



Shire of
Narrogin

MINUTES

ORDINARY COUNCIL MEETING

27 October 2020

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

Signed: 

Date **28 October 2020**

These minutes were confirmed at the Ordinary Council Meeting held on 24 November 2020.



Signed:

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

Acknowledgement of Noongar People

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

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

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

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



Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY PLAN

2017-27

SNAPSHOT

VISION

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

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

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

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

OUR VALUES

Care with Trust & Teamwork

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

Accountability - We accept responsibility for our actions and outcomes

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

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

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

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

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

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

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

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

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

Cultural and heritage diversity is recognised

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

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

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

ENVIRONMENT



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

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



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

An efficient and effective organisation

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

An employer of choice

- Provide a positive, desirable workplace

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.

No responsibility whatsoever is implied or accepted by the Shire of Narrogin for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

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

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

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ORDINARY COUNCIL MEETING

27 OCTOBER 2020

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:08 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 S Lushey

Cr M Fisher

Cr G Broad

Cr C Bartron

Cr J Early

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 B Seale

Cr G Ballard

Visitors

Ms E Taylor – Narrogin Observer

Mr S Clifford

Ms D Izard

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

Name	Item No	Interest	Nature
Mr D Stewart	10.4.5	Financial & Impartiality	Matter is about the CEO's Contract of Employment

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

1. Ms J L Edward (Pingelly)

Regarding the Claude Hotchin Bequest, of which you have 30 paintings, as the original spirit of the bequest was for community education / art appreciation, it would be great if public access was available to enjoy some of this early Australian art. Could it be loaned out to the Library, Shops, Court House, Police etc so it becomes known again?

Summary of Response

Sir Hotchin was born in South Australia in 1909 and moved to Perth in 1925 with his wife Marianne.

He always enjoyed visiting art galleries and gradually started to collect his own artwork which he displayed in his home, which soon became a place that friends and artists would visit and gather. In 1947 he established the 'Claude Hotchin Art Galleries' on Hay Street in Perth, which was managed by his daughter Margaret.

The gallery operated for five years and during that time hosted over 76 exhibitions and displayed more than 3,000 original pieces of work.

Between 1948 and 1977, Sir Hotchin donated an estimated number of 2,000 paintings to approximately 14 public institutions throughout WA such as public art galleries, Councils and most famously the Royal Perth Hospital and the University of Western Australia.

The 1953 Hotchin's bequest to the former Town of Narrogin totalled originally 30 art works, with at least 4 others known to be donated in subsequent years.

Sir Hotchin's intent was they would be on permanent display for the public's enjoyment and exhibited at the Town Hall or similar. Given the value of the works and the nature of use of the Town Hall that has not been possible.

The full collection was last exhibited at the Town Hall in 2013 by ARtS Narrogin as an event which was part of its inaugural Mothers' Day Dryandra Art Food and Wine Trail, along with the Shire's Art Prize collection. This was when the Town Hall renovations were completed after some 3-4 yrs of being closed.

The Town of Narrogin was gifted a number of artworks along with the Cities of Bunbury, Geraldton, Albany and Kalgoorlie, and the Shires of Katanning, Northam, Manjimup, Collie amongst others.

Today, the Shire's collection is part of the legacy that Sir Hotchin left the State and remains an important cultural asset of the Shire. The Shire presents where practical and preserves the collection, which keeps these pieces in sound condition.

The collection celebrates the important contribution of artists such as Howard Taylor, Helen Smith and Guy Grey-Smith, as well as encouraging and appreciating the important contribution that local professional and amateur artists make in our community.

The Shire does allow groups, such as ARtS Narrogin, to borrow pieces of the collection to display as a part of their exhibitions from time to time. Additionally many of the works are on display in the Administration Building and these get rotated through the collection from time to time with the assistance of ARtS Narrogin.

By displaying these works, the Shire and the groups are honouring Sir Hotchin's original intention behind gifting the artwork – to provide regional people with exposure to some of the best visual arts practices that occurred in WA at the time. His wish was to encourage enjoyment and participation in the arts, support for visual artists and to raise the general level of cultural appreciation of the audience.

Other works were acquired by the Shire on an ad-hoc basis including through the Annual Shire of Narrogin Art Acquisition Awards (since discontinued).

The Shire of Narrogin collection contains many important works by renowned 20th century, Australian and Western Australian artists that make it one of the most significant local government art collections in Western Australia.

The people of the Shire of Narrogin are very fortunate to have such a fine art collection. It remains a testament to Claude Hotchin's vision in bringing such quality artworks to the people of regional Western Australia.

The Shire continues to look for opportunities to work collaboratively with local organisations to display the works more frequently and supports ARtS Narrogin in its endeavours to facilitate this where reasonable and practical.

In time, it is hoped that the addition of the Railway Station as a refurbished, occupied public facility might also add to the options of where and how frequently the collection can be safely and securely on display for the public and also replicated on the Shire's website online 365 days of the year.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Lushey advised Council that she would like to attend the Council Meetings of November and December 2020 via instantaneous communications.

COUNCIL RESOLUTION 1020.001

Moved: Cr Broad

Seconded: Cr Early

That Council approve Cr Lushey's request to attend the Council meetings of November and December 2020 via instantaneous communication at her stated premise, being in Northbridge Western Australia, and that Council is satisfied that that location will have sufficient telecommunications capability.

CARRIED 7/0

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1020.002

Moved: Cr Wiese

Seconded: Cr Bartron

That the minutes of the Ordinary Council Meeting held on 22 September 2020 be confirmed as an accurate record of the proceedings subject to the following corrections:

1. On page number 8, replace "15 September" with the correct date of "10 September".
2. On page number 20, replace "\$8,547.90" with "\$6,579.95" and replace "\$18,420.15" with "\$18,420.05".
3. The finish time of the meeting being amended from "9.45" pm to "9:25" pm.

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 APPLICATION FOR PLANNING CONSENT: ACCESSIBLE ENTRANCE AND INTERIOR MODIFICATIONS AT LOT 48 (NO. 27) FORTUNE STREET, NARROGIN

File Reference	A189100
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Tapir Design and Planning Pty Ltd
Previous Item Numbers	Nil
Date	19 October 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments	<ol style="list-style-type: none">1. Application for Planning Consent2. Supporting Documentation3. Heritage Referral Letter

Summary

Council is requested to consider the Application for Planning Consent for a new accessible entrance, auto door and minor internal modifications at the National Bank, Lot 48 (No. 27) Fortune Street, Narrogin.

Background

The proposed entrance and modifications at Lot 48 (No. 27) Fortune Street, Narrogin are designed to bring the building into compliance with accessibility standards as per the Disability Discrimination Act 1992. The proposal does this without impacting on the façade of the building which has been recognised as having significant cultural heritage.

Consultation

The Department of Planning Lands and Heritage on behalf of the Heritage Council was consulted on the proposal and provided their recommendations (Attachment 3).

Statutory Environment

The following document is relevant to the proposal:

- Former Town of Narrogin – Town Planning Scheme No. 2

Policy Implications

Nil

Financial Implications

The Application for Planning Consent fee of \$147 has, at the date of writing the report, not been paid to the Shire of Narrogin, and an update, on this, will be provided at the Council Meeting.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.4	Cultural and heritage diversity is recognised
Strategy:	2.4.1	Maintain and enhance heritage assets
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

Comment/Conclusion

Zoning

Lot 7 (No. 7/31) Fortune Street, Narrogin is zoned 'Central Business' under the Former Town of Narrogin's Town Planning Scheme (FTPS2). The policy statement for this zoning states:

"To provide for the function and development of the town centre primarily for retail shops and offices, Council will control the development of other uses and co-ordinate such uses to ensure that compatible development occurs in like areas."

The proposal is consistent with the objectives of the 'Central Business' zone.

A 'bank' is listed as a 'PS' use under the 'Central Business' zone which means:

"Use not permitted unless special approval given by Council and conditions complied with."

Clause 6.3 – Application for Special Approval of the FTPS2 states as follows:

"6.3.1 The Council shall in the case of an application for permission to carry on a use marked AP in the Development Table and may in the case of an application for permission to carry on a use marked PS in the Development Table or in any other case in which application is made for its approval give notice of the application in accordance with the provisions of this Clause.

6.3.2 Where the Council is required or decides to give notice of an application the Council shall cause:

- a) notice of the proposed use and development to be sent by post or delivered to the owners and occupiers of land within an area determined by the Council as likely to be affected by the granting of the application;*

- b) *notice of the proposed use and development to be published in a newspaper circulating in the Scheme Area and in the State of Western Australia stating that submissions may be made to the Council within 21 days from the publication thereof; and*
- c) *a sign displaying notice of the proposed use and development to be erected in a conspicuous position on the land for a period of 21 days from the date of publication of the notice referred to in paragraph (b) hereof.*

Clause 6.3.5 further states:

“6.3.5 A resolution to grant special approval must be passed by an absolute majority of the Council.”

Heritage

Under the Shire of Narrogin Local Heritage Survey 2019, Lot 48 (No. 27) Fortune Street, Narrogin is heritage listed as Place No. 79. It is also listed in the inHerit database as State Heritage Listed under Place No. 01817.

The building which is the National Bank is listed as Category A in the Local Heritage Survey 2019. This means:

“A place of exceptional cultural heritage significance to Shire of Narrogin and the state of Western Australia, that is either in the Heritage Council of Western Australia’s Register of Heritage Places, or worthy of consideration for entry into the Register. Subject to policies and the provisions of the Local Planning Scheme.”

The Department of Planning Lands and Heritage (on behalf of the Heritage Council) was consulted and found that the proposal *“will not negatively impact the places cultural heritage significance and will allow universal access into the bank, ensuring its continued use as a public building.”* They have advised that the proposal, in accordance with the plans submitted, is supported subject to the following condition:

1. *“All works shall be carefully undertaken to ensure that minimal damage occurs to original building fabric.”*

Clause 2.6.1 ‘Development Standards’ states:

1. *“No person shall without the special approval of the Council at or on a Significant and Historic Place:*
 - a. *carry out any development;*
 - b. *demolish a building or structure or damage the significant and historic place;*
2. *Without affecting the generality of any other provision of the Scheme specifying the manner in which the Council is obliged or permitted to deal with an application for development approval, the Council in dealing with any application for development approval may for reasons related to the conservation of a place of cultural heritage significance:*
 - a. *refuse approval;*
 - b. *grant approval without conditions; or*
 - c. *grant approval with conditions including conditions aimed at the conservation of the place.*

3. *The provisions of Clause 6.3.2 of the Scheme shall with the necessary modifications having been made, apply to applications under paragraph 1 a) and 1 b) for the special approval of the Council in respect to Significant and Historic Places.*
4. *The Council may give its special approval to the restoration of a Significant and Historic Place notwithstanding that the work involved does not comply with the Building Code of Australia 1990 (as amended), or with the provisions of the Development Table for the Zone or Area in which the Place is situated.*
5. *Any person whose land or property is injuriously affected by a decision of the Council refusing an application for its consent to do any of the things mentioned in paragraph 1 above or granting its consent subject to conditions not acceptable to the applicant may if such refusal or conditions relate to the preservation of the place and if the claim is made within six months of the decision of the Council claim compensation from the Council.*
6. *The purpose and intent of this area is to ensure that any places of value are conserved and that all new development or redevelopment respects in its design and finishes (but not necessarily reproduces) the prevailing character and style of construction, especially those existing elements that best demonstrate historical and architectural integrity and history of the Town.*
7. *In considering any application to commence development the Council shall have due regard for any policy statement of the Council and to the published views of the Heritage Council of Western Australia, the Australian Heritage Commission, the National Trust of Australia (WA) and to the views of those or any other relevant bodies, which views the Council may solicit.”*

On this basis it is recommended that Council dispense of any advertising requirements and grant Planning Approval subject to conditions.

Voting Requirements

Part 1 of 2 – Simple Majority

Part 2 of 2 – Absolute Majority

(see over for resolution)

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION EN BLOC 1020.003

Moved: Cr Fisher

Seconded: Cr Lushey

Part 1

That, with respect to Application for Planning Consent: Accessible Entrance and Interior Modifications at Lot 48 (No. 27) Fortune Street, Narrogin, Council dispense of all advertising requirements due to the works being relatively minor and not altering the front façade of the building.

Part 2

That, with respect to Application for Planning Consent: Accessible Entrance and Interior Modifications at Lot 48 (No. 27) Fortune Street, Narrogin, Council grant Planning Approval subject to the following conditions:

1. 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.
2. 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 the Chief Executive Officer.
3. 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.
4. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. The building materials and colours used shall match existing buildings on the lot and are to be of non-reflective and muted tones i.e. not zinalume.
6. All signage is to be in accordance with the Shire of Narrogin's local laws, unless further approval is granted by the Shire of Narrogin.
7. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
8. Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting.
9. All works shall be carefully undertaken to ensure that minimal damage occurs to the original building fabric.

Advice note

1. This is not a building approval for which a separate application is required.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

APPLICATION FOR PLANNING CONSENT



(FDRS005)

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	Nicci Foster, Tapir Design and Planning PL
Correspondence Address	
Applicant Phone Number	
Applicant email	

I hereby apply for planning consent to:

1. Use the land described hereunder for the purpose of No change of use proposed
And/or
2. Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	Bank
Approximate cost of proposed development	\$ 10,000
Estimated time of completion	Six months
No of persons to be housed / employed after completion	No change

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

Lot No	48	House No	27	Street Name	Fortune Street			
Location No		Plan or Diag	222890	Certificate of Title	Volume:	2141	Folio:	912

LOT DIMENSIONS

Site area	736	Square metres
Frontage	18 (approx)	Metres
Depth	41 (approx)	metres

AUTHORITY

Applicant's Signature	Date <u>21/08/2020</u>
-----------------------	------------------------

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 <u>Owner consent attached</u>	Date
---	------------

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 OVER.



NAB Narrogin - FY2021 DDA Programme
New Ramp & Auto Door
 27 Fortune Street, Narrogin WA 6312

Concept

- A.00 Cover Page & Locality Plan
- A.01 Site Photos
- A.01 Existing Conditions & Demolition Plan
- A.02 Layout Plan

NOTE: CUBE COMPANY P/L HAVE NOT UNDERTAKEN A SITE AUDIT AND HAVE RELIED UPON EXISTING DRAWINGS, SITE PHOTOS AND CHECK MEASUREMENTS FROM THIRD PARTIES IN ESTABLISHING THE EXISTING CONDITIONS PLAN.

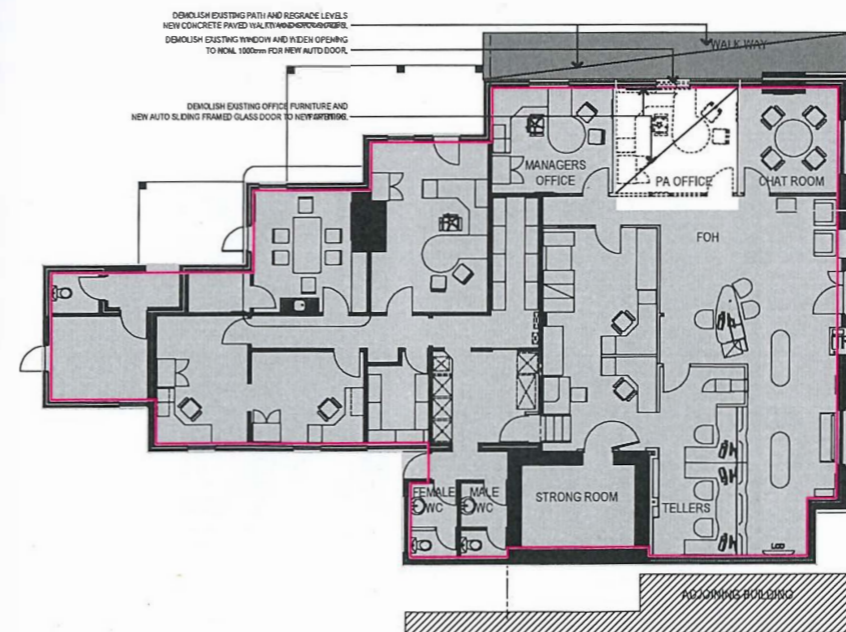
NOTE: THESE DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE FOLLOWING NAB STANDARDS.

- VOLUME 4.0 (SCHEDULE) SERIES 8.0 DECEMBER 2018
- VOLUME 5.0 (SIGNAGE) SERIES 8.0 DECEMBER 2018

ATTACHMENT 2



27 Fortune Street, Narrogin WA 6312



Site Plan
 NTS

This drawing and design is subject to copyright. It should be read in conjunction with all relevant contracts, specifications and drawings. It may not be reproduced without prior written consent. All contractors shall verify all dimensions on site before the commencement of any works. Any discrepancies shall be reported to the architect prior to construction. Figured dimensions to be taken in preference to scaling drawings.

Concept

No:	Revisions:	Date:
-	Concept Issue	16-07-2020



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 21 Balmain Street
 Cremorne VIC 3121 Australia
 P (+61) 3 9428 8811
 team@cubecc.com.au
 www.cubecc.com.au

Project:
 NAB Narrogin - FY20 DDA
 27 Fortune Street, Narrogin
 WA 6312

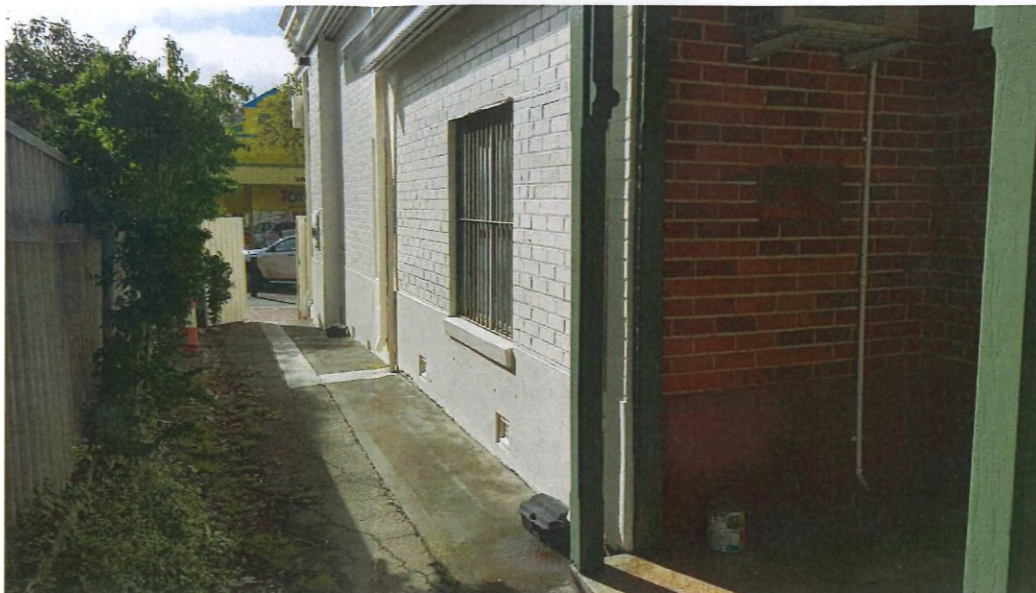
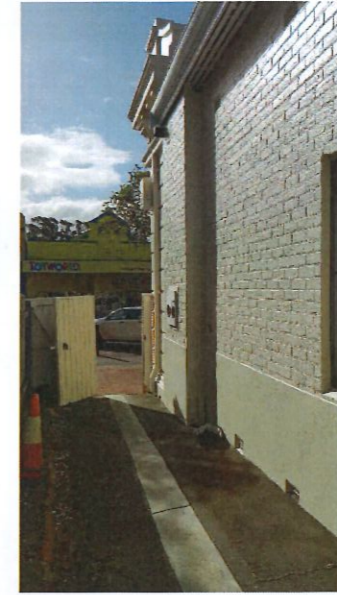
Client:
 NAB

Drawing Title:
 Cover Page & Locality Plan

Date: 04-07-2020
Scale: NTS @ A3
Drawn: AC
Checked: MB
Project No: 20223
Project NLA: Approx 273 SQM

Drawing No: A.00 **Revision:-**

DWG File: C:\Users\Aby\Desktop\20223 - NAB - FY2021 DDA - NAB - FY2021 DDA - Narrogin - Concept - 15-07-2020.dwg



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Concept

No: Revisions: Date:
 - Concept Issue 16-07-2020



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Project:
 NAB Narrogin - FY20 DDA
 27 Fortune Street, Narrogin
 WA 6312

Client:
 NAB

Drawing Title:
 Site Photos

Date: 04-07-2020

Scale: NTS @ A3

Drawn: AC

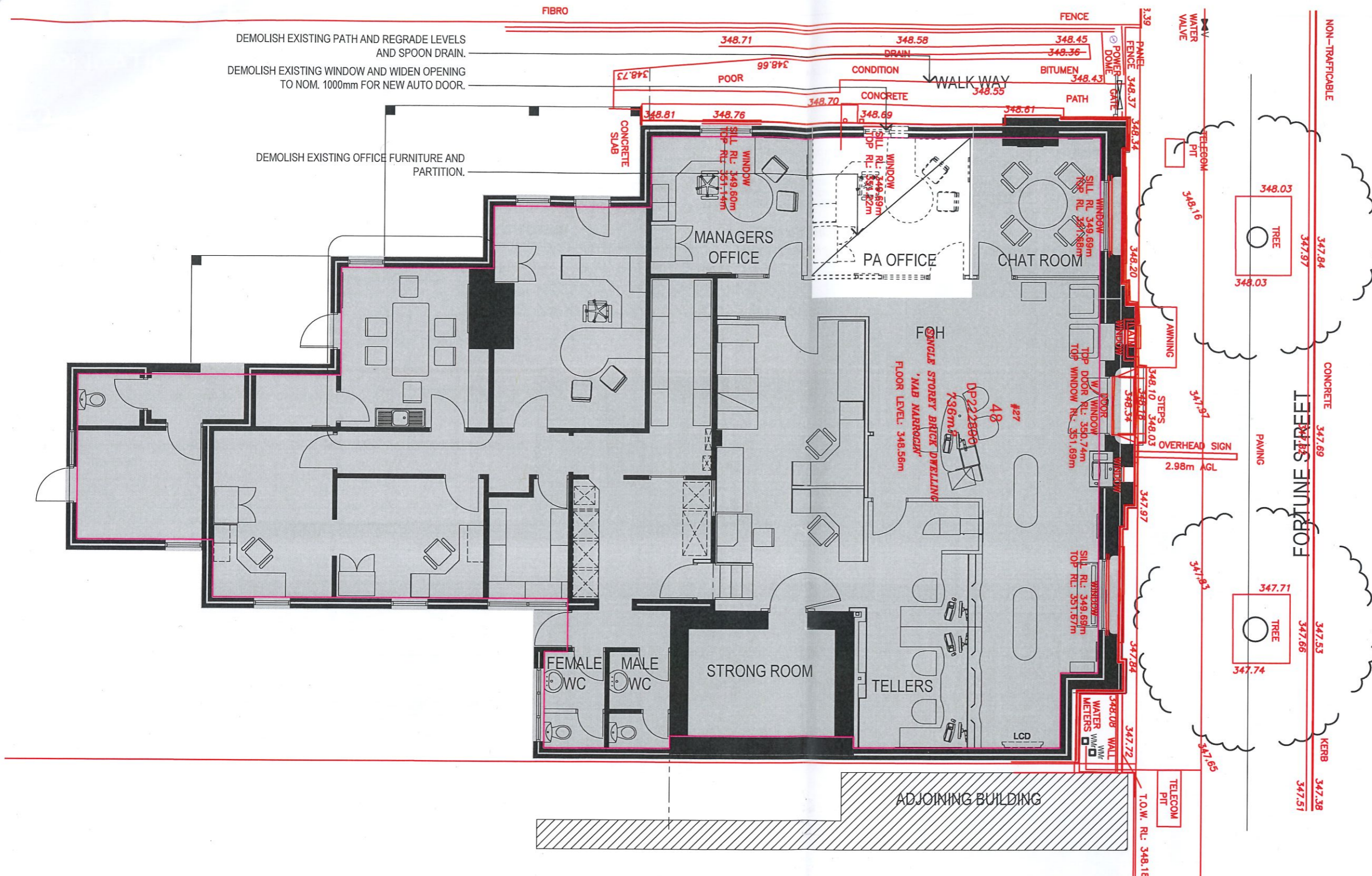
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Project No: 20223

Project NLA: Approx 273 SQM

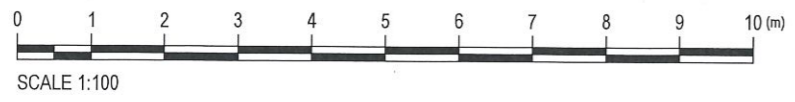
Drawing No: A.01 **Revision:**-

DWG File: C:\Users\Aby\Desktop\2023 - NAB - FY2021 DDA - Narrogin - Concept - 15-07-2020.dwg



DEMOLISH EXISTING PATH AND REGRADE LEVELS AND SPOON DRAIN.
DEMOLISH EXISTING WINDOW AND WIDEN OPENING TO NOM. 1000mm FOR NEW AUTO DOOR.

DEMOLISH EXISTING OFFICE FURNITURE AND PARTITION.



NO WORKS REQUIRED TO AREAS SHOWN HATCHED

DEMOLITION LEGEND	
	DENOTES EXISTING STRUCTURE TO BE REMOVED INCLUDING WALLS, JOINERY, DOORS, WORKSTATIONS, FIXTURES AND FITTINGS SHOWN DASHED, ELECTRICAL AND DATA CABLING, HYDRAULIC OUTLETS. CUT AND SEAL PLUMBING AND ELECTRICAL WORK AS REQUIRED. MAKE GOOD ALL JUNCTIONS WITH FLOORS, WALLS AND CEILINGS AS NECESSARY. ALL DEMOLITION WORKS ARE TO BE UNDERTAKEN IN ACCORDANCE WITH AS 2601.
EX	EXISTING ITEM TO BE RETAINED.
ER	EXISTING ITEM TO BE RELOCATED.
	EXISTING STRUCTURE TO REMAIN.
	EXISTING GLAZING TO REMAIN.
	EXTENT OF EXISTING OF EXISTING SIGNAGE AND / OR GRAPHICS TO BE DEMOLISHED.

DEMOLITION NOTES	
ALL DIMENSIONS AND SITE CONDITIONS ARE TO BE VERIFIED ON SITE PRIOR TO ANY BUILDING WORKS COMMENCING.	MAKE GOOD ALL AREAS AFFECTED BY DEMOLITION AS REQUIRED AND PREPARE TO TAKE NEW FINISHES. PATCH, FINISH OFF AND PAINT ANY PLASTERBOARD WALLS DAMAGED DUE TO DEMOLITION WORKS AS REQUIRED.
REMOVE ALL WALLS, DOORS, FIXTURES AND FITTINGS SHOWN DASHED, INCLUDING ELECTRICAL AND DATA CABLING.	ANY UNFORESEEN DEMOLITION WORKS REQUIRED WHICH HAVE NOT BEEN SPECIFIED ARE TO BE APPROVED BY THE PROJECT MANAGER PRIOR TO COMMENCEMENT OF WORKS.
REMOVE FLOOR FINISHES TO EXTENT REQUIRED FOR NEW FLOOR FINISHES	ALL BUILDING MATERIALS ARE TO BE REMOVED FROM SITE AND DISPOSED OF IN AN APPROPRIATE MANNER.
REMOVE ANY REDUNDANT SERVICES, OUTLETS, WIRING AND DATA CABLING AS REQUIRED TO SUIT NEW LAYOUT.	ALL DEMOLITION WORKS ARE TO COMPLY WITH RELEVANT AUSTRALIAN STANDARDS AND ALL AUTHORITIES HAVING JURISDICTION.
REMOVE ANY OBSOLETE FURNITURE NOT REQUIRED, AS NOTED / DASHED.	REFER TO STRUCTURAL ENGINEERS DRAWINGS.
MAKE GOOD ANY DAMAGED WINDOW SILL / COLUMNS. PATCH, REPAIR & PREPARE FOR PAINT FINISH.	

This drawing and design is subject to copyright. It should be read in conjunction with all relevant contracts, specifications and drawings. It may not be reproduced without prior written consent. All contractors shall verify all dimensions on site before the commencement of any works. Any discrepancies shall be reported to the architect prior to construction. Figured dimensions to be taken in preference to scaling drawings.

Concept

No: Revisions: -
Date: 16-07-2020
- Concept Issue

CUBE COMPANY Pty Ltd
ABN 41 713 114 322
21 Balmain Street
Cremorne VIC 3121 Australia
P (+61) 3 9428 8811
team@cube.com.au
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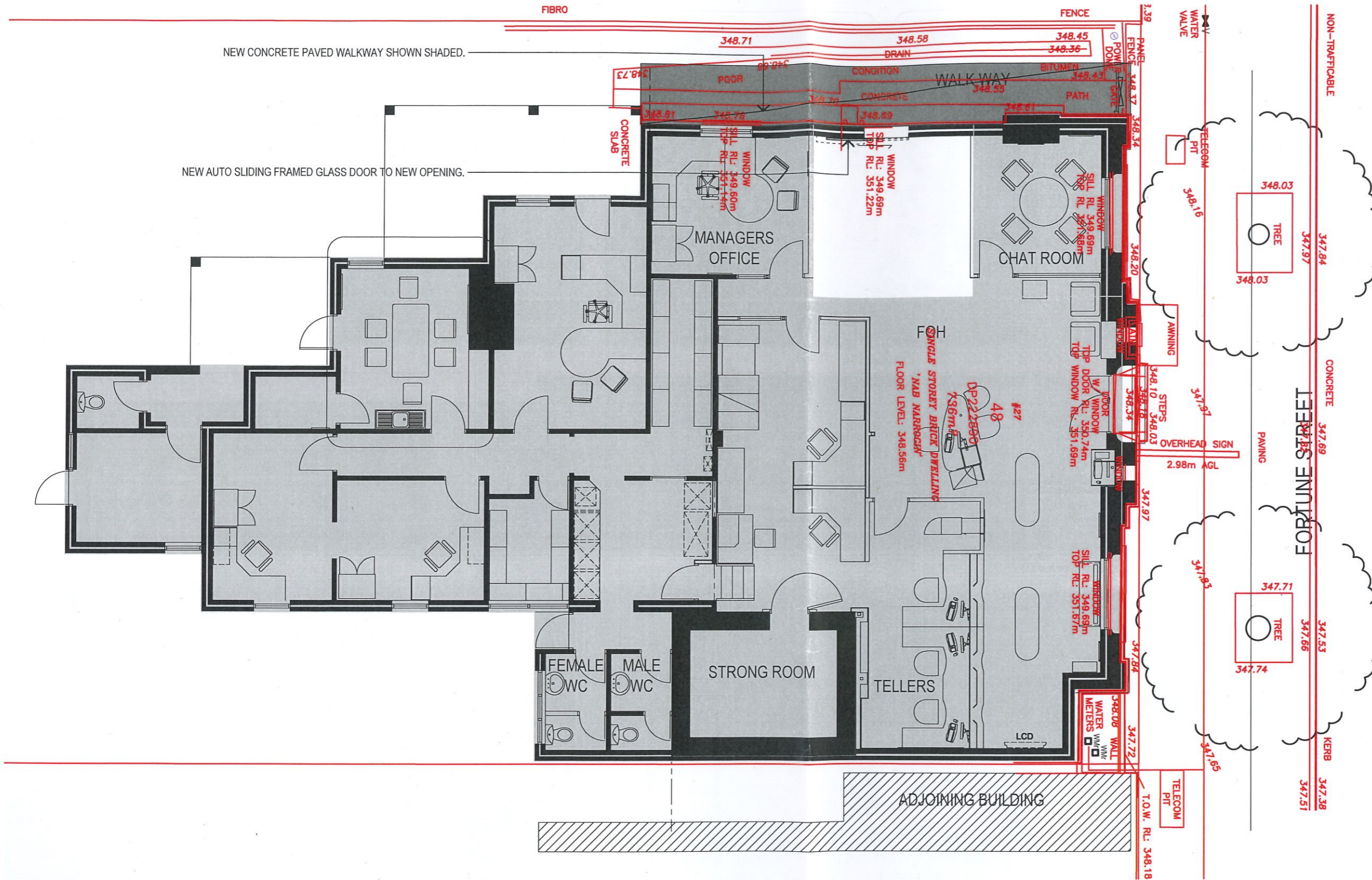
Project:
NAB Narrogin - FY20 DDA
27 Fortune Street, Narrogin
WA 6312

Client:
NAB

Drawing Title:
Existing Conditions & Demolition Plan

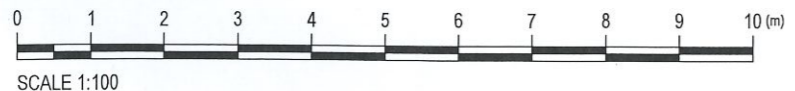
Date: 04-07-2020
Scale: 1:100 @ A3
Drawn: AC
Checked: MB
Project No: 20223
Project NLA: Approx 273 SQM
Drawing No: A.02
Revision: -

DWG File: C:\Users\Abby\Desktop\20223 - NAB - FY2021 DDA - Narrogin - Concept - 15-07-2020.dwg



NEW CONCRETE PAVED WALKWAY SHOWN SHADED.

NEW AUTO SLIDING FRAMED GLASS DOOR TO NEW OPENING.



NO WORKS REQUIRED TO AREAS SHOWN HATCHED

GENERAL LEGEND

NEW AUTOMATIC DOOR - REFER DETAILS FOR SPECIFICATIONS

GENERAL COMPLIANCE NOTES

NEW ENTRY TO COMPLY WITH AS1428.1 2009 DESIGN FOR ACCESS AND MOBILITY.

NEW AUTOMATIC SLIDING GLASS DOOR TO COMPLY WITH AS 5007-2007.

ALL GLAZING TO COMPLY WITH AS1288-2006 GLASS IN BUILDINGS.

FLOOR FINISHES NOTES

THE CONTRACTOR IS TO ALLOW FOR THE SUPPLY & INSTALLATION OF NEW MODULAR CARPET & FOR OTHER FLOOR FINISHES WHERE NOTED ON THE PLAN & IN THE SPECIFICATIONS, UNLESS OTHERWISE DIRECTED BY PROJECT MANAGER.

PROVIDE FLOOR LEVELLING COMPOUND AS NECESSARY TO EXISTING CONCRETE FLOOR BEFORE LAYING NEW FLOORING.

EXISTING TO NEW-VINYL JOINS. SUBSTRATE TO BE RENDERED FLUSH AND CHEMICALLY WELDED.

CARPET AND VINYL IF ANY, TO BE RETAINED ARE TO BE PROTECTED FROM TRAFFIC WITH PLASTIC SHEETING PRIOR TO BUILDING ANY PARTITIONS.

IF RENDERING BETWEEN SURFACES IS REQUIRED ENSURE RENDER IS GRADUAL OVER 1 - 1.5M.

ALL FLOOR COVERINGS ARE TO CONTINUE UNDER ALL FLOOR UNITS TO WALLS BEHIND.

CONTRACTOR TO ALLOW FOR INSTALLATION & FINISH AS PER MANUFACTURERS INSTRUCTIONS & INSTALLATION METHODOLOGY.

CONTRACTOR TO CONFIRM FLOORING QUANTITIES AND ADD FACTOR OF WASTAGE.

CONTRACTOR TO SUPPLY CLIENT WITH THE MAINTENANCE SCHEDULE IN CONJUNCTION WITH MANUFACTURER.

NEWLY LAID FLOORING TO BE PROTECTED WITH PLASTIC SHEETING PRIOR TO BUILDING ANY PARTITIONS.

DIMENSIONS TO BE CHECKED ON SITE.

This drawing and design is subject to copyright. It should be read in conjunction with all relevant contracts, specifications and drawings. It may not be reproduced without prior written consent. All contractors shall verify all dimensions on site before the commencement of any works. Any discrepancies shall be reported to the architect prior to construction. Figured dimensions to be taken in preference to scaling drawings.

Concept

No: Revisions: Date:
 - Concept Issue 16-07-2020

CUSHMAN & WAKEFIELD

nab

CUBE ARCHITECTS

CUBE COMPANY Pty Ltd
 ABN 41 713 114 322
 21 Balmain Street
 Cremorne VIC 3121 Australia
 P (+61) 3 9428 8811
 team@cubeco.com.au
 www.cubeco.com.au

Project:
 NAB Narrogin - FY20 DDA
 27 Fortune Street, Narrogin
 WA 6312

Client:
 NAB

Drawing Title:
 Layout Plan

Date: 04-07-2020
Scale: 1:100 @ A3
Drawn: AC
Checked: MB
Project No: 20223
Project NLA: Approx 273 SQM

Drawing No: A.03 **Revision:**

DWG File: C:\Users\Abby\Desktop\20223 - NAB - FY2021 DDA - Narrogin - Concept - 15-07-2020.dwg



Your ref: National Bank, Narrogin
Our ref: P1817-47686
Enquiries: Emily Craig-Wadham (08) 6552 4031

Chief Executive Officer
Shire of Narrogin
By email: pa@narrogin.wa.gov.au

Attention: David Johnston

Dear Sir

NATIONAL BANK, NARROGIN

Under the provisions of Section 73 of the *Heritage Act 2018*, the proposal as described below has been referred to the Heritage Council for its advice.

Place Number	P1817
Place Name	National Bank, Narrogin
Street Address	27 Fortune Street, Narrogin
Referral date	7 September 2020
Proposal Description	New opening, auto door and minor internal modification

We received the following drawings prepared by Cube Architects dated 4 July 2020:

Shire of Narrogin Application for Planning Consent
A.00 – Cover Page & Locality Plan
A.01 – Site photos
A.02 – Existing Conditions & Demolition Plan
A.03 – Layout Plan

The proposal has been considered in the context of the identified cultural significance of *National Bank, Narrogin* and the following advice is given:

Findings

- *National Bank, Narrogin* is fine example of the Inter-War Free Classical style and was the first bank built to operate in Narrogin.
- The proposal seeks to create a new universally accessible entry to the west side of the building.
- The works involve the demolition and widening of an existing window to create a new opening, with an auto sliding framed glass door. The works also involve the demolition of an internal partition wall, and the replacement of the existing concrete paved walkway.

- The opening proposed to be demolished and partition wall are not original building fabric. The works are confined to an area noted in the 2009 Conservation Plan as of Some significance.
- The works will not negatively impact the places cultural heritage significance and will allow universal access into the bank, ensuring its continued use as a public building.

Advice

The proposal, in accordance with the plans submitted, is supported subject to the following condition:

1. All works shall be carefully undertaken to ensure that minimal damage occurs to original building fabric.

Please be reminded that you are required under r.42(3) of the *Heritage Regulations 2019* to provide us with a copy of the Council's determination within 10 days after making the decision.

Should you have any queries regarding this advice please contact Emily Craig-Wadham at emily.craig-wadham@dplh.wa.gov.au or on 6552 4031.

Yours faithfully



Adelyn Siew
Director Heritage Development

25 September 2020

cc: Nicci Foster planning@tapir.com.au

10.1.2 APPLICATION FOR PLANNING CONSENT: OUTBUILDING (AIRCRAFT HANGAR) AT LOT 1 (NO. 2202) CLAYTON ROAD, MINIGIN

File Reference	A340182, A340183
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	David Barrett-Lennard
Previous Item Numbers	Nil
Date	16 October 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Application for Planning Consent 2. Floor plan, Site Plan and Elevations 3. Diagram of Lease Area	

Summary

Council is requested to consider the Application for Planning Consent for an Outbuilding (Aircraft Hangar) at Lot 1 (No. 2202) Clayton Road, Minigin.

Background

On 6 October 2020, the Shire of Narrogin received an Application for Planning Consent for the erection of an Outbuilding (Aircraft Hangar) at Lot 1 (No. 2202) Clayton Road, Minigin. The Proposed outbuilding is to be 12m long by 12m wide. The roof pitch will be 4m while the wall height is 3.2m. The proposal's height and size are consistent with existing hangars on site and with the Narrogin Airport Masterplan 2013.

Consultation

A site visit was undertaken by the Planning Officer on 15 October 2020.

The following Officers were consulted:

- Executive Manager Technical and Rural Services

The lessee of the property, the Narrogin Flying Club, has given its support for the proposal.

Statutory Environment

The following documents relate to the proposal:

- Former Shire of Narrogin – Local Planning Scheme No. 2
- Narrogin Airport Masterplan 2013.

Policy Implications

Nil

Financial Implications

An Application for Planning Consent Fee of \$147 was paid to the Shire of Narrogin on 5 October 2020.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
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

Comment/Conclusion

Zoning

The subject land is reserved for “Public Purpose” under the Former Shire – Local Planning Scheme No. 2 (FS-LPS). Clause 2.2 of the FS-LPS states:

“2.2 Matters to be considered by Council

Where an application for planning approval is made with respect to land within a reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall, in the case of reserved for the purpose of a public authority, confer with that authority before granting its approval.”

Given the existing development on site, the proposed development fits with the intent of the reserve.

Tenure

The proposed Outbuilding is located on Lot 1 (No. 2202) Clayton Road, being land owned freehold by the Shire of Narrogin and on part of the Narrogin Flying Club Lease. The lease with the Narrogin Flying Club commenced 24 June 2020 and is due for renewal on 30 September 2040.

Height and Bulk

Section 4.7 of the Narrogin Airport Masterplan 2013 states:

“The landside development is required to occur behind a designated ‘Building Line’.

An offset of 85 metres from runway 10/28 centreline allows hangar/building height development of up to 8 metres and has been depicted as the building line location.

This is determined by the 1:5 transitional surfaces that arise from both sides of the 90 metre runway strip. This is depicted by the Obstacle Limitation Surfaces (OLS) plan.

This 85 metre offset distance can be increased, as in the case for the proposed location of new hangars, club rooms and future hangar sites.”

The 82m setback of the proposed outbuilding from the runway centreline would allow for a maximum height of 7.7m, therefore the development of the hangar is compliant with a 4m height.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1020.004

Moved: Cr Wiese Seconded: Cr Fisher

That, with respect to the Application for Planning Consent: Outbuilding (Aircraft Hangar) at Lot 1 (No. 2202) Clayton Road, Minigin, Council grant Planning Approval subject to the following conditions:

1. 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.
2. 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 the Chief Executive Officer.
3. 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.
4. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. The proposed outbuilding is for the storage of aircraft and associated equipment only and shall not be used for commercial or habitation purposes.
6. Construction of the outbuilding shall be kept clear from all service connections.
7. The building materials and colours shall match existing buildings on the lot and are to be of non-reflective and muted tones, i.e. not Zinalume.

Advice Note:

1. The applicant is advised that the property is subject to a lease between the Shire of Narrogin and the Lessee, being the Narrogin Flying Club Inc, and the applicant should familiarise themselves with the contents of that document.
2. This is not a Building Approval for which a separate application is required.

CARRIED 7/0

A340182/A340183

~~IPAZ021779~~ / IPAZ021779

APPLICATION FOR PLANNING CONSENT



Shire of Narrogin
Love the life

(FDRS005)

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

Shire of Narrogin
RECEIVED

06 OCT 2020

FORMER TOWN OF NARROGIN – TOWN PLANNING SCHEME NO.2
FORMER SHIRE OF NARROGIN – LOCAL PLANNING SCHEME NO.2

Name of Applicant	DAVID BARRETT-LENNARD.
ABN (If Applicable)	
Correspondence Address	[REDACTED]
Applicant Phone Number	[REDACTED]
Applicant Email	[REDACTED]

If Applicant and Owner are different:

Name of Owner	Shire of Narrogin
ABN (If Applicable)	
Correspondence Address	89 Earl Street, Narrogin 6312
Owner Phone Number	9890 0900
Owner Email	enquiries@narrogin.wa.gov.au

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of building a hanger.
and/or
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans.

Existing use of land	Airfield lease
Approximate cost of proposed development	\$ 29,500
Estimated time of completion	90 days.
No of persons to be housed / employed after completion	0

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

Lot No	1	House No	2199-202	Street Name	Clayton Road			
Suburb	Minigin	Nearest Street Intersection						
Location No		Plan or Diagram		Certificate of Title	Volume:		Folio:	
Title Encumbrances (e.g. Easements, Restrictive Covenants)								

LOT DIMENSIONS

Site area		Square metres
Frontage		Metres
Depth		Metres

ADVERTISING

The information and plans provided with this application may need to be made available by the local government for public viewing in connection with the application. Do you consent to this?

YES NO

AUTHORITY

Applicant's Signature *U Bennett - Jurnat* Date 27 Aug 20

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.

NOTE: WHERE THE APPLICANT IS NOT THE OWNER, THE OWNER'S SIGNATURE IS REQUIRED.

Owner's Signature *[Signature]* Date 5/10/20

NOTE: THIS FORM IS TO BE SUBMITTED TOGETHER WITH COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH THE APPLICATION OUTLINED BELOW. ADDITIONAL INFORMATION MAY BE REQUIRED AT A LATER STAGE.

NOTE: THE DEVELOPMENT APPLICATION MUST BE ACCOMPANIED WITH THE CORRECT PLANNING FEES (SEE CURRENT SCHEDULE OF FEES)

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 (SITE PLAN, FLOOR PLAN AND ELEVATIONS) 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

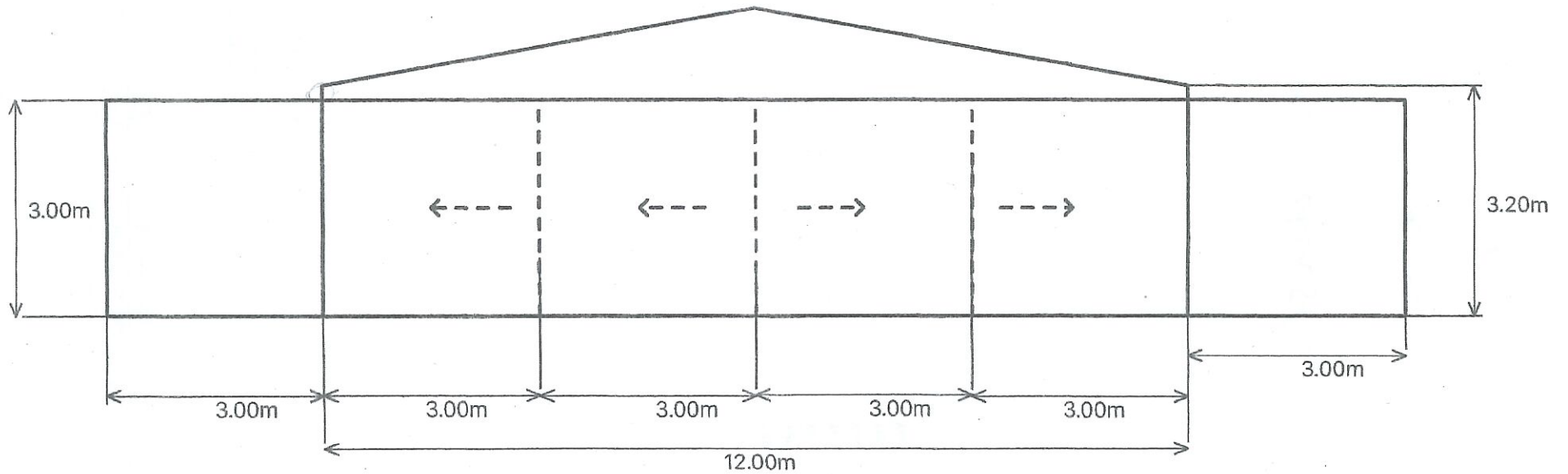
File Reference		Application No	
Date Received		Date of Approval / Refusal	
Date of Notice of Decision		Officer's Signature	

Schedule of Fees and Charges 2020/2021

GL CODE	DESCRIPTION	GST	Statutory fee "\$"	2020/21
Town Planning				
Planning Services				
3100600.1304	Home Occupation - initial application fee		S	222.00
3100600.1304	Home Occupation - annual renewal fee		S	73.00
3100600.1304	Zoning Certificates, Property Settlements & Enquiries (Zoning)		S	73.00
3100600.1304	Planning Application fees based on cost of development (as amended)			
3100600.1304	(a) Not more than \$50,000		S	147.00
3100600.1304	(b) More than \$50,000 but not more than \$500,000 based on estimated costs		S	0.32%
3100600.1304	(c) More than \$500,000 but not more than \$2.5 million		S	\$1,700.00 plus 0.257% for every \$1 in excess of \$500,000
3100600.1304	(d) More than \$2.5 million but not more than \$5 million		S	\$7,161.00 plus 0.206% for every \$1 in excess of \$2.5m
3100600.1304	(e) More than \$5 million but not more than \$21.5 million		S	\$12,633.00 plus 0.123% in excess of every \$1 in excess of \$5 million
3100600.1304	(f) More than \$21.5 million		S	34,196.00
3100600.1304	Subdivision/Strata Clearance fees			
3100600.1304	(a) Not more than 5 lots - per lot		S	73.00
3100600.1304	(b) More than 5 lots but not more than 195 lots - per lot over 5		S	35.00
3100600.1304	(c) More than 195 Lots		S	7,393.00
3100600.1304	Change of use fee		S	295.00
3100600.1304	Fee for use/development already commenced		S	Development fee plus Twice the schedule fee
3100600.1304	Provision of Written Planning Advice	Yes		73.00
3100600.1304	Determining an application to amend or cancel development approval	Yes		295.00
3100600.1304	Executive Manager Development & Regulatory Services - per hour	Yes		130.00
3100600.1304	Manager - per hour	Yes		85.00
3100600.1304	Town Planner - per hour	Yes		60.00
3100600.1304	Secretary Administrative Officer - per hour	Yes		45.00
3100600.1304	Vehicles mileage rate	Yes		1.50
Structure Plan and Local Development Plan				
Scheme Amendment				
3100600.1304	- Basic			2,800.00
3100600.1304	- Standard			4,200.00
3100600.1304	- Complex			5,500.00
3100600.1304	Sign Application			147.00
3100600.1304	Extractive Industry - new			739.00
3100600.1304	Extractive Industry - commenced or carried out			1,478.00
3100600.1304	Liquor Act Certification Section 40		S	122.00
3100601.1304	Landgate title search fee (per search)			30.00

The gradient to airstrip 1:20
if necessary depth of hangar
could be reduced by 1-2 mtrs.

AIRCRAFT HANGER.

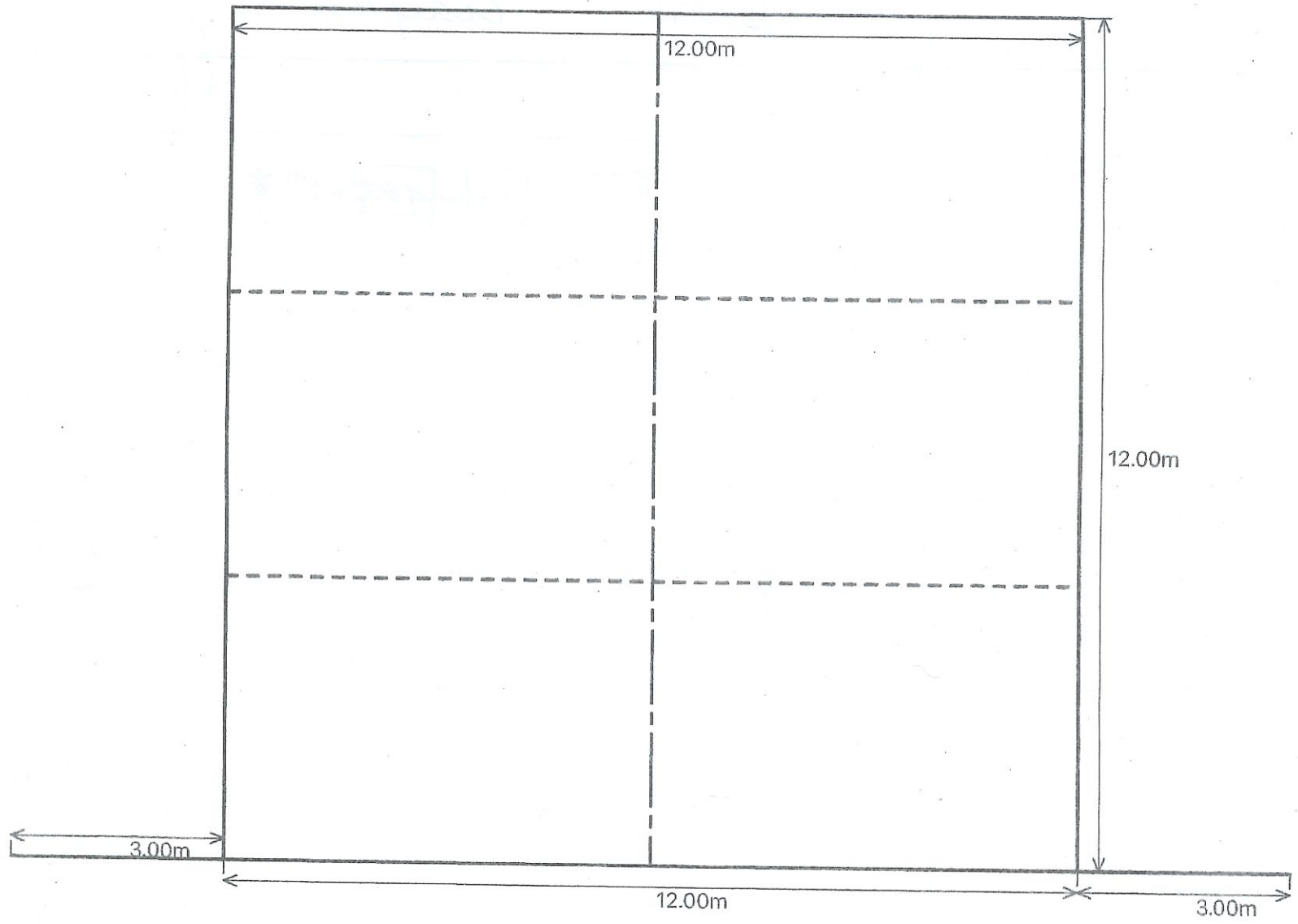


TOTAL INSTALLED \$28985.00 INC GST + CONCRETE

CONCRETE 4.5 m² APPROX \$1200.00

1 Meters

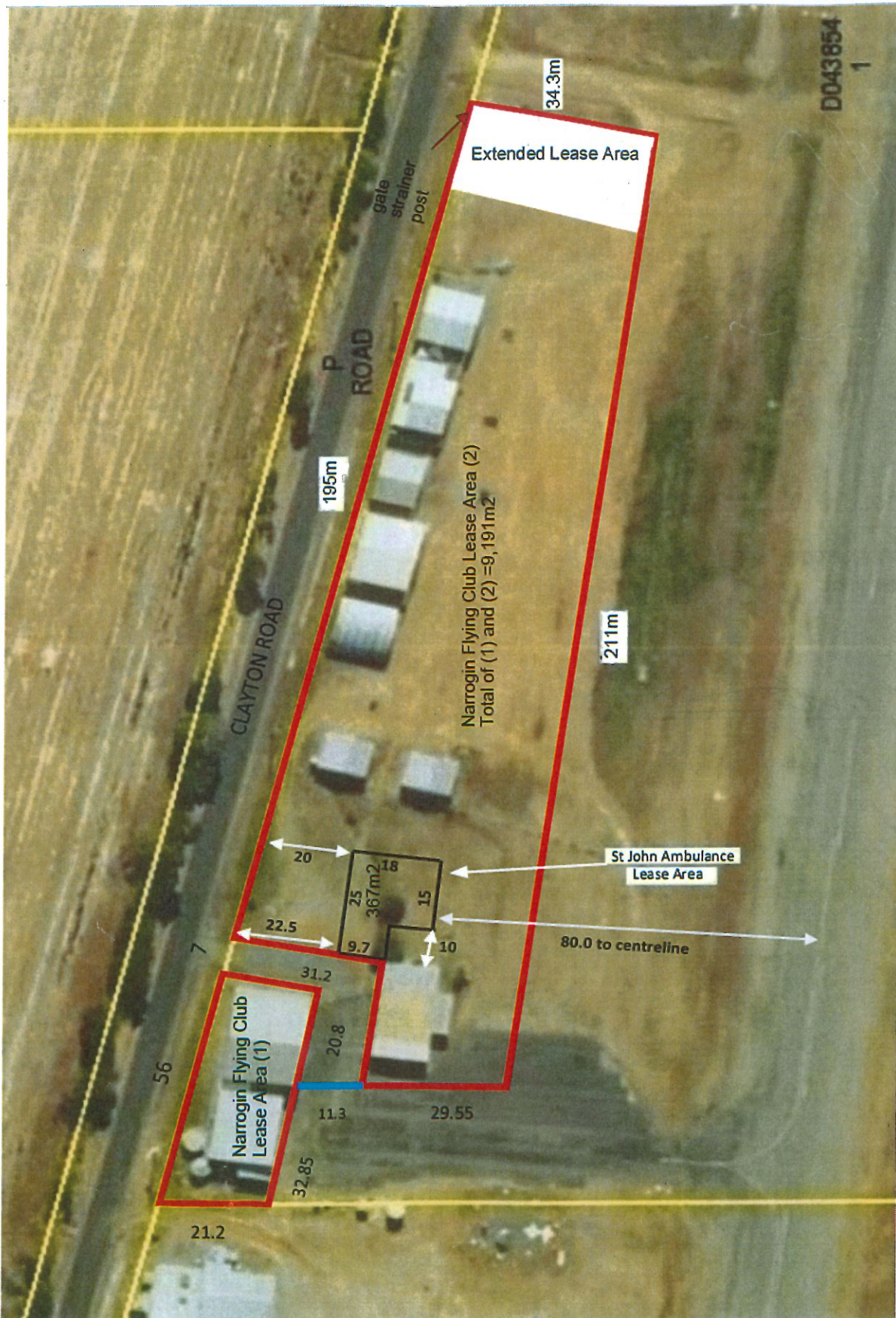
Created by GraphPad



1 Meters
Created by GraphPad



Annexure 1 – Sketch of Premises June 2020



10.1.3 APPLICATION FOR PLANNING CONSENT: ROYAL FLYING DOCTOR SERVICE PATIENT TRANSFER FACILITY AT LOT 1 (NO. 2202) CLAYTON ROAD, MINIGIN

File Reference	A340182, A340183
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	St John Ambulance Narrogin Sub Centre
Previous Item Numbers	10.2.1 – 26 May 2020
Date	16 October 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Application for Planning Consent 2. Floor plan and Elevations 3. Diagram of Lease Area	

Summary

Council is requested to consider the Application for Planning Consent from the St John Ambulance Narrogin Sub Centre, for a Royal Flying Doctor Service patient transfer facility at Lot 1 (No. 2202) Clayton Road, Minigin.

Background

On 26 May 2020, Council received an application from St John Ambulance Narrogin Sub Centre for a lease at Narrogin Airport. Council resolved the following:

“That with respect to St John Ambulance Airport Lease Application, Council:

1. *Note the agreement of the Narrogin Flying Club to amend their lease to account for the request;*
2. *Authorise the Chief Executive Officer and Shire President to negotiate and make minor amendments to the Flying Club lease, and to sign an addendum amending the lease with respect to the land amendments as depicted in Attachments 2 & 5 to this report, noting the need to provide right of access to the proposed St John Ambulance lease;*
3. *Authorise the Chief Executive Officer to prepare the Shire’s standard community group lease and to enter into negotiations with St John Ambulance for a lease of an area of 270m2 as depicted in Attachment 2 to this report, based on a lease duration to 30 September 2040 with a rental fee of \$1 per annum, and it being exempt from local government rates, due to the lessee being recognised as a charitable organisation; and*
4. *Subject to item 3 above, authorise the Shire President and Chief Executive Officer to sign and affix the Shire’s Common Seal to the proposed lease to St John Ambulance.”*

The above resolution was carried out and completed.

This current application seeks to utilise the new St John Ambulance WA lease area for the construction of a Royal Flying Doctor Service Patient Transfer Facility. The proposed facility features parking for two Ambulances, an enclosed waiting area, washing room and Universal Access Toilet. The building measures 15 metres by 15 metres and is 5m tall at its highest point.

Consultation

A site visit was undertaken by:

- Planning Officer

The following Officers were consulted:

- Executive Manager Technical and Rural Services

Statutory Environment

The following documents relate to the proposal:

- Former Shire of Narrogin – Local Planning Scheme No. 2
- Narrogin Airport Masterplan.

Policy Implications

Nil

Financial Implications

The Application for Planning Consent Fee of \$512, which has not been paid, has been requested by the applicant to be waived.

The CEO has a delegation to donate or waive fees to a maximum of \$300 pursuant to Delegation 3.11.

The Council may wish to donate or waive the fees from its donations account entitled “Members Donations” GL2040120, which can accommodate this request.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
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

Comment/Conclusion

Zoning

The subject land is reserved for “Public Purpose” under the Former Shire – Local Planning Scheme No. 2 (FS-LPS). Clause 2.2 of the FS-LPS states:

“2.2 Matters to be considered by Council

Where an application for planning approval is made with respect to land within a reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall, in the case of reserved for the purpose of a public authority, confer with that authority before granting its approval.”

Given the existing development on site, the proposed development fits with the intent of the reserve.

Tenure

The proposed facility is located on Lot 1 (No. 2202) Clayton Road, being land owned freehold by the Shire of Narrogin and on part of the St John Ambulance WA lease. The lease with the St John Ambulance WA commenced 7 July 2020 and expires 30 September 2040.

Height and Bulk

Section 4.7 of the Narrogin Airport Masterplan 2013 states:

“The landside development is required to occur behind a designated ‘Building Line’.

An offset of 85 metres from runway 10/28 centreline allows hangar/building height development of up to 8 metres and has been depicted as the building line location.

This is determined by the 1:5 transitional surfaces that arise from both sides of the 90 metre runway strip. This is depicted by the Obstacle Limitation Surfaces (OLS) plan.

This 85 metre offset distance can be increased, as in the case for the proposed location of new hangars, club rooms and future hangar sites.”

The proposed development states that the structure is 5m in height and 80m from the runway centreline, therefore it complies with the building setback requirements as the maximum height of a structure at 80m setback could be 7.53m.

Voting Requirements

Simple Majority for Part 1 and Part 2.

(see over for resolution)

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION EN BLOC 1020.005

Moved: Cr Fisher

Seconded: Cr Broad

Part 1

That, with respect to the Application for Planning Consent from St John Ambulance Narrogin Sub Centre for a Royal Flying Doctor Service Patient Transfer Facility at Lot 1 (No. 2202) Clayton Road, Minigin, Council donate the planning fee, totalling \$512, from its donations account entitled "Members Donations" GL2040120.

Part 2

That, with respect to the Application for Planning Consent from St John Ambulance Narrogin Sub Centre for a Royal Flying Doctor Service Patient Transfer Facility at Lot 1 (No. 2202) Clayton Road, Minigin, Council grant Planning Approval subject to the following conditions:

1. 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.
2. 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 the Chief Executive Officer.
3. 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.
4. All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
5. The building materials and colours shall match existing buildings on the lot and are to be of non-reflective and muted tones i.e. not Zinalume.

Advice Notes:

1. The applicant is advised that the current lease on the subject property with St John Ambulance WA expires on 30 September 2040.
2. This is not a Building Approval for which a separate application is required.

CARRIED 7/0

APPLICATION FOR PLANNING CONSENT



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

(FDRS005)
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	St John Ambulance Narrogin Sub centre
Correspondence Address	Lot 8 Palmer St Narrogin
Applicant Phone Number	[REDACTED]
Applicant email	[REDACTED]

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of *construction of an RFDs patient transfer facility*
And/or
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	Regional Airport
Approximate cost of proposed development	\$ 160,000
Estimated time of completion	January 2021
No of persons to be housed / employed after completion	N/A

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

Lot No	1	House No		Street Name	Clayton Road				
Location No	1306550	Plan or Diag	1234486	Certificate of Title	1338/763	Volume:		Folio:	673674 (Polygon no)

LOT DIMENSIONS

Site area	367	Square metres
Frontage	N/A	Metres
Depth	N/A	metres

AUTHORITY

Applicant's Signature *[Signature]* Date *13 August 2020*

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 *[Signature]* Date *24/8/20*

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 OVER.

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

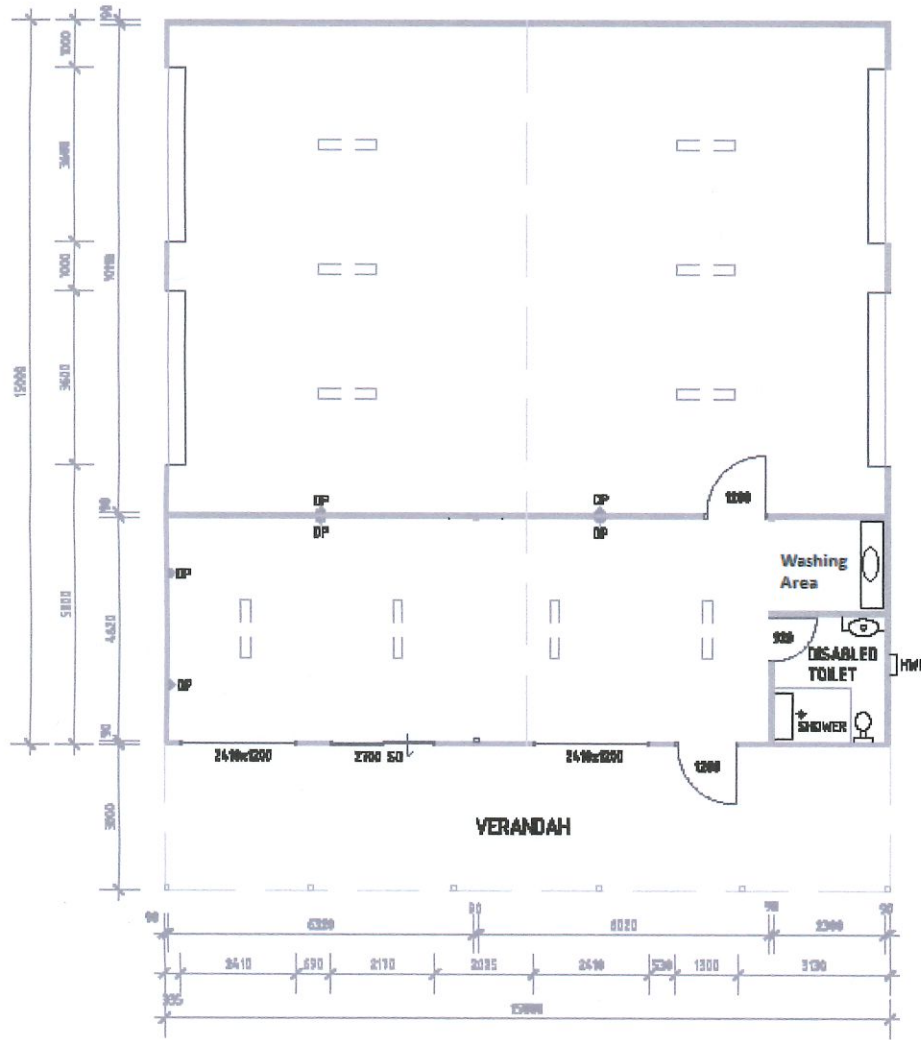
PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

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:

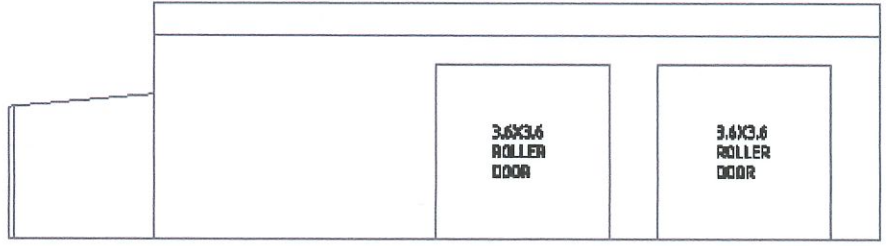
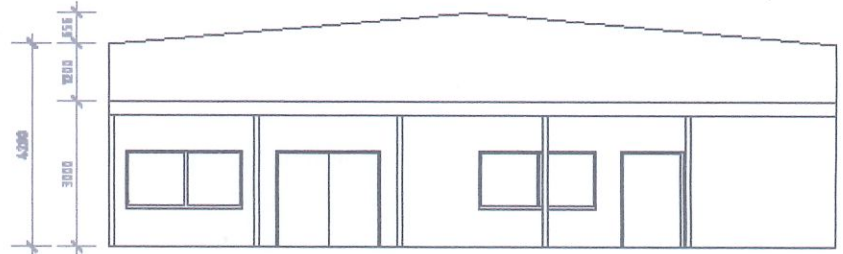
- a. Indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- b. Indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing 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	



100mm concrete floor with mesh including veranda
 Gutters and downpipes to run to water tank
 Electric remote roller doors 3.600x3600
 90mm internal stud walls with insulation
 Internal wall cladding, villa board or gyprock
 Internal ceiling with insulation and cornices, 3m height
 Instant electric hot water system for showers and sinks
 AC, lighting and power points installed
 Disabled unisex toilet to be constructed to AS1428.1-2009



AMBULANCE AIRPORT TRANSFER STATION	NARROGIN AIRPORT	Name: ST JOHN AMBULANCE		
	DESIGN DRAWINGS	Date: 2018		
		Scale: 1:100		

Annexure 1 – Sketch of Premises



10.1.4 APPOINTMENT OF DUAL FIRE CONTROL OFFICERS 2020/21 SEASON

File Reference	9.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.1.3, 23 June 2020 Res. 0620.005
Date	13 October 2020
Author	Wendy Russell – Executive Support Officer Development and Regulatory Services
Authorising Officer	Robert Powell – A/Executive Manager Development and Regulatory Services
Attachments	<ol style="list-style-type: none">1. Correspondence from the Shire of Cuballing2. Correspondence from the Shire of Wickepin

Summary

This report is presented to Council to consider the appointment of Dual Fire Control Officers (FCO) between the Shire of Narrogin and the Shires of Cuballing and Wickepin.

Background

The Bush Fires Act 1954 permits the appointment of FCOs to be authorised between adjoining Local Governments. The Shires of Cuballing and Wickepin have now nominated their 2020/21 season Dual Fire Control Officers (Dual FCO) to the Shire of Narrogin.

Consultation

Correspondence from the Shires of Cuballing and Wickepin was received advising of their recommendations for Dual FCO's for the 2020/21 fire season.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Bush Fires Act 1954 Section 38, 39, 40 and 56 – Appointment of Bush Fire Control Officers.
- Shire of Narrogin Bush Fire Brigades Local Law 2017.

Policy Implications

Council Policy 5.2 Bush Fire Brigades - Management relates.

Financial Implications

The administrative expenditure is wholly contained in the budget and is minor in nature.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities
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

Comment/Conclusion

The appointment of each FCO is linked to a Bush Fire Brigade (BFB), unless a FCO is appointed by an adjoining Shire to the area adjoining the common boundary. Unless specified, their authority extends throughout the whole of the district. It is proposed that this arrangement continue, without specific limitation.

A FCO is required to act within any restrictions or conditions placed on the role by the Shire. They cannot issue instructions to staff to carry out works, nor do they have the authority to hire plant or contractors.

Nomination by an adjoining Shire does not mean automatic right to the role. Appointment becomes effective only on resolution of Council.

The following Shires have provided their nominations as Dual FCOs for the 2020/2021 season:

- Shire of Cuballing – Rob Harris;
- Shire of Wickepin – Trevor Leeson, Nathan Astbury and Phillip Russell.

It is recommended that Council endorse the nominated appointment of the Dual FCOs as provided by the Shires of Cuballing and Wickepin

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1020.006

Moved: Cr Bartron Seconded: Cr Broad

That Council approve the appointment of the persons listed as Dual Fire Control Officers nominated by the following Shires:

1. Shire of Cuballing - Rob Harris;
2. Shire of Wickepin - Trevor Leeson, Nathan Astbury and Phillip Russell.

CARRIED 7/0

9.1.1 / 1022021635.



ATTACHMENT 1

Shire of Narrogin
RECEIVED
22 SEP 2020

File Ref: ADM081
Your Ref:

Shire of Narrogin
Mr Dale Stewart
PO Box 1145
NARROGIN WA 6312

Dear Dale,

Appointment of Dual Fire Control Officer 2020/21

I wish to advise that the Council has nominated Mr Rob Harris for appointment as a Dual Fire Control Officer with the Shire of Narrogin for the 2020/21 fire season.

If Council's nomination is approved, please arrange the necessary local advertising

Should you have any queries regarding this matter, please don't hesitate to contact me.

Yours faithfully

Gary Sherry
CHIEF EXECUTIVE OFFICER

17th September 2020

9.1.1 / 1022021438



77 Wogolin Road, PO Box 19
WICKEPIN WA 6370
Phone: 08 9888 1005
Fax: 08 9888 1074
www.wickepin.wa.gov.au

ATTACHMENT 2

Shire of Wickepin

Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO BOX 1145
NARROGIN WA 6312

Shire of Narrogin
RECEIVED
03 SEP 2020

Contact
File No
Doc ID

Mark Hook
ES.APN.901
OCR20201945

27/08/2020

Dear Dale

DUAL BUSH FIRE CONTROL OFFICERS 2020/21 FIRE SEASON

At its meeting held on Wednesday 19 August 2020 council resolved to appoint Trevor Leeson, Nathan Astbury and Phillip Russell as its Dual Fire Control Officers for the Shire of Narrogin for the 2020/21 fire season.

If you have any queries regarding this matter please do not hesitate to contact the undersigned.

Yours sincerely

Mark Hook
Chief Executive Officer

10.2 TECHNICAL AND RURAL SERVICES

There are no reports requiring a Council decision for the current month.

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – SEPTEMBER 2020

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	18 October 2020
Author	Danielle Gannaway – Customer Services Officer
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – September 2020

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – September 2020

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.

Consultation

Executive Manager Corporate & Community Services

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 2020/21 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

Comment/Conclusion

The Schedule of Accounts Paid – September 2020 is presented to Council for notation. Below is a summary of activity.

September 2020 <i>Payments</i>			<i>Local Spending</i>		
<i>Payment Type</i>	\$	%		\$	%
Cheque	1,287.6	0.14	Local Suppliers	209,387.06	23.27
EFT (incl Payroll)	774,541.16	86.09	Payroll	403,567.06	44.86
Direct Debit	119,786.88	13.31	Total	612,954.12	68.13
Credit Card	4,082.82	0.45			
Trust	0				
Total Payments	899,698.46	100.00			

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1020.007

Moved: Cr Early Seconded: Cr Lushey

That, with respect to the Schedule of Accounts Paid for September 2020 Council note the Report as presented.

CARRIED 7/0

Cheque Payments

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	569	14/09/2020	Shire Of Narrogin - Petty Cash-admin			\$ 234.90		
2	INV NHC SEPT2020	01/09/2020	Shire Of Narrogin - Petty Cash-admin	NHC Petty Cash Recoup September 2020	\$ 234.90			
3	570	21/09/2020	Shire Of Narrogin - Petty Cash-admin			\$ 278.60		
4	INV ADMIN SEPT20	17/09/2020	Shire Of Narrogin - Petty Cash-admin	ADMIN PETTY CASH RECOUP - September 2020	\$ 278.60			
5	571	25/09/2020	Shire Of Narrogin - Petty Cash-admin			\$ 583.00		
6	INV CATSSEP	01/09/2020	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - September 2020	\$ 240.00			F
7	INV NHCAUGSEPT20	10/09/2020	Shire Of Narrogin - Petty Cash-admin	NHC Petty Cash Recoup - August/September 2020	\$ 343.00			
8	572	02/10/2020	Shire Of Narrogin - Petty Cash-admin			\$ 191.10		
9	INV LIB SEPT20	30/09/2020	Shire Of Narrogin - Petty Cash-admin	LIBRARY PETTY CASH RECOUP - September 2020	\$ 191.10			
					Cheque Total \$	1,287.60		

EFT Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
10	EFT14953	07/09/2020	Department Of Human Services			\$ 1,636.15		
11	INV DEDUCTION	03/08/2020	Department Of Human Services	Payroll deductions	\$ 599.27			
12	INV DEDUCTION	17/08/2020	Department Of Human Services	Payroll deductions	\$ 583.94			
13	INV DEDUCTION	31/08/2020	Department Of Human Services	Payroll deductions	\$ 452.94			
14	EFT14954	07/09/2020	Llocal Government Racing & Cemeteries Employees Union (LGREU)			\$ 61.50		
15	INV DEDUCTION	03/08/2020	Llocal Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
16	INV DEDUCTION	17/08/2020	Llocal Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
17	INV DEDUCTION	31/08/2020	Llocal Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
18	EFT14955	07/09/2020	Australian Services Union Western Australian Branc			\$ 77.70		
19	INV DEDUCTION	03/08/2020	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
20	INV DEDUCTION	17/08/2020	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
21	INV DEDUCTION	31/08/2020	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
22	EFT14956	14/09/2020	Coles			\$722.75	L	
23	INV 161	31/07/2020	Coles	VARIOUS DEPARTMENTS - Coles Account July 2020	\$ 266.85			
24	INV 162	31/08/2020	Coles	VARIOUS DEPARTMENTS - Coles Account August 2020	\$ 455.90			
25	EFT14957	14/09/2020	Narrogin Packaging			\$ 277.50	L	
26	INV 0067410	25/08/2020	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Laundry Supplies	\$ 277.50			
27	EFT14958	14/09/2020	Knightline Computers			\$ 3,234.00	L	
28	INV 00070874	07/09/2020	Knightline Computers	ANIMAL - EXPENSES MINOR ASSET PURCHASES 2 X 14in HP laptops & Laptop Bags	\$ 3,234.00			
29	EFT14959	14/09/2020	Narrogin Meals On Wheels			\$ 1,123.40	L	F
30	INV 100540	31/07/2020	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - Meal Delivery Services - July 2020.	\$ 649.38			
31	INV 100585	06/09/2020	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - Meal Delivery Services - August 2020	\$ 474.02			
32	EFT14960	14/09/2020	Edwards Motors Pty Ltd			\$ 257.90	L	
33	INV GNCSN132494	22/06/2020	Edwards Motors Pty Ltd	032NGN2018 HOLDEN TRAX (EHO) (P65) - 60,000 km service	\$ 257.90			
34	EFT14961	14/09/2020	Narrogin Glass & Quick Fit Windscreens			\$ 88.00	L	F
35	INV 00053519	15/06/2020	Narrogin Glass & Quick Fit Windscreens	NGN847 MITSUBISHI OUTLANDER (HACC) (P10) - Chip repair windscreen.	\$ 88.00			
36	EFT14962	14/09/2020	Great Southern Towing			\$ 193.60	L	
37	INV 00007523	08/09/2020	Great Southern Towing	OLOPS - IMPOUNDED VEHICLE FEES - Towing of White Nissan Pulsar from Forrest St. Accident 24 August 2020	\$ 193.60			
38	EFT14963	14/09/2020	Octave Holdings Pty Ltd T/A Narrogin Toyota			\$ 1,085.32	L	
39	INV JC24026895	03/09/2020	Octave Holdings Pty Ltd T/A Narrogin Toyota	009NGN 2017 TOYOTA CAMRY ALTISE (CACP) (P43) 60,000 km Service	\$ 546.50			F
40	INV JC24026938	08/09/2020	Octave Holdings Pty Ltd T/A Narrogin Toyota	1NGN 2019 TOYOTA PRADO (CEO) (P1) 20,000km service	\$ 538.82			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
41	EFT14964	14/09/2020	Narrogin Removals & Storage			\$ 795.00	L	
42	INV 2372	07/09/2020	Narrogin Removals & Storage	ADMIN - RECORDS MANAGEMENT - Rent for Storage Unit 17/09/2020 - 17/12/2020	\$ 795.00			
43	EFT14965	14/09/2020	Bob Waddell & Associates Pty Ltd			\$ 2,079.00		
44	INV 2118	07/09/2020	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates Queries & Tasks	\$ 462.00			
45	INV 2115	07/09/2020	Bob Waddell & Associates Pty Ltd	ADMIN- CONSULTANTS - Assistance with June & July Monthly Financial statements	\$ 1,617.00			
46	EFT14966	14/09/2020	Ggj Consultants			\$ 1,078.00		F
47	INV INV-1660	07/09/2020	Ggj Consultants	CHSP - SUBSCRIPTIONS & MEMBERSHIPS - "Managing a Community Organisation Handbook" & "Audit and Survey Tools for Home Care Licence for One Outlet"	\$ 1,078.00			
48	EFT14967	14/09/2020	Gnarojin Community Garden			\$ 75.00	L	F
49	INV 00012	14/08/2020	Gnarojin Community Garden	CHSP - SUBSCRIPTIONS & MEMBERSHIPS - Corporate Membership of the Gnarojin Community Garden 2020-2021	\$ 75.00			
50	EFT14968	14/09/2020	AMPAC Debt Recovery Pty Ltd			\$ 451.00		
51	INV 68698	31/08/2020	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recovery August 2020	\$ 451.00			
52	EFT14969	14/09/2020	Conway Highbury Pty Ltd			\$ 1,332.38		
53	INV 512	31/08/2020	Conway Highbury Pty Ltd	OTHGOV - OTHER CONSULTANCY - STATUTORY - Consultancy for the provision of Governance Services February 2020 to January 2021 (2020/2021)	\$ 1,332.38			
54	EFT14970	14/09/2020	Gd & Ja Stevens			\$ 412.50	L	
55	INV 1337	02/09/2020	gd & Ja Stevens	TOWN HALL (FEDERAL ST) BUILDING MAINTENACE - Supply and install new ceiling panels to Mayor's Parlour	\$ 412.50			
56	EFT14971	14/09/2020	E & Mj Rosher Pty Ltd			\$ 2,152.23		
57	INV 1417315	12/08/2020	E & Mj Rosher Pty Ltd	NO2768 2013 SEWELL TB2000E ROAD SWEEPER (WORKS) (P8312) Supply of new Poly/wire brush kit	\$ 2,152.23			
58	EFT14972	14/09/2020	Southpoint Nominees Pty Ltd T/as Aumentis South West (WA)			\$ 1,320.00		
59	INV 2008024459.1	07/09/2020	Southpoint Nominees Pty Ltd T/as Aumentis South West (WA)	CAFE 45 FEDERAL ST BUILDING MAINTENACE - Market Rental Valuation for Cafe premises 39-41 Federal St, Narrogin	\$ 1,320.00			
60	EFT14973	14/09/2020	Executive Media Pty Ltd			\$ 950.00		
61	INV 162492	03/09/2020	Executive Media Pty Ltd	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Colour Page Advert in Caravanning Australia Magazine Edition 2 2020	\$ 950.00			
62	EFT14974	14/09/2020	Telair Pty Ltd			\$ 988.31		
63	INV TA10781-014	31/08/2020	Telair Pty Ltd	VARIOUS DEPARTMENTS - TELEPHONES - Landline Charges August 2020	\$ 988.31			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
64	EFT14975	14/09/2020	Safetycare Australia Pty Ltd			\$ 1,045.00		
65	INV 132146	18/08/2020	Safetycare Australia Pty Ltd	ADMIN - OCCUPATIONAL HEALTH & SAFETY - OSH Workplace Training & Assessment System Annual subscription	\$ 1,045.00			
66	EFT14976	14/09/2020	Kulbardi Hill Consulting			\$ 1,265.00		
67	INV 231	31/08/2020	Kulbardi Hill Consulting	TOUR - PUBLIC RELATIONS & AREA PROMOTION - CBD Interpretive Signage - panel repair and revision	\$ 1,265.00			
68	PAY 7	14/09/2020	PAYROLL	Payroll - Pay 1 - 14/09/2020	\$ 213,509.62			
69	EFT14977	21/09/2020	Best Office Systems			\$ 377.11	L	
70	INV 577063	01/09/2020	Best Office Systems	VARIOUS DEPARTMENTS - Photocopier Charges (20/07/20-20/08/20)	\$ 377.11			
71	EFT14978	21/09/2020	Synergy			\$ 12,296.26		
72	INV 6499184328	01/09/2020	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Usage (03/08/20-01/09/20)	\$ 11,798.31			
73	INV 0564608421	09/09/2020	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Usage (16/07/20-09/09/20)	\$ 497.95			
74	EFT14979	21/09/2020	Narrogin Packaging			\$ 642.75	L	
75	INV 00067460	05/09/2020	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Cleaning Supplies	\$ 495.40			
76	INV 0067500	08/09/2020	Narrogin Packaging	HIGHBURY PUBLIC TOILET OPERATIONS - Cleaning Supplies	\$ 126.35			
77	INV 00067501	08/09/2020	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cleaning Supplies	\$ 21.00			
78	EFT14980	21/09/2020	Australia Post			\$ 3,025.91	L	
79	INV 100988543	03/09/2020	Australia Post	VARIOUS DEPARTMENTS - Postal Charges August 2020	\$ 3,025.91			
80	EFT14981	21/09/2020	Narrogin Auto Electrics			\$ 94.96	L	
81	INV 258714	12/08/2020	Narrogin Auto Electrics	1NO 2018 NISSAN NAVARA (CF) (P8164) Rewire rear Diff Sensor	\$ 94.96			
82	EFT14982	21/09/2020	Kleenheat Gas			\$ 208.43		
83	INV 4317647	01/09/2020	Kleenheat Gas	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Facility Fee/Cylinder Service Charge (Sept 2020)	\$ 138.95			
84	INV 4317648	01/09/2020	Kleenheat Gas	NRLC - UTILITY - GAS (SHOWMANS' ABULTION BLOCK) - Facility Fee/Cylinder Service Charge (Sept 2020)	\$ 69.48			
85	EFT14983	21/09/2020	Makit Narrogin Hardware			\$ 236.15		
86	INV 113007	11/08/2020	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	\$ 236.15			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
87	EFT14984	21/09/2020	Susan Farrell			\$ 50.00	L	
88	INV 074	31/08/2020	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Ranges of Laundry	\$ 50.00			
89	EFT14985	21/09/2020	Narrogin Agricultural Repairs			\$ 36.00	L	
90	INV 262054	24/08/2020	Narrogin Agricultural Repairs	FIRE PREVENTION/BURNING/CONTROL - 2x spark plug	\$ 16.00			
91	INV 262077	31/08/2020	Narrogin Agricultural Repairs	SMALL PLANT - 1x Small air filter	\$ 20.00			
92	EFT14986	21/09/2020	Narrogin Newsagency			\$ 3,056.14	L	
93	INV 272121	31/08/2020	Narrogin Newsagency	VARIOUS DEPARTMENTS - Monthly Stationery August 2020	\$ 2,940.64			
94	INV 272534	10/09/2020	Narrogin Newsagency	VARIOUS DEPARTMENTS - Monthly Stationery Order August 2020	\$ 115.50			
95	EFT14987	21/09/2020	Narrogin Liquor Barons			\$ 208.98	L	
96	INV 147099	27/08/2020	Narrogin Liquor Barons	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Beverages for Elected Members and Corporate Events	\$ 208.98			
97	EFT14988	21/09/2020	Narrogin Betta Home Living			\$ 199.00	L	F
98	INV 25710012834	12/06/2020	Narrogin Betta Home Living	HACC - BUILDING (CAPITAL) - Artwork for Jessie house	\$ 199.00			
99	EFT14989	21/09/2020	Narrogin Bearing Service			\$ 87.81	L	
100	INV IN179685	09/09/2020	Narrogin Bearing Service	1TNA692 2012 LOADSTAR TRAILER 6x4 (WORKS) (P52) Wheel hub and bearings	\$ 87.81			
101	EFT14990	21/09/2020	Narrogin Glass & Quick Fit Windscreens			\$ 330.00	L	
102	INV 00054157	09/09/2020	Narrogin Glass & Quick Fit Windscreens	NO05 2018 NISSAN NAVARA (SENIOR RANGER) (P8163) - Windscreen replacement	\$ 330.00			
103	EFT14991	21/09/2020	Public Transport Authority			\$ 319.72		
104	INV AUGUST2020	15/09/2020	Public Transport Authority	TRANSWA - AGENT LIABILITY - TransWA Ticket Sales - August 2020	\$ 319.72			
105	EFT14992	21/09/2020	Air Response			\$ 168.75	L	
106	INV 15079.5A	16/09/2020	Air Response	ADMIN OFFICE BUILDING MAINTENANCE - Quarterly Air Con Service (1st Quarter)	\$ 168.75			
107	EFT14993	21/09/2020	Toll Transport Pty Ltd			\$ 277.75		
108	INV 0463-T740710	23/08/2020	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - POSTAGE/FREIGHT (17/08/2020 & 21/08/2020)	\$ 277.75			
109	EFT14994	21/09/2020	Shire Of Narrogin			\$ 69.38	L	
110	INV AUGUST2020	15/09/2020	Shire Of Narrogin	TRANSWA - AGENT LIABILITY - TransWA Commission for Ticket Sales - August 2020	\$ 69.38			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
111	EFT14995	21/09/2020	Bob Waddell & Associates Pty Ltd			\$ 330.00		
112	INV 2120	14/09/2020	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & tasks	\$ 330.00			
113	EFT14996	21/09/2020	Ggj Consultants			\$ 2,640.00		F
114	INV INV-1666	18/09/2020	Ggj Consultants	CHSP - INFORMATION SYSTEMS/SUBSCRIPTIONS - Policies & Procedures (Homecare)	\$ 2,640.00			
115	EFT14997	21/09/2020	Narrogin Pumps Solar And Spraying			\$ 212.35	L	
116	INV 00028939	08/09/2020	Narrogin Pumps Solar And Spraying	CARAVAN PARK RESEALING, LINE MARKING - Fittings for tank	\$ 212.35			
117	EFT14998	21/09/2020	Bunnings Group Limited			\$ 136.80		F
118	INV 2010/00211125	28/06/2020	Bunnings Group Limited	HACC - BUILDING (CAPTIAL) - Sherlock 60L poly cart, 2 x lotus bird baths, Maze wall mounted outdoor sink with hose holder (Jessie House)	\$ 136.80			
119	EFT14999	21/09/2020	Narrogin Quarry Operations			\$ 676.37	L	
120	INV 00004847	18/08/2020	Narrogin Quarry Operations	ROAD MAINTENANCE GENERAL EXPENSES - Crusher Dust For Seal Repairs	\$ 96.49			
121	INV 00004881	03/09/2020	Narrogin Quarry Operations	ROAD MAINTENACE GENERAL EXPENSES - 10T 7mm Washed Stone	\$ 579.88			
122	EFT15000	21/09/2020	Forpark Australia			\$ 457.60		
123	INV 46403	09/09/2020	Forpark Australia	PARKS & GARDENS MAINTENANCE - Supply and deliver two SW36 Swing seats and chains for park swing set	\$ 457.60			
124	EFT15001	21/09/2020	YMCA WA			\$ 10,725.00	L	
125	INV SI-A009494	28/07/2020	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSE - YMCA Management Fee July 2020	\$ 10,725.00			
126	EFT15002	21/09/2020	Narrogin Cabinet Makers			\$ 2,343.00	L	
127	INV 00002261	22/05/2020	Narrogin Cabinet Makers	HACC - BUILDING (CAPITAL) - Add panels to new reception desk	\$ 638.00			F
128	INV 00002323	15/07/2020	Narrogin Cabinet Makers	HACC - BUILDING (CAPITAL) - New reception counter modifications	\$ 1,210.00			F
129	INV 00002364	06/08/2020	Narrogin Cabinet Makers	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Safety step installed to Reception Centre stage	\$ 495.00			
130	EFT15003	21/09/2020	Allworks Civil			\$ 1,380.00	L	
131	INV 00005	03/09/2020	Allworks Civil	ROAD MAINTENACE GENERAL EXPENSES - Line marking Williams Road, Floreat St and Highbury	\$ 1,380.00			
132	EFT15004	21/09/2020	Bitutek Pty Ltd			\$ 9,240.00		
133	INV 0005600	09/09/2020	Bitutek Pty Ltd	ROAD MAINTENANCE GENERAL EXPENSES - Supply & Delivery of 10,000Its Emulsion	\$ 9,240.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
134	EFT15005	21/09/2020	Central Regional Tafe			\$ 715.00		
135	INV I0012030	03/09/2020	Central Regional Tafe	ADMIN - TRAINING & DEVELOPMENT - Certificate 3 Local Government Trainee (Breeanna Jetta-Bolton)	\$ 715.00			
136	EFT15006	21/09/2020	Sunny Industrial Brushware			\$ 1,742.40		
137	INV 00022250	02/09/2020	Sunny Industrial Brushware	1EUF156 HINO ROAD SWEEPER 2004 (WORKS) (P24) 9x Wide Sweep Centre Broom	\$ 1,742.40			
138	EFT15007	21/09/2020	Wirtgen Australia Pty Ltd			\$ 206.31		
139	INV 1900033576	14/09/2020	Wirtgen Australia Pty Ltd	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER (WORKS) (P8518) Supply of Poly-V-Belt	\$ 206.31			
140	EFT15008	21/09/2020	O'Rourke Electric Services			\$ 594.00	L	
141	INV INV-1182	10/09/2020	O'Rourke Electric Services	BUILDING RENOVATION ADMINISTRATION - Additional lighting for transport photo screen	\$ 594.00			
142	EFT15009	21/09/2020	Wendy Maree le Bechee			\$ 358.40	L	F
143	INV 14092020	14/09/2020	Wendy Maree le Bechee	HACC - BUILDING (CAPITAL) - Reimbursement of Expenses	\$ 358.40			
144	EFT15010	21/09/2020	Surgical House Pty Ltd			\$ 1,334.40		F
145	INV A714000	04/08/2020	Surgical House Pty Ltd	HACC - BUILDING (CAPITAL) - Floor alarms and Monitors for Respite Rooms	\$ 1,334.40			
146	EFT15011	21/09/2020	Darren Charles William Garland			\$ 355.00		F
147	INV 08092020	08/09/2020	Darren Charles William Garland	HACC - BUILDING (CAPITAL) - For building & fitting of benches in the new Mens shed (Jessie House)	\$ 355.00			
148	EFT15012	21/09/2020	Castledine Gregory			\$ 2,638.00		
149	INV 00004599	01/09/2020	Castledine Gregory	OTHGOV - OTHER CONSULTANCY - STATUTORY - Officer Mediation - Consultancy, Accommodation, Travel & Meals	\$ 2,638.00			
150	EFT15013	21/09/2020	Vizona			\$ 3,272.94		
151	INV INV-0073	07/09/2020	Vizona	STREET & PARKS SOLAR LIGHTING (CAPITAL) - Supply & deliver 12 x Sunflare 30w LED solar light (30% Deposit)	\$ 3,272.94			
152	EFT15014	25/09/2020	Great Southern Fuels			\$ 4,322.12	L	
153	INV AUGUST 2020	31/08/2020	Great Southern Fuels	VARIOUS PLANT & EQUIPMENT - Fuel Card Charges - August 2020	\$ 4,322.12			
154	EFT15015	25/09/2020	Narrogin Fruit Market			\$ 960.00	L	
155	INV 00082020082913	29/08/2020	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering for Elected Members Ordinary Council Meeting 25/08/2020	\$ 450.00			
156	INV 0008202009082	08/09/2020	Narrogin Fruit Market	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering for Elected Members MBS Meeting 08/09/2020	\$ 450.00			
157	INV 0008202009181	18/09/2020	Narrogin Fruit Market	OTHCUL - INDIGENOUS CULTURAL EVENTS - Catering for NAIDOC Working Group meeting 18/09/2020	\$ 60.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
158	EFT15016	25/09/2020	Total Undercar			\$ 580.50	L	
159	INV M0612	01/09/2020	Total Undercar	NGN847 MITSUBISHI OUTLANDER - 2 x Tyres 225/55/18 Toyo For Mitsubishi Outlander Registration NGN 847	\$ 580.50			
160	EFT15017	25/09/2020	Studiosity Pty Ltd			\$ 4,180.00		
161	INV INV-4229	23/09/2020	Studiosity Pty Ltd	LIB - SUBSCRIPTIONS & MEMBERSHIPS - Studiosity - Learning Support	\$ 4,180.00			
162	EFT15018	25/09/2020	Makit Narrogin Hardware			\$ 903.95	L	
163	INV 113001	10/08/2020	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	\$ 490.80			
164	INV 113017	18/09/2020	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	\$ 413.15			
165	EFT15019	25/09/2020	Hancocks Home Hardware			\$ 134.97	L	F
166	INV 335358	06/08/2020	Hancocks Home Hardware	HACC - BUILDING (CAPITAL) - Screen Fencing Bamboo Slat 3m x 1.8m (Jessie House)	\$ 134.97			
167	EFT15020	25/09/2020	Narrogin Agricultural Repairs			\$ 90.00	L	F
168	INV 262171	11/09/2020	Narrogin Agricultural Repairs	CHSP HOME MAINTENANCE OTHER EXPENSES - Service Husqvarna chainsaw and sharpen chain.	\$ 90.00			
169	EFT15021	25/09/2020	Geoff Perkins Farm Machinery Centre			\$ 325.85	L	F
170	INV FNCS116318	14/09/2020	Geoff Perkins Farm Machinery Centre	CHSP HOME MAINTENANCE OTHER EXPENSES - 12 / Honda mower HRU 216 service and replace blades	\$ 190.40			
171	INV FNCS116319	15/09/2020	Geoff Perkins Farm Machinery Centre	CHSP HOME MAINTENANCE OTHER EXPENSES - 16 / Honda mower HRU216 service and replace blades	\$ 135.45			
172	EFT15022	25/09/2020	Narrogin Betta Home Living			\$ 299.00	L	
173	INV 25710016386	15/09/2020	Narrogin Betta Home Living	LIB - OFFICE EQUIPMENT MAINTENANCE - Fridge For Office	\$ 299.00			
174	EFT15023	25/09/2020	Narrogin Bearing Service			\$ 260.06	L	
175	INV IN179678	09/09/2020	Narrogin Bearing Service	NO4 2010 NISSAN UD TIP TRUCK AUTO - NO4 2010 Nissan UD Tip Truck Auto x6 Air Fitting	\$ 40.10			
176	INV IN179843	15/09/2020	Narrogin Bearing Service	ROAD MAINTENANCE GENERAL EXPENSES - Supply Of 6 x D Shackles	\$ 13.20			
177	INV IN179919	17/09/2020	Narrogin Bearing Service	NGN13292 GRAFFITI RESPONSE TRAILER (WORKS) (P8) - 4x Trailer Wheel BRG Kit	\$ 158.71			
178	INV IN179991	21/09/2020	Narrogin Bearing Service	NGN13292 GRAFFITI RESPONSE TRAILER (WORKS) (P8) - Grease cap and 4x brake pads	\$ 48.05			
179	EFT15024	25/09/2020	RJ Smith Engineering			\$ 278.60	L	
180	INV 00008968	10/09/2020	RJ Smith Engineering	NO2731 FOUR AXLE SIDE TIPPER TRAILER - Supply Of 4 x Rear Truck Signs	\$ 193.60			
181	INV 00009048	15/09/2020	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENSES - Water For Public Consumption	\$ 85.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
182	EFT15025	25/09/2020	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)			\$ 120.00	L	
183	INV 6411587392	16/09/2020	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	NO2731 FOUR AXLE SIDE TIPPER TRAILER (WORKS) (P968) - 2 Meters of rubber matting(for mudflaps)	\$ 120.00			
184	EFT15026	25/09/2020	Local Government Professionals Australia Wa			\$ 380.00		
185	INV 17989	14/07/2020	Local Government Professionals Australia Wa	ADMIN - TRAINING & DEVELOPMENT - Training for C. McRae	\$ 380.00			
186	EFT15027	25/09/2020	Narrogin Cottage Homes Inc.			\$ 25.00	L	F
187	INV 14438	02/09/2020	Narrogin Cottage Homes Inc.	CHSP - CLIENT PURCHASES - Supply And Install 300mm Grab Rail As Per OT Recommendations - Unit 25 / 38 Felspar Street Narrogin WA 6312.	\$ 25.00			
188	EFT15028	25/09/2020	Bob Waddell & Associates Pty Ltd			\$ 4,653.00		
189	INV 2123	19/09/2020	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Assistance with August monthly financial statements	\$ 3,927.00			
190	INV 2125	21/09/2020	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & task	\$ 198.00			
191	INV 2127	21/09/2020	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & tasks	\$ 528.00			
192	EFT15029	25/09/2020	Writing WA			\$ 135.00		
193	INV 1111	11/09/2020	Writing WA	LIB - GENERAL OFFICE EXPENSES - Writing WA Membership	\$ 135.00			
194	EFT15030	25/09/2020	Market Creations Pty Ltd			\$ 2,913.46		
195	INV 13519	31/08/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Travel Mileage Per Round Trip for Adam - Replace MX unit & set up.	\$ 479.16			
196	INV 13518	31/08/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Labour for Adam - Replace MX unit & set up.	\$ 396.00			
197	INV 13625	17/09/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - 65 x Worry free security services - standard; Renew;12 month(s) Software - Trend AV	\$ 1,787.50			
198	INV 13624	17/09/2020	Market Creations Pty Ltd	HACC - EXPENSED MINOR ASSET PURCHASES - 1 x Kofax Power PDF License for Wendy (HomeCare)	\$ 250.80			F
199	EFT15031	25/09/2020	Belvedere Nursery			\$ 155.45	L	
200	INV I0000001654	21/09/2020	Belvedere Nursery	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Citizenship Ceremony - Australian Native Plants - gifts for conferees	\$ 155.45			
201	EFT15032	25/09/2020	Narrogin Pumps Solar And Spraying			\$ 184.80	L	
202	INV 00029175	21/09/2020	Narrogin Pumps Solar And Spraying	WASTE WATER TREATMENT - 2x 10Kg Chlorine	\$ 184.80			
203	EFT15033	25/09/2020	Shire Of Cuballing			\$ 297.00	L	
204	INV 5246	01/09/2020	Shire Of Cuballing	2017 VOLVO EC220DL EXCAVATOR - Mobilize Excavator From Contine Rd back to Shire Depot	\$ 297.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
205	EFT15034	25/09/2020	Narrogin Toyworld			\$ 14.99	L	F
206	INV 180920	18/09/2020	Narrogin Toyworld	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Activies For Jessie House	\$ 14.99			
207	EFT15035	25/09/2020	Carolyn Thompson			\$ 80.20	L	
208	INV 18092020	18/09/2020	Carolyn Thompson	VARIOUS DEPARTMENTS - Reimbursement for Purchases	\$ 80.20			
209	EFT15036	25/09/2020	Allworks Civil			\$ 1,450.00	L	
210	INV 00009	15/09/2020	Allworks Civil	ANIMAL - EXPENSED MINOR ASSET PURCHASES - Road Marking - Fathom St & Glyde St/Johnston St & Clayton Rd intersection	\$ 1,450.00			
211	EFT15037	25/09/2020	Easifleet			\$ 4,781.24		
212	INV 02092020	21/09/2020	Easifleet	NOVATED LEASES - Employee Expenses PPE 02/09/2020	\$ 2,390.62			
213	INV 16092020	21/09/2020	Easifleet	NOVATED LEASES - Employee Expenses PPE 16/09/2020	\$ 2,390.62			
214	EFT15038	25/09/2020	Loriann Bell			\$ 87.00	L	
215	INV 21092020	21/09/2020	Loriann Bell	COMMUNITY - SUBSCRIPTIONS AND MEMBERSHIPS - Working With Children renewal	\$ 87.00			
216	EFT15039	25/09/2020	AusQ (WA) Pty Ltd Atf AusQ WA Unit Trust T/as AusQ Training			\$ 1,168.00		
217	INV 5440	21/09/2020	AusQ (WA) Pty Ltd Atf AusQ WA Unit Trust T/as AusQ Training	WORKS - TRAINING & DEVELOPMENT - Traffic management & Traffic controller course - Down, Muller,Pomykala & Sandilands	\$ 1,168.00			
218	EFT15040	25/09/2020	Bill & Ben Hot Bread Shop			\$ 35.00	L	
219	INV 98	22/09/2020	Bill & Ben Hot Bread Shop	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering supplies for opening of George Brockway Tree.	\$ 35.00			
220	EFT15041	25/09/2020	Truck Centre (WA) Pty Ltd			\$ 813.67		
221	INV 1605431-000001	11/09/2020	Truck Centre (WA) Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK - 5 x 20Lts Drums of VDS4 Engine Oil	\$ 813.67			
222	EFT15042	25/09/2020	Corsign (WA) Pty Ltd			\$ 429.00		
223	INV 00047643	01/07/2020	Corsign (WA) Pty Ltd	CARAVAN PARK RESEALING, LINE MARKING - 6x Rubber Wheel Stop	\$ 429.00			
224	EFT15043	25/09/2020	Dx Print Group			\$ 155.00		
225	INV 00093517	17/09/2020	Dx Print Group	ADMIN - PRINTING & STAIONERY - 500x Business Cards for Building Surveyor	\$ 155.00			
226	EFT15044	25/09/2020	Narrogin Auto Centre			\$ 197.95	L	F
227	INV 291852	07/08/2020	Narrogin Auto Centre	NGN219 2019 NISSAN X-TRAIL (CATS) P14 - 10,000km Service	\$ 197.95			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
228	EFT15045	25/09/2020	Wisdom Activities			\$ 324.00		F
229	INV 20013623	23/09/2020	Wisdom Activities	CHSP - GENERAL OFFICE EXPENSES - Client Activies For Jessie house - Puzzles, Music And Books.	\$ 324.00			
230	EFT15046	25/09/2020	St John Ambulance - Narrogin Sub Centre			\$ 4,160.00	L	
231	INV FAINV00511344	14/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Craig Allinson	\$ 160.00			
232	INV FAINV00511349	14/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Christopher Williams	\$ 160.00			
233	INV FAINV00511345	14/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Adrian Cardy	\$ 160.00			
234	INV FRAINV00511350	14/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Mark Broun	\$ 160.00			
235	INV FAINV00511351	14/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Tim Broun	\$ 160.00			
236	INV FAINV00511352	14/09/2020	St John Ambulance - Narrogin Sub Centre	ADMIN - TRAINING & DEVELOPMENT - 1st Aid Training Course Wendy Russell	\$ 160.00			
237	INV FAINV00511347	14/09/2020	St John Ambulance - Narrogin Sub Centre	PWO - EMTRS - TRAINING & DEVELOPMENT - 1st Aid Training Course Torre Evans	\$ 160.00			
238	INV FAINV00511348	14/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Steven Sandilands	\$ 160.00			
239	INV FAINV00511346	14/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Kynan Head	\$ 160.00			
240	INV FAINV00513176	15/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Jim Newman	\$ 160.00			
241	INV FAINV00513177	15/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Michael Pomykala	\$ 160.00			
242	INV FAINV00513173	15/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Scott Heil	\$ 160.00			
243	INV FAINV00513179	15/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Gary Smith	\$ 160.00			
244	INV FAINV00513175	15/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Daniel Klomp	\$ 160.00			
245	INV FAINV00513174	15/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Patrick Gairen	\$ 160.00			
246	INV FAINV00513180	15/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Gary Southall	\$ 160.00			
247	INV FAINV00513178	15/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Peter Arnol	\$ 160.00			
248	INV FAINV00514751	16/09/2020	St John Ambulance - Narrogin Sub Centre	COMMUNITY - TRAINING & DEVELOPMENT - 1st Aid Training Course Susan Guy	\$ 160.00			
249	INV FAINV00514750	16/09/2020	St John Ambulance - Narrogin Sub Centre	COMMUNITY - TRAINING & DEVELOPMENT - 1st Aid Training Course Emily Cousins	\$ 160.00			
250	INV FAINV00514748	16/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Geof Borgas	\$ 160.00			
251	INV VAINV00514754	16/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Paul Lindley	\$ 160.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
252	INV FAINV00514755	16/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Shaun Muller	\$ 160.00			
253	INV FVAIN00514752	16/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Glenn Pedlar	\$ 160.00			
254	INV FAINV00514753	16/09/2020	St John Ambulance - Narrogin Sub Centre	WORKS - TRAINING & DEVELOPMENT - 1st Aid Training Course Keenan Wenning	\$ 160.00			
255	INV FAINV00514747	16/09/2020	St John Ambulance - Narrogin Sub Centre	PWO - EMTRS - TRAINING & DEVELOPMENT - 1st Aid Training Course John Warburton	\$ 160.00			
256	INV FAINV00514749	16/09/2020	St John Ambulance - Narrogin Sub Centre	PWO - EMTRS - TRAINING & DEVELOPMENT - 1st Aid Training Course Aimie Allinson	\$ 160.00			
257	EFT15047	25/09/2020	New Cornwall Hotel			\$ 453.00	L	
258	INV 1709M	31/08/2020	New Cornwall Hotel	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Catering for pre-OCM Meeting 23/06/2020	\$ 453.00			
259	EFT15048	25/09/2020	West Coast Synthetic Surfaces			\$ 46,750.00		I
260	INV 15/09/2020	15/09/2020	West Coast Synthetic Surfaces	HIGHBURY TENNIS COURT - Resurface Highbury Tennis courts	\$ 46,750.00			
261	EFT15049	25/09/2020	Thing-a-me-bobs			\$ 10.00	L	
262	INV 431	18/09/2020	Thing-a-me-bobs	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - 4x Ceremonial ribbon for civic ceremony (Opening of George Brockway Tree)	\$ 10.00			
263	EFT15050	25/09/2020	Simply Uniforms			\$ 1,118.70		F
264	INV INV-7493	11/09/2020	Simply Uniforms	HACC - SUNDEY EXPENDITURE - Uniforms For NHC Admin Staff.	\$ 340.56			
265	INV INV-7709	11/09/2020	Simply Uniforms	HACC - SUNDRY EXPENDITURE - August uniform order for Narrogin Regional Homecare	\$ 778.14			
266	EFT15051	25/09/2020	Tessa Helen Robinson			\$ 600.82	L	
267	INV A477	11/09/2020	Tessa Helen Robinson	Rates refund for assessment A477 316 BORGAS ROAD HIGHBURY 6313	\$ 600.82			
268	EFT15052	25/09/2020	JM Sales			\$ 4,983.60		
269	INV 17969 #2	14/09/2020	JM Sales	1GPJ543 2018 TORO MOWER 7210 (WORKS) (P59) - 72 Side Discharge Deck	\$ 4,983.60			
270	PAY 7	28/09/2020	PAYROLL	Payroll - Pay 7 - 28/09/2020	\$ 190,057.44			
271	EFT15053	02/10/2020	Narrogin Hire & Reticulation			\$ 12.10	L	
272	INV 00027377	01/08/2020	Narrogin Hire & Reticulation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Reticulation Materials	\$ 12.10			
273	EFT15054	02/10/2020	Synergy			\$ 140.80		
274	INV 5103515915	14/08/2020	Synergy	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Electricity Usage (17/06/2020-14/08/2020)	\$ 140.80			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
275	EFT15055	02/10/2020	Water Corporation			\$ 739.47		
276	INV HA3XG	30/09/2020	Water Corporation	VARIOUS BUILDINGS - Water Usage (01/09/2020-31/10/2020)	\$ 739.47			
277	EFT15056	02/10/2020	Total Undercar			\$ 82.50	L	
278	INV M0633	28/08/2020	Total Undercar	1EUF156 HINO ROAD SWEEPER 2004 (WORKS) - Flexiable exhaust tubing	\$ 82.50			
279	EFT15057	02/10/2020	Kleenheat Gas			\$ 138.95		
280	INV 4317646	01/09/2020	Kleenheat Gas	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - UTILITY - GAS - Facility Fee/Cylinder Service Charge (September 2020)	\$ 138.95			
281	EFT15058	02/10/2020	Knightline Computers			\$ 44.89		
282	INV 00071076	29/09/2020	Knightline Computers	ANIMAL - EXPENSED MINOR ASSET PURCHASES - DisplayPort Adaptor & Cable (Noel)	\$ 44.89			
283	EFT15059	02/10/2020	Landgate			\$ 53.40		
284	INV 1038329	01/09/2020	Landgate	RATES - VALUATIONS EXPENSES - Other DLI Invoices August 2020	\$ 53.40			
285	EFT15060	02/10/2020	Susan Farrell			\$ 50.00	L	
286	INV 075	08/09/2020	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Various Ranges of Laundry	\$ 50.00			
287	EFT15061	02/10/2020	Westrac Pty Ltd			\$ 902.15		
288	INV PI 5021966	18/09/2020	Westrac Pty Ltd	NO237 2020 CATERPILLAR CW34NN RUBBER TYRED ROLLER (WORKS) (P8516) - Bulk oil, air and fuel filters	\$ 500.43			
289	INV PI 5032008	22/09/2020	Westrac Pty Ltd	VARIOUS VEHICLES - 4x 20L DEO ULS 15W40 Engine Oil	\$ 401.72			
290	EFT15062	02/10/2020	It Vision			\$ 275.00		
291	INV 34168	25/09/2020	It Vision	ADMIN - GENERAL OFFICE EXPENSES - Payslip Template Update to include RDO's	\$ 275.00			
292	EFT15063	02/10/2020	Narrogin Betta Home Living			\$ 1,164.90	L	F
293	INV 25710015139	10/08/2020	Narrogin Betta Home Living	CHCP - CLIENT PURCHASES - 1 x Simpson Top Load Washing machine (WR Hall HCP2)	\$ 1,129.00			
294	INV 25710015491	19/08/2020	Narrogin Betta Home Living	HACC - GENERAL OFFICE EXPENSES - Antenna (Credited) & Adaptor	\$ (44.00)			
295	INV 25710015487	19/08/2020	Narrogin Betta Home Living	HACC - GENERAL OFFICE EXPENSES - Techbrands TV Antenna & Adaptor (Jessie House)	\$ 79.90			
296	EFT15064	02/10/2020	Narrogin & Districts Senior Citizens Centre			\$ 423.50	L	
297	INV 1885168	17/09/2020	Narrogin & Districts Senior Citizens Centre	SENIOR CITIZEN CENTRE BUILDING MAINTENANCE - Emergency Light Repair Reimbursement (Narrogin Electrical Services Inv 2021 06/09/2020)	\$ 423.50			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
298	EFT15065	02/10/2020	Edwards Motors Pty Ltd			\$ 13,200.00	L	
299	INV 14059	29/09/2020	Edwards Motors Pty Ltd	EHO VEHICLE 2020 032NGN - Purchase of 2020 Mazda CX3 & Disposal of 2018 Holden Trax	\$ 13,200.00			
300	EFT15066	02/10/2020	RJ Smith Engineering			\$ 1,590.80	L	
301	INV 00000958	18/09/2020	RJ Smith Engineering	VARIOUS VEHICLES - Maintenance Supplies	\$ 534.00			
302	INV 00000774	18/09/2020	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Supply of 1 x E Size Mig Shield gas bottle	\$ 481.80			
303	INV 00003543	24/09/2020	RJ Smith Engineering	PWO - WORKS - PROTECTIVE CLOTHING - 4x Boxes of Nitrile gloves	\$ 80.00			
304	INV 00006574	25/09/2020	RJ Smith Engineering	SMALL PLANT - Safety guard for Waratah Slasher	\$ 495.00			
305	EFT15067	02/10/2020	Octave Holdings Pty Ltd T/A Narrogin Toyota			\$ 49.50	L	
306	INV PI23042854	16/09/2020	Octave Holdings Pty Ltd T/A Narrogin Toyota	PWO - WORKS - PROTECTIVE CLOTHING - Ear muffs for helmet	\$ 49.50			
307	EFT15068	02/10/2020	Country Paint Supplies			\$ 357.83	L	
308	INV 00060614	30/09/2020	Country Paint Supplies	FOXES LAIR - PLAYGROUND MAINTENACE & REPAIRS - Supply 1 x 5kg tub of stud adhesive & 1 x 20L of Grenada paint.	\$ 357.83			
309	EFT15069	02/10/2020	Narrogin Gasworx			\$ 128.60	L	
310	INV 39702	16/09/2020	Narrogin Gasworx	NO1225 KOMATSU FG25T-12 FORKLIFT (WORKS) (P834) 2 x bottle gas	\$ 128.60			
311	EFT15070	02/10/2020	New Security Installations Pty Ltd			\$ 1,830.40		
312	INV 00013040	23/09/2020	New Security Installations Pty Ltd	LYDEKER DEPOT BUILDING OPERATIONS - Alarm Monitoring 13/10/2020 - 12/10/2021	\$ 915.20			
313	INV 00013057	30/09/2020	New Security Installations Pty Ltd	CHSP - SECURITY SYSTEM - Alarm Monitoring 25/10/2020 - 24/10/2021	\$ 915.20			F
314	EFT15071	02/10/2020	Narrogin Chamber Of Commerce			\$ 2,500.00	L	
315	INV 00003552	23/09/2020	Narrogin Chamber Of Commerce	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Supply of 250 \$10 Narrogin Vouchers for use at Caravan Park	\$ 2,500.00			
316	EFT15072	02/10/2020	Bob Waddell & Associates Pty Ltd			\$ 726.00		
317	INV 2129	28/09/2020	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rate enquiries & tasks	\$ 330.00			
318	INV 2133	28/09/2020	Bob Waddell & Associates Pty Ltd	RATES - CONSULTANTS - Assistance with Rates enquiries & task	\$ 396.00			
319	EFT15073	02/10/2020	A & A Corasaniti Building Contractors Pty Ltd			\$ 1,582.55	L	
320	INV 99	29/09/2020	A & A Corasaniti Building Contractors Pty Ltd	CAFE 45 FEDERAL ST BUILDING MAINTENANCE - Building repairs to old Cafe 27 / AJs Diner	\$ 1,582.55			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
321	EFT15074	02/10/2020	West Australian Newspapers Limited			\$ 1,070.40		
322	INV 1028037520200831	31/08/2020	West Australian Newspapers Limited	SMITH ST PUBLIC TOILETS (COLES CARPARK) OPERATIONS - Narrogin Observer 13/08/2020 - Advertise community feedback future develop Smith Street toilets	\$ 230.40			
323	INV 1028037520200831	31/08/2020	West Australian Newspapers Limited	MEMBERS - ADVERTIS & PROMOTIONS - Full Page Newsletter - Narrogin Narrative August 2020	\$ 660.00			
324	INV 1028037520200831	31/08/2020	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Naming Parks advert in the Narrogin Observer 27 August 2020	\$ 180.00			
325	EFT15075	02/10/2020	Narrogin Pumps Solar And Spraying			\$ 60.50	L	
326	INV 00029114	17/09/2020	Narrogin Pumps Solar And Spraying	1EUF156 HINO ROAD SWEEPER 2004 - 2x Female camlock fittings	\$ 40.70			
327	INV 00029270	25/09/2020	Narrogin Pumps Solar And Spraying	SMALL PLANT- Camlock fitting & hose clamp	\$ 19.80			
328	EFT15076	02/10/2020	YMCA WA			\$ 10,725.00	L	
329	INV SI-A009782	29/09/2020	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSE - YMCA Management Fee September 2020	\$ 10,725.00			
330	EFT15077	02/10/2020	Easifleet			\$ 2,390.62		
331	INV 30092020	30/09/2020	Easifleet	NOVATED LEASES - Employee Expenses PPE 30/09/2020	\$ 2,390.62			
332	EFT15078	02/10/2020	Exteria			\$ 1,873.30		
333	INV 00009174	22/09/2020	Exteria	STREET FURNITURE - Supply & Deliver 1 x purple aluminium bench seat	\$ 1,873.30			
334	EFT15079	02/10/2020	M & V Ranieri Building Contractors			\$ 36,287.90	L	
335	INV 489	14/09/2020	M & V Ranieri Building Contractors	MAY STREET PUBLIC TOILET UPGRADE - Demolition & Full installtion of new facility	\$ 36,287.90			
336	EFT15080	02/10/2020	Truck Centre (WA) Pty Ltd			\$ 462.13		
337	INV 1606005-000001	16/09/2020	Truck Centre (WA) Pty Ltd	NO3 2020 NISSAN UD TIP TRUCK (WORKS) (P8213) - service filters for next service	\$ 462.13			
338	EFT15081	02/10/2020	O'Rourke Electric Services			\$ 148.50	L	
339	INV INV-1176	27/09/2020	O'Rourke Electric Services	NRLC - GENERAL AREA MAINTENANCE - Urgent removal of damaged ceiling panels & lighting	\$ 148.50			
340	EFT15082	02/10/2020	Corsign (WA) Pty Ltd			\$ 1,689.60		
341	INV 00050480	16/09/2020	Corsign (WA) Pty Ltd	ROAD MAINTENACE GENERAL EXPENSES -120 x Duraflex Guide Posts with Red/white Delineators	\$ 1,689.60			
342	EFT15083	02/10/2020	Kel's Tyres			\$ 143.00	L	
343	INV 10861	19/09/2020	Kel's Tyres	NO4516 2013 CATERPILLAR CW34NN RUBBER TYRED ROLLER (P8517) - Fit roller tyre, tube and rustband	\$ 143.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
344	EFT15084	02/10/2020	Narrogin Auto Centre			\$ 250.87	L	
345	INV 293153	16/09/2020	Narrogin Auto Centre	1NO 2018 NISSAN NAVARA (CF) (P8164) - Oil,Fuel and air filter for 70,000 km service	\$ 250.87			
346	EFT15085	02/10/2020	Stratagreen			\$ 668.67		
347	INV 127291	23/09/2020	Stratagreen	STREET TREE CAPITAL - Supply & deliver 200 x 25 x 25mm x 1800mm jarrah timber tree stakes & 18mm x 400m flat tree ties roll.	\$ 668.67			
348	EFT15086	02/10/2020	Farmworks Narrogin Pty Ltd			\$ 396.00	L	
349	INV 81823	23/09/2020	Farmworks Narrogin Pty Ltd	WAGIN-WICKEPIN ROAD - RENWAL (RURAL) (RRG) - 180 droppers	\$ 396.00			
350	EFT15087	02/10/2020	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 18.00	L	F
351	INV NVS45879	18/09/2020	The White Family Trust T/a Narrogin Valley Stockfeed	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Bird Cage Accessories (Jessie House)	\$ 18.00			
352	EFT15088	02/10/2020	Aged & Community Services Australia			\$ 1,116.80		F
353	INV AR003223	06/08/2020	Aged & Community Services Australia	HACC - SUBSCRIPTIONS & MEMBERSHIPS - ACSA Membersip Subscription 01/07/2020-0/06/2021(NHC)	\$ 1,116.80			
354	EFT15089	02/10/2020	St John Ambulance - Narrogin Sub Centre			\$ 449.35	L	
355	INV CYINV00138752	23/09/2020	St John Ambulance - Narrogin Sub Centre	ESL - BFB GENERAL EXPENSES - 10 X First Aid Kits for the Brigades (Buy-One-Get-One-Free)	\$ 449.35			
356	EFT15090	02/10/2020	Emily Cousins			\$ 583.00	L	
357	INV 230920	23/09/2020	Emily Cousins	COMMUNITY - TRAINING & DEVELOPMENT - "Power to the People" Conference Ticket	\$ 583.00			
358	EFT15091	02/10/2020	Thing-a-me-bobs			\$ 65.97	L	
359	INV 434	24/09/2020	Thing-a-me-bobs	ADMIN - PRINTING & STATIONERY - Bins for the Administration Building	\$ 65.97			
360	EFT15092	02/10/2020	Narrogin & Districts Plumbing Service			\$ 953.70	L	
361	INV INV-0152	16/09/2020	Narrogin & Districts Plumbing Service	MACKIE PARK PUBLIC TOILETS AND OFFICE MAINTENANCE - Urgent repair to pipe blockage	\$ 222.20			
362	INV INV-0153	16/09/2020	Narrogin & Districts Plumbing Service	ADMIN OFFICE BUILDING MAINTENANCE - Repair to mens urinal and hand basin	\$ 555.50			
363	INV INV-0142	21/09/2020	Narrogin & Districts Plumbing Service	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Repair Water Pipe	\$ 176.00			
364	EFT15093	02/10/2020	Spyker Technologies Pty Ltd T/A Spyker Business Solutions			\$ 2,705.47		
365	INV 2021019	22/07/2020	Spyker Technologies Pty Ltd T/A Spyker Business Solutions	OLOPS - CCTV MAINTENANCE - 1st Quarter Public CCTV Maintenance (RFQ 1920-10 for 2020-2021)	\$ 2,705.47			
366	EFT15094	02/10/2020	Narrogin Podiatry			\$ 71.50	L	F
367	INV 73804	22/09/2020	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Appointment for Mr Ian Harper (NHC)	\$ 71.50			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
368	EFT15095	06/10/2020	Department Of Human Services			\$ 572.95		
369	INV DEDUCTION	14/09/2020	Department Of Human Services	Payroll deductions	\$ 313.19			
370	INV DEDUCTION	28/09/2020	Department Of Human Services	Payroll deductions	\$ 259.76			
371	EFT15096	06/10/2020	Llocal Government Racing & Cemeteries Employees Union (LGREU)			\$ 41.00		
372	INV DEDUCTION	14/09/2020	Llocal Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
373	INV DEDUCTION	28/09/2020	Llocal Government Racing & Cemeteries Employees Union (LGREU)	Payroll deductions	\$ 20.50			
374	EFT15097	06/10/2020	Australian Services Union Western Australian Branc			\$ 51.80		
375	INV DEDUCTION	14/09/2020	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
376	INV DEDUCTION	28/09/2020	Australian Services Union Western Australian Branc	Payroll deductions	\$ 25.90			
377	EFT15098	12/10/2020	Best Office Systems			\$ 5,110.89	L	
378	INV 578240	30/09/2020	Best Office Systems	VARIOUS DEPARTMENTS - Photocopier Charges (20/08/20-20/09/20)	\$ 5,110.89			
379	EFT15099	12/10/2020	Coles			\$ 307.78	L	
380	INV 163	30/09/2020	Coles	VARIOUS DEPARTMENTS - Coles September 2020	\$ 307.78			
381	EFT15100	12/10/2020	Narrogin Packaging			\$ 441.90	L	
382	INV 00067660	03/09/2020	Narrogin Packaging	OTHER PURCHASES FOR CV19 RESPONSE - Gloves, Towelling, cleaning cloths,Heavy duty cleaner & dispensers (NHC)	\$ 441.90			
383	EFT15101	12/10/2020	Narrogin Auto Electrics			\$ 1,352.44	L	
384	INV 259041	10/09/2020	Narrogin Auto Electrics	2019 JCB 5CX BACKHOE LOADER (WORKS) (P833) Numberplate light assembly	\$ 40.28			
385	INV 259040	14/09/2020	Narrogin Auto Electrics	1EUF156 HINO ROAD SWEEPER 2004 (WORKS) (P24) Repair to Air Con	\$ 436.12			
386	INV 259061	23/09/2020	Narrogin Auto Electrics	NGN417 2020 (RANGER) MAZDA BT-50 4X4 (PA007A) - Installing lightbar, beacon and radio to new vehicle.	\$ 876.04			
387	EFT15102	12/10/2020	Landgate			\$ 154.66		
388	INV 359250 - 10001100	18/09/2020	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuations Chargeable 11/07/2020-21/08/2020	\$ 69.20			
389	INV 359286 - 10001100	21/09/2020	Landgate	RATES - VALUATION EXPENSES - Rural UV Interim Valuation	\$ 85.46			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
390	EFT15103	12/10/2020	Parry's Pty Ltd			\$ 543.01	L	
391	INV 46945	14/09/2020	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - 1x Pair boots (G Pedlar)	\$ 161.46			
392	INV 47021	17/09/2020	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - 2x Cargo Work Pants (C. Williams)	\$ 135.90			
393	INV 47025	17/09/2020	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - 1x Pair steel cap boots (S. Reeves)	\$ 186.15			
394	INV 47401	30/09/2020	Parry's Pty Ltd	PWO - WORKS - PROTECTIVE CLOTHING - 2x Shirts (T. Broun)	\$ 59.50			
395	EFT15104	12/10/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$ 12,811.00	L	
396	INV IV00000000785	30/09/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	CARAVAN PARK RESEALING, LINE MARKING - Install Concrete Slabs	\$ 9,240.00			
397	INV IV00000000748	30/09/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	CEMETERY GRAVE DIGGING - 100m3 Yellow Sand	\$ 1,800.00			
398	INV IV00000000778	30/09/2020	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	CARAVAN PARK RESEALING, LINE MARKING - Sand for roll on turf	\$ 1,771.00			
399	EFT15105	12/10/2020	Arts Narrogin Incorporated			\$ 57,200.00	L	
400	INV INV-2028	24/09/2020	Arts Narrogin Incorporated	OTHCUL - ARTS NARROGIN - Support for Arts and Cultural Activities 2020/21	\$ 57,200.00			
401	EFT15106	12/10/2020	Geoff Perkins Farm Machinery Centre			\$ 37.97	L	F
402	INV 97653	14/07/2020	Geoff Perkins Farm Machinery Centre	CHSP HOME MAINTENACE OTHER EXPENSES - Line star 2.7mm x 18m - Whipper Snipper	\$ 37.97			
403	EFT15107	12/10/2020	Narrogin Betta Home Living			\$ 1,049.00	L	F
404	INV 25710016452	17/09/2020	Narrogin Betta Home Living	CHCP - CLIENT PURCHASES - 1 x Simpson Top Loader Washing Machine (Purchase - E Neil-Smith)	\$ 1,049.00			
405	EFT15108	12/10/2020	Public Transport Authority			\$ 576.53		
406	INV 300920	30/09/2020	Public Transport Authority	TRANSWA - AGENT LIABLILITY - TransWA Ticket Sales September 2020	\$ 576.53			
407	EFT15109	12/10/2020	Air Response			\$ 4,131.12	L	
408	INV 152672A	30/09/2020	Air Response	CAFE 45 FEDERAL ST BUILDING MAINTENANCE- Repair to Coolroom at the Cafe 45 Federal St Narrogin as per quote 276.	\$ 4,131.12			
409	EFT15110	12/10/2020	Toll Transport Pty Ltd			\$ 483.03		
410	INV 046-T740710	30/08/2020	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - POSTAGE & FREIGHT CHARGES (24-29 August 2020)	\$ 483.03			
411	EFT15111	12/10/2020	Susan Guy			\$ 583.00	L	
412	INV 250920	25/09/2020	Susan Guy	COMMUNITY - TRAINING & DEVELOPMENT - Conference Fees - Bank of Ideas	\$ 583.00			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
413	EFT15112	12/10/2020	Shire Of Narrogin			\$ 134.73	L	
414	INV 300920	30/09/2020	Shire Of Narrogin	TRANSWA - AGENT LIABILITY - TransWA Commission for Ticket Sales - September 2020	\$ 134.73			
415	EFT15113	12/10/2020	John Parry Medical Centre			\$ 126.00	L	F
416	INV 383078	02/09/2020	John Parry Medical Centre	CHSP - RECRUITMENT - Pre-employment medical for Amanda Innis (NHC)	\$ 126.00			
417	EFT15114	12/10/2020	Market Creations Pty Ltd			\$ 3,512.74		
418	INV 13442	31/08/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - Office 365 Enterprise E1, Microsoft Office 365 Enterprise E3, Office 365 Advance Threat Protection	\$ 1,177.77			
419	INV 13329	31/08/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - MC NBN Prem 100/40	\$ 198.00			
420	INV 13493	31/08/2020	Market Creations Pty Ltd	Market Creations Quote # 003004 for -	\$ 761.20			
421	INV 13915	30/09/2020	Market Creations Pty Ltd	1) Service Desk Annual Cost - comprising of ConnectWise Automate Client, ConectWise ADMIN - INFORMATION SYSTEMS - Office 365 Enterprise E1, Microsoft Office 365 Enterprise E3, Office 365 Advance Threat Protection	\$ 1,177.77			
422	INV 13916	30/09/2020	Market Creations Pty Ltd	ADMIN - INFORMATION SYSTEMS - MC NBN Prem 100/40	\$ 198.00			
423	EFT15115	12/10/2020	Marketforce Pty Ltd			\$ 865.35		
424	INV 34704	25/08/2020	Marketforce Pty Ltd	ADMIN - ADVERTISING - Position Vacant - Senior Finance Officer - Strategic, Narrogin Observer 27/08/2020	\$ 348.88			
425	INV 34701	25/08/2020	Marketforce Pty Ltd	PLAN - ADVERTISING - Planning Scheme Amendment 37, Narrogin Observer 13/08/2020	\$ 277.46			
426	INV 35184	24/09/2020	Marketforce Pty Ltd	MEMBERS - ADVERTISING & PROMOTIONS - Draft Youth Engagement, Strategy and Development Plan Narrogin Observer 10 September	\$ 239.01			
427	EFT15116	12/10/2020	AMPAC Debt Recovery Pty Ltd			\$ 508.20		
428	INV 69308	30/09/2020	AMPAC Debt Recovery Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Debt Recovery September 2020	\$ 508.20			
429	EFT15117	12/10/2020	Data#3 Limited			\$ 3,574.98		F
430	INV 01953309	29/09/2020	Data#3 Limited	HACC - FURNITURE & EQUIPMENT - 3 x HP Probook 450 G7 Laptop (I5-10210U, 8GB, 256GB SSD, 15.6" HD AG LED, WL, B L KB, W10 PRO 64 1 YR Warranty)	\$ 3,574.98			
431	EFT15118	12/10/2020	AFGRI Equipment Australia Pty Ltd			\$ 597.71	L	
432	INV 1959222	17/09/2020	AFGRI Equipment Australia Pty Ltd	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON (WORKS) (P 979) - Service filters for next service	\$ 421.17			
433	INV 1960091	21/09/2020	AFGRI Equipment Australia Pty Ltd	NO4871 2014 JOHN DEERE 670G GRADER w/ TOP CON (WORKS 979) - Supply 1x V-BELT	\$ 176.54			
434	EFT15119	12/10/2020	Narrogin Auto Centre			\$ 261.09	L	F
435	INV 293156	16/09/2020	Narrogin Auto Centre	NGN219 2019 NISSAN X-TRAIL (CATS) P14 - 20,000km Service	\$ 261.09			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
436	EFT15120	12/10/2020	Telair Pty Ltd			\$ 988.31		
437	INV TA10781-015	30/09/2020	Telair Pty Ltd	VARIOUS DEPARTMENTS - TELEPHONE/MOBILES - Landline Charges September 2020	\$ 988.31			
438	EFT15121	12/10/2020	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 1,079.95	L	
439	INV NVS46134	22/09/2020	The White Family Trust T/a Narrogin Valley Stockfeed	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Chicken feed pellets & bird cage accessories (Jessie house)	\$ 29.95			F
440	INV NVS46381	25/09/2020	The White Family Trust T/a Narrogin Valley Stockfeed	PARKS & GARDENS MAINTENANCE - 3m2 Red Woodchips For New Gardens	\$ 360.00			
441	INV NVS46382	30/09/2020	The White Family Trust T/a Narrogin Valley Stockfeed	PARKS & GARDENS MAINTENANCE - 6m2 Red Woodchips For New Gardens	\$ 690.00			
442	EFT15122	12/10/2020	Narrogin Fresh			\$ 1,172.67	L	
443	INV 22092020	22/09/2020	Narrogin Fresh	VARIOUS DEPARTMENTS - Narrogin Fresh Account September 2020	\$ 1,172.67			
444	EFT15123	12/10/2020	Vizona			\$ 7,636.86		
445	INV INV-0085	29/09/2020	Vizona	STREET & PARKS SOLAR LIGHTING (CAPITAL) - Supply & deliver 12 x Sunflare 30w LED solar light plus 12 x 5m galvanised poles to suit (Remaining 70% Balance)	\$ 7,636.86			
446	EFT15124	12/10/2020	Narrogin Hire & Reticulation			\$ 449.42	L	
447	INV 00027603	07/09/2020	Narrogin Hire & Reticulation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Reticulation Materials	\$ 229.28			
448	INV 00027608	08/09/2020	Narrogin Hire & Reticulation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Reticulation Materials	\$ 183.97			
449	INV 00027558	18/09/2020	Narrogin Hire & Reticulation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Reticulation Materials	\$ 14.16			
450	INV 00027569	22/09/2020	Narrogin Hire & Reticulation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Reticulation Materials	\$ 22.01			
451	EFT15125	12/10/2020	Parry's Pty Ltd			\$ 615.05	L	
452	INV 46003	17/08/2020	Parry's Pty Ltd	SAN - ALLOWANCES - PPE - Hi-Vis jumper with Shire Logo (T. Draper)	\$ 47.15			
453	INV 46090	18/08/2020	Parry's Pty Ltd	SAN - ALLOWANCES - PPE - T. Draper	\$ 272.40			
454	INV 46091	18/08/2020	Parry's Pty Ltd	SAN - ALLOWANCES - Staff Uniform - T. Draper	\$ 295.50			
455	EFT15126	12/10/2020	Toll Transport Pty Ltd			\$ 32.18		
456	INV 0466-T740710	13/09/2020	Toll Transport Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	\$ 32.18			
457	EFT15127	12/10/2020	West Australian Newspapers Limited			\$ 1,255.20		
458	INV 1028037520200930	30/09/2020	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Full Page Newsletter - Narrogin Narrative September 2020	\$ 660.00			
459	INV 1028037520200930	30/09/2020	West Australian Newspapers Limited	ADVERTISEMENT - Narrogin Observer September 2020 - Cafe 45 Federal St & CHSP Job Vacancy	\$ 595.20			PF

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
460	EFT15128	12/10/2020	Narrogin Pumps Solar And Spraying			\$ 1,160.13	L	
461	INV 00029207	22/09/2020	Narrogin Pumps Solar And Spraying	ESL - BFB MINOR ASSET PURCHASES - Replacement pump for trailer mounted firefighter (Highbury East)	\$ 1,137.36			
462	INV 00029230	23/09/2020	Narrogin Pumps Solar And Spraying	THOMAS HOGG OVAL MAINTENANCE/OPERATIONS - Fitting To Repair Water Pipe	\$ 22.77			
463	EFT15129	12/10/2020	YMCA WA			\$ 213.99	L	
464	INV SI-A009689	26/08/2020	YMCA WA	ADMIN - OCCUPATION HEALTH & SAFETY - 3 Month Gym Membership for Aimie Allinson 26/08/2020 - 25/11/2020	\$ 213.99			
465	EFT15130	12/10/2020	Narrogin Skip Bin Service			\$ 198.00	L	
466	INV INV-0834	30/09/2020	Narrogin Skip Bin Service	CAFE 45 FEDERAL ST BUILDING MAINTENANCE - Supply 5 meter skip bin to the rear of the Cafe 39 Federal St Narrogin	\$ 198.00			
467	EFT15131	12/10/2020	Muchea Tree Farm			\$ 465.00		
468	INV 00087943	20/04/2020	Muchea Tree Farm	PIONER DRIVE FENCE PLANTING - Landscaping	\$ 465.00			
					EFT Total \$	774,541.16		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
Direct Debits							
467	DD5791.1	10/09/2020	Elgas		\$ 4,193.09		
468	INV 0360905760	02/09/2020	Elgas	NRLC - UTILITY - GAS - Gas Supplied 5,564.0L	\$ 4,193.09		
469	DD5808.1	17/09/2020	Rac Businesswise		\$ 196.00		F
470	INV 325634	31/07/2020	Rac Businesswise	NGN847 MITSUBISHI OUTLANDER (HACC) (P10) - RAC BusinessWise Absolute (Roadside Assist 2020/21)	\$ 196.00		
471	DD5808.2	17/09/2020	Elgas		\$ 2,260.83		
472	INV 0360893685	09/09/2020	Elgas	NRLC - UTILITY - GAS - Gas Supplied 3,000.0L	\$ 2,260.83		
473	DD5808.3	17/09/2020	Telstra		\$ 1,953.40		
474	INV K769892710-4	12/09/2020	Telstra	VARIOUS DEPARTMENTS Mobile Phone Charges August 2020	\$ 1,953.40		
475	DD5819.1	24/09/2020	Aaron Joseph Cook		\$ 2,254.54		
476	INV CEO RENT	31/08/2020	Aaron Joseph Cook	CEO STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent August 2020	\$ 2,254.54		
477	DD5819.2	24/09/2020	Keenan & Tania Wenning		\$ 1,386.67		
478	INV EMDRS RENT	03/08/2020	Keenan & Tania Wenning	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent August 2020	\$ 1,386.67		
479	DD5824.1	25/09/2020	Australian Taxation Office		\$ 47,567.00		
480	INV BAS AUG 20	31/08/2020	Australian Taxation Office	BAS AUGUST 2020	\$ 47,567.00		
481	DD5825.1	25/09/2020	Keenan & Tania Wenning		\$ 1,386.67		
482	INV EMDRSSEPT	03/09/2020	Keenan & Tania Wenning	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent September 2020	\$ 1,386.67		
483	DD5836.1	30/09/2020	Aaron Joseph Cook		\$ 2,254.54		
484	INV CEO SEPT20	30/09/2020	Aaron Joseph Cook	CEO STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent September 2020	\$ 2,254.54		
485	DD5837.1	30/09/2020	Elgas		\$ 7,686.83		
486	INV 0360906994	24/09/2020	Elgas	NRLC - UTILITY - GAS - Gas Supplied 4,500.0L	\$ 3,391.25		
487	INV 0360906001	16/09/2020	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - UTILITY - GAS - Gas Supplied 120.0L	\$ 90.43		
488	INV 0360906002	16/09/2020	Elgas	NRLC - UTILITY - GAS - Gas Supplied 5,580.0L	\$ 4,205.15		

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
489	DD5846.1	28/09/2020	WA Local Government Super Plan			\$ 14,477.24		
490	INV SUPER	28/09/2020	WA Local Government Super Plan	Superannuation contributions	\$ 12,608.69			
491	INV DEDUCTION	28/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 260.00			
492	INV DEDUCTION	28/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 100.00			
493	INV DEDUCTION	28/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 176.59			
494	INV DEDUCTION	28/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 125.08			
495	INV DEDUCTION	28/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 943.61			
496	INV DEDUCTION	28/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 120.96			
497	INV DEDUCTION	28/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 142.31			
498	DD5846.2	28/09/2020	Media Super			\$ 181.72		
499	INV SUPER	28/09/2020	Media Super	Superannuation contributions	\$ 181.72			
500	DD5846.3	28/09/2020	Rest Superannuation			\$ 700.67		
501	INV SUPER	28/09/2020	Rest Superannuation	Superannuation contributions	\$ 600.67			
502	INV DEDUCTION	28/09/2020	Rest Superannuation	Payroll deductions	\$ 100.00			
503	DD5846.4	28/09/2020	Mtaa Super			\$ 188.46		
504	INV SUPER	28/09/2020	Mtaa Super	Superannuation contributions	\$ 188.46			
505	DD5846.5	28/09/2020	Bt Super For Life			\$ 571.33		
506	INV SUPER	28/09/2020	Bt Super For Life	Superannuation contributions	\$ 571.33			
507	DD5846.6	28/09/2020	AMP Life Limited			\$ 403.37		
508	INV SUPER	28/09/2020	AMP Life Limited	Superannuation contributions	\$ 295.15			
509	INV DEDUCTION	28/09/2020	AMP Life Limited	Payroll deductions	\$ 108.22			
510	DD5846.7	28/09/2020	Prime Super			\$ 492.21		
511	INV SUPER	28/09/2020	Prime Super	Superannuation contributions	\$ 492.21			
512	DD5846.8	28/09/2020	Cbus Super Fund			\$ 201.95		
513	INV SUPER	28/09/2020	Cbus Super Fund	Superannuation contributions	\$ 201.95			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
514	DD5846.9	28/09/2020	Lgia Super			\$ 1,001.09		
515	INV SUPER	28/09/2020	Lgia Super	Superannuation contributions	\$ 512.99			
516	INV DEDUCTION	28/09/2020	Lgia Super	Payroll deductions	\$ 300.00			
517	INV DEDUCTION	28/09/2020	Lgia Super	Payroll deductions	\$ 188.10			
518	DD5847.1	14/09/2020	WA Local Government Super Plan			\$ 17,841.87		
519	INV SUPER	14/09/2020	WA Local Government Super Plan	Superannuation contributions	\$ 15,023.73			
520	INV DEDUCTION	14/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 260.00			
521	INV DEDUCTION	14/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 100.00			
522	INV DEDUCTION	14/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 179.14			
523	INV DEDUCTION	14/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 130.26			
524	INV DEDUCTION	14/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 1,873.08			
525	INV DEDUCTION	14/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 133.35			
526	INV DEDUCTION	14/09/2020	WA Local Government Super Plan	Payroll deductions	\$ 142.31			
527	DD5847.2	14/09/2020	Media Super			\$ 181.72		
528	INV SUPER	14/09/2020	Media Super	Superannuation contributions	\$ 181.72			
529	DD5847.3	14/09/2020	Rest Superannuation			\$ 596.55		
530	INV SUPER	14/09/2020	Rest Superannuation	Superannuation contributions	\$ 496.55			
531	INV DEDUCTION	14/09/2020	Rest Superannuation	Payroll deductions	\$ 100.00			
532	DD5847.4	14/09/2020	Mtaa Super			\$ 188.46		
533	INV SUPER	14/09/2020	Mtaa Super	Superannuation contributions	\$ 188.46			
534	DD5847.5	14/09/2020	Bt Super For Life			\$ 575.43		
535	INV SUPER	14/09/2020	Bt Super For Life	Superannuation contributions	\$ 575.43			
536	DD5847.6	14/09/2020	AMP Life Limited			\$ 466.09		
537	INV SUPER	14/09/2020	AMP Life Limited	Superannuation contributions	\$ 341.04			
538	INV DEDUCTION	14/09/2020	AMP Life Limited	Payroll deductions	\$ 125.05			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
539	DD5847.7	14/09/2020	Prime Super			\$ 555.28		
540	INV SUPER	14/09/2020	Prime Super	Superannuation contributions	\$ 555.28			
541	DD5847.8	14/09/2020	Cbus Super Fund			\$ 203.84		
542	INV SUPER	14/09/2020	Cbus Super Fund	Superannuation contributions	\$ 203.84			
543	DD5847.9	14/09/2020	Lgia Super			\$ 980.30		
544	INV SUPER	14/09/2020	Lgia Super	Superannuation contributions	\$ 497.78			
545	INV DEDUCTION	14/09/2020	Lgia Super	Payroll deductions	\$ 300.00			
546	INV DEDUCTION	14/09/2020	Lgia Super	Payroll deductions	\$ 182.52			
547	DD5858.1	06/10/2020	Elgas			\$ 174.24		
548	INV 1610573317	15/09/2020	Elgas	LYDEKER DEPOT BUILDING OPERATIONS - Services Charge 3x 15.0KG LPG Cylinder	\$ 174.24			
549	DD5846.10	28/09/2020	Essential Super			\$ 188.46		
550	INV SUPER	28/09/2020	Essential Super	Superannuation contributions	\$ 188.46			
551	DD5846.11	28/09/2020	Oasis Superannuation Service			\$ 202.16		
552	INV SUPER	28/09/2020	Oasis Superannuation Service	Superannuation contributions	\$ 202.16			
553	DD5846.12	28/09/2020	Qsuper			\$ 576.73		
554	INV SUPER	28/09/2020	Qsuper	Superannuation contributions	\$ 576.73			
555	DD5846.13	28/09/2020	Mercer Super Trust			\$ 124.80		
556	INV SUPER	28/09/2020	Mercer Super Trust	Superannuation contributions	\$ 124.80			
557	DD5846.14	28/09/2020	Bt Superwrap			\$ 396.56		
558	INV DEDUCTION	28/09/2020	Bt Superwrap	Payroll deductions	\$ 100.00			
559	INV SUPER	28/09/2020	Bt Superwrap	Superannuation contributions	\$ 296.56			
560	DD5846.15	28/09/2020	Sunsuper			\$ 544.29		
561	INV DEDUCTION	28/09/2020	Sunsuper	Payroll deductions	\$ 139.56			
562	INV SUPER	28/09/2020	Sunsuper	Superannuation contributions	\$ 404.73			
563	DD5846.16	28/09/2020	Host Plus			\$ 188.69		
564	INV SUPER	28/09/2020	Host Plus	Superannuation contributions	\$ 188.69			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
565	DD5846.17	28/09/2020	Hesta Superannuation			\$ 1,076.57		
566	INV DEDUCTION	28/09/2020	Hesta Superannuation	Payroll deductions	\$ 170.00			
567	INV SUPER	28/09/2020	Hesta Superannuation	Superannuation contributions	\$ 906.57			
568	DD5846.18	28/09/2020	Mlc Masterkey			\$ 234.17		
569	INV SUPER	28/09/2020	Mlc Masterkey	Superannuation contributions	\$ 234.17			
570	DD5846.19	28/09/2020	Bt Super For Life			\$ 82.57		
571	INV SUPER	28/09/2020	Bt Super For Life	Superannuation contributions	\$ 82.57			
572	DD5846.20	28/09/2020	Australiansuper			\$ 640.75		
573	INV SUPER	28/09/2020	Australiansuper	Superannuation contributions	\$ 640.75			
574	DD5847.10	14/09/2020	Essential Super			\$ 188.46		
575	INV SUPER	14/09/2020	Essential Super	Superannuation contributions	\$ 188.46			
576	DD5847.11	14/09/2020	Oasis Superannuation Service			\$ 202.16		
577	INV SUPER	14/09/2020	Oasis Superannuation Service	Superannuation contributions	\$ 202.16			
578	DD5847.12	14/09/2020	Qsuper			\$ 576.73		
579	INV SUPER	14/09/2020	Qsuper	Superannuation contributions	\$ 576.73			
580	DD5847.13	14/09/2020	Mercer Super Trust			\$ 85.91		
581	INV SUPER	14/09/2020	Mercer Super Trust	Superannuation contributions	\$ 85.91			
582	DD5847.14	14/09/2020	Bt Superwrap			\$ 396.56		
583	INV DEDUCTION	14/09/2020	Bt Superwrap	Payroll deductions	\$ 100.00			
584	INV SUPER	14/09/2020	Bt Superwrap	Superannuation contributions	\$ 296.56			
585	DD5847.15	14/09/2020	Sunsuper			\$ 644.55		
586	INV DEDUCTION	14/09/2020	Sunsuper	Payroll deductions	\$ 165.27			
587	INV SUPER	14/09/2020	Sunsuper	Superannuation contributions	\$ 479.28			
588	DD5847.16	14/09/2020	Host Plus			\$ 168.43		
589	INV SUPER	14/09/2020	Host Plus	Superannuation contributions	\$ 168.43			

	Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
590	DD5847.17	14/09/2020	Hesta Superannuation			\$ 1,192.79		
591	INV DEDUCTION	14/09/2020	Hesta Superannuation	Payroll deductions	\$ 170.00			
592	INV SUPER	14/09/2020	Hesta Superannuation	Superannuation contributions	\$ 1,022.79			
593	DD5847.18	14/09/2020	Mlc Masterkey			\$ 229.94		
594	INV SUPER	14/09/2020	Mlc Masterkey	Superannuation contributions	\$ 229.94			
595	DD5847.19	14/09/2020	Bt Super For Life			\$ 92.16		
596	INV SUPER	14/09/2020	Bt Super For Life	Superannuation contributions	\$ 92.16			
597	DD5847.20	14/09/2020	Australiansuper			\$ 632.05		
598	INV SUPER	14/09/2020	Australiansuper	Superannuation contributions	\$ 632.05			
					Direct Debit Total \$	119,786.88		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
Credit Card Purchases							
CEO		GENERAL Credit Card Purchases					
599	DD5788.1	22/09/2020	General Credit Card Purchases		\$4,082.82		
600	INV DSAUG0120	13/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 Homecare Position Advert	\$297.00		
601	INV DSAUG0220	14/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 MCS Position Advert	\$599.50		
602	INV DSAUG0320	14/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 Homecare Position Advert	\$313.50		
603	INV DSAUG0420	14/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 Certificate Frames x24	\$184.99		
604	INV DSAUG0520	14/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 Gas Bottle CEO Property	\$140.00		
605	INV DSAUG0620	21/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 SFS Officer Position Advert	\$599.50		
EMCCS		GENERAL Credit Card Purchases					
606	INV FLAUG0120	31/07/2020	General Credit Card Purchases	CREDIT CARD August 2020 Caravan Park Unit Supplies	\$89.85		
607	INV FLAUG0220	03/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 DOT Training Accommodation V Anderson	\$901.08		
608	INV FLAUG0320	06/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 Greeting Messages	\$151.80		
609	INV FLAUG0420	13/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 R U OK Celebration	\$204.40		
610	INV FLAUG0520	20/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 Annual Licence Fee Waste Water Treatment Plant	\$223.00		
611	INV FLAUG0620	28/08/2020	General Credit Card Purchases	CREDIT CARD August 2020 Vehicle change over NGN417	\$378.20		
				Credit Card Total	\$4,082.82		
				Trust Total	\$0.00		

Chq/EFT/DD	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
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ABBREVIATIONS		Cheque Total (Less TD)	\$1,287.60	0.14%
PF	Partially Funded	Term Deposits (TD)		
I	Insurance	EFT Total*	\$370,974.10	41.23%
F	Funded	Payroll Total*	\$403,567.06	44.86%
L	Local Supplier	Direct Debit Total	\$119,786.88	13.31%
R	Recoverable	Credit Card Total	\$4,082.82	0.45%
		Trust Total	\$0.00	0.00%
			\$899,698.46	100.00%
		Total (Less Term Deposits)	\$899,698.46	
		Local Suppliers	\$209,387.06	23.27%
		Employees	\$403,567.06	44.86%
		Combined Total	\$612,954.12	68.13%

* Please note Payroll totals

10.3.2 MONTHLY FINANCIAL REPORTS – AUGUST & SEPTEMBER 2020

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	8 October 2020
Author	Frank Ludovico – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Monthly Financial Report for the period ended 31 August 2020.2. Monthly Financial Report for the period ended 30 September 2020.

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 August and September 2020 Monthly Financial Reports.

Consultation

Bob Waddell & Associates

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 2020/21 Annual Budget or resulting from a Council Motion for a budget amendment.

During the preparation of these monthly financial statements a number of discrepancies were found in the budget formulas throughout the Budget Schedules that were either included or excluded from the Statutory Budget adopted by Council.

These are listed below:

- In the Urban Stormwater Drainage sub-program, the capital expenditure job IO119 Drainage Engineering Consultancy (\$13,610) was not carried forward to the sub-program line. But it was noted in the Capital works program schedule.

This is a carry-over project from 2019/20.

- In the Environment sub-program, the operational expenditure figure in account 2100501 Landcare Community Projects (\$25,000) was not carried down to the subtotal line.

Funds for this program comes from the Landcare Reserve and is included in the Statutory Budget. Some of these funds were allocated at Council's September 2020 meeting.

- In the Public Halls and Civic Centre sub-program the same Grants income was shown both in the operating income area (3110103 HALLS – Grants) and the capital income area (5110152 HALLS – Grants and Contributions) an over statement of income of \$25,000. The grant was to fund the Town Hall Stage 1 project.

All income is considered operational according to accounting standards and should not have been shown in the capital area.

- In the Narrogin Regional Leisure Centre sub-program the same contributions income was shown both in the operating income area (3110230 NRLC – Contributions and Donations) and the capital income area (5110252 NRLC Club Contribution) an over statement of income of \$15,000 and shows the contribution from the Squash group for air-conditioner installation.

All income is considered operational according to accounting standards and should not have been shown in the capital area.

- In the Other Recreation and Sport sub-program the same contributions/grant income was shown both in the operating income area (3110307 REC - Contributions and Donations) and the capital income area (5110254 OTHER – Other income contributions reimbursement) an over statement of income of \$50,000 and shows the contribution from the Highbury Tennis Club \$25,000 and a grant of \$25,000 for the resurfacing of the Highbury tennis courts.

All income is considered operational according to accounting standards and should not have been shown in the capital area.

- In the Other Culture sub- program, the capital expenditure job IO117 Gnarojin Park Hydrology Report (\$15,510) was not carried forward to the sub-program. But it was noted in the Capital works program schedule.

This is a carry-over project from 2019/20.

The effect of this would be that the 2020/21 Budget would be in deficit to the tune of \$154,120.

Fortunately, a positive discrepancy in the Tourism and Area Promotions sub-program at account 2130200 Public Relations and Area Promotion enables funding most of these adjustments. The correct allocation of \$26,476.01 means that this account was over stated as expenditure by \$110,000 due to a double up of a salaries account. This then leaves a shortfall of \$34,118 which is proposed to

be funded by a projected increased brought forward position, whilst subject to audit, expected to be greater than budgeted by at least this amount.

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

Comment/Conclusion

The August and September 2020 Monthly Financial Reports are presented for review.

Voting Requirements

Recommendation 1 of 3 – Simple Majority

Recommendation 2 of 3 – Simple Majority

Recommendation 3 of 3 – Absolute Majority

(see over for Officers' recommendations)

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION EN BLOC 1020.008

Moved: Cr Bartron

Seconded: Cr Fisher

Part 1

That, with respect to the Monthly Financial Reports for August 2020, Council note the Reports as presented.

Part 2

That, with respect to the Monthly Financial Reports for September 2020, Council note the Reports as presented.

Part 3

That Council amend the 2020/21 Budget in order that it remains in balance forecast at 30 June 2021 of Nil, as follows:

1. Increasing expenditure of the total to the sub program for Job IO117 Gnarojin Park Hydrology Report from \$0 to \$15,510;
2. Increasing expenditure of the total to the sub program for GL 2100501 Landcare Community Projects from \$0 to \$25,000;
3. Increasing expenditure of the Job IO119 Drainage Engineering Consultancy from \$0 to \$13,610.
4. Reducing income from GL 5110152 HALLS – Grants and Contributions by \$25,000 to \$0;
5. Reducing income from GL 5110252 NRLC Club Contribution by \$15,000 to \$0;
6. Reducing income from GL 5110254 OTHER – Other income contributions reimbursement from \$50,000 to \$0;
7. Reducing expenditure from GL 213020 TOUR - Public Relations & Area Promotion from \$136,476.01 to \$26,476.01; and
8. Increasing the budgeted Surplus Brought Forward from \$2,697,512 to \$2,731,632.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

MONTHLY FINANCIAL REPORT
 (Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 AUGUST 2020



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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2020**

**MONTHLY SUMMARY
INFORMATION**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 August 2020
Prepared by: Manager Corporate Service
Reviewed by: Executive Manager Corporate & Community Services

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 and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has 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.

SIGNIFICANT ACCOUNTING POLICES

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.

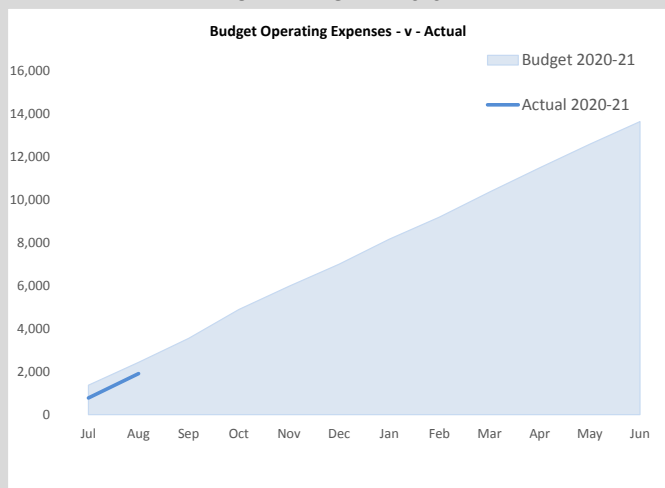
ROUNDING OFF FIGURES

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

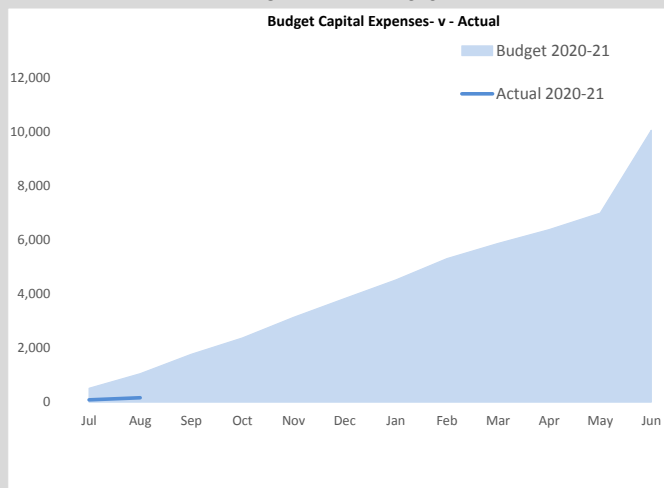
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 AUGUST 2020**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

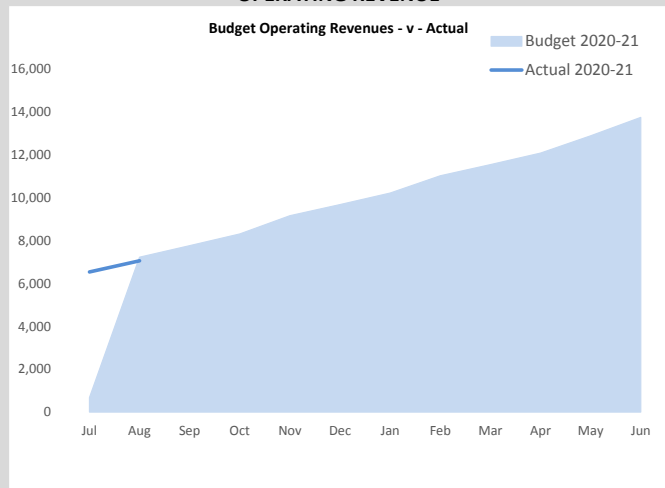
OPERATING EXPENSES



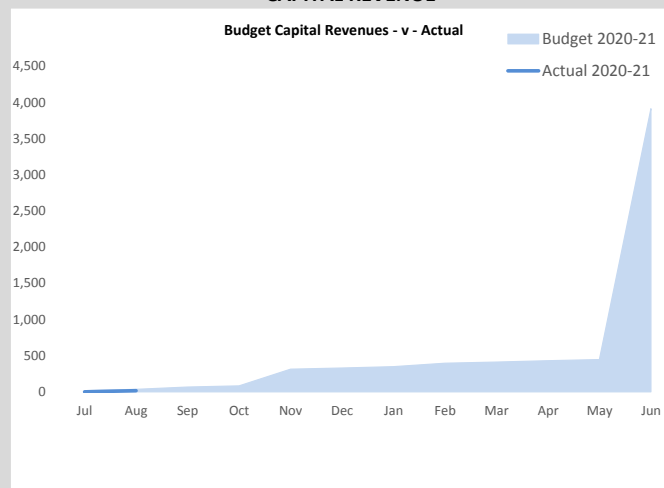
CAPITAL EXPENSES



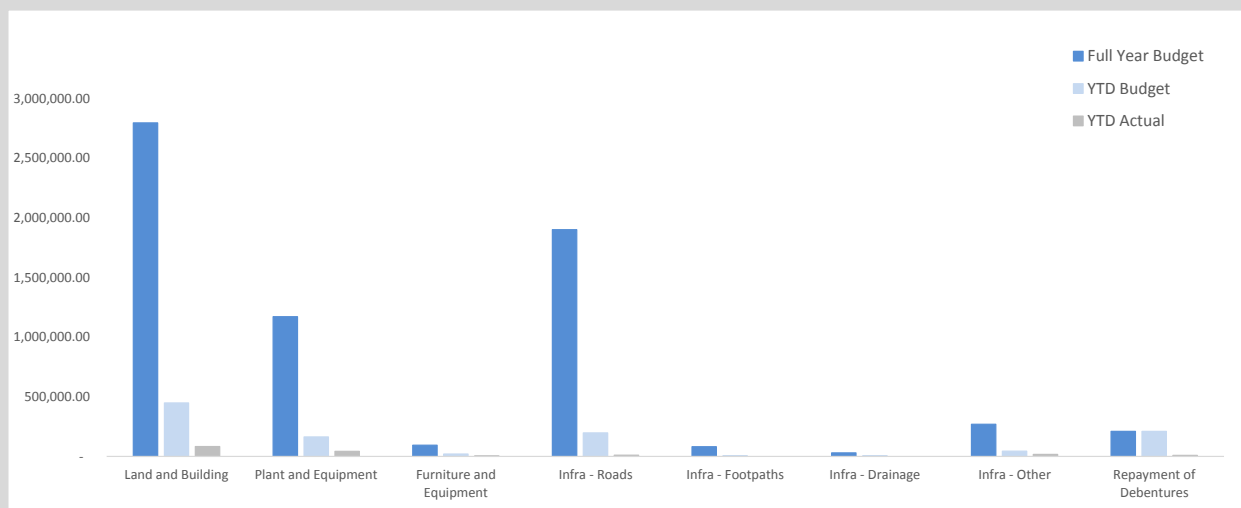
OPERATING REVENUE



CAPITAL REVENUE



CAPITAL EXPENSES BY ACTIVITY



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		2,697,512	2,697,512	2,826,046	(128,534)	5%	▲
Revenue from operating activities							
General Purpose Funding - Rates		4,941,453	4,935,353	4,921,715	(13,638)	(0%)	
General Purpose Funding - Other		1,388,346	316,102	310,311	(5,791)	(2%)	
Governance		1,850	306	243	(63)	(21%)	
Law, Order and Public Safety		285,505	45,578	4,081	(41,497)	(91%)	▼
Health		21,350	6,638	3,327	(3,311)	(50%)	
Education and Welfare		1,579,357	266,786	438,469	171,683	64%	▲
Housing		8,240	1,372	1,268	(104)	(8%)	
Community Amenities		1,145,512	847,414	888,441	41,027	5%	
Recreation and Culture		309,006	8,692	10,203	1,511	17%	
Transport		251,970	162,841	165,301	2,460	2%	
Economic Services		304,200	50,692	56,268	5,576	11%	
Other Property and Services		171,939	28,652	37,608	8,956	31%	
		10,408,728	6,670,426	6,837,234	166,808	2%	
Expenditure from operating activities							
General Purpose Funding		(248,012)	(50,114)	(50,405)	(291)	(1%)	
Governance		(648,647)	(161,644)	(73,568)	88,076	54%	▲
Law, Order and Public Safety		(755,988)	(145,383)	(150,002)	(4,619)	(3%)	
Health		(291,729)	(52,897)	(49,892)	3,005	6%	
Education and Welfare		(1,868,016)	(323,113)	(260,965)	62,148	19%	▲
Housing		(33,202)	(6,134)	(3,178)	2,956	48%	
Community Amenities		(1,570,941)	(265,264)	(177,166)	88,098	33%	▲
Recreation and Culture		(3,518,392)	(614,438)	(378,178)	236,260	38%	▲
Transport		(3,765,422)	(622,976)	(610,029)	12,947	2%	
Economic Services		(894,637)	(159,799)	(99,009)	60,790	38%	▲
Other Property and Services		(64,345)	(40,181)	(61,420)	(21,239)	(53%)	▼
		(13,659,333)	(2,441,943)	(1,913,813)	528,130		
Operating activities excluded from budget							
Add back Depreciation		3,450,264	575,024	508,473	(66,551)	(12%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	129,582	21,594	2,722	(18,872)	(87%)	▼
Adjust Employee Benefits Provision (Non-Current)		0	0	23,953	23,953		▼
Adjust Deferred Pensioner Rates (Non-Current)		0	0	(288)	(288)		
Movement in Leave Reserve (Added Back)		0	0	0	0		
Adjust Rounding		0	0	0	0		
Amount attributable to operating activities		329,241	4,825,101	5,458,281	633,180		
Investing Activities							
Non-Operating Grants, Subsidies and Contributions		3,337,565	556,252	219,787	(336,465)	(60%)	▼
Purchase of Investments		0	0	0	0		
Land Held for Resale		0	0	0	0		
Land and Buildings	11	(2,794,757)	(448,327)	(82,641)	365,686	82%	▲
Plant and Equipment	11	(1,171,000)	(163,053)	(43,142)	119,911	74%	▲
Furniture and Equipment	11	(94,000)	(19,832)	(4,437)	15,395	78%	▲
Library Stock	11	0	0	0	0		
Infrastructure Assets - Roads	11	(1,900,181)	(197,704)	(10,538)	187,166	95%	▲
Infrastructure Assets - Footpaths	11	(81,360)	(5,560)	0	5,560	100%	
Infrastructure Assets - Road Drainage	11	(30,000)	(5,000)	0	5,000	100%	
Infrastructure Assets - Parks and Gardens	11	(45,000)	(7,498)	0	7,498	100%	
Infrastructure Assets - Bridges	11	(270,000)	(45,000)	(104)	44,896	100%	▲
Infrastructure Assets - Other	11	(1,470,017)	(199,722)	(17,118)	182,604	91%	▲
Proceeds from Disposal of Assets	12	592,000	34,334	16,000	(18,334)	(53%)	▼
Proceeds from Sale of Investments		0	0	0	0		
Amount attributable to investing activities		(3,926,750)	(501,110)	77,807	578,917		
Financing Activities							
Proceeds from New Debentures	13	180,000	0	0	0		
Proceeds from Advances		0	0	0	0		
Repayment of Debentures	13	(173,652)	(5,426)	(4,422)	1,004	23%	
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	10	3,139,700	0	0	0		
Advances to Community Groups		0	0	0	0		
Transfer to Reserves	10	(2,300,170)	0	0	0		
Amount attributable to financing activities		845,878	(5,426)	(4,422)	1,004		
Net Capital		(3,080,872)	(506,536)	73,386	579,922		
Total Net Operating + Capital		(2,751,631)	4,318,565	5,531,667	1,213,102		
Closing Funding Surplus(Deficit)	3	(54,119)	7,016,077	8,357,713	1,084,568		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the current year is \$15,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

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.

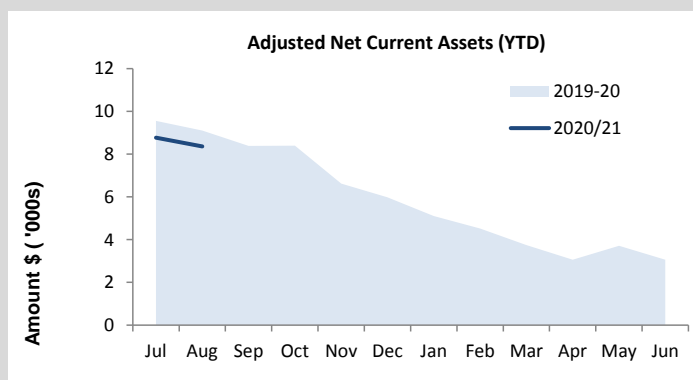
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

	Last Years Closing	This Time Last Year	Year to Date Actual
	30 Jun 2020	31 Aug 2019	31 Aug 2020
	\$	\$	\$
Adjusted Net Current Assets			
Current Assets			
Cash Unrestricted	3,136,695	4,212,407	3,706,768
Cash Restricted - Reserves and Bonds/Deposits	4,075,039	4,253,632	4,069,791
Receivables - Rates and Rubbish, ESL, Excess Rates	310,911	4,617,830	5,010,110
Receivables - Other	270,878	1,066,979	51,798
Inventories	25,990	21,462	23,940
	7,819,514	14,172,311	12,862,408
Less: Current Liabilities			
Payables	(655,197)	(629,959)	(251,833)
Loan Liability	537	(158,276)	4,959
Provisions	(642,827)	(596,311)	(559,859)
	(1,297,487)	(1,384,546)	(806,733)
Net Current Asset Position	6,522,027	12,787,765	12,055,675
Less: Cash Restricted	(4,047,131)	(4,233,146)	(4,047,131)
Add Back: Component of Leave Liability not Required to be funded	360,583	335,146	360,583
Add Back: Current Loan Liability	(537)	158,276	(4,959)
Adjustment for Trust Transactions Within Muni	(8,895)	(1,281)	(6,454)
Net Current Funding Position	2,826,046	9,046,760	8,357,713

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)

\$8.36 M

This Time Last Year

Surplus(Deficit)

\$9.05 M

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

	Investment Value \$	Maturity Date	Rate	Institution	Investment %
Cash Unrestricted	0				0%
Cash Restricted (Reserves)	0				0%
Total Investment Holdings via Entity	0				0%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Opening Funding Surplus	128,534	5%	▲	Timing	The variance between the Budgeted Opening Balance and the Actual Opening Balance will be verified at Annual Audit and will be incorporated into the Financial Statements once completed.
Law, Order and Public Safety	(41,497)	(91%)	▼	Timing	Fire grants and bush fire subsidy not yet received.
Education and Welfare	171,683	64%	▲	Permanent	Additional grant funding for CHSP.
Expenditure from operating activities					
Governance	88,076	54%	▲	Timing	In person WALGA state conference cancelled. Sitting fees budgeted for July costed to June.
Education and Welfare	62,148	19%	▲	Timing	Timing of CHSP programme expenditure and pending journal reversal of prior year leave provisions.
Community Amenities	88,098	33%	▲	Timing	Waste disposal invoices not yet received from contractor.
Recreation and Culture	236,260	38%	▲	Timing	Variance was due to parks, playgrounds and airfield depreciation being lower than budget due to timing of capex. In addition subsidy to YMCA is lower than expected.
Economic Services	60,790	38%	▲	Timing	Positive variance due to timing of BUILD and TOUR expenditure.
Other Property and Services	(21,239)	(53%)	▼	Timing	Variance due to timing of salaries and wages allocations.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(336,465)	(60%)	▼	Timing	Variance due to timing of fire state grants and roads to recovery funded capex.
Proceeds from Disposal of Assets	(18,334)	(53%)	▼	Timing	Variance due to timing of programmed plant disposals.
Capital Acquisitions	933,716	(86%)	▼	Timing	Variance due to timing of capital expenditure such as Roads \$254k; Heritage buildings \$100k; and Plant and equipment \$132k. Fire Prevention building \$1.5m will not progress as funding was not approved.
Financing Activities					

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

▲ Favourable variance

▼ Unfavourable variance

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**OPERATING ACTIVITIES
RECEIVABLES**

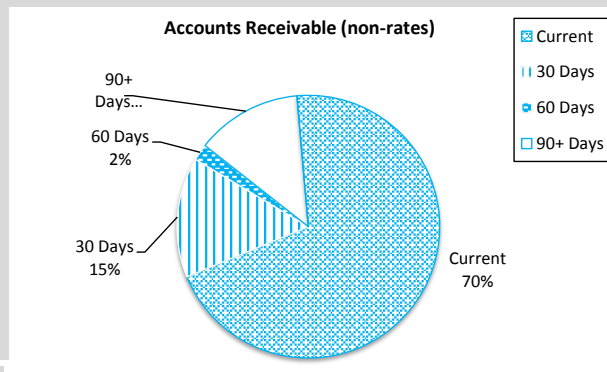
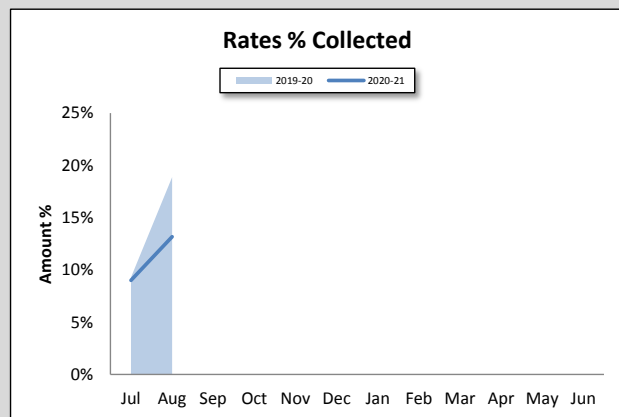
Rates Receivable	30 Jun 20	31 Aug 20	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	586,296	497,826	Receivables - General	44,638	9,414	1,289	8,282	63,623
Levied this year	3,194,497	3,175,827	Percentage	70%	15%	2%	13%	
Movement in Excess Rates	(125,996)	0	Include:					
Domestic Refuse Collection Charges	472,846	476,036	Rates Pensioner Rebate Claims					21,588
Domestic Services (Additional)	3,197	3,164	GST Input					4,607
Commercial Collection Charge	0	43,428	Provision For Doubtful Debts					(38,020)
Commercial Collection Charge (Additional)	43,793	43,516	Total Receivables General Outstanding					51,798
Total Rates and Rubbish (YTD)	5,332,227	5,486,932	Amounts shown above include GST (where applicable)					
Less Collections to date	(5,420,697)	(787,445)						
Net Rates Collectable	497,826	5,197,313						
% Collected	91.59%	68.11%						
Pensioner Deferred Rates		(178,755)						
Pensioner Deferred ESL		(8,448)						
Total Rates and Rubbish, ESL, Excess Rates		5,010,110						

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.

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
\$51,798
Over 30 Days
30%
Over 90 Days
13%

Collected	Rates Due
68%	\$5,010,110

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

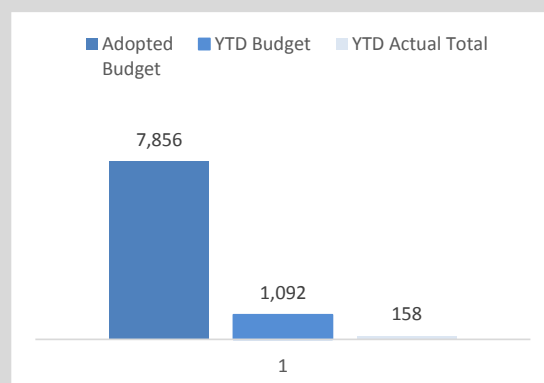
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	2,794,757	2,794,757	448,327	82,641	365,686
Plant & Equipment	1,171,000	1,171,000	163,162	43,142	120,020
Furniture & Equipment	94,000	94,000	19,832	4,437	15,395
Roads	1,900,181	1,900,181	197,704	10,538	187,166
Footpaths	81,360	81,360	5,560	0	5,560
Road Drainage	30,000	30,000	5,000	0	5,000
Other Infrastructure	1,470,017	1,470,017	199,722	17,118	182,604
Parks and Gardens	45,000	45,000	7,498	0	5,832
Bridges	270,000	270,000	45,000	104	44,896
Capital Expenditure Totals	7,856,315	7,856,315	1,091,805	157,980	932,159

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	Current Budget	YTD Actual	% Spent
	\$7.86 M	\$7.86 M	\$.16 M	2%

To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	Variance Under(Over)	
			\$	\$	\$	\$	
Capital Expenditure							
Land and Buildings							
	Building Renovation Administration	4040260	LB011	26,297	26,297	95	26,202
	Fire Prevention Building (Capital)	4050160	BC020	1,500,000	250,000	0	250,000
	SES Training / Meeting Room	4050260	BC265	62,210	10,368	0	10,368
	HACC - Building (Capital)	4080360	BC050	70,000	11,666	17,482	(5,816)
	HACC - Building CCTV	4080360	BC051	10,000	1,666	0	1,666
	Kitchen Upgrade	4080360	BC266	0	0	0	0
	Accessibility Access Upgrades	4080850	BC091	0	0	0	0
	Smith St Public Toilets (Coles Carpark) Capital	4100850	BC132	0	0	0	0
	Harris St Public Toilets (Museum) Capital	4100850	BC133	0	0	0	0
	May Street Public Toilet Upgrade	4100850	BC176	35,000	0	64,176	(64,176)
	Thomas Hogg Public Toilet Upgrade	4100850	BC177	0	0	0	0
	Memorial Park Public Toilets Capital	4100850	BC263	0	0	0	0
	COM AMEN - Building (Capital) - CBD Ablution Upgrades	4100850	BC267	90,000	15,000	0	15,000
	Town Hall (Federal St) Building Capital	4110160	BC150	80,000	13,332	0	13,332
	John Higgins Community Complex Building Capital	4110160	BC152	0	0	0	0
	Nomans Lake Hall Building Capital	4110160	BC154	0	0	0	0
	NRLC Building (Capital)	4110260	BC160	30,000	5,000	0	5,000
	NRLC Building Capital 2018-19	4110260	BC161	40,000	6,666	0	6,666
	Croquet Clubrooms Building Capital	4110355	BC175	0	0	0	0
	Library Building (Capital)	4110560	BC190	7,000	0	0	0
	Library - Stage 2	4110560	IO080B	0	0	0	0
	Railway Station Building (Capital)	4110660	BC200	18,250	0	0	0
	Railway Station Resortation COVID recovery project	4110660	BC202	750,000	100,000	0	100,000
	Caravan Park Campers Kitchen Building Capital	4130260	BC234	5,000	0	888	(888)
	Caravan Park Renovations	4130260	LB235	0	0	0	0
	Caravan Park Caretakers Cottage Building Capital	4130260	BC235	0	0	0	0
	Accommodation Units (NCP)	4130260	BC236	0	0	0	0
	Strata- Old Shire Building	4130650	BC255	20,000	3,332	0	3,332
	30 Gray St Building upgrade	4130650	BC290	30,000	5,000	0	5,000
	Visitor Information Bay Upgrade (Williams Road)	4130260	IO094	8,000	0	0	0
	Admin Office Building Capital	4140560	BC260	13,000	0	0	0
				2,794,757	448,327	82,641	365,686
Plant and Equipment							
	NGN417 RO Vehicle	4050355	PA007A	44,000	0	43,142	(43,142)
	NO05 Ranger Vehicle 2018	4050355	PA8163A	45,000	0	0	0
	EHO Vehicle 2020	4070355	PA065B	30,000	5,000	0	5,000
	009NGN 2019 Toyota Camry Altise	4080455	PA043B	28,000	4,666	0	4,666
	NGN219 CATS Vehicle 2021	4080750	PA014H	28,000	4,666	0	4,666
	NGN00 EMDRS Vehicle 2020(2)	4100655	PA002K	46,500	7,750	0	7,750
	NGN00 EMDRS Vehicle 2021(1)	4100655	PA002L	46,500	7,750	0	7,750
	NGN00 EMDRS Vehicle 2021(2)	4100655	PA002M	46,500	7,750	0	7,750
	NRLC - Plant & Equipment Other (Capital)	4110255	PE161	17,500	2,916	0	2,916
	CCTV Installation Old Courthouse Museum	4110655	PE060	0	0	0	0
	Diesel Locomotive (Railway Yard)	4110655	PE069	0	0	0	0
	NO764 Bomag Twin Vibrating Roller	4120350	PA022A	45,000	7,500	0	7,500
	BT50 UTE 2020 (WORKS) (P62)	4120350	PA062A	30,000	5,000	0	5,000
	ONO EMTRS Vehicle 2020 (1)	4120350	PA700J	46,500	7,750	0	7,750
	ONO EMTRS Vehicle 2020 (2)	4120350	PA700K	46,500	7,750	0	7,750
	ONO EMTRS Vehicle 2021 (1)	4120350	PA700L	46,500	7,750	0	7,750
	ONO EMTRS Vehicle 2021 (2)	4120350	PA700M	46,500	7,750	0	7,750
	NO591 Toyota Single Cab 4X4	4120350	PA8144A	35,000	5,832	0	5,832
	NO023 Toyota Dual Cab 4x4	4120350	PA8165A	30,000	5,000	0	5,000
	NO4719 John Deere Grader	4120350	PA978B	410,000	68,332	0	68,332
	NO1193 2019 JCB 4CX PC Backhoe Loader	4120350	PA833B	0	0	0	0
	NGN93 Mitsubishi Triton Single Cab 2019 (Leading Hand) (PA018B)	4120350	PA018B	0	0	0	0
	Mobile (trailer Mounted) Visual Display Unit	4120350	PA070	0	0	0	0
	CCTV Installation NCP	4130255	PE049	0	0	0	0
	NGN2 BS Vehicle	4130350	PA003B	0	0	0	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	Variance Under(Over)
INGN CEO Vehicle 2019(4)	4140585	PA001J	0	0	0	0
ONGN EMCCS Vehicle 2019(2)	4140585	PA005H	43,000	0	0	0
ONGN EMCCS Vehicle 2020(1)	4140585	PA005I	0	0	0	0
002 NGN MF Vehicle 2020	4140585	PA047E	30,000	0	0	0
NGN 0 MLC Vehicle 2018	4140655	PA004D	30,000	0	0	0
			1,171,000	163,162	43,142	120,020
Furniture and Equipment						
Governance Furniture & Equipment Replacements	4040250	FE028	5,000	5,000	0	5,000
Computer Purchases	4080350	FE031	10,000	1,666	0	1,666
LIB - F&E Minor Assets	4110550	FE033	19,000	3,166	0	3,166
ADMIN - IT Software & Equipment (Capital)	4140580	FE100	60,000	10,000	4,437	5,563
			94,000	19,832	4,437	15,395
Library Stock						
LIB - Library Stock from State Govt 2020	4110551		0	0	0	0
			0	0	0	0
Infrastructure - Roads						
Cooramining Road - Renewal (Rural)(Grant Funded)	4120164	GFC117	0	0	0	0
Earl Street - Renewal (Local)	4120165	IR002	29,400	0	0	0
Moss Street - Upgrade (Local)	4120165	IR130	93,528	0	0	0
Whinbin Rock Road - Renewal (Rural)	4120165	IR205	93,358	0	0	0
Dongolocking Road - Upgrade (Rural)	4120165	IR209	101,846	0	0	0
Narrogin Valley Road - Renewal (Rural)	4120165	IR212	170,224	0	6,000	(6,000)
Narrakine Road South - Upgrade (Rural)	4120165	IR221	77,008	0	0	0
Lock Road - Renewal (Rural)	4120165	IR257	0	0	3,500	(3,500)
Parks Road Renewal (Capital)	4120165	IR281	52,871	0	0	0
Graham Road - Renewal (Local)	4120165	IR303	95,607	0	0	0
Street Tree Capital	4120165	IRTREE	20,000	3,332	1,038	2,294
Bannister St Renewal (R2R)	4120166	R2R003	23,555	3,924	0	3,924
Bunbury St Renewal (R2R)	4120166	R2R006	4,884	814	0	814
Smith Street - Renewal (Local) (R2R)	4120166	R2R020	54,950	9,158	0	9,158
Homer Street - Renewal (Local) (R2R)	4120166	R2R024	7,970	1,328	0	1,328
Gregory St Renewal (R2R)	4120166	R2R026	3,749	624	0	624
Hansard Street - Renewal (Local) (R2R)	4120166	R2R028	7,560	1,260	0	1,260
Heath Street - Renewal (Local) (R2R)	4120166	R2R040	1,898	316	0	316
Scotts St Renewal (R2R)	4120166	R2R049	4,158	692	0	692
Francis Street - Renewal (Local) (R2R)	4120166	R2R054	4,432	738	0	738
Grainger St Renewal (R2R)	4120166	R2R071	9,009	1,500	0	1,500
Olden St Renewal (R2R)	4120166	R2R078	2,772	462	0	462
Keally St Renewal (R2R)	4120166	R2R087	4,138	688	0	688
Yale Pl Renewal (R2R)	4120166	R2R091	3,340	556	0	556
Hughes St Renewal (R2R)	4120166	R2R092	4,554	758	0	758
William Kennedey Way Renewal (R2R)	4120166	R2R100	23,380	3,896	0	3,896
Narrakine Road - Renewal (R2R)	4120166	R2R112C	52,830	8,804	0	8,804
Parry Crt Renewal (R2R)	4120166	R2R115	3,960	660	0	660
Congelin Rd Renewal (R2R)	4120166	R2R203	26,790	4,464	0	4,464
Normans Lake Siding Rd Renewal (R2R)	4120166	R2R255	59,998	9,998	0	9,998
Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166	R2R331	29,914	4,984	0	4,984
Ried Rd Renewal (R2R)	4120166	R2R333	45,000	7,498	0	7,498
Wagin-Wickepin Road - Renewal (Rural) (RRG)	4120167	RRG207	787,500	131,250	0	131,250
			1,900,181	197,704	10,538	187,166
Infrastructure - Footpaths						
Argus Street Footpath Construction	4120175	IF038	48,000	0	0	0
Park Street Footpath Construction	4120175	IF052	27,360	4,560	0	4,560
Memorial Park Footpath Construction	4120175	IF102	6,000	1,000	0	1,000
			81,360	5,560	0	5,560
Infrastructure - Drainage						
Drainage Works	4120180	ID000	30,000	5,000	0	5,000
			30,000	5,000	0	5,000
Infrastructure - Other						
White Road Refuse Site	4110165	IO024	10,000	0	0	0
Bin Surrounds	4110165	IO085	18,000	0	0	0
TWIS Dams	4100350	IO078	180,000	0	0	0
Drainage Engineering consultancy - stormwater diversion	4100450	IO119	13,610	0	9,184	(9,184)
Cemetery Upgrade	4100860	IO026	15,000	0	1,600	(1,600)
CBD Design - Colour Palette and signage	4100860	IO100	15,000	2,500	0	2,500

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

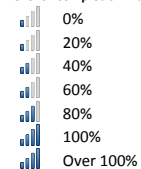
% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	Variance Under(Over)
	CBD Design - Heritage Walk Signage (Stage 2)	4100860 IO1008	0	0	114	(114)
	Gnarojin Park Cultural Heritage Management Plan	4100860 IO108	10,440	1,740	0	1,740
	Gnarojin Park Electrical Design Work	4100860 IO109	33,000	5,500	0	5,500
	Gnarojin Park Landscape Design	4100860 IO110	95,000	15,832	0	15,832
	Town Hall Furniture	4110165 IO120	0	0	0	0
	NRLC Infrastructure Other (Capital)	4110265 IO160	83,000	13,832	0	13,832
	NRLC - Infrastructure Other (Capital - Outside)	4110265 IO161	132,398	22,066	0	22,066
	NRLC - Infrastructure Other (Capital - Inside)	4110265 IO162	150,000	25,000	1,005	23,995
	Railway Dam	4110365 IO018	61,000	10,166	73	10,093
	Bowling Club Capital Projects	4110365 IO029	335,109	55,850	0	55,850
	Highbury Tennis Court	4110365 IO093	50,000	8,332	0	8,332
	Clayton Road Storm Water Catchment Dam	4110365 IO116	35,000	0	0	0
	Gnarojin Community Garden Projects	4110860 IO101	10,000	1,666	0	1,666
	Gnarojin Park Hydrology Report	4100860 IO117	15,510	2,584	0	2,584
	Projects NEXIS (Capital)	4100860 IO150	27,630	4,604	0	4,604
	Street Furniture	4120145 IO014	18,000	3,000	0	3,000
	IO Fencing Projects (Capital)	4120145 IO022	15,000	2,500	0	2,500
	Carpark Renewals (Capital)	4120145 IO023	17,320	2,886	0	2,886
	DEPOT Rainwater Tank 120,000Lt	4120145 IO250	20,000	3,332	0	3,332
	Aerodrome Infrastructure Other (Capital)	4120466 IO092	0	0	0	0
	Aerodrome Infrastructure Other (Capital)	4120466 IO092	0	0	0	0
	Banner Poles	4130265 IO012	0	0	(658)	658
	Caravan Park Resealing, Line Marking	4130265 IO081	110,000	18,332	5,799	12,533
	Economic Development Strategy	4130660 IO105	0	0	0	0
			1,470,017	199,722	17,118	182,604
	Infrastructure - Parks & Gardens					
	Park Furniture (Capital)	4110364 IO174	35,000	5,832	0	5,832
	Street & Parks Solar Lighting (Capital)	4110364 IO175	10,000	1,666	0	1,666
			45,000	7,498	0	7,498
	Infrastructure - Bridges					
	Footbridge Refurbishment	4120181 IB001	0	0	104	(104)
	Manaring Bridge (R2R) (Capital)	4120181 IB002	270,000	45,000	0	45,000
			270,000	45,000	104	44,896
	Grand Total		7,856,315	1,091,805	157,980	933,825

Capital Expenditure Total

Level of Completion Indicators



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

Variance is calculated on:
YTD Budget vs YTD Actual

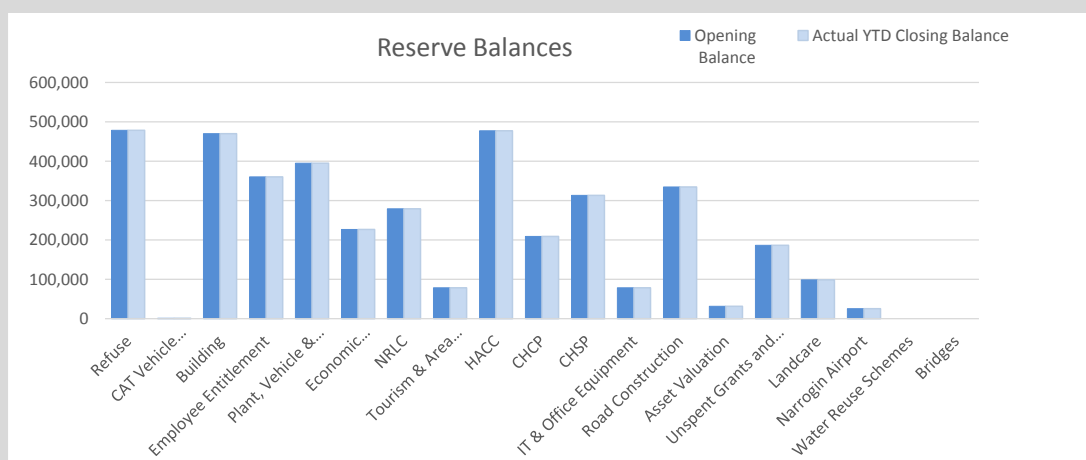
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020

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	478,789	7,239	0	50,213	0	92,720	0	443,521	478,789
CAT Vehicle Replacement	794	42	0	13,000	0	13,000	0	836	794
Building	470,148	7,101	0	0	0	158,297	0	318,952	470,148
Employee Entitlement	360,583	5,452	0	0	0	0	0	366,035	360,583
Plant, Vehicle & Equipment	395,308	5,159	0	425,000	0	538,500	0	286,967	395,308
Economic Development	227,022	3,432	0	0	0	208,059	0	22,395	227,022
NRLC	279,436	4,225	0	125,000	0	215,000	0	193,661	279,436
Tourism & Area Promotion	78,521	1,187	0	0	0	0	0	79,708	78,521
HACC	477,523	7,434	0	41,554	0	214,069	0	312,442	477,523
CHCP	209,296	633	0	759,989	0	462,415	0	507,503	209,296
CHSP	313,617	6,585	0	744,914	0	1,045,401	0	19,715	313,617
IT & Office Equipment	78,802	1,191	0	0	0	60,000	0	19,993	78,802
Road Construction	335,003	5,065	0	0	0	0	0	340,068	335,003
Asset Valuation	31,844	0	0	0	0	0	0	31,844	31,844
Unspent Grants and Contributions	186,594	3,382	0	0	0	0	0	189,976	186,594
Landcare	98,681	1,492	0	0	0	25,000	0	75,173	98,681
Narrogin Airport	25,171	381	0	15,000	0	0	0	40,552	25,171
Water Reuse Schemes	0	0	0	17,500	0	0	0	17,500	0
Bridges	0	0	0	48,000	0	35,000	0	13,000	0
	4,047,131	60,000	0	2,240,170	0	3,067,461	0	3,279,840	4,047,131

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		Budget Adoption		Opening Surplus(Deficit)	\$	\$	\$	\$
						0		0
					-	-	-	0

KEY INFORMATION

MONTHLY FINANCIAL REPORT
 (Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 SEPTEMBER 2020



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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**MONTHLY SUMMARY
INFORMATION**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 September 2020
Prepared by: Manager Corporate Services
Reviewed by: Executive Manager Corporate & Community Services

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 and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has 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.

SIGNIFICANT ACCOUNTING POLICES

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.

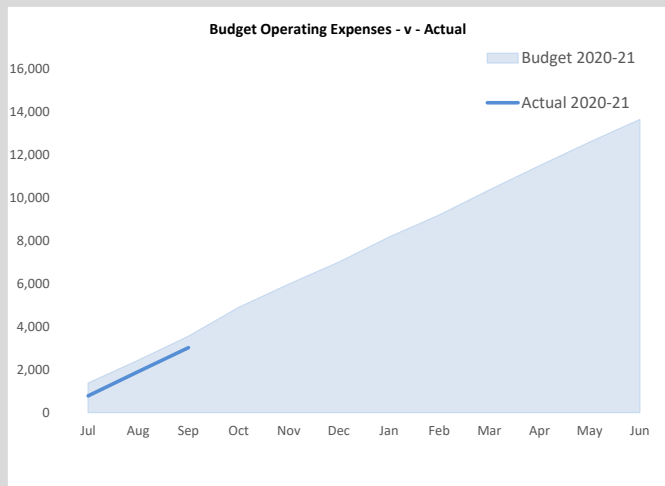
ROUNDING OFF FIGURES

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

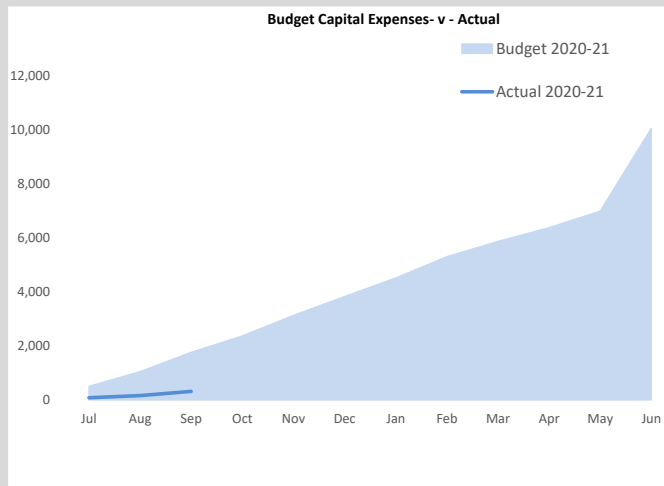
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

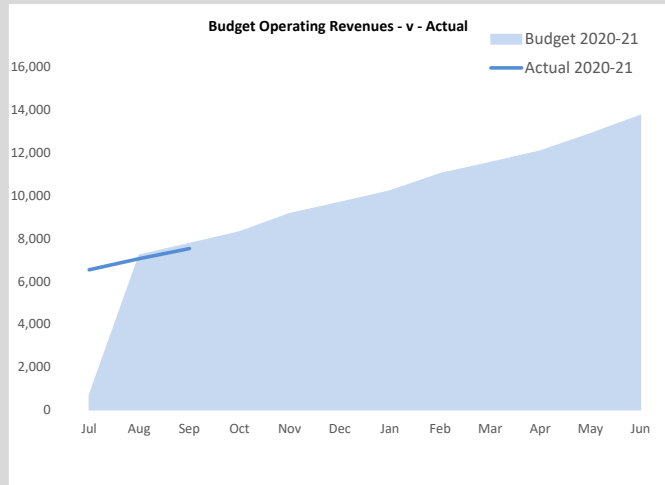
OPERATING EXPENSES



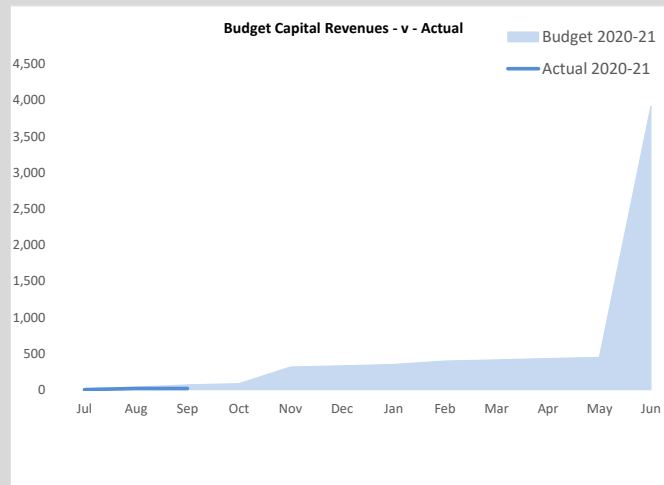
CAPITAL EXPENSES



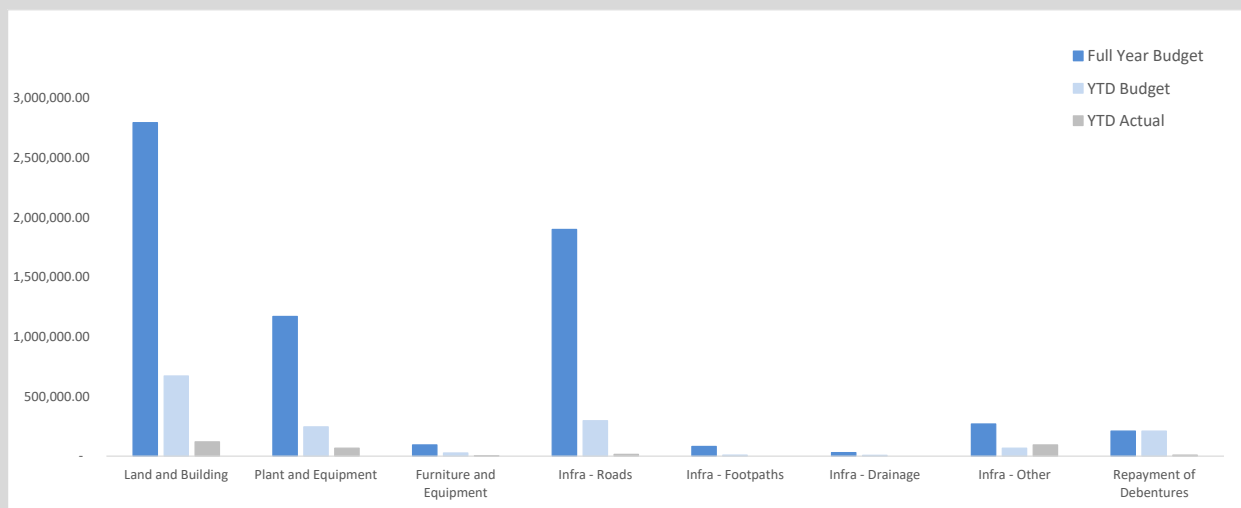
OPERATING REVENUE



CAPITAL REVENUE



CAPITAL EXPENSES BY ACTIVITY



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		2,697,512	2,697,512	2,826,046	(128,534)	5%	▲
Revenue from operating activities							
General Purpose Funding - Rates		4,941,453	4,935,052	4,921,715	(13,337)	(0%)	
General Purpose Funding - Other		1,388,346	346,321	347,204	883	0%	
Governance		1,850	459	4,869	4,410	961%	
Law, Order and Public Safety		285,505	68,367	6,589	(61,778)	(90%)	▼
Health		21,350	8,107	7,327	(780)	(10%)	
Education and Welfare		1,579,357	395,179	515,362	120,183	30%	▲
Housing		8,240	2,058	2,218	160	8%	
Community Amenities		1,145,512	866,116	902,947	36,831	4%	
Recreation and Culture		309,006	13,038	45,887	32,849	252%	▲
Transport		251,970	171,751	165,369	(6,382)	(4%)	
Economic Services		304,200	76,038	121,848	45,810	60%	▲
Other Property and Services		171,939	42,978	79,125	36,147	84%	▲
		10,408,728	6,925,464	7,120,461	194,997	3%	
Expenditure from operating activities							
General Purpose Funding		(248,012)	(68,746)	(70,456)	(1,710)	(2%)	
Governance		(648,647)	(220,595)	(106,769)	113,826	52%	▲
Law, Order and Public Safety		(755,988)	(204,523)	(227,413)	(22,890)	(11%)	▼
Health		(291,729)	(76,345)	(67,915)	8,430	11%	
Education and Welfare		(1,868,016)	(476,203)	(456,592)	19,611	4%	
Housing		(33,202)	(9,166)	(5,518)	3,648	40%	
Community Amenities		(1,570,941)	(399,491)	(262,358)	137,133	34%	▲
Recreation and Culture		(3,518,392)	(888,606)	(647,010)	241,596	27%	▲
Transport		(3,765,422)	(944,424)	(955,957)	(11,533)	(1%)	
Economic Services		(894,637)	(231,773)	(178,747)	53,026	23%	▲
Other Property and Services		(64,345)	(33,453)	(45,898)	(12,445)	(37%)	
		(13,659,333)	(3,553,325)	(3,024,633)	528,692		
Operating activities excluded from budget							
Add back Depreciation		3,450,264	862,536	755,961	(106,575)	(12%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	129,582	32,391	2,722	(29,669)	(92%)	▼
Adjust Employee Benefits Provision (Non-Current)		0	0	23,953	23,953		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	(288)	(288)		
Movement in Leave Reserve (Added Back)		0	0	0	0		
Adjust Rounding		0	0	0	0		
Amount attributable to operating activities		329,241	4,267,066	4,878,176	611,110		
Investing Activities							
Non-Operating Grants, Subsidies and Contributions		3,337,565	834,378	407,020	(427,358)	(51%)	▼
Purchase of Investments		0	0	0	0		
Land Held for Resale		0	0	0	0		
Land and Buildings	11	(2,794,757)	(672,342)	(120,205)	552,137	82%	▲
Plant and Equipment	11	(1,171,000)	(244,634)	(67,415)	177,219	72%	▲
Furniture and Equipment	11	(94,000)	(27,248)	(4,437)	22,811	84%	▲
Library Stock	11	0	0	0	0		
Infrastructure Assets - Roads	11	(1,900,181)	(296,556)	(14,944)	281,612	95%	▲
Infrastructure Assets - Footpaths	11	(81,360)	(8,340)	0	8,340	100%	
Infrastructure Assets - Road Drainage	11	(30,000)	(7,500)	0	7,500	100%	
Infrastructure Assets - Parks and Gardens	11	(45,000)	(11,247)	(9,918)	1,329	12%	
Infrastructure Assets - Bridges	11	(270,000)	(67,500)	(104)	67,396	100%	▲
Infrastructure Assets - Other	11	(1,470,017)	(493,193)	(94,253)	398,940	81%	▲
Proceeds from Disposal of Assets	12	592,000	66,501	16,000	(50,501)	(76%)	▼
Proceeds from Sale of Investments		0	0	0	0		
Amount attributable to investing activities		(3,926,750)	(927,681)	111,745	1,039,426		
Financing Activities							
Proceeds from New Debentures	13	180,000	0	0	0		
Proceeds from Advances		0	0	0	0		
Repayment of Debentures	13	(173,652)	(8,139)	(4,422)	3,717	84%	
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	10	3,139,700	0	0	0		
Advances to Community Groups		0	0	0	0		
Transfer to Reserves	10	(2,300,170)	0	0	0		
Amount attributable to financing activities		845,878	(8,139)	(4,422)	3,717		
Net Capital		(3,080,872)	(935,820)	107,323	1,043,143		
Total Net Operating + Capital		(2,751,631)	3,331,246	4,985,499	1,654,253		
Closing Funding Surplus(Deficit)	3	(54,119)	6,028,758	7,811,546	1,525,719		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the current year is \$15,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

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.

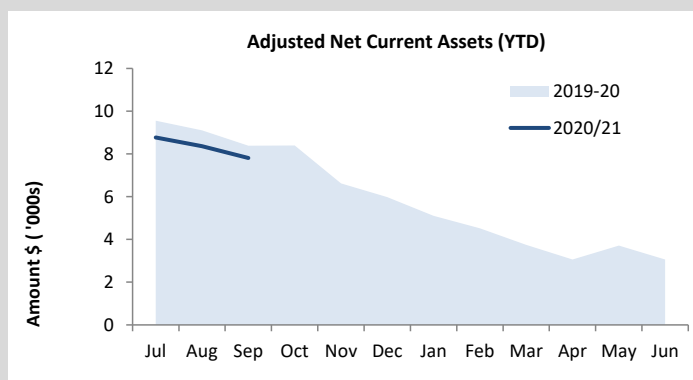
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

	Last Years Closing	This Time Last Year	Year to Date Actual
	30 Jun 2020	30 Sep 2019	30 Sep 2020
	\$	\$	\$
Adjusted Net Current Assets			
Current Assets			
Cash Unrestricted	3,136,695	6,522,588	6,366,835
Cash Restricted - Reserves and Bonds/Deposits	4,075,039	4,253,631	4,070,003
Receivables - Rates and Rubbish, ESL, Excess Rates	310,911	2,077,540	1,962,337
Receivables - Other	270,878	580,440	47,943
Inventories	25,990	9,683	23,940
	7,819,514	13,443,883	12,471,059
Less: Current Liabilities			
Payables	(655,197)	(612,249)	(410,530)
Loan Liability	537	(154,056)	4,959
Provisions	(642,827)	(596,311)	(559,859)
	(1,297,487)	(1,362,615)	(965,430)
Net Current Asset Position	6,522,027	12,081,267	11,505,629
Less: Cash Restricted	(4,047,131)	(4,233,146)	(4,047,131)
Add Back: Component of Leave Liability not Required to be funded	360,583	335,146	360,583
Add Back: Current Loan Liability	(537)	154,056	(4,959)
Adjustment for Trust Transactions Within Muni	(8,895)	(1,762)	(6,666)
Net Current Funding Position	2,826,046	8,335,560	7,807,456

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)

\$7.81 M

This Time Last Year

Surplus(Deficit)

\$8.34 M

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

	Investment Value \$	Maturity Date	Rate	Institution	Investment %
<u>Cash Unrestricted</u>	0				0%
<u>Cash Restricted (Reserves)</u>	0				0%
<u>Total Investment Holdings via Entity</u>	0				0%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Opening Funding Surplus	128,534	5%	▲	Timing	The variance between the Budgeted Opening Balance and the Actual Opening Balance will be verified at Annual Audit and will be incorporated into the Financial Statements once completed.
Law, Order and Public Safety	(61,778)	(90%)	▼	Timing	Fire grants and bush fire subsidy not yet received.
Education and Welfare	120,183	30%	▲	Permanent	Additional grant funding for CHSP.
Recreation and Culture	32,849	252%	▲	Timing	Variance due to timing of REC and NRLC contributions & donations.
Economic Services	45,810	60%	▲	Permanent	Revenue at Caravan Park better than expected
Other Property and Services	36,147	84%	▲	Timing	LGIS Rebate received earlier than expected.
Expenditure from operating activities					
Governance	113,826	52%	▲	Permanent	In person WALGA state conference cancelled. Sitting fees budgeted for July costed to June.
Law, Order and Public Safety	(22,890)	(11%)	▼	Permanent	Variance mainly due to refund of unspent fire grant.
Community Amenities	137,133	34%	▲	Timing	Waste disposal invoices not yet received from contractor.
Recreation and Culture	241,596	27%	▲	Timing	Variance due timing of NRLC utility bills in addition to parks, playgrounds and airfield depreciation being lower than budget due to timing of capex. Further subsidy to YMCA is lower than expected.
Economic Services	53,026	23%	▲	Timing	Positive variance due to timing of BUILD and TOUR expenditure.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(427,358)	(51%)	▼	Permanent	Variance due to non-approval of grant funding for the Fire Prevention building (offset by reduction in Capex), and timing of roads to recovery funded Capex.
Proceeds from Disposal of Assets	(50,501)	(76%)	▼	Timing	Variance due to timing of programmed plant disposals.
Capital Acquisitions	1,517,285	(83%)	▼	Permanent	Variance due to timing of capital expenditure such as Roads \$254k; Heritage buildings \$100k; and Plant and equipment \$132k. Fire Prevention building \$1.5m will not progress as funding not approved.
Financing Activities					

KEY INFORMATION

- ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
- ▲ Favourable variance
- ▼ Unfavourable variance

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
RECEIVABLES**

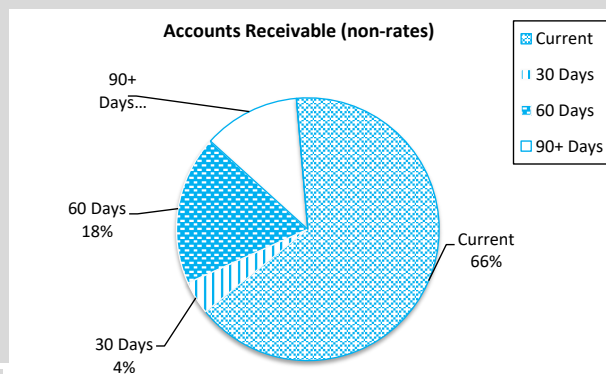
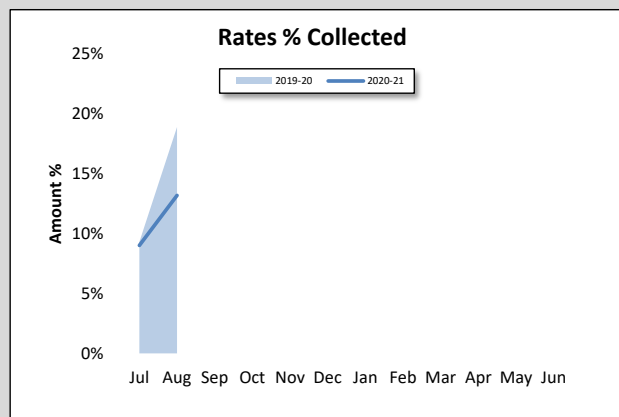
Rates Receivable	30 Jun 19	30 Sep 20	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	586,296	497,826	Receivables - General	25,615	1,606	7,188	4,649	39,058
Levied this year	3,194,497	3,175,827	Percentage	1	0	0	0	
Movement in Excess Rates	(125,996)	0						
Domestic Refuse Collection Charges	472,846	476,036	Balance per Trial Balance					
Domestic Services (Additional)	3,197	3,164	Rates Pensioner Rebate Claims					7,327
Commercial Collection Charge	0	43,428	GST Input					39,577
Commercial Collection Charge (Additional)	43,793	43,516	Provision For Doubtful Debts					(38,020)
Total Rates and Rubbish (YTD)	5,332,227	5,486,932	Total Receivables General Outstanding					47,943
<u>Less Collections to date</u>	<u>(5,420,697)</u>	<u>(3,835,218)</u>	Amounts shown above include GST (where applicable)					
Net Rates Collectable	497,826	2,149,540						
% Collected	91.59%	68.11%						
Pensioner Deferred Rates		(178,755)						
Pensioner Deferred ESL		(8,448)						
Total Rates and Rubbish, ESL, Excess Rates		1,962,337						

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.

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
\$47,943
Over 30 Days
34%
Over 90 Days
12%

Collected	Rates Due
68%	\$1,962,337

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

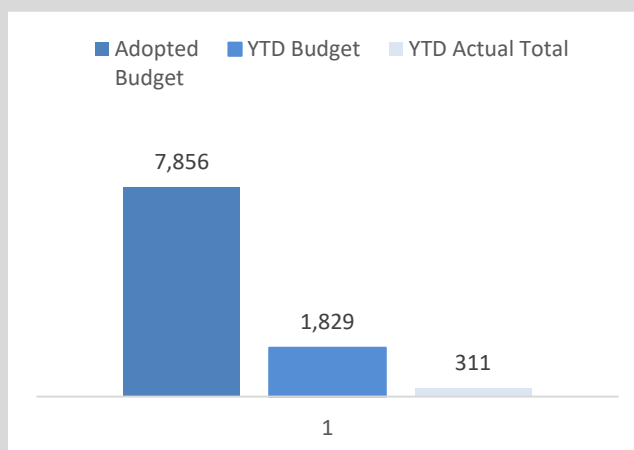
INVESTING ACTIVITIES
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	2,794,757	672,342	120,205	552,137
Plant & Equipment	1,171,000	244,743	67,415	177,328
Furniture & Equipment	94,000	27,248	4,437	22,811
Roads	1,900,181	296,556	14,944	281,612
Footpaths	81,360	8,340	0	8,340
Road Drainage	30,000	7,500	0	7,500
Other Infrastructure	1,470,017	493,193	94,253	398,940
Parks and Gardens	45,000	11,247	9,918	1,329
Bridges	270,000	67,500	104	67,396
Capital Expenditure Totals	7,856,315	1,828,669	311,275	1,517,394

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.86 M	\$.31 M	4%

To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.






















































	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	Variance Under(Over)	
			\$	\$	\$	\$	
Capital Expenditure							
Land and Buildings							
	Building Renovation Administration	4040260	LB011	26,297	26,297	635	25,662
	Fire Prevention Building (Capital)	4050160	BC020	1,500,000	375,000	0	375,000
	SES Training / Meeting Room	4050260	BC265	62,210	15,552	0	15,552
	HACC - Building (Capital)	4080360	BC050	70,000	17,499	21,517	(4,018)
	HACC - Building CCTV	4080360	BC051	10,000	2,499	0	2,499
	Kitchen Upgrade	4080360	BC266	0	0	0	0
	Accessibility Access Upgrades	4080850	BC091	0	0	0	0
	Smith St Public Toilets (Coles Carpark) Capital	4100850	BC132	0	0	0	0
	Harris St Public Toilets (Museum) Capital	4100850	BC133	0	0	0	0
	May Street Public Toilet Upgrade	4100850	BC176	35,000	0	97,165	(97,165)
	Thomas Hogg Public Toilet Upgrade	4100850	BC177	0	0	0	0
	Memorial Park Public Toilets Capital	4100850	BC263	0	0	0	0
	COM AMEN - Building (Capital) - CBD Ablution Upgrades	4100850	BC267	90,000	22,500	0	22,500
	Town Hall (Federal St) Building Capital	4110160	BC150	80,000	19,998	0	19,998
	John Higgins Community Complex Building Capital	4110160	BC152	0	0	0	0
	Nomans Lake Hall Building Capital	4110160	BC154	0	0	0	0
	NRLC Building (Capital)	4110260	BC160	30,000	7,500	0	7,500
	NRLC Building Capital 2018-19	4110260	BC161	40,000	9,999	0	9,999
	Croquet Clubrooms Building Capital	4110355	BC175	0	0	0	0
	Library Building (Capital)	4110560	BC190	7,000	0	0	0
	Library - Stage 2	4110560	IO080B	0	0	0	0
	Railway Station Building (Capital)	4110660	BC200	18,250	0	0	0
	Railway Station Resortation COVID recovery project	4110660	BC202	750,000	150,000	0	150,000
	Caravan Park Campers Kitchen Building Capital	4130260	BC234	5,000	0	888	(888)
	Caravan Park Renovations	4130260	LB235	0	0	0	0
	Caravan Park Caretakers Cottage Building Capital	4130260	BC235	0	0	0	0
	Accommodation Units (NCP)	4130260	BC236	0	0	0	0
	Strata- Old Shire Building	4130650	BC255	20,000	4,998	0	4,998
	30 Gray St Building upgrade	4130650	BC290	30,000	7,500	0	7,500
	Visitor Information Bay Upgrade (Williams Road)	4130260	IO094	8,000	0	0	0
	Admin Office Building Capital	4140560	BC260	13,000	13,000	0	13,000
				2,794,757	672,342	120,205	552,137
Plant and Equipment							
	NGN417 RO Vehicle	4050355	PA007A	44,000	0	43,142	(43,142)
	NO05 Ranger Vehicle 2018	4050355	PA8163A	45,000	0	0	0
	EHO Vehicle 2020	4070355	PA065B	30,000	7,500	24,273	(16,773)
	009NGN 2019 Toyota Camry Altise	4080455	PA043B	28,000	6,999	0	6,999
	NGN219 CATS Vehicle 2021	4080750	PA014H	28,000	6,999	0	6,999
	NGN00 EMDRS Vehicle 2020(2)	4100655	PA002K	46,500	11,625	0	11,625
	NGN00 EMDRS Vehicle 2021(1)	4100655	PA002L	46,500	11,625	0	11,625
	NGN00 EMDRS Vehicle 2021(2)	4100655	PA002M	46,500	11,625	0	11,625
	NRLC - Plant & Equipment Other (Capital)	4110255	PE161	17,500	4,374	0	4,374
	CCTV Installation Old Courthouse Museum	4110655	PE060	0	0	0	0
	Diesel Locomotive (Railway Yard)	4110655	PE069	0	0	0	0
	NO764 Bomag Twin Vibrating Roller	4120350	PA022A	45,000	11,250	0	11,250
	BT50 UTE 2020 (WORKS) (P62)	4120350	PA062A	30,000	7,500	0	7,500
	ONO EMTRS Vehicle 2020 (1)	4120350	PA700J	46,500	11,625	0	11,625
	ONO EMTRS Vehicle 2020 (2)	4120350	PA700K	46,500	11,625	0	11,625
	ONO EMTRS Vehicle 2021 (1)	4120350	PA700L	46,500	11,625	0	11,625
	ONO EMTRS Vehicle 2021 (2)	4120350	PA700M	46,500	11,625	0	11,625
	NO591 Toyota Single Cab 4X4	4120350	PA8144A	35,000	8,748	0	8,748
	NO023 Toyota Dual Cab 4x4	4120350	PA8165A	30,000	7,500	0	7,500
	NO4719 John Deere Grader	4120350	PA978B	410,000	102,498	0	102,498
	NO1193 2019 JCB 4CX PC Backhoe Loader	4120350	PA833B	0	0	0	0
	NGN93 Mitsubishi Triton Single Cab 2019 (Leading Hand) (PA018B)	4120350	PA018B	0	0	0	0
	Mobile (trailer Mounted) Visual Display Unit	4120350	PA070	0	0	0	0
	CCTV Installation NCP	4130255	PE049	0	0	0	0
	NGN2 BS Vehicle	4130350	PA003B	0	0	0	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	Variance Under(Over)
 1NGN CEO Vehicle 2019(4)	4140585	PA001J	0	0	0	0
 ONGN EMCCS Vehicle 2019(2)	4140585	PA005H	43,000	0	0	0
 ONGN EMCCS Vehicle 2020(1)	4140585	PA005I	0	0	0	0
 002 NGN MF Vehicle 2020	4140585	PA047E	30,000	0	0	0
 NGN 0 MLC Vehicle 2018	4140655	PA004D	30,000	0	0	0
			1,171,000	244,743	67,415	177,328
Furniture and Equipment						
 Governance Furniture & Equipment Replacements	4040250	FE028	5,000	5,000	0	5,000
 Computer Purchases	4080350	FE031	10,000	2,499	0	2,499
 LIB - F&E Minor Assets	4110550	FE033	19,000	4,749	0	4,749
 ADMIN - IT Software & Equipment (Capital)	4140580	FE100	60,000	15,000	4,437	10,563
			94,000	27,248	4,437	22,811
Library Stock						
 LIB - Library Stock from State Govt 2020	4110551		0	0	0	0
			0	0	0	0
Infrastructure - Roads						
 Cooramining Road - Renewal (Rural)(Grant Funded)	4120164	GFC117	0	0	0	0
 Earl Street - Renewal (Local)	4120165	IR002	29,400	0	0	0
 Moss Street - Upgrade (Local)	4120165	IR130	93,528	0	0	0
 Whinbin Rock Road - Renewal (Rural)	4120165	IR205	93,358	0	0	0
 Dongolocking Road - Upgrade (Rural)	4120165	IR209	101,846	0	0	0
 Narrogin Valley Road - Renewal (Rural)	4120165	IR212	170,224	0	6,000	(6,000)
 Narrakine Road South - Upgrade (Rural)	4120165	IR221	77,008	0	0	0
 Lock Road - Renewal (Rural)	4120165	IR257	0	0	3,500	(3,500)
 Parks Road Renewal (Capital)	4120165	IR281	52,871	0	0	0
 Graham Road - Renewal (Local)	4120165	IR303	95,607	0	0	0
 Street Tree Capital	4120165	IRTREE	20,000	4,998	1,646	3,352
 Bannister St Renewal (R2R)	4120166	R2R003	23,555	5,886	0	5,886
 Bunbury St Renewal (R2R)	4120166	R2R006	4,884	1,221	0	1,221
 Smith Street - Renewal (Local) (R2R)	4120166	R2R020	54,950	13,737	0	13,737
 Homer Street - Renewal (Local) (R2R)	4120166	R2R024	7,970	1,992	0	1,992
 Gregory St Renewal (R2R)	4120166	R2R026	3,749	936	0	936
 Hansard Street - Renewal (Local) (R2R)	4120166	R2R028	7,560	1,890	0	1,890
 Heath Street - Renewal (Local) (R2R)	4120166	R2R040	1,898	474	0	474
 Scotts St Renewal (R2R)	4120166	R2R049	4,158	1,038	0	1,038
 Francis Street - Renewal (Local) (R2R)	4120166	R2R054	4,432	1,107	0	1,107
 Grainger St Renewal (R2R)	4120166	R2R071	9,009	2,250	0	2,250
 Olden St Renewal (R2R)	4120166	R2R078	2,772	693	0	693
 Keally St Renewal (R2R)	4120166	R2R087	4,138	1,032	0	1,032
 Yale Pl Renewal (R2R)	4120166	R2R091	3,340	834	0	834
 Hughes St Renewal (R2R)	4120166	R2R092	4,554	1,137	0	1,137
 William Kennedey Way Renewal (R2R)	4120166	R2R100	23,380	5,844	0	5,844
 Narrakine Road - Renewal (R2R)	4120166	R2R112C	52,830	13,206	0	13,206
 Parry Crt Renewal (R2R)	4120166	R2R115	3,960	990	0	990
 Congelin Rd Renewal (R2R)	4120166	R2R203	26,790	6,696	0	6,696
 Normans Lake Siding Rd Renewal (R2R)	4120166	R2R255	59,998	14,997	0	14,997
 Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166	R2R331	29,914	7,476	0	7,476
 Ried Rd Renewal (R2R)	4120166	R2R333	45,000	11,247	0	11,247
 Wagin-Wickepin Road - Renewal (Rural) (RRG)	4120167	RRG207	787,500	196,875	3,798	193,077
			1,900,181	296,556	14,944	281,612
Infrastructure - Footpaths						
 Argus Street Footpath Construction	4120175	IF038	48,000	0	0	0
 Park Street Footpath Construction	4120175	IF052	27,360	6,840	0	6,840
 Memorial Park Footpath Construction	4120175	IF102	6,000	1,500	0	1,500
			81,360	8,340	0	8,340
Infrastructure - Drainage						
 Drainage Works	4120180	ID000	30,000	7,500	0	7,500
			30,000	7,500	0	7,500
Infrastructure - Other						
 White Road Refuse Site	4110165	IO024	10,000	0	0	0
 Bin Surrounds	4110165	IO085	18,000	0	0	0
 TWIS Dams	4100350	IO078	180,000	180,000	0	180,000
 Drainage Engineering consultancy - stormwater diversion	4100450	IO119	13,610	13,610	9,184	4,426
 Cemetery Upgrade	4100860	IO026	15,000	0	1,600	(1,600)
 CBD Design - Colour Palette and signage	4100860	IO100	15,000	3,750	0	3,750

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

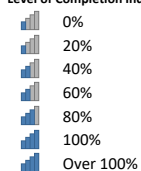
% of Completion

Level of completion indicator, please see table at the end of this note for further detail.

	Account Number	JOB	Adopted Budget	YTD Budget	YTD Actual	Variance Under(Over)
	CBD Design - Heritage Walk Signage (Stage 2)	4100860 IO1008	0	0	114	(114)
	Gnarojin Park Cultural Heritage Management Plan	4100860 IO108	10,440	2,610	0	2,610
	Gnarojin Park Electrical Design Work	4100860 IO109	33,000	8,250	0	8,250
	Gnarojin Park Landscape Design	4100860 IO110	95,000	23,748	0	23,748
	Town Hall Furniture	4110165 IO120	0	0	0	0
	NRLC Infrastructure Other (Capital)	4110265 IO160	83,000	20,748	0	20,748
	NRLC - Infrastructure Other (Capital - Outside)	4110265 IO161	132,398	33,099	0	33,099
	NRLC - Infrastructure Other (Capital - Inside)	4110265 IO162	150,000	37,500	1,005	36,495
	Railway Dam	4110365 IO018	61,000	15,249	8,616	6,633
	Bowling Club Capital Projects	4110365 IO029	335,109	83,775	0	83,775
	Highbury Tennis Court	4110365 IO093	50,000	12,498	42,500	(30,002)
	Clayton Road Storm Water Catchment Dam	4110365 IO116	35,000	0	0	0
	Gnarojin Community Garden Projects	4110860 IO101	10,000	2,499	0	2,499
	Gnarojin Park Hydrology Report	4100860 IO117	15,510	3,876	0	3,876
	Projects NEXIS (Capital)	4100860 IO150	27,630	6,906	0	6,906
	Street Furniture	4120145 IO014	18,000	4,500	1,703	2,797
	IO Fencing Projects (Capital)	4120145 IO022	15,000	3,750	0	3,750
	Carpark Renewals (Capital)	4120145 IO023	17,320	4,329	862	3,467
	DEPOT Rainwater Tank 120,000Lt	4120145 IO250	20,000	4,998	0	4,998
	Aerodrome Infrastructure Other (Capital)	4120466 IO092	0	0	0	0
	Aerodrome Infrastructure Other (Capital)	4120466 IO092	0	0	0	0
	Banner Poles	4130265 IO012	0	0	(658)	658
	Caravan Park Resealing, Line Marking	4130265 IO081	110,000	27,498	29,326	(1,828)
	Economic Development Strategy	4130660 IO105	0	0	0	0
			1,470,017	493,193	94,253	398,940
Infrastructure - Parks & Gardens						
	Park Furniture (Capital)	4110364 IO174	35,000	8,748	0	8,748
	Street & Parks Solar Lighting (Capital)	4110364 IO175	10,000	2,499	9,918	(7,419)
			45,000	11,247	9,918	1,329
Infrastructure - Bridges						
	Footbridge Refurbishment	4120181 IB001	0	0	104	(104)
	Manaring Bridge (R2R) (Capital)	4120181 IB002	270,000	67,500	0	67,500
			270,000	67,500	104	67,396
Grand Total			7,856,315	1,828,669	311,275	1,517,394

Capital Expenditure Total

Level of Completion Indicators



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

Variance is calculated on:
YTD Budget vs YTD Actual

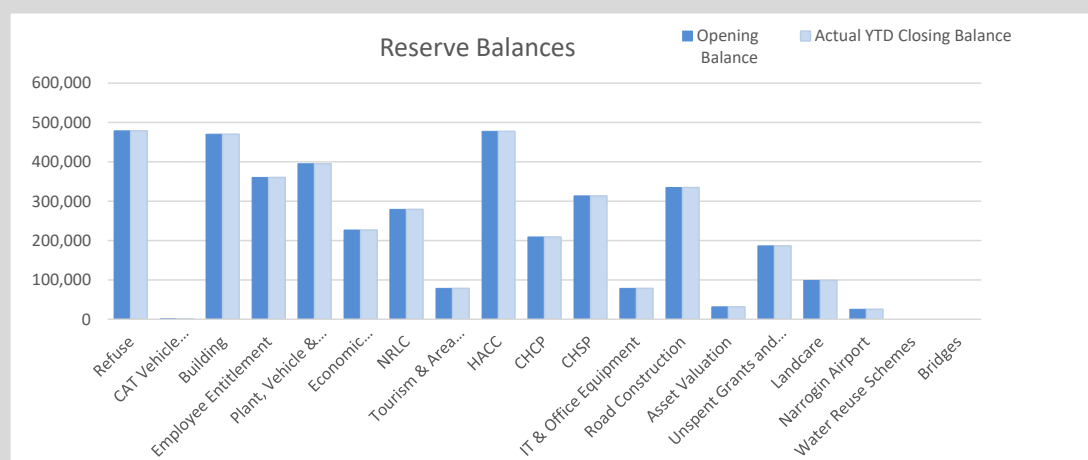
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

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	478,789	7,239	0	50,213	0	92,720	0	443,521	478,789
CAT Vehicle Replacement Building	794	42	0	13,000	0	13,000	0	836	794
Employee Entitlement	470,148	7,101	0	0	0	158,297	0	318,952	470,148
Plant, Vehicle & Equipment	360,583	5,452	0	0	0	0	0	366,035	360,583
Economic Development	395,308	5,159	0	425,000	0	538,500	0	286,967	395,308
NRLC	227,022	3,432	0	0	0	208,059	0	22,395	227,022
Tourism & Area Promotion	279,436	4,225	0	125,000	0	215,000	0	193,661	279,436
HACC	78,521	1,187	0	0	0	0	0	79,708	78,521
CHCP	477,523	7,434	0	41,554	0	214,069	0	312,442	477,523
CHSP	209,296	633	0	759,989	0	462,415	0	507,503	209,296
IT & Office Equipment	313,617	6,585	0	744,914	0	1,045,401	0	19,715	313,617
Road Construction	78,802	1,191	0	0	0	60,000	0	19,993	78,802
Asset Valuation	335,003	5,065	0	0	0	0	0	340,068	335,003
Unspent Grants and Contributions	31,844	0	0	0	0	0	0	31,844	31,844
Landcare	186,594	3,382	0	0	0	0	0	189,976	186,594
Narrogin Airport	98,681	1,492	0	0	0	25,000	0	75,173	98,681
Water Reuse Schemes	25,171	381	0	15,000	0	0	0	40,552	25,171
Bridges	0	0	0	17,500	0	0	0	17,500	0
	0	0	0	48,000	0	35,000	0	13,000	0
	4,047,131	60,000	0	2,240,170	0	3,067,461	0	3,279,840	4,047,131

KEY INFORMATION



10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 PROPOSED LEASE OF PORTION OF RESERVE LOT 1117 BANNISTER STREET, NARROGIN (RESERVE 20443) – THE NUTTY MOB INC.

File Reference	A263164
Disclosure of Interest	The Author does not have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	13 October 2020
Author	Joshua Pomykala – Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Draft Lease The Nutty Mob Inc.

Summary

The Administration has drafted a 5 year lease, with an option of a further 5 years, over a portion of Reserve 20443 (Lot 1777 Bannister Street, Narrogin), known as the Kevin Norwell Memorial Velodrome, to The Nutty Mob Inc. The lease includes the clubrooms, toilets and velodrome located on the eastern portion of the reserve. Council is requested to consider and approve the draft lease, and request the CEO to obtain Ministerial approval for the arrangement of leasing that portion of the reserve.

Background

There is no lease for The Nutty Mob to utilise the clubrooms on portion of Lot 1117, for which the Shire of Narrogin is the management authority. The facilities have not been in use since the local Narrogin Amateur Cycle Club terminated the existing lease with the Shire in 2019, due to dwindling membership numbers. The facilities have since been left without a lessee to occupy and utilise the premises.

The Nutty Mob, who have recently become an incorporated association, approached the Shire with the possibility of leasing the premises for their organisation. The request included a 5 year lease, with the option of a further 5 years, and would be used for the organisation's various activities, including reigniting use of the velodrome through cycling.

The Nutty Mob is a charity group local to Narrogin, raising funds for various causes such as cancer research and mental health awareness.

Consultation

Consultation and negotiation has occurred between:

- Chief Executive Officer;
- The Nutty Mob representatives, Barry and Gayle Norwell.

Statutory Environment

- The Local Government Act 1995, Section.3.58, addresses the disposition of property.
- Local Government (Function and General) Regulations 1993, Regulation 30, provides for exemptions from the disposition requirements for not for profit community groups (no need to advertise).
- Delegations Register – 3.4 Disposing of land – leases, rentals etc provides for delegation to the Chief Executive Officer to exercise disputation (leasing) for periods up to 12 months maximum duration.

Policy Implications

There are no current or proposed relevant policy implications.

Financial Implications

There are no new major financial implications in pursuing a lease for the premises. The lease is known as a 'peppercorn lease' which requires the lessee to pay an annual rental amount of \$1.00, due to the premises being used for community benefit and of exclusive use to a specific not-for-profit charitable association.

The cost for the fixed building assets to be insured will be met by the Shire, and the association is required to reimburse the Shire for those expenses.

The costs of utilities (power and water) will need to continue to be met by the Shire due to there being no sub-meter on the property to distinguish proportionate use from other organisations and or the Shire's own use on the lot. The cost of installing, reading and managing a sub-meter for the deemed relative small consumption of utilities is considered not justified.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities
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
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

Given the substantial strategic value of the velodrome asset, the lease includes the following additional clause:

“The velodrome track surface must remain able to be utilised for booked (through the Lessee) cycling activities such that no structural changes are made to its surface to reduce its ability to use for cycling activities normally associated with a velodrome track with any notice and fees payable for community groups being reasonable.”

Comment/Conclusion

There is currently no formal lease for the portion of Reserve 20443 (Lot 1777 Bannister Street, Narrogin) being the velodrome and associated clubrooms. Due to this, the Shire has drafted a lease in consultation with the association for its use. The proposed leased area is situated on the eastern portion of the reserve, comprising the fixed building being the clubrooms and toilets, and the velodrome.



Figure 1 - Portion of Reserve 20443, Lot 1117 Bannister Street (Velodrome & Clubrooms)

It is expected that the facilities will be used as a meeting point for the association, as well as for charitable events such as charity rides and cruises, car rallies, family fun days, swap meets, and craft workshops. This is in addition to the use of the velodrome for cycling purposes.

The objects of the Association are:

- *To raise funds for local, state and national level charities.*
- *To encourage the original use of the velodrome for cycling.*
- *With these charities benefiting from the group at the start and with the prospect of be able to add more as we grow.*

These charities that support our greater community at state and national level:

Cancer council through Relay for Life

Breast Cancer Care WA

*Mental health awareness and suicide prevention through Wagin's 2 Wheels to Wagin,
Beyond Blue and Black Dog*

These charities that support our regional families:

Ronald McDonald House Charities

Royal flying doctors

- *Once all appropriate permits/licences are approved and received*

- *We will be achieving this by providing charity rides and cruises, car rallies, family fun days, swap meets, craft workshops and much more.*

The purpose of the reserve is stated as 'Recreation' with the Shire as the vested management authority on behalf of the Crown (the State Government). In order to lease Crown Land, Ministerial approval is required before the vested management authority can lease the land to any party.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1020.009

Moved: Cr Bartron Seconded: Cr Early

That with respect to the request to lease portion of Reserve 20443, Lot 1117 Bannister Street, Narrogin, known as the Kevin Norwell Memorial Velodrome, by The Nutty Mob Inc., Council:

1. Request the Chief Executive Officer to seek consent of the Minister for Lands; and
2. Subject to receiving approval, with respect to point 1, authorise the Shire President and the Chief Executive Officer to prepare, sign and affix the common seal to a lease in the substantive form of the draft attached to this report, for an initial 5 year term, commencing on 1 December 2020, with the option of a further 5 years.

CARRIED 7/0

**Lease Narrogin Velodrome,
Clubrooms and Toilets**
(Portion of Lot 1117 on
Reserve 20443, Bannister
Street, Narrogin)

Shire of Narrogin

The Nutty Mob Inc.



McLEODS

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: mcleods@mcleods.com.au

Ref: NG:NARR:41868

Disclaimer

This document has been prepared as a template for the Shire of Narrogin (**Shire**).

McLeods cannot be held responsible for any errors of the Shire in preparing this document.

If something arises which is not addressed in the template then we advise the Shire to contact us to seek advice.

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Details

Parties

Shire of Narrogin

of PO Box 1145, Narrogin, Western Australia
(Lessor)

The Nutty Mob Inc.

of C/- 38 Falcon Street
NARROGIN WA 6312

(Lessee)

Background

- A The Lessor has the care, control and management of the Land pursuant to a management order.
- B Subject to the prior written approval of the Minister for Lands, the Lessor has agreed to lease and the Lessee has agreed to take a lease of the Premises upon the terms and conditions contained in this Deed.

Agreed terms

1. Definitions

In this Lease, unless otherwise required by the context or subject matter:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the express or implied consent of any person mentioned in paragraph (a);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

Commencement Date means the date of commencement of the Term specified in **Item 4** of the Schedule;

Contaminated Sites Act means the *Contaminated Sites Act 2003 (WA)*;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

DER means the Department of Water and Environmental Regulation of Western Australia;

Environmental Contamination has the same meaning as the word “contaminated” in the Contaminated Sites Act;

EPA means the Environment Protection Agency of Western Australia;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

Further Term means each further term specified in **Item 3** of the Schedule;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor’s general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

Land means the land described at **Item 1** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee’s Agents includes:

- (a) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (b) any person on the Leased Premises by the authority of a person specified in paragraph (a);

Lessee’s Covenants means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by any person other than the Lessor;

Lessor’s Covenants means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be observed and performed by the Lessor;

Management Order means the Management Order made under section 46 of the *Land Administration Act 1997*, under which the Land was vested in the Lessor to be held for the purpose of Recreation;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means the Lessor or the Lessee according to the context;

Premises means the premises described at **Item 1** of the Schedule;

Rent means the rent specified in **Item 5** of the Schedule;

Schedule means the Schedule to this Lease;

Term means the term of years specified in **Item 2** of the Schedule and any Further Term; and

Termination means expiry by effluxion of time or sooner determination of the Term or any period of holding over.

2. Interpretation

In this Lease, unless expressed to the contrary:

- (a) words importing:
 - (i) the singular includes the plural and vice versa; and
 - (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to:
 - (i) a natural person includes a body corporate or local government;
 - (ii) a body corporate or local government includes a natural person;
 - (iii) a professional body includes a successor to or substitute for that body;
 - (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
 - (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
 - (vi) a right includes a benefit, remedy, discretion, authority or power;
 - (vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (viii) this Lease or provisions of this Lease or any other deed, agreement, instrument or contract includes a reference to:
 - (A) both express and implied provisions; and
 - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
 - (ix) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;

- (x) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
- (xi) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Lease;
- (d) the covenants and obligations on the part of the Lessee not to do or omit to do any act or thing include:
 - (i) covenants not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
 - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and
- (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

3. Minister for Lands Consent

This Lease is subject to and conditional on the prior approval of the Minister for Lands under the *Land Administration Act 1997*.

4. Grant of lease

The Lessor, subject to clause 3 of this Lease, leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance and observance of the Lessee's Covenants.

5. Quiet enjoyment

Except as provided in the Lease, for so long as the Lessor is the management body of the Premises under a management order, and subject to the performance and observance of the Lessee's Covenants the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

6. Rent and other payments

The Lessee covenants with the Lessor:

Rent

To pay to the Lessor the Rent in the manner set out at **Item 5** of the Schedule on and from the Commencement Date clear of any deductions.

Outgoings

- (1) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
 - (a) local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal;
 - (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
 - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
 - (d) land tax and metropolitan regional improvement tax on a single ownership basis;
 - (e) premiums, excess and other costs arising from the insurance obtained by the Lessor pursuant to **clause 8.2**. For the avoidance of doubt, the parties agree:
 - (i) that if such premium or cost does not include a separate assessment or identification of the Premises or the Land, the Lessee must pay a proportionate part of such premium or cost determined by the Lessor acting reasonably; and
 - (ii) such insurance will include insurance for the full replacement value of buildings; and
 - (f) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.
- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 6(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 7 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

Costs

- (3) To pay to the Lessor on demand:
 - (a) all duty, fines and penalties payable under the *Duties Act 2008* and other statutory duties or taxes payable on or in connection with this Lease;
 - (b) all registration fees in connection with this Lease; and

- (c) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (4) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
- (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
 - (b) any breach of covenant by the Lessee or the Lessee's Agents;
 - (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
 - (d) any work done at the Lessee's request; and
 - (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 6** or any matter arising out of this Lease.

Accrual of amounts payable

Amounts Payable accrue on a daily basis.

7. Rent Review

Not applicable.

8. Insurance

Insurance required

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value;
- (c) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary;
- (d) employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in, about or on the Premises; and
- (e) any other policy of insurance which the Lessor may reasonably require or specify from time to time.

Building Insurance to be effected by Lessor

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks and the Lessee will reimburse the Lessor for any premiums, excess or other costs arising therefrom.

Details and receipts

In respect of the insurances required by **clause 8** the Lessee must:

- (f) upon renewal of any insurance policy immediately forward to the Lessor copies of Certificates of Currency and details of the insurances as held by the Lessee;
- (g) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (h) notify the Lessor immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

Lessee May be Required to Pay Excess on Insurances

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 8**.

Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (i) render any insurance effected under **clause 8** on the Premises, or any adjoining premises, void or voidable; or
- (j) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

Report

Each Party must report to the other promptly in writing and in an emergency verbally:

- (k) any damage to the Premises of which they are or might be aware; and
- (l) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 8**.

Lessor as attorney

Deleted

9. Indemnity

Lessee responsibilities

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

Indemnity

- (3) The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor or the Minister for Lands, or brought, maintained or made against the Lessor, in respect of:
 - (a) any loss whatsoever (including loss of use);
 - (b) injury or damage of, or to, any kind of property or thing; and
 - (c) the death of, or injury suffered by, any person,caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:
 - (i) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
 - (ii) any work carried out by or on behalf of the Lessee on the Premises;
 - (iii) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
 - (iv) the presence of any Contamination, Pollution or Environmental Harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents;
 - (v) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease; or
 - (vi) an act or omission of the Lessee.

Obligations Continuing

The obligations of the Lessee under this clause:

- (d) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 9** will be reduced by the extent of such payment.
- (e) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

No indemnity for Lessor's negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

Release

- (4) The Lessee:
 - (a) agrees to occupy and use the Premises at the risk of the Lessee; and
 - (b) releases to the full extent permitted by law, the Lessor and the Minister for Lands from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and
 - (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area
- except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.
- (5) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

10. Limit of Lessor's liability

No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring unless caused by the lessor.

Limit on liability for breach of Lessor's covenants

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is registered as the proprietor in fee simple in the Premises.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

11. Maintenance, repair and cleaning

Generally

- (1) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings) and Appurtenances in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation:
 - (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
 - (b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.
- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing, repairing or cleaning:
 - (a) any electrical fittings and fixtures;
 - (b) any plumbing;
 - (c) any air-conditioning fittings and fixtures;
 - (d) any gas fittings and fixtures,

in or on the Premises use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.
- (3) The Lessee must take such reasonable action as is necessary to:
 - (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and

- (b) rectify or otherwise ameliorate,

the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from rubbish.

Repair

Unless such damage is the Lessor's responsibility pursuant to the terms of the Lease, the Lessee must promptly repair at its own expense to the satisfaction of the Lessor, any damage to the Premises, regardless of how the damage is caused and replace any of the Lessor's fixtures and fittings which are or which become damaged.

Responsibility for Securing the Premises

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

Maintain surroundings

- (4) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings, including but not limited to any flora, gardens, lawns, shrubs, hedges and trees.
- (5) The Lessee agrees that any major pruning of trees must be undertaken by a qualified tree surgeon.
- (6) If any flora, trees or lawn dies the Lessee must replace the flora, trees or lawn at its own expense.
- (7) The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require.
- (8) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

Lessor's Fixtures and Fittings

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

Pest control

With the exception of termite control, the Lessee must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

Painting

- (9) The Lessee must on or before each repainting date as stated in **0** of the Schedule paint with at least 2 coats of paint those parts of the Premises usually painted internally.
- (10) All painting carried out on the Premises must be carried out in a professional manner; and the contractor or other person engaged by the Lessee to paint the Premises must:
 - (a) do so in a proper manner using good quality materials;

- (b) have the colour and quality of the materials approved in writing by the Lessor before the work commences;
- (c) comply will all reasonable directions given or requests made by the Lessor; and
- (d) be finished in a proper and workmanlike manner.

Drains

- (11) The Lessee must keep and maintain the waste pipes drains and conduits originating in the Premises or connected thereto in a clean clear and free flowing condition and must pay to the Lessor upon demand the cost to the Lessor of clearing any blockage which may occur in such waste pipes, drains and conduits between the external boundaries of the Premises and the point of entry thereof into any trunk drain unless such blockage has been caused without neglect or default on the part of the Lessee.
- (12) The Lessee must not permit the drains, toilets, grease traps (if any) and other sanitary appliances on the Premises to be used for any purpose other than that for which they were constructed and must not allow any foreign matter or substance to be thrown therein.

12. Use

Restrictions on use

(1) Generally

The Lessee must not and must not suffer or permit a person to:

- (a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or
- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

(2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(3) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;

- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(6) No signs

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(7) No smoking

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) Consumption of alcohol

Deleted.

(9) Sale of Alcohol

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(10) Removal of rubbish

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(11) No pollution

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

No warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

Lessee to Observe Copyright

In the event that the Lessee or any person sub-leasing, hiring, or in temporary occupation of the Premises provides, contracts for, or arranges for the performance, exhibition or display of any

music or work of art the copyright of which is not vested in the Lessee or that person, the Lessee shall ensure that all obligations in regard to payment of copyright or licensing fees with the owner or licensor of the copyright are met before any such performance, exhibition or display is held.

Premises Subject to Restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

Indemnity for Costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, reasonably incurred by the Lessor by reason of any claim in relation to any matters set out in this **clause 12**.

13. Alcohol

Consumption of alcohol

The Lessee COVENANTS AND AGREES:

- (a) not to use or allow the Premises to be used for the consumption or sale of alcohol without first obtaining the written consent of the Lessor, and the Lessor shall determine any such application in its absolute discretion; and
- (b) that it shall not make an application for a licence or permit under the Liquor Control Act 1988 for the Premises, or apply for an amendment to a licence or permit it has been granted, without first obtaining the written consent of the Lessor.

Liquor licence

The Lessee COVENANTS AND AGREES that if a licence or permit is granted under the Liquor Control Act 1988 for the Premises it must:

- (c) comply with any requirements attaching to the licence or permit at its cost and where any alteration is required to the Premises **clause 15** shall apply;
- (d) comply with the requirements of the Harm Minimisation Policy (as amended from time to time) of the Department of Racing, Gaming & Liquor, which will require, without limitation the following:
 - (i) the development and implementation of a House Management Policy and Code of Conduct (as defined by the Harm Minimisation Policy) for the Premises, and such policies must be displayed in a prominent position on the Premises at all times; and
 - (ii) the development and implementation of a Management Plan (as defined by the Harm Minimisation Policy) for the Premises.
- (e) provide a copy of the licence or permit (as well as a copy of any document referred to in the licence or permit, including without limitation a copy of the House Management Policy, Code of Conduct and Management Plan (as defined by the Harm Minimisation Policy)) to the Lessor as soon as practicable after the date of grant; and

- (f) indemnify and keep indemnified the Lessor from and against any breach of the Liquor Control Act 1988, Health (Food Hygiene) Regulations 1993, Liquor Control Regulations 1989 or the licence or permit or any conditions imposed thereupon for which it may be liable as the owner of the Premises.

14. Minimise nuisance to neighbours

- (1) Deleted

15. Alterations

Restriction

- (1) The Lessee must not without prior written consent:
 - (a) (i) from the Lessor;
 - (ii) from any other person from whom consent is required under this Lease;
 - (iii) required under statute in force from time to time, including but not limited to the planning approval of the Lessee under a town planning scheme of the Lessee;
- (b) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
- (c) subject to the performance of the Lessee's obligations in **clause 11**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

Consent

- (2) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 15** the Lessor may:
 - (a) consent subject to conditions; and
 - (i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
 - (ii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
 - (b) if the Lessor consents to any matter referred to in **clause 15**:
 - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

Cost of Works

All works undertaken under this **clause 15** will be carried out at the Lessee's expense.

Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (c) carry out those other works at the Lessee's expense; or
 - (d) permit the Lessor to carry out those other works at the Lessee's expense,
- in accordance with the Lessor's requirements.

16. Lessor's right of entry

Entry on Reasonable Notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
 - (i) at all reasonable times;
 - (ii) with or without workmen and others; and
 - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:
 - (i) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
 - (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
 - (iii) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
 - (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this **clause 16(b)(iv)** is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 16(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

17. Statutory obligations and notices

Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 12**;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

Indemnity if Lessee Fails to Comply

The Lessee indemnifies the Lessor and the Minister for Lands against:

- (e) failing to perform, discharge or execute any of the items referred to in **clause 17**; and
- (f) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 17**.

18. Report to Lessor

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;
- (b) any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

19. Default

Events of Default

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Covenants for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (b) the association is wound up whether voluntarily or otherwise;
- (c) the Lessee passes a special resolution under the *Associations Incorporation Act 1997* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;
- (d) a mortgagee takes possession of the property of the Lessee under this Lease;
- (e) any execution or similar process is made against the Premises on the Lessee's property;

- (f) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for six month period; or
- (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

Forfeiture

On the occurrence of any of the events of default specified in **clause 19** the Lessor may:

- (h) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (i) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (j) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 20**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

Lessor may remedy breach

If the Lessee:

- (k) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (l) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

Essential Terms

Each of the Lessee's Covenants in **clauses 6** (Rent and Other Payments), **7** (Insurance), **9** (Indemnity), **11** (Maintenance, Repair and Cleaning), **12** (Use), **26** (Assignment, Subletting and Charging) and **33** (Goods and Services Tax), is an essential term of this Lease but this **clause 19** does not mean or imply that there are no other essential terms in this Lease.

Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (m) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;
- (n) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (o) the Lessee covenants with the Lessor that if the Term is determined:
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (p) the Lessee agrees that the covenant set out in this **clause 19(o)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (q) the Lessee may deduct from the amounts referred to at **clause 19(o)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by effluxion of time; and
- (r) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

20. Damage or destruction of Premises

Abatement of Rent

If the Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee, and in case of any dispute arising under this provision the same will be referred to arbitration under the provisions of the *Commercial Arbitration Act 1985* and the full Rent must be paid without any deduction or abatement until the date of the arbitrator's award whereupon the Lessor will refund to the Lessee any Rent which according to the aware appears to have been overpaid.

Total Damage or Destruction

If the premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for the occupation and use of the Lessee either party may be notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this lease. The term will terminate upon such notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but such termination will be without prejudice however to the liability of the Lessee under this Lease up to the date of termination.

21. Option to renew

If the Lessee at least one month, but not earlier than 12 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in:
 - (i) the payment of Amounts Payable; or
 - (ii) the performance or observance of the Lessee's Covenants,

the Lessor shall **consider**, at the lessors absolute discretion, granting to the Lessee a lease for the Further Term at the Rent and on terms and conditions similar to this Lease other than this **clause 21** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

22. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

23. Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the observance and performance by the Lessee of the Lessee's Covenants under this Lease fair wear and tear excepted.

24. Yield up the premises

Peacefully surrender

On Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease;

- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

25. Removal of property from Premises

Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee which is not a fixture other than air-conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

Lessor can remove property on re-entry

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.

26. Casual Hire of Premises

Casual Hire

- (1) The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED:
 - (a) such use is consistent at all times with the Permitted Purpose;
 - (b) the Lessee ensures any hirer complies strictly with the relevant terms of this Lease; and
 - (c) the Lessee obtains the prior written consent for any hire arrangements, which consent may be withheld by the Lessor in its absolute discretion.
- (2) For the purposes of this Lease, “casual hire” means any hire of the Premises by the Lessee to a third party for a period of no more than 48 hours in any calendar month and does not include any formal transfer, assignment or sublease of the Premises.

Lessee remains responsible for Premises at all times

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

27. Assignment, Subletting and Charging

No assignment or sub-letting without consent

The Lessee must not assign the leasehold estate in the Premises nor Sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of the Minister for Lands, the Lessor and any other persons whose consent is required under the terms of this Lease or at law.

Lessor's Consent to Assignment and Sub-letting

Provided all parties whose consent is required, under this Lease or at law, to an assignment or Sub-letting, give their consent and any assignment or sublease is for a purpose consistent with the use of the Premises permitted by this Lease then the Lessor may not unreasonably withhold its consent to the assignment or Sub-letting of the leasehold estate created by this Lease if:

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;
- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;
- (c) the Lessee procures the execution by:
 - (i) the proposed assignee of a deed of assignment; or
 - (ii) the proposed sublessee of a deed of sublease,to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Covenants.

Where sublessee is a community group

If the proposed sublessee is a community group, whether or not a body corporate or unincorporated, the Lessor may not require a deed of sublease under **clause 27(c)**.

Consents of Assignee Supplementary

The covenants and agreements on the part of any assignee will be supplementary to the Lessee's Covenants and will not release the assigning lessee from the Lessee's Covenants.

Property Law Act 1969

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

Costs for assignment and sub-letting

If the Lessee wishes to assign or sub-let the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (e) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
 - (f) any consents required under this Lease or at law; and
 - (g) all other matters relating to the proposed assignment or sub-letting,
- whether or not the assignment or Sub-letting proceeds.

No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

28. Disputes

Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from time to time (**the Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**the Original Meeting**).

Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 28** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the President of the Lessee for the purpose of resolving the dispute.

Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **clause 28** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 1985* (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

29. Prior notice of proposal to change rules

The Lessee agrees that it will not change its rules of association under the Associations Incorporations Act 1987 without notifying the Lessor of its intention to make such a change prior to consideration of the required special resolution.

30. Provision of information

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders during the Term; and
- (c) any information reasonably required by the Lessor.

31. Right to terminate upon notice

- (a) Notwithstanding any other provision of this Lease, the Parties AGREE that either party may terminate this Lease for any reason upon six months written notice to the other party.
- (b) If this Lease is terminated in accordance with this clause, **clause 24** will apply.

32. Caveat

No absolute caveat

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor and the Minister for Lands, lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

CEO & Lessor as attorney

Deleted

Ratification

The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.

Indemnity

The Lessee indemnifies the Lessor against:

- (a) any loss arising directly from any act done under this clause. and
- (b) all costs and expenses incurred in connection with the performance of any act by the attorney on behalf of the Lessee under this clause.

33. Goods and services tax

Definitions

- (1) The following definitions apply for the purpose of this clause:
 - (a) **Act** means the Commonwealth's *A New Tax System (Goods and Services Tax) Act 1999* and associated Acts and subsidiary legislation;
 - (b) **Consideration** means the Amounts Payable or any other money payable to the Lessor under this Lease, but does not include the amount of the GST which may apply to the Amounts Payable or other money payable under the Act;
 - (c) **GST** means a tax under the Act levied on a Supply including but not limited to the Amounts Payable or other money payable to the Lessor for goods or services or property or any other thing under this Lease; and
 - (d) **Supply** means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises.

Lessee to pay GST

- (2) The Consideration will be increased by the amount of the GST, if any, which the Lessor is required under the Act to pay on any Supply made under this Lease.
- (3) The Lessee must pay any increase referred to at **clause 33(2)** whether it is the Lessee or any other person who takes the benefit of any Supply.
- (4) The Lessee must pay the amount of the GST to the Lessor at the same time and in the same manner as the Lessee is required to pay the Consideration under this Lease.

Consideration in Kind

If consideration in kind is accepted by the Lessor for any Supply made under this Lease, the GST amount payable to the Lessor under **clause 33(3)** in respect of the consideration in kind will be calculated by using the prevailing market value of the consideration in kind as determined by the Lessor.

- (5) No Contribution from Lessor

If the Lessee is required under this Lease to make any payment of money or give other consideration to a third party for outgoings, goods, services and benefits of any kind, the Lessee is not entitled to any contribution from the Lessor for any GST payable by it to any person.

- (6) Statement of GST paid is Conclusive

A written statement given to the Lessee by the Lessor of the amount of the GST that the Lessor pays or is liable to pay or account for is conclusive as between the Parties except in the case of an obvious error.

- (7) Tax Invoices

For each payment by the Lessee under this clause the Lessor agrees to promptly deliver to the Lessee, as required under the Act, tax invoices and adjustment notes in a form which complies with the Act, so as to enable the Lessee to claim input tax credits or decreasing adjustments for Supplies.

- (8) Reciprocity

If the Lessee furnishes any Supplies to the Lessor under this Lease, then the requirements set out in this clause with respect to the Lessee will apply to the Lessor with the necessary changes.

34. No Fetter

Notwithstanding any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits having regard to any Written Law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor shall not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Lease fetter the Lessor in performing its statutory obligations or exercising any discretion.

35. Additional Terms Covenants and Conditions

Each of the terms, covenants and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

36. Commercial Tenancy Act

If at any time and for so long as the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies to this Lease and a provision of that Act conflicts with a provision of this Lease, then each conflicting provision of this Lease is deemed to be amended to the extent necessary to comply with that Act.

37. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

38. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

39. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

40. Notice

Form of delivery

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally; or
- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other.

Service of notice

A Notice to a Party is deemed to be given or made:

- (c) if by personal delivery, when delivered;
- (d) if by leaving the Notice at an address specified in **clause 40(b)**, at the time of leaving the Notice, provided the Notice is left during normal business hours; and
- (e) if by post to an address specified in **clause 40(b)**, on the second business day following the date of posting of the Notice.

Signing of notice

A Notice to a Party may be signed:

- (f) if given by an individual, by the person giving the Notice;
- (g) if given by a corporation, by a director, secretary or manager of that corporation;
- (h) if given by a local government, by the CEO;
- (i) if given by an association incorporated under the *Associations Incorporation Act 1987*, by any person authorised to do so by the board or committee of management of the association; or
- (j) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

41. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

42. Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

43. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

44. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

45. Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

46. Waiver

No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

Schedule

Item 1 Land and Premises

Land

Portion of Lot 1117 on Deposited Plan 169381 on Reserve 20443 and comprised in Certificate of Title Volume [LR3123] Folio [291]. Comprising the Narrogin Velodrome, Clubrooms and Toilets as depicted in green outline on Annexure 1.

Premises

That part of the Land depicted on the plan in GREEN outline annexed hereto as **Annexure 1**, including all buildings, structures, alterations, additions and improvements on that part of the Land, or erected on that part of the Land during the Term.

Item 2 Term

Commencing on 1 December 2020 and expiring on 30 November 2025.

Item 3 Further Term

5 years commencing on 1 December 2025 and expiring on 30 November 2030.

Item 4 Commencement Date

1 December 2020.

Item 5 Rent

\$1 plus GST payable annually in advance on demand.

Item 6 Rent Review

Not applicable

Item 7 Permitted purpose

The Nutty Mob Inc. meetings, storage of materials and equipment used for the purpose of community fundraising functions and charity work, in addition to cycling for the purpose of the velodrome.

Item 8 Public liability insurance

Ten million dollars (\$10,000,000.00).

Item 9 Repainting Dates

Nil.

Item 10 Additional terms and covenants

- a) The Lessee is to pay all outgoings including but not limited to all rates and refuse charges, emergency service levies and power, water and gas utilities on the demised premises.
- b) Notwithstanding clause (a) above;
 - i. The Council will consider waiving the local government's rates each year, pursuant to section 6.47 of the Local Government Act 1995.
 - ii. Water rates and consumption and electricity consumption will not be recovered by the Lessor as there is currently no sub-meters to the Clubrooms, and consumption is shared between the velodrome toilets, Narrogin Eagles Sporting Club Clubrooms and public toilets.
- c) The fixed building assets on the property being insured by the Shire of Narrogin and the Lessee is being required to reimburse the Shire for that expense.
- d) For clarity, any stoves, fryers or other loose equipment within the building at the commencement of the lease are not deemed to be assets of the Lessor.
- e) Notwithstanding lease clause 13 (a), approval for the consumption of alcohol by the Lessee or its approved hirers without charge (bring your own) is hereby given.
- f) For clarity, the Lessee is entitled to all income derived from the property, to be utilised by the Lessee in accord with its objects of Association and / or the upkeep or improvements to the demised premises.
- g) The velodrome track surface must remain able to be utilised for booked (through the Lessee) cycling activities such that no structural changes are made to its surface to reduce its ability to use for cycling activities normally associated with a velodrome track with any notice and fees payable for community groups being reasonable.
- h) The Lessors Building Surveyor or appointed agents or shall, at least on an annual basis (in conjunction with the Lessee) inspect all leased buildings and land to ascertain their state of maintenance pursuant to the lease to determine the priority future and long term maintenance to be undertaken by either party pursuant to the lease.

Signing page

EXECUTED

2020

THE COMMON SEAL of THE SHIRE OF NARROGIN was hereunto affixed in the presence of:

President

Leigh Ballard

Chief Executive Officer

Dale Stewart

Signed by the Nutty Mob Inc. pursuant to the constitution of the Lessee in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Lessee indicated under his or her name-

Office Holder Sign

Office Holder Sign

Name:

Name:

Address:

Address:

Office Held:

Office Held:

Annexure 1 – Sketch of Premises (Green Outline)



Annexure 2 – Minister for Lands' Consent

10.4.2 PROPOSED LEASE OF PORTION OF LOT 1561 CLAYTON ROAD, NARROGIN – NARROGIN AMATEUR SWIMMING CLUB INC.

File Reference	A105249
Disclosure of Interest	The Author does not have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	1 October 2020
Author	Joshua Pomykala – Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Draft Lease Narrogin Amateur Swimming Club Inc.

Summary

The Administration has drafted a 5 year lease, with an option of a further 5 years, over a portion of Lot 1561 Clayton Road, Narrogin, for the Narrogin Amateur Swimming Club. The lease includes the clubrooms located directly south of the Leisure Centre, abutting the Clayton Road footpath. Council is requested to consider and approve the draft lease.

Background

There is no known current lease for the Narrogin Amateur Swimming Club to utilise the clubrooms on portion of Lot 1561, for which the Shire of Narrogin is the owner and management authority. The facilities have been used by the Narrogin Amateur Swimming Club for a number of years in the past, however it is understood that this was by a verbal arrangement with the former Town of Narrogin. As such, the Administration has seen it prudent that a lease agreement is put in place to ensure any arising issues or concerns are dealt with in the appropriate and procedural manner.

The Narrogin Amateur Swimming Club is a sporting group local to Narrogin and the surrounding area, but not exclusive to members of these areas.

Consultation

Consultation and negotiation has occurred between:

- Shire President
- Chief Executive Officer; and
- Narrogin Amateur Swimming Club representatives, Tanya Hart, Carly Smith and Evan White.

Statutory Environment

- The Local Government Act 1995, Section.3.58, addresses the disposition of property.
- Local Government (Function and General) Regulations 1993, Regulation 30, provides for exemptions from the disposition requirements for not for profit community groups (no need to advertise).

- Delegations Register – 3.4 Disposing of land – leases, rentals etc provides for delegation to the Chief Executive Officer to exercise disputation (leasing) for periods up to 12 months maximum duration.

The land is owned as a Crown Grant in Trust, so consent of the Minister for Lands is not required.

Policy Implications

There are no current or proposed relevant policy implications.

Financial Implications

There are no major financial implications in pursuing a lease for the premises. The lease is known as a ‘peppercorn lease’ which requires the lessee to pay an annual rental amount of \$1.00, due to the premises being used for community benefit and of exclusive use to a specific not-for-profit sporting or community group.

The cost for the fixed building assets to be insured will continue to be met by the Shire, given the broader use of the Shire from time to time.

The costs of utilities (power and water) will need to continue to be met by the Shire due to there being no sub-meter on the property to distinguish proportionate use from other organisations and or the Shire’s own use on the lot. The cost of installing, reading and managing a sub-meter for the deemed relative small consumption of utilities is considered not justified.

In recognition of the shared usage of the building to facilitate community use of the adjoining grassed recreation space, the Lease includes the following clause:

“...the Lessor will as a one off contribution, install commercial carpet to the meeting room, repair the two exterior doors and paint the exterior of the building in colours sympathetic to the existing walls and buildings adjoining”.

If the lease is agreed to with this clause, then these works are desired to be undertaken prior to the launch of the new park and ‘facility’ (scheduled for February 2021), at an estimated total cost of \$4,000, which are proposed to be expensed to the existing GL Account 2110265 NRLC Contract Expenses, which can accommodate this amount.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2 Build a healthier and safer community
Strategy:	2.2.1 Support the provision of community security services and facilities
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

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

The current building is strategically located, particularly in consideration of the NRLC Community Open Space Project 2020, abutting the Clayton Road footpath for ease of access.

The NRLC Community Open Space Project 2020 outlines the development of the former outdoor pool area, which can be used for public and corporate functions. As such, the clubrooms can be utilised from time to time by the Shire and the NRLC managing body (currently the YMCA) from time to time. This only extends to the kitchen, meeting room and toilets, with the storeroom and office being locked for exclusive use of the Narrogin Amateur Swimming Club. Strategically, the use of the clubrooms on occasion by the Shire will give ease to public functions in the future.

Comment/Conclusion

There is currently no formal lease for the portion of Lot 1561 Clayton Road, Narrogin being the 'swimming clubrooms'. Due to this, the Shire has drafted a lease in consultation with the organisation for its use. The clubrooms are situated south of the Narrogin Regional Leisure Centre, comprising the fixed building only. The clubrooms are used by the organisation multiple times per year.

As the Shire is the owner, and therefore management authority of the entire property being Lot 1561 Clayton Road, Narrogin, it has a responsibility to ensure that community organisation(s) who use the premises are appropriately insured, and the facilities are leased in a fair and equitable manner. As such, the Administration has seen it essential that a lease is developed for the use of the building by the community organisation.

The lease also stipulates that, whilst the Narrogin Amateur Swimming Club is the sole Lessee of the premises, the Shire, or its managing agent of the Narrogin Regional Leisure Centre (the YMCA or its successors) may utilise the facilities for public functions free of charge for uses that require the building (meeting room, kitchen and toilets). Whilst the lease gives allowance for the use of a portion of the building to the Shire, the storeroom and office will remain locked for the exclusive use of the Lessee.

This additional clause is in preparation for the NRLC Community Open Space Project 2020, which will see the former outdoor pool area repurposed into a public open space for the community. As such, the use of the area for public and corporate functions may require the use of the clubrooms facilities. The Narrogin Amateur Swimming Club, as Lessee, will be required to receive sufficient notice, should the facilities be planned to be used.



Figure 2: Portion of Lot 1561 Clayton Road (Swimming Clubrooms)

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1020.010

Moved: Cr Fisher Seconded: Cr Broad

That with respect to the proposed lease over the Swimming Clubrooms on portion of Lot 1561 Clayton Road, Narrogin, to the Narrogin Amateur Swimming Club Inc. the Council:

1. Authorise the Shire President and the Chief Executive Officer to prepare, sign and affix the common seal to a new lease in the substantive form of the draft attached to this report, for an initial 5 year term, commencing retrospectively on 1 September 2020, with the option of the lessee to a further 5 years.
2. Authorise works to the value of \$4,000 on the Clubrooms pursuant to Item 10 clause g. of the lease.

CARRIED 7/0

Lease **Narrogin Amateur Swimming Club Inc.** (Portion of Lot 1561 Clayton Road)

Shire of Narrogin

Narrogin Amateur Swimming Club Inc.



McLEODS

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: mcleods@mcleods.com.au

Ref: NG:NARR:41868

Disclaimer

This document has been prepared as a template for the Shire of Narrogin (**Shire**).

McLeods cannot be held responsible for any errors of the Shire in preparing this document.

If something arises which is not addressed in the template then we advise the Shire to contact us to seek advice.

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Details

Parties

Shire of Narrogin

of PO Box 1145, Narrogin, Western Australia
(Lessor)

Narrogin Amateur Swimming Club Inc.

of PO Box 411
NARROGIN WA 6312
(Lessee)

Background

- A The Lessor is registered as the proprietor of the land.
- B The Lessor has agreed to lease and the Lessee has agreed to take a lease of the Premises upon the terms and conditions contained in this Deed.

Agreed terms

1. Definitions

In this Lease, unless otherwise required by the context or subject matter:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the express or implied consent of any person mentioned in paragraph (a);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

Commencement Date means the date of commencement of the Term specified in **Item 4** of the Schedule;

Contaminated Sites Act means the *Contaminated Sites Act 2003 (WA)*;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

DER means the Department of Water and Environmental Regulation of Western Australia;

Environmental Contamination has the same meaning as the word “contaminated” in the Contaminated Sites Act;

EPA means the Environment Protection Agency of Western Australia;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

Further Term means each further term specified in **Item 3** of the Schedule;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor’s general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

Land means the land described at **Item 1** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee’s Agents includes:

- (a) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (b) any person on the Leased Premises by the authority of a person specified in paragraph (a);

Lessee’s Covenants means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by any person other than the Lessor;

Lessor’s Covenants means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be observed and performed by the Lessor;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means the Lessor or the Lessee according to the context;

Premises means the premises described at **Item 1** of the Schedule;

Rent means the rent specified in **Item 5** of the Schedule;

Schedule means the Schedule to this Lease;

Term means the term of years specified in **Item 2** of the Schedule and any Further Term; and

Termination means expiry by effluxion of time or sooner determination of the Term or any period of holding over.

2. Interpretation

In this Lease, unless expressed to the contrary:

- (a) words importing:
 - (i) the singular includes the plural and vice versa; and
 - (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to:
 - (i) a natural person includes a body corporate or local government;
 - (ii) a body corporate or local government includes a natural person;
 - (iii) a professional body includes a successor to or substitute for that body;
 - (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
 - (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
 - (vi) a right includes a benefit, remedy, discretion, authority or power;
 - (vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (viii) this Lease or provisions of this Lease or any other deed, agreement, instrument or contract includes a reference to:
 - (A) both express and implied provisions; and
 - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
 - (ix) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
 - (x) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
 - (xi) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Lease;

- (d) the covenants and obligations on the part of the Lessee not to do or omit to do any act or thing include:
 - (i) covenants not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
 - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and
- (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

3. Minister for Lands Consent

Clause not applicable.

4. Grant of lease

The Lessor, subject to clause 3 of this Lease, leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance and observance of the Lessee's Covenants.

5. Quiet enjoyment

Except as provided in the Lease, and subject to the performance and observance of the Lessee's Covenants the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

6. Rent and other payments

The Lessee covenants with the Lessor:

Rent

To pay to the Lessor the Rent in the manner set out at **Item 5** of the Schedule on and from the Commencement Date clear of any deductions.

Outgoings

- (1) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
 - (a) local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal;

- (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
 - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
 - (d) land tax and metropolitan regional improvement tax on a single ownership basis;
 - (e) premiums, excess and other costs arising from the insurance obtained by the Lessor pursuant to **clause 8.2**. For the avoidance of doubt, the parties agree:
 - (i) that if such premium or cost does not include a separate assessment or identification of the Premises or the Land, the Lessee must pay a proportionate part of such premium or cost determined by the Lessor acting reasonably; and
 - (ii) such insurance will include insurance for the full replacement value of buildings; and
 - (f) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.
- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 6(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 7 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

Costs

- (3) To pay to the Lessor on demand:
- (a) all duty, fines and penalties payable under the *Duties Act 2008* and other statutory duties or taxes payable on or in connection with this Lease;
 - (b) all registration fees in connection with this Lease; and
 - (c) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (4) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
- (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
 - (b) any breach of covenant by the Lessee or the Lessee's Agents;

- (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
- (d) any work done at the Lessee's request; and
- (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 6** or any matter arising out of this Lease.

Accrual of amounts payable

Amounts Payable accrue on a daily basis.

7. Rent Review

Not applicable.

8. Insurance

Insurance required

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value;
- (c) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary;
- (d) employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in, about or on the Premises; and
- (e) any other policy of insurance which the Lessor may reasonably require or specify from time to time.

Building Insurance to be effected by Lessor

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks and the Lessee will reimburse the Lessor for any premiums, excess or other costs arising therefrom.

Details and receipts

In respect of the insurances required by **clause 8** the Lessee must:

- (f) upon renewal of any insurance policy immediately forward to the Lessor copies of Certificates of Currency and details of the insurances as held by the Lessee;
- (g) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (h) notify the Lessor immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

Lessee May be Required to Pay Excess on Insurances

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 8**.

Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (i) render any insurance effected under **clause 8** on the Premises, or any adjoining premises, void or voidable; or
- (j) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

Report

Each Party must report to the other promptly in writing and in an emergency verbally:

- (k) any damage to the Premises of which they are or might be aware; and
- (l) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 8**.

Lessor as attorney

Deleted

9. Indemnity

Lessee responsibilities

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

Indemnity

- (3) The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor or the Minister for Lands, or brought, maintained or made against the Lessor, in respect of:
 - (a) any loss whatsoever (including loss of use);
 - (b) injury or damage of, or to, any kind of property or thing; and
 - (c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

- (i) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
- (ii) any work carried out by or on behalf of the Lessee on the Premises;
- (iii) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
- (iv) the presence of any Contamination, Pollution or Environmental Harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents;
- (v) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease;
or
- (vi) an act or omission of the Lessee.

Obligations Continuing

The obligations of the Lessee under this clause:

- (d) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 9** will be reduced by the extent of such payment.

- (e) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

No indemnity for Lessor's negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

Release

- (4) The Lessee:
 - (a) agrees to occupy and use the Premises at the risk of the Lessee; and
 - (b) releases to the full extent permitted by law, the Lessor and the Minister for Lands from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and
 - (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.
- (5) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

10. Limit of Lessor's liability

No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring unless caused by the lessor.

Limit on liability for breach of Lessor's covenants

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is registered as the proprietor in fee simple in the Premises.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

11. Maintenance, repair and cleaning

Generally

- (1) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings) and Appurtenances in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation:
 - (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
 - (b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.
- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing, repairing or cleaning:
 - (a) any electrical fittings and fixtures;
 - (b) any plumbing;
 - (c) any air-conditioning fittings and fixtures;
 - (d) any gas fittings and fixtures,

in or on the Premises use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.

- (3) The Lessee must take such reasonable action as is necessary to:
 - (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and
 - (b) rectify or otherwise ameliorate,

the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from rubbish.

Repair

Unless such damage is the Lessor's responsibility pursuant to the terms of the Lease, the Lessee must promptly repair at its own expense to the satisfaction of the Lessor, any damage to the Premises, regardless of how the damage is caused and replace any of the Lessor's fixtures and fittings which are or which become damaged.

Responsibility for Securing the Premises

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

Maintain surroundings

- (4) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings, including but not limited to any flora, gardens, lawns, shrubs, hedges and trees.
- (5) The Lessee agrees that any major pruning of trees must be undertaken by a qualified tree surgeon.
- (6) If any flora, trees or lawn dies the Lessee must replace the flora, trees or lawn at its own expense.
- (7) The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require.
- (8) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

Lessor's Fixtures and Fittings

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

Pest control

With the exception of termite control, the Lessee must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

Painting

- (9) The Lessee must on or before each repainting date as stated in **Item 9** of the Schedule paint with at least 2 coats of paint those parts of the Premises usually painted internally.
- (10) All painting carried out on the Premises must be carried out in a professional manner; and the contractor or other person engaged by the Lessee to paint the Premises must:
 - (a) do so in a proper manner using good quality materials;
 - (b) have the colour and quality of the materials approved in writing by the Lessor before the work commences;
 - (c) comply with all reasonable directions given or requests made by the Lessor; and
 - (d) be finished in a proper and workmanlike manner.

Drains

- (11) The Lessee must keep and maintain the waste pipes drains and conduits originating in the Premises or connected thereto in a clean clear and free flowing condition and must pay to the Lessor upon demand the cost to the Lessor of clearing any blockage which may occur in such waste pipes, drains and conduits between the external boundaries of the Premises and the point

of entry thereof into any trunk drain unless such blockage has been caused without neglect or default on the part of the Lessee.

- (12) The Lessee must not permit the drains, toilets, grease traps (if any) and other sanitary appliances on the Premises to be used for any purpose other than that for which they were constructed and must not allow any foreign matter or substance to be thrown therein.

12. Use

Restrictions on use

(1) Generally

The Lessee must not and must not suffer or permit a person to:

- (a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or
- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

(2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(3) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(6) No signs

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(7) No smoking

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) Consumption of alcohol

Deleted.

(9) Sale of Alcohol

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(10) Removal of rubbish

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(11) No pollution

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

No warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

Lessee to Observe Copyright

In the event that the Lessee or any person sub-leasing, hiring, or in temporary occupation of the Premises provides, contracts for, or arranges for the performance, exhibition or display of any music or work of art the copyright of which is not vested in the Lessee or that person, the Lessee shall ensure that all obligations in regard to payment of copyright or licensing fees with the owner or licensor of the copyright are met before any such performance, exhibition or display is held.

Premises Subject to Restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

Indemnity for Costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, reasonably incurred by the Lessor by reason of any claim in relation to any matters set out in this **clause 12**.

13. Alcohol

Consumption of alcohol

The Lessee COVENANTS AND AGREES:

- (a) not to use or allow the Premises to be used for the consumption or sale of alcohol without first obtaining the written consent of the Lessor, and the Lessor shall determine any such application in its absolute discretion; and
- (b) that it shall not make an application for a licence or permit under the Liquor Control Act 1988 for the Premises, or apply for an amendment to a licence or permit it has been granted, without first obtaining the written consent of the Lessor.

Liquor licence

The Lessee COVENANTS AND AGREES that if a licence or permit is granted under the Liquor Control Act 1988 for the Premises it must:

- (c) comply with any requirements attaching to the licence or permit at its cost and where any alteration is required to the Premises **clause 15** shall apply;
- (d) comply with the requirements of the Harm Minimisation Policy (as amended from time to time) of the Department of Racing, Gaming & Liquor, which will require, without limitation the following:
 - (i) the development and implementation of a House Management Policy and Code of Conduct (as defined by the Harm Minimisation Policy) for the Premises, and such policies must be displayed in a prominent position on the Premises at all times; and
 - (ii) the development and implementation of a Management Plan (as defined by the Harm Minimisation Policy) for the Premises.
- (e) provide a copy of the licence or permit (as well as a copy of any document referred to in the licence or permit, including without limitation a copy of the House Management Policy, Code of Conduct and Management Plan (as defined by the Harm Minimisation Policy)) to the Lessor as soon as practicable after the date of grant; and
- (f) indemnify and keep indemnified the Lessor from and against any breach of the Liquor Control Act 1988, Health (Food Hygiene) Regulations 1993, Liquor Control Regulations 1989 or the licence or permit or any conditions imposed thereupon for which it may be liable as the owner of the Premises.

14. Minimise nuisance to neighbours

- (1) Deleted

15. Alterations

Restriction

- (1) The Lessee must not without prior written consent:
 - (a) (i) from the Lessor;
 - (ii) from any other person from whom consent is required under this Lease;
 - (iii) required under statute in force from time to time, including but not limited to the planning approval of the Lessee under a town planning scheme of the Lessee;
- (b) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
- (c) subject to the performance of the Lessee's obligations in **clause 11**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

Consent

- (2) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 15** the Lessor may:
 - (a) consent subject to conditions; and
 - (i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
 - (ii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
 - (b) if the Lessor consents to any matter referred to in **clause 15**:
 - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

Cost of Works

All works undertaken under this **clause 15** will be carried out at the Lessee's expense.

Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (c) carry out those other works at the Lessee's expense; or

- (d) permit the Lessor to carry out those other works at the Lessee's expense, in accordance with the Lessor's requirements.

16. Lessor's right of entry

Entry on Reasonable Notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
 - (i) at all reasonable times;
 - (ii) with or without workmen and others; and
 - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:
 - (i) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
 - (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
 - (iii) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
 - (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this **clause 16(b)(iv)** is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 16(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

17. Statutory obligations and notices

Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 12**;

- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

Indemnity if Lessee Fails to Comply

The Lessee indemnifies the Lessor and the Minister for Lands against:

- (e) failing to perform, discharge or execute any of the items referred to in **clause 17**; and
- (f) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 17**.

18. Report to Lessor

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;
- (b) any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

19. Default

Events of Default

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Covenants for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (b) the association is wound up whether voluntarily or otherwise;
- (c) the Lessee passes a special resolution under the *Associations Incorporation Act 1997* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;
- (d) a mortgagee takes possession of the property of the Lessee under this Lease;
- (e) any execution or similar process is made against the Premises on the Lessee's property;
- (f) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for six month period; or
- (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

Forfeiture

On the occurrence of any of the events of default specified in **clause 19** the Lessor may:

- (h) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (i) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (j) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 20**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

Lessor may remedy breach

If the Lessee:

- (k) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (l) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

Essential Terms

Each of the Lessee's Covenants in **clauses 6** (Rent and Other Payments), **7** (Insurance), **9** (Indemnity), **11** (Maintenance, Repair and Cleaning), **12** (Use), **26** (Assignment, Subletting and Charging) and **33** (Goods and Services Tax), is an essential term of this Lease but this **clause 19** does not mean or imply that there are no other essential terms in this Lease.

Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (m) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;

- (n) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (o) the Lessee covenants with the Lessor that if the Term is determined:
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;
- (p) the Lessee agrees that the covenant set out in this **clause 19(o)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (q) the Lessee may deduct from the amounts referred to at **clause 19(o)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by effluxion of time; and
- (r) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

20. Damage or destruction of Premises

Abatement of Rent

If the Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee, and in case of any dispute arising under this provision the same will be referred to arbitration under the provisions of the *Commercial Arbitration Act 1985* and the full Rent must be paid without any deduction or abatement until the date of the arbitrator's award whereupon the Lessor will refund to the Lessee any Rent which according to the aware appears to have been overpaid.

Total Damage or Destruction

If the premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for the occupation and use of the Lessee either party may be notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this lease. The term will terminate upon such notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but such termination will be without prejudice however to the liability of the Lessee under this Lease up to the date of termination.

21. Option to renew

If the Lessee at least one month, but not earlier than 12 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in:
 - (i) the payment of Amounts Payable; or
 - (ii) the performance or observance of the Lessee's Covenants,

the Lessor shall **consider**, at the lessors absolute discretion, granting to the Lessee a lease for the Further Term at the Rent and on terms and conditions similar to this Lease other than this **clause 21** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

22. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

23. Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the observance and performance by the Lessee of the Lessee's Covenants under this Lease fair wear and tear excepted.

24. Yield up the premises

Peacefully surrender

On Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease;
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

25. Removal of property from Premises

Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee which is not a fixture other than air-

conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

Lessor can remove property on re-entry

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.

26. Casual Hire of Premises

Casual Hire

- (1) The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED:
 - (a) such use is consistent at all times with the Permitted Purpose;
 - (b) the Lessee ensures any hirer complies strictly with the relevant terms of this Lease; and
 - (c) the Lessee obtains the prior written consent for any hire arrangements, which consent may be withheld by the Lessor in its absolute discretion.
- (2) For the purposes of this Lease, “casual hire” means any hire of the Premises by the Lessee to a third party for a period of no more than 48 hours in any calendar month and does not include any formal transfer, assignment or sublease of the Premises.

Lessee remains responsible for Premises at all times

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

27. Assignment, Subletting and Charging

No assignment or sub-letting without consent

The Lessee must not assign the leasehold estate in the Premises nor Sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of the Lessor and any other persons whose consent is required under the terms of this Lease or at law.

Lessor’s Consent to Assignment and Sub-letting

Provided all parties whose consent is required, under this Lease or at law, to an assignment or Sub-letting, give their consent and any assignment or sublease is for a purpose consistent with the use of the Premises permitted by this Lease then the Lessor may not unreasonably withhold its consent to the assignment or Sub-letting of the leasehold estate created by this Lease if:

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;

- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;
- (c) the Lessee procures the execution by:
 - (i) the proposed assignee of a deed of assignment; or
 - (ii) the proposed sublessee of a deed of sublease,
 to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Covenants.

Where sublessee is a community group

If the proposed sublessee is a community group, whether or not a body corporate or unincorporated, the Lessor may not require a deed of sublease under **clause 27(c)**.

Consents of Assignee Supplementary

The covenants and agreements on the part of any assignee will be supplementary to the Lessee's Covenants and will not release the assigning lessee from the Lessee's Covenants.

Property Law Act 1969

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

Costs for assignment and sub-letting

If the Lessee wishes to assign or sub-let the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (e) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
- (f) any consents required under this Lease or at law; and
- (g) all other matters relating to the proposed assignment or sub-letting,

whether or not the assignment or Sub-letting proceeds.

No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

28. Disputes

Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from

time to time (**the Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**the Original Meeting**).

Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 28** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the President of the Lessee for the purpose of resolving the dispute.

Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **clause 28** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 1985* (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

29. Prior notice of proposal to change rules

The Lessee agrees that it will not change its rules of association under the Associations Incorporations Act 1987 without notifying the Lessor of its intention to make such a change prior to consideration of the required special resolution.

30. Provision of information

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders during the Term; and
- (c) any information reasonably required by the Lessor.

31. Right to terminate upon notice

- (a) Notwithstanding any other provision of this Lease, the Parties AGREE that either party may terminate this Lease for any reason upon six months written notice to the other party.
- (b) If this Lease is terminated in accordance with this clause, **clause 24** will apply.

32. Caveat

No absolute caveat

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor, lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

CEO & Lessor as attorney

Deleted

Ratification

The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.

Indemnity

The Lessee indemnifies the Lessor against:

- (a) any loss arising directly from any act done under this clause. and
- (b) all costs and expenses incurred in connection with the performance of any act by the attorney on behalf of the Lessee under this clause.

33. Goods and services tax

Definitions

- (1) The following definitions apply for the purpose of this clause:
 - (a) **Act** means the Commonwealth's *A New Tax System (Goods and Services Tax) Act 1999* and associated Acts and subsidiary legislation;
 - (b) **Consideration** means the Amounts Payable or any other money payable to the Lessor under this Lease, but does not include the amount of the GST which may apply to the Amounts Payable or other money payable under the Act;
 - (c) **GST** means a tax under the Act levied on a Supply including but not limited to the Amounts Payable or other money payable to the Lessor for goods or services or property or any other thing under this Lease; and
 - (d) **Supply** means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises.

Lessee to pay GST

- (2) The Consideration will be increased by the amount of the GST, if any, which the Lessor is required under the Act to pay on any Supply made under this Lease.
- (3) The Lessee must pay any increase referred to at **clause 33(2)** whether it is the Lessee or any other person who takes the benefit of any Supply.

- (4) The Lessee must pay the amount of the GST to the Lessor at the same time and in the same manner as the Lessee is required to pay the Consideration under this Lease.

Consideration in Kind

If consideration in kind is accepted by the Lessor for any Supply made under this Lease, the GST amount payable to the Lessor under **clause 33(3)** in respect of the consideration in kind will be calculated by using the prevailing market value of the consideration in kind as determined by the Lessor.

- (5) No Contribution from Lessor

If the Lessee is required under this Lease to make any payment of money or give other consideration to a third party for outgoings, goods, services and benefits of any kind, the Lessee is not entitled to any contribution from the Lessor for any GST payable by it to any person.

- (6) Statement of GST paid is Conclusive

A written statement given to the Lessee by the Lessor of the amount of the GST that the Lessor pays or is liable to pay or account for is conclusive as between the Parties except in the case of an obvious error.

- (7) Tax Invoices

For each payment by the Lessee under this clause the Lessor agrees to promptly deliver to the Lessee, as required under the Act, tax invoices and adjustment notes in a form which complies with the Act, so as to enable the Lessee to claim input tax credits or decreasing adjustments for Supplies.

- (8) Reciprocity

If the Lessee furnishes any Supplies to the Lessor under this Lease, then the requirements set out in this clause with respect to the Lessee will apply to the Lessor with the necessary changes.

34. No Fetter

Notwithstanding any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits having regard to any Written Law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor shall not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Lease fetter the Lessor in performing its statutory obligations or exercising any discretion.

35. Additional Terms Covenants and Conditions

Each of the terms, covenants and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

36. Commercial Tenancy Act

If at any time and for so long as the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies to this Lease and a provision of that Act conflicts with a provision of this Lease, then each conflicting provision of this Lease is deemed to be amended to the extent necessary to comply with that Act.

37. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

38. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

39. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

40. Notice

Form of delivery

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally; or
- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other.

Service of notice

A Notice to a Party is deemed to be given or made:

- (c) if by personal delivery, when delivered;
- (d) if by leaving the Notice at an address specified in **clause 40(b)**, at the time of leaving the Notice, provided the Notice is left during normal business hours; and
- (e) if by post to an address specified in **clause 40(b)**, on the second business day following the date of posting of the Notice.

Signing of notice

A Notice to a Party may be signed:

- (f) if given by an individual, by the person giving the Notice;

- (g) if given by a corporation, by a director, secretary or manager of that corporation;
- (h) if given by a local government, by the CEO;
- (i) if given by an association incorporated under the *Associations Incorporation Act 1987*, by any person authorised to do so by the board or committee of management of the association; or
- (j) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

41. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

42. Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

43. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

44. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

45. Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

46. Waiver

No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

Schedule

Item 1 Land and Premises

Land

Portion of Lot 1561 on Deposited Plan 170617, Clayton Road, Narrogin and comprised in Certificate of Title Volume [1319] Folio [240]. Comprising the Narrogin Amateur Swimming Club building, as depicted in RED outline on Annexure 1.

Premises

That part of the Land depicted on the plan in RED outline annexed hereto as **Annexure 1**, including all buildings, structures, alterations, additions and improvements on that part of the Land, or erected on that part of the Land during the Term.

Item 2 Term

Commencing on 1 September 2020 and expiring on 31 August 2025.

Item 3 Further Term

Five (5) years commencing on 1 September 2025 and expiring on 31 August 2030.

Item 4 Commencement Date

1 September 2020

Item 5 Rent

\$1 plus GST payable annually in advance on demand.

Item 6 Rent Review

Not applicable

Item 7 Permitted purpose

Narrogin Amateur Swimming Club meetings, storage of materials and equipment used for the purpose of swimming and recreational and community functions and activities.

Item 8 Public liability insurance

Ten million dollars (\$10,000,000.00).

Item 9 Repainting Dates

Not applicable.

Item 10 Additional terms and covenants

- a) The Lessee is to pay all outgoings including but not limited to all rates and refuse charges, emergency service levies and utilities on the property;
- b) Notwithstanding clause (a) above;
 - i. The Council will consider waiving the local government's rates each year, pursuant to section 6.47 of the Local Government Act 1995; and
 - ii. Water rates and consumption and electricity consumption will be met by the Lessor as there is no sub-meters to the Building and consumption is deemed to be ad-hoc, and minimal.
- c) The fixed building assets on the property being insured by the Shire of Narrogin and the Lessee is not required to reimburse the Shire for that expense given the broader Lessor use of the property for community activities from time to time; and
- d) The Lessor's Building Surveyor or appointed agents or shall, at least on an annual basis (in conjunction with the Lessee) inspect all leased buildings and land to ascertain their state of maintenance pursuant to the lease to determine the priority future and long term maintenance to be undertaken by either party pursuant to the lease.
- e) Whilst the Narrogin Amateur Swimming Club is the sole Lessee of the premises, from time to time the Lessor or its managing agent of the Narrogin Regional Leisure Centre, being the YMCA WA or its successors, may utilise the facilities for public functions free of charge for uses that require access to the building (meeting room, kitchen and toilets) to facilitate community use of the adjoining grassed recreation space, upon giving reasonable notice to the Lessee. This does not include access to the Lessee's Storeroom or Office, which may be locked for the exclusive use of the Lessee. The responsibility for cleaning and condition of the building after any usage other than by the Lessee, will be the responsibility of the Lessor or its agent.
- f) For clarity, the Barbeque, external to the premises, remains the property of the Lessor.
- g) In recognition of the shared usage of the building to facilitate community use of the adjoining grassed recreation space, the Lessor will as a one off contribution, install commercial carpet to the meeting room, repair the two exterior doors and paint the exterior of the building in colours sympathetic to the existing walls and buildings adjoining.

Signing page

EXECUTED

2020

THE COMMON SEAL of **THE SHIRE OF NARROGIN** was hereunto affixed in the presence of:

President

Leigh Ballard

Chief Executive Officer

Dale Stewart

Signed by the Narrogin Amateur Swimming Club Inc. pursuant to the constitution of the Lessee in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Lessee indicated under his or her name-

Office Holder Sign

Office Holder Sign

Name:

Name:

Address:

Address:

Office Held:

Office Held:

Annexure 1 – Sketch of Premises (Red Outline)



10.4.3 YOUTH ENGAGEMENT, STRATEGY AND DEVELOPMENT PLAN 2019/20

File Reference	26.3.12
Disclosure of Interest	The Author does not have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Mark Furr – General Manager Youth, Community and Leisure YMCA WA
Previous Item Numbers	25/8/2020 - Resolution 0820.022 - The Shire of Narrogin and the YMCA WA – Youth Engagement, Strategy and Development Plan 2019/20.
Date	14/10/2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Youth Engagement, Strategy and Development Plan 2019/20

Summary

The YMCA WA has completed a youth engagement survey, revised its approach to youth work and has developed an action plan on behalf of the Shire of Narrogin for consideration. The YMCA WA requested the Council review this document and agree to its public dissemination for comment and if and when appropriate, advocate and support the implementation of agreed final recommendations. This report recommends Council adopt the Strategy following community consultation.

Background

In late 2018, and as part of the Shire of Narrogin's Community Development Strategy, the YMCA WA was requested to engage the Shires' young people on a range of pertinent issues related to their current experiences and coexistence within the community of Narrogin and surrounds.

On behalf of the Shire of Narrogin, the YMCA WA, with assistance and support of other community stakeholders, conducted an engagement project with young people in Narrogin aged between nine and twenty-five years old.

The attached document reports on a process of engagement and consultation that represents the young people's perspective and expectations whilst living and growing up in the region. This work and its represented data and findings was then used to inform the development of a strategy and a development plan which could be provided to engage and support young people in Narrogin and the surrounds.

Consultation

In producing this document, the following stakeholders were engaged and consulted and made significant contributions:

- Young people of Narrogin
- Shire of Narrogin
- YMCA WA

- Department of Prime Minister and Cabinet, (now NIA)
- South Regional TAFE
- Narrogin Senior High School
- Narrogin Primary School
- Aboriginal Development Officer – South Regional TAFE
- KEEDAC
- Moorditj Youth Foundation
- Shooting Stars
- Nurtured Youth Services
- West Australian Community Health Services
- West Australian Police Force
- Avon Youth Services
- Department of Justice.

Following the conclusion of the 30 day advertising period in the Observer, linking the advert on the Shire's Facebook page and referring the document to local groups, no written comments were received.

Statutory Environment

The only relevant statutory implication is section 3.18 of the Local Government Act 1995 which states:

“3.18. Performing executive functions

(1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.

(2) In performing its executive functions, a local government may provide services and facilities.

(3) A local government is to satisfy itself that services and facilities that it provides —

(a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and

(b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and

(c) are managed efficiently and effectively.”

In this regard the provision of youth services is considered within the realm of local government and the Shire of Narrogin, in partnership with other government and community organisations.

Policy Implications

The Council's Community Engagement Policy No 1.14 relates and the engagement processes were utilised in development of the plan by consulting with the various agencies and youth participants. The Plan, in accordance with policy and as requested by Council, was advertised widely inviting community engagement.

Financial Implications

Providing additional support and services to young people in Narrogin will inevitably require resources and funding.

The YMCA has indicated that, in collaboration with the Shire of Narrogin, it would actively pursue a consortium of funders to establish the finance required and would lobby Federal, State and Local

Government departments and apply for funds, whilst also encouraging investment from potential partnering Organisations.

To further the general aims of the Draft Strategy and Plan, the Council has included in the 2020/21 Budget the sum of \$20,000 for Youth Support Services and Programs that might emanate from the process. Further budget provisions, yet to be quantified, may be required in subsequent budgets to support these aims.

Strategic Implications

In accordance with the Shire of Narrogin Strategic Community Plan 2017-2027, this work and subsequent report is intrinsically linked and aligned to the following strategic outcomes for the Shire:

Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.1 Provision of Youth Services
Strategy:	2.1.1 Develop and implement a Youth Strategy
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.2 Support our Narrogin cultural and Indigenous community

Comment/Conclusion

The YMCA WA manages the Narrogin Reginal Leisure Centre on behalf of the Shire and agreed to undertake the youth surveys and engagement in 2018/19 as part of its broader involvement within Narrogin and commitment to youth development and empowerment. This was subsequently undertaken in 2019 with the final Draft Report concluded in 2020.

The YMCA WA in submitting the Draft Report, noted that it values the partnership it has with the Shire and its community, and is keen to further engage and support young people in Narrogin.

Mark Furr, General Manager Youth, Community and Leisure for the YMCA WA added *“The YMCA believes in the power of inspired young people and there is great potential to further enhance the NRLC and provide, in partnership with other organisations, even more activities and support for the Shire’s youth population”*.

Based on the feedback to date, the following recommendations are included in the Draft Report and, would be subject to subsequent advocacy and support by the YMCA WA, other agencies and the Shire:

1. The establishment of a Youth Leadership Group be considered.
2. Develop a Youth Strategy and Youth Development Action Plan (this document).
3. The mapping of relevant NGO services in Narrogin as part of the development of a Youth Strategy (refer appendix B of the report).
4. Establishment of an Inter-Agency Forum that drives partnership and coordinated service delivery.
5. The activation and optimisation of space for young people in Narrogin be explored.
6. Develop proposals that enable resourcing and service delivery partnerships for young people in Narrogin.

7. Opportunities to fund developed programs should be explored in partnership with appropriate stakeholders.
8. The proposed Strategy should encourage opportunities to conduct youth programs across the local community.
9. The proposed Youth Strategy includes opportunities that enables young people to connect with older people including Aboriginal Elders.
10. The development of education and transition to work initiatives for young people in Narrogin.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1020.011

Moved: Cr Early Seconded: Cr Wiese

That with respect to the Draft Youth Engagement, Strategy and Development Plan prepared by the YMCA WA, Council:

1. Adopt the report and its recommendations.
1. Request the Chief Executive Officer to communicate and publicise the adoption of the Strategy and work with the YMCA WA and other agencies in its shared implementation and consideration for the current and future Council Budgets and budgets of other agencies.
2. Publish the report on the Shire website

CARRIED 7/0

The Shire of Narrogin and the YMCA WA



Youth Engagement, Strategy and Development Plan - Draft 2019/2020

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BACKGROUND

The YMCA WA believes in the power of inspired young people; and strives to establish strong partnerships with its communities across the state of Western Australia. In doing so, The YMCA adopts a strategy of partnering and complementing service and supports without competition, thus ensuring a collaborative approach and community impact across the regions.

The Shire of Narrogin's expectations, are that services and support provided to young people in Narrogin, must be impactful, intervening, proactive and relevant. This ensures that the needs and voice of Narrogin's young people can be realized, supported and can subsequently lead to a more positive environment and contribution by all members of the community.

A collaborative and empowering strategy not only enables the provision of impactful services and support desired in Narrogin, but also aligns itself to addressing the state wide complex challenges and issues facing young people in Western Australia (WA), such as mental health, unemployment, education, homelessness, youth detention and out of home care.

The information below reflects a process of engagement and consultation that represents the young people's perspective and expectations whilst living and growing up in the region. As an outcome, this document outlines a strategy that will ensure the 'Y' and its partnering stakeholders and network will deliver quality outcomes aligned to the input of the Shire's younger population.

In 2018 and as part of the Shire of Narrogin's Community Development Strategy, the YMCA WA was requested to engage the Shires' young people on a range of pertinent issues related to their current experiences and coexistence within the community of Narrogin and surrounds.

On behalf of the Shire of Narrogin, the YMCA WA, with assistance and support of other community stakeholders, conducted an engagement project with young people in Narrogin aged between nine and twenty five years old.

This work and its' represented data and findings were to inform the development of a strategy and a development plan which is deemed paramount before any additional activities, initiatives and resources could be provided to engage and support young people in Narrogin and the surrounds. This was to ensure that the voice of young people was heard, and any next steps taken, were indicative of the feedback and input provided by those young people of Narrogin.

This document represents a three step process from engagement to plan and all input and data should be read in conjunction; the three parts to this process were:

- The development of a **Youth Survey** and the engagement process – feedback, findings and recommendations reported,
- The implementation of a **Youth Strategy**¹ and ,
- To establish a **Youth Development Plan** for Narrogin with agreed actions and measurable outcomes.

Findings and information relating to each if these phases are listed below:

¹ The strategy represented within this document has been developed and written by the YMCA WA for YMCA WA and evaluated by Curtin University.

The Shire of Narrogin & YMCA WA

Youth Engagement Survey



INTRODUCTION

The YMCA WA believes in the power of inspired young people; and strives to establish strong partnerships with its communities across the state of Western Australia. In doing so, The YMCA adopts a strategy of partnering and complementing service and supports without competition, thus ensuring a collaborative approach and community impact across the regions.

Over the past ten (10) months the YMCA WA, has engaged with the Shire of Narrogin and in particular its young people, to conduct a survey and engage with as many young people across the community. This input and feedback from the towns younger generations has been sought to ensure their voice is represented in the Shire and can be used to inform and influence future direction and decisions made within the Narrogin community.

This report provides a representation of the data extrapolated from completed surveys, from which evidence-based assumptions can be made within each finding. This informs the report and supports subsequent recommendations for consideration.

In undertaking this body of work, the Department of Prime Minister and Cabinet, now National Indigenous Australians Agency, NIAA, approached the YMCA WA, to provide input, support and observe the process with a keen interest. It is acknowledged by the NIAA, that the data, information and subsequent report is provided at the request of the Shire of Narrogin, who also acknowledge the NIAA's appropriate interest in this body of work and its findings.

Information will be disseminated to other parties at the discretion of the Chief Executive Officer of the Shire of Narrogin.

BACKGROUND

In 2018, negotiations and a commitment to resource a youth program in Narrogin had been agreed between the Shire and the YMCA. Terms of Reference to establish a Narrogin Youth Advisory Group were drafted and funds from both YMCA and the Shire were available for use.

The appointment of the new CEO in Narrogin and the General Manager Youth, Community and Leisure in 2018, resulted in meetings to discuss how the Shire funds were to be expended. It became apparent that there was no particular clarity regarding how best to utilize the resources available as it was unclear what "programs" were needed.

It was agreed that the YMCA would conduct a youth engagement project and survey as many young people in Narrogin as possible. The data would inform and represent in part, how life was as a young person in Narrogin and also represent their perception of their current environment, engagement and social life, including activities to improve their current situation and create further opportunities for young people in Narrogin. Once the report was published, the YMCA agreed to support the Shire in its composition of Strategy and Plan for youth in Narrogin.

PROJECT GOALS

The goals of the engagement survey were:

- To provide opportunity for young people to express their views and be heard.
- To use this information in the development of local initiatives and projects relating to young people.
- To inform the establishment of a mechanism that enables young people to be able to contribute and influence Council decisions, strategies and plans.

SCOPE

The scope of this project was to include:

- Input from young people aged between 9 years to 25 years of age.
- A timeframe for completion that was dictated by the community.
- Work with as many stakeholders from within the community to ensure coverage.
- A focus to engage disengaged and at-risk young people.
- A young demographic that is representative of the Narrogin community.

STAKEHOLDERS

The completion of this engagement survey involved significant input and support from numerous stakeholders within the Community. Representatives from the following Departments, Agencies and Organisations provided access and support during the engagement project and should be commended for their contribution:

- Shire of Narrogin
- YMCA WA
- Department of Prime Minister and Cabinet, (now NIAA)
- South Regional Tafe
- Narrogin Senior High School
- Narrogin Primary School
- Aboriginal Development Officer – South Regional Tafe
- KEEDAC
- Moorditj Youth Foundation
- Shooting Stars
- Nurtured Youth Services
- West Australian Community Health Services
- West Australian Police Force
- Avon Youth Services
- Department of Justice

ENGAGEMENT SURVEY COMPOSITION AND DESIGN

The composition of the survey itself was undertaken in consultation with a number of stakeholders; Mission Impact Specialist, YMCA WA, Department of Prime Minister and Cabinet, (now NIAA) and the Shire of Narrogin. This collaboration was essential to ensure an alignment to the YMCA National Outcomes Framework, NIAA service outcome priorities and local objectives.

The design of the survey was important, and it was determined that whilst the survey could be completed in a facilitated environment, as well as independently, it had to ensure that the respondent was not deterred by an onerous activity requiring significant writing and application to complete.

Agreed by all involved in the design, the use of emoji's was determined as an appropriate methodology to provide feedback, reducing time and potential confusion during completion. A small number of free text questions were also posed to obtain any other context relevant to the experiences of the young person in their community.

The survey included eleven (11) questions requesting a scaled agree/disagreement and five (5) free text responses. Additional demographic data including age, ethnicity and additional language was included too. The survey asked the following questions:

Emoji Response.

1. I am involved in events or I am aware there are events and activities held in our community that involve multi – generational family members.
2. There are positive things for me to do other than sports and school sponsored events and activities
3. I think that the towns projects and events are respectful for the various cultures of the community.
4. There are people I respect within my community that could be a mentor to me.
5. I have had opportunities to work with older people/elders regarding community matters.
6. I have learned about my heritage, culture and my community through stories, interaction with senior citizens and cultural events etc.
7. I am involved in making decisions about my community and its future.
8. I think that in Narrogin the school and the community work together on shared objectives.
9. My ideas are listened to and I believe that this helps other complete work in the community.
10. I think that the Narrogin community invests money into projects and programs led by young people.
11. The Arts, Music and Library are important to me.

Free Text.

1. What is your life like at the moment?
2. What do you want to achieve in life?
3. What would you like to see happen tomorrow?
4. What will you do to make this happen?
5. Is there anything else you want to say?

The survey was made available online via survey monkey, copies were available at the Regional Leisure Centre, as well as part of Youth week and NAIDOC week events; there was also facilitated completions at schools and also supported presentations by YMCA staff to the students. Even the local police station provided surveys when engaging young people at their premises. YMCA staff and community stakeholders walked the streets of Narrogin at night to engage vulnerable young people. The survey was released for completion from February to May 2019.

GENERAL ABS STATISTICS FOR NARROGIN

- In the 2016 Census, there was a reported population of 5,162.
- 48.8% were male and 51.2% were female.
- 362 or 6.8% of this population were Aboriginal and Torres Strait Islanders (ATSI).
- This ATSI population was 3.7% higher than the WA State average.
- 704 or 13.6% of this population was aged between 0-10 years.
- 1,022 or 19.8% of this population was aged between 10-24 years, therefore,
- 1,726 or 33.4% of this population was 0-24 years.
- 288 or 10% of households spoke a language other than English.
- 658 or 12.7% of the population was aged between 15-24 years.
- 51 of these 15-24 year old's were aboriginal and 607 were Non-Aboriginal.
- 395 or 7.6% of the population was aged between 15-19 years.
- 34 of these 15-19 year old's were Aboriginal and 361 were Non-Aboriginal.

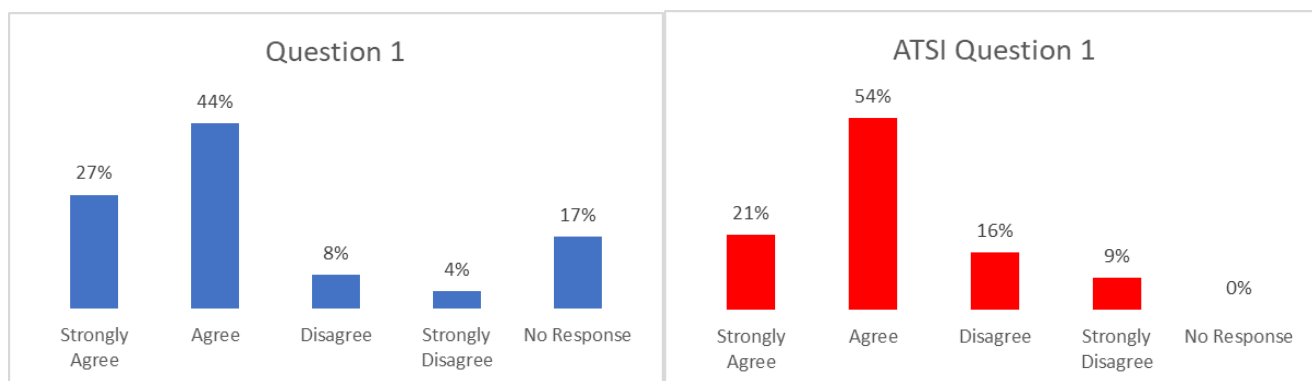
YOUTH SURVEY STATISTICS AND FINDINGS

The following section outlines survey specific statistics and findings. Age demographic for survey responses were:

- 39% were 9-11 years.
- 52% were 12-16 years.
- 8% were 17-25 years.
- 291 or 28.5% of the young population in Narrogin responded to this survey.
- 24% of 291 respondents were Aboriginal.
- 19% of the 2016 census total of Aboriginal population in Narrogin was surveyed.
- 47% of 15-24 years Aboriginal people identified in the 2016 census data (51), were represented.
- 21% of total respondents spoke a language other than English at home.

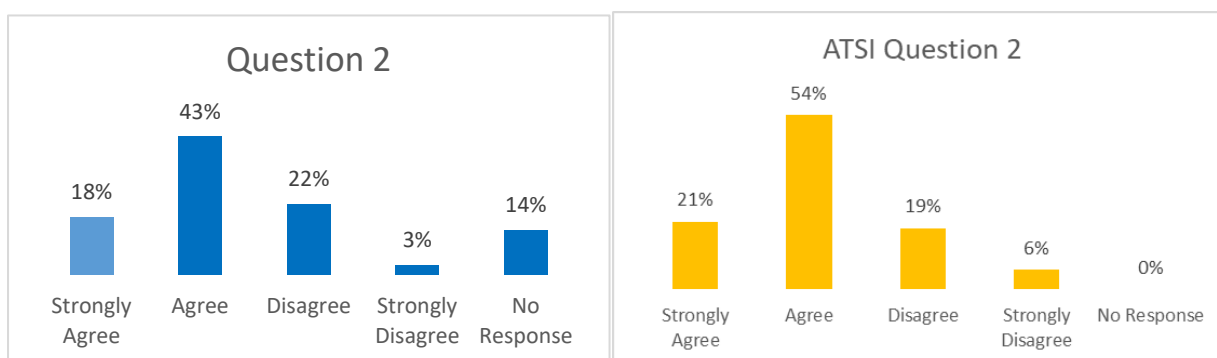
Note: The data from each of the questions below, are represented by overall Youth respondents and the same question is represented in the second chart as feedback from Aboriginal Youth respondents all from the Narrogin community.

Question 1 - I am involved in events or I am aware there are events and activities held in our community that involve multi – generational family members.



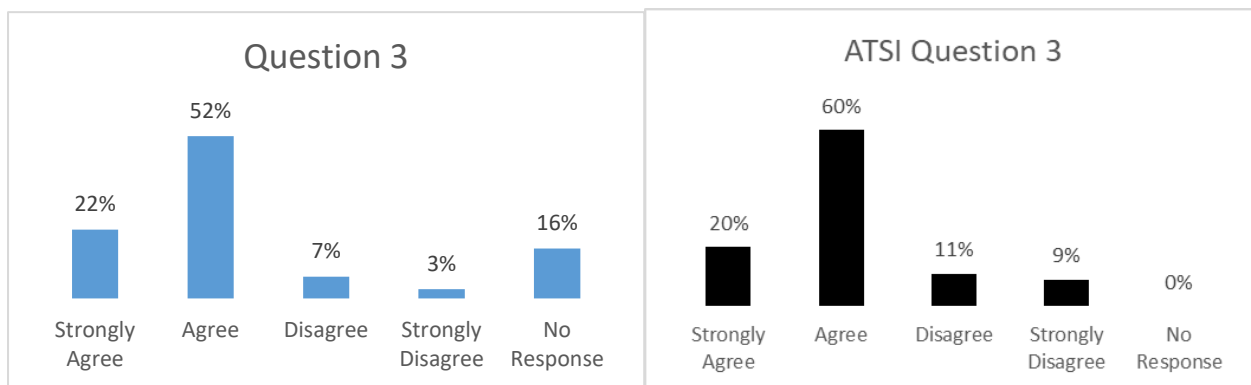
The data suggests that there are events and activities held in the community that involve multi-generational family members since 71% of total respondents agreed or agreed strongly, and 75% of Aboriginal respondents. This is a strong and positive result that can be built on. For the 12% of total respondents and 25% of Aboriginal respondents who were either not aware or not involved further consultation will be needed to determine why this is the case, particularly for the relatively high percentage of Aboriginal respondents. The 17% “No response” is mostly respondents who live outside Narrogin.

Question 2 - There are positive things for me to do other than sports and school sponsored events and activities.



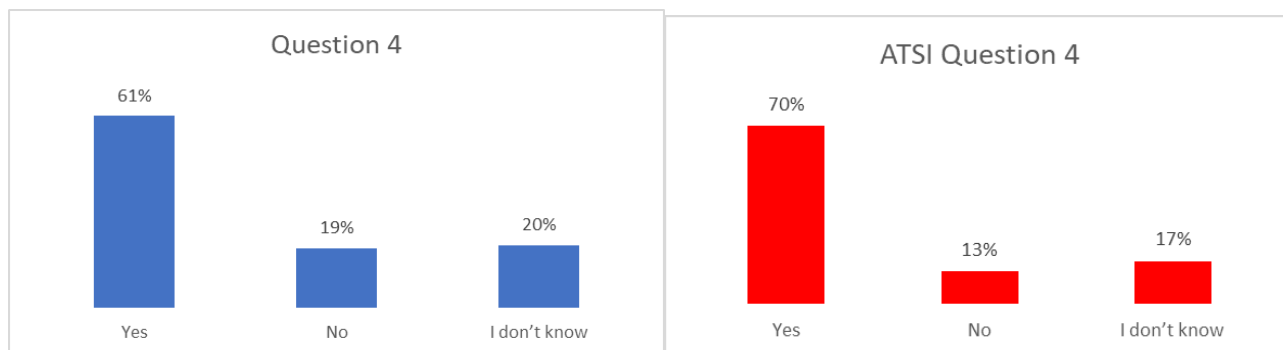
While a majority of total respondents have positive things to do other than sports and school sponsored events and activities, a significant minority (25%) don't. This represents 72 survey respondents, and probably a higher number of all the young people in town. This is a significant number of young people who are bored and looking for some excitement, and therefore likely to become involved in anti-social behaviour. Addressing this need as a priority is therefore likely to have a significant effect on reducing anti-social behaviour in town. The 14% "No response" is respondents who live outside of Narrogin.

Question 3 - I think that the towns projects and events are respectful for the various cultures of the community.



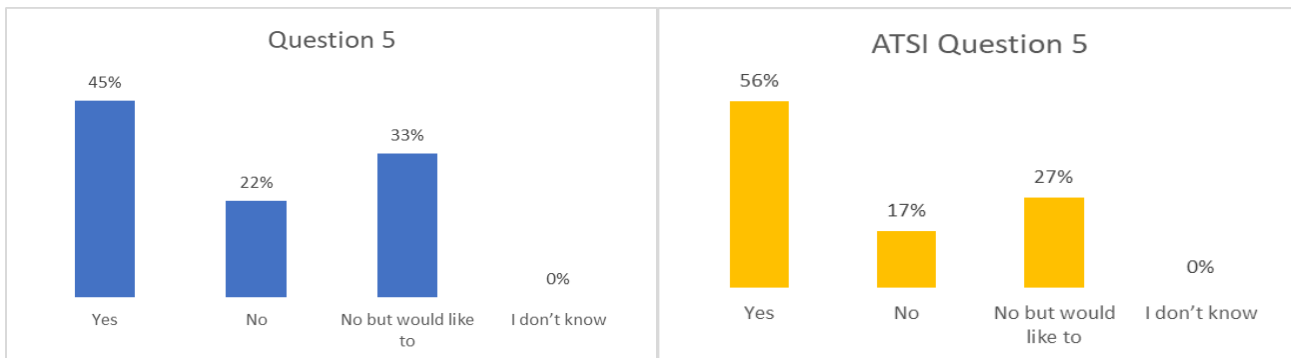
A high proportion of respondents, (74%), perceive local events and projects to be culturally respectful which is a positive result; this is even more positive when it is considered that 80% of Aboriginal respondents perceive culturally respectful events and activities are undertaken. Overall 10% of respondents disagreed and this statistic is much higher at 20% from Aboriginal respondents, believing this is not the case. Improved planning and implementation around the cultural respect component of town projects and events is likely to improve this perception. The 16% "No response" is mostly respondents who live outside of Narrogin.

Question 4 - There are people I respect within my community that could be a mentor to me.



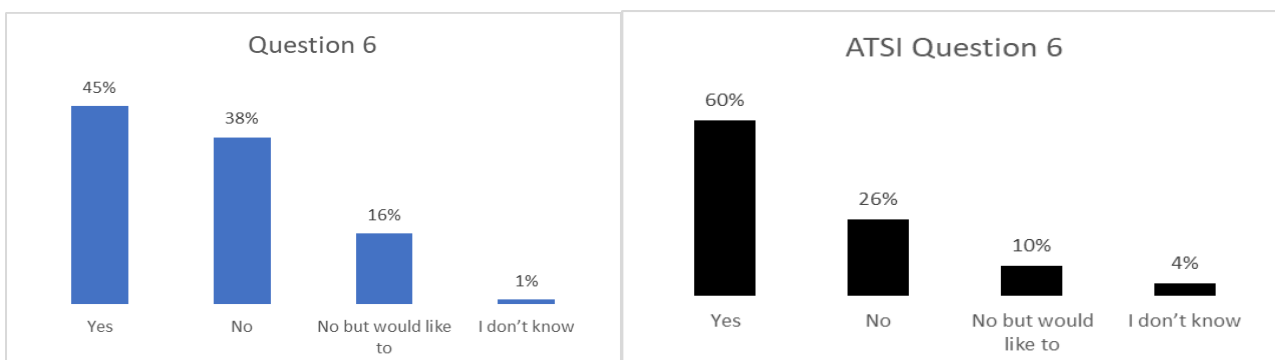
This is a troubling result with only 61% of young people surveyed perceiving there to be community members they respect who could be a mentor to them (slightly better for Aboriginal young people). It is also surprising in comparison with the responses to Statement 1 about multi-generational events. It suggests that even though the generations have opportunities to mix, there is a significant disconnect between younger and older members of the community, and a lack of broad-based leadership. This is a matter for whole-of-community discussion and addressing it is likely to be a multi-year process.

Question 5 - I have had opportunities to work with older people/elders regarding community matters.



Less than half of the survey respondents, 45%, have had opportunities to work with older people or elders. This also suggests a disconnect between young people in Narrogin and the older community. This statistic is not as high in Aboriginal respondents at 44% but is still a concern as it potentially implies a cultural disconnect between young aboriginal people and local elders. Of the 44% to 55% of respondents that claimed no opportunities to work with older people in the community, a significant proportion of that percentile expressed a desire to do so. This can indicate missed opportunities in the Shire, as 33% of young people engaged, would like to address this.

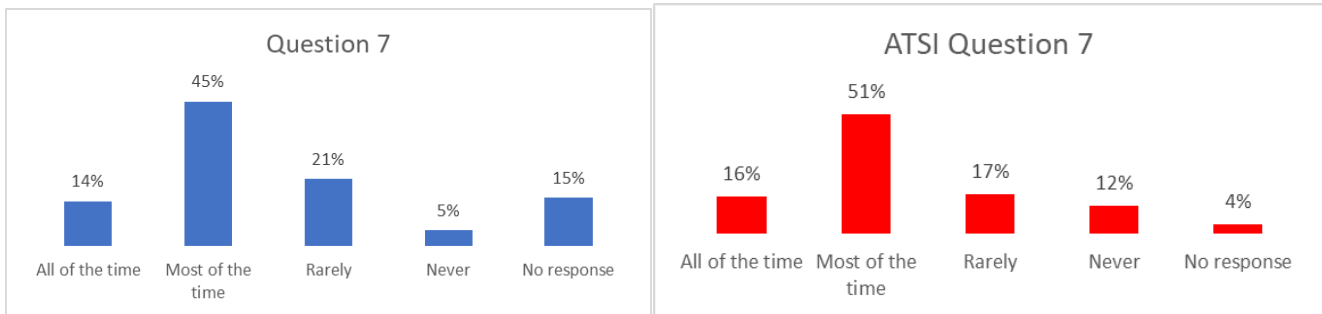
Question 6 - I have learned about my heritage, culture and my community through stories, interaction with senior citizens and cultural events etc.



A similar statistic to the above question is represented when young people were asked if they are learning about their local heritage and culture. Only 45% of young people stated they had learned about their heritage through elder interactions and cultural events. 60% of aboriginal respondents stated that they had, but this also indicates nearly 40% of aboriginal young people at risk by not or wanting to learn about their culture and heritage. Of those respondents that stated “No”, 16% expressed a desire to do so, which raises the question of opportunities to undertake this practice. Only one quarter of the 40% of aboriginal respondents that stated “No”, expressed a desire to engage and learn about their heritage and culture.

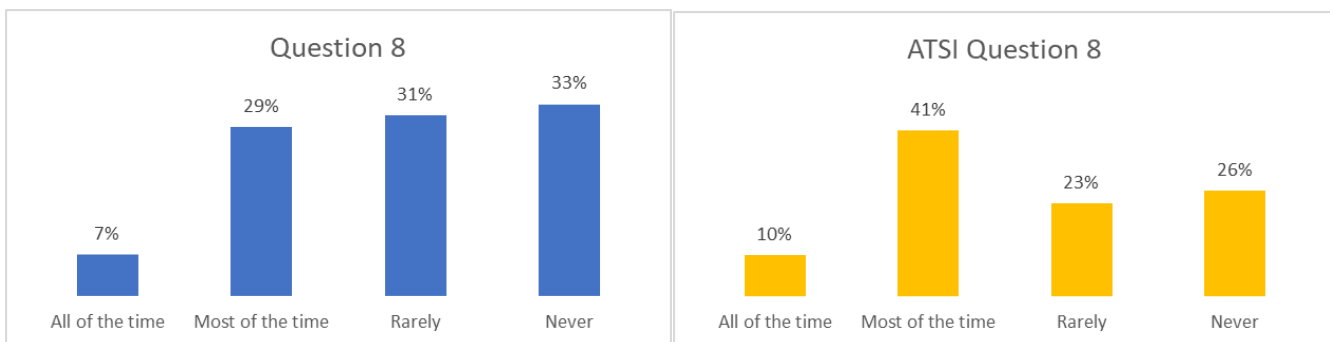
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Question 7 - I think that in Narrogin the school and the community work together on shared objectives.



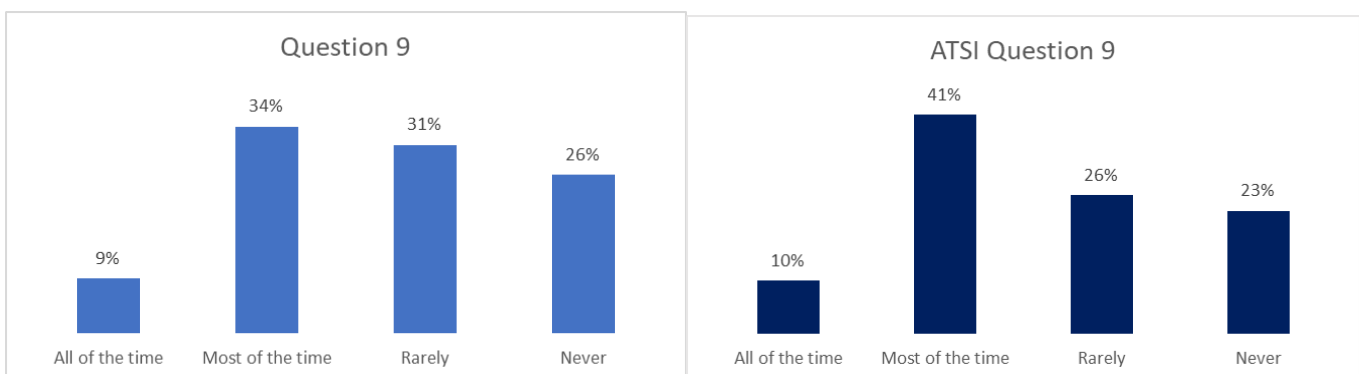
59% of young people surveyed believed that the schools and the local community worked together on projects events or objectives. 67% of Aboriginal respondents believed this occurs all, or most of the time. This leaves more than a quarter who believe to the contrary. It suggests that the school and the community are working together on shared objectives however not communicating this alignment well enough to the community and especially young people. The 15% “No response” is mostly respondents who live outside of Narrogin.

Question 8 - I am involved in making decisions about my community and its future.



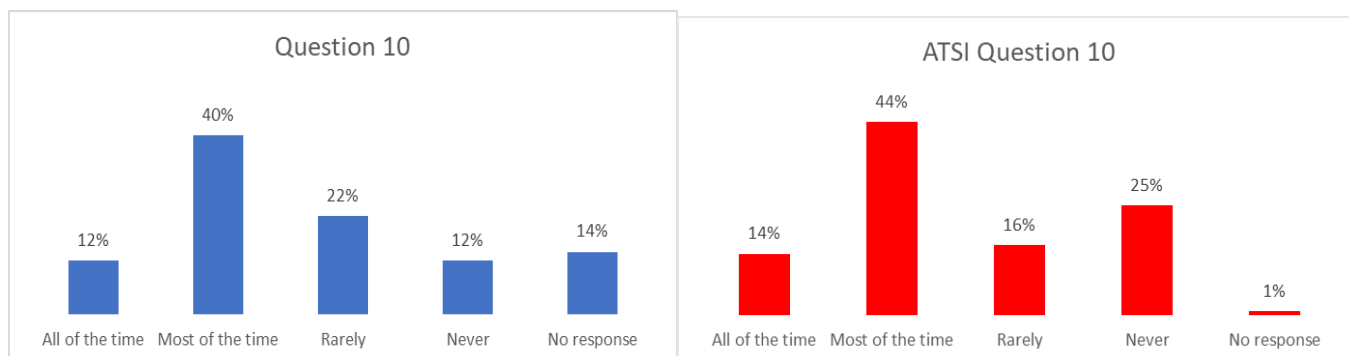
Only 36% of young people surveyed believe that they are involved in decisions made regarding the Narrogin community and its future. This is representative of a perception that the voice of young people is not a factor in determining important decisions of the community. The statistics are slightly higher from Aboriginal respondents at 51%, reflecting they are more involved. 64% of young people believe they are rarely or never involved in the decisions regarding the community. This matches a 2017 YMCA survey of young people across Australia that found that 66% of young people feel their age prevents them from being heard. This situation provides Narrogin with an opportunity to be a leader in Australia in giving young people a genuine voice in their community.

Question 9 - My ideas are listened to and I believe that this helps other complete work in the community.



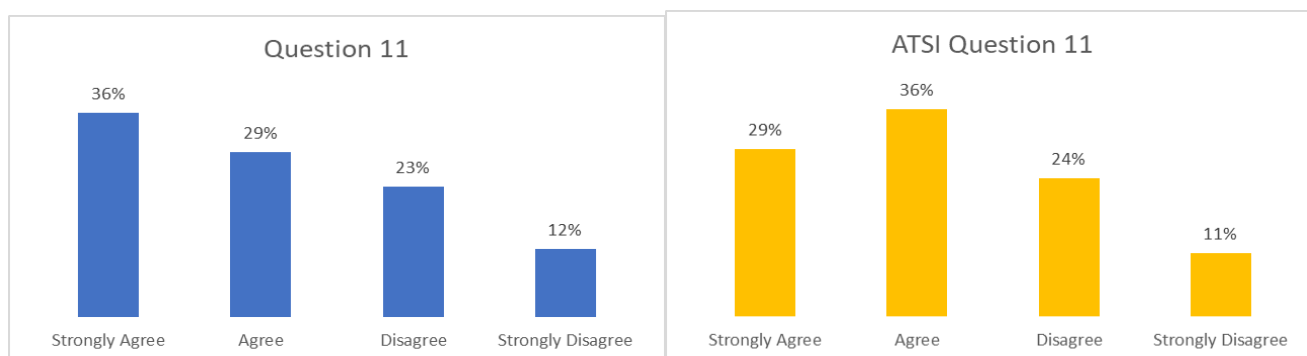
43% of respondents felt listened to and Aboriginal respondents at 51% was a consistent response linked to the previous question. This result for the total group is significantly better than for the previous statement (43% compared with 36%) perhaps suggesting a differentiation in their thinking between “being involved in making decisions” and “being listened to”. For the Aboriginal young people this doesn’t appear to be the case as their results are almost identical between the two statements.

Question 10 - I think that the Narrogin community invests money into projects and programs led by young people.



52% of young people believe the community invest money into ideas, projects and programs led by young people. This is a consistent statistic linked to previous questions and reinforce the perception of the voice of young people not being heard. This statistic is slightly higher in Aboriginal respondents, as 58% responded positively to this statement.

Question 11 - The Arts, Music and Library are important to me.



65% of young people agreed that art, music and the library was important to them. This was the same statistic from Aboriginal respondents. Appreciation for the arts, music and literature are widely considered to be an important part of becoming a well-rounded person and therefore this result has implications for the local schools, parents and the shire in developing this appreciation in more young people.

Note: The following questions were free text responses and findings provided are generalized to themes. All surveys and individual responses are held and available for further analysis as required.

Question 12 - What is your life like at the moment?

Responses from young people in Narrogin were split equally between life being positive or a negative experience for them at the time they were surveyed.

For those that represented a positive outlook, a linkage to sports and local activities that motivated them featured prominently. Health and Wellbeing is intrinsically linked to physical activities and sports and this is reflected in the comments made. For those respondents that had a more negative outlook, themes of racism, school pressures, bullying and boredom were prominent in their responses.

Question 13 - What do you want to achieve in life?

A strong theme in the responses provided was associated to having a family. Many respondents recognised this as a key outcome and achievement and this is an encouraging narrative from young people in Narrogin. There was significant representation of various professions ranging from professional careers and sports related careers. Some respondents represented a generalization associated with financial security.

Question 14 - What would you like to see happen tomorrow?

There was some significant diversity in the responses to this question. References to the cessation of racism and bullying stood out in the responses. A greater variety of sporting and recreation activities including water activities in the summer months, a keen interest to have a cinema in Narrogin as well as various other retail options within the town was strongly represented.

The cessation of racism and a respect for cultural differences was articulated frequently along with a desire for programs for Noongar females. More youth workers and associated youth activities was also a theme throughout the responses provided to this question.

Question 15 - What will you do to make this happen?

The resounding theme that respondents represented to this question was communication. "Talk to someone", "talk to the Shire", "talk to school leaders", "talk to local businesses", "talk to the YMCA", "write letters". "Get people to listen" and "convince them to do something", was another frequent response.

Question 16 - Is there anything else you want to say?

There were limited additional responses that were not already captured in previous questions, however some themes that emerged from this question included requests for a community youth mentor, more youth workers in Narrogin, free WIFI at the Narrogin Regional Leisure Centre and Youth Camps. Several responses articulated the desire for cultural camps to be established that reconnected aboriginal young people to their country.

CONCLUSIONS

1. There is a positive culture of events and activities held in the community that involve multi-generational family members, however a significant proportion (25%) of the Aboriginal young people do not agree with this. The reasons why should be investigated.
2. Most young people have positive things to do other than sports and school sponsored events and activities, however a significant minority (25%) don't. Addressing this need as a priority is therefore likely to have a significant effect on reducing anti-social behaviour in town.
3. Most agree that town projects and events are respectful of the various cultures in the community however there is a minority who disagree, particularly among Aboriginal young people. Improved planning and implementation around the cultural respect component of town projects and events is likely to improve this perception.
4. There appears to be a significant disconnect between younger and older members of the community, and a lack of broad-based leadership by adults. This is a matter for whole-of-community discussion and addressing it is likely to be a multi-year process. A signal of hope is the one third of respondents who would like to engage more with adults in the community, in addition to the half (more for Aboriginal young people) who already do.

5. The school and the community are working together on shared objectives however not communicating this alignment well enough to the community and especially to young people.
6. Narrogin has an opportunity to be a leader in Australia in giving young people a genuine voice in their community since two thirds responded that they don't currently have a voice in making decisions in the Narrogin community, the same as a 2017 YMCA survey result across Australia. Responses to Question 15 make it clear they would like to have a voice.
7. Appreciation for the arts, music and literature are widely considered to be an important part of becoming a well-rounded person and therefore these not being important to one third of respondents has implications for the local schools, parents, local organisations and the shire in developing this appreciation in more young people.
8. Racism, bullying and boredom featured as key issues for respondents. Many suggestions were made by the young people to address these issues and provide an "easy win" for the town to listen to and implement at least some of these ideas quickly.

RECOMMENDATIONS

The recommendations provided in this section represent areas for consideration, support and advocacy by the Shire Council. These recommendations are not limited to those stated but can be further evolved as part of the presentation and engagement of this survey report across community and stakeholders.

Based on the feedback to date the following recommendations are tabled for consideration and subsequent advocacy and support by the Shire:

1. The establishment of a Youth Leadership Group be considered.
2. Develop a youth strategy and youth development action plan.
3. The mapping of relevant NGO services in Narrogin as part of the development of a youth strategy.
4. Establishment of an Inter-Agency forum that drives partnership and coordinated service delivery.
5. The activation and optimisation of space for young people in Narrogin be explored.
6. Develop proposals that enable resourcing and service delivery partnerships for young people in Narrogin.
7. Opportunities to fund developed programs should be explored in partnership with appropriate stakeholders.
8. The proposed strategy should encourage opportunities to conduct youth programs across the local community.
9. The proposed youth strategy includes opportunities that enables young people to connect with older people including Aboriginal Elders.
10. The development of education and transition to work initiatives for young people in Narrogin.

Note: After feedback from young people completing this survey, the YMCA has installed free Wi-Fi at the Centre.

NEXT STEPS

The following proposals are provided for consideration by the Shire and NIAA:

- The YMCA presents approved report to various community stakeholders – NIAA, Schools, Organisations, and captures feedback.
- The Shire / YMCA invites the District Leadership Group to Narrogin and presents the engagement survey findings.
- The YMCA liaises with young leaders and representatives in the community and supports them to present the findings of their engagement survey to Council.

- Shire of Narrogin to consider its support and advocacy for the recommendations made in this report.
- National Indigenous Australians Agency to consider appropriate recommendations by YMCA made in this report.
- YMCA to provide a Community Youth Strategy and Youth Development Plan for the Shire of Narrogin.

SUMMARY

- This report summarises a comprehensive process that has taken a considerable amount of time, months, to complete. There is significant data and supporting evidence that supports this summary report. In reaching this stage, reflections of the process and feedback received already, lends itself to achievable recommendations that could potentially have a positive impact within a short period of implementation. Utilization and optimization of current resources and assets can contribute to a tailored approach that enables a positive response to the input provided by young people in Narrogin.
- Whilst there is opportunity and “low hanging fruit” identified within the recommendations, the process of engagement should still be pursued to capture additional input from the youth cohort aged between 17 years to 24 years, as this age group is a key priority and focus to engage and support them transition into work and adulthood. This process has been challenging to obtain responses from this group, and whilst 47% of the total population age group engaged, may seem a high statistic, this is not necessarily a high actual number for a critical age group that is currently trending as more “disengaged in their community than engaged”.
- It should be noted that there are other disengaged and at-risk young people within the community that may not have been represented fully within this process, however, YMCA staff in partnership with community stakeholders are undertaking strategies to capture their feedback in the following months as part of the development of a strategy and actions for Narrogin.
- This engagement project should be acknowledged as the commencement of a continued practice by the Shire that will facilitate closer engagement and understanding of issues and priorities for young people within Narrogin and its surrounds.

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The Shire of Narrogin & YMCA WA



Youth Strategy 2020 - (Draft)

February 2020

THE THEORY BEHIND THE YMCA WA YOUTH STRATEGY FOR NARROGIN

Significant work has been undertaken by the YMCA WA to research and develop its youth strategy, (**Appendix C**), called “Y-Time”. This work has identified that this strategy and its foundations for any youth practice, support and service must be:

- **Person-centered**: each young person has the ability and desire for personal growth and change – we place the young person and their interests first and walk alongside them wherever their journey may take them.²
- **Strengths-based**³: a core belief that all individuals have strengths and resources – the focus is on a young person's skills, interests and support systems - identify what is going well, do more of it, and build on it.
- **Solutions-focused**⁴: support needed is best informed by the young person’s view of what life would be like without their identified problem - holds a person accountable for solutions rather than accountable for problems.
- **Trauma-informed**⁵: an understanding of the impact of trauma in order to create physical, psychological, and emotional safety for everyone and provide opportunities for survivors to develop a sense of control and empowerment.

As a consequence, this approach supports young people to:

- Learn to learn;
- Explore and grow their identity;
- Have a voice in their community;
- Have decision-making power about issues that affect them; and
- Meet their needs and aspirations.

The YMCA WA is a preventative organisation who works with all young people to prevent crisis and support them to recognise and fulfil their potential. The YMCA WA and Shire of Narrogin will work with young people inclusive of all cultures and abilities. Both the Shire and YMCA WA recognises that support, activity and youth work start where young people are at. Where young people are at is represented by four states:

- **Surviving** - those who are ‘at risk’ and are living day to day with no real goals, aspirations or hope other than surviving.
- **Functioning** – those who are generally doing what society ‘expects’ of them; unsure of goals or aspirations and may feel they have limited choices; may be socially isolated or on the fringes of various groups, may not know where or how they fit in.
- **Aspiring** - those who are generally doing ‘ok’; they have goals and aspirations but maybe do not know how to or have the means to achieve them.
- **Thriving** – those who are generally doing ‘well’; they know what they want to achieve and how to do it.

Where a young person ‘is at’ is constantly changing with their circumstances, as they face challenges or difficulties, and as they grow and develop. Where the YMCA WA engages with young people at risk and in

² (Young,1997, and others)

³ (Pattoni,2012, and others)

⁴ (Van Breda, 2018, and others)

⁵ (The Australian Institute of Family Studies, 2016 and others)

crisis, we act as a broker to link young people to specialist services while supporting them to continue to access our activities and programs.

In developing the Youth Strategy some key factors were considered:

- Young people should have the same experience of youth work wherever they engage; best practice youth work is consistent and linked across the state.
- Many young people who engage with want to identify with their community; to have a sense of connection and belonging and be able to give back and contribute.
- Young people want to have their say; to have a voice and be able to make decisions around issues that are important to them within their community and beyond.
- The youth work should have a clear point of difference.
- The YMCA wants to make it easy for other YMCA associations and local government to adopt the same or a similar strategy. (A consistent approach).

GOAL

Establish a model of engagement, service and support ("*Y-Time*"), as the primary vehicle for YMCA WA's and Narrogin's approach to youth work.

AREAS OF FOCUS

Based on the input and feedback received by young people and stakeholders within the community of Narrogin, the following areas of focus will be used to inform the Youth Development plan:

- **Developing leadership** – *Young people take part in, express views on, and have decision making power about issues that affect them.*
- **Supporting physical and mental activity and wellbeing** – *Young people have access to a range of physical and mental activities, and are supported to develop resilience, emotional literacy and realise their potential.*
- **Learning to learn** – *Young people build the capacity to think critically and reflect on their experiences to guide their own personal and social development.*
- **Exploring self-identity** – *Young people are supported to explore their experiences, thoughts and feelings to develop their own identity.*
- **Fostering connection and belonging** – *Relationships are the context in which youth development and empowerment occur. Young people increase their sense of connection and belonging, and their capacity to contribute to the world around them.*

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The Shire of Narrogin & YMCA WA

Youth Development Plan - (Draft) 2020 Onwards



NARROGIN YOUTH DEVELOPMENT PLAN

The input and feedback provided by the young people of Narrogin has informed the development of a plan that recognises current youth engagement and positivity, as well as aspects of the feedback that support a continuous improvement strategy to further supporting and engaging young people on issues and matters that are important to them and that enable them to aspire and thrive as opposed to merely surviving and functioning.⁶

The process and means to develop response statements from the feedback was a series of steps and actions as follows:

- Evaluate survey feedback,
- Consolidate and categorise responses,
- Identify key findings from the feedback,
- Articulate enabling activity that supports the findings and feedback,
- Align these to the Youth Strategy,
- Develop the qualitative statements and cross reference these to the feedback, findings and strategy,
- Develop actions and measurable outcomes against each statement

SERVICES AND SUPPORT

The Shire of Narrogin currently has services and supports that are either community or youth focused. The list of these relevant supports and services are listed at **Appendix B**. Agencies should be encouraged to interact, complement and partner each other to ensure there is no duplication of initiatives, programs and support services, and the community of Narrogin and its' young people have optimised resources serving the community: in some cases it will be pertinent for the Shire and its community to proactively request the establishment of necessary services and resource, evident in its current omission and availability.

WHAT OUR YOUTH TOLD US

Nearly 300 young people living in Narrogin and the surrounds were asked what their life was like?, what was important to them, what they wanted to achieve, and what they wanted more of in their community?

Their individual responses have been interpreted, evaluated and consolidated into ten (10) aspirations of young people in Narrogin and are listed as follows:

- Dedicated youth spaces and places to go,
- To feel safer as an individual within the community,
- More programs and events that explore music and the arts,
- Individual support (mental health) and the opportunity to talk to someone,
- Workshops that address issues like bullying, racism and self-esteem as well as how I feel,
- Opportunity to contribute to local issues and make decisions,
- More connection to "my culture", "our heritage" and the community
- To learn and develop life skills and have opportunities to find work
- Access to role models within the community,
- Improved retail and activity options,

This feedback is further extrapolated into response statements that enable progression towards a plan of actions and required outcomes to be achieved; they are listed as follows:

⁶ YMCA WA Youth Strategy 2019

- “We want to have a voice and be heard.”
- “We want to support our community to thrive and contribute on issues that affect us.”
- “We want to have more choices and be more active.”
- “We want to feel safe and secure.”
- “We want opportunities to learn and grow.”

The tables below are used to align and cross reference actions and outcomes from each survey response and youth strategy focus area with each response statement.

ITEM	YOUTH ASPIRATIONS
1.	Dedicated youth spaces and places to go.
2.	To feel safer as an individual within the community.
3.	More programs and events that explore music and the arts.
4.	Individual support (mental health) and the opportunity to talk to someone.
5.	Workshops that address issues like bullying, racism and self-esteem as well as how I feel.
6.	Opportunity to contribute to local issues and make decisions.
7.	More connection to “my culture”, “our heritage” and the community.
8.	To learn and develop life skills and have opportunities to find work.
9.	Access to role models within the community
10.	Improved retail and activity options.

ITEM	YOUTH STRATEGY ALIGNMENT
1.	Developing leadership.
2.	Supporting physical and mental activity and wellbeing.
3.	Learning to learn.
4.	Exploring self-identity
5.	Fostering connection and belonging.

ITEM	RESPONSE STATEMENT
1.	We want to have a voice and be heard.
2.	We want to support our community to thrive and contribute on issues that affect us.
3.	We want to have more choices and be more active.
4.	We want to feel safe and secure.
5.	We want opportunities to learn and grow.

RESPONSE STATEMENTS

Listed below are the five (5) response statements that are cross-references to the youth aspirations and strategy. These tables identify actions, outputs and outcomes.

(This space is intentionally blank)

Response Statement 1:

“We want to have a voice and be heard”

Youth Aspirations

6

Strategy Alignment

1, 3, 5

Actions:

- Identify potential local leaders amongst young community of Narrogin.
- Youth Leadership Group established and functional in Narrogin.
- Development of annual projects and engagement with Shire of Narrogin.
- Local schools and other agencies engaged to promote initiative.
- Youth Forum for engagement and information sharing as well as addressing hot topics.

Measurable Outputs:

- Terms of reference for YLG established and endorsed by the Shire.
- YLG engages bi-annually with Council as part of Shire’s annual program of work (APOW).
- Shire representative from the YLG attends annual YMCA WA Youth State Parliament to represent local issues.
- Annual survey identifies youth perception against quality statement 1 is progressing.

Measurable Outcome:

- Increased % of young people report having a voice and being heard.

Indicators:

- % of young people who responded “Yes”, “All of the Time” or “Most of the Time” to statements 7 and 9 in the 2020 Narrogin Youth Survey compared with 2019.

Response Statement 2:

“We want to support our community to thrive and contribute on issues that affect us.”

Survey Response	3, 5, 6, 7, 8, 10
Strategy Alignment	1,2,3, 4, 5

Actions:

- Young people have opportunities to give back to their community via employment, peer support and volunteering.
- Initiatives are developed to give young people an opportunity to feedback on issues that are important to them.
- Resourcing and development of programs to deliver life and employment skills workshops.
- Development of culture and heritage initiatives that connect young people with Elders / senior members of the community.
- Establish an Inter-agency service forum to support young people in the community.

Measurable Outputs:

- Evidence of proposed actions being implemented and progressing.
- Evidenced increase of inter-agency collaboration within the Shire.
- Evidenced support by local schools to endorse and support YLG.
- Community youth forum provides input to future initiatives for the youth community in Narrogin.

Measurable Outcome:

- Increased % of young people report supporting and contributing to the community.

Indicators:

- % of young people who responded, “Strongly Agree”, “Agree”, “Yes”, “All of the Time” or “Most of the Time” to statements 1, 5, 6, 7, 8, 9, 10 and 11 in the 2020 Narrogin Youth Survey compared with 2019.

Response Statement 3:

“We want to have more choices and be more active”.

Survey Response	1, 3, 7, 8, 10
Strategy Alignment	2, 4, 5

Actions:

- Source funding to resource program development.
- Development of Narrogin Regional Leisure Centre to become a Community Hub.
- Development of Art, Music and Sports programs and workshops.
- Improved access to communication technology.
- More variety of services and product offerings relevant to young people of Narrogin.
- Narrogin Youth Music Festival (“Diversion”) in partnership with YMCA WA.

Measurable Outputs:

- Increased access to free Wi-Fi.
- Youth worker role in Centre establishment.
- Evidence of youth attendance and engagement at related events.
- Evidence of increase in diversity of activities and programs for young people in Narrogin.

Measurable Outcome:

- Increased % of young people report having more choices and being more active.

Indicators:

- % of young people who responded, “Strongly agree”, “Agree”, “Yes”, “All of the time” or “Most of the time” to statements 1, 2, 5, 10 and 11 in the 2020 Narrogin Youth Survey compared with 2019.

Response Statement 4:

“We want to feel safe and secure”

Survey Response	1,2,4, 5, 8, 9
Strategy Alignment	2, 3, 4, 5

Actions:

- Identify dedicated youth spaces within Narrogin community.
- Source additional funding for facilitated drop-in support activities and mobile outreach initiatives.
- Develop local initiatives to improve location aesthetics.
- Collaboration with other agencies to enable and deliver on idea generation and supports to deliver those requirements.
- Source funding to deliver additional social and topical awareness raising workshops and programs for young people.
- Inter-agency collaboration and resourcing to provide support to young people in Narrogin without duplication.

Measurable Outputs:

- Attendance of young people at locations, programs and workshops.
- Regular feedback mechanisms maintained.
- Spaces developed achieved through community initiatives.
- Funding sourced to provide support.
- Narrogin Regional Leisure Centre to deliver increased hours of youth focused activities.

Measurable Outcome:

- Increased % of young people report feeling safe and secure.

Indicators:

- % of young people who responded, “Strongly agree”, “Agree” or “Yes” to statements 1, 2, 3, 4, 5 and 6 in the 2020 Narrogin Youth Survey compared with 2019.

Response Statement 5:

“We want opportunities to learn and grow.”

Survey Response	3, 4, 5, 7, 8, 9
Strategy Alignment	2, 3, 4

Actions:

- Funding and other resources sourced to enable.
- Availability of youth staff, volunteers and peers to engage in individual and group activities that address relevant youth challenges in Narrogin.
- Inter-agency collaboration and partnerships for programs and support delivery all aligned to strategy and focus areas.
- Sourcing, resourcing and delivery of topical workshops, themed events and initiatives that address engagement responses.
- Life skills and social skills development.
- Alternative learning initiatives developed and implemented in Narrogin.
- Individual engagement and support for young people.
- Develop job readiness activities and linkages with Tafe and employment service agencies.

Measurable Outputs:

- Referrals by agency to required support agencies as a result of engagement with young people.
- Evidenced progress against individual goals and aspirations – as required.
- Evidence of youth attendance and engagement at related events.
- Youth Community feedback acknowledges progression associated with quality statement.

Measurable Outcome:

- Increased % of young people report having opportunities to learn and grow.

Indicators:

- % of young people who responded, “Strongly agree”, “Agree”, “Yes”, “All of the time” or “Most of the time” to statements 1, 2, 4, 5, 6, 7, 8, 9, 10, 11 in the 2020 Narrogin Youth Survey compared with 2019.

SUMMARY

There is confidence in the engagement process that has been undertaken and the input and feedback provided. This is reflected in the mapping of the responses and the youth strategy alignment to each of the quality statements.

There is a considerable number of each populating each statement thus providing strong linkage to what our youth said, the areas of focus based on their responses and the proposed actions; all of which, will enable the continuous improvement of youth engagement and provision of initiatives, events and support that aims to have a positive impact on them and the local community.

It is essential to monitor and review to ensure continued relevance, and that practice associated within the plan are still meeting youth community needs and or if additional actions should be included.

This is especially pertinent if the input from Narrogin youth identifies a particular area of focus or a principle change required within the development plan. This would be ascertained through continued communication and engagement with young people in Narrogin.

In the meantime, once the inter-agency forum is established a program of work will be established to implement the required actions identified and accountability for their implementation will be under the direction of the CEO Shire of Narrogin.



Mark Furr
General Manager
Youth Community & Leisure
YMCA WA













Narrogin Youth Survey 2019




Thank you for taking the time to complete this survey, you are helping young people to be heard within your community and that is powerful.







The YMCA believes in the power of inspired young people and is committed to listening and supporting young people to reach their potential.





















If you speak up, the more powerful and empowered young people will be and the results of this survey will inform a report and a plan that the YMCA hopes will represent the opinion of young people, presented by young people, from your community.

Our aim is for several hundred young people to complete the survey, if we can do this, leaders within Local, State and Commonwealth Departments and Government will take notice.

Please indicate how much you agree or disagree with each statement.	Strongly Agree	Agree	Disagree	Strongly Disagree
I am involved in events or I am aware there are events and activities held in our community that involve multi-generational family members.				
There are positive things for me to do other than sports and school-sponsored events and activities.				
I think that the town's projects and events are respectful for the various cultures of the community.				

Please indicate your response against this statement.	Yes	No	Don't Know
There are people I respect within my community that could be a mentor to me.			

Please indicate your response against each statement.	Yes	No	No, but would like to
I have had opportunities to work with older people, Elders regarding community matters.			
I have learned about my heritage, culture and my community through stories, interaction with senior citizens and cultural events, etc.			

<i>Please indicate your response against each statement.</i>	All of the time	Most of the time	Rarely	Never
I am involved in making decisions about my community and its future.				
I think that in Narrogin the school and community work together on shared objectives.				
My ideas are listened to and I believe that this helps them complete work in the community				
I think that our community invests money in programs and projects led by young people.				
The arts, music and our library are important to me.				

What do you want to achieve in life?

What would you like to see happen tomorrow?

What will you do to make this happen?

Is there anything else you want to say?

It would also be really helpful if you could please complete the following:

- I am, 9-11 yrs 12-16 yrs 17-20yrs 21-25yrs
- I am of Aboriginal or Torres Strait Island descent, Yes No
- We mostly speak a language other than English at home. Yes No

Many thanks for taking the time, it's a great help.

DIRECTORY OF RELATED SERVICES

Service Area	Company/Organisation Name	Contact Name	Place	Phone	Email	Website	Referral Needed?	Opening Hours	Places Serviced	Notes
Arts	Arts Narrogin		80 Federal Street Narrogin WA 6312	08 9881 6987	admin@artsnarrogin.com.au	www.artsnarrogin.com.au	No			A creative group of local people who pursue a variety of Arts
Disability Services	Accessibility	Shanthe Collins	114 Federal Street, Narrogin WA 6312	98814557	shanthe.collins@accessability.org.au		Yes (GP)	Southern Wheatbelt		
Early Years	Moorditj Youth Foundation	Malcolm Jetta	43 Federal Street, Narrogin WA	04311 76882	malcolm@moorditjyouth.com					Aboriginal Early childhood programs and youth services
Early Years	Early Years Network WACHS (WA Country Health services)	Ellen Smith	Narrogin Health Service, Williams Road, NARROGIN, WA, 6312	9881 0385	Ellen.Smith@health.wa.gov.au					
Early Years	REED - Regional Early Education and Development INC	Kylie Helgesen	Postal address - PO Box 390 Narrogin WA	08 6832 3825	kylie.helgesen@reedwa.org.au	www.reedwa.org.au				
Education	South Regional TAFE		Fortune St, Narrogin	9881 9000	narrogin@srtafe.wa.edu.au	https://www.southregionaltafe.wa.edu.au/	No			TAFE
Education	Narrogin Senior High School			9881 9300						
Education	Department of Education Wheatbelt Education Regional Office	Yvette Harrison	Local Education Office Homer St Narrogin	98810000	yvette.harrison@education.wa.edu.au					
Education/Youth	Shooting Stars	Tiresa Foi	Narrogin High School		tiresa.foi@shootingstars.org.au	www.shootingstars.com.au		school hours		Uses motor and other tools as the vehicles to drive greater engagement and
Emergency Support	Narrogin Women's Refuge			9881 6810						
Health	WACHS (WA Country Health services)	Wheatbelt Office	Narrogin Health Service, Williams Rd Narrogin	9881 0385		http://www.wacountry.health.wa.gov.au/index.php?id=993	Self referral			Allied health services including: dietetics occupational therapy
Health	Narrogin Child Health Clinic			9881 0385						Early Initiatives Primary Health Services
Health	Amity Health			08 9842 2797	query@amityhealth.com.au	https://www.amityhealth.com.au/	No			Aboriginal & Torres Strait Islander ATSI Wellbeing & Resiliency program
Mental Health	Great Southern Community Mental Health Service - Narrogin		Narrogin Health Service, Williams Road, NARROGIN, WA, 6312	08 9881 0700			Yes (GP)	Weekdays 8:30am - 4:30pm		This service provides comprehensive assessment and treatment for people with mental health problems. Free counselling service
Mental Health	HolyOake		New Ambulatory Care Building Narrogin Hospital, Williams Road, Narrogin, WA 6312	9881 1999	adminnarrogin@holyoake.org.au	https://holyoake.org.au/	No		Southern Wheatbelt	Suicide prevention Alcohol and other drug
Mental Health	Rural Community Support Services (Counselling)			9881 3939						
Parenting	Wanslea - Parenting Connection	Jeni Pages		447622736	jpages@wanslea			norham based but provides outreach services to Narrogin		Parenting programs
State Government	Department for Family Support & Child Protection			9881 6548						
State Government	Department of Justice									
Youth	Avon Community Youth Services	Mandy Richardson	55 Fairway Street Narrogin WA 6312	0476 169 174	narrogin.youth@avoncs.org.au	www.avoncs.org.au	No			Drop In & Outreach Service
Youth	YMCA									
Youth	WAPeL - Youth Crime intervention officer	TBA								
Youth/Community	Girl Guides	Gwenda Savage	8 Clough Place Narrogin WA 6312	08 9881 1605		https://www.facebook.com/girguidesnarrogin/	No			Empower girls and young women to grow into confident, self-respecting
Youth/Community	Narrogin Scout Group		7 Furnival Street Narrogin WA 6312	08 9883 6201		http://scoutswa.com.au/	No			Youth Group
Youth/Sport	Steven Michael Foundation	Liam Anthony	Fremantle Oval, Parry St, Fremantle	0408 929 960	liam@smfoundation.org.au	www.smfoundation.org.au	No			Sport Clinics/Nightfields

NARROGIN REGION SERVICE PROVIDER CONTACT LIST

Service Area	Company/Organisation Name	Contact Name	Place	Phone	Email	Website	Referral Needed?	Opening Hours	Places Served	Notes
Arts	Arts Narrogin		80 Federal Street Narrogin WA 6312	08 9881 6987	admin@artsnarrogin.com.au	www.artsnarrogin.com.au	No			A creative group of local people who
Early Years	Early Years Network WACHS (WA Country Health services)	Ellen Smith	Narrogin Health Service, Williams Road, NARROGIN, WA, 6312	9881 0385	Ellen.Smith@health.wa.gov.au					
Early Years	Moordij Youth Foundation	Malcolm Jetta	43 Federal Street, Narrogin WA	04311 76882	malcolm@moordijyouth.com					Aboriginal Early childhood programs and youth services
Early Years	Early Years Network WACHS (WA Country Health services)	Ellen Smith	Narrogin Health Service, Williams Road, NARROGIN, WA, 6312	9881 0385	Ellen.Smith@health.wa.gov.au					
Health	WACHS (WA Country Health services)	Wheatbelt Office	Narrogin Health Service, Williams Rd Narrogin	9881 0385		http://www.wacountry.health.wa.gov.au/index.php?id=993	Self referral			Aboriginal health services Allied health services include: - dietetics - occupational therapy - physiotherapy - podiatry - social work - speech pathology Child development services Child health clinics and services Community media /a services Aboriginal & Torres Strait Islander ATSI Wellbeing & Resiliency program (Narrogin only) Integrated Team Care Child & Parent Support program (CaPS) Chronic Disease – Integrated Chronic
Health	Amity Health			08 9842 2797	query@amityhealth.com.au	https://www.amityhealth.com.au/	No			Integrated Team Care Child & Parent Support program (CaPS) Chronic Disease – Integrated Chronic
Mental Health	Great Southern Community Mental Health Service - Narrogin		Narrogin Health Service, Williams Road, NARROGIN, WA, 6312	08 9881 0700			Yes (GP)	Weekdays 8:30am - 4:30pm		This service provides comprehensive assessment and treatment for people with mental health problems. Services/Facilities: - Child and Adolescent Mental Health Free counselling service Suicide prevention Alcohol and other drug prevention
Mental Health	HolyOake		New Ambulatory Care Building Narrogin Hospital, Williams Road, Narrogin, WA 6312	9881 1999	adminnarrogin@holyoake.org.au	https://holyoake.org.au/	No		Southern Wheatbelt	
Education	Department of Education Wheatbelt Education Regional Office	Yvette Harrison	Local Education Office Homer St Narrogin	98810000	yvette.harrison@education.wa.edu.au					
Education	South Regional TAFE		Fortune St, Narrogin	9881 9000	narrogin@srtafe.wa.edu.au	https://www.southregionaltafe.wa.edu.au/	No			TAFE
Education	Narrogin Senior High School			9881 9300						
State Government	Department for Family Support & Child Protection			9881 6548						
Emergency Support	Narrogin Women's Refuge			9881 6810						
Mental Health	Rural Community Support Services (Counselling)			9881 3939						
Health	Narrogin Child Health Clinic			9881 0385						Early Initiatives Primary Health Services
Youth	Avon Community Youth Services	Mandy Richardson	55 Fairway Street Narrogin WA 6312	0476 169 174	narrogin.youth@avoncs.org.au	www.avoncs.org.au	No			Drop In & Outreach Service
Youth/Community	Girl Guides	Gwenda Savage	8 Clough Place Narrogin WA 6312	08 9881 1605		https://www.facebook.com/girlguidesnarrogin/	No			Empower girls and young women to grow into confident, self-respecting, responsible community members
Youth/Community	Narrogin Scout Group		7 Fumival Street Narrogin WA 6312	08 9883 6201		http://scouts.wa.com.au/	No			Youth Group
Youth/Sport	Steven Michael Foundation	Liam Anthony	Fremantle Oval, Parry St, Fremantle	0408 929 960	liam@smfoundation.org.au	www.smfoundation.org.au	No			Sport Clinics/Nightfields
Education/Youth	Shooting Stars	Teresa Foa	Narrogin High School		teresa.foa@shootingstars.org.au	www.shootingstars.com.au		school hours		Uses netball and other tools as the vehicles to drive greater engagement and attendance at school of young Aboriginal girls Shooting Stars is targeting 25 girls in years 7-9.
State Government	Department of Justice									
Youth	YMCA									
Youth	WAPoL - Youth Crime intervention officer	TBA								
Early Years	REED - Regional Early Education and Development INC	Kylie Helgesen	Postal address - PO Box 390 Narrogin WA	08 6832 3825	kylie.helgesen@reedwa.org.au	www.reedwa.org.au				
Parenting	Wanslea - Parenting Connection	Jeni Pages		447622736	jpages@wanslea			norham based but provides outreach services to Narrogin		Parenting programs
Disability Services	accessability	Shanthi Collins	114 Federal Street, Narrogin WA 6312	98814557	shanthi.collins@accessability.org.au		Yes (GP)	Southern Wheatbelt		

NARROGIN REGION SPORT & REC CLUBS CONTACT LIST

Sport/Rec Area	Company/Organisation Name	Contact Name	Place	Phone	Email	Website	Referral Needed?
Hockey	Upper Great Southern Junior Hockey Association	Rodney Johnson	YMCA Narrogin Regional Leisure Centre	0409 625 428	uqshockeydo@gmail.com		N
Cricket	Narrogin Junior Cricket Club	Paul Blechynden	YMCA Narrogin Regional Leisure Centre	0427 580 481	narroginjuniorcricket@gmail.com		N
Football	Narrogin Auskick	Gavin de Gruchy	Narrogin Hawks Football Club	0472 877 629	gavin.de.gruchy@bankwest.com.au narroginauskick@westnet.com.au		N
Football	Narrogin Hawks	Karen Fazey	Narrogin Hawks Football Club	0403 620 501	karen_garry@optusnet.com.au		N
Basketball	Narrogin Junior Basketball Association	Roxanne McNab	YMCA Narrogin Regional Leisure Centre	0428 526 407	narroginbasketball@gmail.com		N
Basketball	Strikers Basketball Club	Tanya Todt	YMCA Narrogin Regional Leisure Centre	0427 726 950	strikersbasketballclub2015@gmail.com		N
Basketball	Blazers Basketball Club	Leanne Kickett	YMCA Narrogin Regional Leisure Centre	9881 6666	blazersbasketballclub51@gmail.com		N
Horse-riding	Dryandra Regional Equestrian Association	Joy Gray	Dryandra Regional Equestrian Park, Cuballing		dreamembers@westnet.com.au		N
Horse-riding	Narrogin Pony & Riding Association	Sarah Wiese	Dryandra Regional Equestrian Park, Cuballing	0407 474 587	wiese@activ8.net.au		N
Horse-riding	Dryandra Pony Club		Dryandra Regional Equestrian Park, Cuballing		dryandraponyclub@gmail.com		N
Tennis	Narrogin Tennis Club	Dale Woodruff	Narrogin	0408 931 219	dale@byfields		N
Athletics	Narrogin Little Athletics	Claire Levesque	Thomas Hogg Oval, Narrogin	0448 338 640	narroginlac@gmail.com		N
Gymnastics	Narrogin Gymnastics Club	Paula Raworth	Old Railway Hall, Federal St, Narrogin	0400 179 477	ngngymclub.sec@gmail.com		N
Netball	Narrogin and Districts Netball Association	Lee Conlan	YMCA Narrogin Regional Leisure Centre	0428 815 029	nanddnasec@hotmail.com		N
Swimming	Narrogin Swimming Club		YMCA Narrogin Regional Leisure Centre	9881 2651	nrlc.swimschool@ymcawa.org.au		N
Calisthenics	Narrogin Calisthenics Club	Heather Lange		9882 4011	narroginclub@gmail.com		N
Tae Kwon Do	Narrogin Tae Kwon Do	Owen Gath		9888 4054			N
Speedway	Quarter Midget Youth Speedway	Bridgit Coakley	Lot 238 Williams - Kondinin Rd, Narrogin	0458 350 111	quartermidgetproject@gmail.com		N
Squash	Narrogin Junior Squash Club	Andrew Pratt	YMCA Narrogin Regional Leisure Centre	9881 1657	narrogin squash@outlook.com		N
Archery	Dryandra Archery Club	Mke Fitzgerald		0427 030 308	dryandra.archery@gmail.com		N

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10.4.4 ORDINARY COUNCIL MEETING SCHEDULE 2021

File Reference	13.3.8
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	14 October 2020
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 2021 calendar year as per the requirements of the Local Government (Administration) Regulations 1996.

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 Tuesday of the month with the Ordinary Council meeting commencing at 7:00 pm.

Consultation

The matters have been discussed with:

- The Shire President and Elected Members.

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.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995, Local Government Act 1995, Section 5.25 (1)(g); and
- Local Government (Administration) Regulations 1996, Regulation 12.

Policy Implications

There are no policy implications that relate.

Financial Implications

There are no financial implications, other than advertising expenses contained in the Council's 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

Comment/Conclusion

Following consultation about preferred dates for the Elected Members for next year at Briefing Sessions, it is proposed that Council, for the 2021 year, hold its Ordinary 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 be held on the second Wednesday, due to its proximity to Christmas.

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

By way of background, this aligns with the previous meeting of several years, prior to moving to Tuesdays for 2020.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1020.012

Moved: Cr Wiese Seconded: Cr Early

That, with respect to the 2021 Ordinary Council Meeting Schedule, Council:

1. Endorse the following Ordinary Council meeting dates for the 2021 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 second Wednesday, due to the impact of Christmas.

January (Nil)	28 July
24 February	25 August
24 March	22 September
28 April	27 October
26 May	24 November
23 June	14 December

2. Advertise the schedule of Council Meeting dates in the Narrogin Observer, on the Shire of Narrogin website and on social media.
3. Request the Chief Executive Officer to convene the meetings referenced above, together with Confidential Council Monthly Briefing Sessions, on the second Wednesday evening commencing at 6pm for those months, bar January and December.

CARRIED 7/0

10.4.5 CHIEF EXECUTIVE OFFICER'S ANNUAL APPRAISAL

File Reference	Personal File
Disclosure of Interest	The Author has a Financial & Impartiality Interest that requires disclosure being the person's contract of employment.
Applicant	Dale Stewart and Leigh Ballard, Shire President
Previous Item Numbers	Nil
Date	1 October 2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Confidential Attachment – Contract of Employment (under separate cover)2. Confidential Attachment – Appraisal Documents (under separate cover)

Summary

The Chief Executive Officer seeks agreement from the Council as to the officer's annual appraisal coordinated by the Shire President and facilitated by independent firm Price Consulting Group.

Background

The Chief Executive Officer commenced employment with the Shire of Narrogin on 31 May 2018, on a five-year fixed term performance-based Employment Contract, with an annual requirement for appraisal by the Council.

Consultation

The Chief Executive Officer has consulted with the Shire President and Deputy Shire President.

The Shire President and through the facilitator, consulted with and sought feedback from the Elected Members and several senior and direct report employees.

The outcome is a new set of agreed Key Performance Indicators for the coming 12 months, together with a review of the annual remuneration package of the Chief Executive Officer as required by the contract.

The appraisal was conducted during the month of September 2020.

Statutory Environment

The Chief Executive Officer's Contract of Employment (Attachment 1), contract law, employment law and relevant taxation law relates.

Section 5.38 of the Local Government Act 1995 requires the local government to review the performance of the CEO at least once per annum.

Policy Implications

There are no relevant current or proposed Policy implications.

Financial Implications

The provisions of the Chief Executive Officer's Remuneration Package are contained within the Council's Budget and any variations to the Remuneration Package, pursuant to the outcomes of appraisal, must not exceed the value laid out by the State Government, pursuant to the Salaries and Allowances Tribunal Determination of 9 April 2019 available here:

<https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-members-determination-no-1-of-2020>

That determination included the following outcomes:

"Economic circumstances

10. This inquiry's considerations were influenced by the sudden and overriding issue of Coronavirus (COVID-19). There is considerable uncertainty regarding the consequences of COVID- 19 and its impact on the State's economic circumstances.

11. The Tribunal recognises the need for remuneration provided to public officers to accord with community expectations. At this time of great uncertainty and challenge for all Western Australians, the need for the Tribunal to exercise restraint is indisputable.

12. Nothing in this determination should be interpreted or applied in such a manner as to circumvent the Tribunal's intention for transparency and accountability in the remuneration of local government CEOs and the provision of fees, expenses and allowances to elected members.

CONCLUSIONS

13. The Tribunal has determined there will be no increase in remuneration, fees, expenses and allowance ranges provided to CEOs and elected members.

14. The Tribunal notes each local government is able to set remuneration within the band to which it is allocated. Each local government must conduct its own assessment to determine whether any increase, within the bands, is justified."

The total employment package, inclusive of superannuation, salary, vehicle etc, that any Chief Executive Officer on salary band 3 (as per Narrogin).

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:	4.2 An employer of choice
Strategy:	4.2.1 Provide a positive, desirable workplace

Comment/Conclusion

Clause 3.3 of the Employment Contract, requires the Council and the Chief Executive Officer to agree who the Reviewer of the officer is to be. The Chief Executive Officer is comfortable (agreed) with the Council as a whole being the Reviewer and utilising Price Consulting Group as an independent facilitator for this year's review.

Clauses 3 and 6 deal with the annual review and variations to the officer's Remuneration Package.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 1020.013

Moved: Cr Broad Seconded: Cr Early

That with respect to the Chief Executive Officer's annual appraisal provided to Elected Members under confidential cover, the Council, pursuant to Section 5.38 of the Local Government Act 1995, and clauses 3 and 6 of the officer's employment contract, endorse the CEO Performance Review and the Remuneration Review, Key Result Areas and Key Performance Indicators contained therein.

CARRIED 7/0

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

File Reference	18.6.5
Disclosure of Interest	The author who is the Authorising Officer has no Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Cr Bartron
Previous Item Numbers	Nil
Date	22 October 2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Correspondence from Cr Bartron 2. Colour coded diagram prepared by Cr Bartron of footpath network in Narrogin	

Revocation Motion

Councillor Bartron has submitted a revocation motion in accordance with the Council's Standing Orders Local Laws as below.

The following commentary is replicated from the Council Meeting of 24 April 2019 and is submitted as still being valid today.

The Administration recommends that the Revocation Motion be lost on the following basis:

“The EMTRS enquired with a local concrete supplier/installer as to the cost to add colour to new concrete footpaths and if there would be a problem with matching the colour for each truck load of concrete per site and to future footpath sites. The local supplier estimated that an additional \$10 ex GST per linear metre based on a 1.8 metre wide footpath would be a close estimate. Currently the linear metre cost (for budgeting purposes), to supply and install (inclusive of site works) footpath concrete at 1.8 metre wide is based on around \$100 ex GST. For example, a footpath of 200 metres in length without colour would cost \$22,000 inc GST. The same footpath with colour added would cost \$24,200 inc GST. Please note that any footpath capital works are put out to the market whereby request for quotes are invited to achieve the most competitive rate and best quality of workmanship.

The supplier also commented that matching colours could not guarantee that a 100% match would be achieved. In addition the Shire Works Crew often undertakes ‘patch’ repairs whereby a ‘patchwork’ approach to colours could be the result in an otherwise continuous ‘concrete’ colour.”

ELECTED MEMBERS' MOTIONS (2) - SUBMITTED BY CR BARTRON AND SUPPORTED BY CR SEALE AND CR EARLY

Moved Cr Bartron Seconded Cr Early

That Council rescind resolution number 0419.10 from April 2019 as follows:

That Council adopt the Proposed Ten Year Footpath Construction Program 2019-2029 as presented and not accept the request of the Townscape Committee's to ensure that all future concrete footpaths be finished to match the existing red coloured asphalt footpaths, as it will:

1. *Add additional cost;*
2. *Not guarantee a continuously same coloured footpath network; and*
3. *Run the risk of the network being seen as further disjointed.*

LOST 3/4

As the above motion was lost, the additional following proposed motion was not able, nor required, to be considered.

That Council adopt the Proposed Ten Year Footpath Construction Program 2019-2029 as presented and accept the request of the Townscape Committee's to ensure that all future concrete footpaths be finished to match the existing red coloured asphalt footpaths as much as possible.

From: Dale Stewart
To: Carolyn Thompson
Subject: FW: Revocation motion - Ten Year Footpath Construction Program 2019-2029
Date: Wednesday, 21 October 2020 5:42:32 PM
Attachments: image590956.png
image843082.png
image945180.png
image007532.png
Footpath Colourisation.pdf

Carolyn – pls add this info below and attachment in agenda item pls...

Warm Regards

Dale Stewart
Chief Executive Officer
Tel: 08 9890 0900
Mobile: 0437 698 912



Nominate your community hero now

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

Naatj ngiyani Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlarp djoowak karleri koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong kooora wer boorda.
Noongar translation by Elder Basil Kickett

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PLEASE FOLLOW THESE HEALTHY HYGIENE HABITS

- Wash your hands regularly for at least 20 seconds, using soap & water or alcohol-based gel.
- Stay home if you are sick don't go to work or school if you have symptoms.
- Avoid close contact with others if you or they have cold or flu-like symptoms (keep at least 1 metre away).
- Cover your mouth/nose when you cough/sneeze using a tissue or flexed elbow.
- Avoid shaking hands or making other unnecessary physical contact with others.

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From: EARLY Jacqui (BSO) <Jacqui.Early@mainroads.wa.gov.au>
Sent: Wednesday, 21 October 2020 12:24 PM
To: Dale Stewart <ceo@narrogin.wa.gov.au>
Cc: Clive Bartron <cr.clive.bartron@narrogin.wa.gov.au>
Subject: Revocation motion - Ten Year Footpath Construction Program 2019-2029

Hi Dale,

Clive asked me to send you a copy of the information (below and attached map) sent to councillors regarding the Revocation motion - Ten Year Footpath Construction Program 2019-2029 - Colour Consistency.

Clive has requested this information be included in the Agenda item please.

Cheers

Jacqui

Dear Councillors,

I have recently completed a comprehensive survey of all the roads in the Narrogin Townsite that have constructed footpaths.

(Please see map attached before reading further).

I am not sure how often you visit the 'suburbs' of Narrogin, but what can be clearly seen from the map is that about 80% of the footpaths outside of the CBD are 'red' with 20% 'grey'. If all of the footpaths in the CBD were included in the calculation, well over 90% of our footpaths are 'red'.

'Red' is the colour of choice in the CBD and I think it is this consistency of colour that makes it attractive.

This now brings into question parts 2 & 3 of the original motion being accurate.

2. Not guarantee a continuously same coloured footpath network, and

3. Run the risk of the network being seen as further disjointed

If we continue to provide 'red' coloured footpaths we will have a nearly.... 'continuously same colour footpath network'.

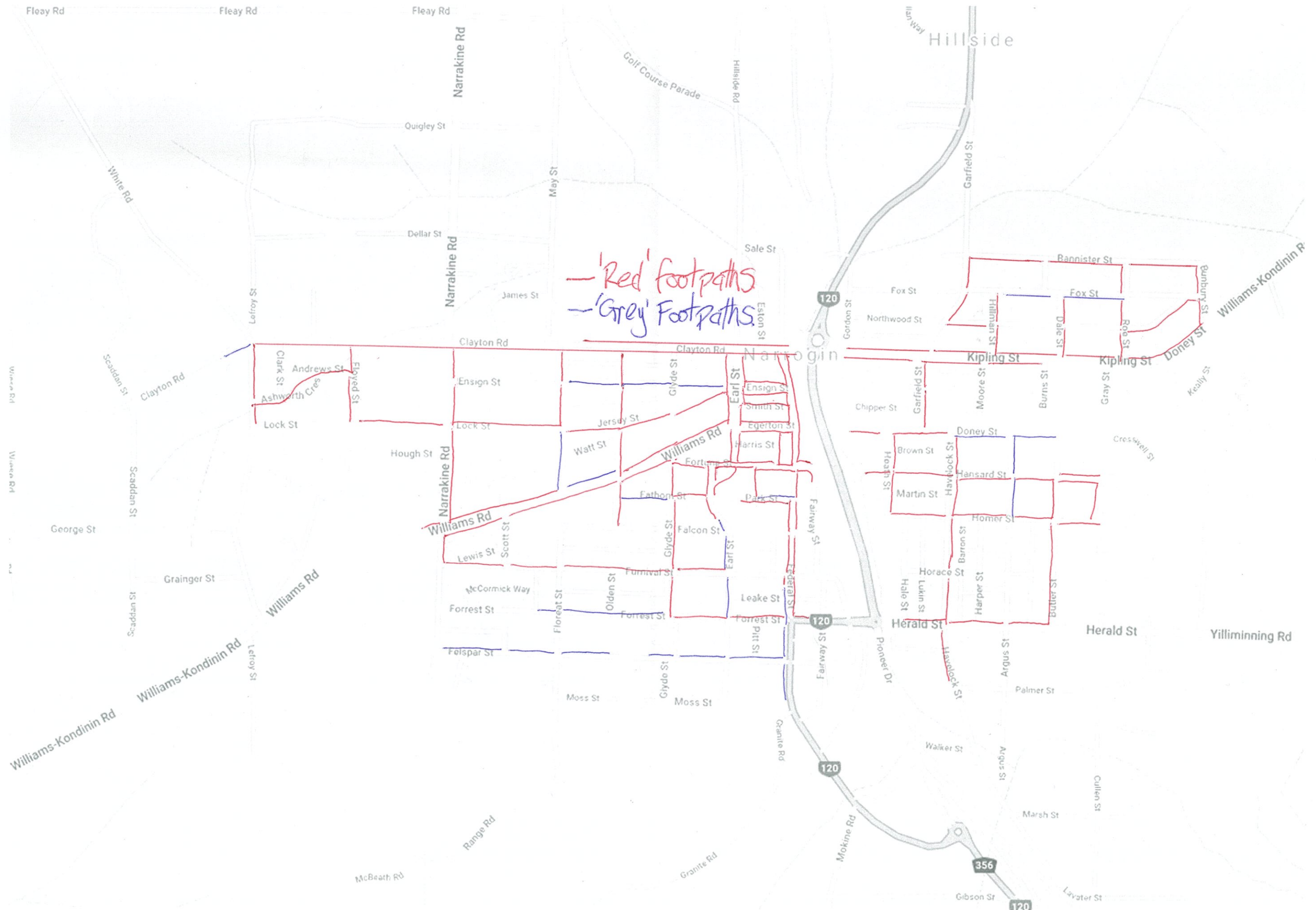
Secondly, if we continue with the 'grey' colour, part 3 will definitely happen.... 'the network will be seen as further disjointed'.

The additional cost to provide red concrete is approximately \$2,000 per annum. All the recent footpath costs have come in under budget. I feel certain that this amount can be accommodated in this years' allocation.

In answer to the Administration's statement about patching footpaths, the decision to move from asphalt to concrete was made to help prevent this problem. In fact, during my tour I could not find a single section of concrete footpath that had needed patching. Indeed confirmation that the correct decision was made to use concrete.

Clive Bartron

20 October 2020



- Red Footpaths
 - Grey Footpaths

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

Nil

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 8.37 pm and pursuant to Resolution 1219.010 of 18 December 2019, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Tuesday 24 November 2020, at this same venue.



Shire of
Narrogin
Love the life

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