



**AGENDA
ORDINARY COUNCIL MEETING**

28 NOVEMBER 2018

Commencing at 7:00 pm

Council Chambers
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

SHIRE OF NARROGIN

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member

Pursuant to resolution 1217.153 of the meeting held 20 December 2017, an Ordinary Meeting of the Shire of Narrogin will be held on Wednesday, 28 November 2018 in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.



Dale Stewart
Chief Executive Officer

DISCLAIMER

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

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ORDINARY COUNCIL MEETING AGENDA

28 NOVEMBER 2018

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

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

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

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)
Cr T Wiese – Deputy Shire President
Cr C Ward
Cr N Walker
Cr M Fisher
Cr C Bartron
Cr B Seale
Cr G Ballard

Staff

Mr D Stewart – Chief Executive Officer
Mr A Awang – Executive Manager Development & Regulatory Services
Mr T Evans – Executive Manager Technical & Rural Services
Mr F Ludovico – Executive Manager Corporate & Community Services
Ms C Thompson – Executive Assistant

Leave of Absence

Nil

Apologies

Cr P Schutz

Absent

Visitors

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

Name	Item No	Interest	Nature

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

The Shire President is in receipt of an application from Cr Schutz who advised that he will be away for the Ordinary Council Meeting of 19 December 2018.

OFFICER'S RECOMMENDATION

That Council approve Cr Schutz's request for leave of absence for the Ordinary Council Meeting of 19 December 2018.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 24 October 2018 be confirmed as an accurate record of the proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

In August this year, correspondence was received from the Department of Fire and Emergency Services (DFES) advising that the Shire of Narrogin was nominated for a Volunteer Employer Recognition Award, by Scott Reeves from the Volunteer Fire and Rescue Service.

The award is in recognition of the Shire's role in the support of volunteers who deliver volunteer emergency services in Western Australia.

The Shire of Narrogin was presented with an Employee Recognition Silver Award by DFES at a ceremony in Perth on Friday 2 November 2018, which the Chief Executive Officer attended on behalf of the Shire.

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 APPLICATION FOR PLANNING CONSENT – BEAUTY CLINIC (INCLUDING COSMETIC TATTOOING AND COSMETIC NURSING) AT LOT 55 (NO. 64) FEDERAL STREET, NARROGIN

File Reference	A340043
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Elmarie Van Wyk
Previous Item Numbers	Nil
Date	19 November 2018
Author	Eric Anderson – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Location Plan 2. Application for Planning Consent and Site Plans 3. Cover Letter	

Summary

Council is requested to consider the application for planning consent for a proposed beauty clinic at Lot 55 (No. 64) Federal Street, Narrogin.

Background

On 26 October 2018, the Shire of Narrogin received an application for planning consent for a proposed beauty clinic at Lot 55 (No. 64) Federal Street, Narrogin. The proposal is to undertake cosmetic tattooing and expanding the business to include cosmetic nursing which will involve Botox, filler injections, laser therapy and microdermabrasion. The proposed use is to be undertaken in one (1) room on the premises with a floor area of 17.5m².

The premises is currently vacant with a previous approval for a ‘consulting room group’ granted on 21 September 2015. Discussions with the owner of the premises have been undertaken to determine what the predominant use of the premises is intended to be. Further proposals will be subject to approval for the remainder of the office space as the Shire of Narrogin has not received any formal clarification or application as of yet.

Comment

Zoning

The subject land is zoned “Central Business District” under the Former Town of Narrogin Town Planning Scheme (FT-TPS) No. 2. The adjoining properties are also zoned “Central Business District”.

The use of a 'Beauty Clinic' is a use that is not listed under the (FT-TPS) No. 2. This means that clauses 2.2.4 – 2.2.7 applies. Clause 2.2.5 states:

1. *“Clause 2.2.4 does not permit the Council from giving consent to a use that is not-*
 - a) *Mentioned in the list of use classes in the Development Table; or*
 - b) *Defined in Clause 1.8; or*
 - c) *Defined in Appendix D to the Town Planning Regulations, 1967*
2. *And determining the zone in which the use may be carried on pursuant to Clause 2.2.6 nor does Clause 2.2.4 prohibit the use of the land in accordance with consent so given.”*

The subsequent clause 2.2.7 states:

3. *“An application to the Council for its consent under Clause 2.2.5-*
 - a) *Shall be advertised in accordance with the provisions of Clause 6.3.2; and*
 - b) *Shall not be granted unless a resolution to do so is passed by absolute majority of the Council.”*

It is therefore recommended that advertising be conducted in accordance with clause 6.3.2.

Parking

Under the Development Table of the (FT-TPS) No. 2. The required number of parking bays within a CBD zone is one (1) bay per 33m² of Gross Leasable Area (GLA). The plans dated 24 October 2015 have the GLA for the subject room to be 17.5m². This means that one (1) off-street parking bay must be provided. Currently there are 10 unmarked bays on the site.

Consultation

A site inspection was undertaken by the Planning Officer.

Public advertising is required to be undertaken in accordance with clause 6.33 of FT – TPS No. 2.

Statutory Environment

Former Town of Narrogin Town Planning Scheme No. 2

The relevant section is in the Health (Skin Penetration Procedure) Regulations 1998:

“Regulation 6. Owner of an establishment to notify local government

The owner of an establishment must notify the local government of the area in which the establishment is, or is to be, situated of the name and address of the establishment or the intended name and address of any proposed establishment.”

Policy Implications

Nil

Financial Implications

Application for Planning Consent Fee to the value of \$147 has been paid. All associated advertising costs are to be borne by the applicant.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

Voting Requirements

Simple Majority

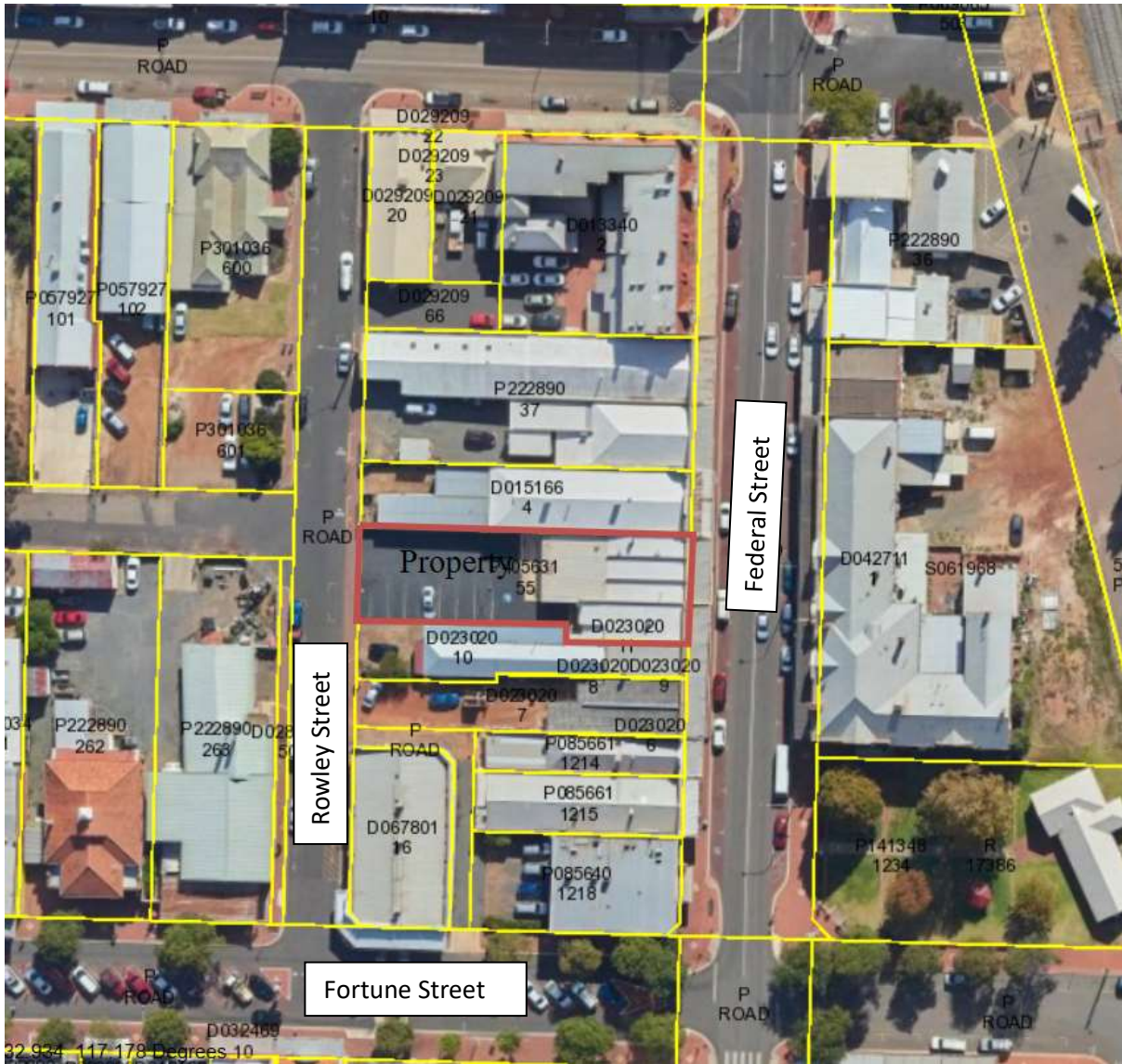
OFFICERS' RECOMMENDATION

That, with respect to the Application for Planning Consent – Beauty Clinic at Lot 55 (No. 64) Federal Street, Narrogin, Council:

1. Advertise the application in accordance with Clause 6.3 of the Former Town of Narrogin Town Planning Scheme No. 2.
2. In the event that no negative submissions are received, the Chief Executive Officer be authorised to issue planning approval for the proposed Beauty Clinic at Lot 55 (No. 64) Federal Street, Narrogin, subject to the following conditions:
 - a. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
 - b. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
 - c. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
 - d. All advertising costs are required to be borne by the applicant and made payable to The Shire of Narrogin prior to operating the business.

Advice Notes

The applicant is advised that, upon commencement, a notification to the Shire of Narrogin of an activity involving skin penetration, will need to be supplied pursuant to the Health (Miscellaneous Provisions) Act 1911, Regulation 6 of the Health/Skin Penetration Regulations 1988.



PLANNING CONSENT



Shire of Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

TOWN PLANNING SCHEME NO.2 DISTRICT SCHEME

Name of Applicant	Elmarie van Wyk
Correspondence Address	PO Box 1052, Narrogin, WA, 6312
Applicant Phone Number	042972 6261

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of Beauty Clinic
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	Medical Centre
Approximate cost of proposed development	\$
Estimated time of completion	N/A
No of persons to be housed / employed after completion	All is done already

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

House No	64	Lot No	Lot No 14+5	Location No	64
Plan or Diag		Street Name	Federal Street, Narrogin, WA		
Certificate of Title	Volume: _____		Folio: _____		

LOT DIMENSIONS

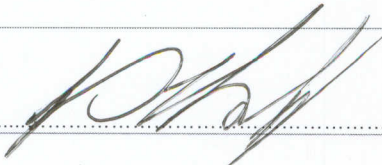
Site area		Square metres
Frontage		Metres
Depth		metres

AUTHORITY

Applicant's Signature		Date	25.10.2018
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NOTE: WHERE THE APPLICANT IS NOT THE OWNER, THE OWNER'S SIGNATURE IS REQUIRED.

NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

Owner's Signature  Date 25/10/2018

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH THE APPLICATION OUTLINED BELOW.

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

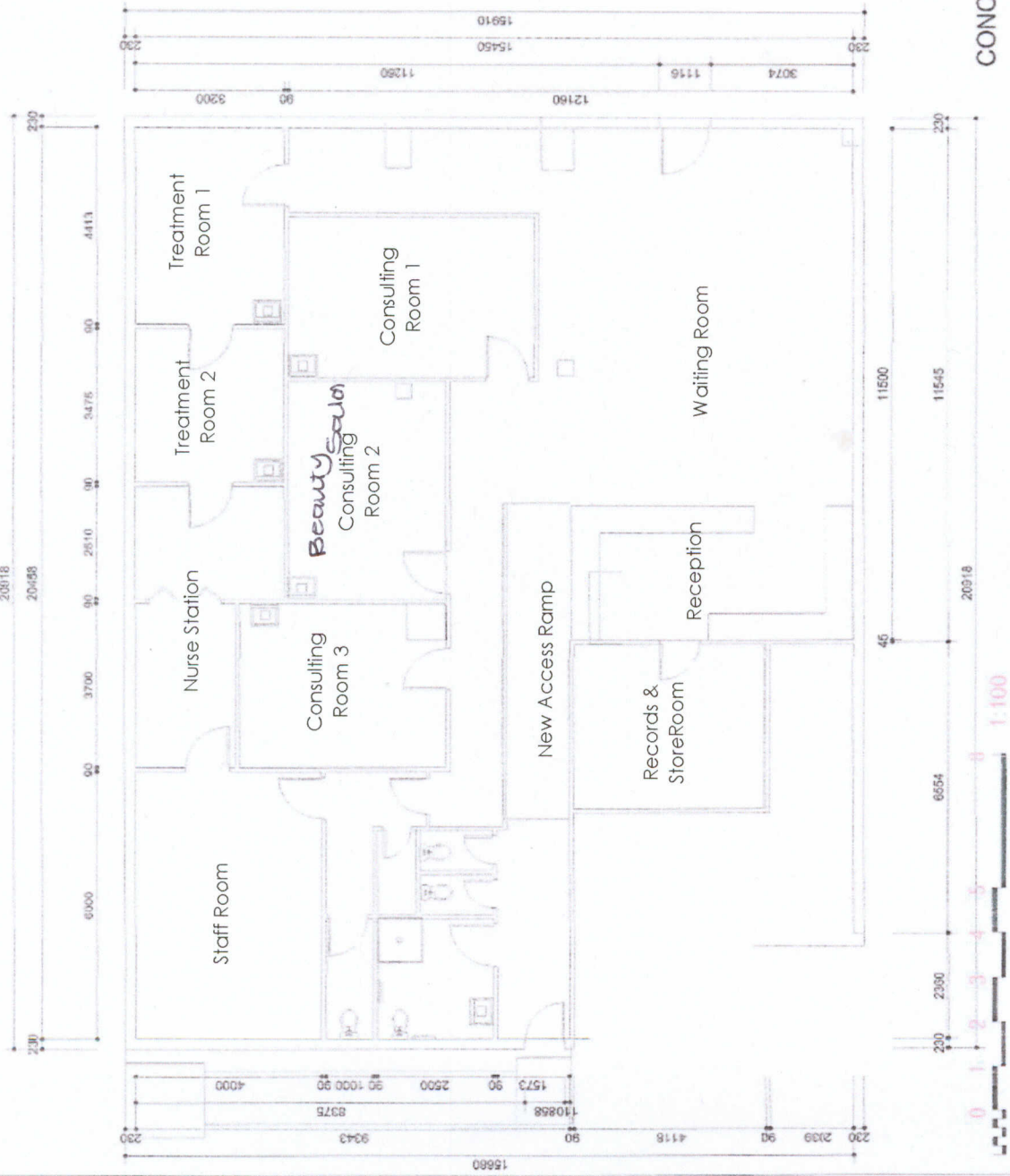
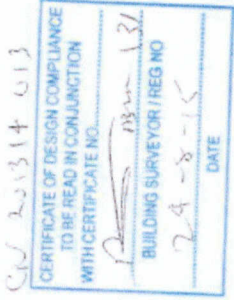
Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless especially exempt by the Shire:

- a. Indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- b. Indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- c. Indicate the position, type and height of all the existing trees on the site and indicate those to be retained and those to be removed;
- d. Indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- e. Indicate site contours and details of any proposed alteration to the natural contour of the area;
- f. Indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- g. Indicate site dimensions and be to metric scale.

OFFICE USE ONLY

File Reference		Application No	
Date Received		Date of Approval / Refusal	
Date of Notice of Decision		Officer's Signature	

WIND RATING N2
 NAILING & ANCHORING ACCORDING TO MANUFACTURERS SPECIFICATIONS.
 ALL FIXINGS, TIE DOWNS & BRACING IN ACCORDANCE WITH THE BUILDING CODE OF AUSTRALIA & AS 1684.3.2:06
 RESIDENTIAL TIMBER-FRAMED CONSTRUCTION.



- All Plumbing to Comply with WAWA Requirements, NCC and Health Act
- All Interior Walls to be Sound Insulated to Comply with the NCC 2014
- All Ceilings to have R3.5 Batts installed to Ceiling Cavity
- Exhaust Fans to be installed into Each Room and Fluned Through to Out side Air
- All Access and Facilities to Comply with the NCC 2014 and Australian Standards 1428.1 and Australian Standards 1428.4

PROVIDE ALL NECESSARY FLASHINGS, CAPPINGS, GUTTERS AND DOWNPIPES, FIXINGS & ACCESSORIES TO ENSURE A COMPLETELY WATERTIGHT FINISH.

CONCEPT 1

Revision Notes PHIL HOSKINS LOT 14 & LOT 5 (64) FEDERAL STREET PO BOX 173 NARROGIN WA 6312	Designed by: Drawn By: Checked By: Date:	Title Mobile Phone 042 88 36 827	Scale 1:100
	D Baxter Energy Assessor 90 Forrest Street, Narrogin WA 6312 PHONE: 08 9881 1503 Mobile: 0438 811 944 EMAIL: dbaxter@live.com.au	Drawing No. 3000	Job No. ??



89 Earl Street PO Box 1145
NARROGIN WA 6312
Ph: 08 9890 0900
Email: enquiries@narrogin.wa.gov.au
Web: www.narrogin.wa.gov.au

RECEIPT / TAX INVOICE

ABN 46 584 581 844

Elmarie Van Wyk

Receipt Number: 71829

Receipt Date : 26.10.18

Receipt Type Detail	Amount
------------------------	--------

Miscellaneous	\$147.00
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Planning Application Fee

Not more than \$50,000

Elmarie Van Wyk

Account: 131006000

* GST Exclusive Charge	\$147.00
------------------------	----------

* GST	\$0.00
-------	--------

Cash	Cheque	Other
\$0.00	\$0.00	\$147.00

Total	\$147.00
--------------	-----------------

Tendered	\$147.00
----------	----------

Change Given	\$0.00
--------------	--------

Round Amount	\$0.00
--------------	--------

Thank you for your payment

Elmarie van Wyk

Designer Beauty

PO Box 1052

Narrogin

WA 6312

30/10/18

Shire of Narrogin

Town Planning

Attention: Eric Anderson

PO Box 1145

Narrogin

WA 6312

Re: Business Permit Application for Beauty Clinic

I am currently a Registered Nurse (Div. 1)/Midwife registered with the Australian Health Practitioners Regulation Agency – registration numbers NMW0001567401/NMW0001567402. I would like to open a Beauty Clinic in one of the consulting rooms (indicated on floor plan) situated at 64 Federal Street, Narrogin, WA 6312.

To clarify, I would start out with only Cosmetic Tattooing and then expand towards end of next year with adding Cosmetic nursing to the clinic which will involve Botox, Filler injections, Laser therapy, Microdermabrasion, etc. For this reason I'm applying for permission to operate as a beautician in a beauty clinic and not a tattoo parlour.

I hope this is helpful in your decision making process.

Regards

Elmarie van Wyk

Owner Designer Beauty – mobile: 042 972 6261

10.1.2 PROPOSED PEDESTRIAN ACCESS WAY CLOSURE – LOTS 56 & 52 (NO. 45 & 47) SYDNEY HALL WAY AND LOT 54 (NO. 133) AND LOT 55 NARRAKINE ROAD, NARROGIN

File Reference	28.7.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.1.047, 25 July 2018 Res. 0718.062.
Date	16 November 2018
Author	Eric Anderson – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments	
<ol style="list-style-type: none"> 1. Location Plan 2. Schedule of Submissions 3. Services & Utilities Plan 4. Proposed Land Distribution Plan 5. Confirmation email from Department of Planning 	

Summary

Council is requested to consider the proposed closure of the Pedestrian Access Way (PAW) between Narrakine Road and Sydney Hall Way, Narrogin.

Background

On 30 June 2018 the Shire of Narrogin received correspondence from a concerned property owner adjoining the subject PAW. The concerns of the resident are as follows:

- Fence being repeatedly and deliberately kicked and punched, causing damage that the owner has to repair;
- Disruptive people jumping and climbing to peer over the fence disrupting privacy;
- People continually and deliberately provoking dogs despite being asked to stop;
- Late after hours disturbances of what is assumed intoxicated people, yelling, screaming, throwing rocks and walking up the driveway by mistake; and
- The owner having to clean up cigarette butts and endless amounts of broken glass and bottles even though there is a bin on the walkway. Also has concerns for the safety of their children.

Given the alleged nuisances of the above activities this item was presented to Council at the meeting held on 25 July 2018. Council voted in favour of conducting public advertising in accordance with clause 6.3 of the Former Town of Narrogin Town Planning Scheme (FT-TPS) No. 2. Council at that meeting resolved the following:

“That with respect to the proposed laneway closure between Lots 55/56 (No. 45) and Lot 52 (No. 47) Sydney Hall Way and Lot 54 (No. 133) and Lot 55 Narrakine Road, Narrogin, that Council resolve the following:

- a. Pursuant to the requirements of the Transfer of Land Act and Land Administration Act, advertise its intent to close the laneway between Lots 55/56 (No. 45) and Lot 52 (No. 47) Sydney Hall Way and Lot 54 (No. 133) and Lot 55 Narrakine Road, Narrogin.*
- b. Invite submissions from relevant service authorities.*
- c. Request a land valuation from Landgate (Valuer General).*
- d. Upon the closing date of submissions, the matter is to be reported to Council including all submissions received during the submissions period for Council’s further consideration.”*

In regard to point (a) above, public advertising was conducted from 9 August 2018 to 10 September 2018. A total of seven (7) submissions were received during that period. Four (4) were in favour of the proposal, three (3) were against and one (1) was neutral. (Attachment 2).

In regard to point (b) above, submissions were sought from seven (7) public authorities and Government departments. A total of five (5) submissions were received. Three (3) supported the closure, one (1) objected and one (1) will not comment at this stage. However clarification was sought from the objecting authority and a revised submission has been submitted supporting the proposal.

Clarification has been sought from Landgate and the Department of Planning Lands and Heritage (DPLH) regarding the procedure for land valuations for the proposed PAW closure and subsequent disposal. The Lands division within the DPLH and Landgate have confirmed that the DPLH, as the owner of the land, will be responsible for requesting a valuation from Landgate once the DPLH has endorsed the disposal of the land. However the Shire of Narrogin has also requested an estimate of the cost of land to be passed onto the adjoining land owners.

In accordance with point (d) above, the item is represented to Council to authorise the closure of the subject PAW and authorise Shire of Narrogin officers to proceed with the administrative process of closing the subject PAW.

Comment

Paving

The existing PAW has square concrete pavers on the western portion (towards Hough Street). After discussions with the Executive Manager of Technical & Rural Services, it is recommended that the PAW be disposed of in its current condition and the resultant owner remove or retain the pavers at their discretion.

Bins

There is a poor quality bin at the eastern end of the PAW which should be removed by the Shire of Narrogin. As per public submission 5 (Attachment 2) it was recommended that a new bin be located on Narrakine Road near the existing entrance to the laneway. The officer supports the intent of this suggestion however more discussions may be required as to where appropriate locations may be required.

Street Lights/ Power Poles

Currently there are two power poles located in the subject PAW. Pole identification No. 545503 is approximately 300mm within the PAW reserve. Pole identification No. 545502 is located in line with the boundary between lots 54 & 52 which could prove to be an obstacle to the erecting of a new fence. It is also noted that there is a light attached to pole ID No. 545502.

Western Power have made a submission to Council and are aware of the overhead transmission lines in the area and have recommended that an easement be placed on the land in the event of the disposal of the land. It is recommended, that in the event of the closure of the subject PAW, that Western Power be notified of Council's decision and request that they review their asset and consider its removal, together with the street light should the laneway be ultimately closed.

Drainage

One of the concerns that was raised during the meeting on 24 October 2018 was the drainage of the PAW. It is noted that run-off currently flows from Hough Street, across Narrakine Road and down the PAW and flows into Lot 55. It is recommended that the kerbing on the eastern side of Narrakine be upgraded, in a higher profile to divert water into the existing drain.

Consultation

Public advertising has been undertaken in accordance with clause 6.3 of FT-TPS No. 2 and the Land Administration Act 1997. Advertising included:

- letters to potentially impacted residents
- letters to adjoining land owners
- letters to all service authorities and relevant government agencies
- Narrogin Observer
- public noticeboards
- Shire of Narrogin website
- a sign post at either entrance of the laneway.

A meeting was held with adjoining land owners and the Planning Officer to discuss the disposal of the laneway on 24 October 2018.

The application has been considered by the Executive Manager Development and Regulatory Services and the Executive Manager of Technical and Rural Services.

Statutory Environment

Land Administration Act 1997 Section 52 – local government may request the Minister for Lands to acquire a laneway subject to compliance with the requirements of the Land Administration Regulations 1998 in regulation 6.

Policy Implications

Nil

Financial Implications

As the sale of the land is between The Crown (i.e. Department of Planning Lands and Heritage) and the adjoining land owners, proceeds of the land sale do not come to Council.

Council has agreed to bear all associated costs with the closure of the PAW as per Council Resolution 0718.062 including advertising, land valuation, surveying and the transfer of land. The estimated cost

of these actions to Council is estimated \$5,000 - \$8,000 and will need to be included in the 2019-2020 Budget.

It is expected the adjoining owners will pay for the purchase of the land and removal and construction of fencing.

The cost of power consumption from the street light within the laneway should be transferred to the property owner upon settlement or it should be removed by Western Power.

The cost of removing the bin in Sydney Hall Way to be borne by Council.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

Voting Requirements

Simple majority

OFFICERS' RECOMMENDATION

That, with respect to the proposed pedestrian access way closure between Lots 55/56 (No. 45) and Lot 52 (No. 47) Sydney Hall Way and Lot 54 (No. 133) and Lot 55 Narrakine Road, Narrogin, Council:

1. Request the Minister for Lands to close the subject Pedestrian Access Way in accordance with Section 52 of the Land Administration Act 1997.
2. Endorse the proposed land disposal as per the attached plan (Attachment 4).
3. Write to the affected land owners, submitters and relevant service agencies of Council's decision noting that the ultimate approval rests with the Minister for Lands.
4. Review the need for street litter bins for general waste and dog waste in the locality and replace the kerbing, should the disposal proceed.
5. Allocate \$8,000 for the subdivision and amalgamation processes in the 2019-20 Budget, should the disposal proceed.



Submissions	Comment	Officer's Comments
Public 1	Object to the closure of the PAW. Advised that they use it every day to walk to work at the hospital for work and to walk to Foxes Lair to exercise. Expressed their disappointment if the PAW was to be closed. Have lived in Sydney Hall Way for a year and have not witnessed any issues with the safety or well-being of their or other residents.	Objection to the closure is noted. It is noted that it would add a considerable distance to walk to Foxes Lair reserve (approximately 500m).
Public 2	Are in full agreement with the closure of this Laneway in Sydney Hall Way	Support for the closure is noted
Public 3	Advised that they live in Hough Street and frequently walk through the Laneway to take their grandchildren to the park situated in Sydney Hall Way. Closure of the laneway would result in a much longer walk for their little grandies and after a big play they are often keen to get home quickly. Has also noted other people particularly a mother and her young children as they walk from Sydney Hall Way to the Lutheran Church in Narrakine Road for dancing lessons and another granny with a pusher and children. States the laneway is clean and tidy and there are no issues walking through there, states it would be a pity to close this link between Sydney Hall Way and Narrakine Road.	Objection to the closure of the laneway is noted. The added distance to the pedestrian journey is measured at approximately 310m. Other alternatives also include the Park at the corner of Hough Street & Yale Place. The officer does not agree that the PAW is safe and clean and notes that it is currently overgrown with weeds, contains uneven paving and loose gravel as well as being poorly lit as the light is continually broken.
Public 4	Thanked the Shire for the letter dated 9 August 2018. Totally supports the proposed closure of this laneway, and believe it will help make the Cul – de –sac a safer place to live. Advised that they have been broken into twice and believe the intruders have entered through the walkway and made their escape the same way on both occasions. Believe that the walkway closure has been long overdue and thanked the Shire for taking this action.	Concern for safety in the area is noted. Support for the closure is noted.
Public 5	Noticed that the Shire has advertised to close the laneway between Sydney Hall Way and Narrakine Road on daily walks from Felspar Street to Clayton Road along Narrakine Road. Suggested that should the Council proceed with the closure of the laneway that a bin be located on Narrakine Road as there currently is not one and access to the bins in the Sydney Hall Way park will cease in the event of a laneway closure.	Impartiality is noted for the closure. The officer supports including the suggested dog waste disposal bin on Narrakine Road.
Public 6	As an affected resident we support the Shire decision to close the laneway. This will lead to better outcomes for residents.	Support for the closure is noted
Public 7	Thanked the Shire for the opportunity to comment on the proposal. Has no objection to the closure of the PAW.	Support for the closure is noted.

Main Roads	Both Sydney Hall Way and Narrakine Road are under the responsibility of the Shire of Narrogin. The closure of the laneway is not expected to have any impact on the Main Roads network in the vicinity of this location. Therefore MRWA has no objections or comments to the proposal and supports the laneway closure.	Support for the closure is noted.
Water Corporation (revised)	There is no objection to the closure of the laneway provided an easement is created over the water main. Ideally the easement will be 3.0 metres wide and extend for the entire length of the existing laneway. The full cost of creating the easement will be the responsibility of the applicant.	Support for the closure is noted. The officer recommends that the easement cover the full 5 metre width of the laneway as the existing brick wall is proposed to be retained and utilised as a feature wall. Furthermore it will allow the access of service vehicles. The cost of the easement will be borne by the Shire of Narrogin in accordance with Council Resolution 0718.062 as part of the transfer of land process.
Telstra	Telstra's plant records indicate that there are no Telstra assets within the area of the proposal. Subject to your compliance with the below conditions, Telstra has no objections to the road closure. We note that our plant records merely indicate the approximate location of the Telstra assets and should not be relied upon as depicting a true and accurate reflection of the exact location of the assets. Accordingly all individuals have a duty of care when working within the vicinity of Telstra's communication plant. Telstra would also appreciate due confirmation when this proposed acquisition proceeds so as to update its Cadastre records.	Support for the closure is noted. If the closure of the PAW is successful, Telstra will be contacted once the land has become private freehold land.
Western Power	Western Power does not have any objection at this time to the above proposal, however we would appreciate being kept informed of developments. As there are overhead powerlines and/or underground cables adjacent to or traversing the property the following should be considered, prior to any works commencing at the site above site/development/property or if any alignments, easements or clearances are encroached or breached. Included working in proximity to distribution lines brochure.	Support for the proposal is noted. It is recommended that an easement be placed on the land for the protection of Western Power infrastructure. It is also recommended that and advice be included advising Western Power of the intention to transfer the power consumption of the street light to the property owner or the light is removed. This will be up to Western Power to determine.
Department of Planning Lands and Heritage	Department was contacted on 15 October 2018. Department advised that they would not be commenting at this stage until council had endorsed the closure.	The Department has no objection to the closure and will only be interested in how the land is disposed of.





From: [Reed, Tim](#)
To: [Eric Anderson](#)
Subject: RE: Plan 73430 Query
Date: Thursday, 15 November 2018 7:23:22 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Eric

Thanks for the opportunity to comment on the intended division of the proposed closure of the pedestrian access way (PAW) at Lot 155 on CT 2745/828, Narrogin.

The intended lot boundaries for Lot 155 Narrakine Road, Lot 52 Sydney Hall Way and Lot 56 Sydney Hall Way maintain a regular shape and size, consistent with WAPC policy and practice. The existing above ground transmission lines, and the underground water main should be protected in perpetuity through easements or other such mechanisms.

Any questions, feel free to give me a call.

Tim Reed | Senior Planning Officer | Land Use Planning
140 William Street, Perth WA 6000
6551 9452 |
www.dplh.wa.gov.au



The department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

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From: Eric Anderson [mailto:pa@narrogin.wa.gov.au]
Sent: Monday, 12 November 2018 3:01 PM
To: Reed, Tim
Subject: RE: Plan 73430 Query

Sorry Tim,

I have an email with a job number and contact but I don't think anyone has actually responded within the time period.

The job number is 182232 and I have a Alex Mane on the bottom of the email.
Looks like the referral went to the crown land assessment team.

Happy to forward the job allocation email if you want it.

Regards,

Eric Anderson
Planning Officer
Development & Regulatory Services
T: 9890 0924

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From: Reed, Tim [<mailto:tim.reed@dplh.wa.gov.au>]
Sent: Monday, 12 November 2018 2:50 PM
To: Eric Anderson <pa@narrogin.wa.gov.au>
Subject: RE: Plan 73430 Query

Hi Eric

Great thanks.

Any chance you could please send me a copy of the response previously provided by DPLH?

I'll get back to you tomorrow re the land configuration, don't see any particular issues.

Thanks

Tim Reed | Senior Planning Officer | Land Use Planning
140 William Street, Perth WA 6000
6551 9452 |
www.dplh.wa.gov.au



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From: Eric Anderson [<mailto:pa@narrogin.wa.gov.au>]
Sent: Monday, 12 November 2018 2:26 PM
To: Reed, Tim
Subject: RE: Plan 73430 Query

Thanks for getting back to me Tim,

I have already got the departments comment for closing the Laneway and all the other agencies, I was just wondering if you guys would like to have a look at the way the owners are proposing to have the land divided once it has been formally closed. Its not vital for you to have a look but if you can that would be great. I need to have the report finalised by this Friday to go back to council for endorsement. Just trying to provide more thought about what the land will ultimately be used for.

Regards,

Eric Anderson
Planning Officer
Development & Regulatory Services
T: 9890 0924

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From: Reed, Tim [<mailto:tim.reed@dph.wa.gov.au>]
Sent: Monday, 12 November 2018 1:52 PM
To: Eric Anderson <pa@narrogin.wa.gov.au>
Subject: RE: Plan 73430 Query

Hi Eric

What timeframe are you working to for us to provide a response?

As an FYI, our records indicate that the lot is a pedestrian access way (PAW). PAW closures should follow the procedures set out in the WAPC's [Procedure for the closure of pedestrian access ways – Planning Guidelines](#).

Thanks

Tim Reed | Senior Planning Officer | Land Use Planning
140 William Street, Perth WA 6000
6551 9452 |



The department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

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From: Eric Anderson [<mailto:pa@narrogin.wa.gov.au>]
Sent: Friday, 9 November 2018 10:30 AM
To: Regional South Planning
Subject: FW: Plan 73430 Query

To Whom It may concern,

As you may be aware I am currently preparing an item to go before council to support a Laneway closure between Sydney Hall Way and Narrakine Rd Narrogin. I have received a response from the all relevant service authorities indicating that they have no objection to the closure. However I have met with the land owners to discuss which portions of the laneway they would be interested in. The first attachment is what the owners have agreed upon. Could you please advise what the departments opinion on the proposed plan is. I am happy to discuss if you need any clarification. Please note that we will be hoping to have an easement placed on the entirety of the laneway and the orange circle indicates a power pole.

Regards,

Eric Anderson
Planning Officer
Development & Regulatory Services
T: 9890 0924

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consequential or economic loss or damage however caused."

From: Eric Anderson
Sent: Tuesday, 6 November 2018 12:38 PM
To: Norm Stoiche <Norm.Stoiche@landgate.wa.gov.au>
Subject: RE: Plan 73430 Query

Good afternoon Norm,

Thank you for your help, attached is an aerial of the proposed laneway closure and a proposed plan of the land to be amalgamated, the area in the orange circle will be dependent on if a fence can be constructed so close to a power pole. We are hoping to get an easement place on the land if it if the closure is successful.

Regards,

Eric Anderson
Planning Officer
Development & Regulatory Services
T: 9890 0924

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From: Norm Stoiche [<mailto:Norm.Stoiche@landgate.wa.gov.au>]
Sent: Tuesday, 6 November 2018 11:13 AM
To: Eric Anderson <pa@narrogin.wa.gov.au>
Subject: Plan 73430 Query

Hi Eric

If you have any queries regarding Deposited Plans, titles etc, the best option is to contact Landgate's customer service centre. Email address is customerservice@landgate.wa.gov.au .

I can only assist with valuation queries as discussed.

Regards

Norm Stoiche
Principal Valuer
Valuations & Property Analytics
Landgate
1 Midland Square, Midland WA 6056
t +61 (0)8 9273 9037
w landgate.wa.gov.au

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10.1.3 CITIZEN OF THE YEAR AWARD NOMINATIONS

File Reference	2.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
20 November 2018	20 November 2018
Author	Loriann Bell - Administration Support Officer
Authorising Officer	Azhar Awang – Executive Manager Development & Regulatory Services
Attachments	
1. Recommendation of Award Recipients (Confidential – separate cover)	

Summary

Council is requested to consider the nominations received for the 2019 Citizen of the Year Awards and to approve a nominee from each category for recognition at the Shire's Australia Day Community Breakfast to be held on Saturday 26 January 2019.

Background

The Australia Day and Honours Committee met on 13 November 2018 to review the nominations received. In accordance with the Terms of Reference Schedule 1.4 Honours and Awards Processes and Criteria the following categories were recommended:

- a) Citizen of the Year;
- b) Citizen of the Year (Youth);
- c) Citizen of the Year (Senior); and
- d) Active Citizenship (Group or Event).

Comment

Six nominations were received for the above categories including two community groups and four individuals. Five nominations were submitted online via the Australia Day WA website and one late nomination was submitted in person after the closing date.

A detailed summary of the nominees and their achievements are presented under a separate confidential cover.

Consultation

The author has consulted with:

- Chief Executive Officer
- Executive Manager Development and Regulatory Services
- Australia Day and Honours Committee

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The 2019 Australia Day events has a budget allocation of \$10,150 which includes a grant of \$6,950 from Lotterywest. The costs associated with the Award certificates and medallions are met in full by the Australia Day WA Council.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2 Engage and support community groups and volunteers
Strategy:	2.3.3 Facilitate and support community events

Voting Requirements

Simple majority

OFFICERS' RECOMMENDATION

That with respect to the nominations received for the 2019 Citizen of the Year Awards, Council endorse the recommendations as per the confidential attachment, with the names of the winners confidential to the Council and embargoed until the announcement on 26 January 2019.

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 RESERVE ACCOUNT FOR THE NARROGIN AIRPORT

File Reference	A391
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	31 October 2018
Author	Torre Evans – Executive Manager Technical & Rural Services (EMTRS)
Authorising Officer	Dale Stewart – Chief Executive Officer (CEO)
Attachments	Nil

Summary

Council is requested to consider the creation of a Reserve Account for the Narrogin Airport to support and fund infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding to the Narrogin Airport.

Background

A report on the creation of a Reserve Account for the Narrogin Airport was presented to the Airport Committee by the EMTRS at the meeting held 23 October 2018. The report identified the need to create such an account as there is no such account at present. It was suggested the purpose of the reserve fund would be for the following:

- Assist in grant funding
- Support and fund infrastructure development
- Support and fund future maintenance
- Support and fund future acquisitions
- Support and fund future upgrades and enhancements.

The Airport Committee resolved to:

That with respect to the Narrogin Airport, the Airport Committee:

Endorse the EMTRS to present an agenda item to Council requesting that an Airport Reserve Account be created.

Comment

The 2013 Forte Airport Masterplan does not readily identify any development projects where major funding is required however the need for future development may arise. Should future development be identified to develop the Narrogin Airport a reserve account could serve to fund such developments.

Funding for the future resealing of the current sealed runway (last sealed in the 1990's) should be considered and hence the necessity for a reserve account to be created. A recent inspection of the sealed runway by the Manager of Operations indicated that the seal is in very good condition due to the low amount of traffic. The Manager of Operations also estimates that due to the seal being in such good condition that there is no need for a reseal for up to 10 years or more. The need for resealing the runway will eventuate in the future so it would be prudent to reserve funds for the preservation of this asset and other assets located at the Airport, i.e. lighting and communication systems etc.

The estimated cost to reseal the current sealed runway, with 5mm granite aggregate, would be in the vicinity of \$83,710 ex GST. It is based on the length of the runway - 1522 metres and width 20 metres with a total area of 30,440 square metres at approximately \$2.75 per square metre to seal.

The Regional Airport Development Scheme (RADS) is a State Government grant program delivered by the Department of Transport aimed at improving airport-related infrastructure in regional Western Australia. A matching contribution from the applicant organisation is normally expected towards the grant, which is another reason to support an Airport reserve account.

Consultation

The author has consulted about the creation of a Reserve Account for the Narrogin Airport with:

Internally:

- The Airport Committee consisting of the Shire President, Deputy Shire President, Cr Fisher, Cr Ward and Deputy committee member Cr G Ballard
- Chief Executive Officer
- Executive Manager Corporate & Community Services.

Externally: (Present at the Airport Committee meeting 23 October 2018)

- Mr Doug Harrington – Narrogin Gliding Club Representative
- Mr Humphrey Leach – Narrogin Flying Club Representative

Statutory Environment

Local Government Act 1995 s.6.11 Reserve Accounts.

Policy Implications

Council Policy 14.3 Asset Management relates.

Financial Implications

Should Council endorse the creation of a Reserve Account for the Narrogin Airport, then funding the account will need to be considered by Council during future budget deliberation processes.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Strategy:	1.3.2 Review and implement the Airport Master Plan
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the creation of a Reserve Account for the Narrogin Airport, Council endorse the creation of a Reserve Account for the Narrogin Airport for the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding to the Narrogin Airport.

10.2.2 AIRPORT COMMITTEE REVISED TERMS OF REFERENCE

File Reference	A391
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.1.092 OCM 27 September 2017 Resolution 0917.108 Item 10.3.108 OCM 25 October 2017 Resolution 1017.124
Date	30 October 2018
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	
1. Revised Airport Committee Terms of Reference	

Summary

Council is requested to consider adopting the revised Airport Committee Terms of Reference as presented at Attachment 1, inclusive of the specified organisations - Narrogin Gliding Club, Narrogin Flying Club and St Johns Ambulance.

Background

At the Airport Committee meeting held 4 September 2017, a revised Terms of Reference including an expanded membership was put to the Committee for resolution. The expanded membership included representatives from the Narrogin Gliding Club, Narrogin Flying Club and St Johns Ambulance.

The Airport Committee resolved to adopt the revised Terms of Reference with the expanded membership and resolved for the Executive Manager Technical & Rural Services (EMTRS) to present them to Council for adoption.

The item was presented to Council at its Ordinary Council Meeting (OCM) held 27 September 2017 where resolution 0917.108, carried 6/0 resolved to “Adopt the Revised Airport Committee Terms of Reference as presented in the Airport Committee minutes 4 September 2017”.

At the OCM held 25 October 2017 item 10.3.108 - Council and Community Committee Representation, was presented to Council for resolution.

The item stated that:

“after each election, Council is required to review the committees of council and receive nominations for the standing committees, occasional committees and the community organisation representatives. These elected members are then expected to attend these meetings and represent Council”.

The membership for the Airport Committee put forward for this item did not contain membership for the specified organisations, i.e. Narrogin Gliding Club, Narrogin Flying Club or St Johns Ambulance, that was previously adopted by Council on 27 September 2017.

Comment

At the Airport Committee meeting held 23 October 2018, the Revised Terms of Reference were again presented to the Airport Committee, inclusive of membership for the following specified organisations the Narrogin Gliding Club, Narrogin Flying Club and St Johns Ambulance. The Airport Committee resolved as follows:

“That with respect to the Airport Committee Terms of Reference, that the Airport Committee recommend to Council the adoption of the Airport Committee Terms of Reference as presented at Attachment 1”.

It is the author’s intent to present the revised Airport Committee Terms of Reference inclusive of the specified organisational membership (Attachment 1) to Council for adoption.

It is worth noting that the only change to the revised Terms of Reference is contained in the membership, being the addition of the three organisations.

Consultation

Consultation has been undertaken with the following:

- The Airport Committee Shire President L Ballard, Deputy Shire President T Wiese, Cr M Fisher, Cr C Ward and Cr G Ballard
- Chief Executive Officer
- Executive Manager Corporate & Community Services
- Mr Doug Harrington – Narrogin Gliding Club Representative
- Mr Humphrey Leach – Narrogin Flying Club Representative
- Mr Grant Hanson – St Johns Ambulance Representative.

Statutory Environment

Committees established under the Local Government Act 1995 must comply with:

s.5.8 to s.5.18 – Committees and their meetings.

Also refer to Local Government (Administration) Regulations 1996 – r.4 to r.14B – Committees and committee meetings.

Shire of Narrogin Meeting Procedures Local Law 2016.

Policy Implications

Terms of Reference for Council Committees and Reference Groups

Financial Implications

Nil

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
Strategy:	4.1.2 Continue to enhance communication and transparency

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That Council adopt the revised Airport Committee Terms of Reference as presented at Attachment 1, inclusive of the specified organisations – Narrogin Gliding Club, Narrogin Flying Club and St Johns Ambulance.

1.2 Narrogin Airport Committee

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History Established 25 October 2016

Establishment

Objectives To advise Council on –

- airport development
- airport services
- airport infrastructure
- user and lessee management

Membership

Composition resolved by Council	
Nomination of	No
Elected members, including ex-officio	4
Employees, including ex-officio	0
Other persons – Community at large	0
Specified organisations:	
Narrogin Gliding Club	1
Narrogin Flying Club	1
St Johns Ambulance	1
Total Membership	7
Quorum	4

Meetings Appendix 1 – Standard conditions for establishment of Council

Committees Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Executive Support Officer, Technical & Rural Services

Role and Scope of Committee

1. To investigate, plan and report on options and proposals for airport development and expansion.
2. To review existing services (user access, navigation, emergency response etc.) and ensure highest practicable standard is maintained.
3. To monitor the physical infrastructure (runway, buildings, fencing, equipment etc.).
4. To provide a further avenue of communication and consultation between Council, users and lessees of land, or buildings, and advise Council on the management of facilities.

– End of TOR

Notes

10.2.3 MANAGEMENT OF THE PROPOSED COMMERCIAL STANDPIPE LOCATED ON HIGHBURY WEST ROAD NEAR THE INTERSECTION OF CHOMLEY ROAD

File Reference	32.1.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.2.2, 14 September 2018 Res. 0918.090.
Date	7 November 2018
Author	Torre Evans – Executive Manager Technical & Rural Services (EMTRS)
Authorising Officer	Dale Stewart – Chief Executive Officer (CEO)
Attachments	
Nil	

Summary

Council is requested to consider locking the proposed commercial standpipe, located on Highbury West Road near the intersection of Chomley Road, and to request the Chief Executive Officer to apply the existing key bond charge to open the fire padlock.

Background

The Shire of Narrogin currently has nine (9) fixed water standpipes located within the Shire for use by the Shire, for firefighting purposes and community usage. The Water Corporation recently contacted rural Western Australian Local Government Authorities (LGA) and advised them that as of 1 July 2019, new water charges will apply to fixed standpipes based on the category of the standpipe and requested that all LGA categorise their standpipes.

The Water Corporation presented options for LGA to categorise their standpipes for the purpose of water usage billing. These options were discussed at Council’s Ordinary Meeting, 26 September 2018.

At Council’s ordinary meeting held 26 September 2018, item 10.2.2 – Future Management of Standpipes within the Shire of Narrogin, was presented to Council for resolution. Resolution 0918.090 was as follows:

“That with respect to future management of standpipes within the Shire of Narrogin, that Council:

- 1. Classify eight (8) of the standpipes within the Shire of Narrogin as ‘Local Authority’, standpipes, whilst classifying one (1) standpipe as Commercial.*
- 2. The standpipe classed as commercial be that which is located at the intersection of Chomley Road and Highbury West Road.*
- 3. The eight (8) Local Authority standpipes, effective 1 July 2019, be locked with the Shire’s standard fire padlock.*

4. Request the Chief Executive Officer to investigate an effective remote standpipe management and locking system for the standpipe classed as Commercial, at an estimated capital cost of \$4,500, as part of the Annual Budget Review, scheduled for February 2019.

5. Request the Chief Executive Officer to review the rate per kilolitre of water to be sold from the Commercial standpipe, as part of the 2019/20 Fees and Charges Review.

6. Widely advertise the changes and reasons for those changes in Council's Narrogin Narrative, via direct mail to rural ratepayers and on other media as deemed appropriate by the Chief Executive Officer."

Comment

Point four (4) of Council resolution 0918.090 requires the CEO to investigate an effective remote standpipe management and locking system for the standpipe classed as 'commercial', at an estimated capital cost of \$4,500, as part of the Annual Budget Review, scheduled for February 2019.

The EMTRS researched possible automated swipe card systems that could potentially be used at the nominated 'commercial' standpipe site of Highbury West Road near the junction of Chomley Road.

In the previous item (10.2.2) a cost of \$4,500 was presented to Council for an automated standpipe control system from a company known as AVDATA (Eastern States). The EMTRS contacted AVDATA to obtain details of their system and referees that are already using this system. AVDATA advised that the cost of the components for the system were \$3,350 ex GST. This cost did not include:

- Freight from the Eastern States estimate \$250 ex GST
- A power supply, either mains power or solar (solar is recommended for this site as more cost effective)
- Cost for a solar electrician to supply and connect a solar system including the cost to supply only, secure metal cabinetry to protect the system \$10,300 ex GST
- Cost of plumber to connect the system to the standpipe including supply of concrete slab, install cabinetry, supply solenoid valve, supply and install manual bypass valve estimate up to \$5,000 ex GST
- Ongoing monthly SIM card fee \$300 ex GST annually.

The above costs total \$20,790 including GST.

AVDATA advised that the Shire of Kojonup had purchased one of the systems and could be contacted as a referee. The EMTRS contacted the Shire of Kojonup and enquired regarding their experience with the purchase and installation of the AVDATA system. The EMTRS was put in touch with the Shire of Kojonup's Environmental Health Officer who advised that they were soon to commission the AVDATA system and that they were pleased with another AVDATA truck wash system that they already have. The officer was very helpful and provided information and associated pricing (some pricing included above). The EMTRS did visit the Shire of Kojonup to view the system and speak first hand with the officer.

Another automated standpipe system that is widely used in Western Australia is a Waterman system supplied by Industrial Automation Group located in Joondalup Perth.

The Waterman system comes fully complete inclusive of solar panel and cabinetry. All that is required is for a local electrician and plumber to connect up the system in phone consultation with Waterman's technician in Perth.

A quote received for the Waterman system is as follows:

- Supply Waterman standpipe system \$13,875 ex GST
- Swipe cards, lots of 100 \$1,500 ex GST
- Freight, estimate \$250 ex GST
- Software licence and sim card fee \$39 ex GST per month
- Local Electrician to set up the system \$1,500 ex GST
- Local Plumber to connect the system to the stand pipe inclusive of a manual bypass \$1,000 ex GST

The total for the Waterman automated standpipe control system is \$19,662 including GST.

There is the potential for technical upgrades of the system's software in the future. The Shire of Cuballing reported that they needed to upgrade two of their older Waterman systems at a cost of around \$7,000.

For both automated systems there is a requirement for Shire administration staff to facilitate the pre-paying of swipe cards for customers which would be recommended or invoicing the customer which would place added time requirements on the Shire administration. AVDATA also offer the service of directly dealing with and invoicing the customer on behalf of the Shire for the fee of up to \$500 per month depending on the level of service required and other variables such as number of units, customers and water volume.

In consultation with the CEO regarding the cost of supplying and installing one automated standpipe control system to the standpipe located on Highbury West Road near the junction of Chomley Road for commercial use to purchase water, it was thought prudent to discuss the cost of an automated standpipe control system, close to \$20,000 compared to the purchase of a standard fire control padlock at a cost of \$100, as Council may wish to consider this option.

By using a fire padlock to lock the commercial standpipe on Highbury West Road, those wishing to purchase water would need to collect the standard Shire fire control padlock key from the Shire's administration building, paying a bond for the key, estimated to be \$150, (the bond figure to be presented to Council for consideration during the 2019/20 budget process under fees and charges), obtain their water and return to the administration building to advise of the amount of water taken (like at present), pay for the water and receive the bond for the returned key.

The issuing of the fire control padlock keys to Fire Control Officers (FCO's) to access all standpipes would be automatic and would not attract a cost.

The author is asking Council to consider, based on cost savings, the installation of a standard fire control padlock to the commercial standpipe located on Highbury West Road near the junction of Chomley Road. This would, in effect, save Council a cost of near \$20,000 for the installation of one automated standpipe control system compared to the cost of \$100 to purchase a Shire fire padlock.

Consultation

In regards to researching and discussing automated standpipe control systems and padlocked stand pipes the following consultation was conducted:

Internal

- Chief Executive Officer
- Manager Operations

- Executive Manager Corporate and Community Services

External

- Shire of Kojonup
- Shire of Williams
- Shire of West Arthur
- Shire of Katanning
- Shire of Northam
- Shire of Lake Grace
- Shire of Cuballing
- Shire of Wickepin
- Shire of Irwin

Statutory Environment

Nil

It is worth noting that the standpipe located on Highbury West Road near the intersection of Chomley Road is located on Crown Land vested in the Department of Biodiversity, Conservation and Attractions (DBCA) (formerly DPAW). The author has been advised by DBCA that they are unable to locate any agreement with the Shire for the standpipe to be located there however they are now aware of it and commented as follows:

“If you think this is necessary an exchange of letters would suffice granting approval for the standpipe being operated on the nature reserve. Suggest your CEO arrange a letter or email if considered necessary.”

Policy Implications

Nil

Financial Implications

Should Council decide to endorse the use of a standard fire padlock to the ‘commercial’ standpipe located on Highbury West Road at an estimated cost of \$100 inc GST and not purchase an automated standpipe control system approximately \$20,000 inc GST, then this would represent a potential saving of \$19,900 inc GST.

The Shire would need to acquire a stock of relevant keys at an approximate cost of \$120 per key.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.3 Efficient use of resources
Strategy:	3.3.1 Increase resource usage efficiency

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the management of the proposed commercial standpipe located on Highbury West Road near the intersection of Chomley Road, Council:

1. Authorise staff to lock the standpipe with a Shire of Narrogin standard fire padlock, effective 1 July 2019; and
2. Request the Chief Executive Officer to apply the existing key bond charge to open the fire padlock, develop an appropriate billing procedure and review the efficacy of the locking process after 12 months of operation.

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – OCTOBER 2018

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 November 2018
Author	Agatha Prior – Finance Officer Accounts
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Schedule of Accounts Paid – October 2018 is provided separately.	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – October 2018.

Background

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

Comment

The Schedule of Accounts Paid – October 2018 is presented to Council for notation. Below is a summary of activity.

October 2018 Payments		
Payment Type	\$	%
Cheque	389.24	0.03
EFT (incl Payroll)	\$1,034,310.03	84.45
Direct Debit	\$182,635.40	14.91
Credit Card	\$7,417.44	0.61
Trust	0.00	0.00
Total Payments	\$1,224,752.11	100

Local Spending Analysis of Total Payments		
Local Suppliers	282,840.01	23.09
Payroll	573,598.43	46.83
Total	856,438.44	69.93

The payment schedule has been provided to Elected Members separately and are not published on the Shire of Narrogin website owing to potential fraudulent activity that can arise from this practice.

Printed copies will be available on request at the Administration building and the Library.

Consultation

Manager Finance

Statutory Environment

Local Government Act 1995 Section 6.8 (2)(b)

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2018/2019 Annual Budget, or resulting from a Council resolution for a budget amendment.

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

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the Schedule of Accounts Paid for October 2018, Council note the Report as presented.

10.3.2 MONTHLY FINANCIAL REPORTS – OCTOBER 2018

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 November 2018
Author	Nicole Bryant – Manager Finance
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Monthly Financial Report for the period ended 31 October 2018.	

Summary

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

Background

Council is requested to review the October 2018 Monthly Financial Reports.

Comment

The October 2018 Monthly Financial Reports are presented for review.

Consultation

Executive Manager Corporate and Community Services.

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulation 34 applies.

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2018/19 Annual Budget, or resulting from a Council Motion for a budget amendment.

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

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the Monthly Financial Reports for October 2018, Council note the Reports as presented.

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 OCTOBER 2018



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Strategic Projects Tracker	13 - 15

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2018**

**MONTHLY SUMMARY
INFORMATION**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 October 2018
Prepared by: Manager of Finance
Reviewed by: Executive Manager of Corporate & Community Svcs

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 . Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

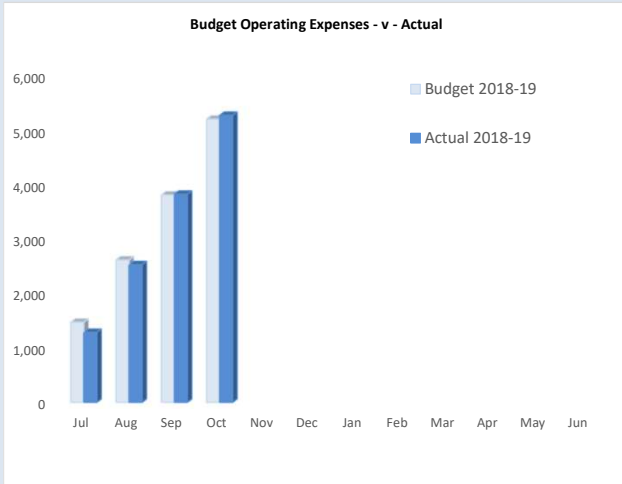
ROUNDING OFF FIGURES

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

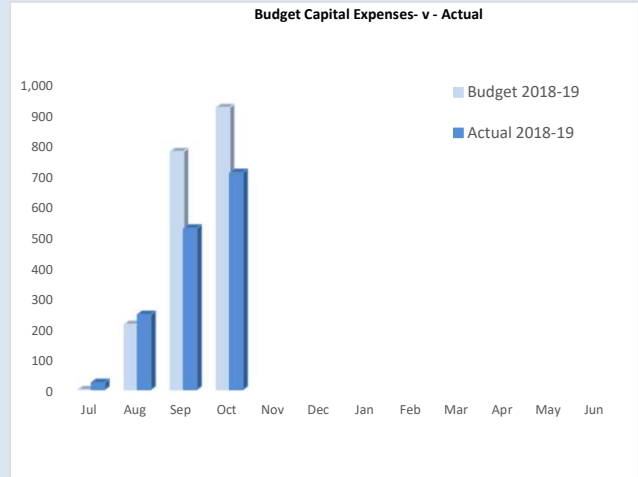
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2018**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

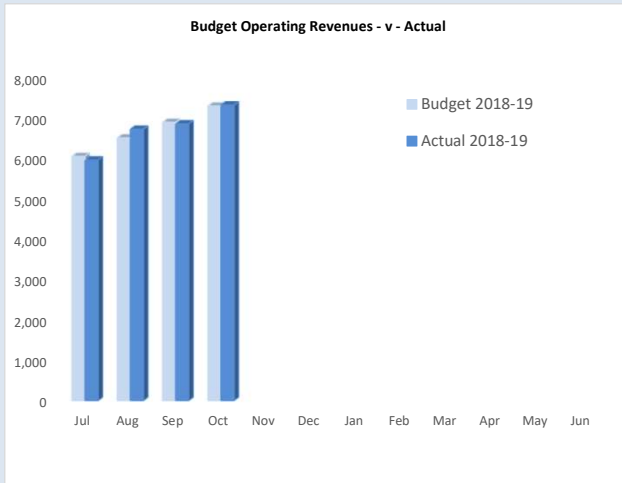
OPERATING EXPENSES



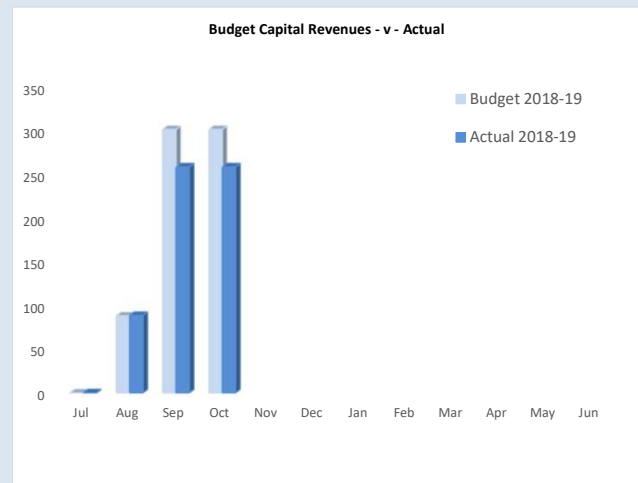
CAPITAL EXPENSES



OPERATING REVENUE

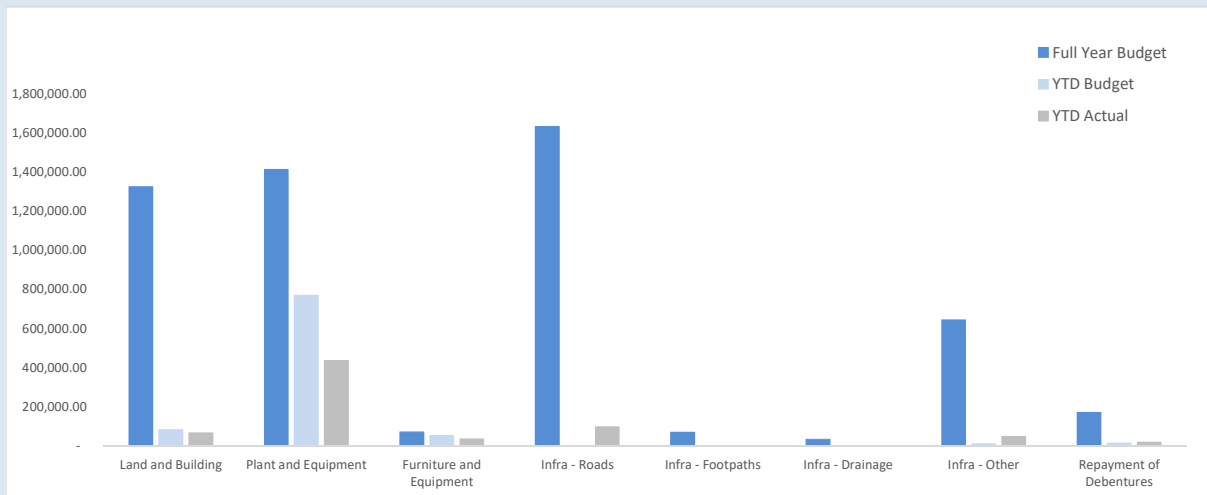


CAPITAL REVENUE



* Budget profiles were not loaded by completion of this report. Budget totals are still to be finalised for Capital *

CAPITAL EXPENSES BY ACTIVITY



STATEMENT OF FINANCIAL ACTIVITY

STATUTORY REPORTING PROGRAMS

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 OCTOBER 2018

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)	\$ 3,686,159	\$ 3,760,640	\$ 3,760,640	\$ 0	% 0%	
Revenue from operating activities						
Governance	5,100	32	2,409	2,377	99%	
General Purpose Funding - Rates	4,788,695	4,788,694	4,698,805	(89,889)	(2%)	
General Purpose Funding - Other	1,285,132	372,788	374,752	1,964	1%	
Law, Order and Public Safety	52,070	25,008	21,092	(3,916)	(19%)	
Health	11,500	5,828	9,695	3,867	40%	
Education and Welfare	1,505,434	685,371	637,041	(48,330)	(8%)	
Housing	11,700	3,896	2,962	(934)	(32%)	
Community Amenities	1,058,504	920,414	931,884	11,470	1%	
Recreation and Culture	98,854	24,604	80,376	55,772	69%	▲
Transport	924,093	116,626	180,730	64,104	35%	▲
Economic Services	258,407	86,120	99,800	13,680	14%	
Other Property and Services	95,024	31,668	47,738	16,070	34%	▲
	10,094,513	7,061,049	7,087,286	26,237	0%	
Expenditure from operating activities						
Governance	(673,307)	(262,879)	(199,140)	63,739	(32%)	
General Purpose Funding	(277,818)	(76,486)	(66,224)	10,262	(15%)	
Law, Order and Public Safety	(621,664)	(228,496)	(206,347)	22,149	(11%)	
Health	(266,696)	(99,374)	(80,441)	18,933	(24%)	
Education and Welfare	(1,808,377)	(625,846)	(525,518)	100,328	19%	▲
Housing	(34,294)	(13,972)	(8,774)	5,198	59%	
Community Amenities	(1,501,758)	(513,288)	(476,718)	36,570	8%	
Recreation and Culture	(2,893,082)	(1,099,374)	(1,273,064)	(173,690)	(14%)	▼
Transport	(4,440,065)	(1,974,532)	(2,232,460)	(257,928)	(12%)	▼
Economic Services	(664,439)	(240,424)	(239,616)	808	0%	
Other Property and Services	(47,778)	(64,762)	40,627	105,389	(259%)	
	(13,229,277)	(5,199,433)	(5,267,676)	(68,243)		
Operating activities excluded from budget						
Add back Depreciation	2,508,848	836,236	1,724,606	888,370	52%	▲
Adjust (Profit)/Loss on Asset Disposal	123,754	41,248	36,073	(5,175)	(14%)	
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	963	963	100%	
Adjust Rounding	0	0	0	0		
Amount attributable to operating activities	(502,163)	2,739,100	3,581,253	842,153		
Investing Activities						
Non-Operating Grants, Subsidies and Contributions						
Contributions	846,982	213,255	210,000	(3,255)	2%	
Purchase of Investments	0	0	0	0		
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,325,039)	(83,550)	(65,923)	17,627	27%	▲
Plant and Equipment	(1,413,335)	(770,779)	(435,802)	334,977	77%	▲
Furniture and Equipment	(71,210)	(52,210)	(35,091)	17,119	49%	▲
Infrastructure Assets - Roads	(1,632,644)	0	(96,505)	(96,505)	(100%)	▼
Infrastructure Assets - Footpaths	(69,000)	0	0	0		
Infrastructure Assets - Road Drainage	(33,589)	0	(1,100)	(1,100)	(100%)	
Infrastructure Assets - Other	(644,114)	(10,000)	(48,848)	(38,848)	(80%)	▼
Proceeds from Disposal of Assets	742,570	300,526	257,800	(42,726)	(17%)	▼
Proceeds from Sale of Investments	0	0	0	0		
Amount attributable to investing activities	(3,599,379)	(402,758)	(215,469)	187,289		
Financing Activities						
Proceeds from New Debentures	350,000	0	0	0		
Proceeds from Advances	0	0	0	0		
Repayment of Debentures	(129,977)	0	(11,916)	(11,916)	(100%)	
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	1,033,367	0	0	0		
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(838,009)	0	(9,826)	(9,826)	(100%)	
Amount attributable to financing activities	415,382	0	(21,742)	(21,742)		
Net Capital	(3,183,996)	(402,758)	(237,211)	165,547		
Total Net Operating + Capital	(3,686,159)	2,336,342	3,344,041	1,007,700		
Closing Funding Surplus(Deficit)	(0)	6,096,982	7,104,681	1,007,700		

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**NET CURRENT ASSETS****FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 OCTOBER 2018****SIGNIFICANT ACCOUNTING POLICIES****CURRENT AND NON-CURRENT CLASSIFICATION**

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

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

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

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

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

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

PROVISIONS

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

INVENTORIES

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 OCTOBER 2018

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

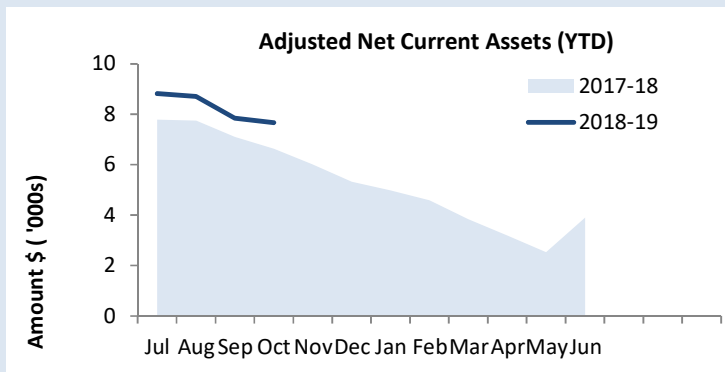
Adjusted Net Current Assets	Previous Period	Year to Date
	Actual	Actual
	30 Sep 2018	31 Oct 2018
	\$	\$
Current Assets		
Cash Unrestricted	6,495,818	6,307,372
Cash Restricted (Reserves)	3,964,624	3,964,624
Receivables - Rates and Rubbish, ESL, Excess Rates	1,986,522	1,672,908
Receivables -Other	230,296	60,243
Inventories	28,926	27,142
	12,706,187	12,032,289
Less: Current Liabilities		
Payables	(697,537)	(748,727)
Loan Liability	(117,862)	(117,862)
Provisions	(596,311)	(596,311)
	(1,411,709)	(1,462,899)
Net Current Asset Position	11,294,478	10,569,390
Less: Cash Restricted	(3,964,624)	(3,964,624)
Add Back: Component of Leave Liability not Required to be funded	388,539	388,539
Add Back: Current Loan Liability	117,862	117,862
Adjustment for Trust Transactions Within Muni	(2,464)	(6,485)
Net Current Funding Position	7,833,789	7,104,681

SIGNIFICANT ACCOUNTING POLICIES

Please see page 4 for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



Year YTD Actual

Surplus(Deficit)

\$7.1 M

Last Period Actual

Surplus(Deficit)

\$7.83 M

NOTE: For the Cash Assets above the following investments have been made as at reporting date:

Cash Unrestricted	Investment Value \$	Maturity Date	Rate	Institution	Investment %
Municipal Fund	2.0 million	27/03/2019	2.70%	NAB	50%
Municipal Fund	2.0 million	23/12/2018	2.67%	Westpac	50%
	4.0 million				100%
Cash Restricted (Reserves)					
Reserve Fund	1.8 million	27/06/2019	2.71%	NAB	50%
Reserve Fund	1.8 million	23/06/2019	2.71%	Westpac	50%
	3.6 million				100%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 OCTOBER 2018**

**EXPLANATION OF
MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Recreation and Culture	55,772	69%	▲	Permanent	Insurance claims income received for Town Hall and Public Artwork
Transport	64,104	35%	▲	Permanent	Direct Road Grant received higher than anticipated
Other Property and Services	16,070	34%	▲	Permanent	Administration overheads under recovered
Expenditure from operating activities					
Education and Welfare	100,328	19%	▲	Timing	HACC, CHSP, HCP & Aged Other - Expenditure estimated evenly over 12 months
Recreation and Culture	(173,690)	(14%)	▼	Permanent	Other Recreation & Sport - Depreciation expenses higher than budget due to revaluation in June 2018 Other Culture - expenditure estimated evenly over 12 months P&G - budget under spent for October Town Oval - budget under spent for October Sundrv Drv Parks - budget underspent for October
Transport	(257,928)	(12%)	▼	Permanent	Depreciation expenses higher than budget due to revaluation in June 2018
Investing Activities					
Non-operating Grants, Subsidies and Contribution	(3,255)	2%			
Proceeds from Disposal of Assets	(42,726)	(17%)	▼	Timing	Not all plant acquisitions and disposals completed during September and October as per budget profile
Capital Acquisitions	233,269	(127%)	▲	Timing	Refer to Capital Acquisitions Note
Financing Activities					

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 OCTOBER 2018**

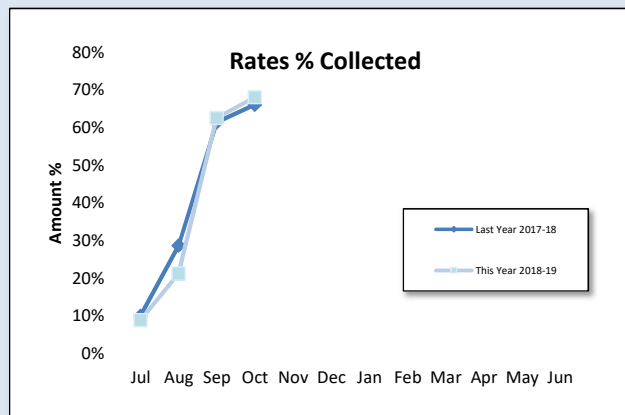
**OPERATING ACTIVITIES
RECEIVABLES**

Rates Receivable	30 Jun 18	31 Oct 18
	\$	\$
Opening Arrears Previous Years	492,340	492,340
Levied this year		4,780,237
Movement in Excess Rates		(90,732)
Domestic Refuse Collection Charges		470,984
Domestic Services (Additional)		3,390
Commercial Collection Charge		44,583
Commercial Collection Charge (Additional)		45,287
Total Rates and Rubbish (YTD)	5,153,240	5,263,049
Less Collections to date	(5,153,240)	(3,922,164)
Net Rates Collectable	492,340	1,833,226
% Collected	91.28%	68.26%
Pensioner Deferred Rates		(153,532)
Pensioner Deferred ESL		(6,786)
Total Rates and Rubbish, ESL, Excess Rates		1,672,908

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	28,732	2,185	304	13,902	45,123
Percentage	64%	5%	1%	31%	
Balance per Trial Balance					
Rates Pensioner Rebate Claims					3,267
GST Input					48,821
Provision For Doubtful Debts					(37,776)
Total Receivables General Outstanding					59,435
Amounts shown above include GST (where applicable)					

KEY INFORMATION

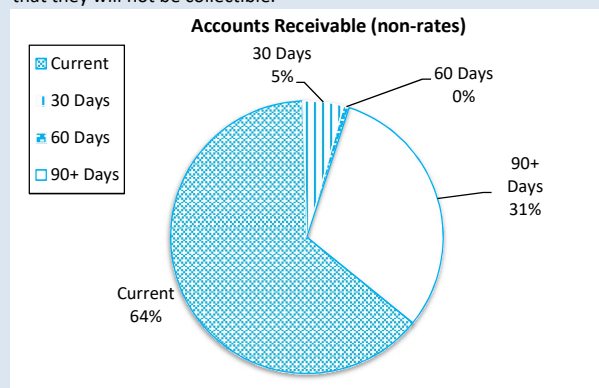
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Collected	Rates Due
68%	\$1,672,908

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$59,435
Over 30 Days
36%
Over 90 Days
31%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 OCTOBER 2018**

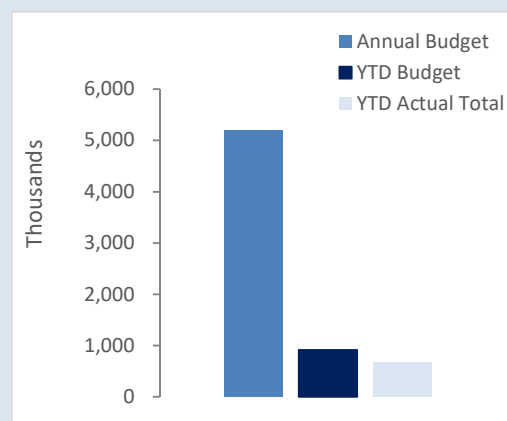
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Annual Budget	Revised Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	1,325,039	1,325,039	83,550	65,923	17,627
Plant & Equipment	1,413,335	1,413,335	770,779	435,802	334,977
Furniture & Equipment	71,210	71,210	52,210	35,091	17,119
Roads	1,632,644	1,632,644	0	96,505	(96,505)
Footpaths	69,000	69,000	0	0	0
Road Drainage	33,589	33,589	0	1,100	(1,100)
Other Infrastructure	644,114	644,114	10,000	48,848	(38,848)
Capital Expenditure Totals	5,188,930	5,188,930	916,539	683,270	233,269

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.19 M	\$.68 M	13%






















































To be read in conjunction with Strategic Projects Tracker

* Budget profiles were not loaded by completion of this report. YTD Budget totals are still to be finalised for Capital *

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 OCTOBER 2018**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**














































% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
	\$	\$	\$	\$
Capital Expenditure				
Land and Buildings				
 Building Renovation Administration	190,060	0	3,700	(3,700)
 Animal Pound Building (Capital)	7,781	0	0	0
 Other Law & Order Building (Capital)	455	454	455	(1)
 HACC - Building (Capital)	50,500	0	0	0
 Mackie Park Public Toilets and Office - Capital	15,000	15,000	0	15,000
 Memorial Park Public Toilets Capital	100,000	50,000	0	50,000
 Highbury Public Toilets (Capital)	10,000	0	5,525	(5,525)
 Town Hall (Federal St) Building Capital	75,760	0	0	0
 Railway Institute Hall & Office Building Capital	3,096	3,096	0	3,096
 Highbury Hall Building Capital	15,000	15,000	5,937	9,063
 NRRC Building (Capital)	123,600	0	47,361	(47,361)
 NRRC Building Capital 2018-19	64,259	0	545	(545)
 Library Landscape - Stage 1	100,000	0	0	0
 Railway Station Building (Capital)	6,641	0	0	0
 Museum Building (Capital)	5,000	0	0	0
 Accommodation Units (NCP)	351,364	0	1,800	(1,800)
 Caravan Park Renovations	183,896	0	600	(600)
 Visitor Information Bay Upgrade (Williams Road)	20,000	0	0	0
 Sale Yard (Showmen's) Toilets Building Capital	2,627	0	0	0
	1,325,039	83,550	65,923	17,627
Plant and Equipment				
 Fire Truck (Highbury)	50,000	0	0	0
 NO05 Ranger Vehicle 2018	42,606	42,606	36,790	5,816
 EHO Vehicle 2018	21,000	21,000	18,602	2,398
 NGN10179 Toyota Hiace 2018	58,000	0	0	0
 Lawn Mower 2018	2,000	2,000	1,590	410
 Brush Cutter 2018	1,000	1,000	0	1,000
 NGN839 CHCP Vehicle	27,000	0	0	0
 NGN219 CATS Vehicle 2019	26,500	0	0	0
 CCTV Installation Refuse Site	10,000	10,000	0	10,000
 NGN00 EMDRS Vehicle 2018(2)	35,755	35,755	35,134	621
 NGN00 EMDRS Vehicle 2019	35,755	0	0	0
 NGN00 EMDRS Vehicle 2019(2)	35,755	0	0	0
 CCTV Installation Old Courthouse Museum	7,500	0	0	0
 ONO EMTRS Vehicle 2018 (3)	36,508	36,508	36,389	119
 ONO EMTRS Vehicle 2019	36,508	0	0	0
 ONO EMTRS Vehicle 2019 (2)	36,508	0	0	0
 ONO EMTRS Vehicle 2019 (3)	36,508	0	0	0
 N001 MO Vehicle 2018(2)	36,870	36,870	0	36,870
 N001 MO Vehicle 2019	36,870	0	0	0
 N001 MO Vehicle 2019(2)	36,870	0	0	0
 Works Supervisor Vehicle 2018	43,000	43,000	35,416	7,584
 1N0 CF Vehicle 2018	43,000	43,000	35,316	7,684
 NGN802 Gardener Vehicle 2018	28,000	28,000	23,677	4,323
 NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck	226,000	226,000	0	226,000
 NO592 PG LH Vehicle PG 2018	32,000	32,000	27,368	4,632
 NGN677 Toro Mower 2018 (WORKS) (PE041)	35,000	35,000	33,000	2,000
 NO2731 Four Axle Side Tipping Trailer - Additions	25,000	0	0	0
 NO2706 Four Axle Side Tipping Trailer - Additions	25,000	0	0	0
 Workshop Tool Purchase (Mechanic)	15,000	15,000	14,206	794
 New VHF Radios x 15	15,000	15,000	0	15,000
 NGN6121 1982 Twin Drum Turf Roller (WORKS)	35,000	35,000	34,850	150
 CCTV Installation NCP	10,000	10,000	8,500	1,500
 1NGN CEO Vehicle 2018(2)	53,040	53,040	51,593	1,447
 1NGN CEO Vehicle 2019	49,440	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 OCTOBER 2018**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**



















% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
 1NGN CEO Vehicle 2019(2)	49,440	0	0	0
 0NGN EMCCS Vehicle 2018(2)	35,251	0	0	0
 0NGN EMCCS Vehicle 2019	34,651	0	0	0
 002 NGN MF Vehicle 2018	25,000	25,000	21,804	3,196
 NGN 0 MLC Vehicle 2018	25,000	25,000	21,568	3,432
	1,413,335	770,779	435,802	334,977
Furniture and Equipment				
 Airconditioner Upgrade - DRS	20,000	20,000	0	20,000
 Replace Pelments and Drapes, Jessie House	4,000	0	0	0
 Mobile Works Solution (HACC)	20,000	20,000	28,211	(8,211)
 Town Hall Airconditioner	15,000	0	0	0
 Jessie House Airconditioner	0	0	6,881	(6,881)
 Library Software Upgrade	12,210	12,210	0	12,210
	71,210	52,210	35,091	17,119
Infrastructure - Roads				
 Earl Street - Renewal (Local)	49,813	0	0	0
 Egerton Street - Upgrade (Local)	171,494	0	34,000	(34,000)
 Whinbin Rock Road - Renewal (Rural)	70,618	0	0	0
 Wagin-Wickepin Road - Renewal (Local)	99,625	0	0	0
 Wangeling Gully Road - Renewal (Rural)	90,792	0	0	0
 Quarry Road - Renewal (Rural)	85,627	0	0	0
 Gordon Street - Renewal (Local) (R2R)	9,300	0	0	0
 Earl Street North - Renewal (Local) (R2R)	25,800	0	0	0
 Floreat Street - Renewal (Local) (R2R)	14,640	0	0	0
 Hough Street - Renewal (Local) (R2R)	16,815	0	0	0
 Park Street - Renewal (Local) (R2R)	11,655	0	0	0
 Northwood Street - Renewal (Local) (R2R)	12,240	0	0	0
 Palmer Street - Renewal (Local) (R2R)	7,875	0	0	0
 Watt Street - Renewal (Local) (R2R)	6,900	0	0	0
 Short Street - Renewal (Local) (R2R)	2,850	0	0	0
 Horace Street - Renewal (Local) (R2R)	8,910	0	0	0
 Harper Street - Renewal (Local) (R2R)	10,260	0	0	0
 Falcon Street - Renewal (Local) (R2R)	12,000	0	0	0
 Argus Street - Renewal (Local) (R2R)	4,050	0	0	0
 Quigley Street Short Street - Renewal (Local) (R2R)	8,880	0	0	0
 Narrakine Road South - Renewal (Rural) (R2R)	123,027	0	0	0
 Herald Street - Upgrade (Local) (RRG)	637,565	0	64,897	(64,897)
 Congelin - Narrogin Road - Renewal (Local) (RRG)	151,908	0	2,651	(2,651)
	1,632,644	0	101,548	(101,548)
Infrastructure - Footpaths				
 Mackie Park - Footpath Construction	10,000	0	0	0
 Earl St Footpath Construction	9,000	0	0	0
 Doney Street Footpath Construction	50,000	0	0	0
	69,000	0	0	0
Infrastructure - Drainage				
 Drainage - Butler Street	33,589	0	1,100	(1,100)
	33,589	0	1,100	(1,100)
Infrastructure - Other				
 Refuse Site Transfer Station	10,000	0	8,364	(8,364)
 Bin Surrounds	21,600	0	18,912	(18,912)
 Cemetery Upgrade	57,440	0	0	0
 Gnarojin Park Master Plan	23,248	0	13,825	(13,825)
 CBD Design - Colour Palette and signage	10,000	0	0	0
 Townscape - Highbury	5,000	0	0	0
 Townscape - Narrogin	10,000	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 OCTOBER 2018**

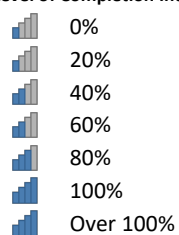
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
 NRRC Infrastructure Other (Capital)	10,000	10,000	(60)	10,060
 Foxes Lair	17,000	0	0	0
 Heritage Trail	28,015	0	0	0
 McKenzie Park - Playground Equipment	10,000	0	0	0
 Pine Park - Playground Equipment	12,000	0	1,810	(1,810)
 Ashworth Park - Playground Equipment	20,000	0	0	0
 Highbury Tennis Court	75,000	0	0	0
 Narrogin Walk Trails Master Plan	16,000	0	3,180	(3,180)
 Mountain Bike & Pump Track Feasibility Study	9,000	0	0	0
 Skate Park Improvements	69,811	0	0	0
 Gnarojin Community Garden Carpark & Driveway Upgrade	10,000	0	0	0
 Museum Carpark	60,000	0	0	0
 Pioneer Drive Carpark	50,000	0	0	0
 Aerodrome Infrastructure Other (Capital)	30,000	0	0	0
 Caravan Park Resealing, Line Marking	20,000	0	0	0
 Local Tourism Planning Strategy	20,000	0	0	0
 Site Inspection Report - Felspar St Depot	20,000	0	2,817	(2,817)
 Economic Development Strategy	30,000	0	0	0
	644,114	10,000	48,848	(38,848)

Capital Expenditure Total

Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Variance is calculated on:
YTD Budget vs YTD Actual

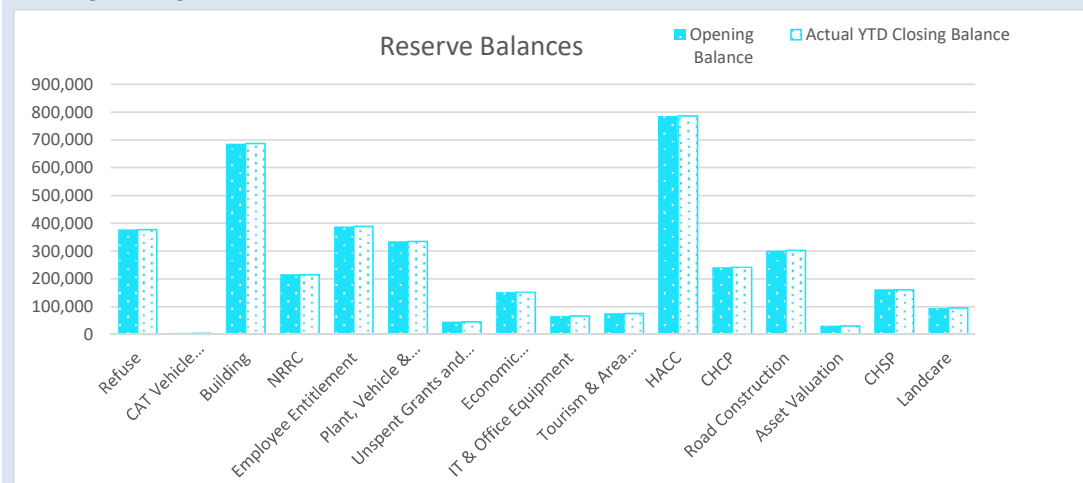
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 OCTOBER 2018**

**OPERATING ACTIVITIES
CASH AND INVESTMENTS**

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse	376,475	6,827	935	50,000	0	0	0	433,302	377,410
CAT Vehicle Replacement	4,297	78	10	7,125	0	11,500	0	0	4,307
Building	686,182	12,444	1,705	80,000	0	280,000	0	498,626	687,887
NRRC	214,761	3,895	534	140,000	0	90,000	0	268,656	215,295
Employee Entitlement	387,576	7,029	963	0	0	0	0	394,605	388,539
Plant, Vehicle & Equipment	333,984	6,057	830	425,000	0	442,500	0	322,541	334,814
Unspent Grants and Contributions	44,816	811	113	0	0	4,724	0	40,903	44,929
Economic Development	152,014	2,757	377	18,552	0	0	0	173,323	152,391
IT & Office Equipment	66,049	1,198	164	5,000	0	0	0	72,247	66,213
Tourism & Area Promotion	75,469	1,369	188	0	0	0	0	76,838	75,657
HACC	784,351	14,224	1,948	0	0	139,916	0	658,659	786,299
CHCP	241,070	4,372	599	0	0	53,213	0	192,229	241,669
Road Construction	301,328	5,465	749	42,332	0	0	0	349,125	302,077
Asset Valuation	30,610	555	76	0	0	0	0	31,165	30,686
CHSP	160,970	2,919	399	0	0	11,514	0	152,375	161,369
Landcare	94,846	0	236	0	0	0	0	94,846	95,082
	3,954,799	70,000	9,826	768,009	0	1,033,367	0	3,759,441	3,964,624

KEY INFORMATION



**Shire of Narrogin
Strategic Projects 2018/19**

Project Progress	
Complete	
On Track	
Off Track	
In Trouble	

Line No	COA Description	Project Type	Project Title	Project Description	2018/19 Annual Budget	2018/19 YTD Actual	Responsible Officer		2018						Comments
									July	August	September	October	November	December	
Governance															
1	OTHGOV - Capital Furniture & Equipment		Airconditioner Upgrade - DRS	New air conditioner for the DRS area	20,000.00	-	Azhar Awang								
2	OTHGOV - Capital Administration Building		Building Renovation Administration	Toilets \$30,000, reception \$50,000, Covered Entry \$100,000	190,060.00	3,700.00	Azhar Awang								
Law, Order & Public Safety															
3	FIRE - Plant & Equipment (Capital)	Cr	Fire Truck (Highbury)	Purchase 2nd hand fire truck to be placed in Highbury	50,000.00	-	Azhar Awang								
4	ANIMAL - Building (Capital)		Animal Pound Capital	Noise control upgrade	7,781.00	-	Azhar Awang								
5	ANIMAL - Plant & Equipment (Capital)		NO05 Ranger Vehicle 2018		42,606.00	36,789.68	Azhar Awang								
6	SAN - Infrastructure Other (Capital) GEN	C/FWD	CCTV Installation Refuse Site		10,000.00	-	Azhar Awang								
Education & Welfare															
7	HEALTH - Plant & Equipment (Capital)		EHO Vehicle 2018	New Senior EHO Vehicle	21,000.00	18,602.18	Azhar Awang								
8	HACC - Furniture & Equipment (Capital)		Replace Pelments and Drapes, Jessie House	Replace pelments and drapes at Jessie House	4,000.00	-	Frank Ludovico								
9	HACC - Plant & Equipment (Capital)		Lawn Mower 2018	Lawn Mower	2,000.00	1,590.00	Frank Ludovico								
10	HACC - Plant & Equipment (Capital)		Brush Cutter 2018	Brush Cutter	1,000.00	-	Frank Ludovico								
11	HACC - Building (Capital)		HACC - Building (Capital)	Install Electric sliding doors at Jessie House \$13,000.	13,000.00	-	Frank Ludovico								
12	HACC - Building (Capital)		HACC - Building (Capital)	Supply & install bathroom vinyl floor covering \$2,500, Floor covering activity area \$23,000, Repainting of Jessie House \$12,000	50,500.00	-	Frank Ludovico								
13	HACC - Plant & Equipment (Capital) GEN	C/FWD	HACC - Plant & Equipment (Capital) GEN	Replacement HiAce Bus	58,000.00	-	Frank Ludovico								
14	CHCP - Furniture & Equipment (Capital)	C/FWD	Mobile Works Solution (HACC)	Alchemy Technology Interface and IT purchase of Mobile Works solution	20,000.00	28,210.76	Frank Ludovico								
15	CHCP - Plant & Equipment (Capital) GEN		NGN 839 Toyota Altise		27,000.00	-	Frank Ludovico								
16	AGEDOTHER - Plant & Equipment (Capital)		NGN219 CATS Vehicle 2019		26,500.00	-	Frank Ludovico								
Community Amenities															
17	SAN - Infrastructure Other (Capital)		Refuse Site Transfer Station	Installation of Safety railing at transfer station (OHS Audit Report)	10,000.00	8,363.64	Azhar Awang								
18	SAN - Infrastructure Other (Capital)	C/FWD	Installation on Bin Surrounds	Installation of Bin Surrounds - Townscape	21,600.00	18,912.46	Azhar Awang								
19	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2018(2)		35,755.00	35,134.27	Torre Evans								
20	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2019		35,755.00	-	Torre Evans								
21	PLAN - Plant & Equipment		NGN00 EMDRS Vehicle 2019(2)		35,755.00	-	Torre Evans								
22	COM AMEN - Building (Capital) - Other Community Amenities		Mackie Park Public Toilets and Office (Capital)	Refurb baby changeroom \$15,000.	15,000.00	-	Azhar Awang								
23	COM AMEN - Building (Capital) - Other Community Amenities	2017/18	Memorial Park Public Toilets Capital	Design, planning & demolition. Construction new Public Toilet	100,000.00	-	Azhar Awang								
24	COM AMEN - Building (Capital) - Other Community Amenities		Highbury Public Toilets (Capital)	Retaining wall and infill around new leach drains installed	10,000.00	5,525.00	Azhar Awang								
25	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	C/FWD	Cemetery Upgrade	C/F: Design, survey, stormwater & road design for extension of the cemetery \$57,440.	57,440.00	-	Azhar Awang								
26	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities	C/FWD	Gnarrogin Park Master Plan	Completion of Plan	23,247.73	13,825.00	Azhar Awang								
27	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		Townscape - Highbury	Highbury Townscape annual allocation	5,000.00	-	Azhar Awang								
28	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		Townscape - Narrogin	Narrogin Townscape annual allocation	10,000.00	-	Azhar Awang								
Recreation & Culture															
29	HALLS - Furniture & Equipment (Capital) GEN	Comm	Town Hall Airconditioner	Humidifier and air cond of Art Collection	7,500.00	-	Azhar Awang								
30	HALLS - Furniture & Equipment (Capital) GEN		Town Hall Airconditioner	Relocate Air conditioner	7,500.00	-	Azhar Awang								
31	HALLS - Building (Capital)	C/FWD	Town Hall (Federal St) Building Capital	Repitching of Mayors parlour roof.	75,760.00	-	Azhar Awang								
32	HALLS - Building (Capital)	CBP	Railway Institute Hall & Office Building Capital	As per Corporate Business Plan replace 72m timber roof fascia \$3,096	3,096.00	-	Azhar Awang								
33	HALLS - Building (Capital)	CBP	Highbury Hall Building Capital	Rewire Highbury Hall \$10,000	15,000.00	5,937.00	Azhar Awang								
34	NRRC - Building (Capital)		NRRC Building (Capital)	Exhaust system upgrade \$40,000, Re-tile dry side changerooms \$20,000, Boiler repairs \$30,000	123,600.00	47,361.20	Azhar Awang								
35	NRRC - Building (Capital)	CBP	NRRC Building Capital 2018-19	Replace 624.9m2 metal roofing \$44,368, replace 375.3m2 gyprock lined ceiling \$19,891.	64,259.00	545.46	Azhar Awang								

Line No	COA Description	Project Type	Project Title	Project Description	2018/19 Annual Budget	2018/19 YTD Actual	Responsible Officer		July	August	September	October	November	December	Comments
36	NRRC - Infrastructure Other (Capital)	C/FWD	NRRC Infrastructure Other (Capital)	Multiple Club trophy cabinet \$10,000	10,000.00	- 60.00	Azhar Awang								
37	REC - Infrastructure Other (Capital)		Foxes Lair	Repair washouts to Foxes Lair tracks \$10,000, Signage \$7,000	17,000.00	-	Azhar Awang								
38	REC - Infrastructure Other (Capital)	Cr	Highbury Tennis Court	Resurface Highbury Tennis Court (Shire contribution of 30%)	75,000.00	-	Azhar Awang								
39	REC - Infrastructure Other (Capital)		Skate Park Improvements	Landscaping, shades and furniture \$10,000 C/F: \$18,080 (MRWA already received) Skate park urban art project, Shade sails \$20,000, skate park bins and surrounds \$3,000, seating \$12,000	69,810.91	-	Azhar Awang								
40	REC - Infrastructure Other (Capital)	C/FWD	Heritage Trail	Heritage Plaques Production Stage 2 - 10 additional plaques \$12,000, QR code development & production \$2,000, Plaque installation \$3500.	28,015.00	-	Azhar Awang								
41	REC - Infrastructure Other (Capital)		McKenzie Park - Playground Equipment	Shade shelter, table & seating \$10,000,	10,000.00	-	Azhar Awang								
42	REC - Infrastructure Other (Capital)	2017/18	Pine Park - Playground Equipment	Basketball half court \$12,000 Councillor request	12,000.00	1,810.00	Torre Evans								
43	REC - Infrastructure Other (Capital)	2017/18	Ashworth Park - Playground Equipment	Ashworth Park Shade Structure	20,000.00	-	Torre Evans								Pending financial input from Keedac
44	REC - Infrastructure Other (Capital)		Narrogin Walk Trails Master Plan	Narrogin Walk Trails Master plan	16,000.00	3,180.00	Azhar Awang								
45	REC - Infrastructure Other (Capital)		Mountain Bike & Pump Track Feasibility Study	Mountain bike & pump track feasibility study	9,000.00	-	Azhar Awang								
46	LIB - Furniture and Equipment	C/FWD	Library Software Upgrade	Completion of software installation	12,210.00	-	Frank Ludovico								
47	LIB - Building (Capital)	C/FWD	Library Landscape - Stage 1A	Library Landscape - Stage 1	100,000.00	-	Frank Ludovico/Keenan								
48	HERITAGE - Building (Capital)	CBP	Museum Building (Capital)	Install disability access at the Old Courthouse Museum \$5,000.	5,000.00	-	Azhar Awang								
49	HERITAGE - Building (Capital)		CCTV Installation Old Courthouse Museum	Install CCTV Old Courthouse Museum \$7,500.	7,500.00	-	Azhar Awang								
50	OTHCUL - Gnarojin Community Garden Carpark & Driveway Upgrade		Gnarojin Community Garden Carpark & Driveway Upgrade	Upgrade carpark with blue metal to make more durable during winter, upgrade driveway and rear access with blue metal	10,000.00	-	Azhar Awang								
51	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities		CBD Design - Colour Palette and signage	CBD Design - Colour palette and signage recommendations Part of \$20,000 Townscape annual allocation	10,000.00	-	Azhar Awang								
52	ROADC - Infrastructure Other (Capital)		Museum Carpark	Renew with asphalt and kerbing (many cracked and lifted areas)	60,000.00	-	Torre Evans								
53	ROADC - Infrastructure Other (Capital)		Pioneer Carpark	Preliminary Carpark Earthworks (Cr request)	50,000.00	-	Torre Evans								
54	ROADC - Roads (Capital) - Council Funded		Earl Street - Renewal (Local)	Stabilising and seal	49,813.00	-	Torre Evans								
55	ROADC - Roads (Capital) - Council Funded		Egerton Street - Upgrade (Local)	Reconstruction	171,494.00	28,956.85	Torre Evans								
56	ROADC - Roads (Capital) - Council Funded		Whinbin Rock Road - Renewal (Rural)	Resheet	70,618.00	-	Torre Evans								
57	ROADC - Roads (Capital) - Council Funded		Wagin-Wickepin Road - Renewal (Local)	Reconstruct Stabilise and seal	99,625.00	-	Torre Evans								
58	ROADC - Roads (Capital) - Council Funded		Wangeling Gully Road - Renewal (Rural)	Resheet	90,792.00	-	Torre Evans								
59	ROADC - Roads (Capital) - Council Funded		Quarry Road - Renewal (Rural)	Resheet	85,627.00	-	Torre Evans								
60	ROADC - Roads (Capital) - Roads to Recovery		Gordon Street - Renewal (Local) (R2R)	Reseal	9,300.00	-	Torre Evans								
61	ROADC - Roads (Capital) - Roads to Recovery		Earl Street North - Renewal (Local) (R2R)	Reseal	25,800.00	-	Torre Evans								
62	ROADC - Roads (Capital) - Roads to Recovery		Floreat Street - Renewal (Local) (R2R)	Reseal	14,640.00	-	Torre Evans								
63	ROADC - Roads (Capital) - Roads to Recovery		Hough Street - Renewal (Local) (R2R)	Reseal	16,815.00	-	Torre Evans								
64	ROADC - Roads (Capital) - Roads to Recovery		Park Street - Renewal (Local) (R2R)	Reseal	11,655.00	-	Torre Evans								
65	ROADC - Roads (Capital) - Roads to Recovery		Northwood Street - Renewal (Local) (R2R)	Reseal	12,240.00	-	Torre Evans								
66	ROADC - Roads (Capital) - Roads to Recovery		Palmer Street - Renewal (Local) (R2R)	Reseal	7,875.00	-	Torre Evans								
67	ROADC - Roads (Capital) - Roads to Recovery		Watt Street - Renewal (Local) (R2R)	Reseal	6,900.00	-	Torre Evans								
68	ROADC - Roads (Capital) - Roads to Recovery		Short Street - Renewal (Local) (R2R)	Reseal	2,850.00	-	Torre Evans								
69	ROADC - Roads (Capital) - Roads to Recovery		Horace Street - Renewal (Local) (R2R)	Reseal	8,910.00	-	Torre Evans								
70	ROADC - Roads (Capital) - Roads to Recovery		Harper Street - Renewal (Local) (R2R)	Reseal	10,260.00	-	Torre Evans								
71	ROADC - Roads (Capital) - Roads to Recovery		Falcon Street - Renewal (Local) (R2R)	Reseal	12,000.00	-	Torre Evans								
72	ROADC - Roads (Capital) - Roads to Recovery		Argus Street - Renewal (Local) (R2R)	Reseal	4,050.00	-	Torre Evans								
73	ROADC - Roads (Capital) - Roads to Recovery		Quigley Street Short Street - Renewal (Local) (R2R)	Reseal	8,880.00	-	Torre Evans								
74	ROADC - Roads (Capital) - Roads to Recovery		Narrakine Road South - Renewal (Rural) (R2R)	Reconstruction and Seal	123,027.00	-	Torre Evans								
75	ROADC - Roads (Capital) - Regional Road Group		Herald Street - Upgrade (Local) (RRG)	Reconstruction	637,565.00	64,897.25	Torre Evans								
76	ROADC - Roads (Capital) - Regional Road Group		Congelin - Narrogin Road - Renewal (Local) (RRG)	Stabilise and Seal	151,908.00	2,650.54	Torre Evans								
77	ROADC - Footpaths (Capital)		Mackie Park - Footpath Construction	Replace broken, cracked concrete footpath with new	10,000.00	-	Torre Evans								
78	ROADC - Footpaths (Capital)		Earl St Footpath Construction	To improve safety of footpath in front of ABC Kindergarten	9,000.00	-	Torre Evans								
79	ROADC - Footpaths (Capital)	2017/18	Doney Street Footpath Construction	Part of 5 year footpath program Full length	50,000.00	-	Torre Evans								
80	ROADC - Drainage (Capital)		Drainage - Butler Street	December 2017 Council meeting Resolution 1217.141	33,589.00	1,100.00	Azhar Awang								
81	AERO - Infrastructure Other (Capital) - Aerodromes	CBP	Aerodrome Infrastructure Other (Capital)	Sealed apron off runway next to water tank for refilling water bombers \$10,000.	10,000.00	-	Torre Evans								

Line No	COA Description	Project Type	Project Title	Project Description	2018/19 Annual Budget	2018/19 YTD Actual	Responsible Officer		July	August	September	October	November	December	Comments
82	AERO - Infrastructure Other (Capital) - Aerodromes	CBP	Aerodrome Infrastructure Other (Capital)	As per Corporate Business Plan Airport Master Plan \$20,000 (Total of \$30,000 to be spent)	20,000.00	-	Torre Evans								
83	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2018 (3)		36,508.00	36,388.81	Torre Evans								
84	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019		36,508.00	-	Torre Evans								
85	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019 (2)		36,508.00	-	Torre Evans								
86	PLANT - Plant & Equipment (Capital)		ON0 EMTRS Vehicle 2019 (3)		36,508.00	-	Torre Evans								
87	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2018(2)		36,870.00	-	Torre Evans								
88	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2019		36,870.00	-	Torre Evans								
89	PLANT - Plant & Equipment (Capital)		N001 MO Vehicle 2019(2)		36,870.00	-	Torre Evans								
90	PLANT - Plant & Equipment (Capital)		Works Supervisor Vehicle 2018		43,000.00	35,415.91	Torre Evans								
91	PLANT - Plant & Equipment (Capital)		1N0 CF Vehicle 2018		43,000.00	35,315.91	Torre Evans								
92	PLANT - Plant & Equipment (Capital)		NGN802 Gardener Vehicle 2018		28,000.00	23,677.28	Torre Evans								
93	PLANT - Plant & Equipment (Capital)		NO1 2018 UD 6 Wheeler Nissan Diesel Tip Truck		226,000.00	-	Torre Evans								
94	PLANT - Proceeds from Disposal of Asset		Proceeds on Disposal - NO2776 2013 eCombi Broons Roller		-	-	Torre Evans								
95	PLANT - Plant & Equipment (Capital)		NO592 PG LH Vehicle PG 2018		32,000.00	27,368.18	Torre Evans								
96	PLANT - Plant & Equipment (Capital)		NGN677 Toro Mower 2018 (WORKS) (PE041)		35,000.00	33,000.00	Torre Evans								
97	PLANT - Plant & Equipment (Capital)		NO2731 Four Axle Side Tipping Trailer - Additions	Refurbishment	25,000.00	-	Torre Evans								
98	PLANT - Plant & Equipment (Capital)		NO2706 Four Axle Side Tipping Trailer - Additions	Refurbishment	25,000.00	-	Torre Evans								
99	PLANT - Plant & Equipment (Capital)		Workshop Tool Purchase (Mechanic)		15,000.00	14,205.64	Torre Evans								
100	PLANT - Plant & Equipment (Capital)		New VHF Radios x 15		15,000.00	-	Torre Evans								
101	PLANT - Plant & Equipment (Capital)		NGN6121 1982 Twin Drum Turf Roller (WORKS)		35,000.00	34,850.00	Torre Evans								
Economic Services															
102	TOUR - Plant & Equipment (Capital)	C/FWD	CCTV Installation NCP		10,000.00	8,500.00	Frank Ludovico								
103	TOUR - Building (Capital)	C/FWD	Accommodation Units (NCP)		351,363.64	1,800.00	Frank Ludovico								
104	TOUR - Building (Capital)	C/FWD	Caravan Park Renovations	Retiling of ablution block 1 \$60,000, Universal access toilet \$60,000	183,896.00	600.00	Frank Ludovico								
105	TOUR - Building (Capital)		Visitor Information Bay Upgrade (Williams Road)	Remove old signs, repaint, install new signs	20,000.00	-	Azhar Awang								
106	TOUR - Infrastructure Other (Capital)	C/FWD	Caravan Park Resealing, Line Marking	Resealing of Caravan Park, Line marking	20,000.00	-	Frank Ludovico								
107	TOUR - Infrastructure Other (Capital)		Local Tourism Planning Strategy	The preparation of a plan exploring options for the development of tourism in the Shire	20,000.00	-	Azhar Awang								
108	COM AMEN - Building (Capital) Other Community Amenities	CBP	Sale Yard (Showmen's) Toilets Building Capital	As per Corporate Business Plan replace 37m2 metal roofing \$2,627	2,627.00	-	Azhar Awang								
109	ECONOM - Infrastructure Other (Capital)		Site Inspection Report - Felspar St Depot	Detailed Site Inspection report for contamination Felspar St Depot Part 1 of Stage 2	20,000.00	2,817.38	Azhar Awang								
110	ECONOM - Infrastructure Other (Capital)		Economic Development Strategy	The preparation of a plan exploring options for Economic development in the Shire	30,000.00	-	Dale Stewart								
Other Property & Services															
111	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2018(2)		53,040.00	51,592.73	Torre Evans								
112	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2019		49,440.00	-	Torre Evans								
113	ADMIN - Plant and Equipment (Capital)		1NGN CEO Vehicle 2019(2)		49,440.00	-	Torre Evans								
114	ADMIN - Plant and Equipment (Capital)		0NGN EMCCS Vehicle 2018(2)		35,251.00	-	Torre Evans								
115	ADMIN - Plant and Equipment (Capital)		0NGN EMCCS Vehicle 2019		34,651.00	-	Torre Evans								
116	ADMIN - Plant and Equipment (Capital)		002 NGN MF Vehicle 2018		25,000.00	21,803.57	Torre Evans								
117	COMMUNITY - Plant & Equipment (Capital)		NGN 0 MLC Vehicle 2018		25,000.00	21,567.73	Torre Evans								
118			Great Southern Regional Business Association	Donation of \$18,551.61	18,551.00	-	Dale Stewart								

10.3.3 PROPOSED AMENDMENT LOCAL LAW – SHIRE OF NARROGIN REPEAL AND AMENDMENT LOCAL LAW 2019

File Reference	19.6.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.3.133, 20 December 2017 (Council Resolution 1217.151)
Date	24 October 2018
Author	Niel Mitchell – Governance Officer
Authorising Officer	Frank Ludovico – Executive Manager Corporate and Community Services
Attachments	
Proposed Repeal and Amendment Local Law	

Summary

Council is requested to consider making a local law to repeal a local law and to amend several local laws previously adopted.

The purpose and effect of the local law is to repeal old local laws and make minor amendments to various continuing local laws.

Background

The purpose of this report is:

- To allow the Presiding Person to give notice to the meeting of the proposal to make a new local law, being the Shire of Narrogin Repeal and Amendment Local Law 2018;
- For Council to approve the proposed local law for public comment;
- For Council to give notice of the purpose and effect of the proposed local law; and
- To allow for advertising of the proposed local laws for public comment.

Comment

An undertaking to amend the Extractive Industries Local Law was given to the Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) at the 20 December 2017 Council meeting. No time requirement was placed on completion of the corrective action sought by the JSCDL.

Errors have been identified in the Cemeteries and Parking Local Laws that require correction, and an amendment to the Public Places and Local Government Property Local Law is advisable to maintain alignment with Commonwealth Legislation.

The proposed local law is set out in the attachment to this report. In making a new local law, Council must comply with the provisions of Section 3.12 of the Local Government Act, and any specific requirements of other legislation.

The following amendments are proposed –

1. Repeal of Bylaws 1 to 27

These Bylaws adopted by the Municipality of Narrogin in 1926 (former Town of Narrogin) cover a range of subjects –

No.	Title of By-law
1	Repeal of Previous Bylaws
2	Standing Orders
3	Betting in streets
4	Bathing
5	Public Baths
6	Kerosene etc.
7	Storage of Inflammable Material
8	Brothels
9	Horse and carriage bazaars
10	Tents
11	Fencing
12	Drainage under footings
13	Regulating of shooting galleries
14	Advertising hoardings, posting bills, painting advertisements
15	Sign-boards, Awnings, Blinds, Lamps, etc.
16	Hawkers and Stall-keepers
17	Hatpins
18	Chimney Sweeps
19	Parks and Reserves other than the Reserve known as “The Greater Sports Ground”
20	Miscellaneous
21	Regulating the Keeping and Depasturing of Goats
22	Building By-laws
23	The Cattle Trespass, Fencing, and Impounding Act, 1882.
24	Management of the Greater Sports Ground Reserve
25	Unnamed – adopting the Twelfth Schedule of the Municipal Corporations Act, 1906
26	Unnamed – penalty provisions applicable to all the Bylaws
27	Special Roll for Loan Poll

Some of the bylaws have previously been repealed (e.g. No.22 Buildings), but not all have been, nor have the repeals been of consistent matters, with some aspects of issues being deleted, while other relevant matters continue.

Section 34 of the Interpretation Act 1984 states –

*“34. Repeal of repealing enactment, effect of
Where a written law repeals a repealing enactment, the repeal does not revive any enactment previously repealed unless words are added reviving it.”*

Accordingly, repeal of Bylaw 1 does not reinstate the older bylaws. Unless all of the Bylaws are repealed, those omitted from this process will remain in force.

2. Cemeteries Local Law

Amendment of an incorrect measurement.

3. Extractive Industry Local Law

In accordance with an undertaking given to the JSCDL, an amendment removing a requirement for an applicant to submit proof of an action that they do not have control over, since the action is at the local government's discretion. The action is advertising and consultation that is undertaken by the local government directly.

4. Parking Local Law

Correction of punctuation and a spelling error.

5. Public Places and Local Government Property Local Law

In advice to another Shire, the Department of Local Government, Sporting and Cultural Industries advised –

*In clause 1.6(1), **drone** is defined as meaning an unmanned aerial vehicle as defined in Regulation 101.240 of the Civil Aviation Safety Regulations 1998 (Cth).*

Regulation 101.240 was deleted from the Civil Aviation Safety Regulations 1998 (Cth) on 29 September 2016 following the adoption of the Civil Aviation Legislation Amendment (Part 101) Regulation 2016.

It is suggested that the Shire remove the reference to Regulation 101.240 of the Civil Aviation Safety Regulations 1998 (Cth).

Commonwealth legislation and the Civil Aviation Safety Authority guidelines have therefore removed references to “drone” and “model aircraft” in favour of a referring to these within a broader definition of “UAV” to mean an unmanned aircraft, other than a balloon or kite.

A number of consequential amendments are also needed to reflect the change of terminology.

6. General

As required by section 3.12 the Local Government Act 1995, the next steps include –

- State wide public notice required inviting submissions
- Local public notice required inviting submissions
- Minister for Local Government to be advised immediately after advertising for public comment
- supporting documentation required to be sent to Minister –
 - minutes of resolution of intent to adopt;
 - copy of advert of intent to adopt;
 - copy of the proposed local laws.

Notices are to invite the public to comment on the proposed local law, with submissions being open for a period of not less than 6 weeks. Internal submissions may also be made during this time.

The advertisement will be placed once Council has resolved its intent to make the local law.

After the submission period is closed, Council is required to consider any submissions received. Minor amendments not affecting the intent of the provisions can be made, but if significant changes are needed, the proposal must be readvertised.

If finally adopted, the proposed local law is then published in the Government Gazette, and comes into effect on the date specified. The Gazette copy and other documentation is then sent to the Parliamentary Joint Standing Committee on Delegated Legislation to review, which may then disallow or require changes, even though having been Gazetted.

Consultation

Discussion and consultation has taken between with the Governance Officer and:

- Executive Manager Corporate and Community Services;
- Executive Manager Development and Regulatory Services; and
- Officers of the Joint Standing Committee on Delegated Legislation

Statutory Environment

Civil Aviation Safety Regulations 1998 (Commonwealth)

The Local Government (Functions and General) Regulations (Regulation 3) states that for the purpose of Section 3.12(2) of the Act, the person presiding at a council meeting is to give notice of the purpose of the local law by ensuring that the purpose and effect of the proposed local law is included in the agenda for that purpose and that the minutes of the meeting of the council include the purpose and effect of the proposed local law.

Shire of Narrogin Local Laws –

- Cemeteries
- Extractive Industries
- Parking
- Public Places and Local Government Property

Municipality of Narrogin –

- Bylaws 1 to 27 (1926)

Policy Implications

Nil

Financial Implications

Advertising costs of public notice. The expenditure is wholly contained in the budget.

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
Strategy:	4.1.2 Continue to enhance communication and transparency

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That, with respect to the proposed amendment Local Law – Shire of Narrogin Repeal and Amendment Local Law 2019, Council;

1. Pursuant to section 3.12(3) and (3a) of the Local Government Act 1995, and all other legislation enabling it, give State wide and local public notice of Council's intention to make the Local Law.
2. In accordance with section 3.12(3) of the Local Government Act, advise relevant Ministers of the State of Western Australia of the proposed local law.

**LOCAL GOVERNMENT ACT 1995
CEMETERIES ACT 1986**

SHIRE OF NARROGIN

REPEAL AND AMENDMENT LOCAL LAW 2019

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Narrogin resolved on 28 November 2018 to adopt the following local law.

1. Citation

This local law may be cited as the *Shire of Narrogin Repeal and Amendment Local Law 2019*.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Bylaws repealed

The *Bylaws of the Municipality of Narrogin* No.1 to 27 inclusive as published in the *Government Gazette* on 5 March 1926 are repealed.

4. Cemetery Local Law 2016 amended

The *Shire of Narrogin Cemetery Local Law 2016* published in the *Government Gazette* on 8 August 2016 is amended in clause 7.2 by –

- (a) delete subclause 7.2(1)(c)(iv); and
- (b) insert as follows –

(iv) the length of the base of the monument measured along the length of the grave shall not exceed 600mm;

5. Extractive Industries Local Law 2017

The *Shire of Narrogin Extractive Industries Local Law 2016* published in the *Government Gazette* on 8 September 2017 is amended in clause 4.1 by –

- (a) delete subclause 4.1(a); and
- (b) insert as follows –

(a) the applicant submits proof that the requirements for notices, public information and consultation have been undertaken in accordance with subclause 3.1(1) and (2);

6. Parking Local Law 2016 amended

The *Shire of Narrogin Parking Local Law 2016* published in the *Government Gazette* on 8 August 2016 is amended in Schedule 3 by –

- (a) delete items 23 and 24; and
- (b) insert as follows –

23	3.7(4)	Parking without permission is an area designated for "Authorised Vehicles Only"	50
24	3.8	Vehicle obstructing a thoroughfare or public place	100

7. Public Places and Local Government Property Local Law 2016 amended

The *Shire of Narrogin Public Places and Local Government Property Local Law 2016* published in the *Government Gazette* on 8 August 2016 is amended as follows –

- (a) Clause 1.6(1) is amended by –

- (i) delete the definitions of **drone** and **model aircraft**; and
 - (ii) insert the following definition in alphabetical order –

UAV means unmanned aircraft, other than a balloon or kite;

- (b) Clause 2.7 amended by –

- (i) delete subclause 2.7(1)(b); and
- (ii) insert as follows –
 - (b) use a UAV;

(c) Clause 4.9 is deleted

(d) Clause 4.12 amended by –

- (i) delete clause 4.12; and
- (ii) Insert as follows –

4.12 UAVs

A person must not use a UAV on or from local government property except where a licence or determination specifies a particular local government property.

(e) Schedule 1 amended by –

- (i) delete item 19; and
- (ii) insert as item 19 –

19	4.12	Unauthorised use of a UAV	50
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Dated _____

The Common Seal of the Shire of Narrogin was affixed by authority of a resolution of Council in the presence of –

L.N. BALLARD, President

D.R. STEWART, Chief Executive Officer

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 2019 ORDINARY COUNCIL MEETING SCHEDULE

File Reference	13.3.8
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	19 November 2018
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

Council is presented with the proposed Ordinary Council meeting dates for the 2019 calendar year as per the requirements of the Local Government (Administration) Regulations.

Background

Each year, as per the requirements of the Regulations, Council is presented with the proposed meeting dates for the following calendar year so that advertising can occur to inform the residents and allow Councillors and staff to plan for the meetings.

Council currently meets on the fourth Wednesday of the month with the Ordinary Council meeting commencing at 7:00pm.

Comment

It is proposed that Council retain the Council meetings on the fourth Wednesday of the month commencing at 7:00 pm except for the month of January where no meeting is generally required or facilitated and December, where the meeting is held on the third Wednesday due to its proximity to Christmas.

It is also proposed that Council continue with the Briefing Session meetings facilitated on the second Wednesday of the month at 6:00 pm except for the month of January where no meeting is planned.

Consultation

The matters have been discussed with:

- The Shire President

A local government is to give local public notice of any change to the date, time or place of scheduled Council Meetings pursuant to regulation.

Policy Implications

Nil

Financial Implications

Nil

Statutory Implications

- Local Government Act 1995, Local Government Act 1995, Section 5.25 (1)(g)
- Local Government (Administration) Regulations, Regulation 12.

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
Strategy:	4.1.2 Continue to enhance communication and transparency

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the 2019 Ordinary Council Meeting Schedule, Council:

1. Endorse the following Ordinary Council meeting dates for the 2019 calendar year being the fourth Wednesday of each month, commencing at 7:00 pm, other than January where no meeting is held and December where one meeting is held on the third Wednesday due to the impact of Christmas.

January (Nil)	24 July
27 February	28 August
27 March	25 September
24 April	23 October
22 May	27 November
26 June	18 December

2. Advertise the schedule of dates in the Narrogin Observer, on the Shire of Narrogin website and on social media.

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

Nil

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

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at ___ pm and pursuant to Resolution 10.3.135 of 20 December 2017, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on 19 December 2018 at this same venue.