



SHIRE OF NARROGIN

ORDINARY COUNCIL MEETING 19 MAY 2016

MINUTES

These minutes were confirmed at the Ordinary Council Meeting held on 16 June 2016]

Signed: Date

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

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

ORDINARY COUNCIL MEETING MINUTES

19 MAY 2016

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

9.30 am – President Chadwick declared the meeting open.

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

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

Staff

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

Declarations of Interest

Cr Quartermaine declared an interest in item 9.B&TP.216
Cr Hardie declared an interest in item 9.B&TP.217
Cr Borthwick declared an interest in item 9.A.410

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. CONFIRMATION OF MINUTES

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr Wiese

Seconded: Cr Borthwick

That Council:

Accept the minutes of the Ordinary Council Meeting held on 21 April 2016 and be confirmed as an accurate record of proceedings.

CARRIED 7/0

9.34 am – Mr Awang arrived in Chambers.

7. ANNOUNCEMENTS BY THE PRESIDENT AND COUNCILLORS

Cr Sieber – Nil
Cr Hardie – Nil
Cr Borthwick – Attended the Anzac Day Service in Highbury
Cr Quartermaine – Nil
Cr Wiese – NCH Meeting; Highbury District Council Meeting, Friends of Little Gem Theater.
Cr Ballard – Ag College Advisory meeting, Transition Working Group Meeting
Cr Chadwick – Anzac Parade, Transition Working Group Meeting

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

9. MATTERS WHICH REQUIRE DECISIONS

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10.21 am – Cr Quartermaine declared a proximity interest in the following agenda item and departed Chambers.

9 MATTERS WHICH REQUIRE DECISIONS

9.B&TP BUILDING AND TOWN PLANNING

9.B&TP.216 PROPOSED ROAD CLOSURE – LOT 7 WILLIAMS KONDININ ROAD

File Reference:

Disclosure of Interest:

Nil

Applicant:

Mr Lindsay Sims

Previous Item Nos:

9.B&TP.212 – 18 February 2016

Date:

9 May 2016

Author:

Azhar Awang, Executive Manager Development & Regulatory Services

Attachments

- Plan of proposed road closure.
- Letter from Department of Lands

Summary

This application is referred to Council to formally resolve to request the Minister for Lands to close portion of the unconstructed road reserve permanently under section 58 of the *Land Administration Act 1997* and that it has fulfilled the requirements of Part 2 clause 9(a) and (f) of the *Land Administration Regulations 1997*.

Background

The proposal is a road closure request by CLE Town Planning and Design on behalf of the property owners of Lot 7 Williams Kondinin Road, Narrogin Valley. The proposed road closure is an unconstructed road which runs in an east west direction traversing Lot 7.

The matter was previously considered by Council at its meeting held on 18 February 2016, whereby Council at that meeting resolved as follows:

That Council:

1. *Resolves to support the request to close a portion of unconstructed road reserve to the east of Williams Kondinin Road adjacent to Lot 7 Williams Kondinin Road in accordance with the Land Administration Act 1997 and Land Administration Regulations 1998.*

2. Authorises the Chief Executive Officer to formally refer the road closure to the Department of Lands seeking their assistance to finalise road closure procedures. Correspondence to the Department of Lands shall include:
 - (i) Copies of all relevant Council resolutions/minutes
 - (ii) Details of advertising/consultation
 - (iii) Copies of all submissions
 - (iv) Confirmation that any further costs are to be borne directly by the applicant.
3. Authorises the CEO and Shire President to affix the Common Seal to any documentation required to finalise this application.

In accordance with condition 2 of the resolution, a letter has been forwarded to the Department of Lands on 25 February 2016.

The Department of Lands after assessing the information provided advice to the Shire that the resolution of Council did not constitute a formal request to the Minister for Lands to permanently close the unconstructed road reserve under section 58 of the *Land Administration Act 1997* and will require this wording as a formal resolution of Council.

Comment

The advice received from the Department of Lands was that the Council resolution of 18 February 2016 was to “support” and not a request to close portion of the unconstructed road reserve.

In order to progress with the permanent road closure of the unconstructed road reserve at Lot 7 Williams Kondinin Road, a resolution of Council is required to formally request the Minister for Lands to close the unconstructed road reserve in accordance with section 58 of the *Land Administration Act 1997*.

Consultation

- The proposal has been advertised to the relevant state agencies and all comments have been included in the report to Council at its meeting held on 18 February 2016 in accordance with section 58 of the *Land Administration Act 1997*.

Statutory Environment

Land Administration Act 1997 – section 58 which outlines the requirements to be fulfilled (public advertising), and a formal request to the Minister of Lands for the permanent closure of a road.

Land Administration Regulations 1988 – section 9 which refers the process for the road closure.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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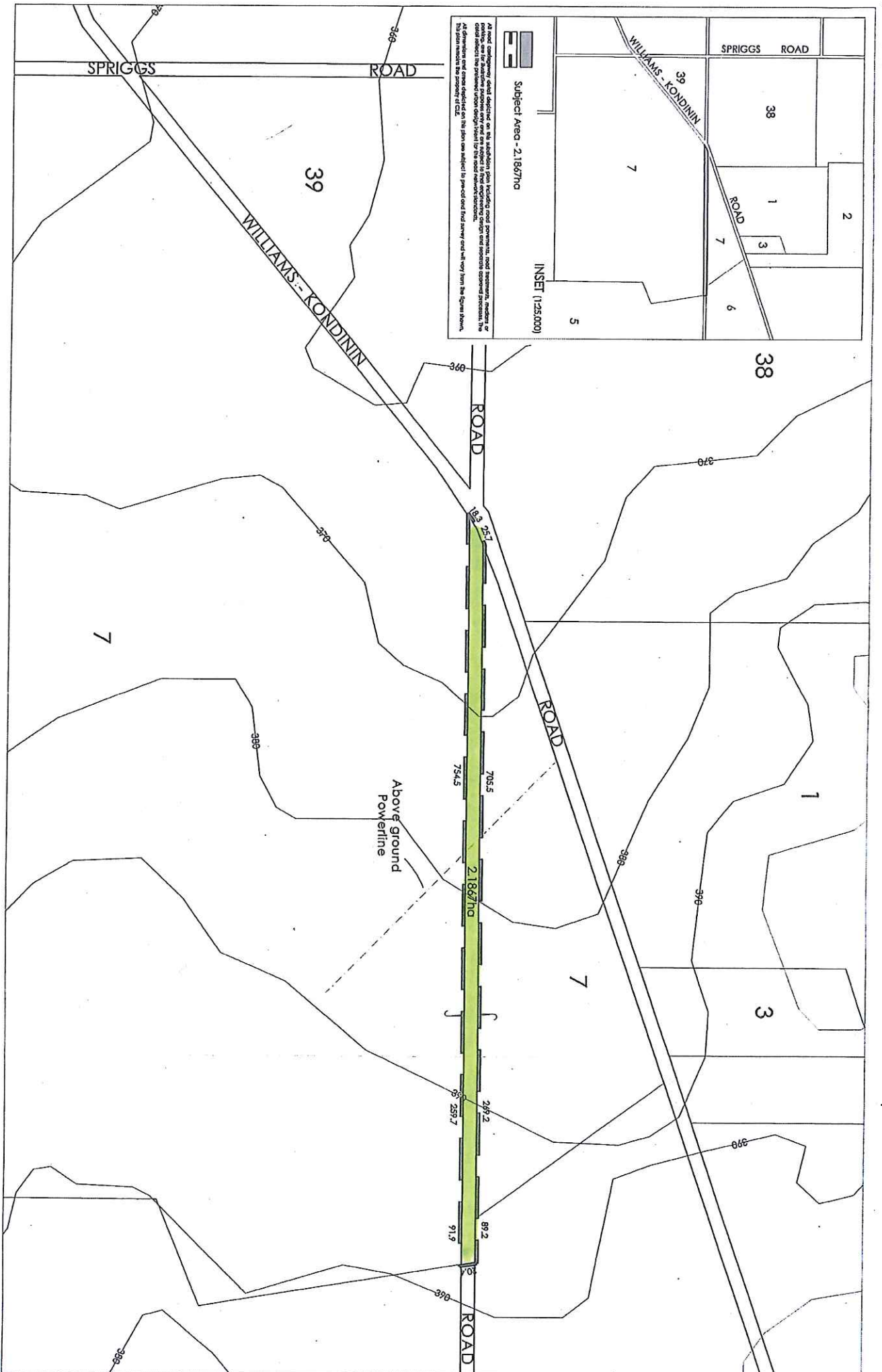
Moved: Cr Sieber

Seconded: Cr Borthwick

That Council:

1. Request the Minister for Lands to permanently close the unconstructed road reserve to the east of Williams Kondinin Road traversing Lot 7 Williams Kondinin Road under section 58 of the *Land Administration Act 1997*.
2. Advise the Minister for Lands that the Shire has fulfilled the requirements of Part 2 clause 9 (a) and (f) of the *Land Administration Regulations 1998* in regards to condition 1 above and that it has complied with section 58(2) and (3) of *the Act* in relation to public advertising and considerations of the submissions received as outlined in the Shire of Narrogin Minutes held on 18 February 2016.
3. Forward all documentations in regards to the proposed road closure to the Minister for Lands for its consideration.
4. Authorise the CEO and the Shire President to affix the Common Seal to any documentations associated with the application for approval.

CARRIED 6/0



At road construction start indicated on this plan the road including road pavement, road drainage, and/or other works, are to be undertaken by the applicant in accordance with the relevant road rules and standards. The applicant is responsible for the provision of any necessary road works and any other works required to complete the road works. The applicant is responsible for the provision of any necessary road works and any other works required to complete the road works. The applicant is responsible for the provision of any necessary road works and any other works required to complete the road works.

PROPOSED ROAD CLOSURE
 Lot 7 Williams-Kondinin Road, Narrogin
 Shire of Narrogin



Government of Western Australia
Department of Lands

Regional & Metropolitan Services

Our ref: 00527-2015 Job 151552
Enquiries: Mandy Chaffer
Ph: (08) 6552 4452 Fax: (08) 6552 4417
Email: mandy.chaffer@lands.wa.gov.au

Shire of Narrogin
43 Federal Street
NARROGIN WA 6312

Attention: Azhar Awang
By email only: emdrs@narrogin.wa.gov.au

Dear Azhar

**Proposed closure of unconstructed road reserve traversing Lot 7 on
Deposited Plan 61309**

Thank you for your email of 6 April 2016 together with attachments.

I note that you have provided a copy of the resolution made at a Council meeting held on 18 February 2016 to "support" the request to close a portion of unconstructed road reserve. However, this resolution does not constitute a formal request to the Minister for Lands to close road permanently under section 58 of the *Land Administration Act 1997*, nor does it fulfil the requirements of Part 2 clause 9 (a) and (f) of the *Land Administration Regulations 1998* as it only "supports" the request. I attach a copy of the relevant sections of the *Land Administration Act 1997* and the *Land Administration Regulations 1998* for your information.

Before this job can proceed further, please provide to the Department of Lands a formal request to the Minister for Lands to close the unconstructed road reserve traversing Lot 7 on Deposited Plan 61309 under section 58 of the *Land Administration Act 1997*.

Yours sincerely

A handwritten signature in black ink that reads "M. Chaffer".

Mandy Chaffer
Assistant State Land Officer
Case Management

Dated: 28 April 2016

cc. Phillida.Phillida@cleplan.com.au

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 PO Box 1143 West Perth Western
Australia 6872
Telephone (08) 6552 4400 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)
Email: info@lands.wa.gov.au Website: www.lands.wa.gov.au
ABN: 68 565 723 484

58. Closing roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.
- (4) On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) —
 - (a) by order grant the request; or
 - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
 - (c) refuse the request.
- (5) If the Minister grants a request under subsection (4) —
 - (a) the road concerned is closed on and from the day on which the relevant order is registered; and
 - (b) any rights suspended under section 55(3)(a) cease to be so suspended.
- (6) When a road is closed under this section, the land comprising the former road —
 - (a) becomes unallocated Crown land; or
 - (b) if a lease continues to subsist in that land by virtue of section 57(2), remains Crown land.

[Section 58 amended by No. 59 of 2000 s. 18(1) ⁹.]

- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 56(2) of the Act.

9. Local government request to close road permanently (Act s. 58(2)), requirements for

For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request —

- (a) written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require; and
- (b) sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed; and
- (c) copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions; and
- (d) a copy of the relevant notice of motion referred to in paragraph (c); and
- (e) any other information the local government considers relevant to the Minister's consideration of the request; and
- (f) written confirmation that the local government has complied with section 58(2) and (3) of the Act.

10.22 am – Cr Quartermaine returned to the meeting.

10.22 am – Cr Hardie declared an interest in the following agenda item and departed the meeting.

9.B&TP.217 PROPOSED HOME OCCUPATION – HOME BASED TRAVEL AGENT – Lot 3 (No. 1618) CONGELIN ROAD, NARROGIN

File Reference: A503
Disclosure of Interest: Nil
Applicant: Clare Hardie
Previous Item Nos: Nil
Date: 11 May 2016
Author: Azhar Awang, Executive Manager Development and Regulatory Services

Attachments

- Locality Plan
- Floor Plan

Summary

Council's consideration is requested for the proposed home based Travel Agent as a Home Occupation from an existing residence at Lot 3 (no. 1618) Congelin Road, Narrogin.

Background

Lot 3 (No.1618) Congelin Road, is approximately 12 kilometres north-west from the Narrogin Post Office. The property is predominantly agricultural purposes with a total area of 558.44 hectares.

The proposal is to run a business from home as a Travel Agent and the applicant operates as a sole operator. The master bedroom will be converted as the office which has a floor area of approximately 7m² (2.9m x 2.4m).

Comment

Under the Shire of Narrogin Town Planning Scheme No 2, Lot 3 (No. 1618) Congelin Road. Narrogin is zoned as "Farming". The objectives of this zone is:

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

The proposed Home Based Travel Agent falls within the definition of Home Occupation which is defined as:

Means a business or activity carried out within a dwelling or the curtilage of a dwelling by a person resident therein or within a domestic outbuilding by a person resident in the dwelling to which it is appurtenant that:

- a) *Entails the conduct of a business, office, a workshop only and does not entail the retail sale or display of goods of any nature;*
- b) *Does not cause injury to or prejudicially affect the amenity of the neighbourhood;*
- c) *Does not detract from the residential appearance of the dwelling or domestic outbuilding;*
- d) *Does not entail employment of any person not a member of the occupier's household;*
- e) *Does not occupy an area greater than 20m²;*
- f) *Does not display a sign exceeding 0.2m² in area;*
- g) *In the opinion of the council is compatible with the principle use to which land in the zone in which it is located may be put;*
- h) *Will not result in the requirement for a greater number of parking facilities than normally reserved for a single dwelling, and will not result in a substantial increase in the amount of vehicular traffic in the vicinity;*
- i) *Does not entail the presence, parking and garaging of a vehicle of more than two (2) tonnes tare weight.*

A Home Occupation is listed as an "AA" use in the "Farming" zone under 'Table 1 – Zoning Table' of the *Shire of Narrogin Town Planning Scheme No 2*. An "AA" use means:

The use is not permitted unless the Council has granted planning approval.

The Table below is an assessment of the proposed use in relation to compliance with the home occupation definition:

Scheme Definition	Officer's Comment
<i>Entails the conduct of a business, office, a workshop only and does not entail the retail sale or display of goods of any nature;</i>	Complies. The proposed is a home based travel agent and does not entail any retail or display of goods.
<i>Does not cause injury to or prejudicially affect the amenity of the neighbourhood;</i>	Complies. No impact to surrounding amenity as the proposal is a very low scale business generally for office use.
<i>Does not detract from the residential appearance of the dwelling or domestic outbuilding;</i>	Complies. The business will be conducted in the curtilage of the existing house and therefore will not detract from the residential appearance of the house.
<i>Does not entail employment of any person not a member of the occupier's household;</i>	Complies. The applicant is a sole operator.
<i>Does not occupy an area greater than 20m²;</i>	Complies. The business will operate from the existing bedroom with an area of 7m ² .
<i>Does not display a sign exceeding 0.2m² in area;</i>	Complies. A condition can be imposed to limit the size of any proposed sign.
<i>In the opinion of the council is compatible with the principle use to which land in the zone in which it is located may be put;</i>	Complies. The proposal is carried out within the existing house and therefore would not detract from the predominant land use.

<i>Will not result in the requirement for a greater number of parking facilities than normally reserved for a single dwelling, and will not result in a substantial increase in the amount of vehicular traffic in the vicinity;</i>	Complies. No client to visit the house as all business are conducted at the client's home.
<i>Dos not entail the presence, parking and garaging of a vehicle of more than two (2) tonnes tare weight</i>	Complies. Use of private vehicle only.

Based on the above assessment and given the very low impact of the proposed home occupation to the surrounding amenity, it is recommended that Council support the proposed home based travel agent subject to conditions.

Consultation

- Given the low scale activity for the proposal, there is no need to undertake public consultation.

Statutory Environment

Local – *Shire of Narrogin Town Planning Scheme No. 2*

Clause 4.9 Home Occupation

4.9.1 A planning approval to conduct a home occupation is issued to a specific occupier of a particular parcel of land, it shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted. Should there be a change of the occupier of the land in respect of which planning approval for a home occupation is issued the planning approval is cancelled.

4.9.2 If, in the opinion of the Council, a home occupation is causing a nuisance or annoyance to owner or occupiers of land in the locality the Council may rescind the planning approval.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr Sieber

Seconded: Cr Wiese

That Council:

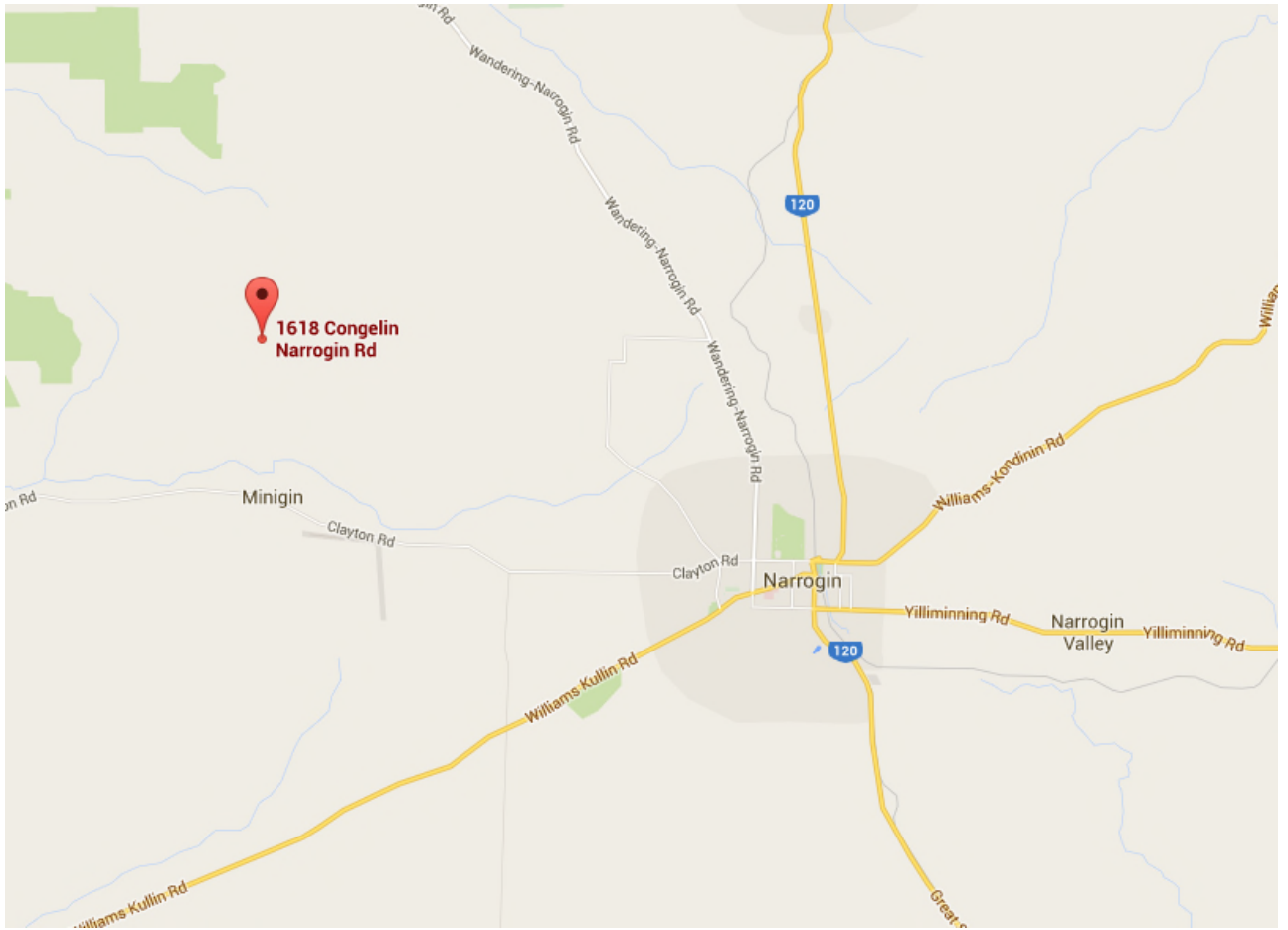
Approve the application for a home occupation (home based travel agent) on Lot 3 (No. 1618) Congelin Road, Narrogin subject to the following conditions:

1. This approval is for a home based travel agent only.
2. Any sign for the business must be located within the property boundaries and the sign shall not exceed an area of 0.2 square metres.
3. This approval is issued specifically to Clare Hardie as occupier of Lot 3 (No 1618) Congelin Road, Narrogin and shall not be transferred or assigned to any other person or property.
4. This planning approval is only valid if the home occupation is operated in a manner that it does not cause any nuisance or annoyance to owners or occupiers of land in the locality to the satisfaction of the Chief Executive Officer.
5. This planning approval is cancelled and will be null and void if there is a change of occupier.

Advice Notes:

1. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.

CARRIED 6/0



Attachment 1 - Locality Plan Lot 3 (No 1618) Congelin Road, Narrogin

Crare Hardie



10.25 am – Mr Awang departed the meeting.

10.34 am – Cr Hardie returned to the meeting.

9.F FINANCE

9.F.298 PAYMENTS FOR ENDORSEMENT – APRIL 2016

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 12 May 2016
Author: Mr Aaron Cook

Attachments

- List of Accounts for Endorsement – April 2016

Summary

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

Background

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

Comment

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

Consultation

Nil

Statutory Environment

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

Policy Implications

Nil

Financial Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr Hardie

Seconded: Cr Ballard

That Council:

- 1) Endorse the cheques paid under delegated authority totalling \$0.00.
- 2) Endorse for payment the list of "Electronic Payments to be Paid" totalling \$206,535.31 plus the "Direct Debit and Electronic Payments Paid by Delegated Authority" totalling \$54,573.81 and "Salaries and Wages" totalling \$58,042.97.
- 3) Grand total of payments to be made for April 2016 is \$319,152.09.

CARRIED 7/0

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

DATE	CHK/PMT NUMBER	NAME	PARTICULARS	TRUST FUND	MUNI FUND
			CHEQUES PAID BY DELEGATED AUTHORITY		
			NIL		
			Total Cheque Payments paid by Delegated Authority		-
			DIRECT DEBIT TRANSACTIONS		
1/04/2016		ANZ Bank	Merchant Fees for March 2016		44.85
1/04/2016		ANZ Bank	Month Account Service Fee for March 2016		30.00
14/04/2016		Click Super	Superannuation Payments for March 2016		9,947.77
			Total Direct Debit Transactions paid by Delegated Authority		10,022.62
			ELECTRONIC PAYMENTS PAID BY DELEGATED AUTHORITY		
19/04/2016	574384	Australian Services Union	Union Membership for GJ Southall for March 2016		51.60
	574384	WA Shire Councils Union	Union Membership for GP Smith for March 2016		41.00
	574692	Covs Parts Pty Ltd	Measuring Wheels x 3 and freight		466.95
	574985	Synergy	Power supply for Office from 4/02/2016 to 6/04/2016		396.35
	574985	Water Corporation	Office supply, 13 Hough Street supply and Depot supply of water and rates charges		424.27
	574985	Telstra Corporation Limited	Office Phone, Depot Phone and Harvest Ban Hotline		354.67
27/04/2016	929832	Shire of Narrogin	CC Account - Flowers for G. Ballard, Rural HealthWest subscriptions, Komatsu parts etc		3,408.04
	929388	Infinite Energy	Solar panels for the Depot.		20,046.00
29/04/2016	654634	Telstra DCRM	Damage to Telstra lines on Highbury West Road		2,435.08
3/05/2016	441421	WA Treasury Corporation	Loan 49 Repayment		10,266.71
9/05/2016	697251	Toll Ipec Pty Ltd	Freight Charges		287.32
	697683	Water Corporation	Highbury Toilets and Hall water supply and standpipe water		4,462.74
	697683	Telstra Corporation Limited	Mobile Phone Bill for Torre Evans, Gary Rasmussen, Ian Hart, Foreman and Jesse Charles		537.92
	697683	Synergy	Power supply for Highbury Toilet and Hall		289.60
10/05/2016	365038	Gary Rasmussen	Refund of Fuel used before Fuel Card arrived		863.49
	365038	Nik's Electrical & Gas	Cool room power supply circuit protection		115.50
	365038	Covs Parts Pty Ltd	Spray and Mark Applicators		103.95
			Total of Electronic Payments paid by Delegated Authority:		44,551.19
			ELECTRONIC PAYMENTS TO BE PAID		
		Allan's Bobcat & Truck Hire	Works on accessways on Yilliminning Road		2,970.00
		Australia Post	Postage for April 2016		54.20
		Beaurepairs	Tyres and punctures for various plant		1,215.10
		Best Office Systems	Photocopier toner usage from February to April 2016		782.66
		Bitutek Pty Ltd	Supply and spray bitumen on Narrogin Valley Road and Narrogin-Wandering Road		64,559.88
		BKS Electrical	Replace power cord to grinder and test		99.00
		Broons Hire (SA) Pty Ltd	Spare parts to suite eCombi Roller		1,718.57
		Butler Settineri	Interim Audit fee for the year ending 30/06/2016		2,883.17
		Earl Street Surgery	Heavy Vehicle Medicals for Gary Southall and Robert Bruce		440.00
		Environmental Monitoring Systems Pty Ltd	Health and Meat Inspections for February 2016		3,461.72
		Farmers Centre (Narrogin) Pty Ltd	Filters for Backhoe		168.60
		Gray & Lewis	Planning Consulting for 176 Yilliminning Road - Home business		605.00
		FarmWorks Narrogin	Gates for Accessway on to Road		457.60
		Great Southern Fuel Supplies	Bulk Fuel and Fuel for Prado		17,979.13
		Great Southern Waste Disposal	Rubbish and Recycle Bins pickup for April 2016		3,845.26
		Halanson Earthmoving	Works on Yilliminning Road and rehab gravel pit		12,298.00
		Hitachi Construction Machinery (Australia) P/L	Filters and water separators for 2 graders		1,229.56
		Ingrey's	Filters and engine oil for Navara Ute		430.96
		Kelyn Training Services	Risk Management Course & Advanced Worksite Traffic Management course for J. Charles		892.50
		WA Land Information Authority	Valuation expenses		9,152.90
		Landmark	Postcrete for Wanerie Road signs		519.42
		Lord Mayor's Distress Relief Fund	Donation towards the Waroona and Districts Fire Appeal		500.00
		Lotex Filter Cleaning Service	Filter cleaning for various plant		100.09
		LR Sims & Co.	50% claim for the reflooring of the Highbury Hall.		19,894.00
		MAKIT Narrogin Hardware	Nuts bolts and liquid nails for signage on Wanerie Road		85.90
		Mechanical & Diesel Services	Brake booster for float trailer		66.00
		MJ & JL Dyke	Supply fittings and manufacture hydraulic hoses for Grader and Backhoe		366.74
		Narrogin Dingo Service	Remove old standpipe and install new one on Tarwonga Road		1,650.00
		Narrogin Gardening Services	Highbury townsite maintenance for April 2016		150.00
		Narrogin Guardian Phcy	Flu vaccines for R Pyke, G Smith and G Heil		89.95
		Narrogin Newsagency	Office supplies and stationery		58.95
		Narrogin Packaging	Toilet paper, disinfectant and paper towels		257.40
		Narrogin Toyota	Filters for Hilux ute		143.87
		Officeworks	Water for meetings and stationery		137.64
		P & F Kulker Building Contractors	Skip Bin service for the month of April 2016		218.90
		RSA Works	Storm Damage NDRRA Application		616.00
		Sims Civil	Hire of 87 fence panels for the compound at the Link Road for 18 months		12,058.20
		Skilled Rail Services Pty Ltd	Preparation of a Rail Safety Management Plan and Risk Assessments for Link Road		2,915.00
		Sunny Sign Pty Ltd	Missed signs for Wanerie Road		105.60
		Synergy	Streetlight bill for 25/03/2016 to 24/04/2016		336.60
		Telstra Corporation Limited	Telstra SMS for Fire Bans etc for March 2016		598.00
		Terry Brown & Co.	Brake drum and shoe kits for Side Tipping Trailer		1,881.00
		The West Australian	Advert for change in venue for April Council Meeting		84.00
		Total Quality Clean	Cleaning of the Office and Depot for April 2016		704.00
		Town of Narrogin	Torre Evans and Aaron Cooks (20%) Wages and Superannuation for April 2016		11,793.25
		Water Corporation	Lot 205 Mokine Road Water rates charge		37.68
		Western Stabilisers	Cement stabilisation for Wandering-Narrogin Road		24,824.80
		Westrac Pty Ltd	Parts and repairs for Cat Rollers		1,098.51
			Total of Electronic Payments to be paid		206,535.31

ELECTRONIC TRANSACTION PAYMENTS FOR SALARIES AND WAGES EXPENSES			
DATE	PARTICULARS	DESCRIPTION	AMOUNT
6/04/2016	Salary & Wages	Payroll 23.03.16 to 05.04.16	\$ 28,336.19
20/04/2016	Salary & Wages	Payroll 06.04.16 to 19.04.16	\$ 29,706.78
		Total Salaries and Wages	\$ 58,042.97
	Municipal Fund Accounts		319,152.09
	Trust Fund Account		-
	TOTAL		319,152.09
	CHIEF EXECUTIVE OFFICER		DATE / /
	CHAIRMAN		DATE / /

9.F.299 MONTHLY FINANCIAL REPORTS – APRIL 2016

File Reference:

Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 12 May 2016
Author: Mr Aaron Cook

Attachments

- Monthly Financial Report for the period ended 30 April 2016 that consists of the Balance Sheet and Income Statement.

Background

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

Summary

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

Comment

The April 2016 Monthly Financial Reports are presented for review.

Consultation - Nil

Statutory Environment

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

Policy Implications - Nil

Financial Implications

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

Strategic Implications - Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
--

Moved: Cr Quartermaine

Seconded: Cr Sieber

That Council:

Receive the April 2016 Monthly Financial Reports as presented.

CARRIED 7/0

SHIRE OF NARROGIN

Balance Sheet

As of April 30, 2016

Apr 30, 16

ASSETS**Current Assets****Chequing/Savings****A01100 · Cash at Bank**

A01101 · Unrestricted Municipal Bank	131,033.26
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A01102 · Unrestricted Short Term Investm	317,704.12
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A01107 · WATC-Overnight Cash Deposit Fac	16,679.85
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Total A01100 · Cash at Bank	465,417.23
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A01110 · Reserved Cash

A01111 · Long Service Leave	34,245.74
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A01112 · Plant Replacement	293,394.41
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A01113 · Property Maintenance	7,577.04
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A01114 · Office Equipment	14,496.47
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A01115 · Recreation Reserve	35,562.05
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A01116 · Road Construction	451,725.47
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A01117 · Waste Site Development	81,798.87
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Total A01110 · Reserved Cash	918,800.05
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Total Chequing/Savings	1,384,217.28
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Accounts Receivable

A01120 · ACCOUNTS RECEIVABLE	314,005.34
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A01122 · Provision for Doubtful Debts	-808.00
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Total Accounts Receivable	313,197.34
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Other Current Assets

1499 · UNDEPOSITED FUNDS	509.00
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A01105 · Petty Cash and Cash on Hand	350.00
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A01190 · STOCK ON HAND	8,828.00
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Total Other Current Assets	9,687.00
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Total Current Assets	1,707,101.62
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Fixed Assets**A0151 · Land**

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

A01521 · Accum.Depn - Buildings	-148,751.69
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A01522 · At Cost**E168137 · Additions - 2015-16**

E168142 · Depot Solar Installation	18,474.55
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E168141 · Depot Shed Extension	108,404.91
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E168140 · Highbury Hall Floor	18,085.45
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E168138 · Admin Building Roof	8,104.02
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Total E168137 · Additions - 2015-16	153,068.93
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A01522 · At Cost - Other	3,237,386.33
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Total A01522 · At Cost	3,390,455.26
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Total A0152 · Buildings	3,241,703.57
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A0153 · Infrastructure - Roads

A01531 · Accumulated Depn - Infra	-20,501,099.41
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A01533 · At Cost**E168232 · Additions - 2015-16**

E168787 · Yilliminning Road - Reseal	221,987.02
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E168788 · Tarwonga Road - Reseal	59,190.74
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E168789 · Wandering Narrogin Road-Reseal	199,340.14
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E168790 · Wanerie Road - Seal & Construct	997,260.27
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E168791 · Ngn/ Dongolocking-Extend & Seal	49,210.07
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E168792 · Ngn Valley Rd - Reinstate Seal	61,564.28
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E168793 · Boundain Nth Rd - Reseal	76,234.39
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E168794 · Whinbin Rock Rd - Reseal	31,565.59
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E168795 · Whinbin Rock Rd - Widen Seal	19,996.83
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E168796 · Cooramining Rd - 9km Gravel	87,244.71
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E168797 · Wagin Wickepin Rd - Seal	92,384.60
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E168798 · Wagin Wickepin Rd- Gravel Sheet	8,085.00
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E168799 · Bradford Road - Clear, Gravel	64,342.08
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E168800 · Michael Brown Rd- Clear, Gravel	22,872.60
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E168801 · McKenzie Road - Clear, Widen	103,252.42
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SHIRE OF NARROGIN Balance Sheet As of April 30, 2016

	Apr 30, 16
E168802 · Lock Road - Gravel Sheet Quartz	50,721.08
E168803 · Armstrong Road - Gravel Sheet	47,974.75
E168806 · Narrakine Sth Rd - Seal Widen	17.27
E168808 · Clayton Road - Install Headwall	15,143.00
Total E168232 · Additions - 2015-16	2,208,386.84
A01533 · At Cost - Other	113,163,436.32
Total A01533 · At Cost	115,371,823.16
Total A0153 · Infrastructure - Roads	94,870,723.75
A0154 · Furniture & Equipment	
A01541 · Accumulated Depn - F&E	-12,277.27
A01542 · At Cost	21,269.84
Total A0154 · Furniture & Equipment	8,992.57
A0156 · Plant & Equipment	
A01561 · Accumulated Depn - P&E	-867,844.81
A01562 · At Cost	
E168579 · .Additions-2015-16	
E168580 · Komatsu Front End Loader	327,000.00
E168581 · Multipac 12t Vibe. Drum Roller	139,680.00
E168582 · Traffic Lights	30,056.31
E168583 · CEO - Prado SUV	51,047.23
E168584 · Tech Officer-Mazda 4x4 canopy	36,754.55
E168585 · Grader Operator 4x4 Utility	37,832.52
Total E168579 · .Additions-2015-16	622,370.61
A01562 · At Cost - Other	3,220,741.36
Total A01562 · At Cost	3,843,111.97
Total A0156 · Plant & Equipment	2,975,267.16
A0157 · Tools	
A01571 · Accum. Depn - Tools	-24,049.92
A01572 · At Cost	
E168622 · Additions - 2015-16	
E168623 · Tools	13,139.74
Total E168622 · Additions - 2015-16	13,139.74
A01572 · At Cost - Other	69,703.18
Total A01572 · At Cost	82,842.92
Total A0157 · Tools	58,793.00
Total Fixed Assets	102,228,727.00
TOTAL ASSETS	103,935,828.62
LIABILITIES	
Current Liabilities	
Accounts Payable	
L01215 · SUNDRY CREDITORS	418,129.03
Total Accounts Payable	418,129.03
Other Current Liabilities	
2100 · Payroll Liabilities	15,468.00
2200 · Tax Payable	1,891.33
L0122 · Employee Entitlements	
L01225 · Annual Leave	109,956.11
L01226 · Long Service Leave - Current	153,063.98
Total L0122 · Employee Entitlements	263,020.09
L01221 · Borrowings - Current	15,464.56
L01222 · Accrued Interest	1,407.14
L01250 · BCITF Liability	735.51
L01255 · Building Commission Levy	504.48
L2300 · Superannuation	9,570.94
L2400 · Union Fees	92.60
Total Other Current Liabilities	308,154.65

SHIRE OF NARROGIN
Balance Sheet
 As of April 30, 2016

	<u>Apr 30, 16</u>
Total Current Liabilities	726,283.68
Long Term Liabilities	
L01230 · Provision - Employee LSL	11,436.31
L01710 · Loan Liability	77,592.98
Total Long Term Liabilities	<u>89,029.29</u>
TOTAL LIABILITIES	<u>815,312.97</u>
NET ASSETS	<u>103,120,515.65</u>
EQUITY	
3000 · Opening Bal Equity	18,797,738.69
3900 · *Retained Earnings	12,013,353.19
L01900 · Reserved Equity	
L01911 · Long Service Leave	103,127.64
L01912 · Plant Replacement	293,394.41
L01913 · Property Maintenance	7,577.04
L01914 · Office Equipment	14,496.47
L01915 · Recreation Reserve	35,562.05
L01916 · Road Construction	451,725.47
L01922 · Waste Site Development	81,798.87
L01917 · Reval Res. - Land	629,600.00
L01919 · Reval Res - Bldgs Non Special	2,136,411.39
L01920 · Reval Res. - Plant & Equipment	1,269,677.53
L01921 · Reval Res. - Furniture & Equip	5,336.15
L01923 · Reval. Res. - Infrastructure	66,637,327.86
Total L01900 · Reserved Equity	<u>71,666,034.88</u>
Net Income	<u>643,388.89</u>
TOTAL EQUITY	<u>103,120,515.65</u>

SHIRE OF NARROGIN

Income Statement

July 2015 through April 2016

	Jul 15 - Apr 16	Budget	% of Budget
Income			
I03 · GENERAL PURPOSE FUNDING			
I031 · Rates			
I031005 · GRV	57,081.57	57,081.00	100.0%
I031010 · UV	880,302.50	880,302.00	100.0%
I031015 · GRV - Minimum	8,850.00	8,850.00	100.0%
I031020 · UV - Minimum	59,000.00	59,000.00	100.0%
I031050 · Highbury & Yilliminning - Min.	11,210.00	11,210.00	100.0%
I031065 · Mining Tenements - Min.	590.00	590.00	100.0%
I031070 · Interim Rates	441.69		
I031025 · Ex-Gratia Rates	6,463.70	6,300.00	102.6%
I031030 · Instalment Interest	692.82	700.00	99.0%
I031035 · Non Payment Penalty	2,014.89	5,000.00	40.3%
I031040 · Rates Instalment Charge	420.00	400.00	105.0%
I031045 · Discount Allowed	-18,171.86	-18,500.00	98.2%
Total I031 · Rates	1,008,895.31	1,010,933.00	99.8%
I032 · Other GPF			
I032010 · General Purpose Funding	217,748.25	290,527.00	74.9%
I032020 · Road Funding	141,439.50	222,010.00	63.7%
I032030 · Interest on Investments	19,891.48	10,414.18	191.0%
I032040 · Interest on Reserves	10,737.32	11,891.68	90.3%
Total I032 · Other GPF	389,816.55	534,842.86	72.9%
Total I03 · GENERAL PURPOSE FUNDING	1,398,711.86	1,545,775.86	90.5%
I05 · LAW ORDER & PUBLIC SAFETY			
I051 · Fire Prevention			
I051005 · Reimbursement - Fire Prevention	500.00	50.00	1,000.0%
I051015 · FESA Grant	15,750.00	21,000.00	75.0%
Total I051 · Fire Prevention	16,250.00	21,050.00	77.2%
I052 · Animal Control			
I052005 · Fines & Penalties	400.00		
I052010 · Dog Registrations	1,938.25	1,500.00	129.2%
I052020 · Cat Registrations	563.15	100.00	563.2%
Total I052 · Animal Control	2,901.40	1,600.00	181.3%
Total I05 · LAW ORDER & PUBLIC SAFETY	19,151.40	22,650.00	84.6%
I07 · HEALTH			
I074 · Admin. & Inspections			
I074005 · Meat Inspection Services	1,288.10	1,666.68	77.3%
Total I074 · Admin. & Inspections	1,288.10	1,666.68	77.3%
Total I07 · HEALTH	1,288.10	1,666.68	77.3%
I09 · HOUSING			
I091 · Housing			
I091005 · Reimbursements - Housing	5,950.00		
I091010 · Housing Rental	11,200.00	15,166.68	73.8%
Total I091 · Housing	17,150.00	15,166.68	113.1%
Total I09 · HOUSING	17,150.00	15,166.68	113.1%
I10 · COMMUNITY AMENITIES			
I101 · Sanitation - Household			
I101005 · Rubbish Service Income	45,691.16	44,730.00	102.1%
I101015 · Recycle Bins	13,132.49	12,920.00	101.6%
Total I101 · Sanitation - Household	58,823.65	57,650.00	102.0%
I102 · Sanitation - Other			
I102010 · Septic Tank Inspection Fees	590.00	1,412.50	41.8%
Total I102 · Sanitation - Other	590.00	1,412.50	41.8%
I106 · Town Planning			
I106005 · Development Application Fees	6,182.30	166.68	3,709.1%
Total I106 · Town Planning	6,182.30	166.68	3,709.1%
Total I10 · COMMUNITY AMENITIES	65,595.95	59,229.18	110.7%
I11 · RECREATION & CULTURE			
I111 · Public Halls and Civic Centres			
I111005 · Other Income	501.63	416.68	120.4%
Total I111 · Public Halls and Civic Centres	501.63	416.68	120.4%
I113 · Other Recreation			
I113010 · Other Contributions	3,792.37	3,750.00	101.1%
I113030 · Kidsport Applications	2,200.00	5,000.00	44.0%
Total I113 · Other Recreation	5,992.37	8,750.00	68.5%
I117 · Other Culture			
I117015 · Arts Narrogin Coordinator	12,629.05	16,666.68	75.8%
Total I117 · Other Culture	12,629.05	16,666.68	75.8%
Total I11 · RECREATION & CULTURE	19,123.05	25,833.36	74.0%

SHIRE OF NARROGIN Income Statement

July 2015 through April 2016

	Jul 15 - Apr 16	Budget	% of Budget
I12 · TRANSPORT			
I121 · Road Construction			
I121005 · Road Project Grant	329,999.60	330,000.00	100.0%
I121010 · Roads to Recovery Grant	332,285.00	561,746.00	59.2%
I121055 · MRD Const-Link Rd Stge 2 Pkge 2	602,696.10	1,066,666.67	56.5%
I121070 · MRD Const-Link Rd Stge 2 Pkge 3	114,304.69	0.00	100.0%
I121065 · Depot Shed Extension Cont	0.00	63,500.00	0.0%
Total I121 · Road Construction	1,379,285.39	2,021,912.67	68.2%
I122 · Road Maintenance			
I122005 · Direct Road Grant	88,900.00	88,900.00	100.0%
Total I122 · Road Maintenance	88,900.00	88,900.00	100.0%
I123 · Plant Costs			
I123100 · Profit on Asset Disposal	2,354.73	2,600.00	90.6%
Total I123 · Plant Costs	2,354.73	2,600.00	90.6%
I125 · Aerodrome			
I125005 · Aerodrome Rent	2,000.00	1,500.00	133.3%
I125010 · Other Income	0.00	2,330.00	0.0%
Total I125 · Aerodrome	2,000.00	3,830.00	52.2%
Total I12 · TRANSPORT	1,472,540.12	2,117,242.67	69.5%
I13 · ECONOMIC SERVICES			
I133 · Building Control			
I133005 · Building Licence Fees	4,890.59	5,000.00	97.8%
I133010 · BCITF Commission	52.50	41.68	126.0%
I133015 · BRB Dispute Fee Commission	55.00	208.34	26.4%
I133020 · Demolition Licence Fees	0.00	50.00	0.0%
Total I133 · Building Control	4,998.09	5,300.02	94.3%
I138 · Other			
I138005 · Sale of Water	3,324.20	3,500.00	95.0%
Total I138 · Other	3,324.20	3,500.00	95.0%
Total I13 · ECONOMIC SERVICES	8,322.29	8,800.02	94.6%
I14 · OTHER PROPERTY & SERVICES			
I141 · Private Works			
I141005 · Town of Narrogin	6,937.00	2,500.00	277.5%
I141010 · Private Works - Other	37,823.64	41,666.68	90.8%
Total I141 · Private Works	44,760.64	44,166.68	101.3%
I142 · Administration Overheads			
I142005 · Narrogin Computers Rent	22,334.44	17,416.68	128.2%
I142010 · Café 27 Restaurant Rent	17,994.35	16,341.68	110.1%
I142015 · District Map Sales	20.00	35.00	57.1%
I142025 · Narrogin Computers Other	0.00	1,590.00	0.0%
I142030 · Café 27 Restaurant Other	2,666.66	1,335.00	199.7%
I142035 · Commission & Reimburse - Admin	16,614.95	12,916.68	128.6%
I142040 · Photocopying	0.00	35.00	0.0%
Total I142 · Administration Overheads	59,630.40	49,670.04	120.1%
I143 · Public Works Overheads			
I143005 · Reimbursements - Public Works	3,133.45	3,000.00	104.4%
Total I143 · Public Works Overheads	3,133.45	3,000.00	104.4%
I144 · Plant Operation Costs			
I144005 · Reimbursement - Plant Operation	33,782.91	18,500.00	182.6%
Total I144 · Plant Operation Costs	33,782.91	18,500.00	182.6%
I147 · Unclassified Items			
I147001 · Rounding	-0.10		
Total I147 · Unclassified Items	-0.10		
Total I14 · OTHER PROPERTY & SERVICES	141,307.30	115,336.72	122.5%
Total Income	3,143,190.07	3,911,701.17	80.4%
Expense			
E03 · GENERAL PURPOSE FUNDING.			
E031 · Rates			
E031005 · Debt Collection	0.00	50.00	0.0%
E031010 · Postage & Stationery	240.59	300.00	80.2%
E031015 · Valuation Expenses	12,239.65	8,750.00	139.9%
E031200 · Administration Allocated	14,932.50	9,900.00	150.8%
E031205 · Collection Fees & Commission	0.00	50.00	0.0%
Total E031 · Rates	27,412.74	19,050.00	143.9%
E032 · Other			
E032200 · Admin. Allocated - Other GPF	4,072.50	2,700.00	150.8%
Total E032 · Other	4,072.50	2,700.00	150.8%
Total E03 · GENERAL PURPOSE FUNDING.	31,485.24	21,750.00	144.8%

SHIRE OF NARROGIN

Income Statement

July 2015 through April 2016

	Jul 15 - Apr 16	Budget	% of Budget
E04 · GOVERNANCE.			
E041 · Membership			
E041010 · Conference Expenses	5,951.24	8,000.00	74.4%
E041015 · Election Expenses	1,350.00	2,000.00	67.5%
E041025 · Refreshments & Receptions	6,993.10	5,416.68	129.1%
E041030 · Insurance	7,287.34	6,000.00	121.5%
E041035 · Subscriptions	11,279.52	9,583.34	117.7%
E041040 · Member's Training	0.00	500.00	0.0%
E041045 · Other - Sundry	3,914.53	2,250.00	174.0%
E041200 · Admin Allocated	58,372.50	38,700.00	150.8%
Total E041 · Membership	95,148.23	72,450.02	131.3%
E042 · Other Governance			
E042005 · Audit Expenses	9,601.21	8,000.00	120.0%
E042010 · Consulting Services	1,666.67	1,666.68	100.0%
E042040 · RTG - Long Term Financial Plan	0.00	375.00	0.0%
Total E042 · Other Governance	11,267.88	10,041.68	112.2%
Total E04 · GOVERNANCE.	106,416.11	82,491.70	129.0%
E05 · LAW ORDER & PUBLIC SAFETY.			
E051 · Fire Prevention			
E051005 · Radio Repairs & Licences	565.82	750.00	75.4%
E051010 · Insurance	8,784.64	11,000.00	79.9%
E051015 · Other Expenses	7,418.38	4,000.00	185.5%
E051020 · Advertising	228.65	250.00	91.5%
E051200 · Admin Allocation - Fire Control	8,145.00	5,400.00	150.8%
E051298 · Depreciation - Fire Prevention	20,756.49	13,812.50	150.3%
Total E051 · Fire Prevention	45,898.98	35,212.50	130.3%
E052 · Animal Control			
E052005 · Animal Control Expenses	80.34	250.00	32.1%
E052010 · Ranger Fees	72.73	1,875.00	3.9%
E052200 · Admin Allocation - Animal Contr	2,715.00	1,800.00	150.8%
Total E052 · Animal Control	2,868.07	3,925.00	73.1%
E053 · Other			
E053010 · LEMC Coordinator	5,000.00	2,500.00	200.0%
E053200 · Admin Allocation - Other	2,715.00	1,800.00	150.8%
Total E053 · Other	7,715.00	4,300.00	179.4%
Total E05 · LAW ORDER & PUBLIC SAFETY.	56,482.05	43,437.50	130.0%
E07 · HEALTH.			
E074 · Preventative Services			
E074005 · Health Services	17,033.01	31,250.00	54.5%
E074010 · Other Expenses	0.00	25.00	0.0%
E074200 · Admin Allocated	2,715.00	1,800.00	150.8%
Total E074 · Preventative Services	19,748.01	33,075.00	59.7%
E076 · Preventative Services - Other			
E076005 · Analytical Expenses	365.58	625.00	58.5%
E076010 · Meat Inspection Services	2,880.12	1,666.68	172.8%
Total E076 · Preventative Services - Other	3,245.70	2,291.68	141.6%
E077 · Other			
E077025 · Comm. Assisted Transport Scheme	2,000.00	1,000.00	200.0%
E077030 · Rural Clinical School	0.00	500.00	0.0%
Total E077 · Other	2,000.00	1,500.00	133.3%
Total E07 · HEALTH.	24,993.71	36,866.68	67.8%
E08 · EDUCATION & WELFARE.			
E085 · Other Welfare			
E085005 · Youth Support	500.00	250.00	200.0%
Total E085 · Other Welfare	500.00	250.00	200.0%
E087 · Other Education			
E087005 · School Donation	210.00	350.00	60.0%
Total E087 · Other Education	210.00	350.00	60.0%
Total E08 · EDUCATION & WELFARE.	710.00	600.00	118.3%
E09 · HOUSING.			
E091 · Housing			
E091005 · Housing Maintenance	4,335.96	3,250.00	133.4%
E091298 · Depreciation - Housing	6,029.71	4,012.50	150.3%
Total E091 · Housing	10,365.67	7,262.50	142.7%
Total E09 · HOUSING.	10,365.67	7,262.50	142.7%
E10 · COMMUNITY AMENITIES.			
E101 · Sanitation Household			
E101005 · Donation Town of Narrogin	9,000.00	6,000.00	150.0%
E101010 · Refuse Tip Mtce - Highbury	0.00	15,000.00	0.0%
E101015 · Rubbish Service	17,668.39	44,583.34	39.6%
E101020 · Waste Management Plan	5,000.00	2,500.00	200.0%
E101025 · Recycling Service	10,656.20	10,166.68	104.8%
E101200 · Admin Allocation - Refuse	2,715.00	1,800.00	150.8%
Total E101 · Sanitation Household	45,039.59	80,050.02	56.3%

SHIRE OF NARROGIN Income Statement

July 2015 through April 2016

	Jul 15 - Apr 16	Budget	% of Budget
E102 · Sanitation - Other			
E102005 · Litter Control - KABC	728.49	500.00	145.7%
Total E102 · Sanitation - Other	728.49	500.00	145.7%
E105 · Protection of the Environment			
E105010 · Reserve Rehabilitation	567.00	500.00	113.4%
E105025 · Depreciation - Prot of Environ	187.84	125.00	150.3%
E105200 · Admin Allocated	4,072.50	2,700.00	150.8%
Total E105 · Protection of the Environment	4,827.34	3,325.00	145.2%
E106 · T.P. & Regional Devel			
E106005 · Town Planning Control	9,866.60	3,750.00	263.1%
E106200 · Admin Allocation - Town Plannin	12,217.50	8,100.00	150.8%
Total E106 · T.P. & Regional Devel	22,084.10	11,850.00	186.4%
E107 · Other			
E107005 · Public Conv - Town of Narrogin	2,775.00	2,775.00	100.0%
E107010 · Cemetery - Town of Narrogin	3,750.00	3,750.00	100.0%
E107015 · Public Conv - Highbury	7,869.93	5,625.00	139.9%
E107020 · Depreciation - Other	1,671.79	1,112.50	150.3%
E107025 · Cemetery Toilets	8,101.75	5,000.00	162.0%
Total E107 · Other	24,168.47	18,262.50	132.3%
Total E10 · COMMUNITY AMENITIES.	96,847.99	113,987.52	85.0%
E11 · RECREATION & CULTURE.			
E111 · Public Halls & Civic Centres			
E111005 · Hall Maintenance	6,159.27	3,250.00	189.5%
E111010 · Donation Town of Narrogin	5,250.00	3,500.00	150.0%
E111015 · RLCIP Funding - Highbury Hall	0.00	7,584.50	0.0%
E111298 · Depreciation - Rec & Culture	11,397.11		
Total E111 · Public Halls & Civic Centres	22,806.38	14,334.50	159.1%
E112 · Swimming Areas			
E112005 · Donation Town of Narrogin	24,375.00	24,375.00	100.0%
Total E112 · Swimming Areas	24,375.00	24,375.00	100.0%
E113 · Other Recreation			
E113115 · Highbury Tennis Court Fence	0.00	13,200.00	0.0%
E113005 · Highbury Recreation	0.00	250.00	0.0%
E113010 · Contribution - Rec Centre	5,250.00	5,250.00	100.0%
E113015 · Contribution - Racecourse	1,200.00	1,200.00	100.0%
E113020 · Contribution - Rec Grounds	26,250.00	26,250.00	100.0%
E113025 · Contribution - Function Centre	6,150.00	6,150.00	100.0%
E113030 · Other Rec Grounds - Town	2,514.05	2,625.00	95.8%
E113035 · Other Rec Grounds - Shire	5,366.81	5,625.00	95.4%
E113040 · Debt Service	1,463.01	1,487.00	98.4%
E113045 · Accrued Interest on Loans	0.00	-219.00	0.0%
E113110 · Club Development Officer	2,000.00	1,000.00	200.0%
E113120 · Kidsport Applications	0.00	5,000.00	0.0%
E113200 · Admin Allocation - Other Recrea	2,715.00	1,800.00	150.8%
E113300 · Depreciation - Other Recreation	1,965.68	1,308.00	150.3%
Total E113 · Other Recreation	54,874.55	70,926.00	77.4%
E115 · Library			
E115005 · Donation - Town of Narrogin	24,000.00	24,000.00	100.0%
Total E115 · Library	24,000.00	24,000.00	100.0%
E117 · Other Culture			
E117040 · Heritage Records Town of Ngn	2,250.00	3,000.00	75.0%
E117005 · Museum Town of Narrogin	750.00	750.00	100.0%
E117010 · Community Arts Program	3,000.00	2,000.00	150.0%
E117015 · Donations Other	0.00	150.00	0.0%
E117030 · Arts Narrogin Coordinator	17,950.75	16,666.68	107.7%
E117035 · Arts Narrogin Contribution	2,000.00	1,000.00	200.0%
Total E117 · Other Culture	25,950.75	23,566.68	110.1%
Total E11 · RECREATION & CULTURE.	152,006.68	157,202.18	96.7%
E12 · TRANSPORT.			
E122 · Road Maintenance			
E122005 · Roadworks Maintenance	558,904.38	751,500.00	74.4%
E122010 · Depot Maintenance	92,369.28	39,166.68	235.8%
E122020 · Street Lighting	3,288.33	3,166.68	103.8%
E122025 · Debt Service	3,523.59	6,662.00	52.9%
E122030 · Various Roads - Slashing	80,475.10	75,000.00	107.3%
E122070 · MRD Const.Link Rd Stge 2 Prlim3	95,979.10		
E122075 · MRD Const.Link Rd Stge 2 Prlim4	589,729.19	1,088,888.90	54.2%
E122298 · Depreciation - Transport	303,515.80	459,992.00	66.0%
Total E122 · Road Maintenance	1,727,784.77	2,424,376.26	71.3%
E123 · Plant Costs			
E123010 · Accrued Interest on Loans	0.00	-354.00	0.0%
E123100 · Loss on Disposal of Asset	100,993.54	117,250.00	86.1%
Total E123 · Plant Costs	100,993.54	116,896.00	86.4%
E125 · Aerodrome			
E125005 · Aerodrome Maintenance	1,896.48	3,750.00	50.6%
Total E125 · Aerodrome	1,896.48	3,750.00	50.6%
Total E12 · TRANSPORT.	1,830,674.79	2,545,022.26	71.9%

SHIRE OF NARROGIN Income Statement

July 2015 through April 2016

	Jul 15 - Apr 16	Budget	% of Budget
E13 · ECONOMIC SERVICES.			
E131 · Rural Services			
E131010 · Noxious Weed Control	0.00	300.00	0.0%
Total E131 · Rural Services	0.00	300.00	0.0%
E132 · Tourism/Area Promotion			
E132005 · Area Promotion	15,658.81	15,500.00	101.0%
E132015 · Donation - Agricultural Society	1,818.18	2,000.00	90.9%
E132030 · Donation - Central Dist Display	350.00	350.00	100.0%
E132035 · Australia Day Event	128.17	500.00	25.6%
E132040 · Donation - Spring Festival	0.00	500.00	0.0%
E132045 · Donation - Chaplaincy Service	0.00	500.00	0.0%
E132200 · Admin Allocation	5,430.00	3,600.00	150.8%
Total E132 · Tourism/Area Promotion	23,385.16	22,950.00	101.9%
E133 · Building Control Expenses			
E133005 · Building Services	3,960.91	8,175.00	48.5%
E133010 · Other Expenses	0.00	150.00	0.0%
E133200 · Admin Allocated - Building	9,502.50	6,300.00	150.8%
Total E133 · Building Control Expenses	13,463.41	14,625.00	92.1%
E138 · Other Economic Services			
E138005 · Standpipe Water	23,245.59	17,916.67	129.7%
Total E138 · Other Economic Services	23,245.59	17,916.67	129.7%
Total E13 · ECONOMIC SERVICES.	60,094.16	55,791.67	107.7%
E14 · OTHER PROPERTY & SERVICES.			
E141 · Private Works			
E141005 · Town of Narrogin	12,341.90	5,000.00	246.8%
E141200 · Private Work - Other	33,630.83	35,000.00	96.1%
Total E141 · Private Works	45,972.73	40,000.00	114.9%
E142 · Administration Overheads			
E142005 · Salaries	302,775.29	238,625.00	126.9%
E142010 · Superannuation	26,653.55	25,000.00	106.6%
E142015 · Printing & Stationery	2,351.71	2,083.34	112.9%
E142020 · Office Expenses	10,618.15	11,250.00	94.4%
E142025 · Office Equipment Maintenance	335.45	200.00	167.7%
E142030 · Computer Equipment Maintenance	33,354.46	27,083.34	123.2%
E142035 · Advertising	2,274.42	2,291.68	99.2%
E142040 · Photocopy Supplies	3,627.03	2,500.00	145.1%
E142045 · Postage	816.77	1,000.00	81.7%
E142050 · Bank Fees	2,493.14	1,500.00	166.2%
E142055 · Telephone	3,577.92	3,750.00	95.4%
E142060 · Insurance	16,431.03	3,333.34	492.9%
E142065 · Legal Expenses	0.00	1,000.00	0.0%
E142070 · Uniforms	1,467.36	833.34	176.1%
E142075 · Training	0.00	1,250.00	0.0%
E142080 · Narrogin Computers Maintenance	6,234.69	7,083.34	88.0%
E142090 · Fringe Benefit Tax	1,559.74	4,500.00	34.7%
E142095 · Café 27 Restaurant Maintenance	6,982.85	8,750.00	79.8%
E142100 · Admin Building Maintenance	3,182.66	4,583.34	69.4%
E142105 · Consulting Services	3,016.65	3,333.34	90.5%
E142115 · Accrued Long Service Leave	0.00	4,166.68	0.0%
E142200 · LESS ADMINISTRATION ALLOCATED	-271,500.00	-301,666.68	90.0%
E142298 · Depreciation - Admin	31,434.73	34,870.00	90.1%
Total E142 · Administration Overheads	187,687.60	87,320.06	214.9%
E143 · Works Overheads			
E143005 · Engineering Salaries	47,435.95	52,916.68	89.6%
E143010 · Superannuation	65,967.17	64,166.68	102.8%
E143015 · Sick & Holiday Pay	91,704.99	105,000.00	87.3%
E143020 · Insurance on Works	46,129.00	59,500.00	77.5%
E143025 · Protective Clothing	1,523.59	4,166.68	36.6%
E143030 · Training	10,628.96	20,833.34	51.0%
E143035 · Long Service Leave	13,447.95	10,416.68	129.1%
E143040 · Occupational Health & Safety	1,390.15	2,083.34	66.7%
E143045 · Bonus Payment	7,785.00	17,000.00	45.8%
E143050 · Communications	3,972.67	4,166.68	95.3%
E143055 · Depot Consumables	17,031.00	19,166.68	88.9%
E143060 · Fringe Benefit Tax	3,096.00	3,500.00	88.5%
E143065 · Damage to Services	3,477.32	750.00	463.6%
E143070 · Industry & Service Pay Allowanc	21,899.94	21,250.00	103.1%
E143071 · Travel & Meal Allowance	1,274.55	750.00	169.9%
E143075 · Accrued Long Service Leave	0.00	3,333.34	0.0%
E143200 · Admin Allocated	141,180.00	93,600.00	150.8%
E143290 · LESS PWOH ALLOCATED-PROJECTS	-520,763.77	-316,600.00	164.5%
Total E143 · Works Overheads	-42,819.53	166,000.10	-25.8%
E144 · Plant Cost Overheads			
E144005 · Fuel & Oil	138,565.66	162,500.00	85.3%
E144010 · Tyres & Tubes	25,892.00	25,000.00	103.6%
E144015 · Parts and Repairs	224,309.99	210,000.00	106.8%
E144020 · Repair Wages	94,027.47	100,000.00	94.0%
E144025 · Insurance & Licences	34,338.59	30,000.00	114.5%
E144030 · Sundry Tools	432.50	833.34	51.9%
E144290 · LESS POC ALLOCATED-PROJECTS	-588,182.00	-325,000.00	181.0%
E144298 · Depreciation - Tools	8,583.38	5,178.50	165.8%
Total E144 · Plant Cost Overheads	-62,032.41	208,511.84	-29.8%

SHIRE OF NARROGIN**Income Statement**

July 2015 through April 2016

	Jul 15 - Apr 16	Budget	% of Budget
E145 · Salaries Control			
E145010 · Gross Total Salaries and Wages	1,039,500.48	1,045,833.34	99.4%
E145200 · LESS SALS/WAGES ALLOCATED	-1,039,500.48	-1,045,833.34	99.4%
Total E145 · Salaries Control	0.00	0.00	0.0%
E147 · Unclassified Items			
E147005 · Lot 205 Mokine Road	916.39	515.50	177.8%
Total E147 · Unclassified Items	916.39	515.50	177.8%
Total E14 · OTHER PROPERTY & SERVICES.	129,724.78	502,347.50	25.8%
Total Expense	2,499,801.18	3,566,759.51	70.1%
Net Income	643,388.89	344,941.66	186.5%

10.37 am – Council adjourned for morning tea

10.54 am – Mr Mitchell joined the meeting

10.54 am – The meeting resumed.

9.A ADMINISTRATION

9.A.406 MERGER – COMMITTEE MEMBERS AND EXTERNAL REPRESENTATIVES

File Reference:

Disclosure of Interest: None

Applicant: Project Manager Merger

Previous Item Nos: n/a

Date: 11 May 2016

Author: Niel Mitchell, Project Manager Merger

Attachments

Listing of proposed Committee membership and representative to external organisations.

Summary

The purpose of this report is to consider a recommendation to the Commissioners for membership of Council Committees and representatives to external organisations.

Background

There is a need for continuity of some committees and of representation to external organisations.

Comment

There is a legislative requirement for the Audit and Local Emergency Management Committee, and for representatives to the Development Assessment Panel.

Representatives to the DAP, Central Country Zone and Regional Roads Group are required to be elected members.

For the purposes of Committees and external representation, Commissioners are considered elected members for the duration of their appointment.

It should be noted that –

- there are legislative requirements that are mandatory for any Committee established by Council, regardless of membership composition. External organisations are those that Council has no responsibility for establishment, management or oversight. Accordingly, a clear division between the two needs to be maintained.
- an appointment by name is specific to that person, whereas an appointment by position means the incumbent or a person relieving to that position may substitute.

The Act permits a deputy to be appointed for a committee member, however, it is mandatory that the deputy have the same origin as the appointed member, for instance a former councillor cannot be a deputy to a Commissioner, nor Commissioner for a community member. This restriction does not apply to representatives to external organisations.

The attached listing is a proposal for the period 1 July 2016 until Committees are established by the new Council in October 2016, and representatives to external organisations appointed.

This matter was considered by the Transition Working Group Meeting on 10 May 2016.

The Town Council will be requested to also consider this matter at their next meeting.

Consultation

- Aaron Cook, CEO Shire of Narrogin
- Transition Working Group Meeting of 10 May 2016

Statutory Environment

Local Government Act 1995 –

- *s.5.8 – establishment of committees, must have a minimum of 3 members in total, stipulate quorum, terms of reference etc.*
- *s.5.9 – types of committees (composition)*
- *s.5.10(1) – requirement for the members of a committee to be appointed by Council*
- *s.5.11A*
 - *(1) – Council may appoint a deputy to a committee member*
 - *Deputies appointed must be like for like*
- *s.5.11 – tenure of committee established may be limited*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Assist with transition requirements and arrangements

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
--

Moved: Cr Wiese

Seconded: Cr Sieber

That Council:

Recommend to the Commissioners that for the period 1 July 2016 until Council determination in October 2016 to endorse the following –

1. the attached listing for Committee Members and External Representative, subject to each person's consent; and
2. current community members of each committee continue.

CARRIED 7/0

COMMITTEE MEMBERS and EXTERNAL REPRESENTATIVES
For period 1 July 2016 until Council determination in October 2016
 As revised by Transition Working Group on 1 May 2016

as at 11 May 2016



Note – Status of all Committees need to be regularised to be compliant

SHIRE – Member/s	SHIRE – Alternate/s	TOWN – Member/s	TOWN – Alternate/s	COMMISSION – Nominee/s	COMMISSION – Alternate/s
AUDIT COMMITTEE					
Shire President	None	Mayor Ballard	None	Commissioner Ron Yuyevich	
Cr Borthwick		Cr Paternoster		Commissioner Leigh Ballard	
Cr Hardie		Cr Schutz		Commissioner Geoff Ballard	
Cr Ballard		Cr Bartron		Barry Hardie	
		Cr Fisher		Paul Schutz	
LOCAL EMERGENCY MANAGEMENT COMMITTEE					
Cr Chadwick	n/s	Mayor Ballard	Cr Kain Cr Ward	Commissioner Leigh Ballard	
Works Manager		Cr Bartron		Commissioner Geoff Ballard	
		Cr Fisher		Manager Operations	
AUSTRALIA DAY COMMITTEE					
		Cr Paternoster		Arthur Paternoster	
		Cr McKenzie		Jan McKenzie	
		Cr Ward		Colin Ward	
				Janice Sieber	
TOWNSCAPE ADVISORY COMMITTEE					
		Cr McKenzie		Jan McKenzie	
		Cr Bartron		Clive Bartron	

NARROGIN SAFE TOWN / ROADWISE COMMITTEE					
		Mayor Ballard		Commissioner Leigh Ballard	
		Cr Paternoster		Arthur Paternoster	
		Cr Kain		Michael Kain	
DISABILITY ACCESS ADVISORY COMMITTEE					
		Cr Bartron		Clive Bartron	
		Cr Russell		David Russell	
GEO PERFORMANCE REVIEW AND ADVISORY COMMITTEE					
		Mayor Ballard	None	Discontinue	
		Cr Paternoster		Incorporate into Audit Committee Term of Reference/Functions	
		Cr Schutz			
		Cr Bartron			
		Cr Fisher			
NARROGIN AIRPORT COMMITTEE					
Cr Chadwick	None	Mayor Ballard	None	Commissioner Leigh Ballard	
Cr Quartermaine		Cr Paternoster		Richard Chadwick	
Cr Hardie		Cr Bartron		Arthur Paternoster	
CEO? – or observer?		CEO? – or observer?		Keiran Quartermaine	
				Clive Bartron	
				Barry Hardie	
					CEO as observer
NARROGIN LEISURE CENTRE COMMITTEE – NRLC Strategic Review Committee?					
Cr Ballard		Mayor Ballard		Defer / Discontinue	
		Cr Paternoster			
		Cr Kain			

Committees Established by External Organisations – Council representatives

External organisations are those where Council does not exercise control (establishment, dissolution etc), and may be established by a variety of arrangements.

DEVELOPMENT ADVISORY PANEL – must be elected member					
		Mayor Ballard	Cr Schutz	Commissioner Leigh Ballard	None
		Cr Paternoster	Cr Ward	Commissioner Geoff Ballard	
CENTRAL COUNTRY ZONE OF WALGA – must be elected member					
Cr Chadwick		Mayor Ballard	Cr Paternoster	Commissioner Ron Yuryevich	Commissioner Geoff Ballard
Cr Borthwick		Cr Ward		Commissioner Leigh Ballard	CEO
WHEATBELT SOUTH REGIONAL ROADS GROUP – and Narrogin Sub-Group – must be elected member					
n/s		Mayor Ballard	Cr Paternoster	Commissioner Leigh Ballard	
		Cr Ward		Commissioner Geoff Ballard	
CATS ADVISORY GROUP – Community Assisted Transport Service					
Cr Borthwick		Cr Bartron	Cr Schutz	Clive Bartron	Paul Schutz
				Andrew Borthwick	
NARROGIN AGRICULTURAL COLLEGE ADVISORY COMMITTEE					
Cr Ballard				Geoff Ballard	
NARROGIN CHAMBER OF COMMERCE					
		Mayor Ballard	Cr Kain	Commissioner Leigh Ballard	Michael Kain
		Cr Schutz	Cr Fisher	Commissioner Geoff Ballard	Murray Fisher
				Paul Schutz	
CEO		CEO	Colin Bastow, Brian Robinson	CEO	DCCS
DRYANDRA COUNTRY VISITORS CENTRE					
		Cr Paternoster	Cr Fisher	Janice Sieber	Murray Fisher
				Arthur Paternoster	

NARROGIN COTTAGE HOMES COMMITTEE					
Cr Wiese		Cr Russell	Mayor Ballard	David Russell	Commissioner Leigh Ballard
				Tim Wiese	
REGIONAL WASTE MANAGEMENT GROUP					
Cr Quartermaine			None	Commissioner Leigh Ballard	Commissioner Geoff Ballard
RURAL CLINICAL SCHOOL ADVISORY GROUP					
Cr Chadwick		Cr Schutz	Cr Bartron	Defer	
NARROGIN COMMUNITY YOUTH SUPPORT COMMITTEE					
		Cr Kain	None	Defer	
REGIONAL CHILDCARE					
		Cr Schutz		Defer	
DRYANDRA VOLUNTARY REGIONAL ORGANISATION OF COUNCILS					
Cr Chadwick		Cr Schutz	Cr Bartron	Defer	
Cr Borthwick					
NARROGIN LAND CONSERVATION DISTRICT COMMITTEE – Subject to formal re-establishment by Dept of Agriculture					
Cr Ballard				Defer	
INTENSIVE AGRICULTURE COMMITTEE					
Cr Chadwick				Defer	
Cr Borthwick					
TOURISM AND AREA PROMOTIONS					
Cr Sieber				Defer	
MUSEUM MANAGEMENT COMMITTEE – Status needs to be confirmed – Town or External?					
		Cr McKenzie	None	Defer	
		Loriann Bell			

9.A.407 MERGER – BURNING PERIODS

File Reference:	Nil
Disclosure of Interest:	None
Applicant:	Project Manager Merger
Previous Item Nos:	n/a
Date:	11 May 2016
Author:	Niel Mitchell, Project Manager Merger

Attachments

Burning Periods Summary

Summary

The purpose of this report is to seek the endorsement of Council for alteration of the Restricted and Prohibited Burning periods under the *Bush Fires Act 1954*.

Background

With the pending merger between the Shire and Town of Narrogin it is appropriate to align the restricted and prohibited burning periods be considered.

Comment

At the Transition Working Group Meeting of 12 April 2016 in the review of the Status Report, it was agreed that –

Whole of merged Shire to be a single fire zone

Burning periods for the merged Shire to be –

- *Prohibited period – 1 November to 1 March following, inclusive*
- *Restricted period – 15 October to 19 April following, inclusive*

On 10 May 2016, the Transition Working Group was requested to further consider the burning periods, especially the close of the restricted period as this is considered to be too early for the urban area. Despite the weather conditions this year, generally weather conditions appear to be drying out earlier and rains coming later. It is recognised that there will be some inconvenience to Fire Control Officers having to issue additional permits, to farmers having to obtain permits for a longer period, however, it is considered that the risk in the urban area outweighs the inconvenience.

In considering burning periods, it is a common error to consider that there are two separate restricted periods each summer, and is often incorrectly advertised. The *Bush Fires Act* and Regulations do NOT make this provision – there is only one continuous restricted period. The prohibited period is a time within the restricted that additional provisions apply. If there were two restricted periods, variation of dates would create an inconsistency, whereas legislation is clear that any variation is an automatic change to the other affected periods.

The current fire periods as published in the Government Gazette of 3 February 2012 are –

- Restricted burning times
15 October-19 April **Shire of Narrogin**
19 September-31 May **Town of Narrogin**
- Prohibited burning times
1 November-1 March **Shire of Narrogin**
1 November-14 February **Town of Narrogin**

The Town's advertised 2015/2016 dates were –

- Restricted burning times
21 September 2015 to 31 October 2015
no concluding transition period stated – but would default to Gazetted date of 31 May
- Prohibited burning times
1 November 2015 to 1 May 2016

In accordance with the *Bush Fires Act 1954 s.17(1) and s.18(2)* the prohibited and restricted periods are required to be –

- approved by Minister (delegated to DFES Commissioner), and
- published in Government Gazette and locally

Currently –

Restricted – Shire Gazetted	15 Oct		19 Apr	
Prohibited – Shire Gazetted	1 Nov		1 Mar	
Restricted – Town - Gazetted	19 Sep		31 May	
Prohibited Town Gazetted	1 Nov		14 Feb	
Restricted – Town advertised	21 Sep – 31 Oct	None – non compliant		
Prohibited – Town advertised	1 Nov		1 May – not compliant	

Agreed, 12 April 2016 –

Restricted	15 Oct		19Apr	
Prohibited	1 Nov		1 Mar	

The Regulatory Officer (Ranger) referred the dates to the local DFES Officer who was of the opinion that an alteration to the date had been Gazetted in the past two to three years for the Town. Unfortunately, a search of the Government Gazette and information from Paul Simpson, Manager Legislation and Regulation, DFES Perth, has not been able to confirm that this occurred. Regardless of whether they were Gazetted or not, there is a need to review and align now as a result of the merger.

There is no requirement for the whole of a local government to have the same opening and closing dates for the two periods and many have different zones, but for simplicity it is suggested that they are. However, circumstances may dictate that two zones are necessary, particularly if the conditions in different areas are not able to be satisfactorily aligned.

Surrounding local governments –

Williams P – 1 November-14 February R – 23 September-29 March	Cuballing P – 1 November-1 March R – 1 October-19 April	Wickepin P – 14 November-7 February R – 1 October-14 April
	Narrogin	
West Arthur P – 5 November-21 February R – 30 September-15 May	Wagin P – 1 November-14 February R – 19 September-30 April	

The commencement of the current Shire’s restricted period does appear to be late, and out of step with surrounding local governments. Similarly, the Town’s Gazetted end of restricted period appears quite late.

To avoid major inconsistencies on boundaries with other local government it is suggested that the following dates apply to the merged Shire of Narrogin –

- Restricted – 1 October to 1 May inclusive
- Prohibited – 1 November to 1 April inclusive

Once there is consensus regarding the preferred for dates for prohibited and restricted burning times, the Town will need to resolve their agreement of the dates, and application is required to be made to the Minister for Emergency Services. Once approved, the amendments must then be published in the Government Gazette.

After the burning period dates are finalised, the Firebreaks and Fuel Hazard Reduction Notice for the merged Shire can also be finalised, adopted by Council, published in the Government Gazette and notified to owners and occupiers, local public notice given and listed on the website.

In order for Gazettal of change of date and Firebreaks Notice, public notice etc to be completed in time, the Town Council as the continuing entity will need to initiate the process in the next month or so, and follow through. The attached summary sheet indicates the anticipated dates.

It is required –

- to be agreed to prior to 1 July 2016 by the Town as the Town is required to implement being the continuing entity,
- burning periods to be Gazetted after 1 July 2016 so apply to the merged Shire, without potential for confusion,
- in order that the Firebreaks and Fuel Hazard Reduction Notice can also be Gazetted after 1 July 2016 so apply to the merged Shire, without potential confusion.

The Ranger has advised that he feels the recommended dates are workable, although he has a degree of concern that they are still too early, especially for the more densely populated areas.

Consultation

- Transition Working Group, 12 April and 10 May 2016
- Aaron Cook, CEO Shire of Narrogin
- Guy Maley, Ranger

Statutory Environment

Bush Fires Act 1954 –

- s.17(1) – Minister to publish prohibited burning period dates in Government Gazette
- s.17(7) – depending on seasonal conditions, local government may vary dates by not more than 14 days at a time
- s.17(8) – 2 days notice of variation to be given
- s.18(2) – FES Commissioner to publish restricted burning period dates in Government Gazette
- s.18(5) – depending on seasonal conditions, local government may vary dates by not more than 14 days at a time

Policy Implications

Nil

Financial Implications

Costs of publication in the Government Gazette estimated at \$1,000 to the new entity.

Strategic Implications

Assist with Transition requirements and arrangements

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Recommend to the Town of Narrogin Council that the burning periods for the merged Shire of Narrogin be –

- Restricted – 1 October to 1 May, inclusive
- Prohibited – 1 November to 1 April, inclusive

COUNCIL RESOLUTION

Moved: Cr Wiese

Seconded: Cr Sieber

That Council:

Recommend to the Town of Narrogin Council that the burning periods for the merged Shire of Narrogin be –

- Restricted – 1 October to 1 May, inclusive
- Prohibited – 1 November to 1 March, inclusive

CARRIED 7/0

Please note: Reason for change to change close of prohibited period from 1 April to 1 March.

Burning and Firebreaks periods – Summary

5 May 2016

Currently –

Shire –

Restricted – Shire Gazetted	15 Oct	19 Apr
Prohibited – Shire Gazetted	1 Nov	1 Mar
Firebreaks – Shire	31 Oct	15 May

Town –

Restricted – Town - Gazetted	19 Sep	31 May	
Restricted – Town advertised	21 Sep – 31 Oct	1 Nov	None – not compliant
Prohibited Town Gazetted	1 Nov	14 Feb	
Prohibited – Town advertised	1 Nov	1 May – not compliant	
Firebreaks – Town	1 Nov	31 May	

Agreed by Transition Working Group, 12 April 2016 –

Restricted	15 Oct	19 Apr
Prohibited	1 Nov	1 Mar

Recommended to TWG, 10 May 2016 –

Restricted	1 Oct	1 May
Prohibited	1 Nov	1 Apr
Firebreaks	1 Nov	1 May

Changes timeline

10 May 2016	Decision by Transition Working Group <ul style="list-style-type: none"> - Burning periods - Firebreaks Notice if able
24 May	Submission to Town Council meeting
by 3 June	Request to Minister for Emergency Services <ul style="list-style-type: none"> - Burning periods only
by 28 June	Submission to Town Council meeting <ul style="list-style-type: none"> - Firebreaks notice at the latest
on/after 1 July	Sign off by Minister / DFES Commissioner as delegate under the name of <i>Shire of Narrogin</i> <ul style="list-style-type: none"> - Burning periods only
by 8 July	Publication in Government Gazette <ul style="list-style-type: none"> - Burning periods - Firebreaks Notice if able
by 15 July	Publication in Government Gazette <ul style="list-style-type: none"> - Firebreaks Notice
end July	Burning Period details and Firebreaks Notice sent to all property owners with rates notices

9.A.408 MERGER – FIREBREAKS NOTICE

File Reference:	Nil
Disclosure of Interest:	None
Applicant:	Merger Project Manager
Previous Item Nos:	n/a
Date:	11 May 2016
Author:	Niel Mitchell, Project Manager Merger

Attachments

- Draft Firebreaks and Fire Hazard Reduction Notice

Summary

The purpose of this report is to seek the endorsement of Council for the proposed Firebreaks and Fire Hazard Reduction Notice.

Background

The Bush Fires Act s.33(1) requires that a notice for fire control measures must be either –

- notice to an owner or occupier in writing, or
- notice to all owners and occupiers by publication in the Government Gazette and a local newspaper

This matter was considered at the Transition Working Group Meeting on 10 May 2016.

Comment

Currently there are a range of differences between the Shire and Town of Narrogin Firebreaks Notices, and the proposed draft aligns these into a single Notice.

There are some inconsistencies in the current Notices, including –

- Reference to both metric and imperial areas – although tiny, there is a difference. All reference to imperial measurements should be deleted;
- The Town in some areas currently require 4 metre firebreaks, whereas the Shire has a standard of 2.5 metres for boundary breaks or 6 metres around structures;
- Shire Notice states a maximum penalty of \$1,000, whereas the Act provides for up to \$5,000, and \$10,000 in some instances.

In very large part, the proposed Notice reflects the existing Firebreaks Notice for the Shire with some generally minor changes –

- all definitions at the beginning of the Notice
- removal of all Imperial measurements, as they are not the same as metric
- cl.2.5(a) – harvest and movement of vehicles ban to be applied to Christmas Day and Boxing Day only
- cl.3(a) – area for residential type lots reduced from 4,050 to 4,000m² and height of grass to be maintained to 10 cm rather than 7.5 cm
- cl.4 –open air fires not permitted whatsoever during the prohibited period

- c.5 – where a property has an approved Fire Management Plan, they may be exempted from the requirements of the Notice.

The simplest way to notify is by publication in the Government Gazette and the Narrogin Observer, rather than individual notice to every landowner and occupier.

The required detail in the Notice and additional information should not be mixed. Several factors should be borne in mind –

- the Notice should only include matters that will remain in force and unaltered for multiple years;
- as a statutory and enforceable notice, the wording circulated needs to be the same as that published;
- exclude any variables, such as years (2016, 2017 etc) and names of persons, phone numbers etc.
- any change to Notice requirements will be required to be re-published in the Gazette and locally;
- changes to additional information can be made at any time.

Dates are subject to the Notice and have to be gazetted

Currently –

Firebreaks – Shire	31 Oct	15 May
Firebreaks – Town	1 Nov	31 May

Recommended –

Firebreaks	1 Nov	1 May
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End date for both appears late, going beyond the currently Gazetted prohibited burning and restricted period close dates. It is suggested that the start of the firebreaks period be aligned with commencement of the prohibited period (ie by 1 Nov) and cease with end of restricted burning period (until 1 May).

In order for Firebreaks and Fuel Hazard Reduction Notice public notice etc to be completed in good time for commencement of the restricted period and firebreaks Notice, the Town Council, as the continuing entity, will need to initiate the process before the end of June, and follow through.

The Ranger has advised that the proposed dates are workable, but has expressed concern regarding the firebreaks width of 2.5 metres in the urban areas and on rural residential properties, many of which exceed 4,000m². At the moment, the Town requires 4 metres firebreaks throughout their area, whereas the current Shire has stipulated 2.5 metre firebreaks.

The concerns expressed could be addressed by –

- 1) removing Rural Residential zoning from clause 2, and inserting a new clause in the Notice dealing with land zoned rural residential only, and which has the effect of –

LAND ZONED RURAL RESIDENTIAL

3.1 Firebreaks are to be at least 4 metres wide.

3.1 Where the area of land is 4,000m² in area or less – all flammable material on the land shall be reduced to a height of less than 10 centimetres

3.2 All other provisions of clause 2 apply.

Following clauses would then be renumbered, with the width of firebreaks required in clause 3(b)(ii) being increased to 4 meters as well.

2) amending clause 3 so that –

- remove Rural Resident from clause 2 and include in clause 3
- cl.3(b)(ii) – width required is increased to 4 metres
- increase the size of properties the clause is applicable to.

Option 2 does not address outlying buildings that may be on Rural Residential property

The Shire has generally circulated a Notice with the rates, and while the Town has not been doing so, relying on advertising in the Narrogin Observer, it is suggested that this be considered for the coming season.

A draft Notice for publication is attached. The draft Information Sheet attached is not to be Gazetted nor published with the Notice, but is simply general information that is updated each year and made available to the community.

Arrangements are underway with Telstra to transfer the existing Fire Information Hotline to Earl Street Offices, with a request to retain the existing number of 9881 4988.

Please note that the dates highlighted are subject to final determination after resolution of the restricted and prohibited burning period dates.

As the continuing legal entity, the Notice will need to be resolved by the Town, and it is proposed that this be done at their 28 June 2016 meeting at the latest.

Consultation

- Transition Working Group, 10 May 2016
- Aaron Cook, CEO Shire of Narrogin
- Guy Maley, Ranger

Statutory Environment

Bush Fires Act 1954 –

- s.33(1) – Local government may give notice of measures to be taken to prevent the spread of fire

Policy Implications

Nil

Financial Implications

Costs of publication in Government Gazette and local public notice estimated at \$1,000 to the new entity.

Strategic Implications

Assist with Transition requirements and arrangements

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr Borthwick

Seconded: Cr Quartermaine

That Council:

Recommend to the Town of Narrogin Council that –

1. the draft Firebreaks and Fire Hazard Reduction Notice as attached be approved; and
2. the firebreaks period for the merged Shire of Narrogin be 1 November to 1 May, inclusive.

CARRIED 7/0

Bushfires Act 1954
FIREBREAK AND FUEL HAZARD REDUCTION NOTICE
SHIRE OF NARROGIN

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, you are hereby required to install firebreaks clear of all flammable material or take alternative approved measures, and to undertake fuel hazard reduction measures **before 1 November and thereafter maintain the firebreaks and measures up to and including 1 May the following year**, in accordance with the following –

1. DEFINITIONS

ban on the movement of all vehicles includes machinery and the operation of internal combustion engines within the Shire or a part of the Shire and during a time as specified in a Notice or broadcast with the exception of the movement of vehicles and machinery on constructed gazetted roads, internal vehicle access and yards;

firebreak means a strip of land cleared to the specified width by ploughing, cultivating, scarifying, burning or otherwise clearing;

flammable material includes bush (as defined in the Bushfires Act), timber, boxes, cartons, paper and like flammable materials, rubbish and also any combustible matter, but does not include green standing trees, or growing bushes and plants in gardens, or lawns;

harvest ban applies on the operation of all grain harvesting machines including swathing, baling or slashing machines within the Shire or part of the Shire and during a time, as specified in a notice or broadcast;

harvesting includes grain harvesting, swathing, baling or slashing of stubble or hay in any crop;

internal vehicle access is defined as a trafficable surface, free of all flammable material, a minimum of width of four metres, and with overhanging vegetation pruned back so as not to come into contact with parts of a vehicle;

mobile fire fighting unit is defined as having a minimum water carrying capacity of four hundred (400) litres, fitted with a hose and pump capable of delivering water through an adjustable nozzle in the spray and jet configurations; and

yard is defined as an area, greater than four metres wide, with a constructed, trafficable surface, free of all flammable material save live standing trees.

2. LAND ZONED GENERAL AGRICULTURE, RURAL SMALLHOLDING & RURAL RESIDENTIAL

2.1 Firebreaks –

- (a) at least 2.5 metres wide shall be maintained inside and within 20 metres of the boundary of all land; and surrounding such other positions as is necessary to divide land in excess of 400 hectares into area not exceeding 400 hectares, each completely surrounded by a firebreak.
- (b) at least 6 metres wide shall completely encircle all buildings and haystacks.
- (c) fuel tanks, whether containing fuel or not, shall have the ground surface cleared to a distance of 6 metres from and encircling the tank/s of all flammable material.

2.2 Fire Fighting Equipment –

Where the land owners total land holding is 100 hectares or greater a readily mobile operational fire fighting unit containing a minimum of 400 litres of water on standby and available for inspection is required during the period **1 November and 1 May**, inclusive.

2.3 Harvesting –

A person shall not undertake or allow harvesting during the prohibited burning times unless –

- (a) one hand held water filled fire extinguisher with a minimum capacity of 7.5 litres is filled in a readily accessible position on the machine.
- (b) a readily mobile fire fighting unit of a minimum of 400 litre capacity powered by an engine driven pump is in attendance in or adjacent to the entrance of the paddock being harvested.

2.4 Harvest bans and other bans – permitted activities –

- (a) Loading and offloading of grain, fertiliser and feed is only permitted on sites, which are clear of all flammable material save live standing trees to a radius of at least 50 metres with an internal vehicle access. A mobile fire fighting unit shall be in attendance at all times.

- (b) Water carting for stock and domestic purposes provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.
- (c) All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken with a mobile fire fighting unit in attendance.
- (d) All necessary carting of livestock, provided that such a vehicle is accompanied by a mobile fire fighting unit.
- (e) Activities which received specific exemptions from Council or the Chief Bush Fire Control Officer.

2.5 Public Holidays

- (a) A harvest ban and a ban on the movement of all vehicles and machinery and the operation of internal combustion engines is imposed on Christmas Day and New Year's Day each year.
- (b) All other activities or operations may only be undertaken during a ban on the movement of all vehicles and machinery and a ban on the operation of internal combustion engines after approval has been granted by Council. Approval has to be sought on an individual basis, and is subject to specified conditions. It should be noted that approval may not be granted.

3. ALL OTHER LAND, including Residential, Rural Townsite, Service Commercial, and Industrial

- (a) Where the area of land is 4,000m² in area or less – all flammable material on the land shall be reduced to a height of less than 10 centimetres.
- (b) Where the area of land exceeds 4,000m² in area –
 - (i) firebreaks at least 2.5 metres wide immediately inside all external boundaries of the land and surrounding all buildings situated on the land, and
 - (ii) flammable material on the remainder of the land shall be reduced to a height of less than 10 centimetres.
- (c) A special control zone or other land not elsewhere specified in this Notice, shall comply with the higher level measures required by adjoining land unless varied under clause 6.2.

4. OPEN AIR FIRES

- (a) Open air fires are permitted during the Restricted Burning period, subject to compliance with the provisions relating to Restricted Burning periods and Shire of Narrogin Local Laws.
- (b) Open air fires are not permitted at all during the Prohibited Burning period (including garden refuse).
- (c) No open air fires in the open air are permitted on any day when the fire danger rating is "Very High" or above.

5. PROPERTIES WITH FIRE MANAGEMENT PLANS

All properties with approved fire management plans shall comply with the plan and or this notice whichever is the greater.

6. GENERAL

- 6.1. If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act. A permit to burn is required during the restricted periods from an authorised officer.
- 6.2. If it is considered to be impracticable for any reason to clear firebreaks or to remove flammable material from the land or any other provisions required by this notice you may apply to the Council or its duly authorised person not later than **1 October**, for permission to provide firebreaks in alternative positions or to take alternative action to manage fire hazards on the land. If permission is not granted by the Council or a duly authorised person, you shall comply with the requirements of this notice.
- 6.3. Penalties apply to persons who fail to comply with the requirements of this Notice.
- 6.4. A person who fails to comply with the notice is also liable, whether prosecuted or not to pay the cost of performing the work directed in this notice if it is not carried out by the owner or occupier by the date required by this notice.

BY ORDER OF THE COUNCIL

Aaron Cook
Chief Executive Officer

11,20 am – Mr Mitchell departed Chambers

9.A.409 DRYANDRA COUNTRY VISITORS CENTRE REQUEST FOR FUNDING

File Reference: Nil
Disclosure of Interest: Nil
Applicant: Dryandra Country Visitors Centre
Previous Item Nos: Nil
Date: 9 May 2016
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Letter from the Dryandra Country Visitors Centre (DCVC).

Summary

The DCVC sent a letter to both the Shire and Town confirming a contribution of funding for the 2016/17 financial year. The DCVC have been aware of the impending merger, and that this may potentially impact on the operating budget for the organisation, for a considerable time.

A letter has been sent back to the DCVC confirming that the decision for allocating an operational subsidy will be required to be debated by the two Councils in the budget deliberation meeting and, as such, the amount cannot be confirmed.

Background

The Shire and Town of Narrogin have subsidised the operations of the DCVC on a continuing basis for many years.

Comment

As several requests have now been received for the 2016/17 financial year funding this item is presented to ensure that a consistent approach is taken.

It is suggested that the applicant be advised that a budget request be provided to the Town of Narrogin, who is preparing the budget currently, and request the appropriate funding for the 2016/17 funding year. For example the DCVC should be requesting a contribution of \$29,000 for the 2016/17 funding year from the "New Shire of Narrogin".

Failure to ensure that the group makes a request to the Town, with supporting information, could result in an incorrect allocation being made.

If Council is to consider the request the payment would need to be made within this year's budget allocation which means a double allocation paid in this financial year. It is felt that this would be outside of the intent of both Councils and the merger. In addition the Shire of Narrogin cannot commit the new entity to the payment other than requesting it be allocated within the draft budget.

The author has requested the Town of Narrogin Manager of Finance make an increased allocation within the draft budget for consideration.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

If Council was to consider this request now and make a contribution for the next financial year, this will reduce the carried forward surplus.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER’S RECOMMENDATION

Moved: Cr Borthwick

Seconded: Cr Hardie

That Council:

Endorse the Chief Executive Officer’s action in advising the Dryandra Country Visitors Centre that the Shire of Narrogin cannot commit to a contribution for the 2016/17 financial year as the entity will be dissolved on 30 June 2016. A budget allocation has been requested to be placed within the new “Shire of Narrogin” budget that is currently being processed by the Town of Narrogin. All information pertaining to this request and future requests should be forwarded to the Town of Narrogin.

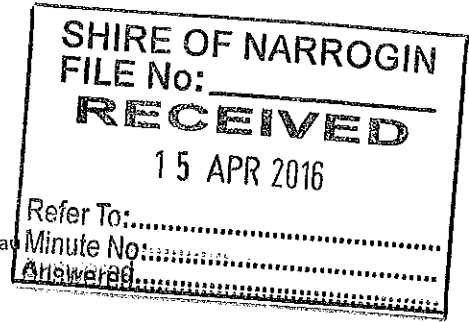
CARRIED 7/0



DCVC Funding in 2016/17

08 9881 2064 dryandracountry1@westnet.com.au
Crn Park and Fairway Streets, Narrogin 6312

File.



14 April 2016

Aaron Cook
Acting CEO - Shire of Narrogin
43 Federal Street
Narrogin 6312

Dear Aaron,

The Dryandra Country Visitor Centre continues to provide a great service to international and inter/intrastate visitors. The last twelve months saw over 5,500 travellers in through the door seeking information about the region. Similarly the website has proven the level of interest from people planning to visit the region: 44,200 pages views in 12 months.. We've worked hard to ensure that the website ranks highly in web searches, and website descriptive metadata shows that people are searching for places to stay and things to do here.

We know from extensive research undertaken by Tourism WA that visitors to an accredited Centre spend more in the region, and contribute greatly to the local economy.

We can't stay open without the support of our major stakeholders, so we thank you for your continued assistance. Your financial contribution goes directly to wages.

The Committee is comprised of members of the Dryandra community, as well as all the local Shires. It is the Committee's feeling that we do not raise the level of financial contributions in 2016/17, so we are pleased to thank you for your contribution of \$15,000 again this year.

Sincerely,

PP. *[Handwritten signature]*

Lyn Chadwick

Chair

Dryandra Country Visitor Centre

*Letter prepared & sent on
the 21/4/16.*

9.A.410 NARROGIN AGRICULTURAL SOCIETY REQUEST FOR FUNDING

File Reference: Nil
Disclosure of Interest: Nil
Applicant: Narrogin Agricultural Society
Previous Item Nos: Nil
Date: 10 May 2016
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Letter from the Narrogin Agricultural Society (NAS) requesting funding.

Summary

It is presented to Council to advise the NAS that all funding requests for the 2016/17 financial year be presented to the Town of Narrogin for inclusion in the draft budget of the “New Shire of Narrogin”.

Background

Previously the Shire of Narrogin has funded the NAS through a financial contribution.

Comment

It is suggested that the applicant be advised that a budget request be provided to the Town of Narrogin, who is preparing the budget currently, and request the appropriate funding from for the 2016/17 funding year.

Failure to ensure that the group makes a request to the Town could result in an appropriate allocation being made.

If Council is to consider the request the payment would need to be made within this year’s budget allocation which means a double allocation paid in this financial year. It is felt that this would be outside of the intent of both Councils and the merger. In addition the Shire of Narrogin cannot commit the new entity to the payment other than requesting it be allocated within the draft budget.

The author has requested the Town of Narrogin Manager of Finance make an allocation within the draft budget for consideration however the Town Currently receives a yearly allocation from the NAS within the Community Chest funding for a maximum of \$2,500 cash direct allocation and a further in-kind contribution of \$5,000 of staff wages and services.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION

Moved: Cr Sieber

Seconded: Cr Borthwick

That Council allow Cr Chadwick to remain in the meeting to vote as his interest in this agenda item is minor.

CARRIED 7/0

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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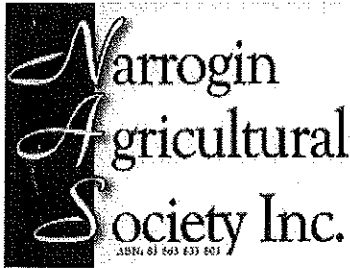
Moved: Cr Ballard

Seconded: Cr Quartermaine

That Council:

Advise the Narrogin Agricultural Society that the Shire of Narrogin cannot commit to a contribution for the 2016/17 financial year as the entity will be dissolved on the 30 June 2016. A budget allocation has been requested be placed within the new "Shire of Narrogin" budget that is currently being processed by the Town of Narrogin. The applicant is to be advised that all information pertaining to this request should be forwarded to the Town of Narrogin and future requests presented to the new "Shire of Narrogin".

CARRIED 7/0



PO Box 357 Narrogin WA 6312
E-Mail: narroginas@westnet.com.au
Web Address: www.narroginagsociety.com.au

The Shire President & Councillors
Narrogin Shire Council
Federal Street
NARROGIN WA 6312

Dear Richard & Councillors

Re: 2016 Narrogin Spring Show

I am contacting you on behalf of the Narrogin Agricultural Society committee in regard to sponsorship from your Council to our Show for 2016 as in previous years.

We are aware that the two councils will be merging in July, and the opportunity to receive this monetary sponsorship will be the last from the Shire Council. Your financial contribution of \$2,000 would be welcomed once again by the community and of course, our committee.

The committee express our thanks to the Shire Council for their financial support of our Show over the 112 years we have been highlighting this event to our community.

We trust you will look upon this request favourably and look forward to your reply.

Yours sincerely

Vicki

Vicki Chadwick
President

19th April 2016

11.25 am – Cr Borthwick declared an interest in the following agenda item and left the meeting.

9.A.411 SAFETY CONCERN 1733 YILLIMINNING ROAD

File Reference: Property File
Disclosure of Interest: Cr Borthwick
Applicant: Borthwick Family
Previous Item Nos:
Date: 3 February 2016
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

Nil

Summary

It is proposed to conduct works at this location to reduce the safety concerns.

Background

An item was presented to Council at the February meeting to commence the resolution of this matter. This resolution was to advise the applicant the following:

Write to the Borthwick family advising that the Shire has resolved that the following remediation works be presented to the Borthwick family for consideration prior to any works being performed.

- *That the Shire of Narrogin purchase and erect appropriate signage alerting motorists to the driveway and stock crossing. In conjunction with this option consultation with Main Roads may be facilitated to review the speed limit of this area and request a reduction to 80 kph if the issue persists.*
- *The Borthwick family, at their cost, relocate their gate access to the crest, as identified within the photos attached. Once completed the Shire is to clear the vegetation on both sides of the road and install a culvert pipe and create a battered access on the south side. A small amount of gravel may also need to be brought in by the Shire to create the crossover on the North side. All other works for fencing and gates is the responsibility of the landowner.*

Should the Borthwick family not be accepting of this recommendation then another item will be presented to Council for consideration.

This resolution was enacted and a meeting was held on site with Cr Borthwick and the Executive Manager of Technical Services to discuss the situation. From this a scope of works was agreed to be priced by the Works Manager upon his return from leave.

The Works Manager then met on site with Mr Borthwick and The Executive Manager and has since priced up the works. The Works Manager has since marked the site and met with Mr Borthwick to ensure both parties' expectations were met. When on site, the Borthwick family raised additional concerns and as such alternative works were proposed and agreed.

Comment

The costing from the Works Manager is a total project cost of \$9,318. It must be noted that from this budget there is a cash cost of approximately \$4,000 for the dozer hire and float and culverts. The remaining costs are all plant and labour for the works crew by clearing verge vegetation on the southern side of the road as per the attached plan.

Please note that these new works do not resolve the identified safety risk that the Borthwick family have raised. As such, it is presented to Council that a further consideration of works regarding the previous identified safety issue will be considered.

The scope of the works is now to increase visibility to the existing driveway.

All other costs including the relocation of fencing and gates is to be performed by the applicant with the existing gates to be permanently closed.

Consultation

- Cr Borthwick
- Works Manager
- Executive Manager Technical Services.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Through the commitment to this project will see the allocation of \$9,318 with a cash commitment of approximately \$4,000 for the purchase of the Dozer and Culverts. All costs can be captured within the Roads Maintenance account.

Strategic Implications

The safety issue that this problem has raised does not only concern the applicant but also all users of this road and, as such, the consideration of the cost implications needs to be assessed from this perspective.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Advise the applicant, that the works that have been agreed to and discussed on site on 12 May 2016 with the Works Manager are to be performed with the budget of \$9,318. The applicant is to perform all required fencing and gate modifications as their contribution to the project.

As these works do not resolve the safety issue identified by the applicant, no further consideration of works for this safety issue will be considered in the future.

COUNCIL RESOLUTION

Moved: Cr Wiese

Seconded: Cr Quartermaine

That Council:

Defer this item to 16 June 2016 to allow the site to be inspected on the bus tour.

CARRIED 6/0

Please note: Reason for change to defer the item.

11.57 am – Cr Borthwick returned to the meeting.

9.A.412 CLOSURE OF ADMINISTRATION CENTRE FEDERAL STREET

File Reference: 14.8.1
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 6 May 2016
Author: Mr Aaron Cook – Chief Executive Officer.

Attachments

Nil

Summary

It is proposed to endorse the Memorandum of Understanding for the merger that the administration centre located on Federal Street, being the old Shire of Narrogin office and chambers be closed to the members of the public as of the close of business on the 30 June 2016.

Background

The negotiations and structure of the new organisation for the merger was developed over several years. Due to the size of the new organisation it was determined early that services and customer contact would be located within the existing Town of Narrogin administration centre at 89 Earl Street. This is noted in the MOU under clause 14.12.

Comment

It is presented to both Councils to endorse the action of closing the existing Shire of Narrogin administration centre located on Federal Street to ensure that both parties are clear as to the action to be taken.

It must be noted that no services are to be ceased, but rather relocated to the main administration centre at 89 Earl Street. As has been stated this was clearly defined within the Memorandum of Understanding in point 14.12 as this building has the ability to accommodate the required staff. Operating from two administration centres and the works depot was identified as being confusing for customers and complicated to administer whilst segregating staff and creating potential safety and security issues.

Failure to close this administration centre and make this distinction early will confuse members of the public, especially rural residents, as they will be forced to travel to the other centres or call again on the other number creating frustration.

It is planned on 1 July that the signs for the Shire of Narrogin will be removed and the front door locked with a clear sign being erected diverting all visitors to 89 Earl Street. The phone line will also be diverted. If staff remain working within this building for a period after 1 July they will not be accessible to members of the public as the existing staff will reduce to two on 30 June.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr Borthwick

Seconded: Cr Quartermaine

That Council:

Endorse the closing of the old Shire of Narrogin administration centre, located on Federal Street, to members of the public and all "Shire of Narrogin" signage be removed as of close of business on 30 June 2016 and that all customer contact be forwarded both in person and by phone to the main administration centre located at 89 Earl Street.

CARRIED 7/0

9.A.413 ROAD NAME CHANGE REQUEST

File Reference: Nil
Disclosure of Interest: Nil
Applicant: Mr Lindsay and Yvonne Scott
Previous Item Nos: Nil
Date: 11 May 2016
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Letter and maps received from Mr and Mrs Scott.

Summary

A letter has been received from the Scott's regarding the section of road that they are building a property on being Location 3474. They have proposed that the road be named Wolwolling Road.

Background

Attached letter and maps for reference.

Comment

Through investigating the road with the Executive Manager and the Works Manager it was discovered that the section of road that the Scott's are referring to is named the Highbury Bin Road "95".

The Highbury Bin Road continues south and joins into the Whinbin Rock Road. The section north of the Highbury Bin Road "129" is an un-named road and although does not affect this request Council may choose in the future to request Main Roads to extend the Highbury Bin Road through this un-named section.

It is proposed that the applicant be advised that the road in question is named "Highbury Bin Road" and the road number from Main Roads is 95 on the Shire of Narrogin maps.

Consultation

- Works Manager
- Executive Manager of Technical Services

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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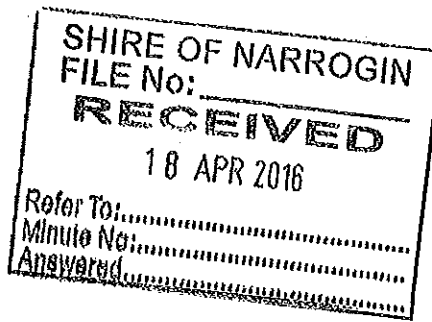
Moved: Cr Quartermaine

Seconded: Cr Sieber

That Council:

Advise Mr and Mrs Scott, the applicant, that the section of road where their property, location 3474 sits, is allocated by Main Roads the name of Highbury Bin Road number 95 and, as such there is no requirement to perform a name change to this section of road.

CARRIED 7/0



104 Highbury East Road,
Highbury, 6313
98859068
0408859900

Narrogin Shire Council
43 Federal Street,
Narrogin, 6312

15th April 2016

Dear Councillors,

We are writing to you regarding the gravel road, (originally called Whinbin Rock Road) that runs between the two railway crossings south of Highbury Town site for 1.30 km parallel to Great Southern Highway and railway line.

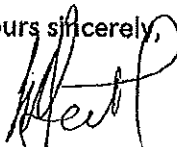
As we are in process of getting a house on Location 3474, (first paddock on the left as you leave Highbury), we need to clarify an address.

A dilemma has arisen from when "the powers that be," installed green location markers at people's driveway entrances, with kilometre measurements from the nearest main road, which have now been taken up as formal addresses. In these cases they started the measurements from the Great Southern Highway from the second crossing, so it leaves the gravel section in "limbo land".

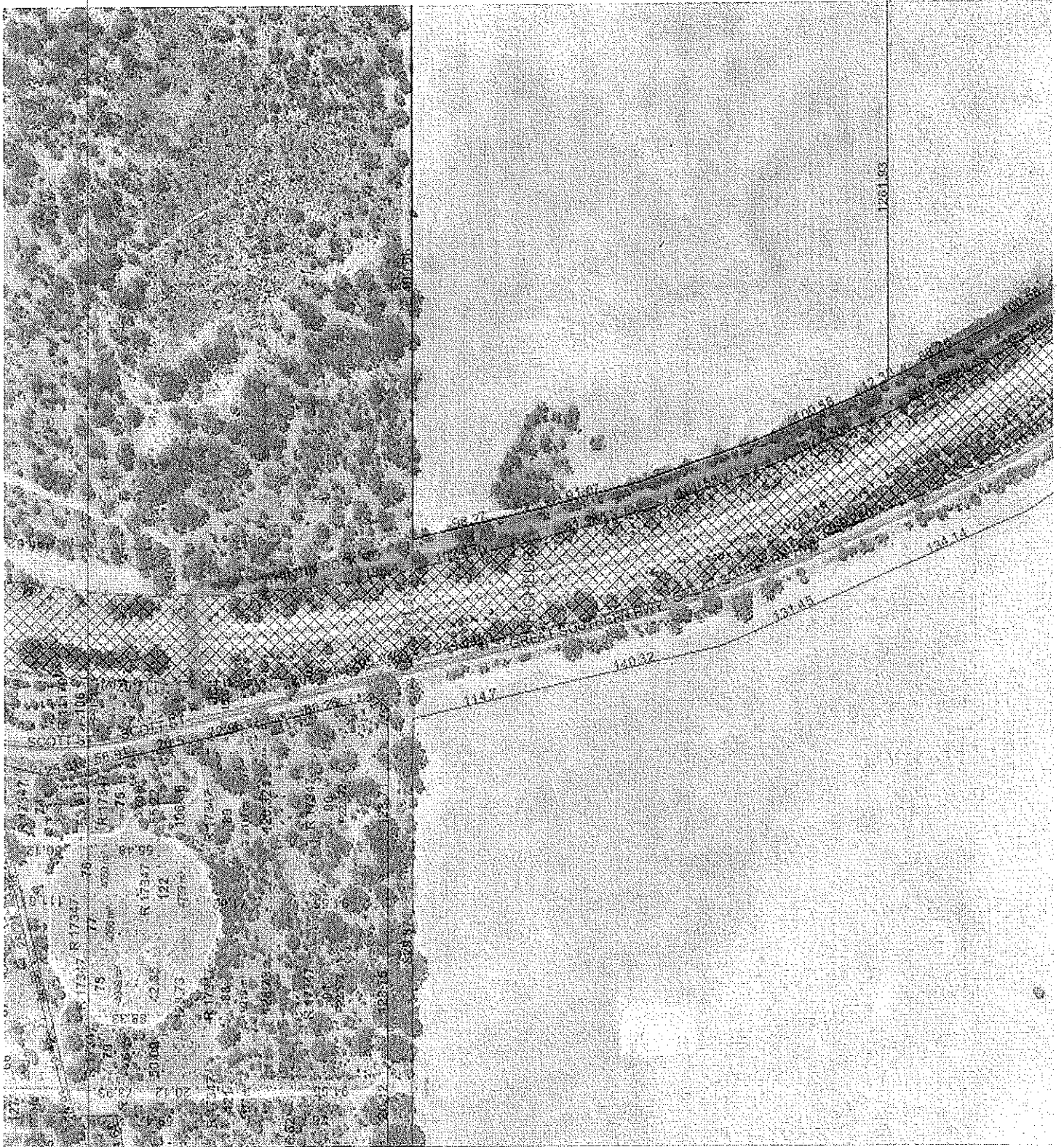
If it turns out that this section of road should be renamed, we propose it be called Wolwolling Road as there is no mention of Wolwolling on any maps and it being the actual original name for Highbury, changed in 1905, (see page 36 "Wolwolling Reflections" Early Days of Highbury book.)

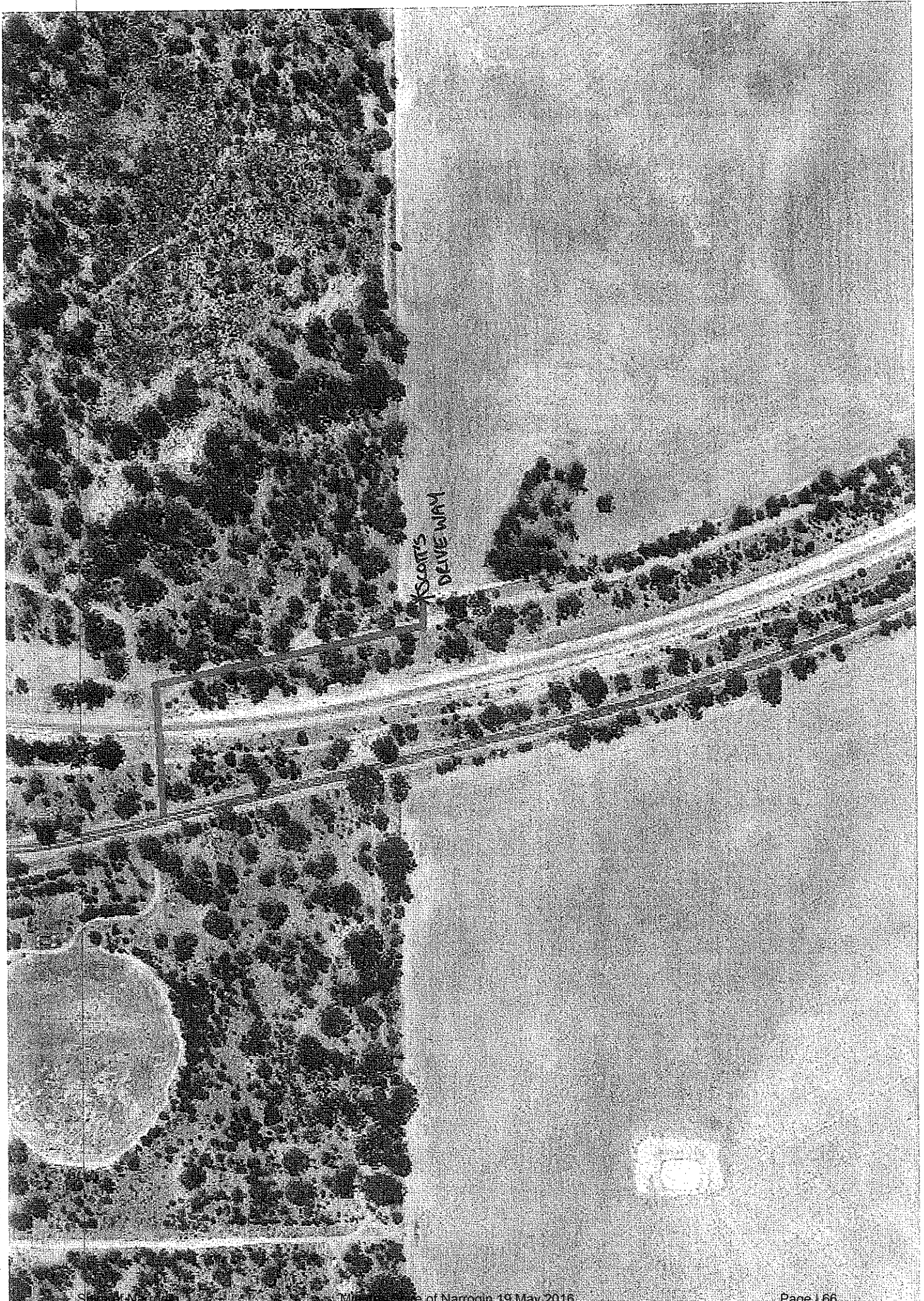
We trust that you can come up with an appropriate solution and be able to put a plan in action with the necessary authorities for an amicable outcome.

Yours sincerely,


Lindsay Scott


Yvonne Scott





SCOTT'S
DRIVEWAY

10. NOTICE OF MOTION

Nil

11. NEW BUSINESS OF AN URGENT NATURE

COUNCIL RESOLUTION

Moved: Cr Chadwick

Seconded: Cr Sieber

That Council:

Suggest that members of the public be invited to the 1 July 2016 function and also include all non-serving elected members from the last three years and the event be hosted with an open public ceremony and closed after-function.

CARRIED 6/0

12. DECLARATION OF CLOSURE

12.31 pm – President Chadwick declared the meeting closed.