



**MINUTES  
ORDINARY COUNCIL MEETING**

**23 AUGUST 2016**

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

These minutes were confirmed at the Ordinary Council Meeting held on 13 September 2016

Signed: [Signature] Date 13/9/2016  
(Presiding Member at the meeting at which minutes were confirmed)

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

## **ORDINARY COUNCIL MEETING MINUTES 23 AUGUST 2016**

### **1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS**

1.00pm – Commissioner Yuryevich declared the meeting open.

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

#### **Commissioners**

Commissioner R Yuryevich AM RFD (Chairperson)

Commissioner G Ballard

Commissioner L Ballard

#### **Staff**

Mr A Cook – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulator Services

Mr C Bastow – Director Corporate and Community Services

Mr T Evans – Executive Manager Technical Services

Ms C Thompson – Executive Assistant

#### **Visitors**

Mr R Little

Mr B Seale

Mr K Wenning

Mr M Fisher

Mr N Mitchell

Mrs L Yuryevich

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

Nil

### **4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

## **PUBLIC QUESTION TIME**

1.02 pm – Public Question time commenced

**Mr B Seale**

### **1. Question**

*"Will Council edit the minutes from the ordinary meeting dated August 9<sup>th</sup> 2016 to reflect the response provided by one government in response to question No 2 of August 9<sup>th</sup> relative to responding to questions raised on behalf of a third party"*

### **Summary of Response**

Commissioner Yuryevich agreed to amend the minutes.

1.06 pm –Commissioner Yuryevich declared Public Question Time closed and noted that no questions have been taken on notice.

## **5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## **6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **OFFICER'S RECOMMENDATION**

That Council:

Accept the minutes of the Ordinary Council Meeting held 9 August 2016 and be confirmed as an accurate record of proceedings.

### **COUNCIL RESOLUTION 0814.122**

**Moved: Commissioner L Ballard**

**Seconded: Commissioner G Ballard**

That Council:

Accept the minutes of the Ordinary Council Meeting held 9 August 2016, as amended, and be confirmed as an accurate record of proceedings.

**CARRIED 3/0**

Please note: The amendments include:

1. Restructuring of the wording of Public Question Time, question 2 as requested by Mr B Seale
2. Changing the word 'seven' to 'six' in Council Resolution 0814.121.

## **7. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

The Presiding person will read the disclaimer to those present.

### **DISCLAIMER**

The recommendations contained in this Agenda are Officer's Recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the Minutes of the Council Meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

## **8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

## **9. MATTERS WHICH REQUIRE DECISIONS**

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## 10.1 DEVELOPMENT AND TECHNICAL SERVICES

### 10.1.097 PROPOSED TEMPORARY MOBILE CONCRETE BATCHING PLANT – LOT 5 EARL STREET, NARROGIN

**File Reference:** A674  
**Disclosure of Interest:** Nil  
**Applicant:** NOPL Halanson Earthmoving  
**Previous Item Nos:** Nil  
**Date:** 17 August 2016  
**Author:** Azhar Awang, Executive Manager Development and Regulatory Services

#### Attachments

- Locality Plan
- Aerial Photograph
- Planning Application

#### Summary

Council's consideration is requested in regards to the proposed temporary Mobile Concrete Batching Plant to be located at Lot 5 Earl Street, Narrogin

#### Background

Council has received a Planning Application in regards to a proposed Temporary Mobile Concrete Batching Plant to be located at Lot 5 Earl Street, Narrogin for a period of twelve months. This is to allow the operator the time to look for a permanent site.

The proposal also includes the construction of bunkers for the storage of raw materials for the processing of concrete such as sand, aggregates, loading ramp for loading the materials into the concrete batching plant, water tank, truck wash down bay including slurry pit and a sump for sediment liquid. Sprinkler systems will be installed around the bunker areas where the materials are contained for the purpose of dust suppression.

The concrete bunkers are no longer than 4m and no higher than 1.2m with 150mm thick concrete floor.

According to the applicant there will be one (1) cement truck on the premises which will require one to two movements per day. It is estimated that it will be producing approximately 1500 tonnes of concrete per annum.

## Comment

### Zoning

Lot 5 Earl Street, Narrogin is zoned "Industrial" under the *Shire of Narrogin Town Planning Scheme No 2*. The Proposed Concrete Batching Plant can be categorised as "General Industry" which is defined as:

- *Means an industry other than cottage, extractive, hazardous, light, noxious, rural, or service industry.*

Such use is listed as an "AA" use which means that the use is not permitted unless the Council has granted planning approval.

The proposed consolidated Draft Shire of Narrogin Town Planning Scheme No 3 is to rezone the property to "Service Commercial" with an Additional Use for the purpose of Industry – General, Transport Depot, Storage Yard and Concrete Batching.

On this basis it is considered that the proposed Temporary Concrete Batching Plant is consistent with the Draft Shire of Narrogin Town Planning Scheme No 3.

A Concrete Batching Plant is also controlled under the *Environmental Protection Regulation 1998* and therefore any license and works approval will need to be issued by the Department of Environmental Regulation (DER). This requirement will be a condition of approval for the proposal prior to commencing the operation.

Although it is not a requirement for the proposal to undergo public advertising, Council has received correspondence from an adjoining landowner on the proposed development and this can be summarised as follows:

1. *All the blocks in this area are registered with the "L849724 Memorial Contaminated Sites Act 2003. It is our belief there is potential for soil and ground water contamination beneath lots 5 and 6 which exists as a result of these blocks being hydrologically down gradient of lot 2 which was once a bulk fuel depot and will have hydrocarbon impacted ground water contamination. Therefore the stockpiling of raw materials has a high probability to absorb contamination from the ground. This material will then be used to mix the concrete and thus spreading far and wide throughout Narrogin. There is also the risk of this contaminated material leaching into our property as the stock piling is on our fence line.*

### Officer's Comment

Lot 5 has also been registered in the Certificate of Title (L528995) with a memorandum stating that the land is a Contaminated Sites under the Act which was registered on 13.1.2011. The proposal is to have a concrete floor for the sand and aggregates and to install a slurry pit and a sump for the collection of liquid sediment. The proposal has also been referred to the Department of Environment Regulation by the applicant as part of the License and Works approval, which will form part of the conditional approval should Council support the proposal.

2. *The dumping of the materials and the loading of materials into the batching plant will cause a dust hazard putting office workers and tradesmen at risk. The shed/workshop houses expensive electrical equipment and parts, these parts cannot be polluted with dust or they might very well fail when put into use.*



#### Officer's Comment

The applicant has installed sprinklers systems around the concrete bunding areas where the sand and aggregates are stored to suppress any dust. This will be a requirement of the DER licence and works approval and will form part of the conditional approval of the planning application. It is also recommended that the applicant provide a management plan as to demonstrate how the dust is managed on site.

3. *When considering the purchase of lot 6 we had a consultant do a viability on the site and one of the favorable points was that a proposal to re-zone to "Service Commercial" when the new Joint Shire and Town of Narrogin Local Planning Scheme is approved. (extract attached) In conversation with Brian Robinson, the then Town Planner, assured us that a retail outlet would be consistent with the objectives and purpose of this zone. This was confirmed by the then Chief Executive Officer, Geoff McKeown. (Email attached) We went ahead and built the workshop with a showroom and retail area for future use. I do not believe a concrete batching plant is "Service Commercial" and would definitely have a disadvantageous bearing on a retail outlet in the adjacent area.*

#### Officer's Comment

The Proposed Joint Shire of Narrogin Town Planning Scheme No 3 is proposing to rezone the subject site to "Service Commercial". It is noted that under the "Service Commercial" zone, General Industry is a prohibited use. However based on the current use of the land, the proposed Scheme No 3 has included Industry – General, Transport Depot, Storage Yard & Concrete Batching under Schedule 2 – Additional Uses. The proposed Scheme states that under Additional Uses, *despite anything contained in the zoning table, the land specified in Schedule 2 may be used for the specific use or uses that are listed in addition to any uses permissible in the zone in which the land is situated subject to the conditions set out in Schedule 2 with respect to that land.*

On this basis the proposed development is consistent with the Draft Joint Shire of Narrogin Town Planning Scheme No 3.

4. *We also have concerns that the waste water and concrete slurry from the plant will run into our site further contaminating our site since we have not seen any system for the treatment and disposal of waste being installed.*

#### Officer's Comment

The proposal shows that the applicant will instal a slurry pit and a sump for the collection of liquid sediment. This will form part of the DER licensing and Works approval and a condition of approval.

5. *In September 2013 our concerns over a similar issue was addressed by Geoff McKeown (Email Attached) he assured us that with the EXCEPTION of stock piling materials, the lot would only be used as a depot for the storage of plant and equipment for earthmoving. The owner of lot 5 has at no time sort to confer with us on these issues or informed us of the establishment of a batching plant.*

#### Officer's Comment

The applicant has only recently approached the owner of the subject property for the proposed Concrete Batching Plant. The email dated 6 September 2013 which was sent by the then CEO Shire of Narrogin, Geoff McKeown was only dealing with the current proposal and could not possibly have anticipated the proposed development. It is also noted that the CEO had requested the land owner at that time to make a formal Planning Application if he wishes to continue with the activities on site based on its merit.

6. *We are concerned for our future financial hardship in our retirement, that endeavors to lease the premises for the purpose they were built and approved by the Shire of Narrogin will not be met favorably by any prospective tenant with an unsightly and potentially health hazardous concrete batching plant next door.*

Officer's Comment

Council can only deal with the application based on its merit in accordance with the current and future draft Town Planning Scheme. Concerns addressed by residents are considered and assessed accordingly. In regards to financial hardship it is not a valid planning reason to refuse the application.

7. *In late 2011 I applied to be able to continue using the existing batch plant located on Lot 1 Myers Place. This was rejected because the previous owner of this lot did not conform to the EPA requirements and also because of the proposed subdivision of Lot 123 Earl Street into residential lots.*

Officer's Comment

DER approval is required in regards to the development on "Prescribed Premises", which includes Concrete Batching Plant. Where the proposed development adjoins sensitive land use, there is a requirement for a buffer as stipulated in accordance with the *Environmental Protection Authority – Guidance for the Assessment of Environmental Factors (in accordance with the Environmental Protection Act 1986) – Separation Distances between Industrial and Sensitive Land Uses (No.3 June 2005)*. This will be dependent on what management plan has been put in place to ensure that pollution such as dust does not spill over the adjoining boundary. The guidelines stipulated a minimum of 300-500m buffer depending on the size of the development. The proposed development is considered relatively small scale given that there is only one cement truck to be used at one to two movements per day. Although the adjoining land to the west is zoned for Residential no development has progressed as this is subject to a structure plan being prepared for subdivision. It is anticipated that this will not be developed in the foreseeable future given the requirement for connection to available services. It is agreed that the permanent use of the land for such would restrict the future residential development in the area. As the proposal is only for a temporary 12 months period it is considered reasonable to support the proposed development subject to the required management plans to control the issues of dust and noise generated from the activities on site.

8. *We had no choice but to purchase a block in the industrial area of Narrogin, apply to both the Department of Environment Regulations and the Town of Narrogin for building approval of a batch plant, outlining how we are going to conform to EPA standards before we could even begin construction.*

Officer's Comment

As a permanent use for a concrete batching plant it is recommended for such activity to be located in a more suitable land which would allow the potential for the business to grow and not be a future risk from sensitive land use such as Residential land being developed close to the industrial activities. It is a requirement that the EPA approval be obtained for licence and works approval given the classification of the industrial activity.



9. *Tony Hall purchased his property in 2012. To the best of my knowledge this lot had never had raw materials previously stored on it. Sometime in 2013 he allowed another contractor to store material on this property.*

Officer's Comment

It is a requirement of the Town Planning Scheme that a Planning approval is to be submitted to Council for any development on any land. It is noted from the email from the then CEO advising the landowner to make a planning application for the activities on site.

10. *There have been many complaints about dust blowing off these stockpiles. To date, he has not made any attempt to rectify this situation and meet the minimum requirements as outlined in the Environmental Protection Act. The Shire of Narrogin has also been negligent in not ensuring that this land owner abides by EPA requirements when storing materials on his property.*

Officer's Comment

We are not able to comment on the procedures from the previous entity, however we note through the correspondence that the then CEO had made attempts to work through the issues between the land owner and the concerned neighbours.

11. *Our tenants in Lot 50 Earl St (West Coast Energy) store sensitive electrical components on site and have raised concerns about dust blowing into the shed. We are at threat of losing these tenants if dust continues to be a problem.*

Officer's Comment

The DER licencing and Works approval have certain requirements for the storage of aggregate and cement for Concrete Batching Plant under the *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998* which include the following requirements:

- (1) *An operator must store all aggregate and sand kept on the premises in storage bins or bays which are designed to minimize airborne dust, or where the use of such bins or bays is not practicable, in stockpiles on the ground.*
- (2) *An operator must not allow the height of aggregate or sand in a storage bin or bay to exceed the height of the bin or bay (including any windshields fitted to it).*
- (3) *Where aggregate or sand is stored in a stockpile on the ground the operator must keep it covered or damp, or otherwise treat it, so as to minimize airborne dust.*
- (4) *If, during the unloading of aggregate or sand, any visible dust escapes from the premises the operator must ensure that unloading stops immediately and does not resume until appropriate measures have been taken to prevent the escape of the dust from the premises.*

12. *I have no confidence that he will be able to maintain dust suppression on a concrete batching plant so close to other businesses.*



Officer's Comment

There is a strict requirement in the operation of Concrete Batching Plant which requires the licence and works approval from the DER. In the event that the conditions are not met the DER will be notified and necessary actions undertaken to ensure compliance. Similarly in the event that the planning conditions are not complied with, Council under the *Planning and Development Act 2005* has the power to take the necessary action to ensure compliance for any breaches of the conditions of approval.

13. *In 2013 we sold Lot 6 Earl Street, to Narrogin Electrical Services. A condition of the sale was they could obtain Shire of Narrogin approval to operate a commercial workshop with a showroom and that these lots were to be rezoned "commercial" after the amalgamation.*

Officer's Comment

The applicant has successfully obtained the necessary approval to conduct a commercial business from the premises.

14. *I have no objection to any contractor operating a business in competition with me, as long as they have to follow the same rules & regulations.*

Officer's Comment

The applicant is going through the process and seeking the necessary approval from the relevant authorities including the Shire for the proposed development.

15. *The Shire of Narrogin and Town of Narrogin would not allow us to operate the existing batch plant on Lot 1 Myers Place and insisted on us building in the industrial area. We feel that precedence has been set by both councils and that a concrete batch plant needs to be located in an industrial area and conform to all EPA requirements, whether it is a temporary or a permanent batch plant.*

Officer's Comment

Developments are assessed based on the merit of the application in terms of the size of the development, its intensity and potential growth. As this is a temporary business for a twelve month period until a more permanent site can be identified, it is considered reasonable to support such use. Any permanent development will need to be revisited to consider whether such use is suitable to be established in the area. Based on the future nearby residential development that may be developed in the next 3 to 5 years, it would be unlikely that a permanent Concrete Batching Plant business would be supported due to the likely nuisance and restrictions applied between conflicting uses.

16. *We operate an EPA approved concrete batch plant and we know how difficult it is to conform to these requirements, however, it is a necessary requirement that we all need to abide to.*

Officer's Comment

Every application needs to undergo the same process and there is no preferential treatment in determining the outcome of the application. There are legislations in place

to enforce compliance and any breach of conditions will be dealt with through the process.

Based on the issues raised above from the concerned neighbours regarding the proposal, the issues can be overcome through the provisions of condition of the approval. Furthermore the licencing and works approval is under the jurisdiction of the DER. As the proposal is only for a temporary 12 months period, it is recommended that Council supports the proposal subject to the conditions as outlined in the Officer's recommendations.

### Consultation

- Shiralee Langford, Environmental Health Officer

### Statutory Environment

#### Shire of Narrogin Town Planning Scheme No 2

#### 4.5 b) Site Requirements. – Industrial zone

i) *The front setback shall be not less than 11 metres, the rear shall not be less than 10 metres, and the side setbacks shall not be less than 5 metres on one side;*

ii) *Where a lot has frontage to two streets the Council may reduce the minimum setback to one only of those streets to not less than 50% of the distance specified in paragraph (i);*

iii) *The first 5 metres of the front setback on any lot shall be landscaped to the satisfaction of the Council. Where a lot has frontage to two streets the Council may vary the landscaping requirement only when the setback is reduced in which case the whole of the setback so reduced shall be landscaped to the satisfaction of the Council.*

Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998 which include the following requirements: (For the licence and works approval)

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

The Corporate Business Plan 2012 – 2022

Key Objectives 7 – Longer Term Strategies

7.5	Promote Narrogin as a potential location for large to major Industry to establish or relocate and develop their business.	Council	Ongoing	3
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## Voting Requirements

Simple Majority.

### OFFICER'S RECOMMENDATION

That Council:

Grants Planning Approval for the proposed Temporary Mobile Concrete Batching Plant at Lot 5 Earl Street, Narrogin subject to the following conditions:

1. The approval is for a twelve (12) months period only from the date of this approval.
2. All buildings and structures on site are to comply with the required boundary setback distances as stipulated in the Shire of Narrogin Town Planning Scheme No 2 (*The front setback shall be not less than 11 metres, the rear shall not be less than 10 metres, and the side setbacks shall not be less than 5 metres on one side*).
3. The applicant is to submit a dust management plan prior to commencing any work on site to the satisfaction of the Shire's Chief Executive Officer and the Department of Environment and Regulation.
4. Parking bays and ground treatment are to be installed to the satisfaction of the Shire of Narrogin Chief Executive Officer within three months of the date of the Planning Approval prior to commencement of operation.
5. All stormwater and drainage run off is to be contained on site or connected to the Shire's stormwater legal point of discharge prior to commencement of operation.
6. 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 Shire.
7. The premises shall be kept in a neat and tidy condition at all times to the satisfaction of the Shire's Chief Executive Officer.
8. At the conclusion of the approved period, the Concrete Batching Plant is to be removed and the site rehabilitated to the satisfaction of the Shire's Chief Executive Officer.
9. No onsite work or production of concrete shall commence without the written approval from the Department of Environmental Regulation.

#### Advice to Applicant

1. Compliance with the provisions of the *Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998* Environmental Protection.
2. Compliance with the provisions of the *Environmental Protection (Noise) Regulations 1997*.
3. This is not a building licence for which a separate application is required.
4. The applicant be advised of the listing of the property as a potential contaminated site and will be required to comply with all obligations in relation to the declaration.
5. Failure to meet the conditions above may result in approval being suspended

**COUNCIL RESOLUTION 0814.123**

**Moved: Commissioner Geoff Ballard**

**Seconded: Commissioner Leigh Ballard**

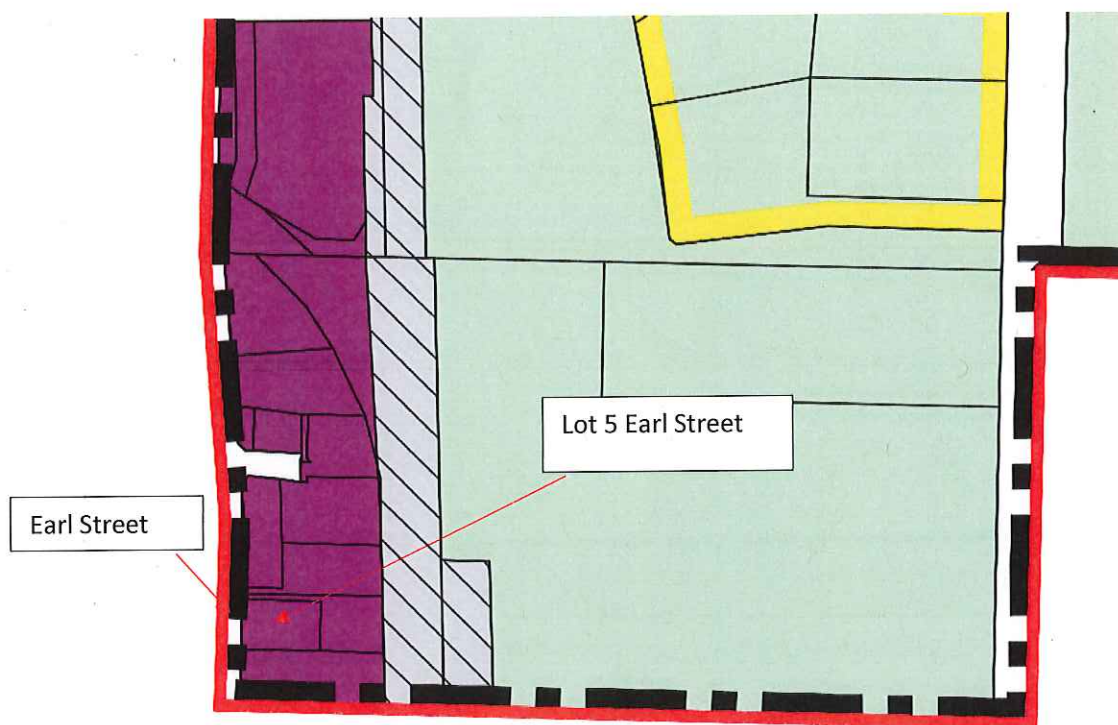
That Council:

Defer this item until the next ordinary council meeting of 13 September 2016.

**CARRIED 2/1**

Please note reason for change: to allow for Commissioners' consideration of additional conditions.

## Attachment 1 – Locality Plan





Attachment 2 – Aerial Photograph



\$147-



Shire of Narrogin RECEIVED	
Directed to	Azhar
Ref No	19 JUL 2016 IPA168242
Property File	A674
Subject File	
Ref	

**TOWN PLANNING SCHEME NO. 2**  
**APPLICATION FOR PLANNING CONSENT**

I/We N.O.P.L. TRADING AS HALANSON EARTHMOVING  
 (Full Name of Applicant)  
 of PO BOX 62, NARROGIN, WA Postcode 6312  
 (Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of  
OPERATING A MOBILE CONCRETE BATCHING PLANT.
- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: INDUSTRY - GENERAL TRANSPORT DEPOT,  
STORAGE YARD & CONCRETE BATCHING.

The approximate cost of the proposed development is: \$ 18,000.00

The estimated time of completion is: 30/8/16

The approximate number of persons to be housed/ employed when the development is completed is: TWO

**TITLES OFFICE DESCRIPTION OF LAND**

**LOCALITY PLAN**

(Indicate distance to nearest intersecting street)

HOUSE NO: \_\_\_\_\_ STREET: EARL ST, NARROGIN, WA 6312

LOT NO: 5 PLAN OR DIAG: \_\_\_\_\_

LOCATION NO: \_\_\_\_\_

CERTIFICATE OF TITLE: VOLUME: 2208 FOLIO: 565

**LOT DIMENSIONS**

SITE AREA: 4,046.53/4047 square metres

FRONTAGE: 50.55 metres



DEPTH: 80.04 / 80.06 metres

**AUTHORITY**

SIGNATURE OF APPLICANT: CA Hall DATE: 30-6-16

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

SIGNATURE OF OWNER: CA Hall DATE: 30-6-16

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

**THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE**

**PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT**

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

- (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 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.

**FOR OFFICE USE ONLY**

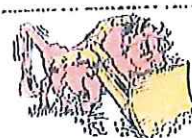
File Reference: \_\_\_\_\_

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Approval / Refusal: \_\_\_\_\_

Date of Notice of Decision: \_\_\_\_\_



30/06/2016

To whom it may concern,

Halanson Earthmoving is requesting the permission to operate a mobile concrete batching plant on Lot 5 Earl Street Narrogin WA 6312, for a temporary period of time, anticipated time of 12 months.

As per the lot details, this lot already has an allocated use of "Concrete Batching".

As per the google earth diagram, we have provided an approximate proposed layout of the batching plant and location of carparking for employees.

As per the drawing diagram, this is an approximate proposed dimension plan of the layout of the operating facility. As per Town of Narrogin Council requirements, the structures will be positioned 5 meters from the boundary.

Please note that the facility will be constructed accordingly to comply with the "Environmental Protection (Concrete Batching and Cement Product Manufacturing) Regulations 1998.

Kind Regards

Shane Steele

Projects Manager

PO Box 62 Narrogin WA 6312

t: 0429 089 046

e: [shane@halansonearthmoving.com.au](mailto:shane@halansonearthmoving.com.au)

web: [www.halansonearthmoving.com.au](http://www.halansonearthmoving.com.au)

HALANSON EARTHMOVING



WESTERN



AUSTRALIA

REGISTER NUMBER <b>5/D29606</b>	
DUPLICATE EDITION <b>3</b>	DATE DUPLICATE ISSUED <b>6/3/2012</b>

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 2208      FOLIO 565

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

  
REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 5 ON DIAGRAM 29606

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

CHARLES ANTHONY HALL OF POST OFFICE BOX 62, NARROGIN  
(TP L856767 ) REGISTERED 14 FEBRUARY 2012

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

1. \*L528995 MEMORIAL, CONTAMINATED SITES ACT 2003 REGISTERED 13.1.2011.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: D29606.  
PREVIOUS TITLE: 1789-574.  
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
LOCAL GOVERNMENT AREA: SHIRE OF NARROGIN.

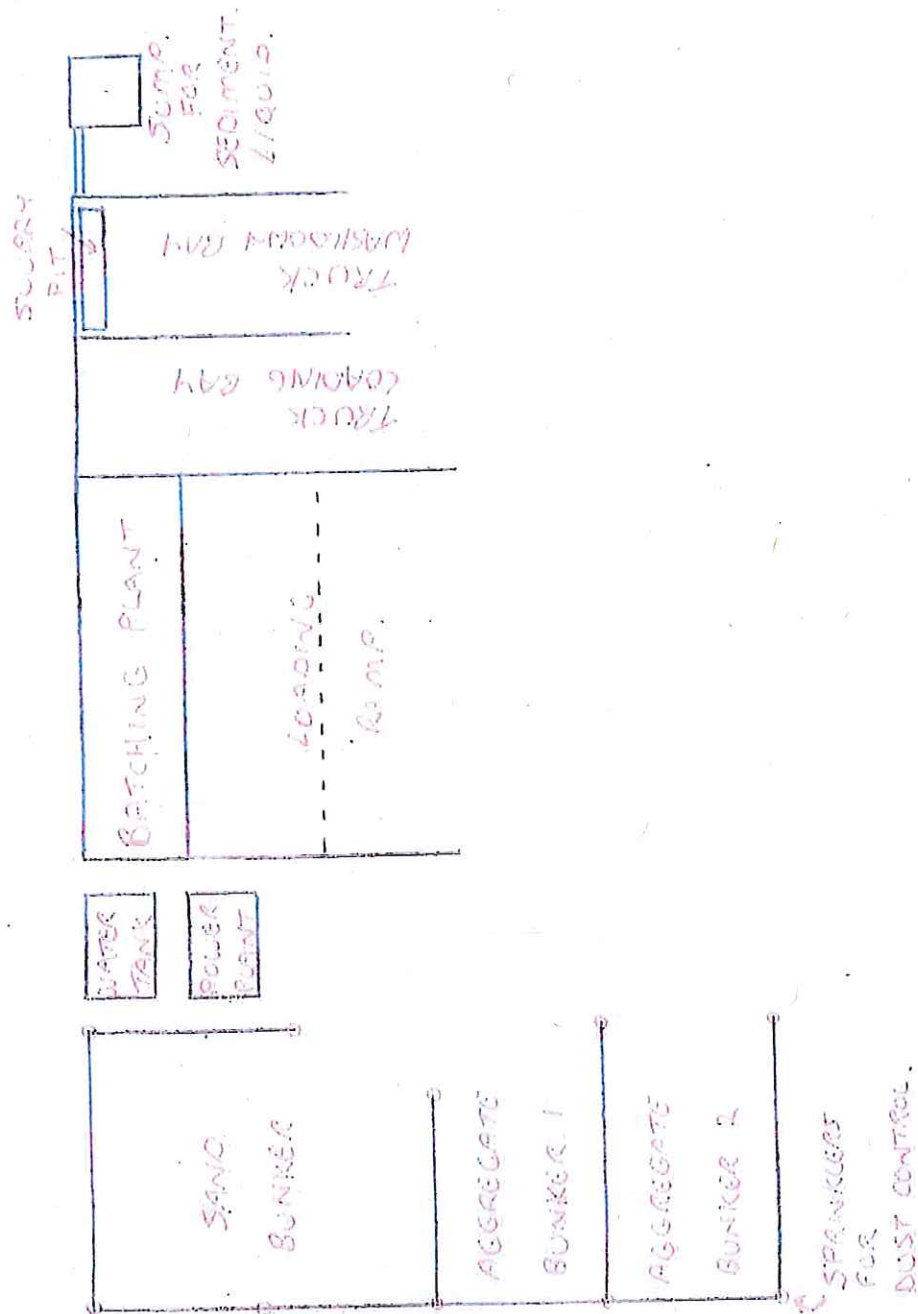
LANDGATE COPY OF ORIGINAL NOT TO SCALE Thu Jun 30 09:05:50 2016 JOB 51313947

  
**Landgate**  
www.landgate.wa.gov.au





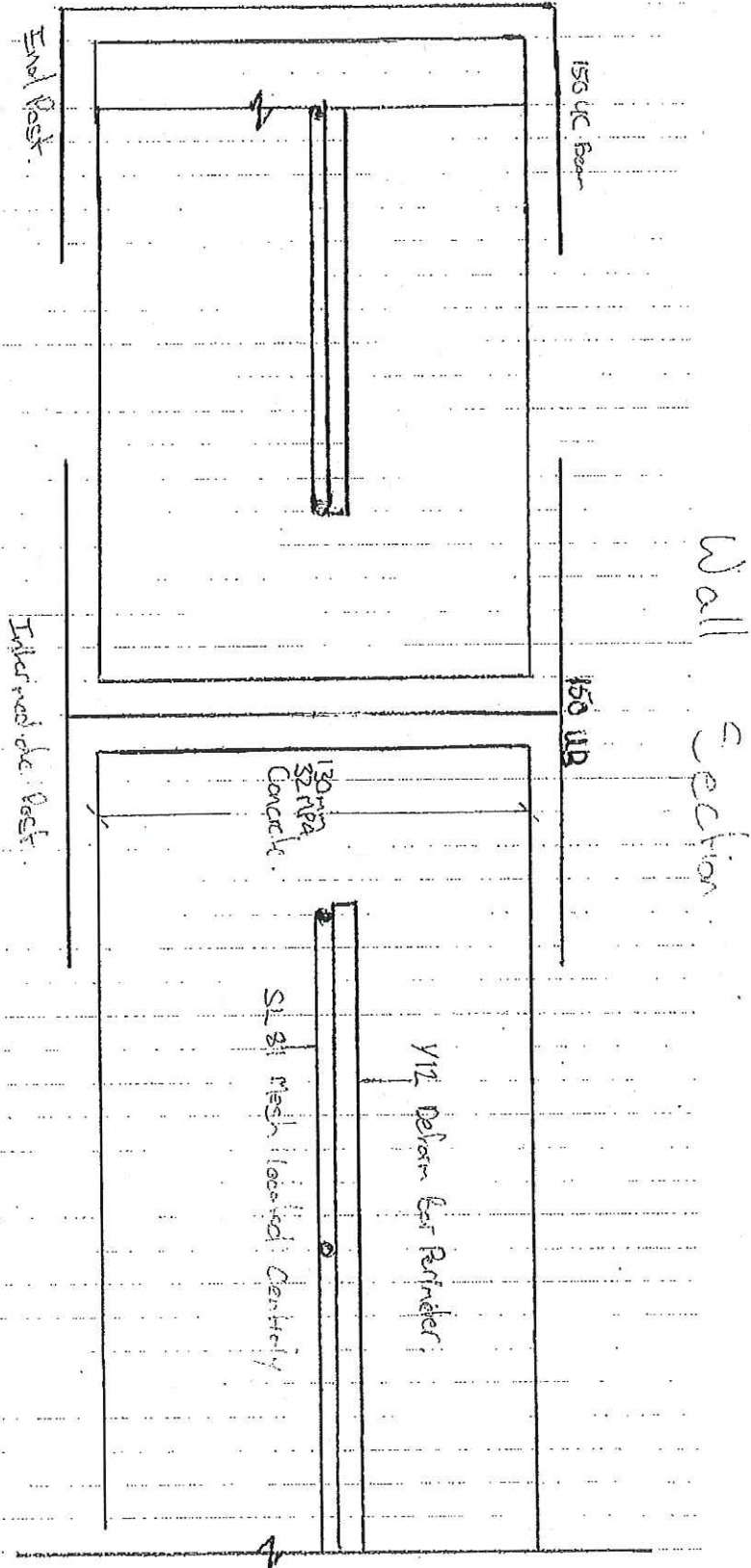
BOUNDARY 50.55m



BOUNDARY 80.04m

BOUNDARY 80.04m

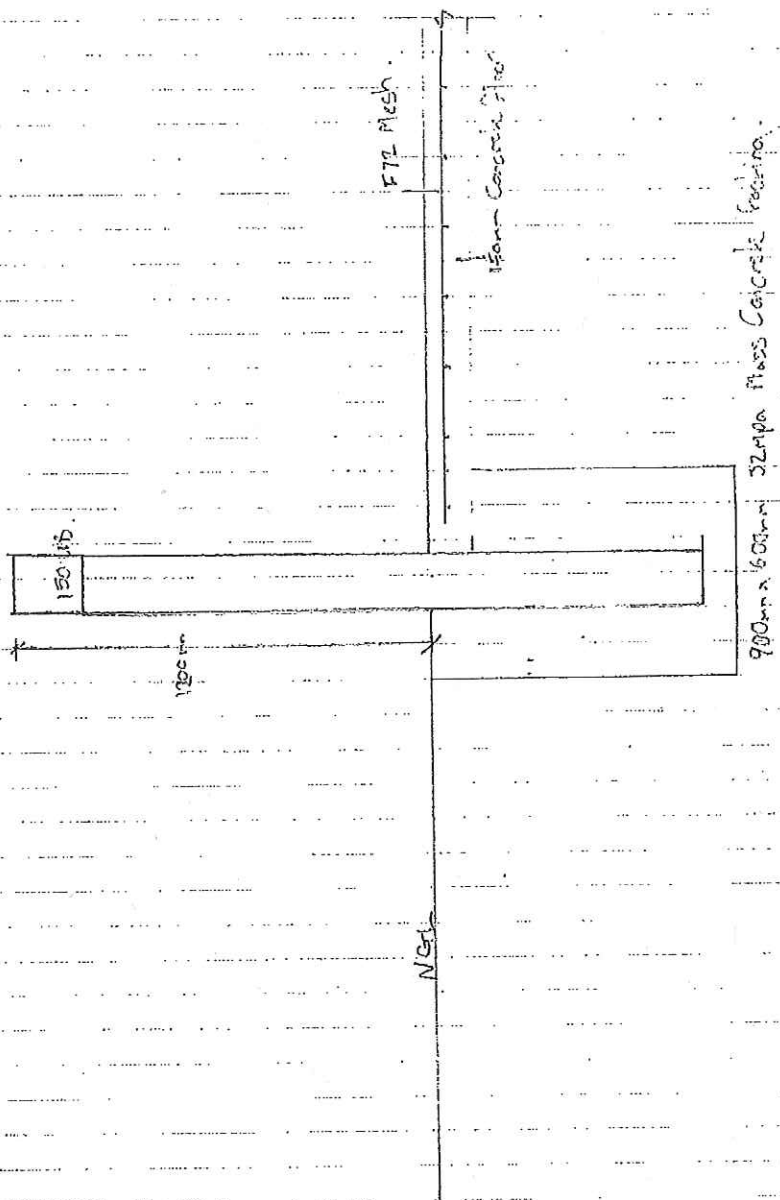




### Notes.

- No Wall Section to be longer than 4m or higher than 1200mm
- All concrete to meet AS3600
- All steel to meet AS4671
- All Lifting Points to meet AS4991

User Defined Page: Insert your own Title.  
Possible uses could include notes, sketches, plans, charts, etc.



**10.1.098      PROPOSED KITCHEN EXTENSION TO NARROGIN HOCKEY  
STADIUM – LOT 1561 (RESERVE 27330) CLAYTON ROAD,  
NARROGIN**

**File Reference:** 26.8.21  
**Disclosure of Interest:** Nil  
**Applicant:** Upper Great Southern Hockey Association  
**Previous Item Nos:** Nil  
**Date:** 17 August 2016  
**Author:** Azhar Awang, Executive Manager Development and Regulatory Services

**Attachments**

- Locality Plan
- Planning Application including floor plans and elevations of proposal.

**Summary**

Council's consideration is requested in regards to the proposed extension to the existing kitchen at the Narrogin Hockey Stadium.

**Background**

Council has received a Planning Application from the Upper Great Southern Hockey Association for the proposed Kitchen Extension at the Narrogin Hockey Stadium at Lot 1561 (Reserve 27330) Clayton Road, Narrogin.

The proposal is to extend the existing kitchen to allow for additional kitchen space and a cool room which is to be built under the existing verandah on the north side of the building.

The proposed extension is to meet the needs of the Hockey Association members which has more than 800 members and the existing kitchen is not big enough to accommodate the various events on the premises.

The proposal is to enclose the existing verandah area to the northern side of the building comprising of trim deck cladding to match the existing building cladding. It is also proposed to construct brick framework to the proposed servery and to construct an extension for the cool room which will be built up on limestone blocks and cladded with Trim deck to match the existing external cladding.

**Comment**

**Zoning**

Lot 1561 (Reserve 27330) Clayton Road, Narrogin is zone "Recreation" under the *Town of Narrogin Town Planning Scheme No 2*. This zone includes land which is of value for all forms of recreation use from passive low intensity use to organised sporting activities. As part of its recreation planning the Council will produce a management plan for existing and future recreation areas and seek public comment upon those proposals. As the Recreation area has



been fully developed and that the proposal is an extension to the existing facility it is not required for public comment to be undertaken.

The proposed development falls under '*Buildings used in conjunction with and for the purpose of Playing Fields, Recreation Grounds*' which is classified as 'PS' which means that the use is not permitted unless special approval given by Council and conditions complied with.

It is considered that the proposal is consistent with the overall objective of the recreational precinct and will not adversely impact the existing and surrounding development.

It is therefore recommended that Council supports the proposed Kitchen Extension including the Cool Room subject to the conditions as outlined in the recommendation.

#### **Consultation**

- Josiah Farrell, Building Surveyor
- Shiralee Langford, Environmental Health Officer

#### **Statutory Environment**

*Town of Narrogin Town Planning Scheme No 2*

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

The Corporate Business Plan 2012 – 2022

Key Objective 2 -Community Development/Services

2.7	Assist the local sporting groups to strategically develop their clubs and facilities within Narrogin	DCCS	ongoing	3
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#### **Voting Requirements**

Simple Majority.

#### **OFFICER'S RECOMMENDATION**

That Council:

Grant Planning Approval for the proposed Kitchen Extension including the Cool Room at Lot 1561 (Reserve 27330) Clayton Road, Narrogin subject to the following conditions:

- a) This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time, which upon written application (made before or within 21 days after the expiry of the approval) to Council, is granted by it in writing.
- b) The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Shire of Narrogin.
- c) All stormwater and drainage run off to be contained on site or connected to a council stormwater legal point of discharge.
- d) Building materials shall match existing.

Advice to Applicant:

- 1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- 2. This is not a building licence for which a separate application is required.
- 3. That the current lease area will need to be redefined to include the proposed cool room.

<b>COUNCIL RESOLUTION 0814.024</b>
------------------------------------

**Moved: Commissioner Geoff Ballard**

**Seconded: Commissioner Leigh Ballard**

That Council:

Grant Planning Approval for the proposed Kitchen Extension including the Cool Room at Lot 1561 (Reserve 27330) Clayton Road, Narrogin subject to the following conditions:

- a) This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time, which upon written application (made before or within 21 days after the expiry of the approval) to Council, is granted by it in writing.
- b) The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Shire of Narrogin.
- c) All stormwater and drainage run off to be contained on site or connected to a council stormwater legal point of discharge.
- d) Building materials shall match existing.
- e) Vehicle access to the kitchen shall only be permitted from Clayton Road, no vehicles may cross the netball courts.

Advice to Applicant:

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

3. That the current lease area will need to be redefined to include the proposed cool room.

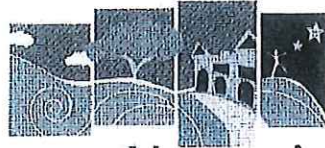
**CARRIED 3/0**

Please note: The reason for amended resolution was to include new clause (e) pertaining to vehicular access.





Attachment 1 – Locality Plan



Town of Narrogin

Town of Narrogin RECEIVED	
Directed to:	Arthur
Ref No.	18 JUL 2016 IPA168237
Property File	
Subject File	26-8-21
C Point No.	

**TOWN PLANNING SCHEME NO. 2  
DISTRICT SCHEME**

**APPLICATION FOR PLANNING CONSENT**

I/We Claire Coffey on behalf of the Upper Great Southern Hockey Association  
(Full Name of Applicant)

of PO Box 240 Narrogin WA Postcode 6312  
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of

kitchen

- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: \_\_\_\_\_

The approximate cost of the proposed development is: \$~120,000

The estimated time of completion is: March 2017

The approximate number of persons to be housed/ employed when the development is completed is: N/A

**TITLES OFFICE DESCRIPTION OF LAND**

**LOCALITY PLAN**

(Indicate distance to nearest intersecting street)

HOUSE NO: \_\_\_\_\_ STREET: \_\_\_\_\_

LOT NO: \_\_\_\_\_ PLAN OR DIAG: \_\_\_\_\_

LOCATION NO: \_\_\_\_\_

CERTIFICATE OF TITLE: VOLUME: \_\_\_\_\_ FOLIO: \_\_\_\_\_

**LOT DIMENSIONS**

SITE AREA: \_\_\_\_\_ square metres

FRONTAGE: \_\_\_\_\_ metres

DEPTH: \_\_\_\_\_ metres

**AUTHORITY**

SIGNATURE OF APPLICANT: \_\_\_\_\_

*[Signature]*

DATE: \_\_\_\_\_

*15-7-16*

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

NOTE: 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.

SIGNATURE OF OWNER: \_\_\_\_\_

*Shirley J. Mangil Rod ce.*

DATE: \_\_\_\_\_

*8/7/16*

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

**THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE**

**PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT**

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

- (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 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.

**FOR OFFICE USE ONLY**

File Reference: \_\_\_\_\_

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Approval / Refusal: \_\_\_\_\_

Date of Notice of Decision: \_\_\_\_\_



**Application for Planning Consent: Additional information for the Proposed Kitchen Expansion at the Narrogin Hockey Stadium**  
**Prepared by the Upper Great Southern Hockey Association**  
**15 July 2016**

The existing kitchen facilities at the Narrogin Hockey Stadium have been operational for many years. During this time, the association has grown to the point that we now have more than 800 members. This expansion in the association has put a strain on the limited kitchen facilities at the Stadium, and as such the Upper Great Southern Hockey Association is proposing an expansion to these facilities. Figure 1 shows the location of the existing kitchen facilities and Figure 2 shows the proposed location of the expanded kitchen facilities and cool room.



Figure 1 – The black box indicates the existing kitchen area. The red line/arrow indicates vehicular access.



Figure 2 – the empty black box indicates the approximate extent of the proposed extension, the full black box indicates the position of the cool room (this is for siting purposes only, refer to the concept plans for exact details).

**Particulars required with application for planning consent**

- (a) The existing building is the brick building (the stadium) that is adjacent to the trim deck clad Narrogin Regional Leisure Centre (NRLC). The UGSHA is proposing to enclose the existing verandah area on the northern side of this building. To be removed will be the verandah and the access steps at the north east corner of the building. None of the existing walls of the stadium are to be removed.

This will not limit access to the building as the existing ramp on the northern side of the building will remain, as will the access points on the western side of the stadium.

- (b) The UGSHA is proposing to enclose the verandah by installing a stud wall with a trim deck cladding (to match the appearance of the NRLC) along the northern side, and by installing a brick framework to the proposed external servery along the western side (to match the appearance of the existing stadium building). The cool room will extend from the north east corner of the building and will also be clad with trim deck to match the appearance of the



NRLC. The cool room will be elevated on limestone blocks (to suit the appearance of the existing stadium building).

The elevation of the extension will be level with the existing building.

(c) N/A

(d) N/A

(e) N/A

(f) N/A

(g) Refer to the concept drawings for site dimensions.

**NB:** All drawings and the scope of works that have been submitted as part of this application refer to the outside finish of the extension being Flush CRC Sheeting. This is not the case; the outside finish will be trim deck cladding (to match the appearance of the NRLC) along the northern side, and a brick framework to the proposed external servery along the western side (to match the appearance of the existing stadium building).

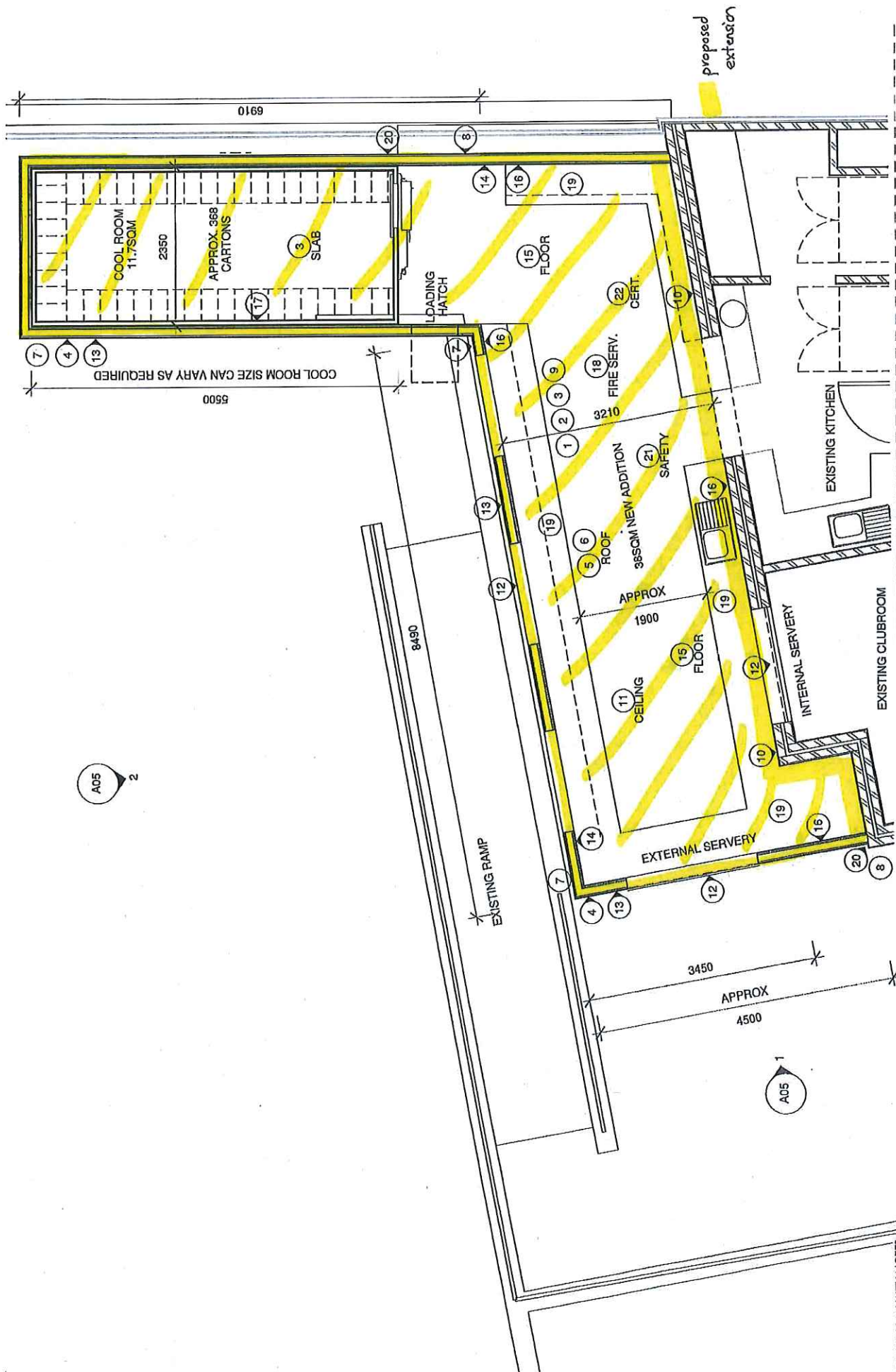
UGSHA Contacts:

Claire Coffey at [ugshockey@westnet.com.au](mailto:ugshockey@westnet.com.au) or 0439 699 200.

Pat Page at [patrick.page@agric.wa.gov.au](mailto:patrick.page@agric.wa.gov.au) or 0427 984 233.

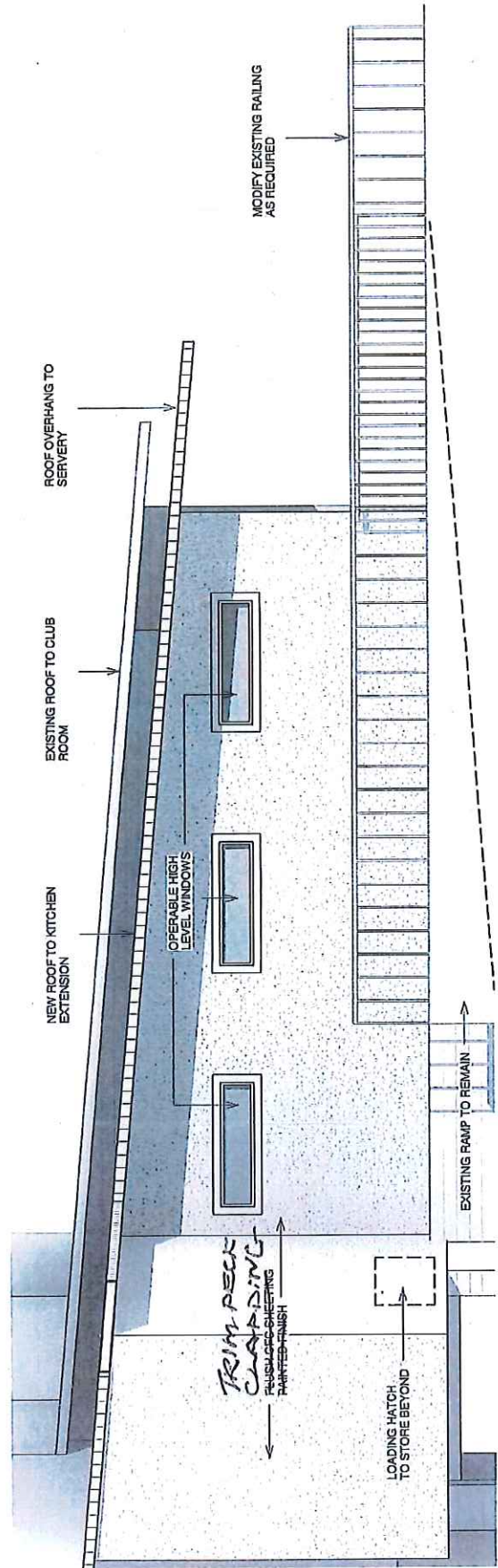
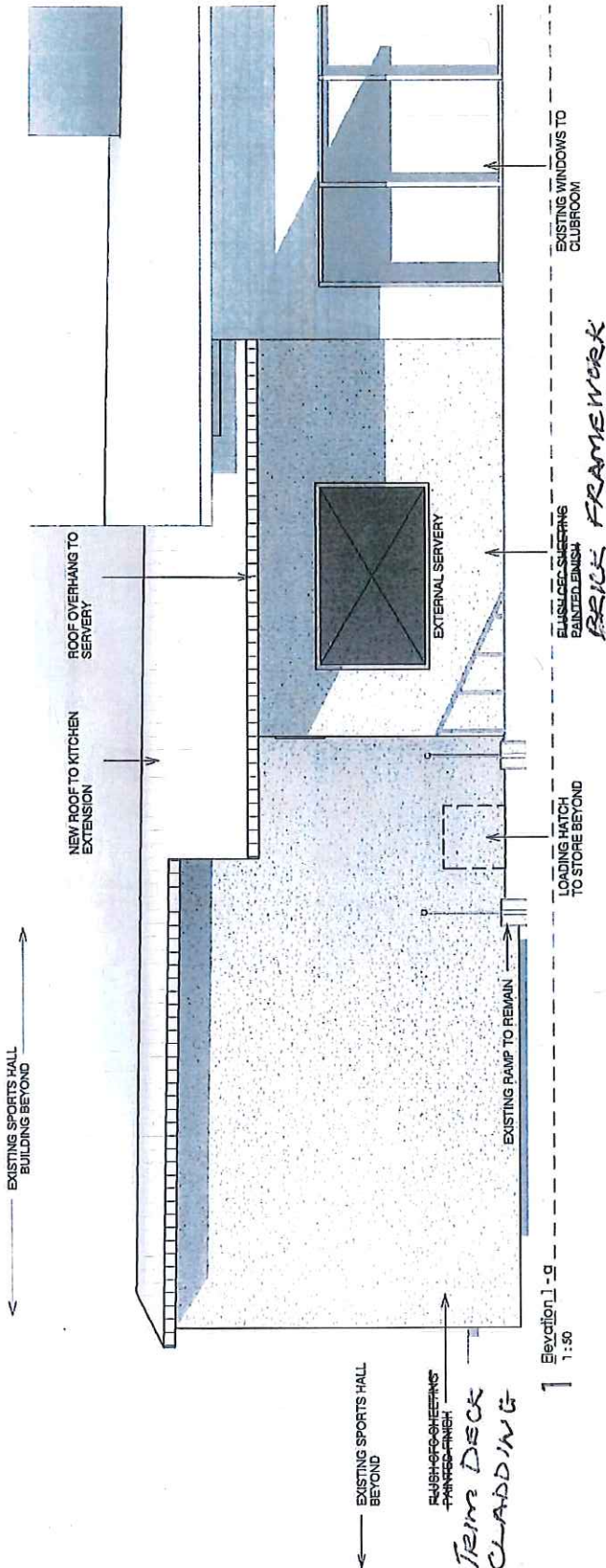






REV.	DWG NUMBER	SCALE	DRAWN	CHECKED	JOB NO.
A04	1:50	EA	JA	1509	
* BUILDER MUST CHECK ALL DIMENSIONS, HEIGHTS AND LEVELS ON SITE * ALL DIMENSIONS TO FACE UNLESS OTHERWISE SPECIFIED * ALL REFERENCES TO ELECTRICAL AND MECHANICAL SERVICES ARE TO THE EXISTING DRAWINGS AND NOT THE PROPOSED DRAWINGS * ALL DIMENSIONS ARE ARCHITECTS COPYRIGHT					
THE UPPER GREAT SOUTHERN HOCKEY ASSOCIATION					
PROPOSED CLUB ROOM KITCHEN EXTENSION					
ALEXANDER PLANNING CONSULTANTS 10 THOMAS STREET HEDLAND WA 6107					
DETAIL PLAN WITH NOTES					
1:50	DATE	AMENDMENT	NO.		





No. _____ Date _____ Amendment _____	2 Elevation 2 - a 1:50 ALEXANDER PLANNING CONSULTANTS 15 THOMAS STREET, MELBANE VIC 3005	PROPOSED CLUB ROOM KITCHEN EXTENSION THE UPPER GREAT SOUTHERN HOCKEY ASSOCIATION	TITLE ELEVATIONS	BUILDERS MUST CHECK ALL DIMENSIONS, HEIGHTS AND LEVELS ON SITE. DIMENSIONS TO COVER SCALE. ALL REFERENCES TO ELECTRICAL AND MECHANICAL SERVICES ARE TO BE CHECKED AGAINST THE PROJECT'S ELECTRICAL AND MECHANICAL SERVICES DRAWINGS AND SPEC. FOR FINAL SELECTIONS AND LAYOUT. ALL DRAWINGS ARE ARCHITECTS COPYRIGHT.	SCALE 1:50 DRAWN EA CHECKED JA JOB NO. 1559	DWG NUMBER A05 REV. _____
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# UPPER GREAT SOUTHERN HOCKEY ASSOC. CLUB ROOM EXTENSION GENERAL NOTES

A ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH ALL REQUIRED APPROVALS, AUSTRALIAN STANDARDS, BUILDING REQUIREMENTS, HEALTH AND SAFETY REQUIREMENTS AND HEALTH REGULATIONS AS REQUIRED.

B APPLY AND OBTAIN DEVELOPMENT APPROVAL FOR THE WORKS.

C APPLY AND OBTAIN A BUILDING LICENCE APPROVAL FOR THE WORKS.

D APPLY AND OBTAIN A DEMOLITION LICENCE FOR THE WORKS.

E ENSURE THAT THE WORKS COMPLY WITH UNIVERSAL ACCESS REQUIREMENTS.

F ENSURE APPROPRIATE BUILDING PROFESSIONALS ARE ENGAGED TO PROPERLY CERTIFY THE WORKS.

## UPPER GREAT SOUTHERN HOCKEY ASSOC. CLUB ROOM EXTENSION DEMOLITION - SCOPE OF WORKS

REMOVE EXISTING SECTION OF LEAN TO ROOF BETWEEN EXISTING BUILDING AND RAMP AND SAVE FOR RE-USE FOR HOCKEY CLUB.

REMOVE EXISTING DOUBLE SWING DOOR AND SAVE FOR REUSE BY HOCKEY CLUB.

REMOVE EXISTING SERVERY HATCH DOOR AND MAKE GOOD TO OPENING.

REMOVE ANY MISCELLANEOUS FITTINGS TO EXISTING BRICK WALL AND MAKE GOOD TO WALL TO RECEIVE NEW INTERNAL PLASTER WALL FINISH.

REMOVE EXISTING EXTERNAL CONCRETE SLAB TO PATIO AREA AS REQUIRED FOR NEW EXTENSION.

REMOVE RAIN WATER PIPES AND SERVICES AS REQUIRED FOR NEW EXTENSION AND ALLOW FOR RE-CONNECTION AS REQUIRED AFTER CONSTRUCTION. ALL RE-CONNECTION TO BE APPROVED BY RELEVANT ENGINEERS FOR HYDRAULIC AND ELECTRICAL.

REMOVE AS REQUIRED REDUNDANT SECTIONS OF EXISTING HAND RAILING TO EXISTING RAMP. MAKE GOOD TO SECTIONS OF RAILING TO REMAINING. RAILINGS TO CONFORM TO AUSTRALIAN STANDARDS

# UPPER GREAT SOUTHERN HOCKEY ASSOC. CLUB ROOM EXTENSION NEW CONSTRUCTION - SCOPE OF WORKS

1 PREPARE GROUNDWORK AS SPECIFIED BY STRUCTURAL ENGINEER TO RECEIVE NEW CONCRETE SLAB TO EXTENSION.

2 LOCATE EXISTING SERVICES RUNS FOR WATER SUPPLY, SEWER DRAINAGE, RAIN WATER DRAINAGE, AND ELECTRICAL SUPPLY AND MAKE CONNECTION IN ACCORDANCE WITH RELEVANT REGULATIONS.

3 BUILD NEW CONCRETE FOOTINGS, DAMP PROOF MEMBRANE AND REINFORCED CONCRETE FLOORS LAB TO STRUCTURAL ENGINEERS DESIGN AND SPECIFICATIONS. ALLOW FOR ANY FLOOR DRAINS AS REQUIRED BY HEALTH REGULATIONS.

4 DESIGN AND CONSTRUCT GALVANISED STEEL STRUCTURAL WALL FRAMING ALL TO STRUCTURAL ENGINEERS APPROVAL. WALL FRAMING TO RECEIVE CPC FLUSH FINISH INSIDE AND OUTSIDE WITH INSULATION BETWEEN STEEL STUDS ALL TO BUILDING REGULATIONS AND AUSTRALIAN STANDARDS.

5 DESIGN AND CONSTRUCT GALVANISED STEEL STRUCTURAL ROOF FRAMING ALL TO STRUCTURAL ENGINEERS APPROVAL.

6 SUPPLY AND INSTALL NEW ROOF SHEETING AT 5 DEGREE PITCH COMPLETE WITH GALVANISED MESH AND 50MM THICK POIL AND FIBER INSULATION DIRECTLY UNDER ROOF SHEETING. FIT ALL FLASHINGS REQUIRED BETWEEN NEW EXTENSION AND EXISTING BUILDING.

7 SUPPLY AND INSTALL ALL NEW R.W.P.S. TO NEW EXTENSION ROOF. CONNECT AS REQUIRED TO CONFORM WITH LOCAL AUTHORITY REQUIREMENTS.

8 RE-CONNECT DIVERTED R.W.P.S. FROM EXISTING MAIN BUILDING ROOF AS REQUIRED

9 CONNECT ALL SERVICES AS REQUIRED - SEWER, WATER, ELECTRICITY, AND DATA. SUPPLY AND INSTALL NEW KITCHEN GREASE TRAP AS REQUIRED BY HEALTH REGULATIONS AND TO HYDRAULIC ENGINEERS REQUIREMENTS.

10 PLASTER FINISH TO EXISTING BRICK WALL WHICH IS NOW INTERNAL EXTENSION WALL.

11 SUPPLY AND INSTALL MOISTURE RESISTANT PLASTER BOARD FLUSH CEILING WITH COVERED CORNICE TO HEALTH REGULATIONS. CEILING TO HAVE 100MM THICK INSULATION PLACED ON TOP TO BUILDING REGULATION REQUIREMENTS.

12 SUPPLY AND INSTALL ALL GLAZED WINDOWS, DOORS, AND SHUTTERS AS SHOWN ON DRAWINGS AND TO CONFORM WITH BUILDING REGULATIONS.

# UPPER GREAT SOUTHERN HOCKEY ASSOC. CLUB ROOM EXTENSION NEW CONSTRUCTION - SCOPE OF WORKS

13 PAINT EXTERNAL WALLS WITH SELECTED EXTERNAL PAINT SYSTEM

14 PAINT INTERNAL WALLS AND CEILINGS WITH SELECTED INTERNAL PAINT SYSTEM TO MEET HEALTH REGULATIONS

15 SUPPLY AND INSTALL SLIP RESISTANT SHEET VINYL DIRECT STICK TO CONCRETE FLOOR COMPLETE WITH COVERED SKIRTINGS TO HEALTH REGULATIONS

16 SUPPLY AND INSTALL WALL VINYL DIRECT STICK TO WALLS. VINYL TO BE 2100MM ABOVE FINISHED FLOOR LEVEL

17 INSTALL COOL ROOM PANELS AND EQUIPMENT AS REQUIRED TO HEALTH REGULATIONS.

18 IF REQUIRED EXTEND EXISTING FIRE SERVICE FOR THE SPORTS COMPLEX TO COVER THE NEW EXTENSION BUILDING.

19 SUPPLY AND INSTALL ALL CABINETS AND STAINLESS STEEL AS DETAILED ON DRAWINGS. ALL WORK TO COMPLY WITH BUILDING AND HEALTH REGULATIONS.

20 MAKE GOOD TO ALL JUNCTIONS BETWEEN OLD AND NEW BUILDING WORK

21 SUPPLY AND INSTALL ALL SAFETY EQUIPMENT AS REQUIRED BY BUILDING AND HEALTH REGULATIONS.

22 APPLY AND OBTAIN ALL CERTIFICATIONS REQUIRED FROM ALL RELEVANT AUTHORITIES.

## 10.2.100 MONTHLY FINANCIAL REPORTS – JULY 2016

**File Reference:** 12.8.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 18 August 2016  
**Author:** Rhona Hawkins – Manager Finance

### Attachments

- Monthly Financial Report for the period ended 31 July 2016

### Background

Council is requested to review the July 2016 Monthly Financial Reports.

### 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 approval by Council.

### Comment

The July 2016 Monthly Financial Reports are presented for review and it is noted that capital expenditure is lower than anticipated but works are expected to be completed by year end.

### Consultation

Colin Bastow, Director of Corporate and Community Services

### Statutory Environment

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

### Policy Implications

Nil

### Financial Implications

All expenditure has been approved via adoption of the 2016/17 Annual Budget, or resulting from a Council Motion for a budget amendment.

### Strategic Implications

Nil

### Voting Requirements

Simple Majority

**COUNCIL RESOLUTION 0814.026 AND OFFICER'S RECOMMENDATION**

**Moved: Commissioner Leigh Ballard**

**Seconded: Commissioner Geoff Ballard**

That Council:

Receive the July 2016 Monthly Financial Reports as presented.

**CARRIED 3/0**



**MONTHLY FINANCIAL REPORT**

**FOR THE PERIOD ENDED 31 JULY 2016**

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Statement of Financial Activity by Nature and Type

Statement of Financial Activity by Statutory Reporting Program

Note 1	Significant Accounting Policies	
Note 2	Graphical Representation	
Note 3	Surplus/(Deficit) Position	
Note 4	Cash and Investments	
Note 5	Major Variances	
Note 6	Budget Amendments	- Not Available
Note 7	Receivables	- Not Available
Note 8	Rating Information	- Not Available
Note 9	Grants	
Note 10	Cash Backed Reserves	
Note 11	Capital Disposals and Acquisitions	
Note 12	Trust	
Note 13	Information on Borrowings	

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

**SHIRE OF NARROGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Nature or Type)**  
**FOR THE PERIOD ENDED 31 JULY 2016**

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	
<b>Operating Revenues</b>		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	9	3,834,372	3,834,372	248,330	316,420	68,090	22%	▲
Profit on Asset Disposal	11	1,500	1,500	125	0	(125)	(100%)	
Fees and Charges		1,505,220	1,505,220	55,786	861,172	805,386	94%	▲
Interest Earnings		182,100	182,100	13,174	4,423	(8,751)	(198%)	
Other Revenue		154,500	154,500	12,874	10,381	(2,493)	(24%)	
<b>Total (Excluding Rates)</b>		<b>5,677,692</b>	<b>5,677,692</b>	<b>330,289</b>	<b>1,192,395</b>	<b>862,106</b>		
<b>Operating Expense</b>								
Employee Costs		(4,747,282)	(4,747,282)	(435,620)	(377,518)	58,102	15%	▼
Materials and Contracts		(3,841,876)	(3,841,876)	(340,184)	(213,294)	126,890	59%	▼
Utilities Charges		(705,537)	(705,537)	(110,432)	(55,163)	55,269	100%	▼
Depreciation (Non-Current Assets)		(2,299,553)	(2,299,553)	(191,619)	(112,131)	79,488	71%	▼
Interest Expenses		(75,851)	(75,851)	(6,317)	3,143	9,460	(301%)	
Insurance Expenses		(283,943)	(283,943)	(136,232)	(192,050)	(55,818)	(29%)	▲
Loss on Asset Disposal	11	(306,206)	(306,206)	(25,515)	0	25,515	100%	▼
Other Expenditure		(4,249,534)	(4,249,534)	(398,301)	(19,104)	379,197	1985%	▼
<b>Total</b>		<b>(16,509,783)</b>	<b>(16,509,783)</b>	<b>(1,644,220)</b>	<b>(966,117)</b>	<b>678,103</b>		
<b>Funding Balance Adjustment</b>								
Add Back Depreciation		2,299,553	2,299,553	191,619	112,131	(79,488)	(71%)	▼
Adjust (Profit)/Loss on Asset Disposal	11	304,706	304,706	25,390	0	(25,390)	(100%)	▼
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	- Not Available	0	#VALUE!	#VALUE!	↑↑↑
<b>Net Operating (Ex. Rates)</b>		<b>(8,227,832)</b>	<b>(8,227,832)</b>	<b>(1,096,922)</b>	<b>338,410</b>	<b>#VALUE!</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	9	1,721,744	1,721,744	143,477	45	(143,432)	(318738%)	▼
Proceeds from Disposal of Assets	11	598,145	598,145	0	0	0		
Proceeds from New Debentures	13	350,000	350,000	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	1,471,398	1,471,398	1,613	0	(1,613)	(100%)	
<b>Total</b>		<b>4,141,287</b>	<b>4,141,287</b>	<b>145,090</b>	<b>45</b>	<b>(145,045)</b>		
<b>Capital Expenses</b>								
Land Held for Resale	10	0	0	0	0	0		
Land and Buildings	11	(1,940,939)	(1,940,939)	0	(149,041)	(149,041)	(100%)	▲
Plant and Equipment	11	(487,000)	(487,000)	0	0	0		
Furniture and Equipment	11	(74,000)	(74,000)	0	0	0		
Infrastructure Assets - Roads	11	(2,637,621)	(2,637,621)	(6,798)	(1,077)	5,721	531%	
Infrastructure Assets - Footpaths	11	(50,000)	(50,000)	0	0	0		
Infrastructure Assets - Drainage	11	(65,000)	(65,000)	0	0	0		
Infrastructure Assets - Parks & Ovals	11	0	0	0	0	0		
Infrastructure Assets - Townscape	11	0	0	0	0	0		
Infrastructure Assets - Other	11	(975,735)	(975,735)	0	(2,745)	(2,745)	(100%)	
Purchase of Investments		0	0	0	0	0		
Repayment of Debentures	13	(221,310)	(221,310)	(7,176)	0	7,176	100%	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(295,737)	(295,737)	(24,644)	0	24,644	100%	
<b>Total</b>		<b>(6,747,342)</b>	<b>(6,747,342)</b>	<b>(38,618)</b>	<b>(152,863)</b>	<b>(114,245)</b>		
<b>Net Capital</b>		<b>(2,606,055)</b>	<b>(2,606,055)</b>	<b>106,472</b>	<b>(152,818)</b>	<b>(259,290)</b>		
<b>Total Net Operating + Capital</b>		<b>(10,833,887)</b>	<b>(10,833,887)</b>	<b>(990,450)</b>	<b>185,592</b>	<b>#VALUE!</b>		
Rate Revenue		4,517,811	4,517,811	0	4,450,925	4,450,925	100%	▲
Opening Funding Surplus(Deficit)		6,316,076	5,681,042	5,681,042	5,681,042	0	0%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>(635,034)</b>	<b>4,690,592</b>	<b>10,317,559</b>	<b>#VALUE!</b>		



**SHIRE OF NARROGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**FOR THE PERIOD ENDED 31 JULY 2016**

Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	Var
<b>Operating Revenues</b>	\$	\$	\$	\$	\$	%	
Governance	96,100	96,100	8	396	388	98%	
General Purpose Funding	2,476,134	2,476,134	15,081	5,150	(9,931)	(193%)	
Law, Order and Public Safety	35,797	35,797	1,979	827	(1,153)	(139%)	
Health	7,500	7,500	374	236	(138)	(58%)	
Education and Welfare	1,287,386	1,287,386	245,065	326,214	81,149	25%	▲
Housing	13,000	13,000	1,082	1,200	118	10%	
Community Amenities	978,119	978,119	15,062	829,787	814,725	98%	▲
Recreation and Culture	424,355	424,355	32,858	1,849	(31,009)	(1677%)	▼
Transport	1,714,688	1,714,688	131,730	10,381	(121,349)	(1169%)	▼
Economic Services	249,694	249,694	20,806	14,470	(6,336)	(44%)	
Other Property and Services	116,663	116,663	9,721	1,931	(7,790)	(403%)	
<b>Total (Excluding Rates)</b>	<b>7,399,436</b>	<b>7,399,436</b>	<b>473,766</b>	<b>1,192,440</b>	<b>718,674</b>		
<b>Operating Expense</b>							
Governance	(1,707,907)	(1,707,907)	(198,027)	(141,181)	56,846	40%	▼
General Purpose Funding	(177,867)	(177,867)	(18,407)	(10,554)	7,853	74%	
Law, Order and Public Safety	(427,553)	(427,553)	(43,488)	(37,246)	6,242	17%	
Health	(194,492)	(194,492)	(19,188)	(12,932)	6,256	48%	
Education and Welfare	(5,492,981)	(5,492,981)	(470,316)	(122,396)	347,920	284%	▼
Housing	(31,874)	(31,874)	(4,378)	(836)	3,542	424%	
Community Amenities	(1,435,677)	(1,435,677)	(128,536)	(57,871)	70,665	122%	▼
Recreation and Culture	(2,688,661)	(2,688,661)	(322,568)	(218,238)	104,330	48%	▼
Transport	(3,289,313)	(3,289,313)	(285,251)	(212,386)	72,865	34%	▼
Economic Services	(1,025,957)	(1,025,957)	(100,222)	(51,199)	49,023	96%	▼
Other Property and Services	(37,501)	(37,501)	- Not Available	(101,277)	#VALUE!	#VALUE!	↑↑
<b>Total</b>	<b>(16,509,783)</b>	<b>(16,509,783)</b>	<b>(1,590,381)</b>	<b>(966,117)</b>	<b>#VALUE!</b>		
<b>Funding Balance Adjustment</b>							
Add back Depreciation	2,299,553	2,299,553	191,619	112,131	(79,488)	(71%)	▼
Adjust (Profit)/Loss on Asset Disposal	304,706	304,706	25,390	0	(25,390)	(100%)	▼
Movement in Leave Reserve (Added Back)	0	0	0	0	0		
<b>Net Operating (Ex. Rates)</b>	<b>(6,506,088)</b>	<b>(6,506,088)</b>	<b>(899,606)</b>	<b>338,455</b>	<b>#VALUE!</b>		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	598,145	598,145	0	0	0		
Proceeds from New Debentures	350,000	350,000	0	0	0		
Proceeds from Sale of Investments	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	1,471,398	1,471,398	1,613	0	(1,613)	(100%)	
<b>Total</b>	<b>2,419,543</b>	<b>2,419,543</b>	<b>1,613</b>	<b>0</b>	<b>(1,613)</b>		
<b>Capital Expenses</b>							
Land and Buildings	(1,940,939)	(1,940,939)	0	(149,041)	(149,041)	(100%)	▲
Plant and Equipment	(487,000)	(487,000)	0	0	0		
Furniture and Equipment	(74,000)	(74,000)	0	0	0		
Infrastructure Assets - Roads	(2,637,621)	(2,637,621)	(6,798)	(1,077)	5,721	531%	
Infrastructure Assets - Footpaths	(50,000)	(50,000)	0	0	0		
Infrastructure Assets - Drainage	(65,000)	(65,000)	0	0	0		
Infrastructure Assets - Other	(975,735)	(975,735)	0	(2,745)	(2,745)	(100%)	
Repayment of Debentures	(221,310)	(221,310)	(7,176)	0	7,176	100%	
Transfer to Reserves	(295,737)	(295,737)	(24,644)	0	24,644	100%	
<b>Total</b>	<b>(6,747,342)</b>	<b>(6,747,342)</b>	<b>(38,618)</b>	<b>(152,863)</b>	<b>(114,245)</b>		
<b>Net Capital</b>	<b>(4,327,799)</b>	<b>(4,327,799)</b>	<b>(37,005)</b>	<b>(152,863)</b>	<b>(115,858)</b>		
<b>Total Net Operating + Capital</b>	<b>(10,833,887)</b>	<b>(10,833,887)</b>	<b>(936,611)</b>	<b>185,592</b>	<b>#VALUE!</b>		
Rate Revenue	4,517,811	4,517,811	0	4,450,925	4,450,925	100%	▲
Opening Funding Surplus(Deficit)	6,316,076	5,681,042	5,681,042	5,681,042	0	0%	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>(635,034)</b>	<b>4,744,431</b>	<b>10,317,559</b>	<b>#VALUE!</b>		



**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES**

Financial activity are:

**(a) Basis of Accounting**

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

**(b) The Local Government Reporting Entity**

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

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

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

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

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

- Not Available

**(e) Goods and Services Tax**

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

**(h) Inventories**

**General**

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

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

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value.

Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

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

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

**(i) Fixed Assets**

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

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

**(j) Depreciation of Non-Current Assets**

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

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

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

**Capitalisation Threshold**

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



**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**(m) Interest-bearing Loans and Borrowings**

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

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

**(n) Borrowing Costs**

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

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

**(o) Current and Non-Current Classification**

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



**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications (Continued)**

**Utilities (Gas, Electricity, Water, etc.)**

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(q) Statement of Objectives**

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

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

**GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**HOUSING**

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

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**(q) Statement of Objectives (Continued)**

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

Rural Services, Tourism, Building Control, Economic Development.

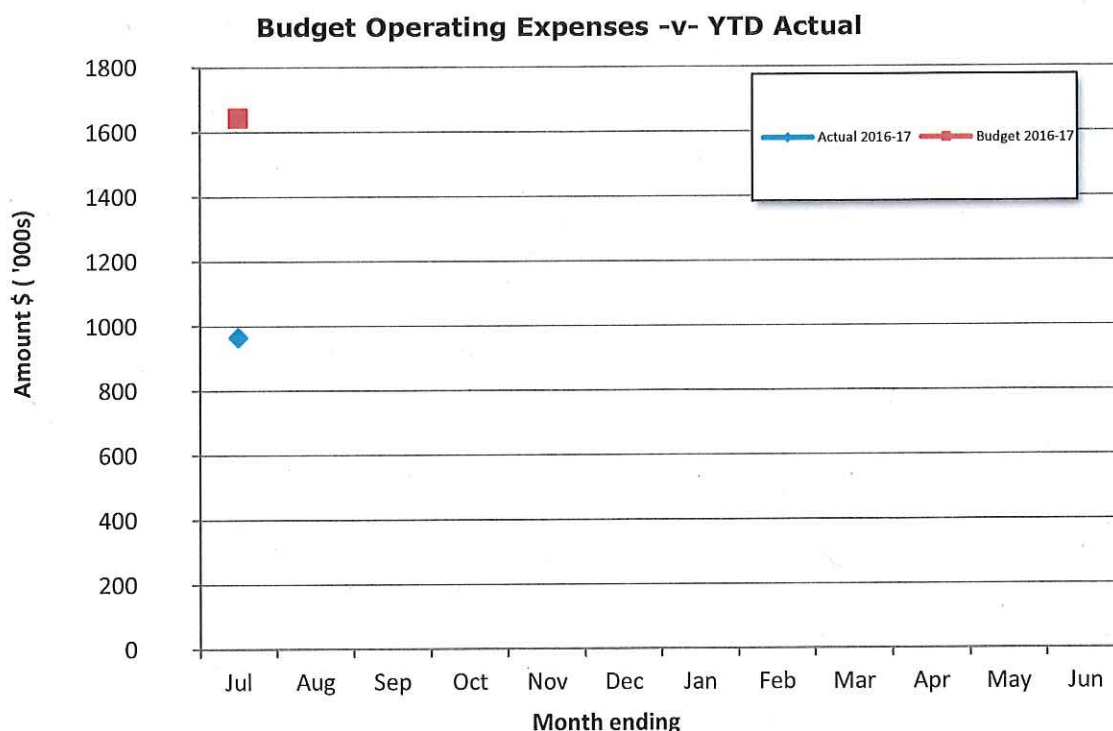
**OTHER PROPERTY & SERVICES**

Private Works, Stocks and Miscellaneous Items.

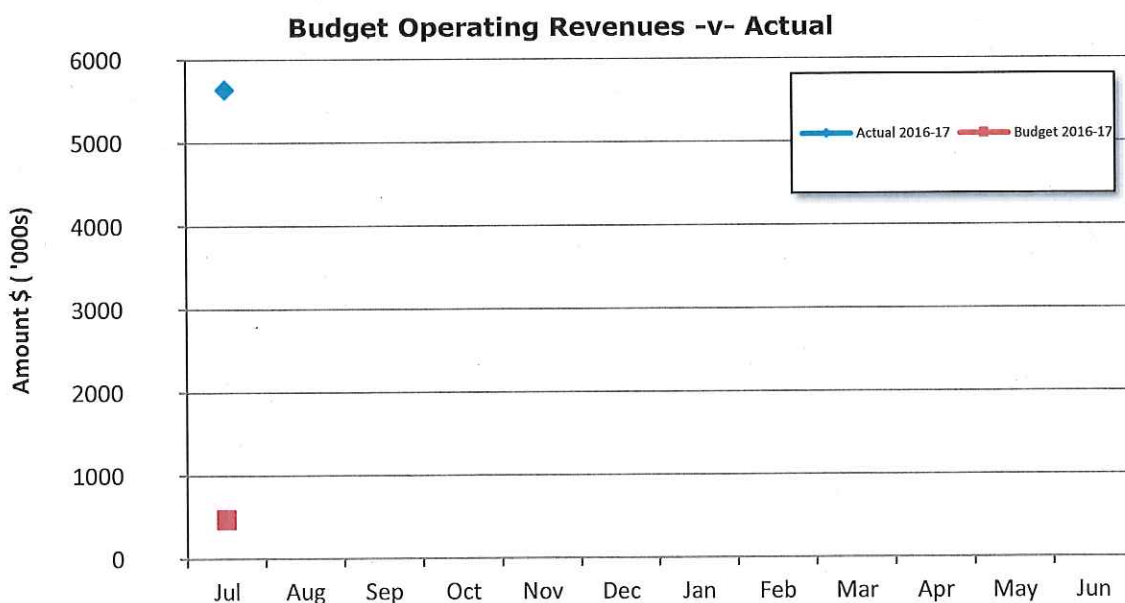


**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



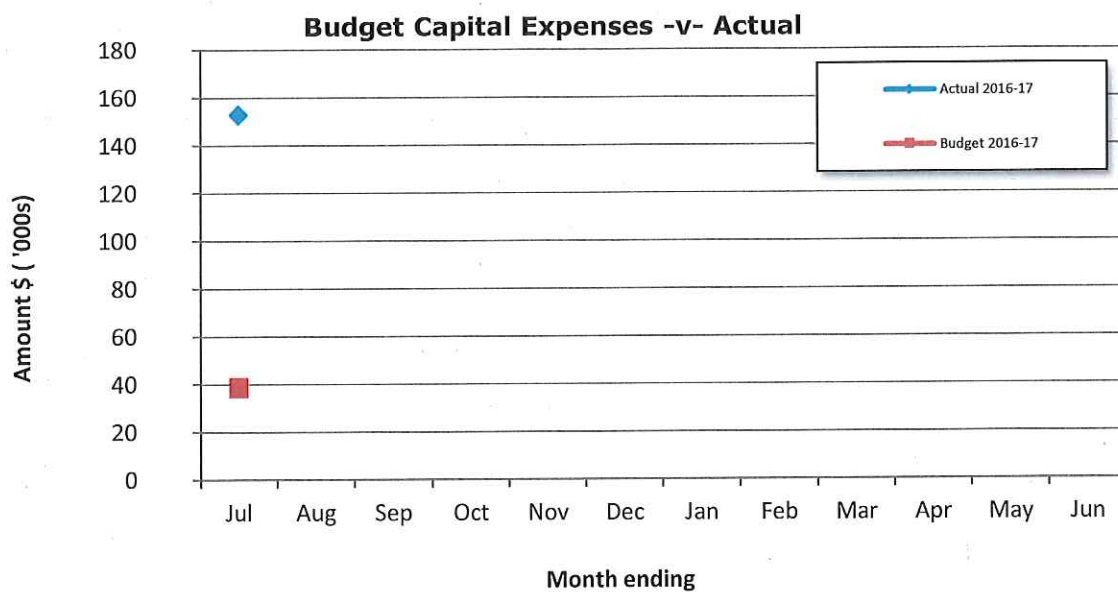
**Comments/Notes - Operating Expenses**



**Comments/Notes - Operating Revenues**

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**

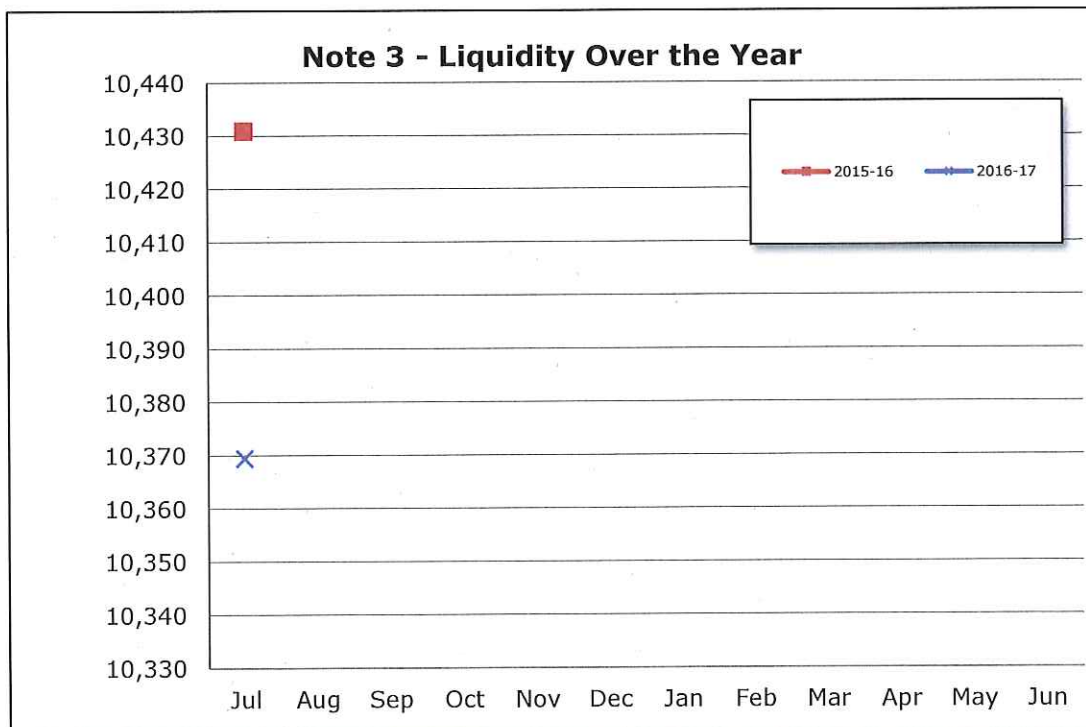


**Comments/Notes - Capital Expenses**

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 3: SURPLUS/(DEFICIT) POSITION**

		Positive=Surplus (Negative=Deficit)		
		31/07/2016	30/06/2016	31/07/2015
Note		This Period	Last Period	Same Period Last Year
		\$	\$	\$
	<b>Current Assets</b>			
	Cash Unrestricted	4 5,335,857	5,608,837	7,307,978
	Cash Restricted	4 4,297,239	3,477,030	4,167,800
	Receivables - Rates and Rubbish, ESL, Excess Rates	7 5,795,443	283,174	4,127,364
	Receivables -Other	7 173,663	376,069	359,883
	Inventories	1,199	0	0
		15,603,400	9,745,110	15,963,025
	<b>Less: Current Liabilities</b>			
	Payables	(574,705)	(438,151)	(1,242,458)
	Loan Liability	(41,059)	1,530	(141,467)
	Provisions	(730,966)	(483,572)	(448,020)
		(1,346,730)	(920,194)	(1,831,945)
	<b>Net Current Asset Position</b>	14,256,670	8,824,916	14,131,081
	Less: Cash Restricted	(4,297,239)	(3,477,030)	(4,167,800)
	Add Back: Component of Leave Liability not Required to be funded	368,990	334,685	326,113
	Add Back: Current Loan Liability	41,059	(1,530)	141,467
	Adjustment for Trust Transactions Within Muni	0	0	0
	Adjustment for SoN Figures in NCA's	(51,922)	- Not Available	0
	<b>Net Current Funding Position</b>	10,317,558	5,681,042	10,430,861



**Comments - Net Current Funding Position**

The Net Current Funding Position above includes Karinya Grant funds of \$4,006,328. The adjusted position is therefore \$6,361,635.



**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 4: CASH AND INVESTMENTS**

	Interest	Unrestricted	Restricted	Trust	Total	Institution	Maturity
	Rate	\$	\$	\$	Amount \$		Date
(a) <b>Cash Deposits</b>							
Municipal Account	1.95%	1,382,660			1,382,660	NAB	On-Call
Old Shire Municipal Funds		108,313			108,313	ANZ	On-Call
Old Shire Term Deposit		118,093			118,093	ANZ	On-Call
Department of Transport		(282,277)			(282,277)		
Cash Floats - Admin		1,200			1,200		
Library		150			150		
Homecare		100			100		
NRLC - Till 1		0			0		
Refuse Site		100			100		
Caravan Park		100			100		
Petty Cash - Admin		300			300		
Library		200			200		
Homecare		350			350		
CATS		240			240		
Reserve Account					0	NAB	
Trust Account	1.50%			91,637	91,637	NAB	On-Call
(b) <b>Term Deposits</b>							
Karinya Grant - Restricted		4,006,328	0		4,006,328		
Reserve Term Deposit	2.65%		4,297,239		4,297,239	NAB	30/06/2016
					0		
					0		
(c) <b>Investments</b>			- Not Available				
<b>Total</b>		5,335,857	4,297,239	91,637	9,724,733		

**Comments/Notes - Investments**

**SHIRE OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2016**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

**5.1 OPERATING REVENUE (EXCLUDING RATES) - PROGRAM**

**5.1.1 GOVERNANCE**

**5.1.2 GENERAL PURPOSE FUNDING**

**5.1.3 LAW, ORDER AND PUBLIC SAFETY**

**5.1.4 HEALTH**

**5.1.5 EDUCATION AND WELFARE**

**5.1.6 HOUSING**

**5.1.7 COMMUNITY AMENITIES**

**5.1.8 RECREATION AND CULTURE**

**5.1.9 TRANSPORT**

**5.1.10 ECONOMIC SERVICES**

**5.1.11 OTHER PROPERTY AND SERVICES**

**5.2 OPERATING EXPENSES - PROGRAM**

**5.2.1 GOVERNANCE**

**5.2.2 GENERAL PURPOSE FUNDING**

**5.2.3 LAW, ORDER AND PUBLIC SAFETY**

**5.2.4 HEALTH**

**5.2.5 EDUCATION AND WELFARE**

**5.2.6 HOUSING**

**5.2.7 COMMUNITY AMENITIES**

**5.2.8 RECREATION AND CULTURE**

**5.2.9 TRANSPORT**

**5.2.10 ECONOMIC SERVICES**

**5.2.11 OTHER PROPERTY AND SERVICES**

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

**5.3 CAPITAL REVENUE**

**5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS**

**5.3.2 PROCEEDS FROM NEW DEBENTURES**

**5.3.3 PROCEEDS FROM SALE OF INVESTMENT**

**5.3.4 PROCEEDS FROM ADVANCES**

**5.3.5 SELF-SUPPORTING LOAN PRINCIPAL**

**5.3.6 TRANSFER FROM RESERVES (RESTRICTED ASSETS)**

**5.4 CAPITAL EXPENSES**

**5.4.1 LAND HELD FOR RESALE**

**5.4.2 LAND AND BUILDINGS**

**5.4.3 PLANT AND EQUIPMENT**

**5.4.4 TOOLS**

**5.4.5 FURNITURE AND EQUIPMENT**

**5.4.6 INFRASTRUCTURE ASSETS - ROADS**

**5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS**

**5.4.9 INFRASTRUCTURE ASSETS - DRAINAGE**

**5.4.10 INFRASTRUCTURE ASSETS - PARKS AND OVALS**

**5.4.11 INFRASTRUCTURE ASSETS - OTHER**

**5.4.12 PURCHASES OF INVESTMENT**

**5.4.13 REPAYMENT OF DEBENTURES**

**5.4.14 ADVANCES TO COMMUNITY GROUPS**

**5.4.15 TRANSFER TO RESERVES (RESTRICTED ASSETS)**

**5.5 OTHER ITEMS**

**5.5.1 RATE REVENUE**

**5.5.2 OPENING FUNDING SURPLUS(DEFICIT)**



**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 9: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>							
RATES - Reimbursement of Debt Collection Costs (Inc GST)			0		0	(62)	62
RATES - Reimbursement of Debt Collection Costs (Exc GST)		Yes	(18,000)		(18,000)	(128)	(17,872)
GENGRANT - Financial Assistance Grant - General	Grants Commission (Untied)	Yes	(1,689,730)		(1,689,730)	0	(1,689,730)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(561,404)		(561,404)	0	(561,404)
<b>MEMBERS</b>							
MEMBERS - Reimbursements	Reimbursements		0		0	0	0
<b>OTHER GOVERNANCE</b>							
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)		(5,000)	(305)	(4,695)
OTHGOV - Grant Funding - Council		Yes	(91,000)		(91,000)	0	(91,000)
OTHGOV - Grant Funding - Council			0		0	0	0
<b>LAW, ORDER, PUBLIC SAFETY</b>							
FIRE - Reimbursements	FESA (SES)	Yes	(50)		(50)	0	(50)
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(1,730)		(1,730)	0	(1,730)
ESL - Bush Fires Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(13,617)		(13,617)	0	(13,617)
<b>EDUCATION &amp; WELFARE</b>							
HACC - Recurrent Grant Funding	Dept. of Heath & Ageing	Yes	(828,371)		(828,371)	(252,240)	(576,131)
HACC - Contributions & Donations	Dept. of Heath & Ageing	Yes	(1,000)		(1,000)	0	(1,000)
HACC - Other Grants		- Not Available	0		0	0	0
CHCP - Recurrent Grant Funding	Dept. of Heath & Ageing	Yes	(86,505)		(86,505)	(8,842)	(77,663)
CHCP - Reimbursements			0		0	0	0
CHSP - Recurrent Grant Funding		Yes	(207,645)		(207,645)	(51,911)	(155,734)
AGEDSNRS - Reimbursements	Reimbursements	Yes	(500)		(500)	0	(500)
AGEDOTHER - PATS Voucher Income		Yes	(2,000)		(2,000)	0	(2,000)
AGEDOTHER - CATS Contributions & Donations (Inc GST)	Dept. of Veterans Affairs/CATS	Yes	(2,000)		(2,000)	0	(2,000)
	Travel Rebate		0		0	0	0
	Donations		0		0	0	0
AGEOTHER - Commonwealth Carers Respite Fees & Charges	Fees		0		0	0	0

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 9: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
AGEOTHER - Juniper Community Income	Juniper Community Income	Yes	(24,000)		(24,000)	0	(24,000)
AGEDOTHER - Grant Funding			0		0	0	0
WELFARE - Contributions & Donations	Donations		0		0	0	0
WELFARE - Grants	Donations		0		0	0	0
WELFARE - Grants	Donations	Yes	(24,000)		(24,000)	0	(24,000)
<b>COMMUNITY AMENITIES</b>							
SAN - Reimbursements		Yes	(3,000)		(3,000)	0	(3,000)
<b>RECREATION AND CULTURE</b>							
HALLS - Reimbursements	Reimbursements	Yes	(440)		(440)	0	(440)
NRRC - Pool Subsidy	Dept Sport and Recreation	Yes	(30,000)		(30,000)	0	(30,000)
NRRC - Reimbursements	Reimbursements	Yes	(1,000)		(1,000)	0	(1,000)
REC - Grants - Kids Sports	Dept Sport and Recreation		0		0	0	0
REC - Grants - Regional Talent Program	Dept Sport and Recreation		0		0	0	0
REC - Reimbursements - Other Recreation	Reimbursements	Yes	(61,980)		(61,980)	0	(61,980)
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(20,000)		(20,000)	0	(20,000)
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(274,460)		(274,460)	0	(274,460)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)		(500)	0	(500)
LIB - Contributions & Donations		Yes	(5,000)		(5,000)	0	(5,000)
LIB - Contributions & Donations	Reimbursements		0		0	0	0
LIB - Grant - Regional Library Services	State Government		0		0	0	0
LIB - Other Grants			0		0	0	0
HERITAGE - Contributions & Donations			0		0	0	0
OTHCUL - Grants - Other Culture			0		0	0	0
OTHCUL - Grants - Other Culture			0		0	0	0
<b>TRANSPORT</b>							
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(474,014)		(474,014)	0	(474,014)
ROADC - Roads to Recovery Grant	Roads to Recovery	Yes	(626,041)		(626,041)	0	(626,041)
ROADC - Flood Damage Income	Roads to Recovery	Yes	(323,229)		(323,229)	0	(323,229)

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 9: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval (Yes/No)	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
			\$	\$	\$	\$	\$
ROADM - Direct Road Grant (MRWA)	Main Roads WA (Direct/Lights)	Yes	(133,900)		(133,900)	0	(133,900)
ROADM - Street Lighting Subsidy	Main Roads WA (Direct/Lights)	Yes	(5,000)		(5,000)	0	(5,000)
<b>ECONOMIC SERVICES</b>							
TOUR - Reimbursements (Exc GST)	Reimbursements		0		0	(1,000)	1,000
ECONOM - Reimbursements	Reimbursements	Yes	(1,000)		(1,000)	0	(1,000)
<b>OTHER PROPERTY AND SERVICES</b>							
PWO - Other Reimbursements	Reimbursements	Yes	0		0	0	0
POC - Fuel Tax Credits Grant Scheme	Reimbursements	Yes	(40,000)		(40,000)	0	(40,000)
ADMIN - Reimbursements	Reimbursements	Yes	0		0	(307)	307
SAL - Reimbursement - Workers Compensation	Reimbursements	Yes	0		0	(1,624)	1,624
<b>TOTALS</b>			<b>(5,556,116)</b>	<b>0</b>	<b>(5,556,116)</b>	<b>(316,420)</b>	<b>(5,239,696)</b>

**Comments - Grants and Contributions**

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

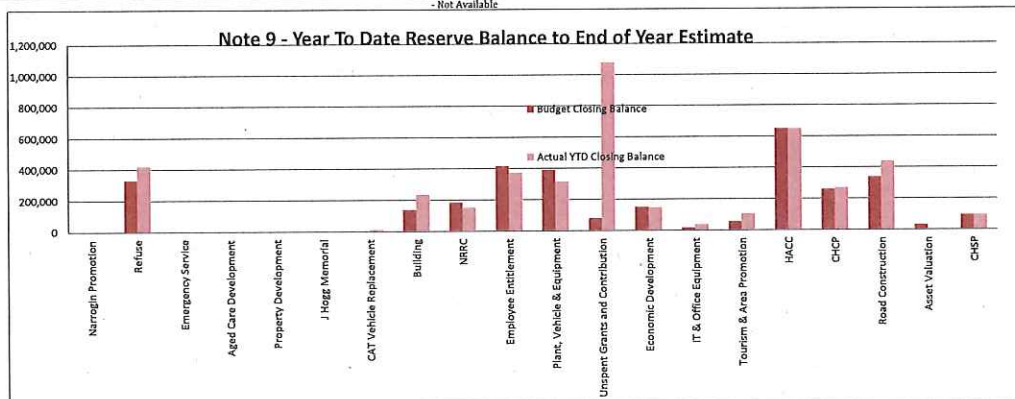


**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 10: Cash Backed Reserve.**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$	\$	\$		\$	\$
Narrogin Promotion	0	0	0	0	0	0	0		0	0
Refuse	420,327	7,336	0	0	0	98,000	0		329,663	420,327
Emergency Service	0	0	0	0	0	0	0		0	0
Aged Care Development	0	0	0	0	0	0	0		0	0
Property Development	0	0	0	0	0	0	0		0	0
J Hogg Memorial	0	0	0	0	0	0	0		0	0
CAT Vehicle Replacement	9,001	157	0	0	0	5,500	0		3,658	9,001
Building	231,855	4,047	0	50,000	0	150,000	0		135,902	231,855
NRRC	147,890	2,581	0	30,000	0	0	0		180,471	147,890
Employee Entitlement	368,990	6,440	0	40,737	0	0	0		416,167	368,990
Plant, Vehicle & Equipment	312,879	5,461	0	70,000	0	0	0		388,340	312,879
Unspent Grants and Contribution	1,075,832	18,777	0	0	0	1,016,155	0		78,454	1,075,832
Economic Development	146,190	2,551	0	0	0	0	0		148,741	146,190
IT & Office Equipment	35,071	612	0	0	0	20,000	0		15,683	35,071
Tourism & Area Promotion	102,638	1,791	0	0	0	50,000	0		54,429	102,638
HACC	648,263	11,314	0	0	0	10,000	0		649,577	648,263
CHCP	268,717	4,690	0	0	0	14,000	0		259,407	268,717
Road Construction	437,336	7,633	0	0	0	107,743	0		337,226	437,336
Asset Valuation	0	0	0	30,000	0	0	0		30,000	0
CHSP	92,250	1,610	0	0	0	0	0		93,860	92,250
	4,297,239	75,000	0	220,737	0	1,471,398	0		3,121,578	4,297,239

- Not Available



**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Actual				Disposals	Current Budget This Year				
Cost	Accum Depr	Proceeds	Profit (Loss)		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$		\$	\$	\$	\$	\$
0	0	0	0	OTHGOV - Proceeds on Disposal of Assets					
0	0	0	0	Proceeds on Disposal - CEO Vehicle	38,000	38,000	0	0.00	0 ttt
				Proceeds on Disposal - DCCS Vehicle	27,500	27,500	0	0.00	0 ttt
0	0	0	0	IIACC - Proceeds on Disposal of Assets					
				Proceeds on Disposal - Toyota Altise 839	10,000	10,000	0	0.00	0 ttt
0	0	0	0	AGEDOTHER - Proceeds on Disposal of Assets					
				Proceeds on Disposal - NGN219 CATS Vehicle	14,000	14,000	0	0.00	0 ttt
0	0	0	0	PLAN - Proceeds on Disposal of Assets					
				Proceeds on Disposal - EMDRS Vehicle	25,000	25,000	0	0.00	0 ttt
0	0	0	0	PLANT - Proceeds on Disposal of Assets					
0	0	0	0	Proceeds on Disposal - ONO EMTRS Vehicle	43,600	43,600	0	0.00	0 ttt
0	0	0	0	Proceeds on Disposal - N001 MO Vehicle	34,545	34,545	0	0.00	0 ttt
0	0	0	0	Proceeds on Disposal - Tipper Ute NGN97	10,000	10,000	0	0.00	0 ttt
				BUILD - Proceeds on Disposal of Assets					
				Proceeds on Disposal - Library Vehicle	15,000	15,000	0	0.00	0 ttt
				- Not Available ECONOM - Proceeds on Disposal of Assets					
				ECONOM - Proceeds on Disposal	350,000	350,000	0	0.00	0 ttt
0	0	0	0	ADMIN - Proceeds on Disposal of Assets					
0	0	0	0	Proceeds of Disposal - 002 NGN MF Vehicle	16,500	16,500	0	0.00	0 ttt
				Proceeds on Disposal - NGN0 MLC Vehicle	14,000	14,000	0	0.00	0 ttt
0	0	0	0	COMMUNITY - Proceeds on Disposal of Assets					
					0	0	0	0.00	0 ttt
0	0	0	0	<b>Totals</b>	<b>598,145</b>	<b>598,145</b>	<b>0</b>	<b>0.00</b>	<b>0</b>

Comments - Capital Disposal

Contributions Information				Summary Acquisitions	Current Budget				
Grants	Reserves	Borrowing	Total		This Year				Variance
\$	\$	\$	\$		Original Budget	Revised Budget	YTD Budget	Actual	(Under)Over
					\$	\$		\$	\$
				<b>Inventories</b>					
0	0	0	0	Land for Resale	0	0	0	0	0 ↑↑↑
0	0	0	0	Land and Buildings	1,940,939	1,940,939	0	149,041	149,041 ▲
				<b>Property, Plant &amp; Equipment</b>					
0	0	0	0	Plant & Equipment	487,000	487,000	0	0	0 ↑↑↑
0	0	0	0	Furniture & Equipment	74,000	74,000	0	0	0 ↑↑↑
				<b>Infrastructure</b>					
0	0	0	0	Roads	2,637,621	2,637,621	6,798	1,077	(5,721) ▼
0	0	0	0	Footpaths	50,000	50,000	0	0	0 ↑↑↑
0	0	0	0	Drainage	65,000	65,000	0	0	0 ↑↑↑
0	0	0	0	Parks & Ovals	0	0	0	0	0 ↑↑↑
0	0	0	0	Townscape	0	0	0	0	0 ↑↑↑
0	0	0	0	Other Infrastructure	975,735	975,735	0	2,745	2,745 ▲
0	0	0	0	<b>Totals</b>	6,230,295	6,230,295	6,798	152,863	146,065

Comments - Capital Acquisitions



Contributions				Land & Buildings	Current Budget				
					This Year				
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$		\$	\$	\$	\$	\$
			0	OTHGOV - Capital Administration Building					
			0	Administration Building (Capital)	311,000	311,000	0	149,041	149,041 ▲
				Building Renovation Administration	405,500	405,500	0	0	0 ↑↑↑
			0	ANIMAL - Building (Capital)					
				Animal Pound Building (Capital)	15,000	15,000	0	0	0 ↑↑↑
			0	WELFARE - Building (Capital)					
				Disability Toilet - Changing Places	96,000	96,000	0	0	0 ↑↑↑
			0	STF HOUSE - Building (Capital)					
				Staff Housing Building (Capital)	20,000	20,000	0	0	0 ↑↑↑
			0	HALLS - Building (Capital)					
				Town Hall (Federal St) Building Capital	72,500	72,500	0	0	0 ↑↑↑
			0	NRRC - Building (Capital)					
				NRRC Building (Capital)	50,000	50,000	0	0	0 ↑↑↑
			0	LIB - Building (Capital)					
				Library Building (Capital)	60,000	60,000	0	0	0 ↑↑↑
			0	HERITAGE - Building (Capital)					
				Museum Building (Capital)	20,000	20,000	0	0	0 ↑↑↑
			0	TOUR - Building (Capital)					
				Caravan Park Campers Kitchen Building Capital	18,000	18,000	0	0	0 ↑↑↑
			0	Accommodation Units (NCP)	350,000	350,000	0	0	0 ↑↑↑
				Caravan Park Renovations	92,939	92,939	0	0	0 ↑↑↑
			0	ECONOM - Building (Capital)					
				Purchase of Land	350,000	350,000	0	0	0 ↑↑↑
			0	ADMIN - Building (Capital)					
				Old Shire Office Building Capital	80,000	80,000	0	0	0 ↑↑↑
0	0	0	0	Totals	1,940,939	1,940,939	0	149,041	149,041

Contributions				Plant & Equipment	Current Budget					
					This Year				Variance (Under)Over	
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual		
\$	\$	\$	\$		\$	\$	\$	\$	\$	
			0	OTHGOV - Capital Plant & Equipment						
			0	1NGN CEO Vehicle	50,000	50,000	0	0	0	↑↑↑
				ONGN DCCS Vehicle	38,000	38,000	0	0	0	↑↑↑
			0	HACC - Plant & Equipment (Capital)						
				NGN839 CHCP Vehicle	24,000	24,000	0	0	0	↑↑↑
			0	AGEDOTHER - Plant & Equipment (Capital)						
				NGN219 CATS Vehicle	24,000	24,000	0	0	0	↑↑↑
			0	PLAN - Plant & Equipment						
				NGN00 EMDRS Vehicle 2016	38,000	38,000	0	0	0	↑↑↑
			0	NRRC - Plant & Equipment (Capital)						
				NRRC Airconditioner	70,000	70,000	0	0	0	↑↑↑
			0	ROADC - Plant & Equipment (Capital)						
				Depot Security Upgrade	15,000	15,000	0	0	0	↑↑↑
			0	PLANT - Plant & Equipment (Capital)						
				Bobcat Stump Grinder	13,000	13,000	0	0	0	↑↑↑
			0	ON0 EMTRS Vehicle 2016	38,000	38,000	0	0	0	↑↑↑
				NO01 MO Vehicle 2016	52,000	52,000	0	0	0	↑↑↑
			0	Tipper Truck 3 Tonne	45,000	45,000	0	0	0	↑↑↑
			0	BUILD - Plant & Equipment						
				Utility Building Surveyor 2016	30,000	30,000	0	0	0	↑↑↑
			0	ADMIN - Plant and Equipment (Capital)						
				002 NGN MF Vehicle 2016	25,000	25,000	0	0	0	↑↑↑
			0	COMMUNITY - Plant & Equipment (Capital)						
				NGN 0 MLC Vehicle 2016	25,000	25,000	0	0	0	↑↑↑
0	0	0	0	Totals	487,000	487,000	0	0	0	

Contributions				Furniture & Equipment	Current Budget				
					This Year				
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	OTHGOV - Capital Furniture & Equipment Corporate Software Upgrade & Server	\$	\$	\$	\$	\$
			0		50,000	50,000	0	0	0 ↑↑↑
			0	CHCP - Furniture & Equipment (Capital) Mobile Works Solution (HACC)	10,000	10,000	0	0	0 ↑↑↑
			0	LIB - Furniture & Equipment (Capital) Library Front Counter	8,000	8,000	0	0	0 ↑↑↑
			0	TOUR - Furniture & Equipment (Capital) Clothes Drier (NCP)	6,000	6,000	0	0	0 ↑↑↑
0	0	0	0	Totals	74,000	74,000	0	0	0



Contributions				Roads	Current Budget				
					This Year				Variance (Under)Over
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	
\$	\$	\$	\$		\$	\$	\$	\$	\$
				ROADC - Roads (Capital) - Council Funded					
			0	Furnival Street - Renewal (Local)	87,356	87,356	6,798	0	(6,798) ▼
			0	Fox Street	25,745	25,745	0	0	0
			0	Havelock Street	39,576	39,576	0	0	0
			0	Hansard Street - Renewal (Local)	31,764	31,764	0	0	0
			0	Lock Street - Renewal (Local)	29,444	29,444	0	0	0
			0	May Street - Renewal (Local)	12,133	12,133	0	0	0
			0	Butler Street - Renewal (Local)	14,675	14,675	0	0	0
			0	Eston Street - Renewal (Local)	9,345	9,345	0	0	0
			0	Narrakine Road - Renewal (Local)	25,227	25,227	0	0	0
			0	Rushy Pool Road - Renewal (R2R)	64,526	64,526	0	0	0
			0	Birdwhistle Road - Renewal (Local)	32,263	32,263	0	0	0
			0	Chomley Road - Renewal (Local)	73,127	73,127	0	0	0
			0	Highbury East Road - Renewal	105,950	105,950	0	0	0
			0	Highbury West Road - Renewal	112,552	112,552	0	0	0
			0	Borgas Road	13,695	13,695	0	0	0
			0	Wangeling Gully Road - Renewal (Local)	35,768	35,768	0	0	0
			0	Graham Road - Renewal (Local)	45,405	45,405	0	0	0
			0	McDougall Road - Renewal (Local)	51,042	51,042	0	0	0
			0	Quarry Road - Renewal (Local)	40,420	40,420	0	0	0
			0	Cannell Road - Renewal (Local)	18,255	18,255	0	0	0
			0		0	0	0	0	0
			0	ROADC - Roads (Capital) - Roads to Recovery					
			0	Fairway Street - Renewal (R2R)	74,349	74,349	0	0	0
			0	Clayton Road - Renewal (R2R)	72,483	72,483	0	0	0
			0	Dongolocking Road - Renewal (R2R)	156,009	156,009	0	0	0
			0	Narrogin Valley Road - Renewal (R2R)	190,529	190,529	0	0	0
			0	Narrakine Road South - Renewal (R2R)	133,990	133,990	0	0	0
			0		0	0	0	0	0
			0	ROADC - Roads (Capital) - Regional Road Group					
			0	Federal Street - Renewal (RRG)	210,885	210,885	0	1,077	1,077 ▲
			0	Tarwonga Road - Renewal (RRG)	178,950	178,950	0	0	0
			0	Narrogin-Harrismith Road - Renewal (RRG)	79,740	79,740	0	0	0
			0	Wandering-Narrogin Road - Renewal (RRG)	241,446	241,446	0	0	0



Contributions				Footpaths	Current Budget				
					This Year				
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	ROADC - Footpaths (Capital)	\$	\$	\$	\$	\$
			0	Mokine St - Footpath Construction	10,000	10,000	0	0	0
			0	Footpaths (Capital) - (SPARE)	40,000	40,000	0	0	0
0	0	0	0	Totals	50,000	50,000	0	0	0

Contributions				Drainage	Current Budget				
					This Year				
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	ROADC - Drainage (Capital)	\$	\$	\$	\$	\$
			0	Drainage Works	50,000	50,000	0	0	0
			0	Drainage - Federal Street	15,000	15,000	0	0	0
0	0	0	0	Totals	65,000	65,000	0	0	0



Contributions				Other Infrastructure	Current Budget				
					This Year				
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$		\$	\$	\$	\$	\$
			0	ANIMAL - Infrastructure Other (Capital) Animal Pound Exercise Area	5,000	5,000	0	0	0
			0	AGEDOTHER - Infrastructure Other (Capital) Aged Disability Access Upgrade	0	0	0	0	0
			0	SAN - Infrastructure Other (Capital) Refuse Site Transfer Station	148,000	148,000	0	0	0
			0	SEW - Infrastructure Other (Capital) Waste Water Treatment Facility	50,000	50,000	0	0	0
			0	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities Cemetery Upgrade	110,000	110,000	0	0	0
			0	HALLS - Infrastructure Other (Capital) Town Hall Outdoor Furniture	0	0	0	0	0
			0	NRRC - Infrastructure Other (Capital) NRRC Infrastructure Other (Capital)	28,000	28,000	0	0	0
			0	REC - Infrastructure Parks & Gardens (Capital) Cricket Practice Nets (Clayton Road Oval)	10,000	10,000	0	0	0
			0	Clayton Road Oval - Replace Fencing	10,000	10,000	0	0	0
			0	REC - Infrastructure Other (Capital) Sydney Hall Way - Playground Equipment	15,000	15,000	0	0	0
			0	Jersey Park - Playground Equipment	45,000	45,000	0	0	0
			0	Yale Park - Playground Equipment	15,000	15,000	0	0	0
			0	Town Clock	10,000	10,000	0	0	0
			0	Railway Dam	10,000	10,000	0	0	0
			0	Skate Park Design and Plan	5,125	5,125	0	0	0
			0	Skate Park Construction	408,460	408,460	0	0	0
			0	Drainage - Highbury Tennis Courts	10,000	10,000	0	0	0
			0	ROADC - Infrastructure Other (Capital) Street Furniture	12,000	12,000	0	18	18 ▲
			0	TOUR - Infrastructure Other (Capital) NCP Infrastructure Upgrade	24,000	24,000	0	0	0
			0	Banner Poles	60,150	60,150	0	2,727	2,727 ▲
0	0	0	0	Totals	975,735	975,735	0	2,745	2,745

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 12: TRUST FUND**

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-16	Amount Received	Amount Paid	Closing Balance 31-Jul-16
	\$	\$	\$	\$
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Councillor Nomination Fees	0	0	0	0
Cultural Development	0	0	0	0
Public Open Space Bonds	72,599	0	0	72,599
Trust Other	500	0	0	500
BSL Levy	0	113	0	113
BCITF Levy	0	0	0	0
Crossover/Footpath	15,250	0	0	15,250
Town Hall Facility Bonds	3,450	0	(275)	3,175
Musical Society	0	0	0	0
Narrogin Abattoir Committee	0	0	0	0
Meat Inspection	0	0	0	0
	91,799	113	(275)	91,637

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 JULY 2016**

**Note 13: INFORMATION ON BORROWINGS**

Debt Repayments	Principal 1-Jul-16	New		Principal		Principal		Interest	
		Loans		Repayments		Outstanding		Repayments	
		2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$	2016-17 Actual \$	2016-17 Budget \$	2016-17 Actual \$
<b>Governance</b>									
Loan 125 - Corporate Software & Server Upgrade	92,381	0	0	45,428	0	46,953	92,381	3,289	(261)
Loan 128 - Administration Building Upgrade	450,000	0	0	39,784	0	410,216	450,000	14,896	(1,025)
<b>Recreation &amp; Culture</b>									
Loan 49 - Narrogin Regional Leisure Centre (*)	9,972	0	0	9,972	0	0	9,972	322	(56)
Loan 121B - Narrogin Regional Leisure Centre	357,441	0	0	43,526	0	313,915	357,441	20,961	(711)
Loan 126 - Town Hall Renovations	207,950	0	0	26,411	0	181,539	207,950	9,126	(680)
<b>Transport</b>									
Loan 51 - Shire Depot (*)	67,621	0	0	32,617	0	35,004	67,621	4,767	(311)
<b>Economic Services</b>									
Loan 124 - Commercial Property	40,341	0	0	13,854	0	26,487	40,341	14,863	(6)
Loan 127 - Industrial Land Purchase	150,543	0	0	9,718	0	140,825	150,543	7,627	(92)
Loan 129 - Accommodation Units	0	350,000	0	0	0	350,000	0	0	0
	1,376,249	350,000	0	221,310	0	1,504,939	1,376,249	75,851	(3,142)

- Not Available

(\*) Loan was transferred to the Shire on 1 July 2016 as a result of the merger.

(SS) Self supporting loan financed by payments from third parties.

(SAR) Self Supporting Loan where financed by combination of Specified Area Rate and payment from third parties.

All other loan repayments are to be financed by general purpose revenue.



## 10.2 CORPORATE AND COMMUNITY SERVICES

### 10.2.099 LIST OF ACCOUNTS FOR ENDORSEMENT – JULY 2016

**File Reference:** 12.1.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** July 2016  
**Author:** Toni Reitmajer, Finance Officer Rates

#### Attachments

- List of Accounts for Endorsement – July 2016

#### Summary

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

#### Background

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

#### Comment

The attached "List of Accounts for Endorsement – July 2016" is presented to Council for endorsement. Below is a summary of activity.

Total Creditor Payments July 2016	\$914,003.94
Total Payroll Payments July 2016	\$237,925.63
Total Payments July 2016	\$1,151,929.57
Percentage paid by EFT July 2016	79%
Percentage paid by Cheque July 2016	1%
Percentage paid by Payroll July 2016	20%
Percentage of Local Suppliers & Wages paid July 2016	43%
Dollar Value spent with Local Suppliers July 2016	\$251,220.24
Percentage of Non-Local Suppliers July 2016	57%

Please note 'F' is fully funded, 'PF' is partially funded, 'R' is reimbursements and 'I' is insurance claims

#### Consultation

Rhona Hawkins, Manager of Finance

**Statutory Environment**

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

**Policy Implications**

Nil

**Financial Implications**

All expenditure has been approved via adoption of the 2016/17 Annual Budget, or resulting from a Council Motion for a budget amendment.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**COUNCIL RESOLUTION 0814.025 AND OFFICER'S RECOMMENDATION**

**Moved: Commissioner Leigh Ballard**

**Seconded: Commissioner Geoff Ballard**

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement for the month of July 2016 for the Municipal Fund totalling \$914,003.94.

**CARRIED 3/0**

### List of Accounts for Endorsement July 2016

No	Chq/EFT	Date	Name	Description	Amount	Type	Funding
1	EFT5873	07/07/2016	Coles Supermarket	COLES ACCOUNTS Various Department June 2016	-2584.36	L	PF
2	EFT5874	07/07/2016	Great Southern Fuels	Monthly Fuel Account Various Department June 2016	-6323.07	L	PF
3	EFT5875	07/07/2016	Narrogin Fruit Market	OTHGOV REFRESHMENT Milk 13/06/16	-7.95	L	
4	EFT5876	07/07/2016	Courier Australia	FREIGHT Various Department 24/06/16	-80.43		
5	EFT5877	07/07/2016	South West Print Group	ADMIN PRINTING Window Faced Envelopes	-727.00		
6	EFT5878	07/07/2016	Knightline Computers	OTHGOV MERGER Supply and Install Replacement Computers and Upgrade Works Foreman Computer	-9315.90	L	F
7	EFT5879	07/07/2016	MAKIT Narrogin Hardware	HARDWARE Various Department 01/06/16	-205.60	L	
8	EFT5880	07/07/2016	Hancocks Home Hardware	RAILWAY INSTITUTE HALL MAINTENANCE New Keys for Tennant x 4	-17.40	L	
9	EFT5881	07/07/2016	Frank Weston & Co	NGN6121 Twin Drum Turf Roller (WORKS) (P16) Steel for Roller Repairs	-265.99	L	
10	EFT5882	07/07/2016	Landgate	RATES VALUATION Expenses GRV and FESA 23/04/16 - 03/06/16	-168.80		
11	EFT5883	07/07/2016	Parry's Pty Ltd	WORKS UNIFORMS 20x Jackets Five In One	-2006.00	L	F
12	EFT5884	07/07/2016	Colin John Bastow	REIMBURSEMENT DCCS ELECTRICITY Apr - May 2016	-278.70	L	R
13	EFT5885	07/07/2016	Narrogin Newsagency	VARIOUS DEPARTMENTS NEWSPAPERS June 2016	-449.31	L	PF
14	EFT5886	07/07/2016	IT Vision	ADMIN, FIRE and ANIMAL TRAINING SynergySoft Infringements Module and Allowances for C. Kedgley	-4336.07		
15	EFT5887	07/07/2016	Narrogin Liquor Store	OTHGOV MERGER Refreshments 1/07/16	-600.87	L	F
16	EFT5888	07/07/2016	Ixom Operations Pty Ltd	WWTP FREIGHT CHLORINE 920Kg Service Fee 01/06/16 - 30/06/16	-337.26		
17	EFT5889	07/07/2016	Great Southern Waste Disposal	REFUSE COLLECTION June 2016	-46399.74	L	
18	EFT5890	07/07/2016	T-Quip	NGN11845 Toro JD Mower (P45) Mower Blades	-557.95		
19	EFT5891	07/07/2016	Signs Plus	OTHGOV MERGER Admin and Volunteers New Shire Name Badges and Freight	-250.00		F
20	EFT5892	07/07/2016	W.A. Police Strategic Prevention Unit	NHC STAFF Volunteer Police Checks M. Slavin	-14.80		F
21	EFT5893	07/07/2016	Market Creations Pty Ltd	OTHGOV MERGER Website Development (Re-Skin)	-6602.37		F
22	EFT5894	07/07/2016	Environmental Health Australia (New South Wales) Incorporated	HEALTH SUBSCRIPTION I'm Alert Online Food Safety Training - Renewal 2016 -2017	-330.00		
23	EFT5895	07/07/2016	Narrogin Amateur Swimming Club	SOUTHERN WHEATBELT REGIONAL TALENT DEVELOPMENT Pilot Funding Bronze Coaching Course and Competitive Strokes	-1260.00	L	F
24	EFT5896	07/07/2016	YMCA of Perth Inc.	NRIC YMCA Subsidy for June 2016	-23118.06		
25	EFT5897	07/07/2016	Maggie Signs & Decals	OTHGOV MERGER SIGNS and Decals Stickers for Signs Around Narrogin	-1195.00		F
26	EFT5898	07/07/2016	AMPAC Debt Recovery Pty Ltd	RATES REIMBURSEMENT DEBT COLLECTION Ampac Expenses June 2016	-1235.21		R



No	Chq/EFT	Date	Name	Description	Amount	Type	Funding
27	EFT5899	07/07/2016	YMCA Perth - Narrogin Leisure Centre	REC OFFICER Hire, Clean and Set Up Fee of JHCC for Sports Trainers Course on 25/06/16 and 3/07/16	-1360.00	L	F
28	EFT5900	07/07/2016	Conway Highbury Pty Ltd	OTHGOV MERGER Consultancy Service and Travel Allowance May 2016	-37882.05		F
29	EFT5901	07/07/2016	Sheridan's 1913 Pty Ltd atf Sheridan Group Trust	TOUR PROMOTION Narrogin European Immigrant Project	-3058.00		PF
30	EFT5902	07/07/2016	AFI Branding Solutions Pty Ltd	TOUR PROMOTION NAIDOC Teardrop Custom Print on Trilobal Premium and Flagtrax Bottom and Top Clip	-704.70		
31	EFT5903	07/07/2016	Forte Airport Management	AIRPORT GROUND MAINTENANCE Consultant for low Level Landing Assistance	-3762.00		
32	EFT5904	15/07/2016	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-882.04		R
33	EFT5905	20/07/2016	Best Office Systems	ADMIN MAINTENANCE Printer Cartridges SP3400	-1926.00		
34	EFT5906	20/07/2016	Narrogin Fruit Market	OTHGOV REFRESHMENTS TOWNSCAPE Meeting 30/06/16	-88.05	L	
35	EFT5907	20/07/2016	Total Undercar	NGN839 Nissan Altima ST (NHC) (P44) Purchase New Tyre	-229.00	L	F
36	EFT5908	20/07/2016	Narrogin Auto Electrics	NGN802 Mitsubishi Triton Ute (Gardener) (P17) Supply Battery and Trailer Plug	-297.62	L	
37	EFT5909	20/07/2016	Ingrey's	NGN839 Nissan Altima ST (NHC) (P44) 6 Month Service	-244.35	L	F
38	EFT5910	20/07/2016	Parry's Pty Ltd	NHC UNIFORM for W. Gill	-291.55	L	F
39	EFT5911	20/07/2016	Narrogin Earthmoving & Concrete Pty Ltd Aft The McNab Family Trust	DRAINAGE MAINTENANCE FEDERAL ST Lowering Box Culvert	-5940.00		
40	EFT5912	20/07/2016	WALGA	MEMBERS and ADMIN WALGA Memberships and Subscriptions	-26576.75		
41	EFT5913	20/07/2016	Narrogin Meals On Wheels	NHC MOW x 327 June 2016	-568.98	L	F
42	EFT5914	20/07/2016	Geoff Perkins Farm Machinery Centre	NGN6121 Twin Drum Turf Roller (WORKS) (P16) Supply Tensile bolts, Penny & Spring Washers Parts	-91.23	L	
43	EFT5915	20/07/2016	IT Vision	ADMIN IT Renew SynergySoft and Universe Annual License Fees 01/07/16 - 30/06/17	-45310.54		
44	EFT5916	20/07/2016	Narrogin Betta Home Living	ADMIN IT Wireless Keyboard & Mouse	-179.94	L	
45	EFT5917	20/07/2016	RJ Smith Engineering	OTHGOV STRUCTURAL REFORM Entry Statement Letters on Gates	-550.00	L	F
46	EFT5918	20/07/2016	Octave Holdings Pty Ltd T/as Narrogin Toyota	NHC Balance out reversal of Duplicated payment - Blower BG56	-49.95	L	F
47	EFT5919	20/07/2016	Commandacom.	ADMIN IT UPGRADE Office Telephone Software	-13475.00		
48	EFT5920	20/07/2016	Radiowest Broadcasters Pty Ltd	OTHGOV INDIGENOUS CULTURAL EVENT NAIDOC Week Radio Advertising	-211.12		
49	EFT5921	20/07/2016	New Security Installations Pty Ltd	LIBRARY BUILDING UPGRADE Relocation of Security System	-781.55		
50	EFT5922	20/07/2016	Zipform	TIP MAINTENANCE Printing of General and Green Waste Passes 3500 each	-2242.68		
51	EFT5923	20/07/2016	Bob Waddell	OTHGOV MERGER Assistance with System Configuration	-396.00		F
52	EFT5924	20/07/2016	Melchiorre Plumbing & Gas	SMITH ST TOILETS (Coles Carpark) MAINTENANCE Fix 2 broken Pipes from Hand Basins	-149.60	L	
53	EFT5925	20/07/2016	Belvedere Nursery	STREET TREES MAINTENANCE Tree Tie Cables	-50.00	L	

No	Chq/EFT	Date	Name	Description	Amount	Type	Funding
54	EFT5926	20/07/2016	Central Country Zone WALGA	MEMBERS SUBSCRIPTIONS Central Country Zone 2016/2017	-4158.00		
55	EFT5927	20/07/2016	West Australian Newspapers Limited	OTHCU INDIGENOUS CULTURAL EVENTS NAIDOC Advertising NO 30/06/16	-160.00		
56	EFT5928	20/07/2016	Narrogin Pumps Solar And Spraying	NO4234 Honda ATV (WORKS) (P20) Weed Spraying Maintenance	-361.52	L	
57	EFT5929	20/07/2016	Fortune French Hot Bread	OTHGOV MERGER Catering 1/07/2016	-192.00	L	F
58	EFT5930	20/07/2016	Narrogin AUSKICK	NRLC KIDSPORT VOUCHERS x 11	-660.00	L	F
59	EFT5931	20/07/2016	Ashley Paul Nardini	OTHCU NAIDOC Week Event, Stage, Sound Hire and MC	-1600.00	L	
60	EFT5932	20/07/2016	It Vision User Group Inc.	ADMIN SUBSCRIPTION Annual Membership User Group 2016/17	-715.00		
61	EFT5933	20/07/2016	Ross Story	OTHGOV NAIDOC Week Entertainment and Performance	-480.00	L	F
62	EFT5934	20/07/2016	Griffin Valuation Advisory	OTHGOV OTHER CONSULTANCY FAIR VALUE Town and Shire of Narrogin Land and Buildings	-22550.00		
63	EFT5935	20/07/2016	AFI Branding Solutions Pty Ltd	BANNERS POLES Material and Freight	-10275.28		
64	EFT5936	20/07/2016	Carmel Holdings Pty Ltd T/as Allstamps	ADMIN STATIONERY WAPC/TON Stamp	-56.55		
65	EFT5937	20/07/2016	Promotions Only	OOPS LEMC MATERIALS Key Rings with Lights	-519.75		
66	EFT5938	20/07/2016	Great Southern Electrical Services	LIBRARY BUILDING ELECTRICAL UPGRADE Install LED Lighting	-12717.57		
67	EFT5939	20/07/2016	ASB Marketing	UNIFORM ORDER Various Department as per Attached Spreadsheet	-5651.76		
68	EFT5940	20/07/2016	RAMM Software Pty Ltd	WORKS IT Annual Support and Maintenance Fee and Rental of Roads Software Program 1/07/16 - 30/06/17	-8787.25		
69	EFT5941	20/07/2016	Water2Water	ADMIN OFFICE BUILDING MAINTENANCE Supply Billi High Silt Density Fibredyne Filter and Under Sink Chiller	-2157.70		
70	EFT5942	20/07/2016	Murrel Bolton	OTHCU INDIGENOUS CULTURAL EVENTS NAIDOC 2016 Services	-100.00	L	
71	EFT5943	20/07/2016	Harry Narkle	OTHCU INDIGENOUS CULTURAL EVENTS NAIDOC 2016 Services x 2	-200.00	L	
72	EFT5944	20/07/2016	Bradford Maintenance	OTHCU INDIGENOUS CULTURAL EVENTS NAIDOC 2016 Entertainment Services to Community Event	-250.00	L	
73	EFT5945	26/07/2016	Best Office Systems	ADMIN PRINTING Cartridge for Depot	-229.00	L	
74	EFT5946	26/07/2016	Ray White Narrogin	EMDRS STAFF HOUSING RENTAL 46 Doney Street 27/07/16 - 23/08/16	-1200.00	L	
75	EFT5947	26/07/2016	Australia Post	ADMIN and LIBRARY POSTAGE June 2016	-607.55	L	
76	EFT5948	26/07/2016	Courier Australia	LIBRARY, ADMIN and OTHGOV FREIGHTS	-183.18		
77	EFT5949	26/07/2016	Narrogin Auto Electrics	NGN11555 Renault Kangoo (NHC) (P15) Repair Wiring to Winch	-64.10	L	F
78	EFT5950	26/07/2016	MAKIT Narrogin Hardware	NRLC EXPENSE Supply 1 Master Key 6437	-36.00	L	
79	EFT5951	26/07/2016	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	ROAD MAINTENANCE Supply 2 Parking Signs with Wording	-36.30		



No	Chq/EFT	Date	Name	Description	Amount	Type	Funding
80	EFT5952	26/07/2016	Anderson, Munro & Wyllie	OTHGOV AUDIT Road to Recovery Completion Shire of Narrogin (OLD) Year Ending June 2016	-2420.00		
81	EFT5953	26/07/2016	Aaron Joseph Cook	REIMBURSE CEO Contractual Expenses Rent July 2016	-2836.74	L	R
82	EFT5954	26/07/2016	Narrogin Newsagency	NHC NEWSPAPERS June 2016	-24.60	L	F
83	EFT5955	26/07/2016	Thing-A-Me-Bobs	OTHGOV REFRESHMENTS Take away Container	-16.47	L	
84	EFT5956	26/07/2016	Narrogin Betta Home Living	ADMIN OFFICE EXPENSES Electrical Power board and Extension Cord	-153.90	L	
85	EFT5957	26/07/2016	P & F Kulker Building Contractors	ADMINISTRATION BUILDING UPGRADE Extension Tender Contract Claim # 2	-163945.50	L	
86	EFT5958	26/07/2016	Octave Holdings Pty Ltd T/as Narrogin Toyota	1NGN Kluger AWD (CEO) (P1) Carry Out 20,000km Service	-271.81	L	
87	EFT5959	26/07/2016	Commandacom.	OTHGOV MERGER ADMIN Purchase Digital Phone, Update Recording After Hours Messages and Labour	-2321.00		F
88	EFT5960	26/07/2016	LGIS Workcare	LGIS PROPERTY PROTECTION 2016 - 2017	-163665.97		I
89	EFT5961	26/07/2016	Bob Waddell	OTHGOV MERGER Consulting Assistance with System Configuration	-2904.00		F
90	EFT5962	26/07/2016	Australasian Performing Right Association Ltd	NHC APRA LICENSE 01/08/2016 - 31/07/2017	-205.43		F
91	EFT5963	26/07/2016	A & A Corasaniti Building Contractors Pty Ltd	CLAYTON ROAD OVAL MAINTENANCE Remove Concrete and Dispose of Rubbish	-572.00	L	
92	EFT5964	26/07/2016	Melchiorre Plumbing & Gas	TOWN HALL BUILDING MAINTENANCE ARTSPACE Install Kitchen Hot Water System	-1387.09	L	
93	EFT5965	26/07/2016	LGIS Insurance Broking	INSURANCE MOTOR VEHICLE 2016 - 2017	-100824.33		I
94	EFT5966	26/07/2016	The Perth Mint	OTHGOV FUNCTION Ceremony Gift Commemorative Coin and Freight	-117.21		
95	EFT5967	26/07/2016	Maggie Signs & Decals	OTHGOV MERGER Vehicle Stickers and Magnets	-2927.50		F
96	EFT5968	26/07/2016	Quick Corporate	ADMIN STATIONERY Various	-654.23		F
97	EFT5969	26/07/2016	Girl Guides WA Inc.	NRLC KIDSPORT VOUCHERS 08/07/16	-150.00	L	F
98	EFT5970	26/07/2016	Allmark	SIGN & TRAFFIC PLAQUE for Wanerie Road Memorial	-407.00		
99	EFT5971	26/07/2016	State Law Publisher	OTHGOV Structural Reform (Merger) Publication of Firebreaks Notice	-422.24		F
100	EFT5972	26/07/2016	The Honda Shop	NO4234 Honda ATV (WORKS) (P20) Supply Brake Shoe Set	-88.76		
101	EFT5973	26/07/2016	Inkosi Design	NCP UPGRADE Electrical Design	-4158.00		
102	EFT5974	26/07/2016	Central Regional TAFE	NHC TRAINING Work Effectively in Community Sector and Deliver Care Services Workshop M Gill	-586.07		F
103	EFT5975	26/07/2016	OSGGroup Pty Ltd	COMMUNITY TRAINING Fitness to Work S. Guy	-963.05		
104	EFT5976	26/07/2016	Wagin Football Club	REGIONAL TALENT PROGRAM Pilot Funding Round	-455.00		F
105	EFT5977	26/07/2016	Hi-Tech Ag Solution Pty Ltd	WORKS TRAINING Soil Workshop for P. Lindley & G. Pedlar	-300.00		
106	EFT5978	26/07/2016	The Quirky Cake Queen	OTHGOV MERGER CATERING 1/7/2016	-250.00	L	F
107	EFT5979	26/07/2016	P & F Kulker T/as Narrogin Skip Bin Service	DEPOT SKIP BIN Removal, Hire and Refuse Fees	-177.00		F



No	Chq/EFT	Date	Name	Description	Amount	Type	Funding
108	EFT5980	26/07/2016	Benjamin Hasler	OTHCUL INDIGENOUS CULTURAL EVENTS NAIDOC 2016 Performance Fee	-500.00		
109	EFT5981	28/07/2016	Department of Human Services	Payroll deductions	-994.91		
110	EFT5982	28/07/2016	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-882.04		R
111	EFT5983	28/07/2016	LGRCEU (Local Government Racing and Cemeteries Employees Union)	Payroll deductions	-41.00		
112	EFT5984	28/07/2016	Australian Services Union Western Australian Branch	Payroll deductions	-51.60		
113	EFT5985	28/07/2016	Narrogin Congregation of Jehovah's Witness	REFUND OF BOND JAN - APR 2016	-275.00	L	R
114	DD1636.1	20/07/2016	Origin Energy Retail Limited	NRLC LPG Bulk Supply 12/07/16	-6054.25		
115	DD1636.2	20/07/2016	Synergy	STREET LIGHT ELECTRICITY May - June 2016	-10027.35		
116	DD1636.3	20/07/2016	Water Corporation	TOWN HALL WATER CORPORATION July 2016	-190.74		
117	DD1643.1	22/07/2016	Origin Energy Retail Limited	NRLC LPG Bulk Supply 15/07/16	-5216.50		
118	DD1645.1	25/07/2016	Australian Taxation Office	BAS and FBT June 2016	-37208.55		
119	DD1651.1	11/07/2016	AustralianSuper	Superannuation contributions	-360.46		
120	DD1651.2	11/07/2016	MLC Nominees	Payroll deductions	-278.77		
121	DD1651.3	11/07/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-318.33		
122	DD1651.4	11/07/2016	Sunsuper	Superannuation contributions	-242.98		
123	DD1651.5	11/07/2016	MLC Master Key	Superannuation contributions	-186.35		
124	DD1651.6	11/07/2016	Care Super	Superannuation contributions	-136.16		
125	DD1651.7	11/07/2016	Colonial First State	Superannuation contributions	-200.96		
126	DD1651.8	11/07/2016	Media Super	Superannuation contributions	-166.25		
127	DD1651.9	11/07/2016	Host Plus	Payroll deductions	-142.45		
128	DD1652.1	25/07/2016	AustralianSuper	Superannuation contributions	-820.50		
129	DD1652.2	25/07/2016	BT Super For Life	Superannuation contributions	-394.96		
130	DD1652.3	25/07/2016	MLC Nominees	Payroll deductions	-278.77		
131	DD1652.4	25/07/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-389.63		
132	DD1652.5	25/07/2016	Sunsuper	Superannuation contributions	-242.98		
133	DD1652.6	25/07/2016	MLC Master Key	Superannuation contributions	-242.27		
134	DD1652.7	25/07/2016	Care Super	Superannuation contributions	-138.37		
135	DD1652.8	25/07/2016	ANZ Super Advantage	Superannuation contributions	-46.82		
136	DD1652.9	25/07/2016	Colonial First State	Superannuation contributions	-200.96		
137	DD1666.1	29/07/2016	Synergy	NRLC ELECTRICITY June - July 2016	-17898.55		
138	DD1666.2	29/07/2016	Origin Energy Retail Limited	NRLC LPG Bulk Supply 15/06/16	-10099.90		
139	DD1670.1	01/07/2016	Water Corporation	FORMER SHIRE STANDPIPE Water Usage Read Road June 2016	-460.26		
140	DD1670.2	01/07/2016	Synergy	FORMER SHIRE STREET LIGHTS 250516 - 240616	-336.60		
141	DD1670.3	01/07/2016	Telstra	FORMER SHIRE TELEPHONE June 2016	-8.77		
142	DD1674.1	01/07/2016	Australian Taxation Office	FORMER SHIRE BAS June 2016	-664.00		
143	DD1651.10	11/07/2016	Rest Superannuation	Superannuation contributions	-182.96		
144	DD1651.11	11/07/2016	BT Super For Life	Superannuation contributions	-178.77		
145	DD1651.12	11/07/2016	WA Local Government Super Plan	Payroll deductions	-11538.23		

No	Chq/EFT	Date	Name	Description	Amount	Type	Funding
146	DD1651.13	11/07/2016	Qsuper	Superannuation contributions	-181.73		
147	DD1651.14	11/07/2016	AMP Life Limited	Superannuation contributions	-182.69		
148	DD1651.15	11/07/2016	Statewide Superannuation Trust	Superannuation contributions	-243.45		
149	DD1651.16	11/07/2016	Prime Super	Superannuation contributions	-127.02		
150	DD1651.17	11/07/2016	Australian Ethical Superannuation	Superannuation contributions	-1312.10		
151	DD1651.18	11/07/2016	St Andrews Retirement Plan	Superannuation contributions	-69.23		
152	DD1651.19	11/07/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11		
153	DD1651.20	11/07/2016	Colonial First State Investments	Superannuation contributions	-70.23		
154	DD1651.21	11/07/2016	Concept One Superannuation Plan	Superannuation contributions	-196.52		
155	DD1651.22	11/07/2016	Hesta Superannuation	Superannuation contributions	-106.12		
156	DD1651.23	11/07/2016	Commonwealth Bank	Superannuation contributions	-272.49		
157	DD1652.10	25/07/2016	Media Super	Superannuation contributions	-166.25		
158	DD1652.11	25/07/2016	Host Plus	Payroll deductions	-140.54		
159	DD1652.12	25/07/2016	WA Local Government Super Plan	Payroll deductions	-15000.61		
160	DD1652.13	25/07/2016	Rest Superannuation	Superannuation contributions	-208.00		
161	DD1652.14	25/07/2016	Qsuper	Superannuation contributions	-181.73		
162	DD1652.15	25/07/2016	AMP Life Limited	Superannuation contributions	-488.48		
163	DD1652.16	25/07/2016	Statewide Superannuation Trust	Superannuation contributions	-261.68		
164	DD1652.17	25/07/2016	Prime Super	Superannuation contributions	-178.77		
165	DD1652.18	25/07/2016	Australian Ethical Superannuation	Superannuation contributions	-1312.10		
166	DD1652.19	25/07/2016	St Andrews Retirement Plan	Superannuation contributions	-57.25		
167	DD1652.20	25/07/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11		
168	DD1652.21	25/07/2016	Colonial First State Investments	Superannuation contributions	-76.73		
169	DD1652.22	25/07/2016	Concept One Superannuation Plan	Superannuation contributions	-196.52		
170	DD1652.23	25/07/2016	Hesta Superannuation	Superannuation contributions	-123.29		
171	DD1652.24	25/07/2016	Commonwealth Bank	Superannuation contributions	-272.49		
172	45366	07/07/2016	Town of Narrogin - Petty Cash-Admin	NHC PETTY CASH June 2016	-253.85	L	F
173	45367	07/07/2016	Narrogin Squash Club	SOUTHERN WHEATBELT REGIONAL TALENT DEVELOPMENT Pilot Funding Round for Michaela Pratt	-968.00	L	F
174	45369	26/07/2016	Town of Narrogin - Petty Cash-Admin	VARIOUS ITEMS - petty cash	-269.95	L	
					-914003.94		

<b>Pay date</b>		<b>Nett Paid</b>	<b>Cheque Total</b>	\$1,491.80	1%
11/07/2016		\$112,444.47	<b>EFT Total</b>	\$912,512.14	79%
25/07/2016		\$125,481.16	<b>Payroll Total</b>	\$ 237,925.63	20%
<b>Total</b>		<u>\$237,925.63</u>	<b>Total</b>	<u>\$1,151,929.57</u>	
<b>PF</b>	<b>Partially Funded</b>		<b>Local Suppliers</b>	\$251,220.24	22%
<b>R</b>	<b>Reimbursement</b>		<b>Employees</b>	\$ 237,925.63	21%
<b>I</b>	<b>Insurance</b>				
<b>PRB</b>	<b>Partially Reimbursement</b>				
<b>L</b>	<b>Local Supplier</b>				
<b>F</b>	<b>Funded</b>				



## **10.2.101 WESTPAC BANK LEASE**

**File Reference:** 5.6.7  
**Disclosure of Interest:** Nil  
**Applicant:** Westpac Bank  
**Previous Item Nos:** Nil  
**Date:** 18 August 2016.  
**Author:** Colin Bastow, Director Corporate & Community Service

### **Attachments**

- Proposed Westpac Bank Lease Terms and Conditions (from Westpac Bank).

### **Summary**

Council is to consider approving a new lease agreement with the Westpac Bank.

### **Background**

The Shire had built the Westpac Bank building many years ago to encourage the economic activity in Narrogin. The Shire has renewed the lease agreement on a number of occasions since the construction of the building and the current lease is due to expire by October 2016.

The Shire had received an independent market value for both the sale and annual rental of the building.

### **Comment**

The Shire has attempted to negotiate an initial annual rental of \$45,350 (Ex GST). However the Westpac Bank have commented that their valuation of the property is only \$44,244.12 (Ex GST).

In a sign of good faith the Shire has provided the Westpac Bank with its valuation report, unfortunately the Westpac Bank has not been willing to do the same.

Westpac Bank has proposed a 5 year lease with two additional option of 5 years each. Therefore the proposed term of this lease is for a maximum period of 15 years. All other terms and conditions appear reasonable.

To ensure the lease agreement can progress in a timely manner it would be prudent for council to authorise the CEO to further negotiate and approve the document, once it is considered to be satisfactory to the Shire.

### **Consultation**

- Aaron Cook, CEO
- Richard Graham, LMW Hegney (Independent Valuer)
- Shannon Slunjski, Westpac Bank

**Statutory Environment**

*Local Government Act 1995 s.3.58 and Local Government (Function and General) Regulations 1996 reg.30*

**Policy Implications**

Nil.

**Financial Implications**

The initial offer of annual rent is \$44,244.12 (Ex GST) from Westpac Bank.

The Shire has received an independent valuation of the Westpac Bank building of \$45,350 (Ex GST).

The *Local Government Act 1995* will require the Shire to advertise this lease as the deemed disposal (lease) was not obtained via public auction or public tender.

**Strategic Implications**

Nil.

**Voting Requirements**

Simple Majority.

<b>OFFICER'S RECOMMENDATION</b>
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That Council:

1. Authorise the CEO to negotiate a lease agreement with the Westpac Bank or their representatives.
2. Approved the CEO and Independent Chair Commissioner to sign and affix the common seal on the lease agreement and undertake the require advertising, if in the CEO opinion, the lease agreement is satisfactory to the interests of the Shire.

<b>COUNCIL RESOLUTION 0814.027</b>
------------------------------------

**Moved: Commissioner Leigh Ballard    Seconded: Cr Commissioner Geoff Ballard**

That Council:

1. Authorise the CEO to offer Westpac lease renewal at \$45,350 (ex GST) with the offer being valid for a period of 30 days from date of Council decision with Insurance conditions adjusted.
2. Approved the CEO and Independent Chair Commissioner to sign and affix the common seal on the lease agreement and undertake the require advertising, if in the CEO opinion, the lease agreement is satisfactory to the interests of the Shire.

**CARRIED 3/0**

The reason for change to the officer's recommendation was for Council to offer a firm rate of renewal as per the valuation of the property and protect the interests of the Shire's rate payers by ensuring the commercial rental that has been identified by an independent valuer is paid.



## Westpac Banking Corporation

### Lease Proposal Lease Renewal Retail Branch

27 July 2016  
Annexure 13b

This document details the proposed terms for a lease. It must not be construed as binding on the Tenant as it simply reflects the status of negotiations between the parties. A binding contractual agreement will not be formed until such time as Westpac's Management's approval has been granted and a Lease has been executed in a form acceptable to the Tenant.

1.	Tenant	Westpac Banking Corporation ACN 007 457 141 Level 9, 275 Kent Street, Sydney NSW 2000
2.	Landlord	Town of Narrogin 89 Earl Street Narrogin, WA Attention: Tabitha & Colin enquiries@narrogin.wa.gov.au
3.	Premises  Car Parking	38 Fortune Street Narrogin, WA  Premises includes any and all car spaces located on the land at no additional cost
4.	Trading Name	Westpac  The Tenant reserves the right to rebrand to any related entity during the lease term without the Landlord's consent.
5.	Permitted Use	Any use permitted by law
6.	Net Lettable Area	Ground - 248.67sqm <b>Total: 248.67sqm approximately, subject to survey</b>  The Landlord is to provide a survey plan at its cost. If the Landlord does not provide a survey, the Tenant will do so at the Landlord's cost.  Upon completion of a survey of the Premises, should the area prove to be larger than that specified above then no additional rent will be payable. However should the area prove to be smaller than that specified above then the rent will be reduced pro rata on a per sqm basis
7.	Rent Free Period &  Rent Commencement Date	Nil  27 <sup>th</sup> October 2016
8.	Lease Commencement Date	27 <sup>th</sup> October 2016
9.	Lease Term	Five (5) years

10.	Lease Options	2 x 5 years
11.	Lease Format	The Tenant and Landlord will enter into a Lease prepared by the Tenant's solicitor which will be in the standard form as attached and will only be amended as necessary to reflect the commercial terms in this Lease Proposal
12.	Annual Base Rent	\$44,244.12 p.a. year 1, excluding GST  Rent will be paid by EFT only.
13.	Market Rent Reviews	Should the Tenant exercise its option in Item 10 then there will be a market rent review with any increase capped at 5%.
14.	Operating Expenses  Other monies payable	Operating Expenses are limited to the following costs in relation to the Premises, the Building or the Land:  a. council and water rates and other charges payable to any Authority in respect of the Land; and  Separately assessed utilities to the Premises
15.	Rent Reviews	2.5% fixed reviews per annum on each anniversary of the Lease Commencement Date.
16.	Percentage Rent & Turnover Figures	Not applicable. In addition, the Tenant will not provide details of its turnover or sales.
17.	Promotional Fund Contribution	Not applicable
18.	Directors / Personal Guarantees	Not applicable whilst Westpac Banking Corporation or a related entity is the Tenant
19.	Capital Contribution	Not Applicable
20.	Capital Contribution Payment	Not Applicable
21.	Insurance	The Tenant's global insurance policy will apply. There will be no requirement for the Tenant to provide copies of policy documents or to note the interest of any party (other than the Landlord, and then only as a class) on the insurance.  The Landlord must hold policies of insurance for: <ul style="list-style-type: none"> <li>• the building for its full replacement value;</li> <li>• public liability insurance for at least \$20,000,000.00</li> </ul>
22.	Tenant's Works	Nil. However the Tenant may elect to perform refurbishment works which will be at its discretion throughout the term of the Lease, including the scope and timing
23.	Tenant's Trading Hours	As per the Tenant's standard banking hours.  The Tenant reserves the right to alter its trading hours at its sole discretion

24.	Access to Premises	The Tenant requires 24 hour, 7 day a week access to the Premises
25.	Demolition Clause	The Lease will not contain a demolition clause
26.	Relocation Clause	The Lease will not contain a relocation clause
27.	Legal Fees & Mortgagee Consent Fees	Each party to pay its own legal costs  The Landlord is responsible for the cost of obtaining mortgagee consent
28.	Signage requirements	Not Applicable
29.	Repair, maintenance and redecoration	The Tenant shall maintain the Premises in good order and condition having regard to the condition of the Premises at the Commencement Date and excluding fair wear and tear and works of a capital or structural nature.  The Tenant will not be required to redecorate the Premises.  The Landlord must maintain the building and the land including services and air conditioning systems to the extent it is not the Tenant's responsibility in accordance with the terms and conditions of the Lease.
30.	Make good requirements	On expiration or sooner determination of the Lease, the Tenant may remove its property from the Premises and must remove any ATMs and safes and repair any damage caused by the removal of its property.  Any property left in the Premises shall become the property of the Landlord.  Notwithstanding the above, automatic teller machines, safes and their contents are in no circumstances to be deemed abandoned and at all times remain the property of the Tenant.
31.	Security requirements	Any access to the Premises by the Landlord is at all times subject to the Tenant's security requirements (including that a representative of the Tenant must be present and that the Landlord must not enter areas where the Tenant stores, counts or deals with cash).
32.	Assignment and Subleasing	The Tenant may assign the lease with the Landlord's consent, not to be unreasonably withheld or delayed.  The Tenant may sublet all or part of the Premises without the prior consent of the Landlord. The Tenant may assign the Lease or sublet all or part of the Premises to a related corporation without obtaining the prior consent of the Landlord.  The Tenant is released from its obligations under the lease on assignment.
33.	Services	The Landlord is to keep services in working order. Should



		the Landlord fail to provide operational services, the Tenant will be entitled to a rental abatement and will step in to rectify on behalf of the Landlord and set off the costs against rental payments.
34.	Warranty of fitness	The Landlord warrants that the Land and Building are fit for use at the Commencement Date and during the Term
35.	Hazardous Materials	<p>The Landlord warrants that:</p> <ul style="list-style-type: none"> <li>- The Premises are free of Hazardous Materials,</li> <li>- It has complied with all environmental laws and environmental liabilities affecting the Land and Building.</li> </ul> <p>The Landlord indemnifies Westpac for a breach of this warranty.</p> <p>If hazardous materials are found or safe hazardous materials become unsafe in the Premises (or building or land if they affect the safety, accessibility or use of the Premises) then the Landlord must remove them without disturbance to the Tenant and certify that they have been removed. The Tenant can step in and remove them (and recover the cost of doing so by set off against the rent) if the Landlord fails to do so acting reasonably.</p>
36.	Phase out of R22 refrigerant	<p>Westpac has a commitment to continuous improvement and reduction of its environmental footprint. This includes the phase out of R22 refrigerant in premises and buildings occupied by Westpac.</p> <p>The Landlord must ensure that all refrigerants contained in Services, equipment and systems in the Building meet the requirements of The Montreal Protocol on Substances that Deplete the Ozone Layer (and any amendments to that protocol) in accordance with the terms and conditions of the Lease</p>
37.	GST	Any amounts payable under the Lease are exclusive of GST unless otherwise stated. The Landlord must provide a Tax Invoice for payment by the Tenant
38.	Conditions	<ul style="list-style-type: none"> <li>a. Offer expires at 5pm, 17<sup>th</sup> August 2016</li> <li>b. Offer subject to Westpac Management's final approval, evidenced by receipt of letter advising such approval has been obtained</li> <li>c. This Proposal supersedes all previous proposals or offers submitted to or by the Landlord</li> <li>d. The terms of this Proposal and any negotiations are confidential</li> </ul>
39.	Tenant contact details:	<p>Shannon Slunjski          Senior Leasing Manager , Westpac Group Property          Address: Level 9, 275 Kent Street, Sydney NSW 2000.          Mobile: 0402 899 621          Email: shannon.slunjski@westpac.com.au</p>

**All other terms and conditions are strictly in accordance with the Tenant's precedent branch Lease attached to this Lease Proposal**

*List of attachments:*

- *Annexure A – Landlord Questionnaire*
- *Annexure B – Draft Lease*

*I acknowledge receipt of this Lease Proposal and the enclosures referred to above and accept the proposed lease terms and conditions:*

*Signed:* \_\_\_\_\_  
*Acknowledged and agreed\**

*Landlord:* \_\_\_\_\_

*ACN:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_

*Position:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*\*If the signatory is acting on behalf of the Landlord, the relevant authority signed by the Landlord must be attached to this Proposal*

## ANNEXURE A – LANDLORD QUESTIONNAIRE

Is the Landlord a ☐ Company  
☐ Individual

### LANDLORD DETAILS:

Legal entity to appear on Lease \_\_\_\_\_

ACN / ABN \_\_\_\_\_

Full names \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact numbers \_\_\_\_\_

Email address \_\_\_\_\_

**Landlord's solicitor firm** \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone numbers \_\_\_\_\_

Email address \_\_\_\_\_

**Lease Documents** If the Tenant's solicitors are preparing the Lease, please indicate where the documents should be sent:

- ☐ Landlord's address  
☐ Landlord's solicitor  
☐ Other – please specify below

**Rental Payments  
Contact** \_\_\_\_\_

Phone numbers \_\_\_\_\_

After hours  
emergency contact \_\_\_\_\_

Phone/email \_\_\_\_\_



**ANNEXURE B – DRAFT LEASE**

## 10.2.102 CONTESTABLE ENERGY

**File Reference:** 1.3.1  
**Disclosure of Interest:** Nil  
**Applicant:** Not Applicable  
**Previous Item Nos:** Nil  
**Date:** 19 August 2016.  
**Author:** Colin Bastow, Director Corporate & Community Services.

### Attachments

- Nil.

### Summary

Council is requested to appoint a supplier of electricity under the State's Contestable Energy Program.

### Background

The Shire is entitled to use alternative electricity suppliers for different building/facilities provided the annual electricity consumption exceeds a specific amount.

WALGA has a preferred supplier panel for contestable energy. The Shire has request quotes from the following business:

- Synergy;
- Perth Energy; and
- Infinite Energy.

The quotes are due on or before 3.30pm 19 August 2016.

The Shire has requested quotes for electrical supply at the following building/facilities:

- Administration Office;
- Narrogin Regional Leisure Centre; and
- Narrogin Caravan Park.

### Comment

Local Governments don't generally tender for the supply of electricity as they can only use one supplier. However, organisations are now able to use an alternative supplier if they consume over a certain amount of power (160 MWh) on an annual basis.

### Consultation

- Aaron Cook, CEO
- Synergy
- Infinite Energy
- Perth Energy

## Statutory Environment

- *Local Government Act 1995 s.3.57*
- *Local Government (Functions & General) Regulations 1996 Part 4*

## Policy Implications

Nil.

## Financial Implications

The following quotes have been received

Name	Admin Building	NRLC	NCP	Comments
Synergy	\$0.34 c/kWh On Peak / \$0.097 c/kWh Off Peak Plus \$3.0013 supply charge per day.	\$0.34 c/kWh On Peak / \$0.097 c/kWh Off Peak Plus \$3.0013 supply charge per day.	\$0.34 c/kWh On Peak / \$0.097 c/kWh Off Peak Plus \$3.0013 supply charge per day.	Offered a 2 or 3 year contract.
Perth Energy	\$0.3175 c/kWh On Peak / \$0.1735 c/kWh Off Peak Plus \$1.99 supply charge per meter per day.	\$0.3175 c/kWh On Peak / \$0.1735 c/kWh Off Peak Plus \$1.99 charge per meter per day.	\$0.3175 c/kWh On Peak / \$0.1735 c/kWh Off Peak Plus \$1.99 charge per meter per day.	Must include all sites under the same contract. 1 Sept 2016 to 31 Aug 2017.
Perth Energy	\$0.3199 c/kWh On Peak / \$0.1820 c/kWh Off Peak Plus \$1.99 supply charge per meter per day	\$0.3199 c/kWh On Peak / \$0.1820 c/kWh Off Peak Plus \$1.99 supply charge per meter per day	\$0.3199 c/kWh On Peak / \$0.1820 c/kWh Off Peak Plus \$1.99 supply charge per meter per day	Must include all sites under the same contract. 1 Sept 2017 to 31 Aug 2018.
Infinite Energy		\$0.3036 c/kWh On Peak / \$0.108 c/kWh Off Peak Plus \$3.18 supply charge per meter per day		Supplied from CleanTech – renewable bio energy.

Above prices are all ex GST.

## Strategic Implications

Nil.

## Voting Requirements

Simple Majority.



<b>COUNCIL RESOLUTION 0814.028 AND OFFICER'S RECOMMENDATION</b>
---

**Moved: Commissioner Geoff Ballard**

**Seconded: Commissioner Leigh Ballard**

That Council:

Approves the supply of contestable energy from Synergy to the following facilities for the next two years.

- Administration Centre;
- Narrogin Caravan Park; and
- Narrogin Regional Leisure Centre.

**CARRIED 3/0**

Commonly-used abbreviations:	
CEO	Chief Executive Officer
NRLC	Narrogin Regional Leisure Centre
NCP	Narrogin Caravan Park

CEO	Chief Executive Officer
NRLC	Narrogin Regional Leisure Centre
NCP	Narrogin Caravan Park

## **10.2.103 BULK FUEL & FLEET FUEL CARDS**

**File Reference:** 1.3.1  
**Disclosure of Interest:** Nil  
**Applicant:** Not Applicable  
**Previous Item Nos:** Nil  
**Date:** 19 August 2016.  
**Author:** Colin Bastow, Director Corporate & Community Services.

### **Attachments**

- Nil.

### **Summary**

Council is requested to approve a supplier of bulk fuel at the Shire Depot and fleet fuel cards.

### **Background**

The Shire has been purchasing its fuel from Great Southern Fuels for some time. Until the merger with the former Shire of Narrogin the former Town administration has no requirement for bulk fuel supplies as it did not have any fuel storage facilities.

WALGA currently has a Bulk Fuel and Fleet Fuel Card panel for its preferred supplier program. The Shire had contacted three of the preferred suppliers from each of these panels and requested a quote for the supply of the following items:

- Bulk Fuel 151,000 litres of diesel per year.
- Bulk Fuel 1,500 litres of ULP per year.
- Fuel Cards 40,000 litres of diesel per year.
- Fuel Cards 22,000 litre of ULP per year.

The quotes are due on or before 3.30pm 19 August 2016.

### **Comment**

As a result of the merger the Shire needed to review its fuel purchasing practices to ensure it complies with the purchasing policy and tender regulations.

After the merger with the former Shire the amount of fuel that is required to be purchased by the merged entity has substantially increased. The expected amount to be spent on fuel purchase per year would require the Shire to either call tenders or appoint a WALGA preferred supplier for future fuel purchases.

The Shire has requested a quote from the following fuel suppliers:

- BP (facilitated through Great Southern Fuels);
- Caltex;
- United Fuels; and
- Great Southern Fuels.

Please note that Great Southern Fuels is not on the WALGA preferred supplier panel, however all other suppliers are.

### Consultation

- Aaron Cook, CEO.
- BP Australia (through Great Southern Fuels)
- Caltex.
- United Fuels.

### Statutory Environment

- *Local Government Act 1995 s.3.57*
- *Local Government (Functions & General) Regulations 1996 Part 4*

### Policy Implications

Nil.

### Financial Implications

The following quotes have been received

Name	BULK DIESEL	BULK ULP	FUEL CARD DIESEL	FUEL CARD ULP
<b>BP (Facilitated through Great Southern Fuels)</b>	Contract price BP Terminal Gate price (TGP) plus freight costs.	Contract price BP Terminal Gate price (TGP) plus freight costs.	Discount of \$0.044 off bowser price BP Narrogin Service Station.	Discount of \$0.044 off bowser price BP Narrogin Service Station.
<b>CALTEX</b>	Did not receive a submission by the closing date			
<b>United Fuels</b>	Did not receive a submission by the closing date			

### Additional Costs/Information

- BP (Great Southern Fuels) - Fuel card charge of \$2.75 (one off fee) per card.
- Quote is subject to providing both Bulk and fuel cards.
- Bulk fuel freight charges is based on \$0.0275 per litre.

### Strategic Implications

Nil.

### Voting Requirements

Simple Majority.



<b>OFFICER'S RECOMMENDATION</b>
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That Council:

Appoints BP (facilitated through Great Southern Fuels) as the Shire's Bulk Fuel and Fleet Fuel Cards supplier for the next 24 months with an option for a further 24 months.

<b>COUNCIL RESOLUTION 0814.029 AND OFFICER'S RECOMMENDATION</b>
---

**Moved: Commissioner Geoff Ballard**

**Seconded: Commissioner Leigh Ballard**

That Council:

Appoints Great Southern Fuels (distributor of BP fuel) as the Shire's Bulk Fuel and Fleet Fuel Cards supplier for the next 24 months with an option for a further 24 months.

**CARRIED 3/0**

Please note the reason for the amended resolution was to note correctly that Great Southern Fuels is the distributor of the WALGA preferred product.

<b>Commonly-used abbreviations:</b>	
<b>CEO</b>	<b>Chief Executive Officer</b>
<b>ULP</b>	<b>Unleaded petrol</b>

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

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

**12. CLOSURE OF MEETING**