

**MINUTES
ORDINARY COUNCIL MEETING**

26 MAY 2015

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

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



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

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

Disclaimer:

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

These minutes were confirmed at the Ordinary Council Meeting held on 9 June 2015

Signed:  Date 
(Presiding Member at the meeting at which minutes were confirmed)

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

**ORDINARY COUNCIL MEETING
AGENDA
26 MAY 2015**

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.33 pm – The Presiding Person declared the meeting open.

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

Elected Members

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

Staff

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

Visitors

Mr R Little
Mr C Ferrell
Mr B Seale
Mrs R Rolleston
Mr C Hawksley
Mr P Vukomanovic
Mr R Shepherd

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

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

7:34 pm – Question time commenced

Mr B Seale – 56 Williams Road, Narrogin Motel

1. Summary of Question 1
Will the Council consider editing the Recommendation in item 10.2.054 to execute the agreement under Common Seal?

Summary of Response

The Mayor responded that Council will discuss when the item is considered in the agenda.

2. Summary of Question 2
In relation to item 10.2.052 – will Council consider not debating this item and defer a decision for 30 days pending further details?

Summary of Response

The CEO clarified that this report was written after advice has been received from The Department of Local Government as has been made apparent in the Officer's Report.

The Mayor responded that Council will discuss when the item is considered in the agenda.

Mr R Little – Sydney Hall Way, Narrogin

1. Summary of Question 1
Do we have a timeline as to when the parking bays on Federal Street will be re-painted and are they going to be the same size as the ones on Egerton Street?

Summary of Response

The works of Fortune Street are scheduled to be completed on 9th June. Once the Fortune Street works are completed, the workforce will then be freed up to commence line painting in Federal Street within the following two weeks depending on how the removal of the lines progress and, the bay sizes were in the resolution.

2. Summary of Question 2
What is the timeline for completion of the road works in Fortune Street?

Summary of Response

Fortune Street is scheduled to be completed by 9 June.

3. Summary of Question 3
Town Planning Scheme – where I live there is a house being casually tenanted by workers who park their trucks and B Doubles on the road – should they be parking in a designated area that was identified within the new Town Planning Scheme?

Summary of Response

The CEO responded that a truck parking area is not a part of the Town Planning Renewal document. Trucks should not be parking illegally, and as such, please

contact the Ranger to have your issue resolved and there is currently no designated parking area for such vehicles.

Mr P Vukomanovic – Furnival Street Narrogin

Mr Vukomanovic's questions were posed to the Town of Narrogin Council as a member of Wagin Voluntary Group of Councils.

Mr Vukomanovic tabled his questions as attached below as there were quite a number that would exceed question time and they were not a matter of the local government of the Town of Narrogin. The Mayor advised that the tabled questions would be taken on notice and a response will be provided to Mr Vukomanovic in writing as well as included in the agenda of the next meeting of the Council.

Peter Vukomanovic
44 FURNIVAL ST STREET NARROGIN 6312

Questions to Narrogin Town Council by Peter Vukomanovic Tuesday 26 May 2015.

I thank you all for your time.

Q1. These questions are directed to The Mayor Leigh Ballard as the highest ranking publicly elected local official. They refer to the Proposed Regional Landfill Site Application before the Shire of Cuballing, being enthusiastically supported by Himself and the affiliation of Councils and Group he chooses to support pushing by every means to ram this proposal through. I invite other members of the Narrogin Town Council to also consider these questions.

a) Will the Mayor join with me to draft an open letter to the United Nations and other prominent bodies, local and international, that have the interests and rights of the child at heart, to determine whether and how governments in the democratic country of Australia, beginning with Local Government may be in breach of it's duty of care to it's most vulnerable voiceless citizens, our children?

b) This question is brought about by the concern of the impact on the most vulnerable children impacted by this process. In light of the fact that reputable organisations and prominent voices have regarded safeguarding children as a vitally serious issue, pronounced such things as I remember from

- i) the Family Court of Western Australia that interests of the child are **paramount**.
- ii) Organisations including government bodies in the Childcare Industry recognise that an attack on the parents respect, dignity, exclusion, bullying, threatened home and livelihood adversely impacts upon the child sometimes in profoundly tragic outcomes.
- iii) Jesus stated it was better a millstone was put around his neck and he cast into the sea rather than he offend one of these little ones.
- iv) This principle of protecting little children is ageless. It is **vital** now in our democratic system to uphold these timeless principals.

Q2. i) Will the Mayor reveal the stringent processes adopted to ensure the rights, health of the child were of paramount concern and how these processes have benefited and protected the most adversely impacted children.

ii) Does the Mayor consider hiring a front man, representing the Proposal Parties at the expense of afflicted ratepayers and other taxpayers, to pronounce at the public meeting in Cuballing that NOBODY wants to live next to a Regional Rubbish Dump, that an option for the afflicted might be to SELL UP and GET OUT, given that their parents, one near pension age and of little income, have just been advised their property is now virtually worthless, as protecting the rights of little children?

iii) Has the Mayor considered the Groups Approach may constitute bullying of the most severely impacted residents and especially the effects of this on the little children this is thrust upon?

Q3. Does the Mayor consider it important to enable those who are endeavouring to preserve and enhance the remnant bushland environment on our properties, and not be solely concerned by personal profit be allowed to continue our work that gives native species of fauna and flora the best chance of survival and is necessary in balancing the clearing that is and has taken place on other larger properties nearby us mainly through burning down trees but also through erecting fences through the middle of forested areas? This preservation is also for the children and grand children. Be handy to check aerial photos today for the same month 10 years ago to notice the destruction of native vegetation in our area?

Q4. How does the Mayor see locating a Regional Rubbish Dump next to people trying to preserve species for future generations and them feeling bullied, enhance and protect the interests of all the children? Do you concede by destroying our precious threatened wildlife, it does distress and impoverish children everywhere?

Q5. How does the Mayor see how locating this Dump on top of a hill amongst and close to significant remnant native vegetation and in close proximity to the Dryandra Woodland which has threatened native species enhance the world for future generations of children?

Q6. Does the Mayor consider that (I ask **all** to imagine this imposed on their loved ones as I am not at this stage aware who actually are larger land holders including whether the Mayor or any of his family are or are not in fact large or smaller land holders)) that if this process was inflicted upon your own parents would you so enthusiastically support it? Each proponent and enthusiast for the scheme is invited to also consider if these circumstances were imposed upon them how would you react?

That is to say they be totally unaware of long preparations of negotiating for a Regional Dump Site, negotiations with the owners of a smaller land holding for the area, at a premium price, that required the land to be subdivided out of this smaller lot, to be sandwiched between 4 properties and butted up against at least a 5th or 6th property in the corner, not be informed promptly as required by the MOU 11 June 2013, which all shires and parties signed, to receive a letter on 14 December 2014, in the festive season (presuming they were not away at this time with family as we had hoped to be) for "comments".

Imagine the shock they would feel, as we did, and not be offered any real assistance nor compensation, told at another meeting NOBODY wants to live where you do and it may be best for you to SELL UP and GET OUT knowing full well a duty of disclosure and common decency would include informing any prospective bargain hunters that your house could be 35m from and opposite the **entrance of the Regional Dump**. Their entire front yard fence is the entry road to the REGIONAL DUMP where their children and grandchildren have played and want to play forever.

Then for them to stumble upon another meeting the Mayor attended in Wagin to promote the use of an advertisement, presumably paid for by the hapless ratepayers, to give a one sided opinion by the very powerful and privileged in government AND then discuss tactics to ram the process through with less scrutiny and accountability.

- i) How would your mother or father and family feel?
- ii) How do you imagine we feel or our children and grand children?
- iii) Do some people deserve more respect and decency than others?
- iv) Do those in positions of **power** and **privilege** deserve any greater respect, consideration and decency than those they are meant to serve?
- v) Should we **discriminate** between those that have the privilege to wield power and authority and those who do not?

Q7. Given the controversy this proposal has caused and the power and privilege their positions afforded the proponents in the Shires and Town and given that it has afforded an immediate benefit to those in these positions, by way of being located away from the Regional Dump Site, ensuring and enhancing their own property values, while inflicting an immediate negative impact on those people and property values on owners not privy to same benefits, will the Mayor consider an enquiry by State Government whether by the current government or the next into all aspects of local governments involved?

Q8. How are the Mayor's actions in this Proposal consistent with open, honest, transparent government ensuring that the people most adversely impacted are taken along and fully informed every step and provided promptly with all relevant information?

Q9. How do you view your duty of disclosure and that of the Proponents involved in this process?

Q10. Do you view your duty of care to adversely affected residents, especially to the children and their parents as being performed?

Does this duty of care also rest with the government officials who have signed the MOU seeing it has a negative impact on the nearby residents, their children and the environment?

Q11. Do you consider you may also have a duty of care to future generations in enhancing the prospects of survival of threatened species?

Q16. If so what are you doing to ensure it is given highest priority possible and located over 50km away from threatened species?

I look forward to your responses and thank you again for your time.

Peter Vukomanovic

Mr R Shepherd – Wandering Narrogin Road - Narrogin

Mr Shepherd's questions were posed to the Town of Narrogin Council as a member of Wagin Voluntary Group of Councils.

1. Summary of Question 1

Regarding the proposed regional tip site on Nebrekinning Road -- does the Town of Narrogin bear any responsibility to the late notification to the nearby landowners on the proposed tip site given that the previous adverse outcomes of the two other sites that didn't go ahead?

The CEO responded that TON has no input into advising the public as it is the responsibility of the local government they reside within. ie The Shire of Narrogin or Shire of Cuballing.

2. Summary of Question 2

Given the generous buffer zones proposed by the Shire of Wagin Group of Councils looking at the regional site in their own shire 1 km buffer zone and 2km line of site why did the Wagin Group of Councils not decide on this criteria for future sites? Why is this not relevant to the Narrogin Town Tip?

Summary of Response

The CEO responded that is the required buffer zone for the use of the land. The DTES also responded and explained that Minimum Land Use Separation Distances is a document produced by the WA Planning Commission in consultation with the EPA deals with land use irrespective the zone.

Mr Shepherd continued with a number of other statements to which the Mayor advised that Public Question Time is not a time for debate and the Mayor asked for Mr Shepherd to please move onto the next question.

3. Summary of Question 3

Will Mayor Ballard please elaborate on his statement made in the minutes of the meeting of the Wagin Voluntary Group of Councils of 21 April 2015 – ‘instead of just responding to the newspaper, we should do an advertisement so that the editors cannot change the statement?’

Mayor Ballard responded. When we put out a press release it is up to the paper to write the article. The comment made by me to the Group was that the information given to the paper and what was being printed was different. If you provide an advertisement to the newspaper – then it has to print what you supply, this prevents what you submit being amended or changed to suit the editor’s thoughts.

Mr Shepherd had a number of other questions he wished to table but wished to provide them later. The CEO recommended to Mr Shepherd that he actually put them in writing to the Town of Narrogin Council for a formal response, to which Mr Shepherd agreed to do so.

8.00 pm - The Mayor advised he will allow 5 more minutes for Public Question Time and asked if there were any more questions from the Public.

Mrs Rose Rolleston – 1 7-9 Davey Street Narrogin

1. Summary of Question

No question was posed - Mrs Rolleston expressed her concern about the emotional concerns of the land owners affected by the proposed tip site.

Mayor Ballard responded that there is an opportunity for the land owners to present to Council under agenda item 9 Petitions / Deputations / Presentation and Submissions– all they have to do is write to The Town of Narrogin by Thursday before the meeting and request their submission to be included on the agenda for a particular meeting.

8.05 pm – Mayor Ballard declared Public Question time closed. Mr Ferrell, Mrs Rolleston, Mr Hawksley, Mr Vukomanovic and Mr Shepherd departed Chambers with Mr Robinson.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Kain requested leave of absence for the ordinary council meeting on 23 June 2015.

COUNCIL RESOLUTION 0515.058

Moved: Cr Schutz

Seconded: Cr McKenzie

That Council grant leave of absence for the ordinary council meeting to be held 23 June 2015 to Cr Kain

CARRIED 8/0

Cr Schutz requested leave of absence for the ordinary council meeting on 23 June 2015 and the ordinary council meeting on 14 July as he will be on leave.

COUNCIL RESOLUTION 0515.059

Moved: Cr McKenzie

Seconded: Cr Bartron

That Council grant leave of absence for the ordinary council meeting to be held 23 June 2015 and the ordinary council meeting of 14 July to Cr Schutz.

CARRIED 8/0

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 0515.060 and Officer's Recommendation

Moved: Cr Bartron

Seconded: Cr Ward

That Council:

Accept the minutes of the Ordinary Council Meeting held on 12 May 2015 and be confirmed as an accurate record of proceedings.

CARRIED 8/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

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10.1 DEVELOPMENT AND TECHNICAL SERVICES

10.1.049 PROPOSED RESIDENTS' SHED – NARROGIN COTTAGE HOMES NO 50 (LOT 7) FELSPAR STREET, NARROGIN

File Reference:	IPA155654, A316500 & Da32/14-15
Disclosure of Interest:	Nil
Applicant:	Narrogin Cottage Homes
Previous Item Nos:	Nil
Date:	12 May 2015
Author:	Brian Robinson, Director Technical & Environmental Services

Attachments

- Copy of submitted plans.

Summary

Council is requested to consider granting planning consent to an additional "Residents' Shed" to be located toward the centre of the Karinya/Narrogin Cottage Homes development.

Background

Located between Felspar Street and Forrest Street, the Narrogin Cottage Homes/Karinya development is a comprehensive retirement village developed over several properties.

Previously in May 2012, Council granted conditional approval to a "Residents' Shed" in the western portion of the development adjacent to Felspar Street.

Given the popularity of this facility, approval is now being sought for the construction of a second residents' shed to be located toward the centre of the development. Plans submitted with the application demonstrate that it is proposed to construct a 6m by 8m shed on the northern side of an existing carport in an area previously established as a garden bed.

If approved, the new shed will be set back approximately 19.5 metres from the common boundary with Forrest Street.

Copies of the submitted plans are shown attached.

Comment

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

Assessment of the application confirms that the proposed development exceeds all setback requirements.

Given that the proposed building is to be used by residents within the development, it is recommended that conditional approval be granted.

During inspection of the site, it was noted that some site works and/or retaining walls will be required to support the proposed structure. Given the location of the development, being towards the centre of the property, neither earthworks nor retaining walls will result in any detrimental impact. Notwithstanding this, additional information is required prior to the issue of a building license.

Consultation

- Chief Executive Officer – Aaron Cook

Statutory Environment

Council's prior planning consent is required in accordance with Part 6.1 of Council's Town Planning Scheme No 2. Given that the application complies with all scheme requirements, it is recommended that conditional approval be granted.

Policy Implications

Nil.

Financial Implications

The required application fee of \$147.00 has been paid in accordance with Council's schedule of fees and charges adopted as part of the 2014/15 annual budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0515.061 and Officer's Recommendation

Moved: Cr Ward

Seconded: Cr Schutz

That Council:

Grant planning consent to the proposed Residents Shed at No 50 (Lot 7) Felspar Street, Narrogin subject to compliance with the following conditions:

1. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.
2. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.
3. Uses and activities undertaken within the outbuilding shall be undertaken so as not to disturb nearby or adjacent residents in the locality.
4. All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Town of Narrogin.

Advice to Applicant:

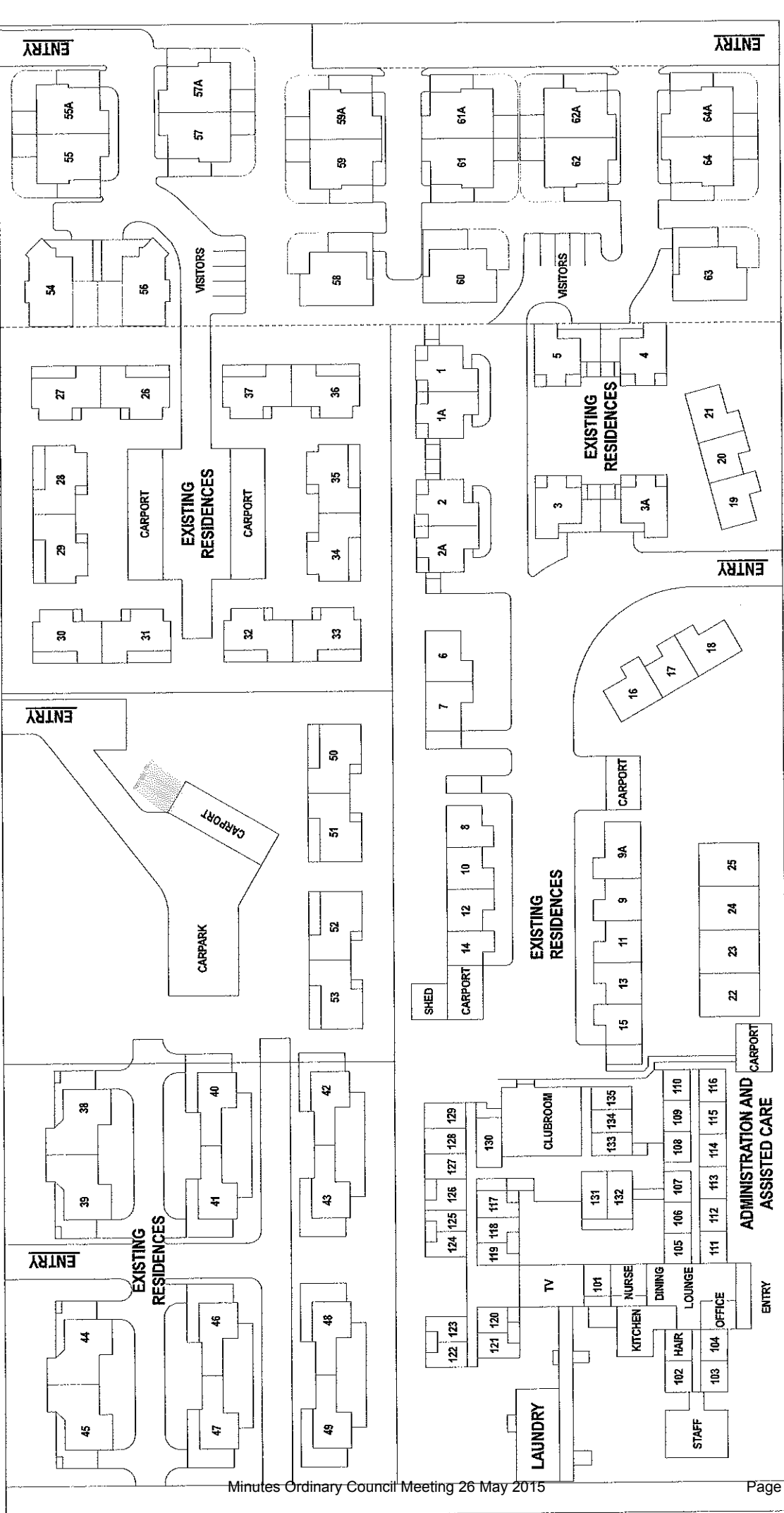
- 1 Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.

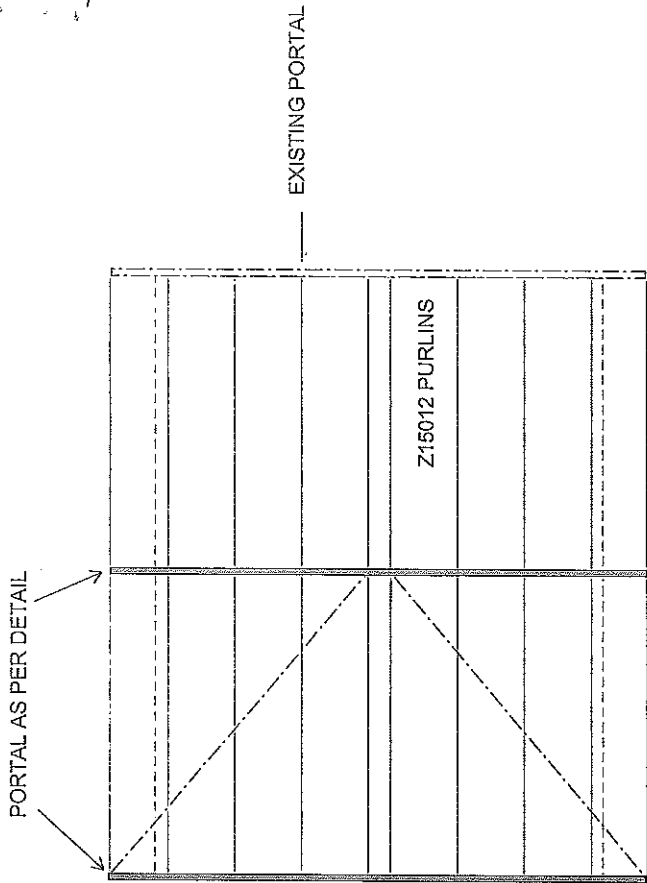
2. The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.
3. As part of the application for a Building Licence, the applicant is requested to provide additional information in respect of any associated fill or retaining walls to be constructed to support the structure hereby approved.

CARRIED 8/0

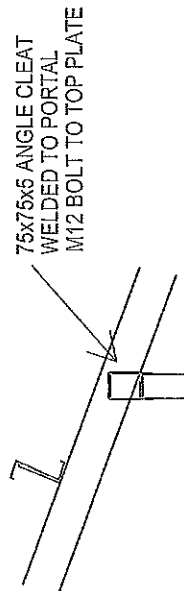
FORREST STREET

FELSPAR STREET

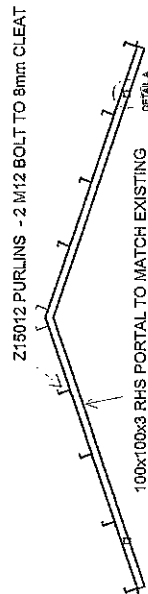




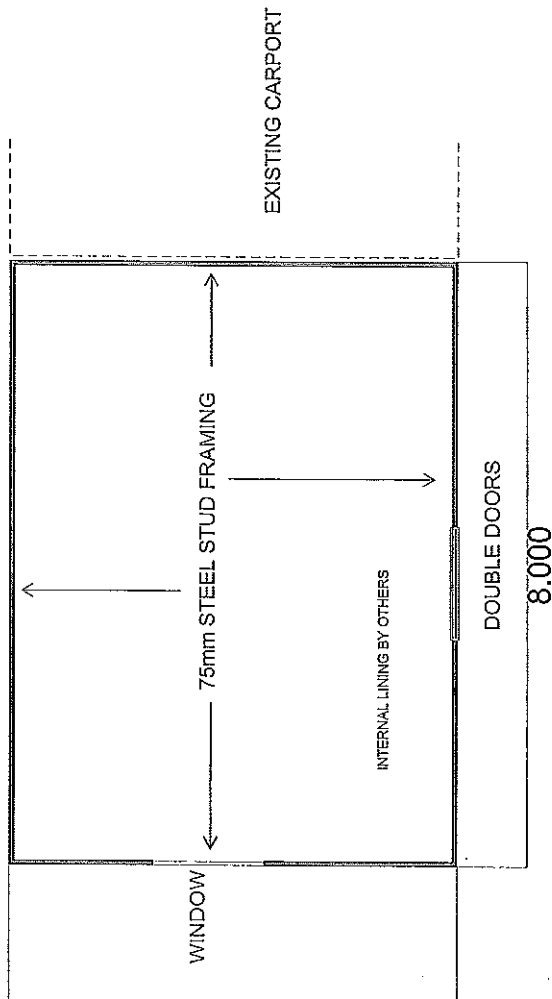
ROOF PLAN



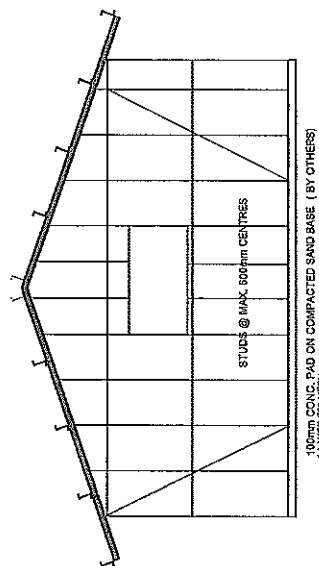
DETAIL A



PORTAL DETAIL



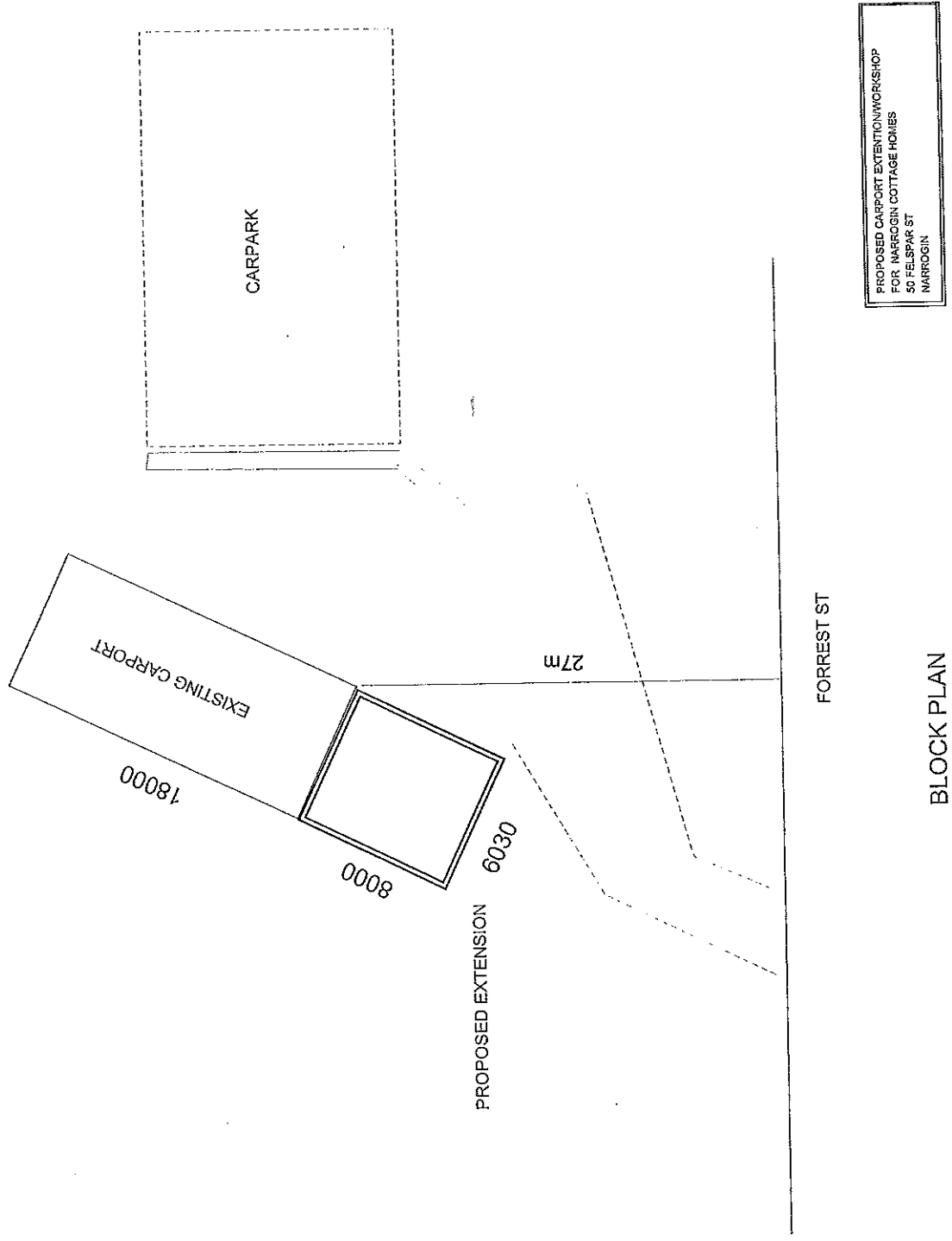
FLOORPLAN



END ELEVATION

PROPOSED CARPORT EXTENSION/WORKSHOP
FOR NARROGIN COTTAGE HOMES
50 FELSPAR ST
NARROGIN

EXTERNAL WALL CLADDING - CIBOND CUSTOM ORB
ROOF CLADDING - C/BOND TRIMDEK TO MATCH EXISTING



BLOCK PLAN

10.2 CORPORATE AND COMMUNITY SERVICES

10.2.050 PAYMENTS FOR ENDORSEMENT – APRIL 2015

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 20 May 2015
Author: Toni Reitmajer – Finance Officer, Accounts

Attachments:

List of Accounts for Endorsement – April 2015

Background:

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

Comment:

The attached “Payments Listing – April 2015” is presented to Council for endorsement. Below is a summary of activity.

Total Creditor Payments April 2015	\$326,465.53
Total Payroll Payments April 2015	\$183,437.28
Total Payments April 2015	\$509,902.81

Percentage paid by EFT April 2015	63%
Percentage paid by Cheque April 2015	1%
Percentage paid by Payroll April 2015	36%

Percentage of Local Suppliers & Wages paid April 2015	61%
Dollar Value spent with Local Suppliers & Wages April 2015	\$311,040.00

Percentage of Non-Local Suppliers April 2015	39%
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Please note ‘F’ is fully funded, ‘P’ is partially funded, ‘R’ is reimbursements and ‘I’ is insurance claims

COUNCIL RESOLUTION 0515.062 and Officer’s Recommendation

Moved: Cr Schutz

Seconded: Cr McKenzie

That Council:

Endorse the payments as presented in the payment listing for the month of April 2015 for the Municipal Fund totalling \$509,902.81.

CARRIED 8/0

LIST OF ACCOUNTS FOR ENDORSEMENT - APRIL 2015

Line No	Chq/EFT	Date	Name	Description	Amount	Type	Fund
1	EFT3584	02/04/2015	Courier Australia	SIGNS FREIGHT 17/03/2015	-21.44		
2	EFT3585	02/04/2015	South West Print Group	ADMIN & NHC STATIONERY Business Cards	-420.00		
3	EFT3586	02/04/2015	Total Undercar	NGN839 TOYOTA CAMARY (CACP) TYRES	-650.40	L	
4	EFT3587	02/04/2015	Knightline Computers	ADMIN & HACC MONTHLY Check/Audit the Town's computer systems backup's	-325.00	L	PF
5	EFT3588	02/04/2015	Narrogin Betta Home Living	NCP MAINTENANCE Telstra 4G Wi-Fi Wireless Broadband	-89.00	L	
6	EFT3589	02/04/2015	Mechanical & Diesel Services	NGN10179 MERCEDES VAN Service 120000 KMS.	-660.99	L	F
7	EFT3590	02/04/2015	RJ Smith Engineering	ADMIN WATER 6 x 15L	-96.00	L	
8	EFT3591	02/04/2015	Narrogin Toyota	NGN219 CAMRY 2015 Vehicle Change Over/Trade In CATS	-11300.00	L	F
9	EFT3592	02/04/2015	Shire of Narrogin	RENTAL DCCS 13 Hough Street 07/03/2015 to 4/04/2015	-1400.00	L	
10	EFT3593	02/04/2015	Cailes Gas Services	TOWN HALL MAINTENANCE Service of Vulcan Oven, Gas Tops and Burners	-264.00		
11	EFT3594	02/04/2015	New Security Installations Pty Ltd	LIBRARY SECURITY Annual Alarm Monitoring	-858.00		
12	EFT3595	02/04/2015	Boral Asphalt	ROAD MAINTENANCE Emulsion Drums and Cold mix	-2477.20		
13	EFT3596	02/04/2015	Bob Waddell Consultant	ADMIN CONSULTANTS Assistance with Monthly Reporting March 2015	-462.00		
14	EFT3597	02/04/2015	Signs Plus	ADMIN NAME BADGE T Nicholls	-18.00		
15	EFT3598	02/04/2015	Austral Mercantile Collections Pty Ltd	RATES DEBT COLLECTION Refund to Austral Mercantile	-113.10		
16	EFT3599	02/04/2015	Melchiorre Plumbing & Gas	MUSEUM TOILETS PLUMBING Replace Cistern in Ladies Toilets	-575.96	L	
17	EFT3600	02/04/2015	Katanning Security Services Pty Ltd	TOWN HALL SECURITY LESSOR HALL 24/03/2015	-66.00		
18	EFT3601	02/04/2015	Narrogin and Districts Netball Association	NRLC KIDSPORT VOUCHERS X 24	-2145.00		F
19	EFT3602	02/04/2015	Food with Flair	COUNCIL REFRESHMENTS MIMS Dinner 24/3/2015	-195.00	L	
20	EFT3603	02/04/2015	Jhodi Nicole Campbell	REIMBURSEMENT NHC Various Cleaning Products	-380.22	R	
21	EFT3604	02/04/2015	Metaland Narrogin	FOOTPATH MAINTENANCE Custom Pipes for Handrails	-146.00	L	
22	EFT3605	02/04/2015	YMCA of Perth Inc.	NRLC CONTACT MANAGEMENT March 2015	-24693.30		
23	EFT3606	02/04/2015	Downderry Wines	COUNCIL REFRESHMENTS Governors Visit	-288.00	L	
24	EFT3607	02/04/2015	Southern Wheatbelt Construction	FEDERAL STREET RENEWAL Paving Variations	-2240.00	L	
25	EFT3608	02/04/2015	Rylan Pty Ltd	FELSPAR STREET Kerbing Construction and Installation	-4589.20		
26	EFT3609	09/04/2015	Narrogin Hire & Reticulation	RETICULATION/PLUMBING Supplies March 2015	-667.04	L	
27	EFT3610	09/04/2015	Best Office Systems	ADMIN PHOTOCOPIER Black and Colour copies	-837.02	L	
28	EFT3611	09/04/2015	Wright express-(COLES)	COLES Account March 2015	-2011.16	L	
29	EFT3612	09/04/2015	Narrogin Packaging	PUBLIC CONVENIENCES Cleaning Supplies March 2015	-357.30	L	
30	EFT3613	09/04/2015	Great Southern Fuels	FUEL Various March 2015	-6921.05	L	
31	EFT3614	09/04/2015	Narrogin Fruit Market	ELECTED MEMBER Lunch for WALGA Training Participants 26-27 March 2015	-146.40	L	F
32	EFT3615	09/04/2015	Courier Australia	ADMIN FREIGHT March 2015	-10.98		
33	EFT3616	09/04/2015	Narrogin Auto Electrics	1AEK763 Hino Roadsweeper (WORKS) Ignition and camera repair	-388.90	L	
34	EFT3617	09/04/2015	Sportspower Narrogin	KIDSPORT VOUCHERS March 2015	-99.99		
35	EFT3618	09/04/2015	Susan Farrell	COUNCIL Laundry February and March 2015	-80.00	L	
36	EFT3619	09/04/2015	Narrogin Meals On Wheels	NHC Provision of Meals delivered in March 2015 (289 meals).	-502.86	R	F

37	EFT3620	09/04/2015	Narrogin Newsagency	ADMIN NEWSPAPERS and Stationery March 2015	-93.70	L	
38	EFT3621	09/04/2015	Thing-A-Me-Bobs	ANZAC DAY Plastic Storage Containers for Anzac Day items	-26.00	L	
39	EFT3622	09/04/2015	Narrogin Liquor Store	COUNCIL FUNCTION Governors Visit Refreshments	-235.94	L	
40	EFT3623	09/04/2015	Narrogin and District Senior Citizens Centre	NHC HIRE Senior Citizens Hall 4 & 18 March 2014	-420.00	L	F
41	EFT3624	09/04/2015	Chemicals Australia Operations Pty Ltd	CHEMICALS CHLORINE WWTP and NRRC Service Fee 31/03/2015	-725.11		
42	EFT3625	09/04/2015	Mechanical & Diesel Services	WORKS Service Triton Ute and Hilux Ute	-791.45	L	
43	EFT3626	09/04/2015	Ashley Blyth Tree Lopping	CHRISTMAS LIGHTS Remove lights and decorations in Park	-660.00	L	
44	EFT3627	09/04/2015	OCLC (UK) Ltd	LIBRARY SUBSCRIPTION AMLIB Annual GST Underpayment	-242.44		
45	EFT3628	09/04/2015	Australasian Performing Right Association Ltd	ADMIN APRA Music Licence 2015 Reception	-75.91		
46	EFT3629	09/04/2015	Greenway Enterprises	STREET TREES MAINTENANCE Ultragrate Tree Grate x 5	-820.47		
47	EFT3630	09/04/2015	Upper Great Southern Junior Hockey Association	KIDSPORT VOUCHERS March 2015	-780.00		F
48	EFT3631	09/04/2015	Narrogin Calisthenics Club	KIDSPORT VOUCHERS March 2015	-200.00		F
49	EFT3632	09/04/2015	Lynne Yorke	REIMBURSEMENT Staff Travel and Meals	-66.80	R	
50	EFT3633	09/04/2015	Hot Klobba Clothing Co	NHC Staff Uniforms	-1185.85		
51	EFT3634	09/04/2015	Portner Press Pty Ltd	ADMIN PUBLICATIONS Employment Law Update 01 2015	-97.00		
52	EFT3635	09/04/2015	Neil Mitchell	REIMBURSEMENT STRUCTURAL REFORM Staff accommodation, meals, travel and parking	-1685.30		F
53	EFT3636	09/04/2015	Wagin Amateur Swimming Club Inc.	KIDSPORT VOUCHERS March 2015	-430.00		F
54	EFT3637	09/04/2015	Quick Corporate	ADMIN RECORDS MANAGEMENT Archive Boxes x 50 (5pk of 10)	-204.86		
55	EFT3638	09/04/2015	Department of Parks and Wildlife (Narrogin)	NHC HACC Coffee Mugs with Lids	-110.00	L	F
56	EFT3639	10/04/2015	Easifleet	Payroll deductions	-829.84		
57	EFT3640	10/04/2015	Australia Post	ADMIN AND HACC POSTAGE March 2015	-347.78		PF
58	EFT3641	10/04/2015	Narrogin Auto Electrics	NGN93 Mitsubishi Triton Ute Parts Adaptor	-31.70	L	
59	EFT3642	10/04/2015	MAKIT Narrogin Hardware	MAY STREET SHED Archive Shelving	-1795.66	L	
60	EFT3643	10/04/2015	Narrogin Earthmoving & Concrete	CEMETERY MAINTENANCE Concrete	-215.60	L	
61	EFT3644	10/04/2015	Great Southern Waste Disposal	WASTE DISPOSAL Contractor Services March 2015	-51113.96	L	
62	EFT3645	10/04/2015	Goodyear Dunlop Tyres Pty Ltd	NGN752 2000 Isuzu Tip Truck (WORKS) New tyre	-388.07		
63	EFT3646	10/04/2015	L.G.I.S Risk Management - Echelon Australia Pty Ltd	ADMIN OSH INSURANCE Regional Risk Coordinator Jan to Jun 2015	-7519.60		
64	EFT3647	10/04/2015	Belvedere Nursery	CEMETERY GARDEN MAINTENANCE Potty Mix and Fertiliser	-110.00	L	
65	EFT3648	10/04/2015	Portner Press Pty Ltd	ADMIN PUBLICATIONS Employment Law Update 2 2015	-97.00		
66	EFT3649	10/04/2015	Jeni Anning	ADMIN FINANCIAL SERVICES March 2015	-660.00		
67	EFT3650	10/04/2015	YMCA Perth - Narrogin Leisure Centre	REGIONAL TALENT DEVELOPMENT SQUAD Centre Hire Fees 01/01/2015 - 20/03/2015	-1077.20		F
68	EFT3651	17/04/2015	Ray White Narrogin	DTES HOUSING RENT 46 Doney Street 08/04/2015 to 06/05/2015	-1160.00	L	
69	EFT3652	17/04/2015	Leigh Ballard	MAYOR ALLOWANCES 01/01/2015 to 31/03/2015	-10025.00	L	F
70	EFT3653	17/04/2015	South West Print Group	ADMIN STATIONERY Window Face Envelopes	-437.00		
71	EFT3654	17/04/2015	Knightline Computers	ADMIN IT Acer LED Monitor	-309.00	L	
72	EFT3655	17/04/2015	Narrogin Carpets & Curtains	MEMBERS New Lino for the Kitchen Area	-1100.00	L	
73	EFT3656	17/04/2015	Hancocks Home Hardware	TOWN HALL Foldup Tressel Tables	-980.00	L	
74	EFT3657	17/04/2015	Landgate	RATES VALUATION Minimum Charges for VG Roll No.G2015/2	-62.35		
75	EFT3658	17/04/2015	WALGA	MEMBERS ADVERTISING Decisions February 2015	-572.30		F
76	EFT3659	17/04/2015	Ballards of Narrogin	ANIMAL POUND MAINTENANCE Dog Biscuits	-35.00	L	
77	EFT3660	17/04/2015	Narrogin Electrical Services	ADMIN MAINTENANCE Electrical Repairs	-156.20	L	
78	EFT3661	17/04/2015	Thing-A-Me-Bobs	ADMIN STATIONERY Storage Baskets	-41.50	L	

79	EFT3662	17/04/2015	Narrogin Liquor Store	GOVERNORS VISIT Thank you gift for donated floral tributes	-21.98	L	
80	EFT3663	17/04/2015	David Arthur Russell	MEMBERS ALLOWANCES 01/01/2015 to 31/03/2015	-2250.00	L	
81	EFT3664	17/04/2015	Arthur Reginald Paternoster	DEPUTY MAYORS SITTING 01/01/2015 to 31/03/2015	-3406.26	L	
82	EFT3665	17/04/2015	Jan Elizabeth McKenzie	MEMBERS SITTING FEE January - March 2015	-2250.00	L	
83	EFT3666	17/04/2015	Michael Gerard Kain	MEMBERS ALLOWANCES 01/01/2015 to 31/03/2015	-2250.00	L	
84	EFT3667	17/04/2015	Kulker Plumbing Service	NARROGIN RACECOURSE TRACK Plumbing Repair to Water Pipe	-408.76	L	
85	EFT3668	17/04/2015	McLeods Barristers & Solicitors	LEGAL FEES HEALTH Success Heights Pty Ltd Health Act Prosecution	-1427.69		
86	EFT3669	17/04/2015	Allans Bobcat and Truck Hire	CEMETERY Grave Digging x 3	-968.00	L	F
87	EFT3670	17/04/2015	Narrogin Outdoor Solutions	MEMORIAL PARK MAINTENANCE Gravel x 6 bags	-90.00	L	F
88	EFT3671	17/04/2015	JR & A Hersey Pty Ltd	UNIFORM WORKS PPE and DEPOT EQUIPMENT Various Small Tools	-574.42		
89	EFT3672	17/04/2015	Country Paint Supplies	FOOTPATH MAINTENANCE Paint for handrails	-188.70	L	
90	EFT3673	17/04/2015	Farmworks Rural Pty Ltd	FOXES LAIR Fire Gates x 2	-411.40	L	
91	EFT3674	17/04/2015	Shire of Narrogin	DCCS HOUSING RENTAL 13 Hough Street 04/04/2015 to 02/05/2015	-1400.00	L	
92	EFT3675	17/04/2015	Wormald	NCP FIRE EXTINGUISERS March 2015	-576.40		F
93	EFT3676	17/04/2015	Golden West Network Pty Ltd	AREA PROMOTION ADVERTISING GWN February 2015 Air-Time Chamber of Commerce, AREA PROMOTION ADVERTISING GWN March 2015 Air Time Chamber of Commerce	-770.00		F
94	EFT3677	17/04/2015	Zipform Pty Ltd	RATES PRINTING Rate Notices x 3000	-1340.16		
95	EFT3678	17/04/2015	Bob Waddell Consultant	ADMIN CONSULTANT Assistance with Payroll Balancing	-264.00		
96	EFT3679	17/04/2015	G & M Detergents	NCP CLEANING Hygiene Sanitary Bins Annual Agreement	-644.00		
97	EFT3680	17/04/2015	West Australian Newspapers Limited	LIBRARY Office Expenses Advertising	-62.16		
98	EFT3681	17/04/2015	Metaland Narrogin	MEMORIAL PARK MAINTENANCE Formwork and Pins for Gun Slabs	-600.44	L	
99	EFT3682	17/04/2015	Paul Marcel Schutz	MEMBERS ALLOWANCES 01/01/2015 to 31/01/2015	-2250.00	L	F
100	EFT3683	17/04/2015	Colin John Ward	MEMBERS ALLOWANCES 01/01/2015 to 31/01/2015	-2250.00	L	
101	EFT3684	17/04/2015	Clive Malcolm Bartron	MEMBERS ALLOWANCES 01/01/2015 to 31/03/2015	-2250.00	L	F
102	EFT3685	17/04/2015	Narrogin Freightlines	FEDERAL STREET Brick Pavers	-3547.28	L	F
103	EFT3686	17/04/2015	City of Joondalup	LIBRARY LOST & DAMAGED BOOK Cost Reclaim Library Bags	-125.00		
104	EFT3687	17/04/2015	P & C Electrical Contracting Pty Ltd	ADMIN OFFICE EQUIPMENT Install TV Reception Area	-500.00	L	F
105	EFT3688	17/04/2015	Sonya Lighting Pty Ltd	FEDERAL STREET LIGHTING	-159.00		
106	EFT3689	17/04/2015	Spandex Asia Pacific Pty Ltd	LITTER TWITTER Acrylic Signwriting Paints for Metal Bins Various Colours	-192.16		
107	EFT3690	24/04/2015	Australian Taxation Office	BAS March 2015	-30003.00		
108	EFT3691	24/04/2015	Commander Australia Ltd	NHC TELEPHONES Commander Monthly Rental February to April 2015	-193.88		
109	EFT3692	24/04/2015	Edwards Motors Pty Ltd	ONGN CAPTIVA 15,000km Service (DCCS)	-274.60		F
110	EFT3693	24/04/2015	RJ Smith Engineering	ADMIN WATER 6x 15Lts	-96.00	L	
111	EFT3694	24/04/2015	Shire of Narrogin	ROAD MAINTENANCE HIRE Plant, Equipment and Operators	-7006.17	L	
112	EFT3695	24/04/2015	Antonietta Annamarie Wenning	REIMBURSEMENT NHC Police Clearance and Associated Costs for Bus Licence	-392.60	R	
113	EFT3696	24/04/2015	Melchiorre Plumbing & Gas	CARAVAN PARK MAINTENANCE Plumbing Repairs	-174.30	L	
114	EFT3697	24/04/2015	Jhodi Nicole Campbell	REIMBURSEMENT NHC Police Clearance	-62.40	R	
115	EFT3698	24/04/2015	Metaland Narrogin	MEMORIAL PARK MAINTENANCE New Flat Bar for Cannons	-52.16	L	
116	EFT3699	24/04/2015	WA Traffic Plans	REGIONAL ROAD GROUP FEDERAL STREET Traffic Management Plan	-660.00		F

117	EFT3700	24/04/2015	Clockwork Print - Western Geotechnics Pty Ltd	BANNER POLES Banner Design and Printing for Stage 2 Including Banners for Anzac Day	-710.60		
118	EFT3701	24/04/2015	Cheryl Adams	REIMBURSEMENT NHC Police Clearance Cheryl Adams	-62.40	R	F
119	EFT3702	24/04/2015	WA Fire Appliances	FLEET VEHICLES-FIRE EXTINGUISHERS Various Vehicles	-594.00		
120	EFT3703	24/04/2015	Concept One the Industry Superannuation Fund	Superannuation contributions	-383.46		
121	EFT3704	24/04/2015	Hesta Superannuation	Superannuation contributions	-582.80		
122	EFT3705	24/04/2015	Onepath Custodians Pty Ltd	Superannuation contributions	-306.12		
123	EFT3706	24/04/2015	Rest Superannuation	Superannuation contributions	-1468.32		
124	EFT3707	24/04/2015	WA Local Government Super Plan	Superannuation contributions	-18636.11		
125	EFT3708	24/04/2015	Australian Super	Superannuation contributions	-556.35		
126	EFT3709	24/04/2015	Host Plus	Superannuation contributions	-196.76		
127	EFT3710	24/04/2015	Department of Human Services	Payroll deductions	-904.20		
128	EFT3711	24/04/2015	BT Lifetime Super	Superannuation contributions	-805.60		
129	EFT3712	24/04/2015	Rearden Campbell Superannuation Fund	Superannuation contributions	-373.64		
130	EFT3713	24/04/2015	A.N.Z. Australian Staff Superannuation Scheme	Superannuation contributions	-318.94		
131	EFT3714	29/04/2015	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-1062.30		R
132	DD816.1	01/04/2015	Water Corporation	WATER VARIOUS Premises March - April 2015	-15358.95		
133	DD816.2	08/04/2015	Synergy	ELECTRICITY VARIOUS PREMISES April 2015	-36897.70		
134	DD842.1	28/04/2015	Telstra	MOBILE TELEPHONE April 2015	-1449.23		
135	DD842.3	10/04/2015	Telstra	TELEPHONE LANDLINE April 2015	-2062.89		
136	45234	02/04/2015	Janet Moreau	Rates refund for assessment A191600 77 Fox Street NARROGIN WA 6312	-518.00		R
137	45235	24/04/2015	Central South Eisteddfod Inc.	DONATION Plaque at Town Hall Central South Eisteddfod Inc.	-100.00		
138	45236	24/04/2015	Australian Ethical Superannuation	Payroll deductions	-2600.00		
139	45237	24/04/2015	Commonwealth Bank	Superannuation contributions	-540.76		
140	45238	24/04/2015	MLC Nominees	Superannuation contributions	-668.08		
141	45239	24/04/2015	St Andrews Retirement Plan	Superannuation contributions	-140.26		
142	45240	24/04/2015	Colonial First State Investments	Superannuation contributions	-69.39		
143	45241	24/04/2015	Telstra Super Pty Ltd	Superannuation contributions	-332.12		
144	45242	24/04/2015	Macquarie Super Accumulator	Superannuation contributions	-49.56		
145	145234	09/04/2015	Town of Narrogin - Petty Cash - Admin	PETTY CASH RECOUP March 2015	-240.70		
146	240415	24/04/2015	Origin Energy Retail Limited	NRLC LPG Bulk Supply 13/04/2015	-5923.65		
147	241516	24/04/2015	Sunsuper	Superannuation contributions	-401.92		
148	1004152	10/04/2015	Origin Energy Retail Limited	NRLC LPG Bulk Supply 30/03/2015	-7645.70		
					-		
					326465.53		

Payroll Date	Nett Paid	Cheque Total	5,258.87	1%
8/04/2015	\$91,627.05	EFT Total	321,206.66	63%
9/04/2015	\$169.56	Payroll Total	183,437.28	36%
22/04/2015	\$91,640.67	Total	509,902.81	
TOTAL	\$183,437.28	Local Suppliers	129,681.88	25%
F	Funded	Employees	183,437.28	36%
R	Reimbursement			
I	Insurance			
PRB	Partially reimbursement			
L	Local Supplier			

10.2.051 MONTHLY FINANCIAL REPORTS – APRIL 2015

File Reference: 12.8.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 20 May 2015
Author: Rhona Hawkins – Manager Finance

Attachments:

- Monthly Financial Report for the period ended 30 April 2015.

Summary:

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

Comments:

The April 2015 Monthly Financial Reports are presented for review and it is noted that capital expenditure is lower than anticipated but works are expected to be completed by year end.

Consultation:

Colin Bastow, Director of Corporate and Community Services

Statutory Environment:

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

Policy Implications: Nil

Financial Implications:

All expenditure has been approved via adoption of the 2014/15 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications: Nil

Voting Requirements: Simple Majority

COUNCIL RESOLUTION 0515.063 and Officer's Recommendation

Moved: Cr Kain

Seconded: Cr Russell

That Council:

Receive the April 2015 Monthly Financial Reports as presented.

CARRIED 8/0



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 30 APRIL 2015

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Statement of Financial Activity

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

TOWN OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
FOR THE PERIOD ENDED 30 APRIL 2015

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b) - (a) 3	Var. % (b) - (a) / (b) 300%	
Operating Revenues		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	2,861,468	2,953,468	2,347,709	2,537,623	189,914	7%	
Profit on Asset Disposal	10	19,340	19,340	16,110	(6,088)	(22,198)	365%	
Fees and Charges		1,380,518	1,470,518	1,322,270	1,433,402	111,132	8%	
Interest Earnings		96,300	81,300	69,570	125,778	56,208	45%	▲
Other Revenue		105,000	140,000	116,660	119,565	2,905	2%	
Total (Excluding Rates)		4,462,626	4,664,626	3,872,319	4,210,279	337,960		
Operating Expense								
Employee Costs		(3,724,892)	(3,725,364)	(3,119,366)	(2,894,506)	224,860	8%	▼
Materials and Contracts		(3,115,874)	(3,235,103)	(2,682,920)	(1,640,512)	1,042,408	64%	▼
Utilities Charges		(738,110)	(737,210)	(638,699)	(517,818)	120,881	23%	▼
Depreciation (Non-Current Assets)		(1,324,892)	(1,324,892)	(1,104,020)	(1,011,350)	92,670	9%	
Interest Expenses	12	(50,796)	(50,796)	(42,300)	(34,358)	7,942	23%	
Insurance Expenses		(194,494)	(194,494)	(193,530)	(192,074)	1,456	1%	
Loss on Asset Disposal	10	(40,686)	(40,686)	(33,880)	(53,159)	(19,279)	(36%)	
Other Expenditure		(267,030)	(258,530)	(238,534)	(209,192)	29,342	14%	▼
Total		(9,456,774)	(9,567,075)	(8,053,249)	(6,552,969)	1,500,280		
Funding Balance Adjustment								
Add Back Depreciation		1,324,892	1,324,892	1,104,020	1,011,350	(92,670)	(9%)	
Adjust (Profit)/Loss on Asset Disposal	10	21,346	21,346	17,770	59,247	41,477	70%	▲
Movement in Leave Reserve (Added Back)		0	0	0	4,534	4,534	100%	
Net Operating (Ex. Rates)		(3,647,910)	(3,556,211)	(3,059,140)	(1,267,560)	1,791,580		
Capital Revenues								
Grants, Subsidies and Contributions	8	217,194	187,194	155,990	(600)	(156,590)	26098%	
Proceeds from Disposal of Assets	10	228,600	228,600	190,460	183,386	(7,074)	(4%)	
Proceeds from New Debentures	12	0	0	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	9	1,132,231	1,132,231	943,480	105,837	(837,643)	(791%)	▼
Total		1,578,025	1,548,025	1,289,930	288,623	(1,001,307)		
Capital Expenses								
Land and Buildings	10	(428,050)	(428,050)	(356,650)	(181,892)	174,758	96%	▼
Plant and Equipment	10	(668,302)	(668,302)	(556,880)	(466,716)	90,164	19%	▼
Furniture and Equipment	10	(45,650)	(45,650)	(38,030)	(19,408)	18,622	96%	▼
Infrastructure Assets - Roads	10	(369,919)	(369,919)	(308,240)	(243,396)	64,844	27%	▼
Infrastructure Assets - Footpaths	10	(71,790)	(71,790)	(59,820)	(72,811)	(12,991)	(18%)	▼
Infrastructure Assets - Drainage	10	(41,500)	(41,500)	(34,580)	(3,200)	31,380	981%	▼
Infrastructure Assets - Other	10	(202,030)	(202,030)	(168,310)	(57,010)	111,300	195%	▼
Repayment of Debentures	12	(138,357)	(138,357)	(115,280)	(81,484)	33,796	41%	▼
Transfer to Reserves	9	(199,221)	(275,421)	(149,320)	(48,358)	100,962	209%	▼
Total		(2,164,819)	(2,241,019)	(1,787,110)	(1,174,275)	612,835		
Net Capital		(586,794)	(692,994)	(497,180)	(885,652)	(388,472)		
Total Net Operating + Capital		(4,234,704)	(4,249,205)	(3,556,320)	(2,153,212)	1,403,108		
Rate Revenue		3,184,313	3,184,313	3,184,063	3,180,785	(3,278)	(0%)	
Opening Funding Surplus(Deficit)		1,055,431	1,069,912	1,069,912	1,069,912	0	0%	
Closing Funding Surplus(Deficit)	3	5,040	5,020	697,655	2,097,486	1,399,831		

TOWN OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 30 APRIL 2015

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	Var
Operating Revenues		\$	\$	\$	\$	\$	%	
Governance		6,200	6,200	990	135,657	134,667	99%	▲
General Purpose Funding		1,386,813	1,371,813	1,041,974	1,124,881	82,907	7%	
Law, Order and Public Safety		30,700	30,700	27,790	24,385	(3,405)	(14%)	
Health		8,750	8,750	7,820	6,155	(1,665)	(27%)	
Education and Welfare		1,447,107	1,447,107	1,206,935	1,198,464	(8,471)	(1%)	
Housing		7,800	7,800	6,500	6,500	0	0%	
Community Amenities		878,745	887,745	830,005	856,754	26,749	3%	
Recreation and Culture		300,253	385,253	317,625	354,164	36,539	10%	▲
Transport		332,194	371,194	309,310	142,911	(166,399)	(116%)	▼
Economic Services		214,617	214,617	178,820	220,914	42,094	19%	▲
Other Property and Services		66,641	120,641	100,530	138,895	38,365	28%	▲
Total (Excluding Rates)		4,679,820	4,851,820	4,028,299	4,209,679	181,380		
Operating Expense								
Governance		(967,382)	(964,882)	(837,219)	(718,566)	118,653	17%	▼
General Purpose Funding		(167,592)	(185,692)	(155,600)	(138,564)	17,036	12%	
Law, Order and Public Safety		(238,488)	(240,488)	(202,512)	(239,899)	(37,387)	(16%)	▲
Health		(97,655)	(97,655)	(82,010)	(72,078)	9,932	14%	
Education and Welfare		(1,539,998)	(1,539,998)	(1,288,932)	(1,012,882)	276,050	27%	▼
Housing		0	0	(390)	0	390	100%	
Community Amenities		(1,083,881)	(1,088,881)	(909,996)	(946,700)	(36,704)	(4%)	
Recreation and Culture		(2,784,637)	(2,838,337)	(2,378,670)	(2,085,800)	292,870	14%	▼
Transport		(1,443,439)	(1,433,440)	(1,195,836)	(1,049,760)	146,076	14%	▼
Economic Services		(1,076,848)	(1,076,848)	(902,292)	(495,591)	406,701	82%	▼
Other Property and Services		(56,854)	(100,854)	(99,792)	206,869	306,661	(148%)	
Total		(9,456,774)	(9,567,075)	(8,053,249)	(6,552,970)	1,500,279		
Funding Balance Adjustment								
Add back Depreciation		1,324,892	1,324,892	1,104,020	1,011,350	(92,670)	(9%)	
Adjust (Profit)/Loss on Asset Disposal	10	21,346	21,346	17,770	59,247	41,477	70%	▲
Movement in Leave Reserve (Added Back)		0	0	0	4,534	4,534	100%	
Net Operating (Ex. Rates)		(3,430,716)	(3,369,017)	(2,903,160)	(1,268,159)	1,635,001		
Capital Revenues								
Proceeds from Disposal of Assets	10	228,600	228,600	190,460	183,386	(7,074)	(4%)	
Proceeds from New Debentures	12	0	0	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	9	1,132,231	1,132,231	943,480	105,837	(837,643)	(791%)	▼
Total		1,360,831	1,360,831	1,133,940	289,223	(844,717)		
Capital Expenses								
Land and Buildings	10	(428,050)	(428,050)	(356,650)	(181,892)	174,758	96%	▼
Plant and Equipment	10	(668,302)	(668,302)	(556,880)	(466,716)	90,164	19%	▼
Furniture and Equipment	10	(45,650)	(45,650)	(38,030)	(19,408)	18,622	96%	
Infrastructure Assets - Roads	10	(369,919)	(369,919)	(308,240)	(243,396)	64,844	27%	▼
Infrastructure Assets - Footpaths	10	(71,790)	(71,790)	(59,820)	(72,811)	(12,991)	(18%)	
Infrastructure Assets - Drainage	10	(41,500)	(41,500)	(34,580)	(3,200)	31,380	981%	▼
Infrastructure Assets - Other	10	(202,030)	(202,030)	(168,310)	(57,010)	111,300	195%	▼
Repayment of Debentures	12	(138,357)	(138,357)	(115,280)	(81,484)	33,796	41%	▼
Transfer to Reserves	9	(199,221)	(275,421)	(149,320)	(48,358)	100,962	209%	▼
Total		(2,164,819)	(2,241,019)	(1,787,110)	(1,174,275)	612,835		
Net Capital		(803,988)	(880,188)	(653,170)	(885,052)	(231,882)		
Total Net Operating + Capital		(4,234,704)	(4,249,205)	(3,556,330)	(2,153,211)	1,403,119		
Rate Revenue		3,184,313	3,184,313	3,184,063	3,180,785	(3,278)	(0%)	
Opening Funding Surplus(Deficit)		1,055,431	1,069,912	1,069,912	1,069,912	0	0%	
Closing Funding Surplus(Deficit)	3	5,040	5,020	697,645	2,097,486	1,399,841		

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

1. SIGNIFICANT ACCOUNTING POLICIES

Financial activity are:

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

(h) Inventories

General

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

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

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Land Held for Resale

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

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

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

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

(j) Depreciation of Non-Current Assets

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

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

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

Capitalisation Threshold

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

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

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

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

(m) Interest-bearing Loans and Borrowings

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

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

(n) Borrowing Costs

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

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

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(q) Statement of Objectives

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

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

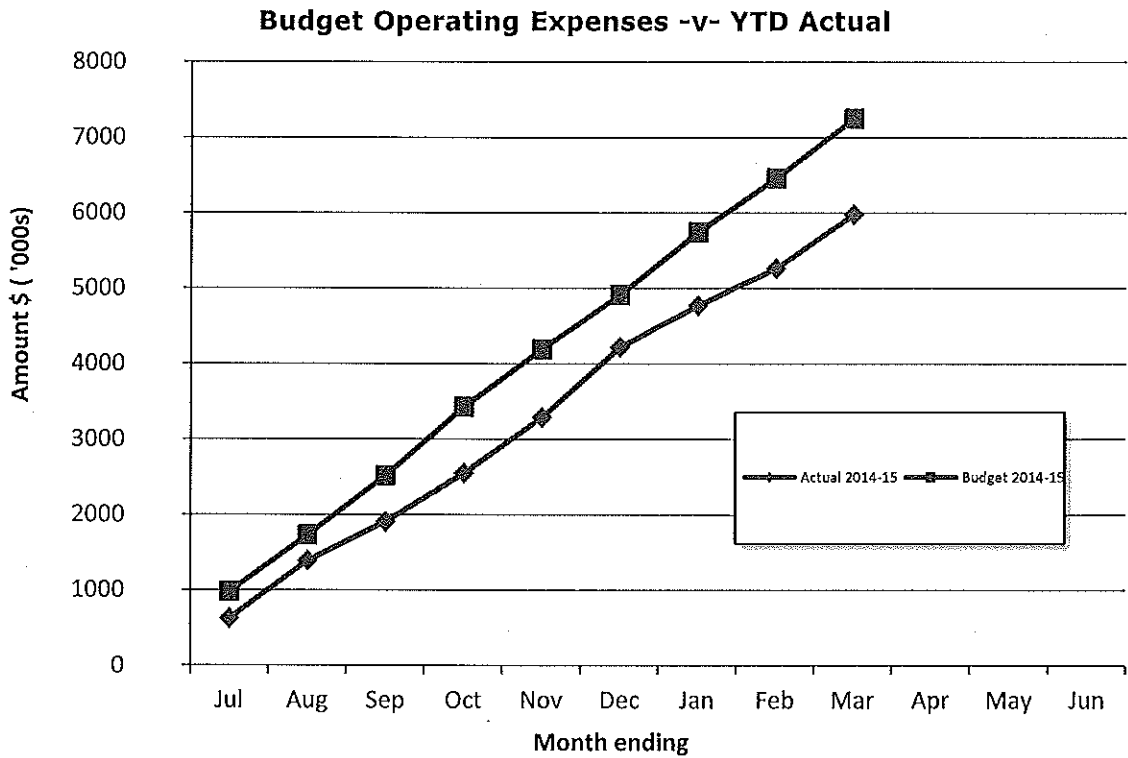
Rural Services, Tourism, Building Control, Economic Development.

OTHER PROPERTY & SERVICES

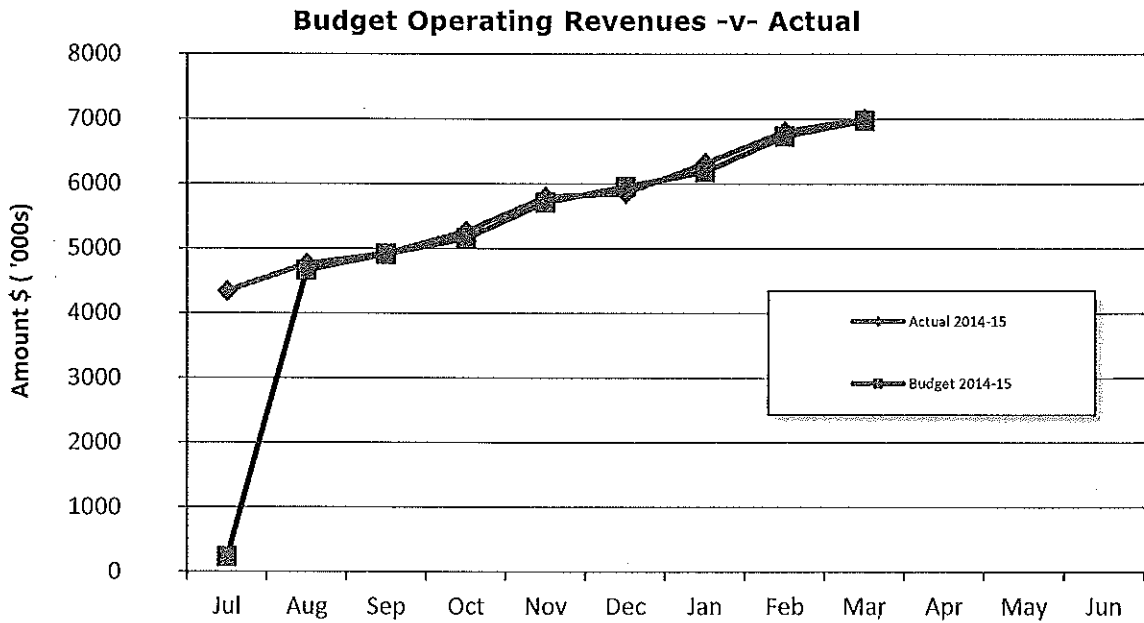
Private Works, Stocks and Miscellaneous Items.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

Note 2 - Graphical Representation - Source Statement of Financial Activity



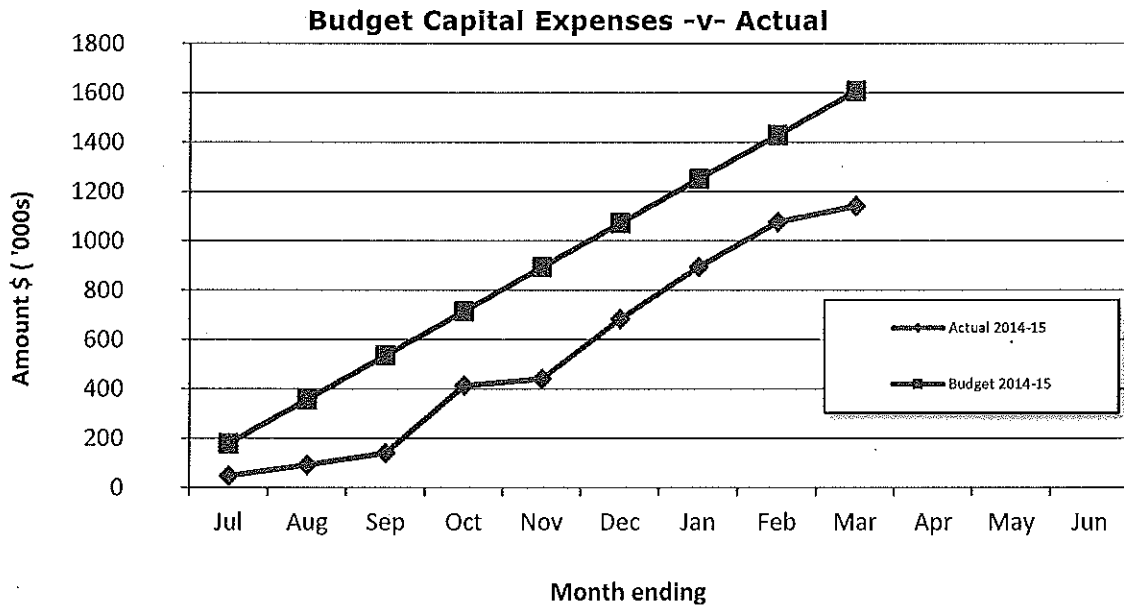
Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

**TOWN OF NARROGIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2015**

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

Note 3: SURPLUS/(DEFICIT) POSITION

	Positive=Surplus (Negative=Deficit)		
	30/04/2015	31/03/2015	30/04/2014
	Note	This Period	Last Period
	\$	\$	\$
Current Assets			
Cash Unrestricted	1,933,204	1,989,517	1,034,431
Cash Restricted	2,490,570	2,490,570	2,704,653
Receivables - Rates and Rubbish, ESL, Excess Rates	268,750	469,767	226,588
Receivables -Other	354,764	250,460	730,447
	5,047,288	5,200,315	4,696,118
Less: Current Liabilities			
Payables	(248,033)	(289,541)	(217,335)
Loan Liability	(56,873)	(60,169)	(46,223)
Provisions	(425,541)	(425,541)	(350,149)
	(730,448)	(775,251)	(613,707)
Net Current Asset Position	4,316,841	4,425,064	4,082,411
Less: Cash Restricted	(2,490,570)	(2,490,570)	(2,704,653)
Add Back: Component of Leave Liability not Required to be funded	214,342	214,342	50,000
Add Back: Current Loan Liability	56,873	60,169	46,223
Adjustment for Trust Transactions Within Muni	0	0	0
Net Current Funding Position	2,097,486	2,209,005	1,473,981

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted		Restricted		Trust		Total Amount \$	Institution	Maturity Date
		\$		\$		\$				
(a) Cash Deposits										
Municipal Account	2.45%	1,930,904						1,930,904	NAB	On-Call
Cash Floats - Admin		1,000						1,000		
Library		150						150		
Homecare		100						100		
Refuse Site		100						100		
Caravan Park		100						100		
Petty Cash - Admin		300						300		
Library		200						200		
Homecare		350						350		
Reserve Account				4,653				4,653	NAB	
Trust Account	0.05%					69,775		69,775	NAB	On-Call
(b) Term Deposits										
Reserve Term Deposit	2.72%			2,485,917				2,485,917	NAB	31/03/2015
Total		1,933,204		2,490,570		69,775		4,423,775		

Comments/Notes - Investments

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.1 OPERATING REVENUE (EXCLUDING RATES) - PROGRAM

5.1.1 GOVERNANCE

Permanent - Receipt of Grant for Merger Preparation.

Timing - Realisation on Disposal of Assets have been allocated to incorrect account (Transport), this will be corrected.

5.1.2 GENERAL PURPOSE FUNDING

Permanent - Interest on both Reserve Investments and Municipal Account higher than anticipated.

5.1.3 LAW, ORDER AND PUBLIC SAFETY

Permanent - Animal Registration Fees are lower than anticipated as is the Hire of Ranger Services.

5.1.4 HEALTH

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

5.1.5 EDUCATION AND WELFARE

Timing - HACC revenue is higher than expected at this time of year however CHCP and NRCP are lower than anticipated and due to a delay in invoicing this has been rectified.

5.1.6 HOUSING

Timing - Rental reimbursement for the Caravan Park Caretakers has been posted here and will be corrected.

5.1.7 COMMUNITY AMENITIES

Nil

5.1.8 RECREATION AND CULTURE

Nil.

5.1.9 TRANSPORT

Timing - Realisation on Disposal of Assets have been allocated to incorrect account should be Governance, this will be corrected.

Timing - Regional Road Group funding has not been received as yet.

5.1.10 ECONOMIC SERVICES

Permanent - Income from the Caravan Park is higher than expected.

5.1.11 OTHER PROPERTY AND SERVICES

Permanent - Private Works is higher than budgetted.

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.2 OPERATING EXPENSES - PROGRAM

5.2.1 GOVERNANCE

Timing - All expenditure for Governance has been averaged during the budget process.

5.2.2 GENERAL PURPOSE FUNDING

Nil

5.2.3 LAW, ORDER AND PUBLIC SAFETY

Timing - Fire Prevention costs are higher than expected due to costs being allocated here instead of Council properties. This will be rectified.

Timing - Some overhead costs have been allocated to this schedule incorrectly and will be rectified.

5.2.4 HEALTH

Nil

5.2.5 EDUCATION AND WELFARE

Timing - All expenditure under the Home and Community Care Program has been averaged during the budget process.

5.2.6 HOUSING

Nil

5.2.7 COMMUNITY AMENITIES

Nil

5.2.8 RECREATION AND CULTURE

Timing - All expenditure for the Narrogin Regional Leisure Centre has been averaged during the budget process.

Timing - Expenditure on Ovals/Parks and Gardens/Reserves is lower than anticipated for this time of year.

5.2.9 TRANSPORT

Timing - Expenditure in Road Maintenance is lower than anticipated at this time of year.

5.2.10 ECONOMIC SERVICES

Timing - Expenditure on the TAFE Land Assembly Project is lower than expected.

5.2.11 OTHER PROPERTY AND SERVICES

Permanent - Private Works expenditure is higher than expected due to increase revenue.

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.3 CAPITAL REVENUE

5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS

Timing - Change over of vehicles has been slower than anticipated.

5.3.2 PROCEEDS FROM NEW DEBENTURES

Nil

5.3.3 PROCEEDS FROM SALE OF INVESTMENT

Nil

5.3.4 PROCEEDS FROM ADVANCES

Nil

5.3.5 SELF-SUPPORTING LOAN PRINCIPAL

Nil

5.3.6 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

Timing - Transfers have not be completed as planned.

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.4 CAPITAL EXPENSES

5.4.1 LAND HELD FOR RESALE

Nil

5.4.2 LAND AND BUILDINGS

Timing - Works on the Administration Building, Animal Pound, Cemetery Toilets and Library Building are yet to commence and the purchase of the Regional Tip Site has been delayed.

5.4.3 PLANT AND EQUIPMENT

Timing - Purchase of Corporate Additional Server has not been completed.

5.4.4 TOOLS

Nil

5.4.5 FURNITURE AND EQUIPMENT

Nil

5.4.6 INFRASTRUCTURE ASSETS - ROADS

Nil

5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS

Timing - works have been completed.

5.4.9 INFRASTRUCTURE ASSETS - DRAINAGE

Timing - work on Mokine Road yet to commence.

5.4.10 INFRASTRUCTURE ASSETS - PARKS AND OVALS

Nil

5.4.11 INFRASTRUCTURE ASSETS - OTHER

Timing - most of this capital expenditure is yet to commence.

5.4.12 PURCHASES OF INVESTMENT

Nil

5.4.13 REPAYMENT OF DEBENTURES

Nil

5.4.14 ADVANCES TO COMMUNITY GROUPS

Nil

5.4.15 TRANSFER TO RESERVES (RESTRICTED ASSETS)

Timing - Transfers have not be completed as planned.

5.5 OTHER ITEMS

Nil

5.5.1 RATE REVENUE

Nil

5.5.2 OPENING FUNDING SURPLUS(DEFICIT)

Nil

TOWN OF NARROGIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2015

Note 6: BUDGET AMENDMENTS
 Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Budget Adoption Variation between adopted budget opening position and actual 2014/15 Budget Review identified reduced funds		Opening Surplus(Deficit) Opening Surplus(Deficit) Opening Surplus(Deficit)	\$	\$	\$	\$
				14,481	(14,500)	5,040
			0	14,481	(14,500)	19,521
Closing Funding Surplus (Deficit)						5,021

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

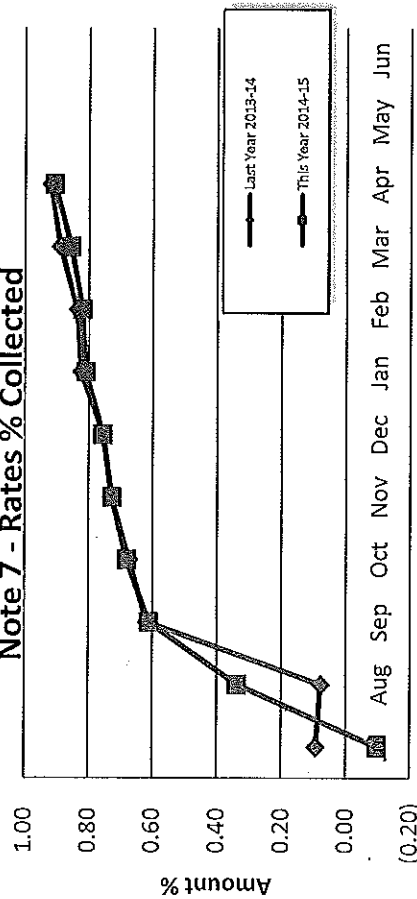
Note 7: RECEIVABLES

Receivables - Rates and Rubbish

Previous Year	Current 30/04/15	Previous 30/06/14
Rates Levied this year (YTD)	\$ 219,204	\$ 255,442
Less Collections to date	3,645,987	3,618,000
Equals Outstanding	(3,509,726)	(3,654,238)
	355,464	219,204
Net Rates Collectable		
% Collected	90.80%	94.34%

Minutes Ordinary Council Meeting 26 May 2015

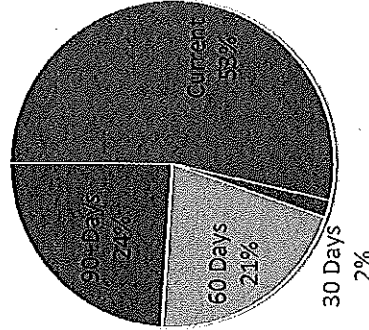
Note 7 - Rates % Collected



Receivables - Sundry Debtors	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	166,118	5,409	64,081	74,766
Total Outstanding				310,374

Amounts shown above include GST (where applicable)

Note 7 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

Comments/Notes - Receivables Rates and Rubbish

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval (Yes/No)	2014-15 Budget	Recoup Status	
				Received	Not Received
			\$	\$	\$
GENERAL PURPOSE FUNDING					
RATES - Reimbursement of Debt Collection Costs (Inc GST)		Yes	(10,000)	(190)	(9,810)
GENGRANT - Financial Assistance Grant - General	Grants Commission (Unified)	Yes	(1,102,884)	(832,626)	(270,258)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(156,229)	(117,990)	(38,239)
MEMBERS					
MEMBERS - Reimbursements	Reimbursements	Yes	(1,100)	(1,285)	185
OTHER GOVERNANCE					
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)	(9,379)	546
OTHGOV - Grant Funding - Council	Reimbursements	Yes	0	(121,200)	0
LAW, ORDER, PUBLIC SAFETY					
FIRE - Reimbursements	FESA (SES)	Yes	(800)	0	(800)
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(6,000)	(4,995)	(1,005)
EDUCATION & WELFARE					
HACC - Recurrent Grant Funding	Dept of Health & Ageing	Yes	(800,358)	(815,985)	15,627
CHCP - Recurrent Grant Funding	Dept. of Health & Ageing	Yes	(260,000)	(165,549)	(94,451)
NRCP - Recurrent Grant Funding	Bethanie Care	Yes	(140,160)	(72,211)	(67,949)
AGEDSNRS - Reimbursements	Reimbursements	Yes	(2,075)	(1,891)	(184)
AGEDOTHER - Baptist Care Contributions	Neurodegenerative Conditions Coordinating Care Program	Yes	(12,467)	(8,888)	(3,580)
AGEOTHER - CATS Contribution	Dept. of Veterans Affairs/CATS	Yes	(8,000)	(4,000)	(4,000)
	Travel Rebate				
	Fees	Yes	(1,595)	0	(1,595)
AGEOTHER - Commonwealth Carers Respite Fees & Charges	Juniper Community Income	Yes	(100,000)	(28,002)	(71,998)
AGEOTHER - Juniper Community Income	Donations	Yes	(550)	0	(550)
WELFARE - Contributions & Donations					
COMMUNITY AMENITIES					
SAN - Contributions & Donations	Shire of Narrogin	Yes	(12,000)	(9,000)	(3,000)

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval (Yes/No)	2014-15 Budget	Recoup Status Received	Recoup Status Not Received
COM AMEN - Contributions & Donations	Shire of Narrogin (incl Toilets)	Yes	\$ (8,700)	\$ (6,525)	\$ (2,175)
RECREATION AND CULTURE					
HALLS - Reimbursements	Reimbursements	Yes	(230)	(227)	(3)
HALLS - Contributions & Donations	Shire of Narrogin	Yes	(15,200)	(14,827)	(373)
NRRRC - Pool Subsidy	Dept Sport and Recreation	Yes	0	(30,000)	(3,000)
NRRRC - Reimbursements	Reimbursements	Yes	(300)	(31,956)	0
NRRRC - Contributions & Donations	Shire of Narrogin	Yes	(39,500)	(29,625)	(9,875)
REC - Grants - Regional Talent Program	Dept Sport and Recreation	Yes	0	(25,000)	0
REC - Reimbursements - Other Recreation	Reimbursements	Yes	(61,980)	(36,151)	(25,829)
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(20,000)	(20,000)	0
REC - Contributions & Donations	Shire Contribution	Yes	(38,600)	(27,450)	(11,150)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)	(339)	(161)
LIB - Contributions & Donations	Reimbursements	Yes	(36,000)	(27,045)	(8,955)
LIB - Grant - Regional Library Services	State Government	Yes	(10,000)	(2,921)	(7,079)
LIB - Other Grants					
HERITAGE - Contributions & Donations	Shire of Narrogin	Yes	(3,500)	0	(3,500)
OTHCUL - Contributions & Donations - Other Culture		Yes	(1,000)	(750)	(250)
OTHCUL - Grants - Other Culture		Yes	(4,000)	(467)	(3,533)
OTHCUL - Grant Narrogin Litter Twitter Project		Yes	0	(1,000)	0
		Yes	0	(4,000)	0
TRANSPORT					
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(113,894)	600	(114,494)
ROADC - Roads to Recovery Grant	Roads to Recovery	Yes	(103,300)	0	(73,300)
ROADM - Direct Road Grant (MRWA)	Main Roads WA (Direct/Lights)	Yes	0	(34,200)	0
ECONOMIC SERVICES					
ECONOM - Reimbursements	Reimbursements	Yes	(2,740)	(5,987)	(1)

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015**

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval (Yes/No)	2014-15 Budget	Recoup Status	
				Received	Not Received
OTHER PROPERTY AND SERVICES			\$	\$	\$
TOTALS			(3,078,662)	(2,491,064)	(814,734)

Comments - Grants and Contributions

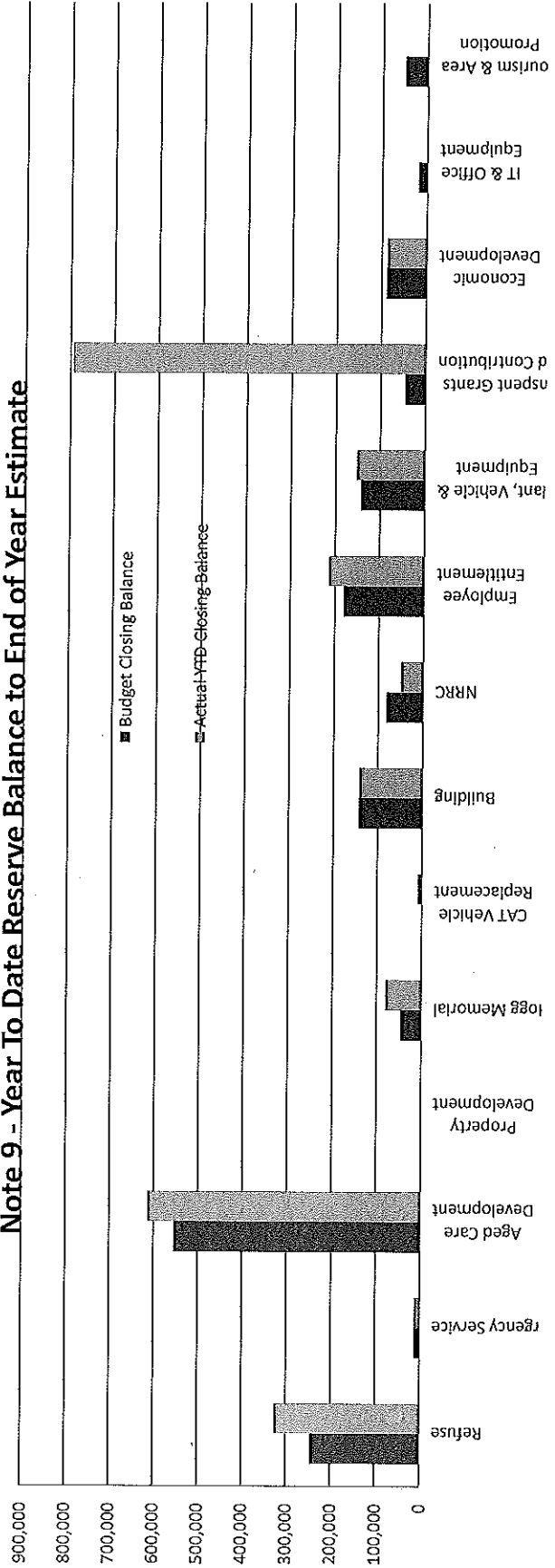
The above table of grants and contributions is not exhaustive but does contain that activity deemed important enough for inclusion in this table.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

Note 10: Cash Backed Reserve.

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Refuse	320,663	\$ 4,656	\$ 6,342	\$ 0	\$ 0	\$ 80,000	\$ 0		245,319	\$ 327,005
Emergency Service	12,590	183	249	0	0	0	0		12,773	12,839
Aged Care Development	708,326	10,284	11,974	0	0	164,000	105,837		554,610	614,463
Property Development	0	0	1,592	0	0	0	0		0	1,592
Ji Hogg Memorial	80,530	1,169	0	0	0	35,000	0		46,699	80,530
CAT Vehicle Replacement	8,299	120	164	8,000	0	16,000	0		419	8,463
Building	139,750	3,176	2,764	0	0	0	0		142,926	142,514
NRRC	50,000	726	989	31,221	0	0	0		81,947	50,989
Employee Entitlement	209,808	3,046	4,534	0	0	32,000	0		180,854	214,342
Plant, Vehicle & Equipment	150,854	2,597	2,599	50,000	0	60,000	0		143,451	153,453
Unspent Grants and Contribution	780,230	11,328	15,431	0	0	745,231	0		46,327	795,661
Economic Development	87,000	2,715	1,721	0	0	0	0		89,715	88,721
IT & Office Equipment	0	0	0	20,000	0	0	0		20,000	0
Tourism & Area Promotion	0	0	0	50,000	0	0	0		50,000	0
	2,548,050	40,000	48,358	159,221	0	1,132,231	105,837		1,615,040	2,490,571

Note 9 - Year To Date Reserve Balance to End of Year Estimate



TOWN OF NARROGIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2015

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

	Contributions			Current Budget This Year					Variance (Under)Over
	Grants	Reserves	Borrowing	Total	Original Budget	Revised Budget	YTD Budget	Actual	
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant & Equipment									
OTHGOV - Capital Plant & Equipment									
1NGN CEO Vehicle	0				47,000	47,000	39,160	48,784	9,624 ▲
ONGN DCCS Vehicle	0				37,000	37,000	30,830	35,684	4,854 ▲
ANIMAL - Plant & Equipment (Capital)									
NGN417 RO Vehicle	0				31,000	31,000	25,830	29,655	3,825 ▲
HACC - Plant & Equipment (Capital)									
Aged Care Bus	0				268,802	268,802	224,000	130,318	(93,682) ▼
CHCP - Plant & Equipment (Capital)									
NGN847 Homecare (HACC) Vehicle	0				24,000	24,000	20,000	26,714	6,714
AGEDOTHER - Plant & Equipment (Capital)									
NGN219 CATS Vehicle	0				24,000	24,000	20,000	23,909	3,909 ▲
NGN219 CATS Vehicle	0				24,000	24,000	20,000	0	(20,000) ▼
PLANT - Plant & Equipment (Capital)									
NGN00 DTES Vehicle	0				35,000	35,000	29,160	31,116	1,956 ▲
1BBN838 Side Tipping Truck Purchase	0				100,000	100,000	83,330	105,800	22,470 ▲
BUILD - Plant & Equipment									
NGN2 BS Vehicle	0				27,500	27,500	22,910	0	(22,910) ▼
ADMIN - Plant and Equipment (Capital)									
002NGN MF Vehicle	0				25,000	25,000	20,830	21,588	758 ▲
COMMUNITY - Plant & Equipment (Capital)									
NGN0 MLC Vehicle	0				25,000	25,000	20,830	0	(20,830) ▼
NRRC - Plant & Equipment (Capital)									
NRRC Painting and Renovating	0				668,302	668,302	556,880	466,716	13,150 ▲
Totals	0	0	0	0	668,302	668,302	556,880	466,716	(103,314)

TOWN OF NARROGIN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 APRIL 2015

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions				Current Budget					Variance (Under)/Over
Grants	Reserves	Borrowing	Total	This Year			Actual		
				Original Budget	Revised Budget	YTD Budget			
\$	\$	\$	\$	\$	\$	\$	\$	\$	
				25,000	25,000	20,830	0	(20,830)	▼
				13,500	13,500	11,250	12,278	1,028	▲
				7,150	7,150	5,950	7,130	1,180	▲
0	0	0	0	45,650	45,650	38,030	19,408	(18,622)	▲

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

Note 12: TRUST FUND

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-14	Amount Received	Amount Paid	Closing Balance 30-Apr-15
	\$	\$	\$	\$
Cultural Development	4,820	0	0	4,820
Public Open Space Bonds	49,560	0	0	49,560
Trust Other	250	0	0	250
Crossover/Footpath	7,050	2,150	0	9,200
Town Hall Facility Bonds	2,075	1,100	0	3,175
Musical Society	300	0	0	300
Narrogin Abattoir Committee	480	0	0	480
Meat Inspection	1,990	0	0	1,990
	66,525	3,250	0	69,775

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2015

Note 13: INFORMATION ON BORROWINGS

Debtenture Repayments	Principal 1-Jul-14	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments											
		2014-15 Budget	2014-15 Actual	2014-15 Budget	2014-15 Actual	2014-15 Budget	2014-15 Actual	2014-15 Budget	2014-15 Actual										
		\$	\$	\$	\$	\$	\$	\$	\$										
Governance																			
Loan 125 - Corporate Software & Server Upgrade	178,857	0	0	42,524	21,087	136,333	157,770	5,605	3,040										
Recreation & Culture																			
Loan 121B - Narrogin Regional Recreation Complex	437,514	0	0	38,916	32,278	398,598	405,236	23,134	19,781										
Loan 126 - Town Hall Renovations	257,837	0	0	24,467	12,116	233,370	245,721	9,719	5,055										
Economic Services																			
Loan 124 - Commercial Property	88,879	0	0	23,556	11,605	65,323	77,274	4,877	2,653										
Loan 127 - Industrial Land Purchase	168,735	0	0	8,894	4,398	159,841	164,337	7,461	3,830										
	1,131,822	0	0	138,357	81,484	993,465	1,050,338	50,796	34,359										

(SS) Self supporting loan financed by payments from third parties.
(SAR) Self Supporting Loan where financed by combination of Specified Area Rate and payment from third parties.
All other loan repayments are to be financed by general purpose revenue.

8:13 pm – Mr Robinson returned to Chambers

10.2.052 RECORDING OF ANY EXERCISING / DISCHARGE OF DELEGATED AUTHORITY POLICY

File Reference: 22.5.2
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 19 May 2015
Author: Colin Bastow – Director Corporate & Community Services.

Attachments

- Recording of Any Exercising or Discharge of Delegated Authority Policy

Summary

Council is requested to consider the adoption of a new policy which covers the various methods that can be used to record any exercising of the power or discharging of a duty, under delegated authority.

Background

Due to the wide nature and types of delegated authority it would be prudent to provide guidance to officers who have been given this type of power. Currently the Town does not have a specific policy which would cover this topic.

The Local Government Act requires a written record to be kept by officers who use their delegated authority.

The recording of delegations must be in writing and include the following items:

- (a) How the officer exercised the power or discharged the duty;
- (b) When the officer exercised the power or discharged the duty;
- (c) The person or classes of persons, which are directly affected by the exercise of the power or the discharge of the duty.

Comment

There is no legislative requirement to place the official record of the exercising the power or discharged duty on a register, therefore other effective record keeping practices are sufficient.

The purpose of this policy is not to cover the process of actually awarding delegated authority to an individual or classes of officers, but is intended to cover the subject of ensuring a written record is produced and where that record should be stored/filed. The policy is also aimed at reducing unnecessary red tape and wasting of officer's time by not requiring the filing of the official record of the exercising of a power or discharging of a duty in a single register.

The Town currently files/records officer's delegations in the Town's Central Records System but other locations are also used if they are more appropriate. For example a letter giving approval for a delegated planning matter will be filed in the Town's central filing system where as an EFT payment authority to the bank is stored with the applicable payment vouchers.

The draft policy has been reviewed by the Department of Local Government who has advised the Town that the policy is appropriate to meet the requirements of the Act.

Further information about delegations from the Department of Local Government operational guidelines Number 17 on Delegations can be provided by the CEO to Elected Members.

Consultation

- Mr Cook – CEO
- Mr McKay – Dept. of Local Government

Statutory Environment

Local Government Act 1995 Sec 5.46

Register of, and records relevant to, delegations to CEO and employees

- (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

Local Government (Administration) Regulations Sec 19

Delegates to keep certain records (Act s. 5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- (a) *how the person exercised the power or discharged the duty; and*
- (b) *when the person exercised the power or discharged the duty; and*
- (c) *the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.*

Policy Implications

Council to consider the benefits of a new policy and if resolved include within the adopted policy manual.

Financial Implications

Nil.

Strategic Implications

Nil.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 0515.064 and Officer's Recommendation

Moved: Cr Ward

Seconded: Cr Russell

That Council:

Endorse the Recording of any Exercising / Discharge of Delegated Authority Policy as presented.

CARRIED 8/0

RECORDING OF ANY EXERCISING OR DISCHARGE OF DELEGATED AUTHORITY POLICY

When exercising a power or discharging a duty under delegated authority:

- (a) It is each officer's responsibility to record in writing their exercising or discharging of any delegated power given to them by the Council or CEO. Which includes:
 - i. How the officer exercised the power or discharged the duty;
 - ii. When the officer exercised the power or discharged the duty; and
 - iii. The person or class of persons which are directly affected by the exercise of the power or the discharge of the duty.

- (b) The written record does not need to be kept in a list or within the delegation register but must be stored/filed within the Town's Central Records System or alternative location if it is more appropriate to do so. Example a letter would be filed in the Town's Central Records System, while an authorisation for an EFT payment to the Bank would be kept in the applicable payment voucher file.

- (c) Access to the written record in (a) will not be provided to the general public due to potential commercial in confidence or private/confidential information being released and it's not a legal requirement under the Local Government Act 1995 to release this type of information. However if a written application is made, the CEO may consider releasing this information based on the merits of the application.

Example of where specific information would be kept: a letter would be filed in the Town's Central Records System, while an authorisation for an EFT payment to the Bank would be kept in the applicable payment voucher file.

10.1.053 SCOPE OF WORKS FOR TOWN HALL PUBLIC FURNITURE.

File Reference:	26.3.8, 5.3.1 & 5.3.2
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	10.1.003
Date:	19 May 2015
Author:	Susan Guy Manager of Leisure and Culture

Attachments

- Draft Scope of Works for Town Hall Public Furniture.

Summary

Council is requested to endorse the draft Request for a Scope of Works for Town Hall Public Furniture.

Background

At the Ordinary Council meeting on 10 February this year, the Director of Technical and Environmental Services presented an item titled "Proposed Townscape Works Associated with Town Hall and Fortune Street, Narrogin". In this item it was suggested that seating designed /custom made specifically for the Town Hall verandah would allow for more effective use of the space and ensure that the design enhances the appearance of the building's Federal Street frontage. The Director advised an agenda item detailing the proposed scope of works for Town Hall seating will be prepared for Council's consideration/endorsement.

Comment

The author prepared a draft Scope of Works which was reviewed by the Townscape Advisory Committee at its April meeting and at that time the author also suggested that the Scope of Works include tables. A draft Scope of Works for Town Hall Public Furniture is now recommended to Council for endorsement so as to become a final document.

The intention is that once a Scope of Works is endorsed by Council that the Town will identify, in accordance with the Town's Purchasing Policy, three local suppliers or contractors that design and manufacture timber furniture and request their response to the Scope of Works. Their respective responses will then be brought back to Council.

Consultation

- Townscape Advisory Committee

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The author will include an item for Council's consideration in the draft 2015/16 budget, in anticipation of Council endorsing the Scope of Works and approving a successful supplier/contractor.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0515.065 and Officer's Recommendation

Moved: Cr Kain

Seconded: Cr McKenzie

Amended 2/6/2015

That Council:

Endorse the draft Request for a Scope of Works for Town Hall Public Furniture.

CARRIED 8/0

DRAFT SCOPE OF WORKS FOR TOWN HALL PUBLIC FURNITURE

1. BACKGROUND

Architect G. G. Lavater produced the majority of significant building designs including the Town Hall in a rapidly developing Narrogin from 1904 until WW1. Officially opened in 1908, the Town Hall became a major venue for social occasions including local amateur and visiting professional theatre, dances, public meetings and civic ceremonies.

The Town of Narrogin's Townscape Advisory Committee is promoting good quality design and public art as a way to transform public spaces and bring new meaning to environments in which local residents live and work. Recently, the Committee made a number of recommendations to Council regarding works to the Town Hall. These works include: remediation of the Town Hall verandah facing Federal Street and Fortune Street; the replacement of the existing flat roof of the Town Hall piazza with an arched roof to complement the Town Hall's architecture; the installation of new lighting fixtures within the piazza sympathetic to the Town Hall's heritage design and the painting of a mural by a commissioned artist with subject matter which incorporates the Town Hall as a historical site for social and community events in Narrogin.

2. PERMANENT PUBLIC SEATING AND TABLES

The Committee has also recently proposed to Council, that permanent public seating and tables be installed on the Town Hall's east and north facing verandahs. Having received Council's endorsement for this proposal, the Townscape Committee would be pleased to have you present a Scope of Works for the design, manufacture and installation of aesthetic, functional timber seating and tables made from local/native timber to improve the functionality of the Town Hall verandah.

3. SCOPE OF WORKS

The Scope of Works for public seating and tables to be installed in the east and north facing verandahs of the Town Hall is to include :

- Design phase estimated costs
- Manufacturing phase estimated costs
- Installation phase estimated costs
- Estimated timeline from commencement to completion
- Comments on possible factors impacting on timeline and costs
- Expectations of obligations and responsibilities of Town of Narrogin

Please see the attached floor plan for the dimensions of the Town Hall's east and north facing verandahs.

4. TIMELINE

Council would be pleased to receive the Scope of Works by ... 2015.

10.2.054 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

File Reference: 9.8.4
Disclosure of Interest: Nil
Applicant: Emergency Management Officer
Previous Item Nos: Nil
Date: 20 May 2015
Author: Chief Executive Officer – Mr Aaron Cook

Attachments

- Local Emergency Management Arrangements document for Council approval.

Summary

Council is requested to formally accept the Local Emergency Management Arrangements document and arrange for its signing by the CEO.

Background

When the Local Emergency Management Committee (LEMC) was re-established some 18 months ago the Arrangements document, presented at this meeting, was re-worked and presented to the LEMC for approval.

The LEMC Committee reviewed and approved the document; however, it was not presented to Council for approval.

Comment

With the recent appointment of Mrs Anika Keeling to the position of Emergency Services Officer, a review of the documentation of the LEMC has been undertaken and, as such, the attached Arrangements document is provided for Council to accept. Once accepted, it is to be signed by the CEO and Shire CEO.

Consultation

- LEMC
- Shire of Narrogin
- Emergency Services Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

The ongoing development and management of the LEMC and its requirements is important to Narrogin in the instance of an emergency. The renewed Committee is working well together

through increasing awareness through training and exercises and the finalisation of the key documents.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

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

COUNCIL RESOLUTION 0515.066

Moved: Cr Russell

Seconded: Cr Bartron

That Council:

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

CARRIED 8/0

Note: Reason for change is to remove the Mayor as signatory and change to the CEO on the signing page of this administrative item. The mover and seconder approved the change.

Amended 2/6/2015

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
LEMC

.....
Date

.....
Endorsed by Council
Chief Executive Officer, Town of Narrogin

.....
Date

Amended 2/6/2015

.....
Endorsed by Council
Shire President, Shire of Narrogin

.....
Date

.....

.....

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Distribution

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Shire of Narrogin	2
Western Australian Police, Narrogin	2
Narrogin State Emergency Services (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
Wheatbelt South Region of Southern Road Services (Main Roads)	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
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GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009

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)

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.

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

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

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

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. *See also* **COMMAND** and **COORDINATION**.

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**.

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.

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

DFES – Department of Fire & Emergency Services of WA.

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

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 or 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

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.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

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.

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.

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.

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.

Community Consultation

These Arrangements have been developed in consultation with the Narrogin LEMC as representatives of the respective communities and agencies.

1.2 Document Availability

A copy of this document is available for inspection at each local government office.

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 Shires of Narrogin are 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. Towns in the area include Wagin, Wickiepin, Wandering, Williams and Pingelly to the far north.

- The Town of Narrogin is 12.6 km² in size and has a population of 5,000 with 1,822 dwellings (ABS, 2006). 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 869 with 309 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 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

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	All member LG's	Town of Narrogin
Risk Treatment Schedule	All member LG's	Town of Narrogin
Local Recovery Plan	All member LG's	All member LG's
Welfare Plan	DCPFS	All member LG's

Relevant State Emergency Management Plans (Westplans)

Document	Owner	Location
Westplan Air Transport	WA Police	DFES Web
Westplan Bushfire	DFES	DFES Web
Westplan Urban Fire	DFES	DFES Web
Westplan Flood	DFES	DFES Web
Westplan Hazardous Materials	DFES	DFES Web
Westplan Land Search & Rescue	WA Police	DFES Web
Westplan Road Transport Emergency	WA Police	DFES Web
Westplan Welfare	DCPFS	DFES Web

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 Varies Town of Narrogin- from 19 Sept to 1st November (inclusive)

Prohibited Burning Period 1 November to 31st March (inclusive) Shire of Narrogin Restricted 15th October to 31st October Prohibited from 1st November to 1st March then restricted again.

- 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 Karyina, Narrogin Hospital, Narrogin Cottage homes with these facilities being part of the Emergency Management Plans.

1.11 Resources

Refer to resources tab

1.12 Financial Arrangements

Response

The Town of Narrogin and Shire of Narrogin recognize State Emergency Management Policy 4.2 “Funding for Emergencies” which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

1.13 Roles & Responsibilities

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 who can delegate roles as required.

Local Emergency Management Committee

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.

Local Government

It is a function of a local government —

- (a) subject to this Act, 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.

Hazard Management Agency

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.

Combat Agencies

A combat agency is *'the agency identified as being primarily responsible for responding to a particular emergency'* AEM Glossary

Support Organisation

A support organisation *'provides essential services, personal or material support'* (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to welfare centre.

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 (positions)

- Town of Narrogin (Chair)
 - Shire of Narrogin
 - OIC Narrogin Police Station (Deputy Chair)
 - Executive Officer (provide by Town of Narrogin)
 - Narrogin State Emergency Services (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
 - Department of Parks and Wildlife, Narrogin
 - Australian Red Cross
 - 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 Australian/New Zealand Standard for Risk Management 4360: 2004. The subsequent output of this process has resulted in a Risk Statement Register and a Risk Treatment Schedule, which are attached as an appendix.

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	Local Combat Role	Local Support Role	WESTPLAN	Local Plan
Air Transport	WaPOL	VFRS, ST John Ambulance, SES	DCPFS	Traffic Crash	
Fire (P&W Land)	P&W	VFRS, SES	DCPFS LG	Bushfire (2005)	
Fire (inside gazetted district)	DFES	VFRS,	DCPFS LG	Urban Fire (2000)	
Fire (outside gazetted fire district)	LG	VFRS, P&W	DCPFS LG	Storm (2004)	
Fire (structural)	DFES	VFRS	DCPFS	Urban Fire	
Flood	DFES	SES	DCPFS LG	Flood	
Hazardous Materials	DFES	VFRS	LG	HazMat	
Land Search & Rescue	WaPOL	SES	DCPFS LG	Land Search	
Road Transport Emergency	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 Activation of Local Arrangements

The Hazard Management Agency or the Local Emergency Coordinator (LEC) in consultation with the Hazard Management Agency is responsible for the implementation of the Arrangements and for activating the required organisations in accordance with these Arrangements.

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.

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.

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 Decisionmaking and the coordination of resources/information; and
- f. Where there is a need for regional support beyond that of a single agency.

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.

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.

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 012 948
2nd Contact	Area Manager	9881 3893	0427 026 967

Dept of Parks and Wildlife

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

	Name	Phone	Phone
1st Contact	Steve Gorton	9881 9200	0427 858 213
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
2nd Contact	2 OIC	9882 2555	0438 734 245

Narrogin Shire Office

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

	Name	Phone	Phone
1st Contact	CEO-Geoff McKeown	9881 1866	0427 982 072
2nd Contact	Shire President Richard Chadwick	9881 2329	0427 812 329

Town of Narrogin Office

89 Earl Street
Narrogin
Ph: 9881 1994 Fax: 9881 3092

	Name	Phone	Phone
1st Contact	CEO Aaron Cook	9881 1994	0407 522 297
2nd Contact	Mayor Ballard	9881 1944	0428 832 095

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 could 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
ABC Great Southern Wagin – Bunbury:	Ph 9861 3311 Ph 9792 2711	Fax 08 9861 3399

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)

3.4.1 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.

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.

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	Comments
Karinya	Approx 35 people Special Needs & 67people independent cottages	50 Felspar Street Narrogin	Private Plans in Place
Narrogin Home Care	357	30 Clayton Road Narrogin	Clients in both Councils.
Department of Housing tenants	300	Various	
Hospital Patients	Various	Williams Road, Narrogin	Private plans in place
Disability clients			
High Schools / Pre Primary, Kindy			
Agriculture College	200	216 Cooramining Road, Narrogin	Private plans in place

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.

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.

3.4.2 Demographics

Refer to tab 'Demographics'

Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres see the ‘**Local Welfare Emergency Management Support Plan for the Town of Narrogin, Shire of Narrogin** – appendix 5

3.5 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 section should be read in conjunction with this plan.

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

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: 9881 1944 Mob: 0407 522 297	Mayor Ballard Ph: 9881 1944 Mob: 0428 832 095
Shire of Narrogin	Chief Executive Officer Ph: 9881 1866 Mob: 0427 982 072	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.

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 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.

Welfare Centres

See the '**Local Welfare Emergency Management Support Plan for the Town of Narrogin and Shire of Narrogin.**

PART 4 – RECOVERY

Refer to the Town of Narrogin and Shire of Narrogin Local Recovery Management Plan

PART 5 – Emergency Contacts Directory

See tab 'Contacts'

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

PART 6 – EXERCISING & REVIEWING

Exercising

Aim

The aim of any exercise conducted by the LEMC should be to assess the Local Emergency Management Arrangements, not a HMA's response to an incident. This is a HMA responsibility.

Frequency

The LEMC will hold an exercise on an annual basis

Types

Exercises may be either

- a) Discussion
- b) Field

Reporting of Exercises

Exercises should be reported to the DEMC as per SEMP 2.5

Review

This plan should be reviewed on an annual basis. The Executive Officer, LEMC will initiate the review. The Arrangements should also be reviewed after a major incident in which they have been activated.

Appendices

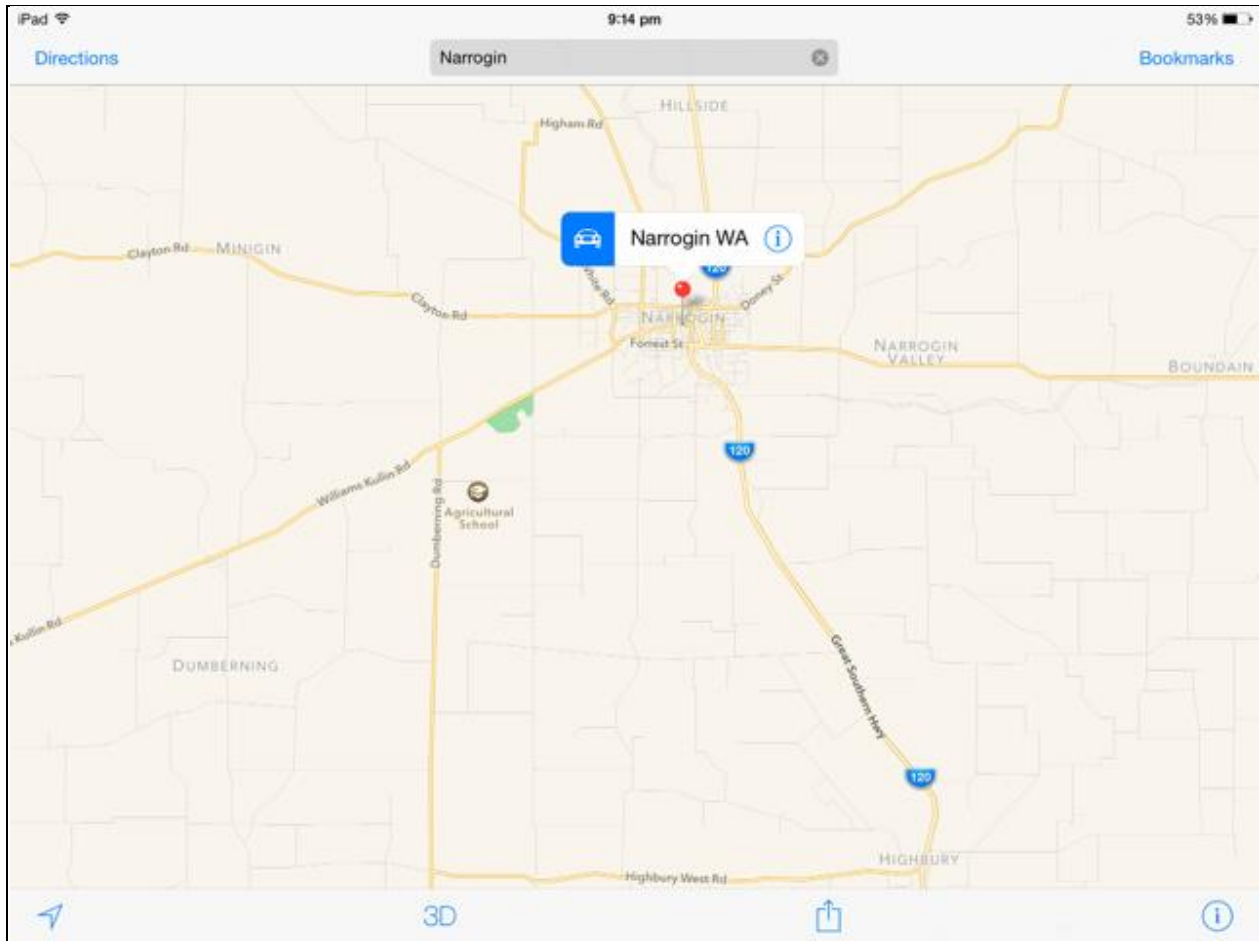
Contacts

Name (Incl. email address)	Organisation	Address	Phone (w)	Phone (a/h)	Fax

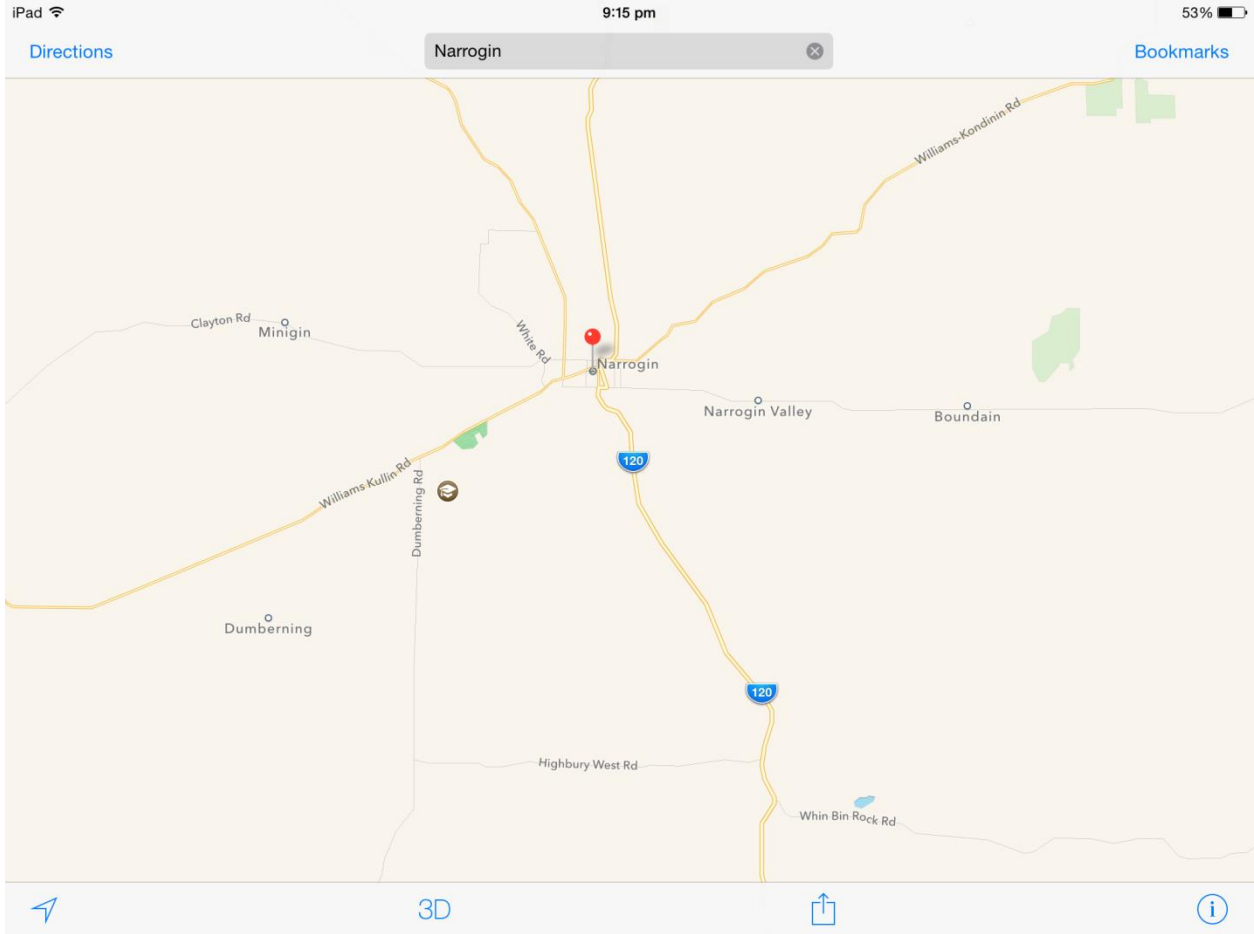
Risk Register Schedule

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

Map of the District



Town of Narrogin, Shire of Narrogin Local Emergency Management Arrangements



Demographics

CATEGORIES		
<u>Source: Australian Bureau of Statistics 2006 data</u> www.abs.gov.au	TOWN OF NARROGIN	SHIRE OF NARROGIN
0-4 years old	265	59
5-14 years old	695	99
15-24 years old	674	159
25-54 years old	1,552	323
55-64 years old	446	123
65 years and over	607	66
Indigenous Population	305	4
People with disabilities	131	28
Total Population	4,239	829

CATEGORIES		
Religious Affiliation	TOWN OF NARROGIN	SHIRE OF NARROGIN
No Religion	1043	171
Anglican	912	206
Catholic	843	196
Uniting Church	385	89
Presbyterian		
Baptist	248	
Christian		29

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

Nil

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

Nil

13. CLOSURE OF MEETING

8.28pm — The Presiding Person declared the meeting closed.

Commonly-used abbreviations:	
CEO	Chief Executive Officer
DCCS	Director Corporate & Community Services
DTES	Director Technical & Environmental Services
EFT	Electronic Funds Transfer
EPA	Environmental Protection Authority
LEMC	Local Emergency Management Committee