

**MINUTES  
ORDINARY COUNCIL MEETING**

**28 JUNE 2016**

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

Meaning of and CAUTION concerning Council's "In Principle" support:

When Council uses this expression it means that: (a) Council is generally in favour of the proposal BUT is not yet willing to give its consent; and (b) Importantly, Council reserves the right to (and may well) either decide against the proposal or to formally support it but with restrictive conditions or modifications.

Therefore, whilst you can take some comfort from Council's "support" you are clearly at risk if you act upon it before Council makes its actual (and binding) decision and communicates that to you in writing.

Disclaimer:

"Warning - Verbal Information & Advice: Given the inherent unreliability and uncertainty that surrounds verbal communication, the Town strongly recommends that, if a matter is of importance to you, then you should NOT act upon or otherwise rely upon any VERBAL information or advice you receive from the Town unless it is first confirmed in writing."

These minutes were confirmed at the Ordinary Council Meeting held on 12 July 2016.

Signed:  Date 12/7/2016  
(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 AGENDA 28 JUNE 2016**

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

7.32 pm – Mayor Ballard declared the meeting open and welcomed everyone to the last meeting of the current council for the Town of Narrogin.

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

#### **Elected Members**

Mayor L Ballard  
Deputy Mayor Cr A Paternoster  
Cr C Ward  
Cr J McKenzie  
Cr M Kain  
Cr D Russell  
Cr P Schutz  
Cr M Fisher

#### **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 & Rural Services  
Ms C Thompson – Executive Assistant

#### **On Leave of Absence**

Cr C Bartron

#### **Visitors**

Mr Whyte  
Mrs B Clelland  
Mr B Ogden  
Mr N Mitchell  
Mr B Seale  
Mr M Crosby  
Mr P White  
Mrs D Hughes-Owen  
Ms Toni Beaton  
Mrs Fran Page  
Mr Mike Page  
Mrs Wendy Russell  
Mrs Toni Reitmajer

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

Cr Ward declared an interest in item 10.1.071. The nature of his interest was Proximity.

Cr Schutz declared an interest in item 10.1.071. The nature of his interest was Financial and through persons closely associated.

Cr Schutz declared an interest in item 10.1.072. The nature of his interest was financial and through persons closely associated.

Cr Kain declared an interest in item 10.2.075. The nature of his interest was Financial.

Mr Cook declared an interest in item 10.2.078. The nature of his interest was Financial.

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

Nil

**5. PUBLIC QUESTION TIME**

7.34 pm – Public Question time commenced

**Mr Robert Whyte – Narrogin**

**1. Summary of Question**

“Was it really heavy rain today because Burns Street was like a lake today?” (Mr Whyte raised comments about drainage down Burns Street and had not heard anything back from Council when he raised it at a previous meeting.)

**Summary of Response**

The CEO responded that he remembers Mr Whyte’s question raised at a previous meeting and the question was answered in that meeting. If a question is able to be answered in a meeting then no response is required. He thanked Mr Whyte for his question and advised the Town would look at it.

7.37 pm – The Presiding Person declared Public Question Time closed and noted that there were no questions taken on notice, however, Mr Whyte would be responded to by the Technical Services Department regarding the drainage matter.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

<b>COUNCIL RESOLUTION 0616.088 AND OFFICER'S RECOMMENDATION</b>
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Moved: Cr Ward

Seconded: Cr Fisher

That Council:

Accept the minutes of the Ordinary Council Meeting held on 14 June 2016 and be confirmed as an accurate record of proceedings.

**CARRIED 8/0**

## 8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

## 9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Mr Brian Seale made presentation to Council in recognition of the Elected Members' contribution to the Community.

## 10. MATTERS WHICH REQUIRE DECISIONS

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## 10.1 DEVELOPMENT AND TECHNICAL SERVICES

### 10.1.070 PROPOSED MOBILE CATERING (THE SAUCY COOK) –LOT 35 (NO 21) MAY STREET, NARROGIN

**File Reference:** IPA 168115, A272600  
**Disclosure of Interest:** Nil  
**Applicant:** Mr Bradley Ogden  
**Previous Item Nos:** Nil  
**Date:** 23 June 2016  
**Author:** Azhar Awang, Executive Manger Development & Regulatory Services

#### Attachments

- Application and Proposal
- Trailer Proposed Locations

#### Summary

Council's consideration is requested in regards to the proposed Mobile Catering Business in regards to the parking of food trailer within the Town area.

#### Background

Council is in receipt of Mobile Catering Business application by Mr Bradley Ogden to conduct his business at a number of sites within the Town of Narrogin. The proposed food trailer is 7.5m in length and weighs 2.9 tonnes which is fully equipped with a commercial kitchen and a generator.

The applicant proposes to serve breakfast and lunch at the Narrogin Caltex service station from Monday 6am to 1pm and has sought permission with the current operator. The proposed business will be looking at targeting tradies, truckers, caravaners as well as operating at regional fairs, sporting events, agricultural shows and expos in the Great Southern areas.

The applicant has also identified a number of areas to stop and park his food trailer in order to conduct the business namely in the following areas as a blanket approval.

1. Corner of Earl Street and Clayton Road (Monday – Sunday 6am to 9pm).
2. Memorial Park Street parking on Fortune Street (Monday – Sunday 7am to 9pm).
3. Corner of Earl Street and Ensign Street (Monday – Sunday 7am to 9pm).
4. Narrogin Recreation Centre Parking (During hours of basketball, netball, swimming and racing events).
5. Lions Park (Saturday – Sunday and Public Holidays 9am to 4pm).
6. Narrogin Caravan Park (Saturday and Sunday 8am to 9pm)

A copy of the menu list is attached in the document which includes, Turkish rolls, nachos, doughnuts and coffees.

## **Comment**

The proposal is for the use of the areas listed to park the food trailer in order to operate the mobile catering business. The applicant will be required to make a separate application for the Itinerant Food Vendor Licence as a Mobile Catering Business through Council's Environmental Health Services area.

The list of places identified by the applicant are within Council's Road Reserves under the care and control of the Town. Other than safety concerns in regards to the movement of traffic visiting the listed sites during the operation of the business, care should be taken as not to create a safety hazard for vehicle as well as pedestrian along the designated footpath.

It is also recommended that the approval is for a twelve (12) months period after which time the applicant will need to reapply.

It is also recommended that the no parking will be permitted within the designated Townsite zone land as per the Town of Narrogin Town Planning Scheme No 2.

## **Consultation**

- Shiralee Langford, Environmental Health Officer
- Guy Maley, Ranger/Regulatory Officer

## **Statutory Environment**

*Food Act 2008*

*Food Standards Code*

## **Policy Implications**

Nil.

## **Financial Implications**

Nil.

## **Strategic Implications**

Nil.

## **Voting Requirements**

Simple Majority.

## **OFFICER'S RECOMMENDATION**

That Council:

1. Support the proposed Mobile Catering Business (The Saucy Cook) at Lot 35 (No 21) May Street, Narrogin in relation to the nominated sites for the parking of the mobile food trailer and to conduct business from the sites listed below:
  - (i) Corner of Earl Street and Clayton Road (Monday – Sunday 6am to 9pm).

- (ii) Memorial Park Street parking on Fortune Street (Monday – Sunday 7am to 9pm).
  - (iii) Corner of Earl Street and Ensign Street (Monday – Sunday 7am to 9pm).
  - (iv) Narrogin Recreation Centre Parking (During hours of basketball, netball, swimming and racing events).
  - (v) Lions Park (Saturday – Sunday and Public Holidays 9am to 4pm).
  - (vi) Narrogin Caravan Park (Saturday and Sunday 8am to 9pm)
2. The sites listed above is for a period of twelve (12) months and after that period a fresh application will be required to be submitted to Council for further approval;
  3. No mobile business shall be conducted within the designated Town site area zone, as per the Town of Narrogin Town Planning Scheme No 2;
  4. The Mobile Trailer shall not be located closer than 10 meters from any street intersection; and
  5. In the event that the proposal is creating a hazard to traffic and pedestrians, Council will request that the business operation be moved from the site.

Advice Notes:

1. The applicant is required to submit an application for a licence as an itinerant food vendor through Council's Environmental Health Services;
2. The proposal is to be compliant with the *Food Act 2008* and *Food Standard Codes*.

<b>COUNCIL RESOLUTION 0616.089</b>
------------------------------------

**Moved: Cr Paternoster**

**Seconded: Cr Russell**

That Council:

1. Support the proposed Mobile Catering Business (The Saucy Cook) at Lot 35 (No 21) May Street, Narrogin in relation to the nominated sites for the parking of the mobile food trailer and to conduct business from the sites listed below:
  - (i) Corner of Earl Street and Clayton Road (Monday – Sunday 6am to 9pm).
  - (ii) Memorial Park Street parking on Fortune Street (Monday – Sunday 7am to 9pm).
  - (iii) Corner of Earl Street and Ensign Street (Monday – Sunday 7am to 9pm).
  - (iv) Lions Park (Saturday – Sunday and Public Holidays 9am to 4pm).
  - (v) Narrogin Caravan Park (Saturday and Sunday 8am to 9pm)
2. The sites listed above is for a period of twelve (12) months and after that period a fresh application will be required to be submitted to Council for further approval;
3. No mobile business shall be conducted within the designated Town site area zone, as per the Town of Narrogin Town Planning Scheme No 2;
4. The Mobile Trailer shall not be located closer than 10 meters from any street intersection; and
5. In the event that the proposal is creating a hazard to traffic and pedestrians, Council will request that the business operation be moved from the site.

6. When local community events are being facilitate that the van is not located within the area of approximately 200 metres, unless registered with the event or community group organisers.

Advice Notes:

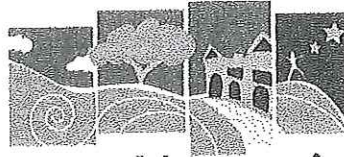
1. The applicant is required to submit an application for a licence as an itinerant food vendor through Council's Environmental Health Services;
2. The proposal is to be compliant with the *Food Act 2008* and *Food Standard Codes*.

**CARRIED 8/0**

Please note: The officer's recommendation was amended to include a new point 6 and remove sub-point (iv). The mover and the seconder agreed to the amendment.



Town of Narrogin RECEIVED	
Directed to	<u>Azhar</u>
23 JUN 2016	
Ref No.	<u>IPA 168115</u>
Property File	<u>A272600</u>
Subject File	
C-Point No.	



Town of Narrogin

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

**APPLICATION FOR PLANNING CONSENT**

I/We BRADLEY W OGDEN  
(Full Name of Applicant)

of 21 MAY ST / P.O. BOX 582 NARROGIN Postcode 6312  
(Address for Correspondence)

hereby apply for planning consent to:

(1) use the land described hereunder for the purpose of  
MOBILE CATERING

(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: PARKING

The approximate cost of the proposed development is: \$ \_\_\_\_\_

The estimated time of completion is: \_\_\_\_\_

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

**TITLES OFFICE DESCRIPTION OF LAND**

See Business Plan

**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

*fee \$147-*

# The Saucy Cook Trailer Locations



## 1. Corner of Earl Street and Clayton Road

Monday-Sunday 24 hour access operating between the hours of  
6am-9pm



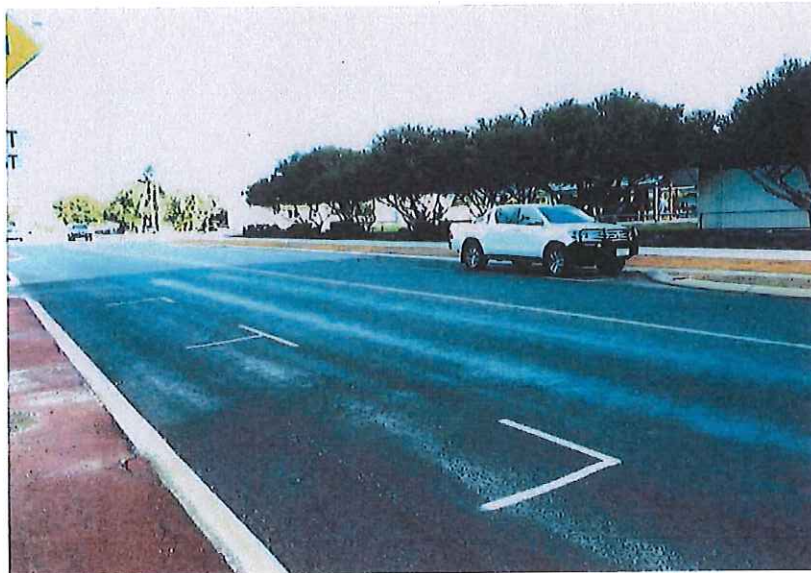
- 2.** Memorial Park Street parking on fortune Street  
Operating hours between 7am 9pm Monday-Sunday



- 3.** Corner of Earl Street and Ensign Street  
Operating between the hours of 7am-9pm Monday-Sunday



- 4.** Narrogin Rec Centre parking lot  
Operating during the hours of basketball, netball, swimming,  
and racing events.



- 5.** Lions Park parking on ~~Fortune Street~~ Federal Street  
Operating 9am-4pm Saturday-Sunday and public holidays



**6.** Narrogin Caravan Park  
Operating between the hours of 8am-9pm Saturday and Sunday

7.58 pm – Crs Schutz and Ward declared an interest in the following agenda item and left the meeting

### **10.1.071 NARROGIN WASTE MANAGEMENT FACILITY CONTRACT EXTENSION**

**File Reference:** 31.3.3 - 5470  
**Disclosure of Interest:** Nil  
**Applicant:** Great Southern Waste Disposal  
**Previous Item Nos:** Nil  
**Date:** 23 June 2016  
**Author:** Azhar Awang, Executive Manager Development & Regulatory Services

#### **Attachments**

- Nil

#### **Summary**

Council's consideration is requested for the contract extension of Great Southern Waste Disposal who has been appointed to manage the operation of the Narrogin Waste Management Facility which expires at the end of June 2016.

#### **Background**

Great Southern Waste Disposal has been appointed to manage the Narrogin Waste Facility since June 2005 and was granted a further extension of 5 years which will expire at the end of June 2016.

The Town is also in the process of developing a transfer station at the Narrogin landfill site which the Council had supported the concept plan for construction. This will be developed once the costing has been provided and budget adopted in the 2016/2017 budget.

#### **Comment**

The Narrogin Waste Management Facility is located on Reserve 8410 White Road, Narrogin for the purpose of 'Rubbish Disposal Site & Sanitary Depot'. The subject site has a total area of 23.6931 hectares.

The Waste facility is currently licensed as a Category Number 64 – Class II Putrescible landfill site (design capacity of 5,000 tonnes per annum) and Category 61 – Liquid waste facility (licenced capacity of 1000 tonnes per annum) under the *Environmental Protection Regulations 1987*.

Great Southern Waste Disposal has been appointed to manage the Narrogin Waste Management Facility since June 2005 and has made progress in complying with the Department of Environment Regulation (DER) Licensing requirements.

In 2010, as part of the Contract Extension to the Narrogin Waste Management Facility, the Town endorsed the Landfill Environmental Management Plan (LEMP) developed by Bowman & Associates Pty Ltd which was funded by the Waste Authority. This was developed in response to the then Department of Environment and Conservation (DEC) tightening of licence compliance requirements as a best practice document on the day to day management and facility licence compliance responsibility of the Waste Management Facility. It is recommended that the LEMP document form the basis of the contract extension for the Waste Management Facility.

As the Town is in the process of developing the Transfer station and considering the successful contractor for the domestic kerbside waste collection, it is considered reasonable to extend the contract for the Waste Management Facility for a further twelve (12) months. This will provide the opportunity for the Town's Administration to review the overall operation of the Waste Management Facility with the introduction of the Transfer Station. It is anticipated that this may provide some savings in regards to the overall operations of the landfill, however, this cannot be confirmed until the transfer station is fully operational. Some of the potential savings is through the reduction of machine hours at the landfill which is currently at 14 hours per week. This could be reduced to 10 hours per week, as estimated by the current contractor, due to the introduction of the transfer station and more controlled disposal at the landfill tip face, due to the restricted access for public.

On this basis it is recommended that Council supports the extension for the Narrogin Waste Management Facility to Great Southern Waste Disposal for a further twelve (12) months under the same contract conditions expiring on 30 June 2017.

#### **Consultation**

- Aaron Cook – Chief Executive Officer
- Kevin Timms – Great Southern Waste Disposal

#### **Statutory Environment**

*Waste Avoidance and Resource Recovery Act 2007, the WARR Regulations 008 and the WARR Levy Regulations 2008*

*Environmental Protection Act 1986*

This Act provides for waste avoidance and resource recovery, the establishment of a waste authority, provision of waste services by local government, provides for levies on waste and related consequential matters.

#### **Policy Implications**

Nil

#### **Financial Implications**

The current cost to Council for the management of the Landfill site is \$223,756 and includes \$42,640 for the bulk bins for recycling waste.

Council also provides a full time staff and a part time staff (one day a week) as landfill gate attendant at a cost of \$97,000 which include salaries, overheads, workers comp insurance and superannuation.

It is anticipated that there would not be any increase in the current management of the Narrogin Waste Management Facility. The implementation of the Transfer Station may result in some saving on the machine hours, however this cannot be confirmed until the Transfer station is in full operation.

### Strategic Implications

The Town's Strategic Community Plan 2012 - 2022

	Strategy	Task Allocation	Timeline	Score
5.1	Investigate and develop, in partnership with neighbouring Councils, a regional waste facility	CEO/DTES	2018	4
5.2	Investigate, develop a viable waste recycling program for the Town	CEO/DTES	2015	5
5.3	Redevelop the waste management plan for the White Road Refuse site and investigate better methods of handling the current waste to maximise the life span and reduce the ongoing cost of facilitation of the refuse site	DTES	2014	4
5.5	Investigate the future conversion of the White Road refuse site to a transfer station	CEO/DTES	2015	4

### Voting Requirements

Simple Majority

**COUNCIL RESOLUTION 0616.090 AND OFFICER'S RECOMMENDATION**

**Moved: Cr Fisher**

**Seconded: Cr Paternoster**

That Council:

1. Endorse the twelve (12) month extension to Great Southern Waste Disposal for the Management of the Narrogin Waste Facility at Reserve 8410 White Road, Narrogin subject to the following conditions:
  - a) The commencement date to be 1 July 2016 and ends on 30 June 2017;
  - b) Conditions of contract is on the same conditions as per previous with the ability to negotiate a reduction in price if savings are made on the operation of the Transfer station.
2. Authorises the Chief Executive Officer and Mayor to sign and affix the common seal to the contractual documents.

**CARRIED 6/0**





## Comment

All submissions received for the Request for Quotes complied with the requirements.

The Request for Quotes were assessed based on the following Qualitative Criteria as outlined in the document:

- (i) Quoted Price per Collection Service (30%)
- (ii) Experience and Current Services for Local Government (20%)
- (iii) Standard of Equipment (20%)
- (iv) Financial Implications (15%)
- (v) Organisational Capacity and Human Resource Management (15%)

Below is the assessment provided for each weighted category:

	Quoted Price per Collection Services (\$30%)	Experience and Current Services for Local Government (20%)	Standard of Equipment (20%)	Financial Management (15%)	Organisational Capacity & Human Resources Management (15%)	Total (100%)
Avon Waste	7(21%)	9(18%)	9(18%)	8(12%)	9(13.5%)	82.5%
Great Southern Waste Disposal	10 (30%)	9(18%)	9(18%)	8(12%)	8(12%)	90%
Warren Blackwood Waste	8 (24%)	9(18%)	9(18%)	8(12%)	9(13.5%)	85.5%

In regards to the Quoted Price for services provided, the following table provided the breakdowns of the quoted prices received.

	Putrescible pick up rate	Recycle pick up rate
Avon Waste	\$1.38 per bin incl GST	\$4.32 per bin incl GST
Great Southern Waste Disposal	\$0.88 per bin incl GST. All quoted price to include CPI increase 1 July each year.	\$2.75 per bin incl GST. All quoted price to include CPI increase 1 July each year.
Warren Blackwood Waste	\$1.27 per bin incl GST	\$3.46 per bin incl GST

Based on the above assessment, Great Southern Waste Disposal (GSWD) has scored highly in the selection criteria. Great Southern Waste Disposal is a locally owned business and has been providing waste collection services to the Town and Shire of Narrogin since 1999. GSWD has also provided similar services to surrounding local governments such as the Shire of Pingelly, Shire of Wagin, Shire of Brookton, Shire of Wickepin, Shire of Katanning, Shire of Kent, Shire of Woodanilling, Shire of Dumbleyung, Shire of West Arthur and Shire of Broomehill –Tambellup.

All the contractors who submitted the Request for Quotes have the ability to adequately perform the waste collection services required by the Town and Shire of Narrogin. However in this case it is considered that the GSWD not only scored highly in the Qualitative Criteria, it also is a locally based firm and therefore it is recommended that Council award the contract

to Great Southern Waste Disposal. Furthermore the current contractor has undertaken the waste provision services satisfactorily for the Shire and Town of Narrogin.

### **Consultation**

- Aaron Cook, Chief Executive Officer

### **Statutory Environment**

*Local Government (Functions and General) Regulations 1996, Regulation 11(2)*

#### **11 When tenders have to be publicly invited**

(2) *Tenders do not have to be publicly invited according to the requirements of this Division if—*

- (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
- (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.*

*Waste Avoidance and Resource Recovery Act 2007*

### **Policy Implications**

Purchasing Policy – C14 Local Price Preference Policy

### **Financial Implications**

It should be noted that the current pick up rate is \$0.9204 per collection for Putrescible and \$2.973 for Recycle waste.

Anticipated annual cost for the waste service based on the quoted price (weekly collection for general waste and fortnightly collection for Recycling waste) are:

Annual Cost Refuse (\$0.88) x 1876 (Town) +220 (Shire) x 52 collections = \$95,913 include GST per annum.

Annual Cost Recycling (\$2.75) x 1861 (Town) + 156 (Shire) x 26 collections = \$144,215.50 include GST per annum

This equates to a total of \$117.26 per household per annum for the collection of both General and Recycling waste.

As this is a cost recovery service provided by Council it will not have an impact in any form of increased rates as the amount paid per year will be determined by the number of services performed each year.

It should also be noted that the Quoted Price includes a CPI increase at 1 July each year.

### **Strategic Implications**

The Town's Strategic Community Plan 2012-2022

	Strategy	Task Allocation	Timeline	Score
5.1	Investigate and develop, in partnership with neighbouring Councils, a regional waste facility	CEO/DTES	2018	4
5.2	Investigate, develop a viable waste recycling program for the Town	CEO/DTES	2015	5
5.3	Redevelop the waste management plan for the White Road Refuse site and investigate better methods of handling the current waste to maximise the life span and reduce the ongoing cost of facilitation of the refuse site	DTES	2014	4
5.5	Investigate the future conversion of the White Road refuse site to a transfer station	CEO/DTES	2015	4

### Voting Requirements

Simple Majority.

### OFFICER'S RECOMMENDATION

That Council:

1. Accept the quotes from Great Southern Waste Disposal for the Provision of Domestic Putrescible & Recycling Kerbside Collection Services for a four (4) year term with an option of an additional four (4) year extension, at the following rate:
  - (i) a rate of \$0.88 including GST per bin collection for Putrescible waste;
  - (ii) a rate of \$2.75 including GST per bin collection for Recycle waste.
2. Authorise the Chief Executive Officer and Mayor to sign and affix the common seal to the contractual documents.

### COUNCIL RESOLUTION 0616.091 AND OFFICER'S RECOMMENDATION

**Moved: Cr Russell**

**Seconded: Cr Paternoster**

That Council:

1. Accept the quotes from Great Southern Waste Disposal for the Provision of Domestic Putrescible & Recycling Kerbside Collection Services for a four (4) year term with an option of an additional four (4) year extension, at the following rate **which includes a CPI increase at 1 July each year:**
  - (i) a rate of \$0.88 including GST per bin collection for Putrescible waste;
  - (ii) a rate of \$2.75 including GST per bin collection for Recycle waste.
2. Authorise the Chief Executive Officer and Mayor to sign and affix the common seal to the contractual documents.

**CARRIED 7/0**

Please note: The officer's recommendation was amended to include a notation regarding the included CPI increase. The mover and the seconder agreed to the amendment.

8.00pm – Cr Schutz returned to the meeting

## 10.2 CORPORATE AND COMMUNITY SERVICES

### 10.2.073 LIST OF ACCOUNTS FOR ENDORSEMENT – MAY 2016

**File Reference:** 12.1.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 20 June 2016  
**Author:** Tienieke Lester - Finance Officer Accounts

#### Attachments

- List of Accounts for Endorsement – May 2016

#### Summary

Council is requested to endorse the payments as presented in the List of Accounts for Endorsement – May 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 – May 2016" is presented to Council for endorsement. Below is a summary of activity.

Total Creditor Payments May 2016	\$1,001,063.35
Total Payroll Payments May 2016	\$191,016.05
Total Payments May 2016	\$1,192,079.40
Percentage paid by EFT May 2016	84%
Percentage paid by Cheque May 2016	1%
Percentage paid by Payroll May 2016	15%
Percentage of Local Suppliers & Wages paid May 2016	57%
Dollar Value spent with Local Suppliers May 2016	\$487,824.24
Percentage of Non-Local Suppliers May 2016	43%

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 2015/16 Annual Budget, or resulting from a Council Motion for a budget amendment.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**COUNCIL RESOLUTION 0616.092 AND OFFICER'S RECOMMENDATION**

**Moved: Cr Schutz**

**Seconded: Cr Kain**

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement for the month of May 2016 for the Municipal Fund totalling \$1,192,079.40

**CARRIED 8/0**

**List of Accounts for Endorsement May 2016**

	Chq/EFT	Date	Name	Description	Amount	Type	Fund
1	EFT5503	06/05/2016	Easifleet	EMPLOYEE COSTS Novated lease Toni Reitmajer	-882.04		R
2	EFT5504	06/05/2016	Upper Great Southern Hockey	OTHCUL EVENT Sponsorship International Hockey Match	-11000.00	L	
3	EFT5505	11/05/2016	Great Southern Waste Disposal	REFUSE COLLECTION April 2016	-43704.18	L	PF
4	EFT5506	11/05/2016	Narrogin Packaging	DEPOT REFRESHMENT Milk	-23.50	L	
5	EFT5507	11/05/2016	Narrogin Fruit Market	ROAD MAINTENANCE 5 Lunches 16/04/16	-69.75	L	

6	EFT5508	11/05/2016	Frank Weston & Co	FORREST STREET UPGRADE Reinforcement Bar for Kerb and Angle	-105.04	L	F
7	EFT5509	11/05/2016	Greenline Ag Pty Ltd	Ride on Mower John Deere (JD130) (PE021) (P45) Repairs Blades and Service Kit	-202.28		
8	EFT5510	11/05/2016	Duke of York Hotel	ROAD MAINTENANCE Refreshments	-51.99	L	
9	EFT5511	11/05/2016	Borgas Engineering Pty Ltd	Clayton Road Maintenance and Repair NO414 Caterpillar Backhoe Loader	-297.00	L	
10	EFT5512	11/05/2016	Mechanical & Diesel Services	NGN11845 Toro JD GM7210 Mower (P45) Service Torro	-1119.25	L	
11	EFT5513	11/05/2016	P & F Kulker Building Contractors	BRIDGE MAINTENANCE Repairs Vandalized Bridge	-1081.30	L	
12	EFT5514	11/05/2016	P.H & K.E Gow	FORREST STREET UPGRADE Survey	-748.00	L	
13	EFT5515	11/05/2016	Narrogin Dingo Service	CLAYTON ROAD OVAL ENTRANCE Supply and Install Gates for Narrogin Hawks	-3850.00	L	
14	EFT5516	11/05/2016	McLernons Everything Business	ROAD EQUIPMENT Pallet Racking	-1980.00		
15	EFT5517	11/05/2016	Narrogin Packaging	Cleaning Products Various Department 01/04/16	-1372.25	L	
16	EFT5518	11/05/2016	Knightline Computers	ADMIN IT LIB CCTV Camera System Upgrade	-599.00	L	
17	EFT5519	11/05/2016	Market Creations Pty Ltd	ADMIN IT Setup NAS including W & Z Drives	-481.25		
18	EFT5520	11/05/2016	State Emergency Service	ESL SUBSIDY SES Grant 2015/16	-5550.00		F
19	EFT5521	11/05/2016	Best Office Systems	ADMIN PHOTOCOPIER Black and Colour Copies April 2016	-739.27	L	
20	EFT5522	11/05/2016	Narrogin Fruit Market	OTHCUL ANZAC DAY Gunfire Breakfast	-286.70	L	
21	EFT5523	11/05/2016	Landgate	PLANNING ENQUIRY Master Request 50029467	-49.20		
22	EFT5524	11/05/2016	Parry's Pty Ltd	OTHGOV UNIFORM Merger Town and Shire	-6754.50	L	
23	EFT5525	11/05/2016	Narrogin Agricultural Repairs	SMALL PLANT Repairs Mower Belt	-32.00	L	
24	EFT5526	11/05/2016	RJ Smith Engineering	ADMIN WATER 8 x 15L 30/04/16	-136.00	L	
25	EFT5527	11/05/2016	Talis Consulting's Pty Ltd Atf Talis Unit Trust	OTHGOV MERGER Data Capture and 15 Year Works Program Sealed and Unsealed Road Network	-4210.80		F
26	EFT5528	11/05/2016	Galt Environmental Pty Ltd	MUNICIPAL POWER HOUSE MAINTENANCE Contamination Report of the Powerhouse site Fairway St and the Shire old Depot on Felspar St	-32890.00		
27	EFT5529	11/05/2016	Conway Highbury Pty Ltd	OTHGOV MERGER Consultancy Service and Travel Allowance April 2016	-18868.23		F
28	EFT5530	11/05/2016	Narrogin Guardian Pharmacy	ADMIN HEALTH Flu Vaccinations 2016	-89.85	L	
29	EFT5531	11/05/2016	Narrogin Guardian Pharmacy	ADMIN HEALTH Flu Vaccinations 2016	-329.45	L	
30	EFT5532	11/05/2016	Narrogin Fruit Market	OTHCUL YOUTHWEEK Catering for Performers	-99.00	L	
31	EFT5533	11/05/2016	Parry's Pty Ltd	BUILDING SURVEYOR and EMDRS UNIFORM Boots	-288.90	L	
32	EFT5534	11/05/2016	T Yuen Construction	TOWN HALL (Federal St) UPGRADE Beam Works and Freight	-1103.52	L	
33	EFT5535	11/05/2016	Marketforce Pty Ltd	MEMBERS ADVERTISEMENT WA 27/04/16 Local Government Tenders	-1410.48		
34	EFT5536	11/05/2016	Narrogin Petals & Bloom Florist	OTHCUL ANZAC DAY Wreath for Highbury and Narrogin Service	-140.00	L	
35	EFT5537	11/05/2016	Coles Supermarket	COLES ACCOUNT Various Department April 2016	-1774.51	L	PF

36	EFT5538	11/05/2016	Courier Australia	FREIGHT Various Department 22/04/16	-78.25		
37	EFT5539	11/05/2016	Landmark Operations Ltd	STREET TREES FERTILISING 25kg Bag	-32.65	L	
38	EFT5540	11/05/2016	Narrogin Electrical Services	TREES ELECTRICAL MAINTENANCE Cable Locating	-148.50	L	
39	EFT5541	11/05/2016	Narrogin and District Senior Citizens Centre	NHC HIRE Senior Citizen Hall 3 & 17 February 2016	-420.00	L	F
40	EFT5542	11/05/2016	Ixom Operations Pty Ltd	NRLC / WWT FREIGHT CHLORINE 920kg Service Fee 01/04/16 -30/04/16	-337.26		
41	EFT5543	11/05/2016	P & F Kulker Building Contractors	BRIDGE MAINTENANCE Repairs Vandalized Bridge	-1081.30	L	
42	EFT5544	11/05/2016	Narrogin Boilermakers	WORKS UNIFORMS Jacket for Foreman	-45.00	L	
43	EFT5545	11/05/2016	Market Creations Pty Ltd	OTHGOV MERGER Business Cards, Letterhead and Complimentary Designs	-1271.05		F
44	EFT5546	11/05/2016	P.H & K.E Gow	TAFE SITE Survey Works at White Road for Asbestos Pit	-280.50	L	F
45	EFT5547	11/05/2016	Hydramet Pty Ltd	WASTE WATER TREATMENT Chlorinating System	-5677.45		
46	EFT5548	11/05/2016	Jhodi Nicole Campbell	REIMBURSEMENT NHC STAFF Medical for F Class	-110.00	L	F
47	EFT5549	11/05/2016	YMCA of Perth Inc	NRLC YMCA Subsidy for April 2016	-23118.06		F
48	EFT5550	11/05/2016	Lesley Ann Quartermaine	REIMBURSEMENT NHC STAFF Police Clearance	-61.80	L	F
49	EFT5551	11/05/2016	YMCA Perth - Narrogin Leisure Centre	REIMBURSEMENT NRLC for Trisley's Hydraulic Services & Air Response	-31458.66	L	F
50	EFT5552	11/05/2016	Afi Branding Solutions Pty Ltd	TOURISM PROMOTION BANNERS for Dryandra Country Art Food and Wine Trail	-322.52		
51	EFT5553	11/05/2016	Lord Mayor's Distress Relief Fund	MEMBERS DONATIONS Towards Waroona and District Fires Appeal	-1000.00		
52	EFT5554	18/05/2016	Department of Human Services	Payroll deductions	-854.16		
53	EFT5555	18/05/2016	Easifleet	EMPLOYEE COSTS Novated lease Toni Reitmajer	-882.04		R
54	EFT5556	20/05/2016	Best Office Systems	NHC PHOTOCOPIER Black Copies April 2016	-103.12		F
55	EFT5557	20/05/2016	Narrogin Packaging	NHC PERSONAL CARE Envirocare, Container and Lid	-115.20	L	F
56	EFT5558	20/05/2016	Australia Post	POSTAGE Various Department April 2016	-637.44		PF
57	EFT5559	20/05/2016	Great Southern Fuels	Monthly Fuel Accounts Various Department April 2016	-5827.28		PF
58	EFT5560	20/05/2016	Courier Australia	FREIGHT Various Department 06/05/16	-251.80		
59	EFT5561	20/05/2016	St John Ambulance Assoc	NHC TRAINING First Aid for Jody Melentis	-800.00		F
60	EFT5562	20/05/2016	Narrogin Retravisio	MEMBERS/NCP EXPENSES Batteries, Kettle and Toaster	-237.00	L	
61	EFT5563	20/05/2016	Narrogin Auto Electrics	NGN802 MITSUBISHI UTE (Gardener) (P17) Battery and Trailer Plugs	-271.62	L	
62	EFT5564	20/05/2016	Knightline Computers	ADMIN IT Monthly Backup Checks for March 2016	-540.00	L	
63	EFT5565	20/05/2016	MAKIT Narrogin Hardware	HARDWARE Various Department 15/04/16	-958.88	L	
64	EFT5566	20/05/2016	Frank Weston & Co	ROAD MAINTENANCE Steel for Silo Entry Statements	-74.23	L	
65	EFT5567	20/05/2016	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	WWTP MAINTENANCE Excavator Hire	-2227.50	L	
66	EFT5568	20/05/2016	Susan Farrell	COUNCIL LAUNDRY Linen 03/05/16	-50.00	L	



67	EFT5569	20/05/2016	Westrac Pty Ltd	1EVP731 Cat Skid Steer Loader (Works) (P36) Service Bobcat	-362.56		
68	EFT5570	20/05/2016	Ballards of Narrogin	ANIMAL POUND Food 30kg	-118.90	L	
69	EFT5571	20/05/2016	Commander Australia Ltd	NHC TELEPHONES Commander Maintenance Annual Charges 18/5/16 - 18/5/17	-704.00		F
70	EFT5572	20/05/2016	Aaron Joseph Cook	REIMBURSEMENT CEO Contractual Expenses Rent May 2016	-2000.00	L	
71	EFT5573	20/05/2016	Narrogin Meals On Wheels	NHC MOW x 282 April 2016	-490.68	L	F
72	EFT5574	20/05/2016	Narrogin Newsagency	ADMIN STATIONERY April 2016	-220.75	L	
73	EFT5575	20/05/2016	Narrogin Electrical Services	RAILWAY INSTITUTE HALL ELECTRICAL Repairs Lights	-150.04	L	
74	EFT5576	20/05/2016	IT Vision	OTHGOV MERGER Upgrade SynergySoft User Licence to 25	-12828.86		F
75	EFT5577	20/05/2016	Allans Bobcat and Truck Hire	CEMETERY Grave Digging 28/04/16	-242.00	L	
76	EFT5578	20/05/2016	Ixom Operations Pty Ltd	NRFC FREIGHT CHLORINE 920Kg Cylinders Service Fee February 2016	-348.50		
77	EFT5579	20/05/2016	Edwards Motors Pty Ltd	NGN00 Holden Commodore (EMDRS) (P2) 15,000Km Service	-239.00	L	
78	EFT5580	20/05/2016	Narrogin Glass & Quick Fit Windscreens	NHC BUILDING MAINTENANCE Replace Broken Window	-190.15	L	F
79	EFT5581	20/05/2016	Narrogin Smash Repairs	002NGN 2013 Holden Malibu (MOF) (P47) Repair Back window	-544.50	L	
80	EFT5582	20/05/2016	RJ Smith Engineering	ADMIN WATER 8 x 15L 01/12/15	-264.00	L	
81	EFT5583	20/05/2016	WA Country Health Service	NHC MOW for March 2016 1 Course x 153, 2 Courses x 223	-3300.99		F
82	EFT5584	20/05/2016	Super Civil PTY LTD	FORREST STREET UPGRADE Supply and Lay Black Asphalt	-139837.50		F
83	EFT5585	20/05/2016	Octave Holdings Pty Ltd T/as Narrogin Toyota	NHC MAINTENANCE Blower	-538.00	L	F
84	EFT5586	20/05/2016	Kelsie Enterprises T/as Kel's Tyres	1EVP731 Cat Skid Steer Loader (Works) (P36) 4 New Tyres for Bobcat.	-1496.00	L	
85	EFT5587	20/05/2016	Air Response	ADMIN BUILDING MAINTENANCE Service Ducted A/C	-100.00	L	
86	EFT5588	20/05/2016	Shire of Narrogin	REIMBURSEMENT OTHGOV MERGER Fund for Shire of Narrogin Employee	-47213.88	L	F
87	EFT5589	20/05/2016	Radio west Broadcasters Pty Ltd	OTHCU L YOUTHWEEK Radio Interview	-55.00	L	
88	EFT5590	20/05/2016	Narrogin Panel Beating Service	ROAD MAINTENANCE Remove Tar and Polish at 7 Dellar Street	-1056.00	L	
89	EFT5591	20/05/2016	Narrogin Boilermakers	BANNER POLES MATERIAL Supply Powder Coated Anti-Graffiti Powder Coat	-3000.00	L	
90	EFT5592	20/05/2016	Bob Waddell	OTHGOV MERGER Consulting Assistance with System Configuration	-4587.00		F
91	EFT5593	20/05/2016	Lynne Yorke	REIMBURSEMENT NHC Police Clearance	-61.80	L	F
92	EFT5594	20/05/2016	John Parry Medical Centre	ADMIN RECRUITMENT Pre-Employment Medical for Nicole Bryant	-126.00	L	
93	EFT5595	20/05/2016	Market Creations Pty Ltd	OTHGOV CORPORATE ADDITIONAL SERVER Upgrade Admin QNAP NAS	-2433.75		
94	EFT5596	20/05/2016	T Yuen Construction	TOWN HALL BUILDING UPGRADE Installation of Beam Works	-779.35	L	
95	EFT5597	20/05/2016	Marketforce Pty Ltd	FORREST STREET ADVERTISEMENT NO 14/4/2016 Road Works	-129.03		F

96	EFT5598	20/05/2016	West Australian Newspapers Limited	OTHCUL ANZAC DAY Advertising NO 21/04/16	-250.00		
97	EFT5599	20/05/2016	Metal Artwork Creations	MEMBERS STATIONERY Gold Desk Name Plaques for Council	-40.15		
98	EFT5600	20/05/2016	Covs Parts Pty Ltd	NGN9722 Toyota Tipper Ute (WORKS) (P19) Parts for Tipper Ute	-154.34	L	
99	EFT5601	20/05/2016	Steele's Guns & Outdoors	ANIMAL DESTRUCTION Ammunition for Ranger	-90.00	L	
100	EFT5602	20/05/2016	Caravans West	NCP ADVERTISING WA Caravan & Camping Magazine May 2016	-395.00		
101	EFT5603	20/05/2016	Narrogin Primary School P&C	MEMBERS DONATIONS JHC Hire Venue	-270.00	L	
102	EFT5604	20/05/2016	Quick Corporate	ADMIN STATIONERY April 2016	-272.14		
103	EFT5605	20/05/2016	Fegan Building Surveying	BUILDING Contract Building Surveyor Certificate of Design Compliance x 3	-973.50		R
104	EFT5606	20/05/2016	AMPAC Debt Recovery Pty Ltd	RATES REIMBURSEMENT DEBT COLLECTION Ampac Expenses April 2016	-2967.92		R
105	EFT5607	20/05/2016	Allworks Civil	ROAD MAINTENANCE Line Marking on Fortune, Federal and Park St	-681.00	L	
106	EFT5608	20/05/2016	P & C Electrical Contracting Pty Ltd	MEMORIAL PARK MAINTENANCE Repair Lights	-894.63	L	
107	EFT5609	20/05/2016	Rylan Pty Ltd	FORREST STREET UPGRADE Supply 1600m of Semi Mountable Kerb	-45234.86		F
108	EFT5610	20/05/2016	Narrogin Guardian Pharmacy	NHC HEALTH Flu Vaccinations 2016	-179.70	L	F
109	EFT5611	20/05/2016	Narrogin Joinery	TOWN HALL PUBLIC FURNITURE Installation and Design 2nd Payment	-7700.00	L	
110	EFT5612	20/05/2016	Specialty Theatre Pty Ltd	TOWN HALL BUILDING UPGRADE for Drapes and Freight	-423.72		PF
111	EFT5613	20/05/2016	Azhar Awang	REIMBURSEMENT EMDRS TELEPHONE Feb - Apr 2016	-154.50	L	
112	EFT5614	20/05/2016	Ghecko Embroidery	WORKS UNIFORMS Apply New Shire Log on Work shirts	-499.25	L	
113	EFT5615	20/05/2016	Great Eastern Country Zone	MEMBERS CONFERENCE Wheatbelt Conference 2016	-2539.00		
114	EFT5616	20/05/2016	M & V Ranieri Building Contractors	BANNER POLES PROJECT 2x Banner Poles at Fortune Street	-2186.80	L	
115	EFT5617	20/05/2016	Central Regional TAFE	ANIMAL TRAINING Livestock Management Control Workshop	-1598.81		
116	EFT5618	20/05/2016	Alzheimers Australia WA	NHC TRAINING Alzheimers Australia Seminars	-85.00		F
117	EFT5619	20/05/2016	Kelyn Training Services	WORKS TRAINING Traffic Management Course	-892.50		
118	EFT5620	20/05/2016	Blight Auto Electrics	990NGN Mitsubishi Bus Fuso Rosa (P56) (NHC) Repairs Wheel Chair Lift	-65.00		F
119	EFT5621	27/05/2016	Narrogin Hire & Reticulation	OLOPS SEMC Purchase Table Cloth for LEMC Information Session at JHC	-49.00	L	
120	EFT5622	27/05/2016	Best Office Systems	ADMIN OFFICE EQUIPMENT Electric Binding Equipment GBC MB230E	-1800.00	L	
121	EFT5623	27/05/2016	Courier Australia	FREIGHT Library and Signs 13/05/16	-44.13		
122	EFT5624	27/05/2016	Narrogin Auto Electrics	00NGN Mitsubishi Triton Dual (Works Foreman) (P26) Install UHF Radio	-790.24	L	

123	EFT5625	27/05/2016	Knightline Computers	ADMIN IT Monitors Suitable for CCTV	-825.00	L	
124	EFT5626	27/05/2016	MAKIT Narrogin Hardware	LIBRARY HARDWARE Attach Shelving to Walls, Paint, and Protective Corner Pieces	-111.10	L	
125	EFT5627	27/05/2016	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	TAFE SITE REMEDIATION UPGRADE Rehabilitation Keally Street	-75913.75	L	F
126	EFT5628	27/05/2016	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	SIGNS UPGRADE P" Signs with Arrows for Museum Carpark"	-99.00		
127	EFT5629	27/05/2016	Aaron Joseph Cook	REIMBURSEMENT CEO STAFF HOUSING Contractual Expenses Gas, Phone and Water	-642.79	L	
128	EFT5630	27/05/2016	Narrogin Electrical Services	CLAYTON ROAD OVAL MAINTENANCE ELECTRICAL Install 3 EXIT Signs at Sheep Shed	-1028.50	L	
129	EFT5631	27/05/2016	Narrogin Liquor Store	OTHGOV REFRESHMENTS Council Meeting	-107.97	L	
130	EFT5632	27/05/2016	Allans Bobcat and Truck Hire	CEMETARY Grave Digging 14/04/16	-240.00	L	
131	EFT5633	27/05/2016	P & F Kulker Building Contractors	ADMINISTRATION BUILDING UPGRADE Extension Tender Contract	-120840.86	L	PF
132	EFT5634	27/05/2016	Super Civil PTY LTD	NRLC MATERIALS Concrete for High Barrier Curb	-8954.00		
133	EFT5635	27/05/2016	Country Paint Supplies	OTHGOV MERGER Paint for Entry Statements	-64.51	L	PF
134	EFT5636	27/05/2016	Shire of Narrogin	FAIRWAY DEPOT BUILDING UPGRADE Depot Shed Extension Contribution	-78519.65	L	PF
135	EFT5637	27/05/2016	Ashley Blyth Tree Lopping	TREES MAINTENANCE Lop, Remove and Grind Trees in Clayton Road	-5830.00	L	
136	EFT5638	27/05/2016	Bob Waddell	OTHGOV MERGER Consulting Assistance with System Configuration	-297.00		F
137	EFT5639	27/05/2016	A & A Corasaniti Building Contractors Pty Ltd	CLAYTON ROAD ENTRANCE Painting Frames and Door	-165.00	L	
138	EFT5640	27/05/2016	A1 Testing and Tagging Pty Ltd	FAIRWAY DEPOT BUILDING MAINTENANCE Repair, Test and Tag Machine	-488.40		
139	EFT5641	27/05/2016	T Yuen Construction	CEMETERY MAINTENANCE Repair Roller Door	-176.00	L	
140	EFT5642	27/05/2016	Melchiorre Plumbing & Gas	SALE YARD TOILETS BUILDING MAINTENANCE PLUMBING Replace Toilet Cistern	-316.80	L	
141	EFT5643	27/05/2016	YMCA of Perth Inc	NRLC YMCA Subsidy for May 2016	-23470.42		F
142	EFT5644	27/05/2016	YMCA Perth - Narrogin Leisure Centre	EMPLOYEE COSTS NRLC Gym Memberships	-3490.50	L	
143	EFT5645	27/05/2016	Scotsvale Pty Ltd t/as B.S.E.W.A	STREET LIGHTING UPGRADE Supply 12 Solar Powered Bollards	-11000.00		
144	EFT5646	27/05/2016	Anika Keeling t/as Narrogin Consultancy Services	REIMBURSEMENT LOCAL EMERGENCY MANAGEMENT OFFICER for AWARE Session 19/05/16	-183.35		F
145	EFT5647	27/05/2016	Narrogin Joinery	TOWN HALL PUBLIC FURNITURE Final Payment on Completion of Installation	-2750.00	L	
146	EFT5648	27/05/2016	Specialty Theatre Pty Ltd	TOWN HALL BUILDING UPGRADE for Drapes and Freight	-18534.12		
147	EFT5649	27/05/2016	Quick as a Flash	OTHCUL REMEMBERING THEM Cleaning at Old Courthouse Museum	-200.00	L	

148	EFT5650	27/05/2016	Coates Hire Operations Pty Limited	TOWN HALL BUILDING UPGRADE Acoustic Curtains and Scissor Lift Hire	-1033.18		
149	EFT5651	27/05/2016	T.J. Depiazzi & Sons	NRLC EXPENSE MINOR ASSET Supply 96 cubic of White Washed Sand	-13367.48		
150	EFT5652	27/05/2016	Data#3 Limited	ADMIN IT UPS Eaton 5PX	-2095.79		
151	EFT5653	31/05/2016	Best Office Systems	NHC PHOTOCOPIER Black Copies May 2016	-96.16	L	F
152	EFT5654	31/05/2016	Ray White Narrogin	EMDRS STAFF HOUSING RENTAL 46 Doney Street 25/05/16 - 21/06/16	-1200.00	L	
153	EFT5655	31/05/2016	Courier Australia	ADMIN FREIGHT 16/05/16	-47.66		
154	EFT5656	31/05/2016	South West Print Group	ADMIN STATIONERY Window Faced Envelopes DL430	-514.00		
155	EFT5657	31/05/2016	DFES Department of Fire & Emergency Services	FESA ESL LIABILITY 4rd Quarter 2015/2016	-17460.08		R
156	EFT5658	31/05/2016	Geoff Perkins Farm Machinery Centre	NHC MAINTENANCE Versatool Powerhead, Pruner, Extension Poles and Lawnmower	-3085.00	L	F
157	EFT5659	31/05/2016	Narrogin Newsagency	ADMIN STATIONERY May 2016	-104.04	L	
158	EFT5660	31/05/2016	Mechanical & Diesel Services	1EUF156 HINO ROAD SWEEPER (WORKS) (P24) Repairs Airline	-132.00	L	
159	EFT5661	31/05/2016	Public Transport Authority	TRANSWA TICKETS April 2016	-852.95		R
160	EFT5662	31/05/2016	Lynette Peggy O'Dea	NHC STAFF National Police Check	-61.80	L	F
161	EFT5663	31/05/2016	New Security Installations Pty Ltd	TOWN HALL BUILDING OPERATIONS UPGRADE Security System and Replace Existing Code	-3529.68		
162	EFT5664	31/05/2016	P.H & K.E Gow	TAFE SITE REMEDIATION WORKS Survey Pick Up for Asbestos Pits	-561.00	L	F
163	EFT5665	31/05/2016	Melchiorre Plumbing & Gas	MUSEUM TOILET PLUMBING Repair Broken Basin	-1082.70	L	
164	EFT5666	31/05/2016	GBR Mechanical	00NGN Mitsubishi Triton Dual (Works Foreman) (P26) Service Ute	-303.30	L	
165	EFT5667	31/05/2016	Graham John Mundy	TOWN HALL BUILDING MAINTENANCE Replace External Lock on Men's Dressing Room Door	-165.00	L	
166	EFT5668	31/05/2016	Enlocus Pty Ltd	SKATE PARK DESIGN Professional Fees for Draft Documentation Review	-495.00		F
167	EFT5669	31/05/2016	Anika Keeling t/as Narrogin Consultancy Services	LOCAL EMERGENCY MANAGEMENT OFFICER April - June 2016	-3520.00		F
168	EFT5670	31/05/2016	Galt Environmental Pty Ltd	TAFE SITE REMEDIATION WORKS UPGRADE Dust Monitoring and Final Report	-20174.00		F
169	EFT5671	31/05/2016	Verso Consulting Pty Ltd	AGEDOTHER Friendly Communities Project Final Payment	-13200.00		F
170	EFT5672	31/05/2016	Griffin Valuation Advisory	OTHGOV OTHER CONSULTANCY Fair Value Plant & Equipment	-3680.44		F
171	EFT5673	31/05/2016	Kidsafe WA	WORKS TRAINING Playground Safety Workshop for P Lindley	-400.00		
172	EFT5674	31/05/2016	Yvonne Lesley Elliott	NHC STAFF National Police Check	-61.80	L	F
173	EFT5675	31/05/2016	Michele Flynn	NHC STAFF National Police Check	-61.80	L	F
174	DD1482.1	06/05/2016	Telstra	TELEPHONE Mobiles Various April 2016	-944.27		PF
175	DD1515.1	20/05/2016	Water Corporation	TOWN HALL WATER CORPORATION May 2016	-179.10		
176	DD1516.1	20/05/2016	Telstra	TELEPHONE Landline Various May 2016	-2286.36		PF
177	DD1516.2	20/05/2016	Origin Energy Retail Limited	NRLC LPG Bulk Supply 11/05/16	-7717.55		

178	DD1518.1	20/05/2016	Australian Taxation Office	BAS April 2016	-5013.00		
179	DD1524.1	25/05/2016	Synergy	ELECTRICITY Various Department May 2016	-25843.55		PF
180	45351	11/05/2016	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	CEMETERY GRAVE DIGGING Yellow Sand 18/04/16	-990.00	L	
181	45352	20/05/2016	Narrogin Homecare - Petty Cash	NHC PETTY CASH April 2016	-160.05	L	F
182	45353	31/05/2016	Town Of Narrogin	TRANSWA COMMISSION April 2016	-153.95		
183	DD1507.1	04/05/2016	Australian Super	Superannuation contributions	-385.12		
184	DD1507.2	04/05/2016	MLC Nominees	Payroll deductions	-271.00		
185	DD1507.3	04/05/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-158.91		
186	DD1507.4	04/05/2016	Sunsuper	Superannuation contributions	-242.98		
187	DD1507.5	04/05/2016	MLC Master Key	Superannuation contributions	-250.29		
188	DD1507.6	04/05/2016	ANZ Australian Staff Superannuation Scheme	Superannuation contributions	-176.28		
189	DD1507.7	04/05/2016	Care Super	Superannuation contributions	-67.95		
190	DD1507.8	04/05/2016	Colonial First State	Superannuation contributions	-183.71		
191	DD1507.9	04/05/2016	Media Super	Superannuation contributions	-166.25		
192	DD1508.1	18/05/2016	Australian Super	Superannuation contributions	-429.68		
193	DD1508.2	18/05/2016	BT Super For Life	Superannuation contributions	-349.29		
194	DD1508.3	18/05/2016	MLC Nominees	Payroll deductions	-271.00		
195	DD1508.4	18/05/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-158.91		
196	DD1508.5	18/05/2016	Sunsuper	Superannuation contributions	-242.98		
197	DD1508.6	18/05/2016	MLC Master Key	Superannuation contributions	-186.35		
198	DD1508.7	18/05/2016	ANZ Australian Staff Superannuation Scheme	Superannuation contributions	-157.99		
199	DD1508.8	18/05/2016	BT Business Super	Superannuation contributions	-50.80		
200	DD1508.9	18/05/2016	Care Super	Superannuation contributions	-93.98		
201	DD1513.1	18/05/2016	Host Plus	Superannuation contributions	-12.95		
202	DD1513.2	19/05/2016	Host Plus	Payroll deductions	-40.00		
203	DD1507.10	04/05/2016	Qsuper	Superannuation contributions	-136.80		
204	DD1507.11	04/05/2016	AMP Life Limited	Superannuation contributions	-191.83		
205	DD1507.12	04/05/2016	WA Local Government Super Plan	Payroll deductions	-10531.71		
206	DD1507.13	04/05/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11		
207	DD1507.14	04/05/2016	Colonial First State Investments	Superannuation contributions	-59.06		
208	DD1507.15	04/05/2016	Host Plus	Superannuation contributions	-55.88		
209	DD1507.16	04/05/2016	Concept One Superannuation Plan	Superannuation contributions	-196.52		
210	DD1507.17	04/05/2016	Hesta Superannuation	Superannuation contributions	-108.41		
211	DD1507.18	04/05/2016	Commonwealth Bank	Superannuation contributions	-286.83		
212	DD1507.19	04/05/2016	BT Super For Life	Superannuation contributions	-559.05		

213	DD1508.10	18/05/2016	ANZ Super Advantage	Superannuation contributions	-45.72		
214	DD1508.11	18/05/2016	Colonial First State	Superannuation contributions	-183.71		
215	DD1508.12	18/05/2016	WA Local Government Super Plan	Payroll deductions	-10021.46		
216	DD1508.13	18/05/2016	Media Super	Superannuation contributions	-166.25		
217	DD1508.14	18/05/2016	Rest Superannuation	Superannuation contributions	-153.67		
218	DD1508.15	18/05/2016	Qsuper	Superannuation contributions	-96.90		
219	DD1508.16	18/05/2016	AMP Life Limited	Superannuation contributions	-216.35		
220	DD1508.17	18/05/2016	St Andrews Retirement Plan	Superannuation contributions	-105.66		
221	DD1508.18	18/05/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11		
222	DD1508.19	18/05/2016	Colonial First State Investments	Superannuation contributions	-38.74		
223	DD1508.20	18/05/2016	Host Plus	Superannuation contributions	-182.66		
224	DD1508.21	18/05/2016	Concept One Superannuation Plan	Superannuation contributions	-196.52		
225	DD1508.22	18/05/2016	Hesta Superannuation	Superannuation contributions	-107.19		
226	DD1508.23	18/05/2016	Commonwealth Bank	Superannuation contributions	-286.83		
					-1001063.35		

Pay date	Nett Paid			
4/05/2016	\$ 98,322.40			
12/05/2016	\$ 730.35	<b>Cheque Total</b>	\$1,304.00	1%
18/05/2016	\$ 91,767.77	<b>EFT Total</b>	\$999,759.35	84%
19/05/2016	\$ 195.53	<b>Payroll Total</b>	\$191,016.05	15%
<b>Total</b>	<b>\$ 191,016.05</b>	<b>Total</b>	<b>\$1,192,079.40</b>	
		<b>Local Suppliers</b>	\$487,824.24	41%
<b>PF</b>	<b>Partially Funded</b>	<b>Employees</b>	<b>\$ 191,016.05</b>	15%
<b>R</b>	<b>Reimbursement</b>			
<b>I</b>	<b>Insurance</b>			
<b>PRB</b>	<b>Partially Reimbursement</b>			
<b>L</b>	<b>Local Supplier</b>			

## 10.2.074 MONTHLY FINANCIAL REPORTS – MAY 2016

**File Reference:** 12.8.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 23 June 2016  
**Author:** Rhona Hawkins – Manager Finance

### **Attachments**

- Monthly Financial Report for the period ended May 2016

### **Background**

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

### **Summary**

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

### **Comment**

The May 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 2015/16 Annual Budget, or resulting from a Council Motion for a budget amendment.

### **Strategic Implications**

Nil

### **Voting Requirements**

Simple Majority

**COUNCIL RESOLUTION 0616.093 AND OFFICER'S RECOMMENDATION**

**Moved: Cr Ward**

**Seconded: Cr McKenzie**

That Council:

Receive the May 2016 Monthly Financial Reports as presented.

**CARRIED 8/0**





## MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 MAY 2016

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

**TOWN OF NARROGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Nature or Type)**  
**FOR THE PERIOD ENDED 31 MAY 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	2,314,125	2,314,125	2,159,597	2,360,363	200,766	9%	
Profit on Asset Disposal	11	4,130	4,130	3,773	1,214	(2,559)	(211%)	▲
Fees and Charges		1,404,129	1,404,129	1,324,692	1,586,629	261,937	17%	▲
Interest Earnings		131,800	131,800	121,916	221,990	100,074	45%	
Other Revenue		155,000	155,000	142,076	127,898	(14,178)	(11%)	
<b>Total (Excluding Rates)</b>		<b>4,009,184</b>	<b>4,009,184</b>	<b>3,752,054</b>	<b>4,298,095</b>	<b>546,041</b>		
<b>Operating Expense</b>								
Employee Costs		(3,930,336)	(3,930,336)	(3,609,207)	(3,202,862)	406,345	13%	▼
Materials and Contracts		(3,724,392)	(3,724,392)	(3,416,857)	(3,936,190)	(519,333)	(13%)	▲
Utilities Charges		(669,822)	(669,822)	(655,281)	(585,167)	70,114	12%	▼
Depreciation (Non-Current Assets)		(1,324,892)	(1,324,892)	(1,214,411)	(1,167,421)	46,990	4%	
Interest Expenses		(44,846)	(44,846)	(41,096)	(37,478)	3,618	10%	
Insurance Expenses		(187,334)	(187,334)	(186,885)	(192,862)	(5,977)	(3%)	
Loss on Asset Disposal	11	(63,735)	(63,735)	(58,388)	(85,722)	(27,334)	(32%)	▲
Other Expenditure		(215,034)	(215,034)	(209,928)	(176,269)	33,659	19%	▼
<b>Total</b>		<b>(10,160,390)</b>	<b>(10,160,390)</b>	<b>(9,392,053)</b>	<b>(9,383,972)</b>	<b>8,081</b>		
<b>Funding Balance Adjustment</b>								
Add Back Depreciation		1,324,892	1,324,892	1,214,411	1,167,421	(46,990)	(4%)	
Adjust (Profit)/Loss on Asset Disposal	11	59,605	59,605	54,615	84,508	29,893	35%	▲
Movement in Leave Reserve (Added Back)		0	0	0	7,939	7,939	100%	
<b>Net Operating (Ex. Rates)</b>		<b>(4,766,709)</b>	<b>(4,766,709)</b>	<b>(4,370,973)</b>	<b>(3,826,009)</b>	<b>544,964</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	9	869,088	869,088	796,642	6,010,197	5,213,555	87%	▲
Proceeds from Disposal of Assets	11	247,000	247,000	227,000	205,159	(21,841)	(11%)	
Proceeds from New Debentures	13	450,000	450,000	450,000	450,000	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	2,906,885	2,906,885	0	0	0		
<b>Total</b>		<b>4,472,973</b>	<b>4,472,973</b>	<b>1,473,642</b>	<b>6,665,356</b>	<b>5,191,714</b>		
<b>Capital Expenses</b>								
Land and Buildings	11	(1,247,879)	(1,247,879)	(565,000)	(311,493)	253,507	81%	▼
Plant and Equipment	11	(589,848)	(589,848)	(469,848)	(533,190)	(63,342)	(12%)	▲
Furniture and Equipment	11	(63,000)	(63,000)	(55,000)	(34,700)	20,300	59%	
Infrastructure Assets - Roads	11	(459,252)	(459,252)	(459,252)	(456,703)	2,549	1%	
Infrastructure Assets - Footpaths	11	(50,000)	(50,000)	(50,000)	0	50,000	100%	▼
Infrastructure Assets - Drainage	11	(50,000)	(50,000)	(50,000)	(18,688)	31,312	168%	▼
Infrastructure Assets - Other	11	(1,308,472)	(1,308,472)	(373,472)	(464,458)	(90,986)	(20%)	▲
Repayment of Debentures	13	(144,809)	(144,809)	(124,230)	(125,445)	(1,215)	(1%)	
Transfer to Reserves	10	(733,990)	(733,990)	(729,816)	(101,789)	628,027	617%	▼
<b>Total</b>		<b>(4,647,250)</b>	<b>(4,647,250)</b>	<b>(2,876,618)</b>	<b>(2,046,466)</b>	<b>830,152</b>		
<b>Net Capital</b>		<b>(174,277)</b>	<b>(174,277)</b>	<b>(1,402,976)</b>	<b>4,618,890</b>	<b>6,021,866</b>		
<b>Total Net Operating + Capital</b>		<b>(4,940,986)</b>	<b>(4,940,986)</b>	<b>(5,773,949)</b>	<b>792,881</b>	<b>6,566,830</b>		
Rate Revenue		3,293,160	3,293,160	3,293,095	3,238,759	(54,336)	(2%)	
Opening Funding Surplus(Deficit)		1,647,827	1,650,598	1,650,598	1,650,598	0	0%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>1</b>	<b>2,772</b>	<b>(830,256)</b>	<b>5,682,238</b>	<b>6,512,494</b>		

**TOWN OF NARROGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**FOR THE PERIOD ENDED 31 MAY 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		5,100	5,100	88	462,805	462,717	100%	▲
General Purpose Funding		783,915	783,915	772,493	887,368	114,875	13%	▲
Law, Order and Public Safety		31,500	31,500	29,831	40,279	10,448	26%	
Health		7,500	7,500	7,163	4,788	(2,375)	(50%)	
Education and Welfare		1,402,564	1,402,564	1,286,097	6,571,984	5,285,887	80%	▲
Housing		7,800	7,800	7,150	7,200	50	1%	
Community Amenities		974,121	974,121	925,639	1,054,655	129,016	12%	▲
Recreation and Culture		922,139	922,139	838,609	366,178	(472,431)	(129%)	▼
Transport		459,156	459,156	420,871	517,487	96,616	19%	▲
Economic Services		231,401	231,401	212,113	246,213	34,100	14%	▲
Other Property and Services		53,076	53,076	48,642	149,335	100,693	67%	▲
<b>Total (Excluding Rates)</b>		<b>4,878,272</b>	<b>4,878,272</b>	<b>4,548,696</b>	<b>10,308,292</b>	<b>5,759,596</b>		
<b>Operating Expense</b>								
Governance		(1,658,132)	(1,658,132)	(1,538,675)	(1,278,658)	260,017	20%	▼
General Purpose Funding		(166,081)	(166,081)	(152,619)	(173,186)	(20,567)	(12%)	
Law, Order and Public Safety		(261,860)	(261,860)	(240,957)	(218,708)	22,249	10%	
Health		(125,838)	(125,838)	(115,698)	(90,472)	25,226	28%	▼
Education and Welfare		(1,503,469)	(1,503,469)	(1,380,387)	(2,368,103)	(987,716)	(42%)	▲
Housing		0	0	(907)	0	907	100%	
Community Amenities		(1,261,878)	(1,261,878)	(1,158,663)	(1,005,883)	152,780	15%	▼
Recreation and Culture		(2,567,973)	(2,567,973)	(2,389,890)	(2,310,734)	79,156	3%	
Transport		(1,517,366)	(1,517,366)	(1,400,223)	(1,290,417)	109,806	9%	
Economic Services		(1,017,699)	(1,017,699)	(933,021)	(747,766)	185,255	25%	▼
Other Property and Services		(80,093)	(80,093)	(81,013)	99,956	180,969	(181%)	
<b>Total</b>		<b>(10,160,390)</b>	<b>(10,160,390)</b>	<b>(9,392,053)</b>	<b>(9,383,971)</b>	<b>8,082</b>		
<b>Funding Balance Adjustment</b>								
Add back Depreciation		1,324,892	1,324,892	1,214,411	1,167,421	(46,990)	(4%)	
Adjust (Profit)/Loss on Asset Disposal	10	59,605	59,605	54,615	84,508	29,893	35%	▲
Movement in Leave Reserve (Added Back)		0	0	0	7,939	7,939	100%	
<b>Net Operating (Ex. Rates)</b>		<b>(3,897,621)</b>	<b>(3,897,621)</b>	<b>(3,574,331)</b>	<b>2,184,190</b>	<b>5,758,521</b>		
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	10	247,000	247,000	227,000	205,159	(21,841)	(11%)	
Proceeds from New Debentures	12	450,000	450,000	450,000	450,000	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	9	2,906,885	2,906,885	0	0	0		
<b>Total</b>		<b>3,603,885</b>	<b>3,603,885</b>	<b>677,000</b>	<b>655,159</b>	<b>(21,841)</b>		
<b>Capital Expenses</b>								
Land and Buildings	10	(1,247,879)	(1,247,879)	(565,000)	(311,493)	253,507	81%	▼
Plant and Equipment	10	(589,848)	(589,848)	(469,848)	(533,190)	(63,342)	(12%)	▲
Furniture and Equipment	10	(63,000)	(63,000)	(55,000)	(34,700)	20,300	59%	
Infrastructure Assets - Roads	10	(459,252)	(459,252)	(459,252)	(456,703)	2,549	1%	
Infrastructure Assets - Footpaths	10	(50,000)	(50,000)	(50,000)	0	50,000	100%	▼
Infrastructure Assets - Drainage	10	(50,000)	(50,000)	(50,000)	(18,688)	31,312	168%	▼
Infrastructure Assets - Other	10	(1,308,472)	(1,308,472)	(373,472)	(464,458)	(90,986)	(20%)	▲
Repayment of Debentures	12	(144,809)	(144,809)	(124,230)	(125,445)	(1,215)	(1%)	
Transfer to Reserves	9	(733,990)	(733,990)	(729,816)	(101,789)	628,027	617%	▼
<b>Total</b>		<b>(4,647,250)</b>	<b>(4,647,250)</b>	<b>(2,876,618)</b>	<b>(2,046,466)</b>	<b>830,152</b>		
<b>Net Capital</b>		<b>(1,043,365)</b>	<b>(1,043,365)</b>	<b>(2,199,618)</b>	<b>(1,391,307)</b>	<b>808,311</b>		
<b>Total Net Operating + Capital</b>		<b>(4,940,986)</b>	<b>(4,940,986)</b>	<b>(5,773,949)</b>	<b>792,883</b>	<b>6,566,832</b>		
Rate Revenue		3,293,160	3,293,160	3,293,095	3,238,759	(54,336)	(2%)	
Opening Funding Surplus(Deficit)		1,647,827	1,650,598	1,650,598	1,650,598	0	0%	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>1</b>	<b>2,772</b>	<b>(830,256)</b>	<b>5,682,240</b>	<b>6,512,496</b>		

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 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.

**(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.

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 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 construction/road base original surfacing and major re-surfacing	not depreciated 50 years
- bituminous seals	20 years
Gravel roads clearing and earthworks construction/road base gravel sheet	not depreciated 50 years 12 years
Formed roads (unsealed) clearing and earthworks construction/road base	not depreciated 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.

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 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.

**(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.

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

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

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

**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.

**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.

**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2016**

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

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

**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.

**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.

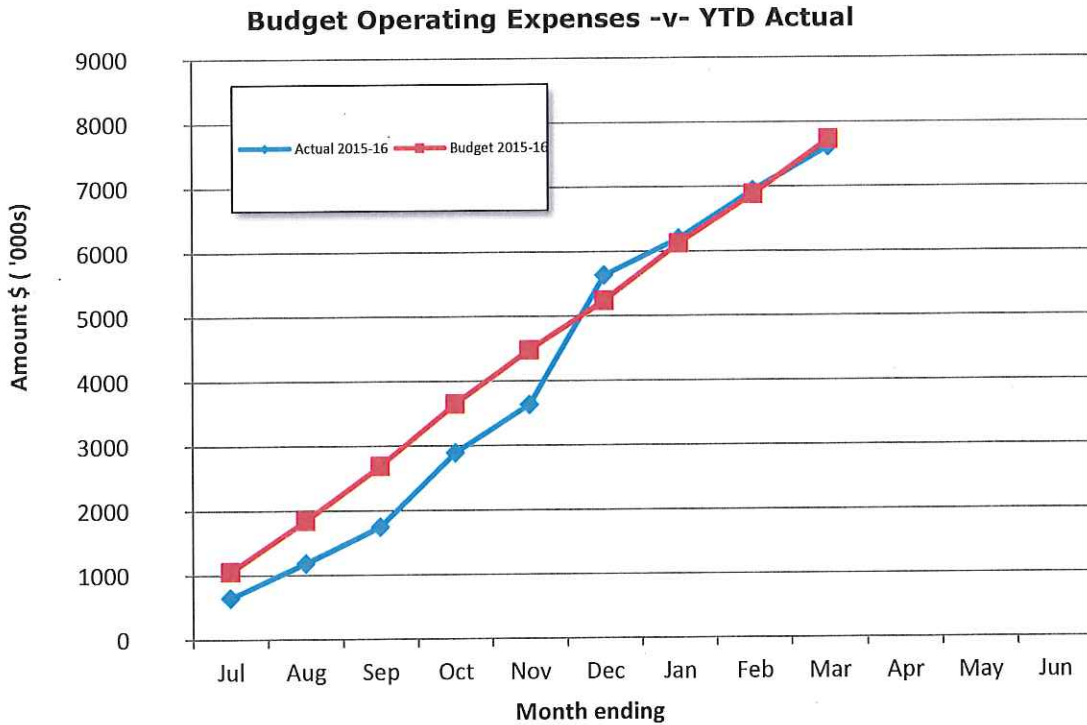
**OTHER PROPERTY & SERVICES**

Private Works, Stocks and Miscellaneous Items.

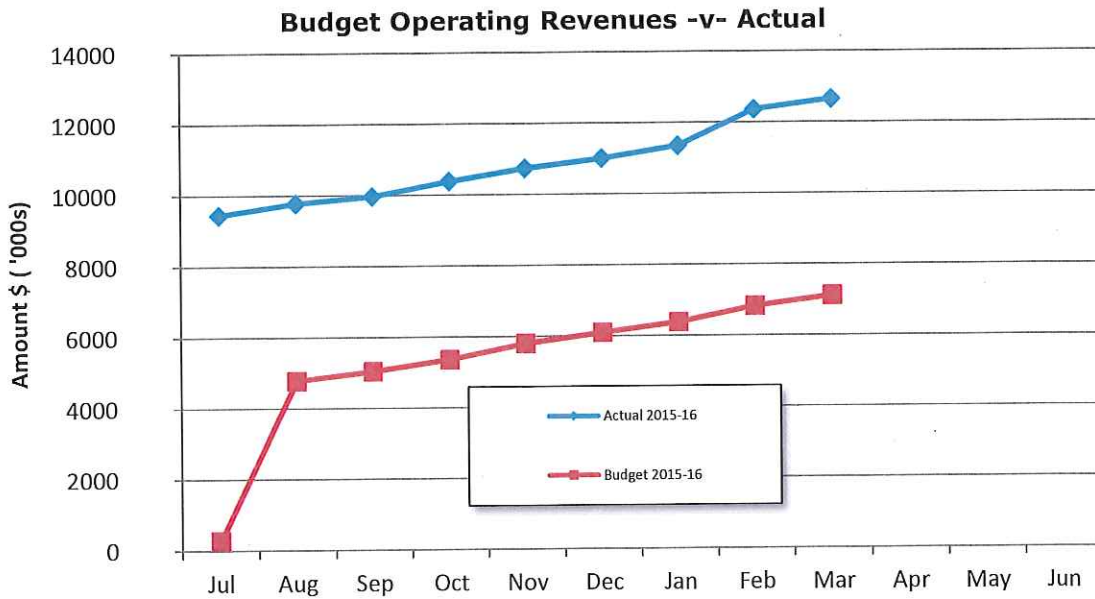


**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

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



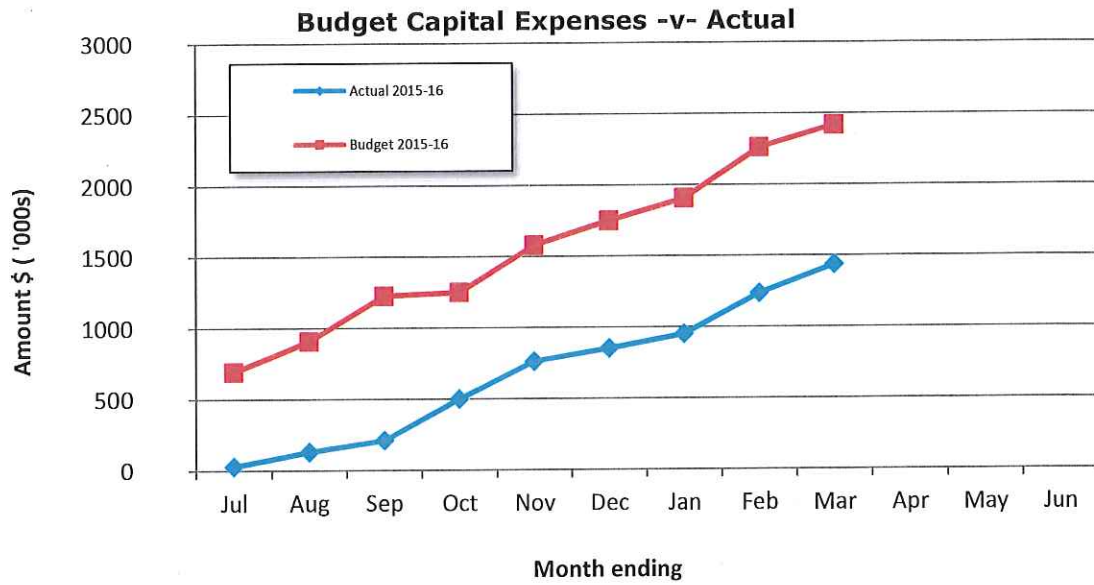
**Comments/Notes - Operating Expenses**



**Comments/Notes - Operating Revenues**

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

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

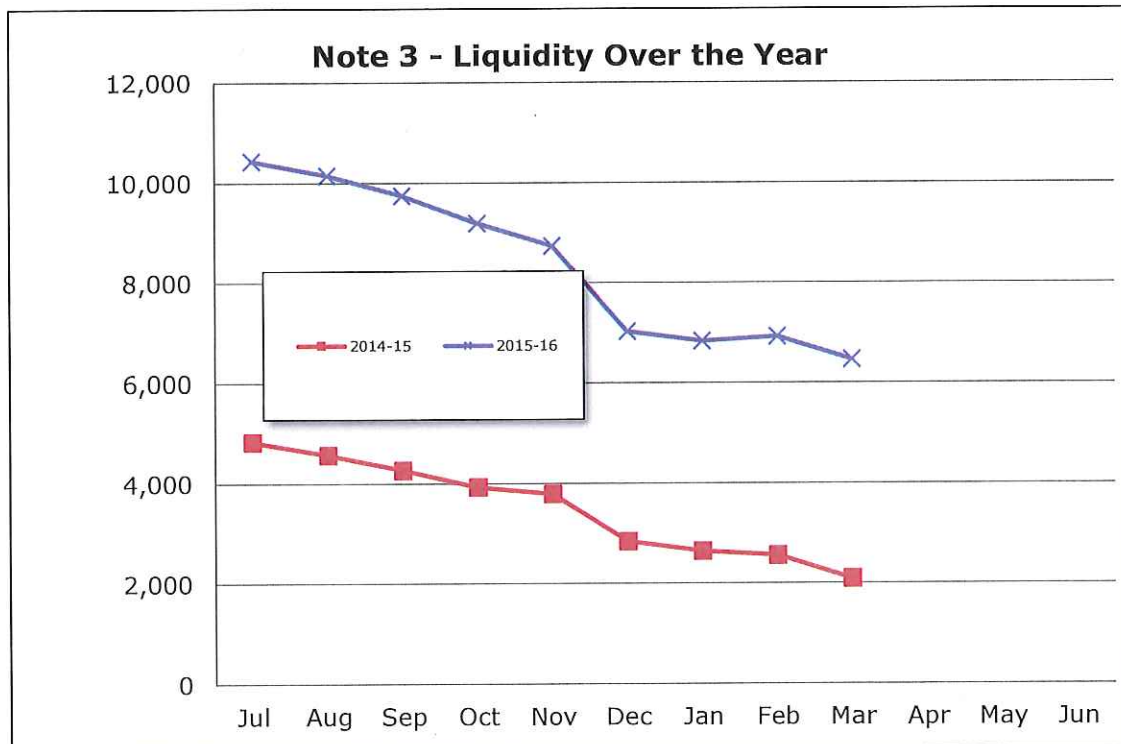


**Comments/Notes - Capital Expenses**

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

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

		Positive=Surplus (Negative=Deficit)		
		31/05/2016	30/04/2016	31/05/2015
Note		This Period	Last Period	Same Period Last Year
		\$	\$	\$
<b>Current Assets</b>				
4	Cash Unrestricted	5,433,358	5,917,289	1,788,151
4	Cash Restricted	4,269,588	4,243,545	2,616,978
7	Receivables - Rates and Rubbish, ESL, Excess Rates	273,468	316,671	221,053
7	Receivables -Other	355,727	251,107	481,991
		<b>10,332,142</b>	<b>10,728,611</b>	<b>5,108,171</b>
<b>Less: Current Liabilities</b>				
	Payables	<b>(266,345)</b>	<b>(307,576)</b>	<b>(337,832)</b>
	Loan Liability	<b>(19,364)</b>	<b>(57,855)</b>	<b>(53,562)</b>
	Provisions	<b>(448,020)</b>	<b>(448,020)</b>	<b>(425,541)</b>
		<b>(733,729)</b>	<b>(813,451)</b>	<b>(816,935)</b>
<b>Net Current Asset Position</b>		<b>9,598,413</b>	<b>9,915,160</b>	<b>4,291,236</b>
	Less: Cash Restricted	<b>(4,269,588)</b>	<b>(4,243,545)</b>	<b>(2,616,978)</b>
	Add Back: Component of Leave Liability not Required to be funded	334,053	332,021	216,113
	Add Back: Current Loan Liability	19,364	57,855	53,562
	Adjustment for Trust Transactions Within Muni	<b>(2)</b>	0	0
<b>Net Current Funding Position</b>		<b>5,682,240</b>	<b>6,061,492</b>	<b>1,943,934</b>



**Comments - Net Current Funding Position**

The Net Current Funding Position above includes Karinya Grant funds of \$3,975,741. The adjusted position is therefore \$1,754,522.



**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

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

**5.1.1 GOVERNANCE**

Permanent - Reimbursement income higher than anticipated due to Shire of Cuballing reimbursement for LG Dinner and CEO purchase of mobile phone.

Permanent - Insurance rebates for Advertising \$703, Wages Adjustment \$6,302, Claims Experience \$1,920, Valuation Costs \$20,500, and 2014/15 Surplus \$21,409

Permanent - Grant received for Amalgamation/Merger \$400,000

**5.1.2 GENERAL PURPOSE FUNDING**

Permanent - Reimbursement of debt collection is higher than anticipated.

**5.1.3 LAW, ORDER AND PUBLIC SAFETY**

Permanent - Fire prevention fines and penalties higher than expected.

Permanent - State Emergency Management Committee Grant \$10,000.

**5.1.4 HEALTH**

Permanent - Regulatory Fees and Charges and Penalties are lower than anticipated for this time of year.

**5.1.5 EDUCATION AND WELFARE**

Permanent - Grant Funding for the Dementia Wing at Narrogin Cottage Homes \$5,137,000

**5.1.6 HOUSING**

Nil

**5.1.7 COMMUNITY AMENITIES**

Permanent - Commercial Tipping Fees - asbestos disposal for the TAFE project \$102,200

**5.1.8 RECREATION AND CULTURE**

Timing - Budget for grant income for Skate Park and Hockey Upgrade, not received as per budget.

**5.1.9 TRANSPORT**

Permanent - Roads to Recovery funds higher than anticipated \$67,120

Permanent - Regional Road Group funds higher than anticipated \$15,600 due to Federal St final claim not included in budget.

**5.1.10 ECONOMIC SERVICES**

Permanent - Building Licence fees are higher than expected.

Permanent - Contribution from Caravan Park caretakers for rent \$10,000

Permanent - Fees and charges from Caravan Park higher due to more patronage.

**5.1.11 OTHER PROPERTY AND SERVICES**

Permanent - More private works has been carried out.

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

**5.2 OPERATING EXPENSES - PROGRAM**

**5.2.1 GOVERNANCE**

Timing - Expenditure on Structural Reform (Merger) lower than anticipated.

**5.2.2 GENERAL PURPOSE FUNDING**

Permanent - Annual and Long Service Leave payout for previous Finance Officer - Rates.

Permanent - Debt collection expenses are higher than anticipated but offset by income reimbursement.

**5.2.3 LAW, ORDER AND PUBLIC SAFETY**

Timing - ESL payable on Town Buildings has not be paid as yet.

Timing - Fire Prevention salaries and wages is lower than expected.

Timing - Maintenance at the Animal Pound has occurred earlier than expected.

**5.2.4 HEALTH**

Timing - Health Salaries and Wages lower than budgetted.

**5.2.5 EDUCATION AND WELFARE**

Timing - Expenditure under the Home and Community Care Program is lower than anticipated.

Timing - Expenditure under the Home Care Packages is lower than anticipated.

Permanent - Partial funds paid to Karinya \$1,200,000

**5.2.6 HOUSING**

Nil

**5.2.7 COMMUNITY AMENITIES**

Timing - Waste disposal expenditure is lower than expected due to not receiving the Contractors invoices prior to closing off for the month.

Timing - Townscape expenditure has not occurred as per budget.

**5.2.8 RECREATION AND CULTURE**

Permanent - Salaries and wages paid to Leisure centre staff.

Timing - Expenditure on Utilities at the Leisure centre are lower than expected.

**5.2.9 TRANSPORT**

Timing - Maintenance expenditure on Roads is lower than anticipated.

**5.2.10 ECONOMIC SERVICES**

Timing - Caravan Park maintenance is lower than expected.

Timing - TAFE Project expenditure is lower than expected.

**5.2.11 OTHER PROPERTY AND SERVICES**

Timing - due to Public Works Overheads and Plant Operation Costs this will be rectified.

**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2016**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

**5.3 CAPITAL REVENUE**

**5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS**

Nil

**5.3.2 PROCEEDS FROM NEW DEBENTURES**

Nil

**5.3.3 PROCEEDS FROM SALE OF INVESTMENT**

Nil

**5.3.4 PROCEEDS FROM ADVANCES**

Nil

**5.3.5 SELF-SUPPORTING LOAN PRINCIPAL**

Nil

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

Timing - Reserve transfers will be completed as part of the end of year processes.

**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2016**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

**5.4 CAPITAL EXPENSES**

**5.4.1 LAND HELD FOR RESALE**

Nil

**5.4.2 LAND AND BUILDINGS**

Nil

**5.4.3 PLANT AND EQUIPMENT**

Nil

**5.4.4 TOOLS**

Nil

**5.4.5 FURNITURE AND EQUIPMENT**

Nil

**5.4.6 INFRASTRUCTURE ASSETS - ROADS**

Nil

**5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS**

Nil

**5.4.9 INFRASTRUCTURE ASSETS - DRAINAGE**

Nil

**5.4.10 INFRASTRUCTURE ASSETS - PARKS AND OVALS**

Nil

**5.4.11 INFRASTRUCTURE ASSETS - OTHER**

Nil

**5.4.12 PURCHASES OF INVESTMENT**

Nil

**5.4.13 REPAYMENT OF DEBENTURES**

Nil

**5.4.14 ADVANCES TO COMMUNITY GROUPS**

Nil

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

Timing - Reserve transfers will be completed as part of the end of year processes.

**5.5 OTHER ITEMS**

Nil

**5.5.1 RATE REVENUE**

Nil

**5.5.2 OPENING FUNDING SURPLUS(DEFICIT)**

Nil



**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

**Note 6: BUDGET AMENDMENTS/VARIATION TO SURPLUS/(DEFICIT)**  
 Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
<b>Budget Adoption</b> Variation between adopted budget opening position and actual		Opening Surplus(Deficit) Opening Surplus(Deficit) Opening Surplus(Deficit)	\$	\$ 2,771	\$	\$ 2,772
<b>Closing Funding Surplus (Deficit)</b>			0	2,771	0	2,772

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

**Note 7: RECEIVABLES**

**Receivables - Rates and Rubbish**

	<b>Current 31/05/16</b>
Previous Year	\$ 330,637
Rates Levied this year (YTD)	3,292,120
Movement in Excess Rates	<b>(53,361)</b>
Domestic Refuse Collection Charges	388,848
Domestic Services (Additional)	3,377
Commercial Collection Charge	41,280
Commercial Collection Charge (Additional)	44,604
Total Rates and Rubbish (YTD)	3,716,916
Less Collections to date	<b>(3,667,920)</b>
Equals Outstanding	379,633
<b>Net Rates Collectable</b>	<b>90.62%</b>
% Collected	

(Note 8)

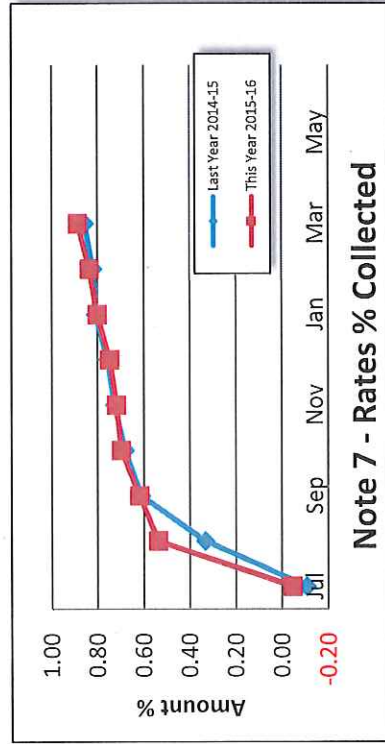
	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+Days</b>
Receivables - Sundry Debtors	\$ 149,354	\$ 21,198	\$ 72,315	\$ 57,693
<b>Total Outstanding</b>	<b>300,560</b>			

Amounts shown above include GST (where applicable)

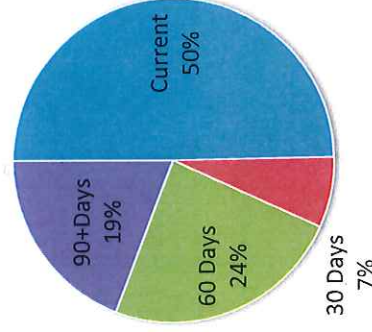
Rates Pensioner Rebate Claims	8,417
GST Input	86,751
Provision For Doubtful Debts	<b>(40,000)</b>
<b>Total Receivables - Other (Note 3)</b>	<b>355,728</b>

Pensioner Deferred Rates	<b>(101,595)</b>
Pensioner Deferred ESL	<b>(4,570)</b>
<b>Total Rates and Rubbish, ESL, Excess Rates</b>	<b>273,468</b>

(Note 3)



**Note 7 - Accounts Receivable  
(non-rates)**



**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31 May 2016

**Note 8: RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Amended Budget Rate Revenue \$</b>	<b>Amended Budget Interim Rate \$</b>	<b>Amended Budget Back Rate \$</b>	<b>Amended Budget Total Revenue \$</b>
General Rate											
GRV	0.10057	1,943	28,275,680	2,843,685	2,777	0	2,846,462	2,843,685	2,362	0	2,846,047
UV - Mining Tenement	0.77937	1	1,328	1,035	(1,035)	0	0	1,035	0	0	1,035
<b>Sub-Totals</b>		<b>1,944</b>	<b>28,277,008</b>	<b>2,844,720</b>	<b>1,742</b>	<b>0</b>	<b>2,846,462</b>	<b>2,844,720</b>	<b>2,362</b>	<b>0</b>	<b>2,847,082</b>
<b>Minimum Payment</b>											
GRV	1,006	443	3,264,542	445,658	0	0	445,658	445,658	420	0	446,078
UV - Mining Tenement	1,006	0	0	0	0	0	0	0	0	0	0
<b>Sub-Totals</b>		<b>443</b>	<b>3,264,542</b>	<b>445,658</b>	<b>0</b>	<b>0</b>	<b>445,658</b>	<b>445,658</b>	<b>420</b>	<b>0</b>	<b>446,078</b>
<b>Total Rates Levied (Note 7)</b>							<b>3,292,120</b>				<b>3,293,160</b>
Discounts							0				0
Rates Adjustments							0				0
Movement in Excess Rates							(53,361)				0
<b>Amount from General Rates</b>							<b>3,238,759</b>				<b>3,293,160</b>
Ex Gratia Rates							0				350
Specified Area Rates							0				0
<b>Totals</b>							<b>3,238,759</b>				<b>3,293,510</b>

Comments - Rating Information

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

**Note 9: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval (Yes/No)	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
<b>GENERAL PURPOSE FUNDING</b>			\$	\$	\$	\$	\$
RATES - Reimbursement of Debt Collection Costs (Inc GST)		Yes	0	(80)	(80)	5,879	(5,959)
RATES - Reimbursement of Debt Collection Costs (Exc GST)		Yes	(10,000)	(28,587)	(38,587)	(35,386)	(3,201)
GENGRANT - Financial Assistance Grant - General	Grants Commission (Untied)	Yes	(549,320)		(549,320)	(541,285)	(8,035)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(70,595)		(70,595)	(70,579)	(16)
<b>MEMBERS</b>							
MEMBERS - Reimbursements	Reimbursements	Yes	0	(1,123)	(1,123)	(1,123)	(0)
<b>OTHER GOVERNANCE</b>							
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)	(48,967)	(53,967)	(54,417)	450
OTHGOV - Grant Funding - Council		Yes	0		0	0	0
OTHGOV - Grant Funding - Council		Yes	0	(400,000)	(400,000)	(400,000)	0
<b>LAW, ORDER, PUBLIC SAFETY</b>							
FIRE - Reimbursements	FESA (SES)	Yes	0		0	0	0
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(6,000)		(6,000)	(5,400)	(600)
OLOPS - LEMC Contribution		Yes	(5,000)		(5,000)	(5,000)	0
OLOPS - State Emergency Management Grants		Yes	0	(10,000)	(10,000)	(10,000)	0
<b>EDUCATION &amp; WELFARE</b>							
HACC - Recurrent Grant Funding	Dept. of Health & Ageing	Yes	(828,371)		(828,371)	(840,797)	12,426
HACC - Contributions & Donations	Dept. of Health & Ageing	Yes	0	(3,636)	(3,636)	(3,636)	0
HACC - Other Grants	Dept. of Health & Ageing	Yes	0	(697)	(697)	(697)	(0)
CHCP - Recurrent Grant Funding	Dept. of Health & Ageing	Yes	(203,000)		(203,000)	(139,082)	(63,918)
CHCP - Reimbursements	Dept. of Health & Ageing	Yes		(967)	(967)	(967)	(0)
CHSP - Recurrent Grant Funding	Bethanie Care	Yes	(80,000)	(39,875)	(119,875)	(170,301)	50,426
AGEDSNRS - Reimbursements	Reimbursements	Yes	(2,075)		(2,075)	(436)	(1,639)
AGEDOTHER - Baptist Care Contributions	Neurodegenerative Conditions Co-ordinating Care Program	Yes	(9,000)		(9,000)	0	(9,000)
AGEDOTHER - PATS Voucher Income	Neurodegenerative Conditions Co-ordinating Care Program	Yes	(2,000)		(2,000)	(1,802)	(198)
AGEDOTHER - CATS Contributions & Donations (inc GST)	Dept. of Veterans Affairs/CATS Travel Rebate	Yes	(4,000)		(4,000)	(2,000)	(2,000)

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

**Note 9: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval (Yes/No)	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Reconc Status	
						Received	Not Received
			\$	\$	\$	\$	\$
AGEDOTHER - CATS Contributions & Donations (inc GST)	Donations	Yes	0	(2,500)	(2,500)	(2,530)	30
AGEOTHER - CATS Contributions & Donations (Ex GST)	Fees	Yes	0	(100)	(100)	(200)	100
AGEOTHER - Commonwealth Carers Respite Fees & Charges	Fees	Yes	(2,827)	(2,827)	(2,827)	0	(2,827)
AGEOTHER - Juniper Community Income	Juniper Community Income	Yes	(32,000)	(6,337,000)	(32,000)	(19,538)	(12,462)
AGEDOTHER - Grant Funding	Juniper Community Income	Yes	0	(10,000)	(6,337,000)	(5,175,741)	(1,161,259)
AGEDOTHER - Aged Friendly Communities Regional Grant	Juniper Community Income	Yes	(16,666)	(16,666)	(26,666)	(26,667)	1
WELFARE - Contributions & Donations	Donations	Yes	(550)	(550)	(550)	0	(550)
WELFARE - Grants	Donations	Yes	(110,000)	(110,000)	(110,000)	(455)	(109,545)
WELFARE - Grants	Donations	Yes	0	(42,000)	(42,000)	(42,000)	0
<b>COMMUNITY AMENITIES</b>							
SAN - Contributions & Donations	Shire of Narrogin	Yes	(12,000)	(12,000)	(12,000)	(9,000)	(3,000)
SAN - Reimbursements	Shire of Narrogin	Yes	0	(3,692)	(3,692)	(3,692)	(0)
COM AMEN - Contributions & Donations	Shire of Narrogin (incl Toilets)	Yes	(8,700)	(5,927)	(14,627)	(14,627)	(0)
COM AMEN - Grants	Shire of Narrogin (incl Toilets)	Yes	(27,771)	(27,771)	(27,771)	(27,772)	1
<b>RECREATION AND CULTURE</b>							
HALLS - Reimbursements	Reimbursements	Yes	(230)	(210)	(440)	(440)	0
HALLS - Contributions & Donations	Shire of Narrogin	Yes	(15,200)	(15,200)	(15,200)	(11,400)	(3,800)
NRRC - Pool Subsidy	Dept Sport and Recreation	Yes	0	(32,000)	(32,000)	(32,000)	0
NRRC - Reimbursements	Reimbursements	Yes	0	(10,208)	(10,208)	(9,637)	(571)
NRRC - Contributions & Donations	Shire of Narrogin	Yes	(39,500)	(39,500)	(39,500)	(29,625)	(9,875)
REC - Grants - Kids Sports	Dept Sport and Recreation	Yes	(35,000)	(35,000)	(35,000)	(35,000)	0
REC - Grants - Regional Talent Program	Dept Sport and Recreation	Yes	(29,000)	(29,000)	(29,000)	(25,000)	(4,000)
REC - Reimbursements - Other Recreation	Reimbursements	Yes	(61,980)	(61,980)	(61,980)	(58,858)	(3,122)
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(20,000)	(20,000)	(23,056)	(24,556)	1,500
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(200,000)	(200,000)	(200,000)	0	(200,000)
REC - Contributions & Donations	Shire Contribution	Yes	(38,600)	(38,600)	(38,600)	(29,950)	(8,650)
REC - Contributions & Donations	Shire Contribution	Yes	(400,000)	(400,000)	(400,000)	0	(400,000)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)	(500)	(500)	0	(500)
LIB - Contributions & Donations	Reimbursements	Yes	(37,000)	(37,000)	(37,000)	(24,000)	(13,000)
LIB - Contributions & Donations	Reimbursements	Yes	0	(16)	(16)	(37)	21

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

**Note 9: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval (Yes/No)	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		
						Received	Not Received	
LIB - Grant - Regional Library Services	State Government	Yes	\$ (5,000)	\$	\$ (5,000)	\$ 5,061	\$ (10,061)	
LIB - Other Grants		Yes	0	(4,300)	(4,300)	(4,300)	0	
HERITAGE - Contributions & Donations		Yes	(4,000)		(4,000)	(3,000)	(1,000)	
OTHFUL - Contributions & Donations - Other Culture	Shire of Narrogin	Yes	(4,000)		(4,000)	(8,500)	4,500	
OTHFUL - Reimbursements - Other Culture	Reimbursements	Yes	0		0	(121)	121	
OTHFUL - Grants - Other Culture		Yes	0		0	(1,000)	1,000	
OTHFUL - Grants - Other Culture	Arts Storage Grant	Yes	0	(38,058)	(38,058)	(38,058)	0	
OTHFUL - Grant Narrogin Litter Twitter Project		Yes	0		0	0	0	
<b>TRANSPORT</b>								
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(123,088)		(123,088)	(138,748)	15,660	
ROADC - Roads to Recovery Grant	Roads to Recovery	Yes	(146,000)	(67,120)	(213,120)	(213,120)	0	
ROADM - Direct Road Grant (MRWA)	Main Roads WA (Direct/Lights)	Yes	(31,500)	(2,700)	(34,200)	(34,200)	0	
ROADM - Street Lighting Subsidy	Main Roads WA (Direct/Lights)	Yes	(5,000)		(5,000)	(5,020)	20	
ROADM - Reimbursements	Main Roads WA (Direct/Lights)	Yes	0		0	(1,414)	1,414	
<b>ECONOMIC SERVICES</b>								
TOUR - Reimbursements (Exc GST)	Reimbursements	Yes	0	(10,000)	(10,000)	(12,000)	2,000	
ECONOM - Reimbursements	Reimbursements	Yes	(2,740)		(2,740)	310	(3,050)	
<b>OTHER PROPERTY AND SERVICES</b>								
PWO - Other Reimbursements	Reimbursements	Yes	0	(2,418)	(2,418)	(1,284)	(1,134)	
ADMIN - Reimbursements	Reimbursements	Yes	0	(1,981)	(1,981)	(4,378)	2,397	
SAL - Reimbursement - Workers Compensation	Reimbursements	Yes	0	(27,032)	(27,032)	(31,036)	4,004	
<b>TOTALS</b>			<b>(3,183,213)</b>	<b>(7,134,250)</b>	<b>(10,317,463)</b>	<b>(8,370,560)</b>	<b>(1,946,903)</b>	

**Comments - Grants and Contributions**

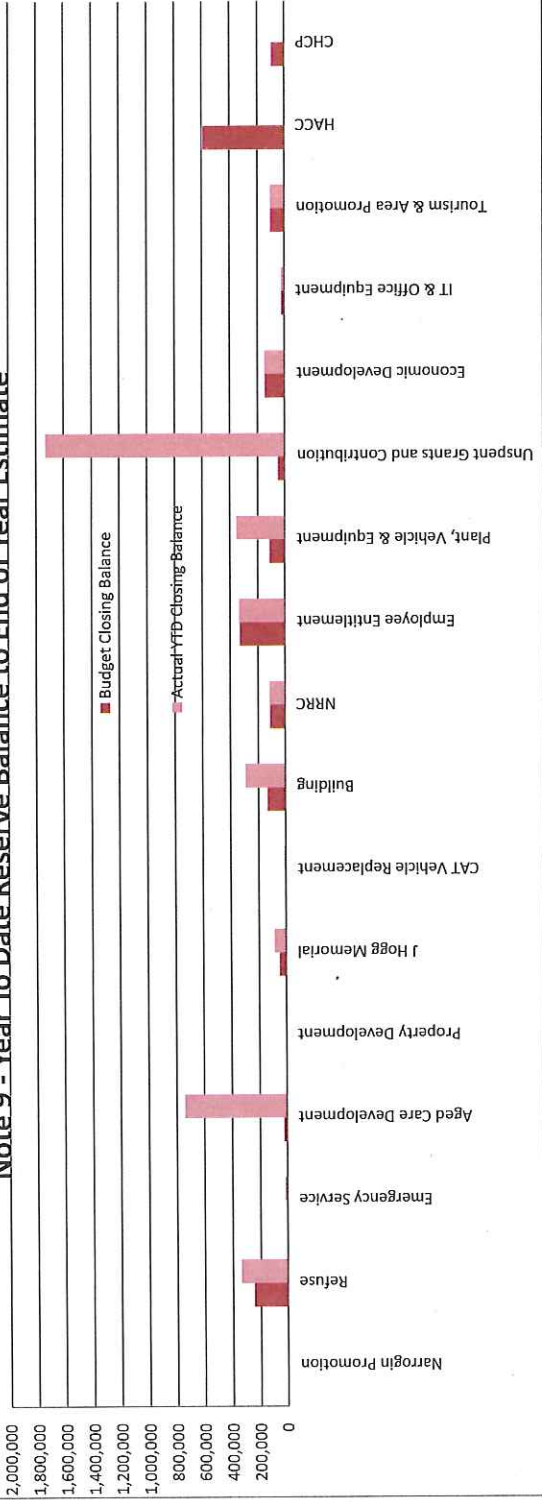
The above table of grants and contributions is not exhaustive but does contain that activity deemed important enough for inclusion in this table.

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 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	329,707	3,852	8,041	0	0	91,000	0		242,559	337,748
Emergency Service	12,945	151	305	0	0	13,096	0		0	13,250
Aged Care Development	723,880	9,765	17,712	0	0	712,990	0		20,655	741,592
Property Development	0	0	0	0	0	0	0		0	0
J Hogg Memorial	82,787	967	2,036	0	0	35,000	0		48,754	84,823
CAT Vehicle Replacement	8,842	103	203	0	0	6,000	0		2,945	9,045
Building	281,792	3,292	6,922	0	0	155,000	0		130,084	288,714
NRRC	109,410	1,278	2,646	0	0	0	0		110,688	112,056
Employee Entitlement	326,113	3,810	7,939	0	0	0	0		329,923	334,052
Plant, Vehicle & Equipment	342,821	4,005	8,347	0	0	236,752	0		110,074	351,168
Unspent Grants and Contribution	1,687,047	19,711	41,225	0	0	1,657,047	0		49,711	1,728,272
Economic Development	142,454	1,664	3,460	0	0	0	0		144,118	145,914
IT & Office Equipment	20,000	234	509	0	0	0	0		20,234	20,509
Tourism & Area Promotion	100,000	1,168	2,443	0	0	0	0		101,168	102,443
HACC	0	0	0	590,812	0	0	0		590,812	0
CHCP	0	0	0	93,178	0	0	0		93,178	0
	<b>4,167,798</b>	<b>50,000</b>	<b>101,789</b>	<b>683,990</b>	<b>0</b>	<b>2,906,885</b>	<b>0</b>		<b>1,994,903</b>	<b>4,269,587</b>

**Note 9 - Year To Date Reserve Balance to End of Year Estimate**



**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

**Note 11: CAPITAL DISPOSALS AND ACQUISITIONS**

Actual				Current Budget This Year				Variance (Under)Over
Cost	Accum Depr	Proceeds	Profit (Loss)	Original Budget	Revised Budget	YTD Budget	Actual	
\$	\$	\$	\$	\$	\$	\$	\$	\$
48,784	4,063	35,455	(9,266)	40,000	40,000	40,000	35,454.55	(4,545) ▼
35,684	3,568	24,628	(7,487)	27,000	27,000	27,000	24,628.41	(2,372) ▼
29,655	2,470	16,818	(10,367)	20,000	20,000	20,000	16,818.18	(3,182) ▼
18,750	4,866	12,273	(1,611)	10,000	10,000	10,000	12,272.73	2,273 ▲
23,909	2,188	13,636	(8,085)	14,000	14,000	14,000	13,636.36	(364) ▼
31,116	3,896	22,349	(4,870)	27,500	27,500	27,500	22,349.45	(5,151) ▼
39,600	9,512	5,227	(24,861)	20,000	20,000	0	5,227.27	5,227 ▲
0	1,214	0	1,214	0	0	0	0.00	0 †††
32,995	6,992	20,000	(6,003)	18,000	18,000	18,000	20,000.00	2,000 ▲
25,455	5,307	16,364	(3,784)	20,000	20,000	20,000	16,363.64	(3,636) ▼
19,913	4,315	11,364	(4,234)	20,000	20,000	20,000	11,363.64	(8,636) ▼
				0	0	0	0.00	0 †††
				0	0	0	0.00	0 †††
21,588	1,975	14,744	(4,869)	16,500	16,500	16,500	14,743.64	(1,756) ▼
17,000	4,414	12,301	(285)	14,000	14,000	14,000	12,301.27	(1,699) ▼
<b>344,447</b>	<b>54,780</b>	<b>205,159</b>	<b>(84,508)</b>	<b>247,000</b>	<b>247,000</b>	<b>227,000</b>	<b>205,159.14</b>	<b>(21,841)</b>

**Comments - Capital Disposal**













Contributions				Current Budget				
Grants	Reserves	Borrowing	Total	This Year				
				Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	\$
			0	50,000	50,000	50,000	0	(50,000)
			0	50,000	50,000	50,000	0	(50,000)
			0	50,000	50,000	50,000	0	(50,000)

**Footpaths**

ROADC - Footpaths (Capital)  
Footpaths (Capital) - (SPARE)

Contributions				Current Budget				
Grants	Reserves	Borrowing	Total	This Year				
				Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	\$
			0	50,000	50,000	50,000	16,427	(33,573)
			0	0	0	0	2,262	2,262
			0	50,000	50,000	50,000	18,688	(31,312)
			0	50,000	50,000	50,000	18,688	(31,312)

**Drainage**

ROADC - Drainage (Capital)  
Drainage Works  
Drainage - Mokine Road

Contributions				Current Budget					
Grants	Reserves	Borrowing	Total	This Year					
				Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)/Over	
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	0	0	0	108,872	108,872	108,872	115,779	6,907	▲
	0	0	0	11,000	11,000	11,000	4,039	(6,961)	▼
	0	0	0	50,000	50,000	0	0	0	↑↑↑
	0	0	0	0	0	0	0	0	↑↑↑
	0	0	0	50,000	50,000	0	0	0	↑↑↑
	0	0	0	8,600	8,600	8,600	0	(8,600)	▼
	0	0	0	6,500	6,500	6,500	5,549	(951)	▼
	0	0	0	20,000	20,000	20,000	19,500	(500)	▼
	0	0	0	400,000	400,000	0	0	0	↑↑↑
	0	0	0	0	0	0	0	0	↑↑↑
	0	0	0	10,000	10,000	10,000	9,921	(79)	▼
	0	0	0	30,000	30,000	0	25,119	25,119	▲
	0	0	0	11,000	11,000	11,000	0	(11,000)	▼
	0	0	0	25,000	25,000	25,000	36,545	11,545	▲
	0	0	0	60,000	60,000	60,000	66,218	6,218	▲
	0	0	0	7,500	7,500	7,500	7,500	(0)	▼
	0	0	0	35,000	35,000	0	0	0	↑↑↑
	0	0	0	10,000	10,000	10,000	11,650	1,650	▲
	0	0	0	16,000	16,000	0	7,423	7,423	▲
	0	0	0	334,000	334,000	0	0	0	↑↑↑
	0	0	0	35,000	35,000	35,000	86,454	51,454	▲
	0	0	0	10,000	10,000	0	14,558	14,558	▲
	0	0	0	40,000	40,000	40,000	37,556	(2,444)	▼
	0	0	0	20,000	20,000	20,000	9,850	(10,150)	▼
	0	0	0	10,000	10,000	0	6,798	6,798	▲
	0	0	0	1,308,472	1,308,472	373,472	464,458	90,986	▲

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

**Note 12: TRUST FUND**

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-15	Amount Received	Amount Paid	Closing Balance 31-May-16
	\$	\$	\$	\$
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Councillor Nomination Fees	0	320	(320)	0
Cultural Development	4,820	0	0	4,820
Public Open Space Bonds	49,560	23,039	0	72,599
Trust Other	250	250	0	500
Crossover/Footpath	8,150	7,150	(50)	15,250
Town Hall Facility Bonds	3,175	2,425	(2,150)	3,450
Musical Society	300	0	0	300
Narrogin Abbatoir Committee	480	0	0	480
Meat Inspection	1,990	0	0	1,990
	68,725	33,184	(2,520)	99,389



**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2016**

**Note 13: INFORMATION ON BORROWINGS**

Debt Repayments	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments											
		2015-16 Budget	2015-16 Actual	2015-16 Budget	2015-16 Actual	2015-16 Budget	2015-16 Actual	2015-16 Budget	2015-16 Actual										
		\$	\$	\$	\$	\$	\$	\$	\$										
<b>Governance</b>																			
Loan 125 - Corporate Software & Server Upgrade	136,333	0	0	43,952	43,952	92,381	92,381	4,177	4,177	4,246	4,246								
Loan 128 - Administration Building Upgrade	0	450,000	450,000	0	0	450,000	450,000	0	0	0	0								
<b>Recreation &amp; Culture</b>																			
Loan 121B - Narrogin Regional Recreation Complex	398,598	0	0	41,157	37,638	357,441	360,960	21,314	21,314	19,842	19,842								
Loan 126 - Town Hall Renovations	233,370	0	0	25,420	26,950	207,950	206,420	8,765	8,765	7,238	7,238								
<b>Economic Services</b>																			
Loan 124 - Commercial Property	65,323	0	0	24,983	12,308	40,340	53,015	3,532	3,532	2,137	2,137								
Loan 127 - Industrial Land Purchase	159,841	0	0	9,297	4,597	150,544	155,244	7,058	7,058	4,015	4,015								
	993,465	450,000	450,000	144,809	125,445	1,298,656	1,318,020	44,846	44,846	37,478	37,478								

(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.

8.07 pm – Cr Kain declared an interest in the following item and left the meeting.

### **10.2.075 NARROGIN TOWN'S CRICKET CLUB FEES AND CHARGES**

**File Reference:** 5.6.3  
**Disclosure of Interest:** Nil  
**Applicant:** Not Applicable  
**Previous Item Nos:** Nil  
**Date:** 23 June 2013.  
**Author:** Colin Bastow, Director Corporate & Community Services.

#### **Attachments**

- Letter from the Narrogin Town's Cricket Club (NTCC).

#### **Summary**

Council is asked to consider an amended fee and charge for the use of Clayton Road Oval by the NTCC.

#### **Background**

The Town has received a letter from the NTCC requesting a reduced annual oval hire charge due to the Club experiencing both low numbers and financial problems.

#### **Comment**

The Town imposes an annual user charge for regular use of its ovals and reserves. Historically this charge has been set on a percentage of the oval maintenance cost, however in recent years a set amount has been used to reduce any confusion over what would be charged.

The Town of Narrogin assigns the task of preparing a turf wicket for the NTCC to one of its gardeners. The estimated cost of providing a turf wicket is \$20,000 per year.

A reduced oval rental charge is supported by the author as the benefit to both individual participants and the sporting community is significant. These benefits relate to both physical wellbeing and economic spinoffs.

If Council was to reduce the annual oval hire charge for NTCC, then the Town should review the need to prepare future turf wickets. There is a substantial cost to the Town with the preparation and ongoing maintenance of turf wickets in both staff wages and specialised plant and equipment costs, plus the cost of not maintaining other parks and gardens around Narrogin. The Town should consider the use of a low maintenance cricket pitch to reduce the ongoing costs to the NTCC.

The Town also provides a free gardening service to the Narrogin Crocquet Club.

### **Consultation**

- John Warburton, Narrogin Town's Cricket Club
- Aaron Cook, CEO

### **Statutory Environment**

*Local Government Act 1995 s.6.16 Imposition of fees and charges Policy Implications*

### **Financial Implications**

The Draft 2016/17 Schedule of Fees and Charges included an oval hire charge to the Narrogin Towns Cricket Club of \$2,150.

### **Strategic Implications**

- 2.1 Continue to expand the Town's capacity and reputation as a venue for events, sports and seminars of local and regional significance.

### **Voting Requirements**

Absolute Majority.

<b>COUNCIL RESOLUTION 0616.094 AND OFFICER'S RECOMMENDATION</b>
---

**Moved: Cr Ward**

**Seconded: Cr Schutz**

That Council:

1. Include in the Draft 2016/17 Schedule of Fees and Charges an annual oval hire charge for the Narrogin Towns Club of \$1,250 for the 2016/17 seasons, and
2. Authorise the CEO to investigate the provision of gardening services to individual community groups.

**CARRIED 7/0  
BY ABSOLUTE MAJORITY**

Narrogin Towns Cricket Club Inc

PO Box 215  
NARROGIN WA 6312

8 June 2016

Aaron Cook  
Town of Narrogin  
PO Box 188  
NARROGIN WA 6312

Town of Narrogin RECEIVED	
Directed to	Aaron
15 JUN 2016	
Ref No.	100.16.8045
Priority No.	
Subject No.	5.6.3
C. J. J. J.	

Dear Mr Cook,

The Narrogin Towns Cricket Club Inc requests a review of the Clayton Road Oval hire fee for the 2016 / 2017 season.

We appreciate the work that goes into providing such an excellent oval and pitch but as a club, we feel that we are paying an excessive fee to use this facility.

For the 2015 / 2016 season the club paid \$2,600 in oval hire. This has had a huge impact on our financial status this year. We are only a small club with two senior teams and this equates to nearly \$22 per player, per home game. Unlike football, we only have one game played on the oval for each booking. We don't have junior teams or a gate entry fee to help pay for the hire.

Currently, our subs are \$120 for a senior player. We would need to consider tripling our subs to cover this cost as well as the general running of the club. This is something the club is reluctant to do as we struggle to find players and at this stage, we only have 15 players for the 2016/2017 season.

We would be thankful for any reduction in the hire fee for 2016 / 2017.

Yours sincerely,



Gayelle Quartermaine

Secretary

Narrogin Towns Cricket Club Inc

8.17 pm – Cr Kain returned to the meeting

## **10.2.076 POTENTIAL SALE OF LOT 1562 FELSPAR STREET NARROGIN**

**File Reference:** A316600  
**Disclosure of Interest:** Nil  
**Applicant:** Narrogin Cottage Homes  
**Previous Item Nos:** Nil  
**Date:** 23 June 2016  
**Author:** Mr Aaron Cook – Chief Executive Officer

### **Attachments**

- Letter from Julie Christensen, CEO of Narrogin Cottage Homes.

### **Summary**

It is requested from Narrogin Cottage Homes (NCH) for Council to consider selling the small vacant parcel of land located at lot 1562 Felspar Street Narrogin.

### **Background**

The parcel of land is a reserve currently set aside for recreational purposes; however, no development of the land has occurred. As such, the land sits in an unkempt state and due to the dimensions there is little that can be facilitated other than a small playground and open grass.

This reserve has been identified by Council to be allocated to a future aged care development with the adjoining block that is vesting in the Department of Housing for Aged Care in a joint venture with Council, NCH and the Department.

### **Comment**

Narrogin Cottage Homes would like to purchase Lot 1562 from the Town to enable it to better negotiate with the Department of Housing and apply for grants if the land is in their holding. It has been argued previously that this land could be Council's contribution to the project of constructing aged Care Housing; however, NCH are driven to acquire the land and pursue the project.

This item is presented for Council to consider if it is willing to consider selling the reserve. If Council is willing to consider the sale then the Town will facilitate the land being valued and liaise with NCH to negotiate a proposed purchase price. During this time contact would be made with the Department of Lands for the Town to receive the purchase price from the State.

Both valuations would then be presented to Council for final consideration to purchase the land and on sell to Karinya.

If the sale was to progress the potential development on both parcels of land, being 4,600m<sup>2</sup>, would allow up to 15 new homes for the aged to be developed. This development will assist in improving the long term sustainability of NCH and work to retain the aged in Narrogin.

Please note that this item is not a commitment to sell the land but rather allocate staff time to further investigate and present an item to Council.

### **Consultation**

- Narrogin Cottage Homes
- Previous contact with the Department of Housing

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

- |     |   |
|-----|---|
| 2.3 | Continue to support the development of the Aged Care industry, services and support in Narrogin to assist in retaining aged residents within the community. |
|-----|---|

### **Voting Requirements**

Simple Majority

<b>COUNCIL RESOLUTION 0616.095 AND OFFICER'S RECOMMENDATION</b>
---

**Moved: Cr Schutz**

**Seconded: Cr Fisher**

That Council:

- 1) Endorse the concept of selling lot 1562 to Narrogin Cottage Homes for the purpose of Aged Care housing.
- 2) A valuation of the land be obtained from an independent valuer.
- 3) A valuation for the Town to purchase from the Department of Lands is obtained.
- 4) The Chief Executive Officer negotiate with Narrogin Cottage Homes for a purchase price to present to Council once all information has been obtained.

**CARRIED 8/0**

Narrogin Cottage Homes  
**KARINYA**

ABN: 27 465 964 008

PO Box 394

50 Felspar Street

Narrogin WA 6312

Charitable Collection Licence No : 17907

Phone: 08 9881 1677

Fax: 08 9881 1353

Email: [reception@nch.org.au](mailto:reception@nch.org.au)

Robert W Maxwell  
Chairman

Julie A Christensen  
Chief Executive Officer

Town of Narrogin  
PO Box 188  
NARROGIN WA 6312

Town of Narrogin RECEIVED	
Directed to	Aaron
20 JUN 2016	
Ref No:	1CR168074
Property File	A316600
Subject File	
C-Point No.	

Dear Aaron,

**LOT 1562 FELSPAR STREET, NARROGIN – PURCHASE REQUEST**

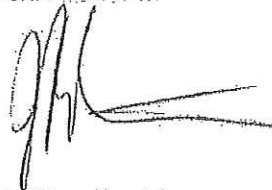
Following Narrogin Cottage Homes Board Meeting held on 19 May 2016, I have been requested on behalf of the Board of Management to formally approach the Town of Narrogin with regard to purchase of land situated at Lot 1562 Felspar Street, Narrogin.

As part of our ongoing investment in seniors' housing within the community, the acquisition of land by Narrogin Cottage Homes reflects positively on grant opportunities that are currently available in this sector.

We are currently in negotiation with the Department of Housing regarding the purchase of Lot 221 which is currently situated adjacent to Lot 1562. This combined site would allow for the construction of between 12 and 15 seniors homes by Narrogin Cottage Homes in the short to medium future.

We hope Council will look favourably upon our application to purchase Lot 1562 Felspar Street, Narrogin. A formal tender submission form can be supplied upon request.

Yours sincerely,



Julie Christensen  
CHIEF EXECUTIVE OFFICER

16 June 2016

## 10.2.077 ACKNOWLEDGEMENT OF SUPPORT FROM THE TOWN OF NARROGIN COUNCIL AND STAFF

**File Reference:** Nil  
**Disclosure of Interest:** Nil  
**Applicant:** Chief Executive Officer  
**Previous Item Nos:** Nil  
**Date:** 13 June 2016  
**Author:** Mr Aaron Cook – Chief Executive Officer

### Attachments

Nil

### Summary

This information item is presented to Council to thank the Elected Members and all staff from the Town of Narrogin for their support.

### Background

As Councillors would be aware, in December 2011, I was appointed as the Chief Executive Officer for the Town. At that time I joined Mr Bastow and Mr Robinson as the Executive Team. The period that followed was turbulent and difficult with the issues that needed review and amendment and redirecting the organisation to the strong and vibrant Council that it is today. In recent times following the departure of Mr Robinson and the appointment of Mr Awang and Mr Evans to senior positions, the Executive Team has developed strongly.

There have been many staff movements during the near five years; however, in the recent years this has slowed greatly with the Town becoming an employer of choice and attracting skilled and knowledgeable staff.

Since December 2015 much of my time has been taken having been seconded to perform the joint role of CEO for the Shire and Town of Narrogin. Mr Evans was seconded from his position to act in the Executive Manager of Technical and Rural Services and was based at the Shire office to assist myself in dealing with the day to day matters. This has provided both Torre and I with a far greater knowledge of the Shire and will assist the new organisation greatly.

### Comment

On behalf of Mr Bastow, Mr Awang, Mr Evans and myself (Executive Team), we would like to thank the Town of Narrogin Elected Members for their trust and support throughout this period with special reference to Mayor Ballard for the additional advice, support and commitment in being available to discuss matters at hand.

It has been a pleasure to work with the Elected Members past and present as all members have shown a strong commitment to the Narrogin community and the organisation. The Executive Team would like to wish all Elected Members good will in your future endeavours from the first of July and we would like to wish the Members who are re-standing the best of luck with the October election.



In addition to the above, the Executive Team and I would like to thank all staff within the Town of Narrogin in the manner that they have accepted and offered support to progress the merger as it is a credit to everyone and shows strong dedication to the organisation.

**Consultation**

- Mr Colin Bastow – Director of Corporate and Community Services
- Mr Azhar Awang – Executive Manager Development and Regulatory Services
- Mr Torre Evans – Executive Manager Technical and Rural Services

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Nil

**OFFICER'S RECOMMENDATION**

For information purposes only and no resolution is required.

**COUNCIL RESOLUTION 0616.097 AND OFFICER'S RECOMMENDATION**

**Moved: Cr Paternoster**

**Seconded: Cr Schutz**

That Council:

Close the meeting to members of the public, as per the *Local Government Act 1995 s5.23 – Meetings generally open to the public*, to consider the Annual Performance Review of the Chief Executive Officer.

**CARRIED 8/0**

8.21 pm – All visitors and staff left the meeting.

**10.2.078 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW –  
CONFIDENTIAL AGENDA ITEM**

**File Reference:** Personnel  
**Disclosure of Interest:** Mr Cook – Financial Interest  
**Applicant:** Mayor Ballard  
**Previous Item Nos:** Nil  
**Date:** 22 June 2016  
**Author:** Mayor Ballard

**Attachments**

- Minutes of the Chief Executive Officer Performance Review and Advisory / Audit Committee held on the 21 June 2016.

**Summary**

It is presented to Council to endorse the minutes of the Chief Executive Officer Performance Review and Advisory / Audit Committee (Audit Committee) held on the 21 June 2016 and accept the recommendations from the review.

**Background**

As per the minutes a full performance appraisal was conducted including all Elected Members providing feedback to the Audit Committee for their appraisal and consideration.

**Comment**

The Mayor is to provide a verbal report and copy of the summary page from the Performance Appraisal which includes the comments from the CEO and Committee Members and lists the revised KPS's and salary recommendation.

### **Consultation**

- Mr Aaron Cook – Chief Executive Officer
- All Elected Members

### **Statutory Environment**

- *Local Government Act 1995 Section 5.38 – Annual review of certain employee's performances*
- *Local Government Act 1995 Section 5.23 – Meetings generally open to the public*

### **Policy Implications**

Nil

### **Financial Implications**

There are no financial implications within the current existing budget.

### **Strategic Implications**

Nil

### **Voting Requirements**

Simple Majority

<b>COUNCIL RESOLUTION 0616.098 AND COMMITTEE RECOMMENDATION</b>
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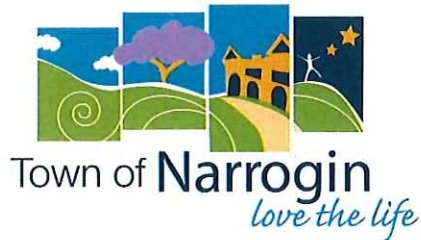
**Moved: Cr Ward**

**Seconded: Cr Schutz**

That Council:

- 1) Receive the minutes of the Chief Executive Officer Performance Review and Advisory/Audit Committee.
- 2) Accept the findings of the Committee in regards to the revised Key Performance Indicators and Salary Adjustment as contained within the finalised summary pages of the Performance Appraisal document.

**CARRIED 8/0**



## **CEO PERFORMANCE REVIEW & ADVISORY / AUDIT COMMITTEE MEETING**

### **MINUTES**

**21 June 2016**

This Audit Committee Meeting is not open to the general public as the meeting does not comply with the requirements of S5.23 of the Local Government Act 1995 which would require the meeting to be open to the general public. The Town's Audit Committee does not have delegated authority to make decisions on behalf of Council. This Agenda also contains a confidential report being the CEO Performance Review.

**CEO PERFORMANCE REVIEW & ADVISORY / AUDIT COMMITTEE MEETING**

**MINUTES**

**21 JUNE 2016**

**1. OFFICIAL OPENING**

The meeting was opened at 3pm.

**2. RECORD OF ATTENDANCE / APOLOGIES**

- Mayor Ballard
- Deputy Mayor Cr Arthur Paternoster
- Cr Paul Schutz
- Cr Clive Bartron
- Cr Jan McKenzie was an apology

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

Nil

**4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION**

Nil

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**COMMITTEE RECOMMENDATION**

**Moved: Cr Schutz**

**Seconded: Cr Paternoster**

That the Committee accepts the minutes of the Audit Committee Meeting held on 23 February 2016 and confirmed as an accurate record of proceedings.

**CARRIED 4/0**

**6. MATTERS WHICH REQUIRE DECISION**

6.0.23 Chief Executive Officer Annual Performance Review.

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

Nil

**8. CLOSURE OF MEETING**

The meeting was closed by the presiding member at 5:45pm.

Please note Mr Cook joined the committee at 4:45pm to discuss the committee's findings from the review.

Mr Cook then departed the committee at 5:20pm.

## 6.0.23 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW

**File Reference:** Personnel  
**Disclosure of Interest:** Mr Cook – Chief Executive Officer  
**Applicant:** Mayor Ballard  
**Previous Item Nos:** Nil  
**Date:** 17 June 2016  
**Author:** Mayor Ballard

### Attachments

No Attachments are provided to this report due to the confidential nature of the report. The committee will provide their comments at the meeting.

### Summary

It is presented to the committee to consider and form a recommendation to Council on the performance of the Chief Executive Officer.

### Background

All Elected Members were provided the CEO performance review documentation and requested to provide feedback prior to the meeting held on the 21 June.

### Comment

It is presented at the committee meeting that discussion be held regarding the Chief Executive Officers performance in regards to Key Performance Indicators and general performance.

Mr Cook will be invited to have discussion regarding his performance and outcomes achieved.

### Consultation

- Chief Executive Officer – Mr Aaron Cook
- All Elected Members

### Statutory Environment

- *Local Government Act 1995 Section 5.23 – Meetings generally open to the public*
- *Local Government Act 1995 Section 5.38 – Annual review of certain employee's performances*

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

**Voting Requirements**

Simple Majority – Audit Committee

**COMMITTEE RECOMMENDATION TO COUNCIL**

**Moved: Cr Bartron**

**Seconded: Cr Schutz**

That Council:

Accepts the Chief Executive Officer Performance Review and recommendations regarding revised Key Performance Indicators and salary Adjustment increase as contained within the finalised CEO performance appraisal summary presented by the Mayor.

**CARRIED 4/0**

**COUNCIL RESOLUTION 0616.099 AND OFFICER'S RECOMMENDATION**

**Moved: Cr McKenzie**

**Seconded: Cr Ward**

That Council:

Re-open the meeting to the public.

**CARRIED 8/0**

8.41 pm –Staff and members of the public returned to the meeting.

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

Nil

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

Mayor Ballard thanked the elected members for their past three years' support. Thank you was also extended to the CEO and the executive staff for their support during his term.

Mayor Ballard also reminded Councillors of the event on 1 July and encouraged all to attend and extended the invitation to the public recognising it as a great way for the new entity to start.

**13. CLOSURE OF MEETING**

8.43 pm – Mayor Ballard declared the meeting closed.