



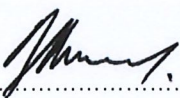
Shire of
Narrogin

MINUTES

SPECIAL COUNCIL MEETING


14 AUGUST 2024

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.

Signed: 

Date: 15 August 2024

These minutes were confirmed at the Ordinary Council Meeting held on 28 August 2024.

Signed: 

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

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

**Electronic copies of minutes and agendas are available
for download from the Shire of Narrogin website www.narrogin.wa.gov.au**

**Alternative formats are also available upon request, including large print,
electronic format (disk or emailed), audio or Braille**



Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY

SNAPSHOT

PLAN
2017-27

VISION

A leading regional economic driver and a socially interactive and inclusive community.

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

In achieving the Vision and Mission, we will set achievable goals and work with the community to maintain a reputation of openness, honesty and accountability. In doing so we will:

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

OUR VALUES

Care with Trust & Teamwork

Caring - We display kindness and concern for one another and our community

Accountability - We accept responsibility for our actions and outcomes

Respect - We treat everyone how we would like to be treated

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

- Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
- Promote Narrogin and the Region
- Promote Narrogin's health and aged services including aged housing

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

- Maintain and improve road network in line with resource capacity
- Review and implement the Airport Master Plan

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

A broad range of quality education services and facilities servicing the region

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

ENVIRONMENT



Conserve, protect and enhance our natural and built environment...

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



Continually enhance the Shire's organisational capacity to service the needs of a growing community...

An efficient and effective organisation

- Continually improve operational efficiencies and provide effective services
- Continue to enhance communication and transparency

An employer of choice

- Provide a positive, desirable workplace

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Council and Committee agendas, recommendations, minutes and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee with respect to their accuracy.

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Narrogin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narrogin. The Shire of Narrogin warns that anyone who has an application lodged with the Shire of Narrogin must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Narrogin in respect of the application.

Please note that meetings may be recorded for minute taking purposes.

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SPECIAL COUNCIL MEETING

14 AUGUST 2024

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:04 pm.

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

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr G Broad – Deputy Shire President

Cr M Fisher

Cr C Bartron

Cr T Wiese

Cr R McNab

Staff

Mr D Stewart – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr M Furr – Executive Manager Corporate & Community Services

Mrs L Webb – Executive Support Coordinator

Leave of Absence

Apologies

Cr J Pomykala

Absent

Nil

Visitors

Nil

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

Name	Item No	Interest	Nature
Cr C Bartron	6.1	Proximity	Owner of property at 38 Homer Street, subject to proposed new footpath.

4. PUBLIC QUESTION TIME

Nil

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. MATTERS WHICH REQUIRE DECISIONS

Cr Bartron declared a proximity interest in item 6.1 due to his house on Homer Street, subject to a proposed new footpath and left the Chambers at 7:08 pm.

6.1 ADOPTION OF 2024/2025 DRAFT ANNUAL BUDGET

File Reference	12.4.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	07 August 2024
Author	Mark Furr – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. 2024/25 Draft Annual Budget (Under separate cover).

Summary

The 2024/25 Draft Annual Budget for the year ending 30 June 2025 is prepared and delivers on many strategies adopted by the Council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure, as well as on renewing and maintaining all assets at sustainable levels.

The document is now submitted to Council for formal consideration and adoption.

Background

The 2024/25 Draft Annual Budget is a balanced budget and has been converted into the statutory format.

The Budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

The Significant Projects program for 2024/25 include:

Significant Projects	Value (\$)	Funding
Purchase of SES Incident Control Vehicle (ICV)	881k	IP, G
Purchase of SES General Rescue Vehicle	110k	IP, G
Acquisition of Speed Signs (2 sets of 2)	50k	
Senior Citizen Centre Roof Repair	35k	
Senior Citizen Centre A/C & Dishwasher Replacement	15k	
Thomas Hogg Waste Water Tank	10k	

Thomas Hogg Ablutions & Sewerage Project	35k	
Design & Construction new liquid waste ponds	35k	
Construction of Recycling Shed (Tip Shop)	50k	
Recreation Centre Upgrade Works	296k	IP, G, PF
NRLC Energy Efficiency and Upgrade Project	6.8M	G, L
Lions Park Shade Sails	25k	PF
Narrogin Speedway Lighting Upgrade Project	200k	G, PF
Upgrade to Library Furniture & Equipment	25k	
Town Hall Improvements	90k	IP
Relocation of PM706	25k	IP
Narrogin to Williams Rail Trail Feasibility Study	28k	IP, G, PF
Public Art Strategy Implementation	124k	IP
Reseal of Various Roads	930k	PF
Whinbin Rock Road Construction	1M	PF
Wandering Road Construction SLK 0.00 to 3.00	801k	PF
Plant & Vehicle Purchases	940k	
Footpath Construction	278k	G, PF
Bridge Maintenance (Tarwonga 4551)	687k	G
Dog Enclosure Fence in Caravan Bay at Caravan Park	5k	
Caravan Park Units Development (Approx 12-16)	1.5m	L
Card Operated Water Standpipe System at Narrogin Townsite (Works Depot)	40k	G, PF
Card Operated Water Standpipe System at Tarwonga Road	25k	G, PF
Purchase of Residential Land	100k	
Heritage Goods Sheds Roof and Wall Restoration	283k	G

(In Progress – “IP”, Funded – “F”, Partially Funded – “PF”, Grant Funded - “G”, Grant Dependent – “GD”, Loan – “L”). All others are funded by municipal

Efficiency Gains

An important feature of this Budget is the various ongoing efficiency gains, business and or service improvement changes either made by the Organisation prior to budget adoption and/or planned for the coming year in the following areas:

- Reviewing the need for, and remuneration of each position, as vacancies and restructure arises;
- Disposal of under-utilised light fleet and plant;
- Disposal of surplus minor plant and equipment;
- Construction of a number of new assets as detailed in the Capital Works Program;
- Continuing the provision of services to other local governments on a fee-for-service basis;
- Encouraging innovation from Shire staff to suggest ideas that increase work efficiencies and productivity including systems and process development that can, where applicable reduce “red tape”;
- Implementation and or further enhancement of digital solutions that improve finance, governance, and payroll functionality; and
- Reducing printing and stationery costs and demonstrating a commitment to a more “paperless” environment.

Key Operational Changes from 2023/24

The following operational changes are noted in this and upcoming Budgets:

- A Rates increase of 4%;
- A 4% increase for Elected Members remuneration and allowances, (as recommended by SAT);
- A budgeted provision of up to 4% (average) increase in employee wages and salaries has been applied given the National Fair Work decision to increase minimum wages by 3.75%;
- Due to Commonwealth Government legislation, superannuation contributions have increased from 11% to 11.5% and will continue to increase to 12% by 2025;
- Fees and Charges have increased on average by 4%;
- Insurance premiums have increased by an average of 7%;
- There is significant increases in utilities costs (water electricity and gas); and so an average budget increase of 9% has been applied;
- There are still cost increases of 10% to 15% for materials and resources needed to deliver project works, operations, and services in 2024/25; and
- Additional and or increased costs of \$65k have been factored into the 2024/25 budget for Audit Fees, Valuations by the Valuer General (GRV), & Information Communications Technology & Cyber Security.

Rating

The memorandum of understanding (MOU) between the former Town and Shire of Narrogin, regarding the phase in the additional rate increase to allow the rural ward GRV ratepayers to gradually achieve parity with the urban ward GRV ratepayers. Details of the MOU can be found at <http://www.narrogin.wa.gov.au/live/services/rates.aspx>.

The proposed differential general rates were approved by the Council on 26 June 2024 and advertised for public comment on Council website and the Narrogin Observer on 27 June 2024.

No submissions have been received. Based on workshops with Elected Members the Administration has included in the Draft Budget a rate increase of 4%.

The proposed increase in rates across a total of 2,747 properties will be an average of \$106 for the year or \$2 per week.

Employees

The introduction of a Business Development and Innovation Officer (BDIO), the role of Corporate Services Coordinator in lieu of the Senior Finance Officers positions within Corporate Services, as well

as a new role of Community Emergency Services Manager (subject to grants and an adjoining local government (such as Cuballing) participating) has resulted in the 2024/25 budget reflecting these changes to employee positions.

Fees and Charges

Council adopted the 2024/25 Fees and Charges at its 24 April 2024 Council Meeting however the Refuse charges were delayed pending acceptance of the new Waste and Recycling Contract for 2024/25 on. These fees (now accepted) have resulted in additional costs that are proposed to be on charged to the recipients of these services and have resulted in waste and recycling collection charges going up on average 9%.

Consultation

Consultation has been undertaken with:

- Elected Members;
- Executive Leadership Team; and
- Officers from relevant functional areas.

Statutory Environment

Section 6.2 Local Government Act 1995 of requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next following 30 June.

Section 5.63 (1)(b) The Local Government Act 1995 specifically excludes the need for Elected Members to “Declare a Financial Interest” in imposing a rate, charge, or fee.

The Section reads as follows:

“5.63(1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter –

(b) an interest arising from the imposition of any rate, charge or fee by the local government;”

Additionally, the declaration provisions of the Act do not apply to Council business reimbursements or to Members sitting fees. Any other interest, be it Financial, Proximity or Impartiality must be declared.

Divisions 5 and 6 Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 details the form and content of the budget. The 2024/25 Draft Annual Budget as presented is considered to meet statutory requirements.

There is no legislative requirement to re-advertise differential rates, even if they are changed from the advertised figures.

Regulation 34(5) Local Government (Financial Management) Regulations 1996 requires each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS (Australian Accounting Standards), to be used in statements of financial activity for reporting material variances.

Policy Implications

The following policies apply:

- Policy 3.6 Rating – Merger Parity Transition
- Policy 3.7 Investments Policy
- Policy 3.12 Financial Hardship Policy.

Financial Implications

The financial implications of the budget are based upon the objective of achieving a balanced budget on 30 June 2025 after carrying out normal operational requirements and an extensive capital program.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services

Comment/Conclusion

The recommended adoption of the Draft 2024/25 Budget is presented for consideration.

Risk Implications

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the Budget is delayed or not adopted at this meeting. The Budget must by law be adopted by 31 August	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation
That the Rates to be levied are lower than proposed in the Draft Budget, resulting in inability to perform services or projects to the extent proposed.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for this item. Any items with a risk rating over 9 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 140824.01

Moved: Cr Fisher

Seconded: Cr Wiese

That with respect to the Budget for the 2024/25 Financial Year, Council:

1. Notes no submissions were received regarding the advertised 2024/25 Differential Rating model.
2. Pursuant to the provisions of the Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, adopt the Municipal Fund Budget as contained in Attachment 1 (under separate cover) of this agenda and the minutes, for the Shire of Narrogin for the 2024/25 financial year which includes the following:
 - Statement of Comprehensive Income by Nature and Type;
 - Statement of Cash Flows;
 - Rate Setting Statement by Nature and Type;
 - Notes to and Forming Part of the Budget; and
 - Capital Expenditure Program.
3. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part 2 above, Council pursuant to the Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, impose the following differential general and minimum rates on Gross Rental and Unimproved Values (as advertised).

Differential Rate Category	Rate in the \$	General Minimum Payment \$	Lesser Minimum Payment \$
GRV – Urban	11.7572c	1,299	
GRV – Rural	9.7665c	1,153	921.00
UV	0.3816c	1,153	

4. Pursuant to the Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, adopt the following due dates for the payment in full or by instalments:

Option 1

Due Date Tuesday 08 October 2024.

Option 2

1st Instalment Due Tuesday 08 October 2024;

2nd Instalment Due Tuesday 10 December 2024;

3rd Instalment Due Tuesday 11 February 2025; and

4th Instalment Due Tuesday 15 April 2025.

5. Pursuant to the Section 6.12 of the Local Government Act 1995, adopt the following rates incentive scheme including a contribution of \$3,000 from municipal funds towards this scheme:

- 1st Prize - \$1,000 of Chamber of Commerce Vouchers;
- 2nd Prize - \$500 of Chamber of Commerce Vouchers; and
- 15 Prizes of \$100 each Chamber of Commerce Vouchers.

6. Elected Member Allowances (payable quarterly, in arrears, pro-rata)

- a. Pursuant to the Section 5.99 of the Local Government Act 1995 and Regulation 30 of the Local Government (Administration) Regulations 1996, adopt the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

- President \$22,173 pa
- Councillors (x6) \$10,005 pa

- b. Pursuant to the Section 5.99A of the Local Government Act 1995 and Regulation 31 of the Local Government (Administration) Regulations 1996 adopt the following annual local government allowance for Elected Members:

Information & Communications Technology (ICT) Allowance

- President \$1,785 pa (using own device)
- President \$1,385 pa (provided by the Shire)
- Councillors (x6) \$563 pa (provided by the Shire)
- Councillors (x6) \$903 each pa (using own device)

- c. Pursuant to the Section 5.99A and 5.98 of the Local Government Act 1995 and Regulation 31 of the Local Government (Administration) Regulations 1996, note the following reimbursable costs incurred by an elected member because of their attendance at a council meeting or a meeting of a committee of which he or she is also a member or in attending a meeting expressly authorised by the local government:

- Child Care, the actual cost out of pocket to the elected member per hour or \$35 per hour, whichever is the lesser amount; and

- Travelling costs at those rates applicable at the date of the current determination of the Salaries and Allowances Tribunal for Local Government Elected Council Members.
- d. Pursuant to the Section 5.98(5) of the Local Government Act 1995, adopt the following annual local government allowance to be paid in addition to the annual meeting allowance:
- President \$26,067 pa
- e. Pursuant to the Section 5.98(5) of the Local Government Act 1995, adopt the following annual local government allowance to be paid in addition of the annual meeting allowance:
- Deputy President \$6,517 pa
7. Pursuant to the Section 6.16 of the Local Government Act 1995, adopt the following Fees and Charges related to Rubbish Charges:
- Domestic Refuse Services (first service) \$274;
 - Additional Service (household / domestic) \$274;
 - Domestic Recycling Service \$103;
 - Commercial Refuse Service (first service) \$280;
 - Additional Service (commercial) \$280;
 - Additional Pickup (commercial on a per bin pick up basis) \$280;
 - Special Refuse Service (first service) \$417;
 - Additional Special Refuse Service \$417;
 - General Waste (generated outside Shire of Narrogin, Metropolitan areas not accepted) \$253 (per tonne) plus GST; and
 - General Waste from Shire of Cuballing \$90 (per tonne) (plus GST).
8. Pursuant to section 6.47 of the Local Government Act 1995, provide a 100% waiver on rates (not refuse or ESL) to properties leased to Not-for-Profit Community groups, subject to it being provided for in their lease or being previously waived / applied in the 2024/25 financial year.

In accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopt the following materiality reporting thresholds:

Condition	Action
Actual variances to Budget up to 5% of Budget	No reporting required
Actual variances to Budget between 5% and 10% of Budget	Use Management Discretion
Actual Variance exceeding 10% and a greater value greater than \$15,000	Must Report

CARRIED BY AN ABSOLUTE MAJORITY 5/0

For: Mr Ballard, Cr Fisher, Cr Broad, Cr McNab, Cr Wiese

Against: Nil

Cr Bartron returned to the Chambers at 7:15 pm.

7. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

9. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 7:16 pm and pursuant to resolution 251023.07 of 25 October 2023, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on 28 August 2024, at this same venue.



Shire of
Narrogin
Love the life

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