-Jan-2003
2	All	Guideline Revised	16-Nov-2005
3	All	Formatting Change.	21-Dec-2010
3A	1.4	Drawing 8720-0762 amended	03-Feb-2012
3B	1.4	Drawing 9548-0106 amended	07-Nov-2012
3C	1.4	Drawing 9548-0106 amended	18-Feb-2014
3D	1.4	Drawing 8720-0762 and 9548-0106 amended	22-May-2015
3E	All	Document number amended	14-Oct-2015

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 - 1.1 General
 - 1.2 Stock Crossing
 - 1.3 Droving of Stock Along a Road
 - 1.4 Signs
 - 1.5 Vehicle Mounted Warning Device
 - 1.6 Stock Underpasses

1. TECHNICAL GUIDELINES

1.1 General

The removal or covering of stock crossing signs when not in use is mandatory. Signs that are displayed while not in use may bring all signing into disrepute and may result in motorists disregarding important warnings. Signs should be covered such that they are not visible in all light conditions. [More Information](#).

1.2 Stock Crossing

1.2.1 Stock Crossings with Sight Distance Greater than 300 Metres

Where a stock crossing is located such that approaching motorists can see the stock crossing point from more than 300m away, signing should be as per Figure 1.

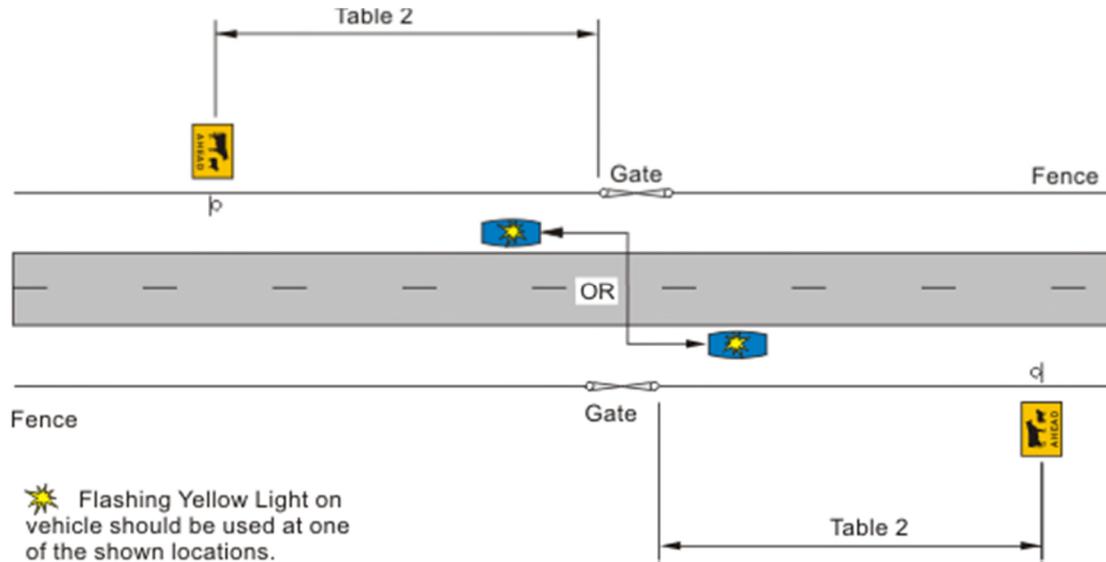


FIGURE 1 - Typical Stock Crossing Site

The crossing should desirably not be used when sun glare will interfere with drivers' view of the traffic signs or stock on the road.

Where stock movements are adjacent to or encompass an intersection, STOCK AHEAD and ON SIDE ROAD signs should be used on the side roads, to alert motorists entering the road that there is stock on the road. The location of the STOCK AHEAD sign should be based on a distance from the stock crossing as shown in Table 2.

Posted Speed Limit km / hr	Minimum Spacing Distance
60	120 m
70	140 m
80	160 m
90	180 m
100	200 m
110 / State Limit	220 m

TABLE 2 - Placement of STOCK AHEAD Signs

1.2.2 Stock Crossings with Sight Distance Less than 300 Metres

If the stock crossing site is positioned such that approaching motorists cannot see the stock crossing point from at least a minimum of 300 metres away during the day, then signage should be as shown in Figure 2.

The REDUCE SPEED and the STOCK AHEAD signs should be visible at the same time to the approaching motorist.

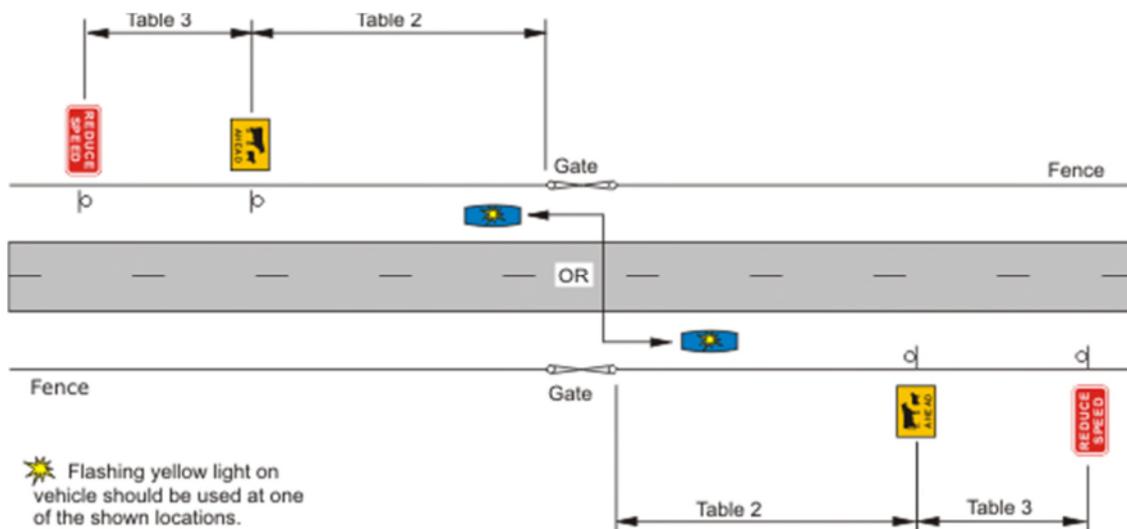


FIGURE 2 - Signing at stock crossings with sight distance less than 300m

Posted Speed Limit km / hr	Minimum Spacing Distance
60	30 m
70	35 m
80	40 m
90	45 m
100	50 m
110 / State Limit	55 m

TABLE 3 - Placement of REDUCE SPEED Signs

1.2.3 Use of Stock Crossings During Night-Time, Periods of Poor Visibility or Hazardous Locations

Daylight use of stock crossings is preferred. Where the stock crossing is proposed to be used during nighttime, periods of poor visibility or in a hazardous location, the following actions should be taken:

- Signage and flashing rotating yellow light should be carried out in accordance with Figure 2 (See also Sections 3.4 and 3.5),
- Any person standing on or adjacent to the road for the purposes of controlling stock should wear clothing with reflective strips,
 - Floodlighting shall be provided at the crossing point. The lighting should be sufficient to clearly illuminate stock on the road formation in the vicinity of the crossing point. If the road reserve is wider than 30m then floodlights should be placed on both sides of the road reserve, and
 - The Main Roads sign STOCK AHEAD PREPARE TO STOP (MR-WAW-6) should be considered for use.

With reference to Figure 1, the STOCK AHEAD PREPARE TO STOP sign should be positioned in place of the STOCK AHEAD sign.

1.3 Droving of Stock Along a Road

Where it is necessary to move stock more than 100m along a road reserve, signs should be erected along the road shoulder in accordance with Figure 3. In addition, a lead vehicle and a tail vehicle should be placed in front and at the rear of the stock to warn approaching motorists. The vehicles should be located at a distance from the stock as shown in Table 2.

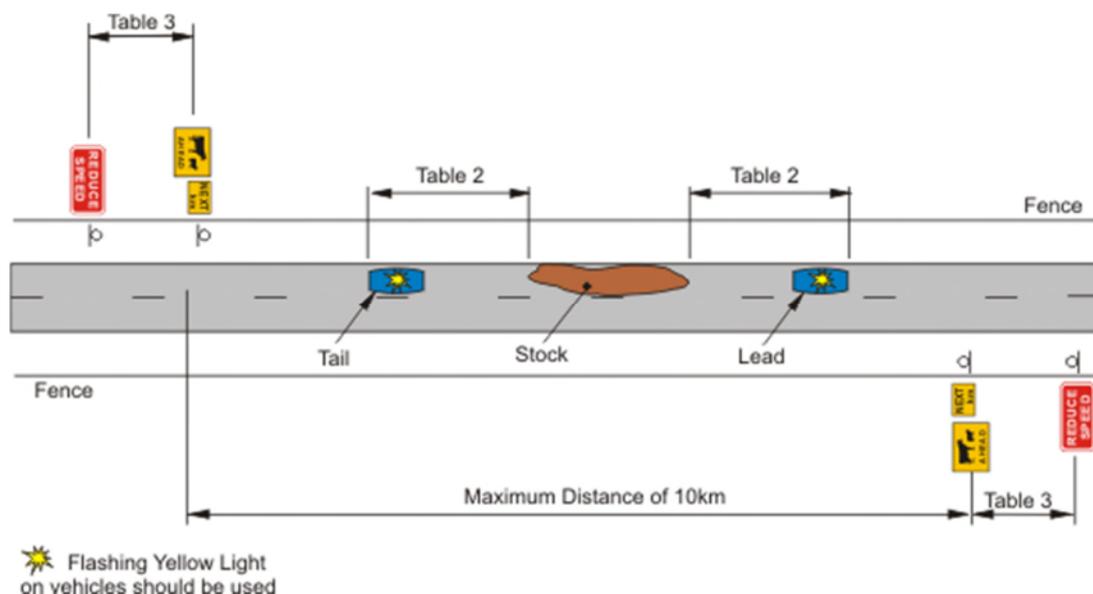


FIGURE 3 - Signing for droving of stock

Note: When using the NEXT ... km sign, the value for the distance should be between 1km and 10km.

Where stock can be moved along the road reserve without stock or vehicles travelling on the carriageway, it remains necessary to adhere to the signage shown in Figure 3.

1.4 Signs

The conditions of the following publications have been described in this guideline:

- Main Roads Signs Index and relevant guidelines,
- Occupational Safety and Health Regulations 1996 Act, and
- Relevant Australian Standards.

Therefore, this guideline provides sufficient guidance for a person wanting to take stock onto a road to comply with the necessary standards. If required, further information can be obtained by contacting the Regional Manager for Rural Regions or the Manager Traffic & Safety for the Perth Metropolitan Area.

Signs should be erected in accordance with these guidelines and Main Roads Standard Drawings [9548-0106](#) and [8720-0762](#). All signs shall be rigid. The class of retroreflective material used shall be Class 1. Refer to [Sign Standards](#) for more information.

Signing should be displayed prior to and during the stock movement. Signs and flashing yellow warning lights should be positioned and erected so that:

- they are properly displayed and firmly secured so as to prevent them being blown over by the wind or passing traffic, and
- signs may be placed on the roadside or road shoulder and should be at least 1m clear of the road lanes.

The signs and any flashing yellow lights should be displayed or installed immediately prior to the stock being driven on to the road reserve and folded over or removed as soon as the stock are no longer in the road reserve, as per Section 3.1.

Signs are a specified treatment in this guideline, and typical signs are listed in Table 4.

<p>"STOCK AHEAD" AS 1742.2 Designation T1-19B Sign Size: 1200 x 900mm</p>	
<p>"REDUCE SPEED" AS 1742.2 Designation G9-9A Sign Size: 1500 x 750mm</p>	
<p>"NEXT ... KM" AS 1742.2 Designation W8-17-1B Sign Size: 750 x 450mm</p>	
<p>"ON SIDE ROAD" AS 1742.2 Designation W8-3B Sign Size: 750 x 500mm</p>	
<p>"STOCK AHEAD PREPARE TO STOP (With Flashing Yellow)" Main Roads Designation MR-WAW-6B (See Section 2.3) Sign Size: 1100 x 1600mm Sign Dimensions Sign Post Dimensions</p>	

TABLE 4 - List of typical signs for Stock Crossings and Droving of Stock

1.5 Vehicle Mounted Warning Device

The flashing yellow warning light shall comply with the equipment described in the Road Traffic (Vehicle Standards) Regulations 2002. Vehicle indicator lights do not constitute a flashing yellow warning light.

1.6 Stock Underpasses

Stock underpasses generally consist of reinforced concrete box culverts of a size suitable to allow safe passage of the stock and the farmer. Sizes for these structures may, for example, be:

- 1200 x 1200 mm Sheep movements,
- 1500 x 1500 mm Sheep movements where the stock owner may access the underpass, or
- 1800 x 1800 mm Cattle movements and where the stock owner may utilise a vehicle in the underpass.

Fencing details for the underpass to prevent stock from entering the road is available in the [Guide to the Design of Fencing & Walls](#).

Cr Borthwick returned to the meeting

10. NOTICE OF MOTION

Nil

11. NEW BUSINESS OF AN URGENT NATURE

President Chadwick requested a letter of thanks be sent to all residents of the Shire of Narrogin and all staff of the Shire of Narrogin.

12. DECLARATION OF CLOSURE

12.01 President Chadwick declared the meeting closed.