



**MINUTES
ORDINARY COUNCIL MEETING**

25 AUGUST 2015

**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 8 September 2015.

Signed: Date

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

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

ORDINARY COUNCIL MEETING MINUTES

25 AUGUST 2015

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.30pm – The Presiding Member declared the meeting open.

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

Elected Members

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

Staff

Mr A Cook – Chief Executive Officer
Mr C Bastow – Director Corporate and Community Services
Ms C Thompson – Executive Assistant

Visitors

Robert White – Narrogin
Wayne Coles – Narrogin
Mary-Alice Dunn – Narrogin

Apologies

Cr C Bartron
Cr J McKenzie
Mr B Robinson – Director Technical and Environmental Services

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

- Cr Russell declared an interest in item 10.1.100. The nature of the interest was Through Persons “Closely Associated”.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

7.32 pm – Public Question time commenced

Robert White - Narrogin

1. Summary of Question
Does the Town use contractors or employees to dig the cemetery graves – as the grave at a recent funeral the coffin did not fit in the hole?

Summary of Response

The CEO responded that we utilise both contractors and staff. On this particular occasion that Mr White is talking about, our staff did not measure the hole correctly. The staff have been strongly advised that it is very important to make sure these errors do not occur in the future.

2. Is their drainage problems in the Burns Street/Grant Street and Doney Street, as the water floods the roads in this busy area?

Summary of Response

The CEO responded that he believes there is drainage and he will organise to have the drainage in that area investigated.

Brian Seale – Narrogin

The following questions were received in writing from Mr Seale, Narrogin. The questions and responses were read to Council.

1. Question 1
Is there a justifiable and reasonable reason for the appointment of the auditor to be for a term of two years, where the scope of the audit is listed as three years, as to why these should differ?

Prepared Written Response to Question 1

In assessing the presented documentation the Audit Committee resolved, after discussion, to recommend to Council a two year appointment rather than the three years as was provided for within the scope. The Audit Committee and Council are well within their right to alter recommendations in this manner.

2. Question 2
Is it legally permissible for council to contract beyond the extent of your Government, given the proposed merger is scheduled for an effective conclusion of the Town at close of business on June 30th 2016, where the appointment of auditor extends to beyond this date.

Prepared Written Response to Question 2

The Town of Narrogin is the ongoing legal entity within the merger of the Town and Shire as this process is not an amalgamation but rather a Boundary Change. This has been well advertised and a prominent part of the information provided to the ratepayers and public.

3. Question 3
Does Council have a documented policy, consistent with the requirements of the legislation, to govern the requirements to satisfy clause 11A(3.), (b) (i), (ii) of the Local Government (Functions and General) Regulations 1996, in terms of the, consistent with requirements of the attached extract** from the subsidiary legislation? (**Local Government (Functions and General) Regulations 1996 Part 4, Div 1, r.11a).

Prepared Written Response to Question 3

The Town of Narrogin does have a policy regarding Purchasing and section 11A (3)(a) is provided for within the Policy by stating what is required for differing levels of quotations being either written or verbal and how many is required. The Policy does not state how the written information is to be kept as per section (3)(b) however, all information is being retained as per the requirements of the Act. This will be reviewed and updated during the next review of the Policy Manual. It is interesting that the Department of Local Government completed a recent Better Practice Audit of the Town and this was not identified as an issue and this policy has been in place for many years.

7.37 pm – The Presiding Person declared Public Question Time closed and noted that no questions have been taken on notice.

6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION 0815.121 and Officer's Recommendation

Moved: Cr Schutz

Seconded: Cr Ward

That Council:

Grant leave of absence to Cr Kain for the Ordinary Council Meeting being held on 8 September 2015.

CARRIED 6/0

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 0815.122 and Officer’s Recommendation

Moved: Cr Schutz

Seconded: Cr Russell

That Council:

Accept the minutes of the Ordinary Council Meeting held on 11 August 2015 and be confirmed as an accurate record of proceedings.

CARRIED 6/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

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10.1 DEVELOPMENT AND TECHNICAL SERVICES

10.1.099 NARROGIN SHOW - REQUEST FOR EXTENDED CAMPING

File Reference:	5.6.3 & ICR155851
Disclosure of Interest:	Nil
Applicant:	Vicki Chadwick – President of Narrogin Agricultural Society
Previous Item Nos:	Nil
Date:	13 August 2015
Author:	Brian Robinson, Director Technical & Environmental Services

Attachments

- Copy of submitted correspondence

Summary

Council is requested to consider approving camping on the Clayton Road Oval between Sunday the 11 October and Sunday the 18 October 2015.

Background

As elected members would be aware, the Narrogin Show is an annual event held on the Clayton Road Oval on the third weekend of October each year.

Correspondence has been received from the President of the Narrogin Agricultural Society Inc, seeking approval for the sideshow operators to camp on the Clayton Road Oval for a period of seven days from Sunday 11 October until 18 October 2015.

Council is requested to determine the application given the proposed length of stay exceeds that outlined within adopted Council Policy EH 6.

As detailed in the applicant's correspondence, the extended camping period is requested to allow the sideshow operators to stay in close proximity to their equipment which will arrive in Narrogin on the Sunday prior to the Show event.

A copy of the applicant's correspondence is shown attached.

Comment

In accordance with Part 11 of Caravan Parks and Camping Grounds Regulations 1997, no person shall camp on any land, other than a caravan park, for a period of more than three days without the approval of the Local Government.

Pursuant to Clause 11(2)(a) of the Regulations, a Local Government may permit camping on grounds outside of a caravan park for a period of three months in any twelve month period.

No objection is raised to the proposed camping over a seven day period as this has been standard practice associated with the Narrogin Show over many years and appropriate ablution facilities are available for the campers' use. Conditional approval is therefore recommended.

Consultation

- Chief Executive Officer – Aaron Cook
- Environmental Health Officer – Shiralee Langford

Statutory Environment

Camping within Western Australia is regulated by the provisions of the Caravan Parks and Camping Grounds Act 1995 and the Caravan Park and Camping Grounds Regulations 1997.

Policy Implications

Environmental Health Policy EH6 was adopted by Council to regulate “Temporary Camping Grounds for Events” within the Town, where that camping is proposed outside of the Narrogin Caravan Park.

In accordance with the Policy the Chief Executive Officer is granted delegated authority to approve a temporary camping ground in association with an event for a period of up to five consecutive days. Council is requested to determine this application as approval is being sought for a period of seven days.

As detailed in the policy, in assessing an application for a temporary camping site, consideration must be given to matters that may affect the health, safety and amenity of campers and the surrounding community. Given that appropriate ablutions are available at the oval, there are no perceived health risks.

It is recommended that appropriate conditions be imposed to ensure that the camping is undertaken in such a manner so as not to disturb the adjacent residents.

Financial Implications

Nil

Strategic Implications

Approval to the request as submitted is consistent with objective 1.4 of the Town of Narrogin Strategic Community Plan, being:

1.7 Develop the Town’s capacity and reputation as a venue for events and seminars.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0815.123 and Officer’s Recommendation

Moved: Cr Paternoster

Seconded: Cr Ward

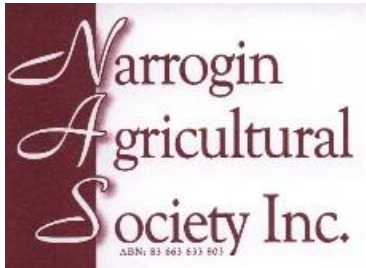
That Council:

Pursuant to clause 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997, grant approval to the Sideshow operators camping at the Clayton Road Oval for a period of seven days between 11 October and 18 October 2015, subject to compliance with the following conditions:

1. The Clayton Road Oval being maintained in a clean and tidy condition at all times during the camping on site;
2. A site manager to be nominated with their contact details being provided to management of the Narrogin Regional Leisure Centre prior to the commencement of camping;

3. Camping being conducted on site so as to minimise the impact on management of the Clayton Road Oval to the satisfaction of the CEO;
4. Campers are to ensure that noise outside of normal business hours and the hours of the Agricultural Show operation is kept to a minimum so as not to disturb the amenity of the adjacent residential properties; and
5. The applicant providing evidence of appropriate public liability insurance to the satisfaction of the Chief Executive Officer, a minimum of 21 days prior to the event.

CARRIED 6/0



PO Box 357 Narrogin WA 6312
E-Mail: narroginas@westnet.com.au
Web Address: www.narroginagsociety.com.au

The Manager
YMCA
Narrogin Leisure Centre
Clayton Road
NARROGIN WA 6312

Dear Mary-Alice

Re: Narrogin Show – Saturday 17th October, 2015

As you are probably not aware, it has been common practice for the sideshow operator attending our annual show to arrive Sunday before the show with his rides and camp in vehicles on site with his staff until the Sunday after the show. I am aware that this exceeds the regulated length of stay for camping as Narrogin has a caravan park.

I ask that permission be granted for the sideshow operator and his staff to camp at the showgrounds for an extended time. This is a practical solution as our caravan park probably wouldn't have space for the vehicles and rides anyway, and the sideshow operator would be concerned about the security of his equipment if parked at the showgrounds unattended.

This request usually went to the Town of Narrogin, over a period of years, but with the changeover of Management we are forwarding this request to you.

Yours sincerely

Vicki Chadwick

Vicki Chadwick
President

10th June 2015

7.41pm – Cr Russell declared an interest in agenda item 10.1.100 and left Council Chambers.

10.1.100 PROPOSED MENS SHED & ACTIVITY CENTRE – NO 2 (LOT 6) GRANT STREET, NARROGIN

File Reference: IPA155648 & A222200
Disclosure of Interest: Nil
Applicant: Kaata-Koorliny Employment & Enterprise Development
Previous Item Nos: Item No 10.1.062 23 June 2015
Item No 10.1.084 – 28 July 2015
Date: 12 August 2015
Author: Brian Robinson, Director Technical & Development Services

Attachments

- Aerial Photography showing property
- Copy of application for planning consent
- Copy of revised site and floor plans

Summary

Council is requested to consider approving the use of the subject land for a Men's Shed and Activity Centre/Office for the aboriginal men of Narrogin, having regard to several submissions received during advertising of the proposal.

Background

The subject land is a 1,196m² property located on the corner of Grant Street and Gordon Street. The site is developed with a dwelling/office and substantial shed that was previously used for various purposes.

Land abutting and adjacent to the site is used for a variety of purposes including mechanical workshops. An aerial photograph of the property and the adjacent land is shown as attachment No 1.

Approval is being sought to utilise the existing development as *"a catalysis for engaging aboriginal men in all KAATA's men's activities and services and provide a location where men could gather, undertake activities and receive support services"*. Activities to be undertaken within the Men's Shed space include woodworking, repairs to second hand equipment, metal work, welding, motor vehicle repairs and the reconditioning of furniture and equipment.

Council previously consented to advertising of the proposal for public comment in June 2015.

Following the close of advertising, Council further considered the application at its meeting held on 28 July 2015, whereby it resolved to defer consideration of the application pending the receipt of revised plans formally identifying any and all modifications require to address the following matters:

1. The provision of seven car parking bays and associated vehicle manoeuvring areas in the north eastern corner of the site; and
2. The Building Code of Australia requirements for the provision of an accessible toilet and accessible car parking bay and disabled access throughout the building.

Revised plans detailing these changes have now been received and are shown attached, along with the application form and supporting correspondence. Comments regarding the required modifications are included in the comment section of this report.

Comment

Town Planning Scheme No 2 provisions include the subject land within the “Other Commercial Zone”. A range of uses are permitted within this zone, including, but not limited to Showrooms, Warehouses, Service Premises and Incidental Officers.

The application has been advised for public comment as a ‘use not listed’, with a total of five submissions being received, of which four object to the proposal. A summary of the submissions is provided below overleaf, whilst full copies of these submissions are available to elected members on request.

To assist Council in determining the application, the following comments are offered:

Land Use

Examination of Town Planning Scheme No 2 indicates that the uses being proposed do not reasonably fit within the land use classifications identified by the Scheme. As stated by clause 2.2.6 of the Scheme, Council may give its consent to a use that is not:-

- (a) Mentioned in the list of use classes in the Development Table; or
- (b) Defined in clause 1.8; or
- (c) Defined in Appendix D to the Town Planning Regulations 1967

Applications for uses not listed in the Town Planning Scheme may be approved by an absolute majority of Council after being advertised for public comment.

Valid Planning Considerations

In accordance with clause 6.4, Council must take into account various matters when determining applications for planning consent. These matters include, but are not limited to:

- (b) the size, shape and character of the land to which the application relates;
- (c) the existing and likely future character and amenity of the neighbourhood;
- (g) the provision of car parking, access for the manoeuvring of vehicles and likely traffic hazards;
- (i) the submissions received by the Council including representatives made by any public or statutory authority;
- (l) any other matters the Council considers relevant;

Whilst Council is obliged to consider those submissions received, it should be noted that a number of the matters raised are not valid planning considerations. Such matters include:

- i) The availability of alternative sites. Council must determine the current application on its own merits.
- ii) Past and current anti-social behaviour as this cannot be contributed to the proposed land use or its management;
- iii) Anticipated anti-social behaviour as this cannot be substantiated. The potential for anti-social behaviour directly associated with the proposed land use is very much dependant on management of the facility.

As detailed in the summary of submissions received, some have expressed concern regarding past and current antisocial behaviour in the area and the availability of other sites within the Town. In the authors opinion these issues are not valid planning considerations.

Author/Address	Comment	Officer Comment	Recommendation
M Staporek (owner of 1 Grant St)	<ol style="list-style-type: none"> 1. I wish to object to this proposal. 2. Our tenants at 1 Grant strongly object to this also. 3. The amount of indigenous people already loitering and travelling Grant Street increases foot traffic, crime and disruption to daily life. 4. Groups regularly congregate in the park across the road most of them peacefully. But occasional congregations drink, break bottles and cause disruption to others. 5. I want to stress I am not a racist person and personally work with aboriginal people. 6. One of the nicest parks in town, yet people are intimidated to go there. 7. Previously working just a couple of shops up on Grant Street I recollect numerous windows being broken and bottles smashed. The windows on our shop front also being damaged from time to time. 8. I have spoken to surrounding business and residents who are also not happy with proposal and were wondering why this could not be done at premises out of town (ie the Industrial Area), or the building on the bottom of Hansard Street the aboriginal community has done up, but doesn't seem to be used. 9. Surely it would be a better use of rate and tax payers money for the use to be incorporated with the perfectly good mens shed already in Town. 	<p>Noted. No submission has been received from the tenants at 1 Grant Street Refer to Valid Planning Considerations section of report.</p> <p>Refer to Valid Planning Considerations section of report.</p> <p>Noted.</p> <p>Comments not relevant to current application.</p> <p>Refer to Valid Planning Considerations section of report.</p> <p>Council is obliged to determine the application as submitted. Refer to Valid Planning Considerations section of report.</p> <p>Council is obliged to determine the application as submitted. Refer to Valid Planning Considerations section of report.</p>	<p>That the comment be noted. That the comment be noted.</p> <p>The author be advised that this is not a valid planning consideration. The author be advised that this is not a valid planning consideration.</p> <p>The comment be noted.</p> <p>The author be advised that this is not a valid planning consideration. The author be advised that this is not a valid planning consideration.</p> <p>The author be advised that this is not a valid planning consideration.</p> <p>The author be advised that this is not a valid planning consideration.</p>
B Seale Narrogin Motel	<ol style="list-style-type: none"> 1. I support the proposal given the importance of this facility in this town and the added value of engaging indigenous people in these activities. 	Noted.	That the comment be noted.

	<ol style="list-style-type: none"> 2. As raising \$30,000 to complete construction within 6 months of settlement may create an onerous time-frame, I recommend editing the proposal to 12 months. 	<p>Unless otherwise specified by Council any planning approval would be valid for a period of 2 years.</p>	<p>The author be advised accordingly.</p>
<p>M McCrystal Narrogin Boilermakers</p>	<ol style="list-style-type: none"> 1. We wish to object to the proposal. 2. This building is directly opposite the kids skate park and the park where up to 6 caravans a day pull in to have lunch or morning tea. This is the same space people using the Mens Shed would have to use as their carpark. 3. There is enough damage to the Park and surrounding buildings now without adding further fuel to the situation. 4. Rocks, broken bottles and discarded rubbish have to be cleaned up regularly in both Grant and Gordon Street and the walkway between buildings. 5. Surely a Mens Shed belongs in the Industrial Area or on the outskirts of Town. 	<p>Noted. Refer to comments under heading “Car Parking” in comment section of report.</p> <p>Refer to heading Valid Planning Considerations in comment section.</p> <p>Refer to heading Valid Planning Considerations in comment section of report.</p> <p>Council is obliged to determine this current application. Refer to Valid Planning Considerations section of report.</p>	<p>That the comment be noted. That the comment be noted.</p> <p>The author be advised that this is not a valid planning consideration. The author be advised that this is not a valid planning consideration.</p> <p>The author be advised that this is not a valid planning consideration.</p>
<p>J Mulgrew Mulgrew Automotive 4 Grant Street</p>	<ol style="list-style-type: none"> 1. I object to this proposal as a neighbouring business and land owner. 2. It is my understanding that that they are hoping to be allowed to mechanical repairs. Through Department of Commence it is illegal to do mechanical repairs without being a registered business. 3. We pay high fees to be registered and get checked every two years. We also get checked by the EPA for our waste disposal. 4. I believe that there is not enough off street parking to cater for the maximum of 20 people. 5. It is stated by Mr Cole under Item F that <i>“The rear of the office can be used for on-site parking; it is our intention to maintain access to the southern rear sliding doors of the shed and access to the neighbours motor vehicle repair facility”</i> 	<p>Noted.</p> <p>Refer to heading Valid Planning Considerations in comment section of report.</p> <p>Business Registration and waste disposal must be undertaken in accordance with relevant legislation. Refer to heading Car Parking in comment section of report.</p> <p>Noted.</p>	<p>That the comment be noted.</p> <p>The author be advised that is not a valid planning consideration.</p> <p>The author be advised that this is not a valid planning consideration. That the comment be supported.</p> <p>That the comment be noted.</p>

	<p>I have not been approached either in person or writing to request access to my block and I am looking at securing my vacant block with new fencing and removal of trees.</p> <p>6. Is Council aware we already have a local mens shed that is capable of supplying all required needs as listed in the proposal.</p> <p>7. Why would they not use an already established building in the Kooraming centre?</p> <p>8. The Council referral included building plans for the house part of the site. I was wondering why as I believe that they have no bearing on the proposal?</p> <p>9. I thank you for the opportunity to voice my objections and hope an amicable solution may be found.</p>	<p>Refer to heading Valid Planning Consideration in comment section.</p> <p>Refer to heading Valid Planning Consideration in comment section. All details submitted in support of the application were provided as part of the public consultation.</p> <p>Noted.</p>	<p>The author be advised this is not a valid planning consideration.</p> <p>The author be advised this is not a valid planning consideration. The applicant be advised that the plans provided form part of the application as submitted.</p> <p>That the comment be noted.</p>
<p>A Corner Corners Automotive Electrics 5 Grant Street</p>	<p>1. We wish to object to the proposal.</p> <p>2. Several years ago 1 Grant Street was owned and used for a similar project. Whilst they consequently went broke, we had to tolerate anti-social behaviour, resulting in our having to transport our customers to and from town as they did not feel comfortable walking past the groups gathered outside smoking.</p> <p>3. To my knowledge this property has never been used as a mechanical workshop.</p> <p>4. During the course of building up our business and investing in Narrogin we have had problems will planning regulations. I do not believe that the property is question complies with the regulations.</p> <p>5. There is no on-site parking and only two WC's for 20 people.</p> <p>6. I believe the applicants already own several buildings in town including the Kooraming Centre which could be used for this purpose.</p> <p>7. Surely they would be better off combining all activities to one site in the Industrial Area.</p>	<p>Noted.</p> <p>Refer to heading Valid Planning Considerations.</p> <p>Noted.</p> <p>Refer to comment section of report.</p> <p>Refer to comment section.</p> <p>Refer to heading Valid Planning Considerations.</p> <p>Refer to heading Valid Planning Considerations.</p>	<p>That the comment be noted. The author be advised that this is not a valid planning consideration in determining the current application.</p> <p>That the comment be noted.</p> <p>That the comment be noted.</p> <p>The author be advised this is not a valid planning consideration.</p> <p>The author be advised this not a valid planning consideration</p>

Potential Impact on Amenity

In this case, the proposed land use is located in an area that contains a number of automotive businesses. The land use as proposed is therefore unlikely to detrimentally impacting on the amenity of the area.

Car parking

In accordance with clause 3.4.1 of TPS No 2, car parking must comply with the minimum design requirements and unless otherwise approved by Council must be provided on site and be of paved (or sealed construction).

Being a "use not listed", the provisions of Town Planning Scheme No 2 do not have prescribed parking requirements for a "Men's Shed". That said, the scheme identifies the following parking requirements for related/similar uses:

- a) One car bay per 40m³ gross floor area for Office uses;
- b) 1.25 car bays per classroom for a Tertiary Education Facility.

In the case of the subject land, the revised plans detail the provision of six car bays in the north western corner of the site, including an accessible car parking bay.

The revised plans also detail an additional parking bay may be provided in the south western corner of the site.

The provision of a total of seven car bays is considered acceptable for the proposed use.

Landscaping

As specified within the Zoning and Development Table, land development within the "Other Commercial" Zone is normally required to have 20% of the site developed and maintained for landscaping.

The specific requirements for landscaping are detailed within clause 3.4.2 of the Scheme, which stipulates that a requirement for the development of garden planting, with one tree for every 10m³ of landscaped area. Areas for pedestrian use may also be counted towards the landscaping of a site.

Accessibility

Given the applicant has proposed to convert the current caretaker's residence to an office (public use), the Building Code of Australia specifies that an accessible toilet facility must be provided. Provisions must also be made for disabled into the building and within the building where members of the public will be encouraged to access.

Following Council's decision to defer consideration at the 28 July 2015 meeting, Council's Building Surveyor attended the site, meeting the applicants there the following day. During that meeting, all required modifications were identified.

The required modifications have now been reflected on the revised plans.

Consultation

- CEO – Aaron Cook

Statutory Environment

Applications for Planning Consent are determined in accordance with Part 6 of TPS No 2. As outlined in Section 6.5 of the Scheme, Council may grant planning consent, or its special approval with or without conditions or may refuse to grants its consent or approval to an application.

Pursuant to clause 2.2.5 of the Scheme, approval to this application may only be granted by Absolute Majority given that the use is a “use not listed”.

Policy Implications

Nil

Financial Implications

The required application fee has been paid in accordance with the Town of Narrogin’s Schedule of Fees and charges adopted as part of the 2014/15 budget.

Strategic Implications

The Kaata-Koorliny Employment & Enterprise Development is seeking to establish the facility to provide support and educational services for aboriginal men within Narrogin.

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 0815.124 and Officer’s Recommendation

Moved: Cr Kain

Seconded: Cr Ward

That Council:

1. Grant planning consent to the proposed Men’s Shed and Activity Centre on No 2 (Lot 6) Grant Street, subject to compliance with the following conditions:
 - a) This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.
 - b) The development hereby approved shall occur generally in accordance with the revised plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.
 - c) The area set aside for the parking of vehicles, together with the associated access lanes as delineated on the endorsed plan shall, prior to the commencement of the use hereby approved:
 - i. Be designed, constructed, drained and marked to the satisfaction of the Town prior to the occupation of the development hereby permitted.
 - ii. Thereafter be maintained to the satisfaction of the Town.
 - iii. Be made available for such use at all times and not used for any other purpose.
 - iv. Be properly formed to such levels that it can be used in accordance with the plan.
 - d) Parking areas are not to be used for general storage or any purpose other than the parking of motor vehicles.
 - e) Vehicle crossovers to be designed and constructed to the satisfaction and specifications of the Town.

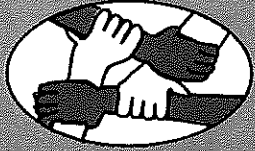
- f) All stormwater and drainage run off to be contained on site or connected to a town stormwater legal point of discharge.
- g) Material storage areas to be screened to the satisfaction of the Town of Narrogin.
- h) The existing landscaping being upgraded and proposals for further landscaping being submitted for approval by the Town of Narrogin prior to commencement of the use hereby approved...
- i) The landscaping upgrades identified in condition No g) above, and as approved by Council shall be established within 60 days of the practicable completion of the building and from then on maintained to the specification and satisfaction of the Town of Narrogin. Such landscaping is to be fully reticulated.
- j) Uses and activities undertaken within the outbuilding shall be undertaken so as not to disturb nearby or adjacent residents in the locality.

Advice to Applicant:

- a) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- b) The applicant is encouraged to consider connecting the roof of the proposed and existing development to appropriate size rainwater storage tanks to limit the impact of stormwater. Such water may be used for non-potable purposes including reticulation of landscaped areas.
- c) In respect to condition No 7 above, the applicant is advised that in accordance with Town Planning Scheme No 2 - clause 3.2.5, all open storage areas are required to be screened from public view by "*a fence, wall, or planting.*"
- d) The applicant is advised that in accordance with the requirements of the Building Code of Australia, the proposed change of use from a workshop and caretakers dwelling to an office and teaching area (public building) results in a requirement for provision of a disabled parking bay, disabled access to be provided to the building and within the building where members of the public will be permitted and an accessible toilet. It is recommended that the applicant liaise with the Town's Building Surveyor over compliance with these requirements.

**CARRIED 5/0
ABSOLUTE MAJORITY**





KAATA
NARROGIN WA

**Kaata-Koorliny Employment & Enterprise
Development Aboriginal Corporation**

ABN: 48 274 627 975; IGN 3309
PO Box 490, NARROGIN 6312

Phone (08) 9881 6666

Fax (08) 9881 3666

Email: netadmin@keedac.org.au

Director
Technical & Environmental Services
Town of Narrogin
PO Box 188
Narrogin WA 6312

Att.: Brian Robertson

Our Ref: NLM

5th May 2015

Dear Brian,

Town of Narrogin RECEIVED	
Directed to	<u>Carrie</u>
Ref No.	<u>06 MAY 2015</u>
Property File	<u>J PA 1556A P</u>
Subject File	<u>18-6-6</u>
C-Point No.	

Re: Town Planning Scheme (TPS) Development Approval - Lot 6 Grant Street Narrogin - Commercial Other – Use not listed – Seeking approval to use as Men’s Shed and Activity Centre/Office.

Kaata-Koorliny in association with the current owner Mr. Warren Reardon, seeks a pre-purchase Town Planning Scheme approval to allow a non-listed TPS use for the existing facility located at 6 Grant Street Narrogin. The use required would be to use the facility as a Men’s Shed and Activity Centre/Office for the aboriginal men of Narrogin.

This facility would be the catalysis for engaging aboriginal men in all KAATA’s men’s activities and services and provide a location where men could gather, undertake activities and receive support services.

The attached plan (from the previous W Reardon planning approval) shows a shaded portion for a proposed residence extension – KAATA would not be proceeding with that extension. The existing residence internally would be converted to an Office facility with 3 offices, a Boardroom/training/meeting room and kitchen facilities. The existing shed would be split into two 10m x15m sections. The rear section would be utilised as a Men’s Shed space and the front half of the shed as activity area with tables, lounge and lunchroom kitchenette facilities.

Other items that would relate to the proposal include;

- a) Operation times – generally 9am -5am with some Saturday Open Days and occasional after hours activities;
- b) Supervision – KAATA staff will open the premises and undertake daytime activities. Volunteers will operate the Men’s Shed activities;
- c) Number of persons - not anticipated to exceed 20 at any given activity – but Men’s Shed Open Days and special activity events may see that number exceeded for a limited time;
- d) Men’s Shed Activities – normal activities including – woodworking, repairs to second hand equipment, metal work, welding, motor vehicle repairs, reconditioning of furniture and equipment. Internal safety partitioning and workbenches, equipment spaces, storage of material racks etc. would be set up in the Men’s Shed area;

- e) Men's Activities area activities would include – Aboriginal Arts and crafts workbenches, a small gym space for Health checks, and Cultural meeting space;
- f) It is not anticipated that additional motor vehicle parking by local men using the facility will be an issue – the majority of men the facility caters for, will primarily be walking to the facility. The rear of the office can be used as additional onsite parking; our intention to maintain access to the southern rear sliding doors of the shed and access to the neighbour's motor vehicle repair facility;
- g) The required works to finish the shed and office will be undertaken as soon as trades and materials become available after purchase; KAATA's intention is to have the whole facility operational asap;

KAATA provides copies of the plans submitted with the last development approval for Lot 6 for reference and the TPS Application form; if other updated plans are required to process this approval please advise.

Yours faithfully



Wayne Coles
Chief Executive Officer



Town of Narrogin

TOWN PLANNING SCHEME NO. 2 DISTRICT SCHEME

APPLICATION FOR PLANNING CONSENT

I/We Kaata- Koorliny Employment & Economic Development Aboriginal Corporation (KAATA)
(Full Name of Applicant)

of 112 Federal Street, Narrogin WA Postcode 6312
(Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of
2 Grant Street, Narrogin WA 6312; for the purpose of an Aboriginal Men's Shed
and Men's Activity Centre and Office – 9am – 5pm operations.
- (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: Commercial Other - vacant premises ex workshop and
service premises. Previous Planning approval expired on
the 17/04/2015.

The approximate cost of the proposed development is: \$ 30,000 to complete premises and fit out

The estimated time of completion is: Within 6 months of settlement

The approximate number of persons to be housed/ employed when the development is
completed is: 2 – 4 persons in Office 9am – 5pm

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

(Indicate distance to nearest intersecting street)
Grant Street NARROGIN

HOUSE NO: 2 STREET: _____

LOT NO: 6 PLAN OR DIAG: 38064

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: 1520 FOLIO: 893

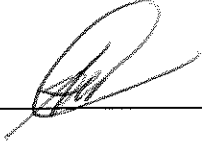
LOT DIMENSIONS

SITE AREA: 1196 square metres

FRONTAGE: 40.23 metres


DEPTH: 30.18 metres

AUTHORITY

SIGNATURE OF APPLICANT:  DATE: 5/5/15

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

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

SIGNATURE OF OWNER:  DATE: 05-05-2015

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

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

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

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

FOR OFFICE USE ONLY

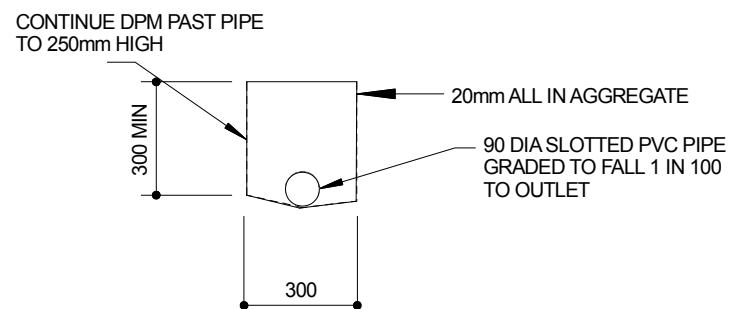
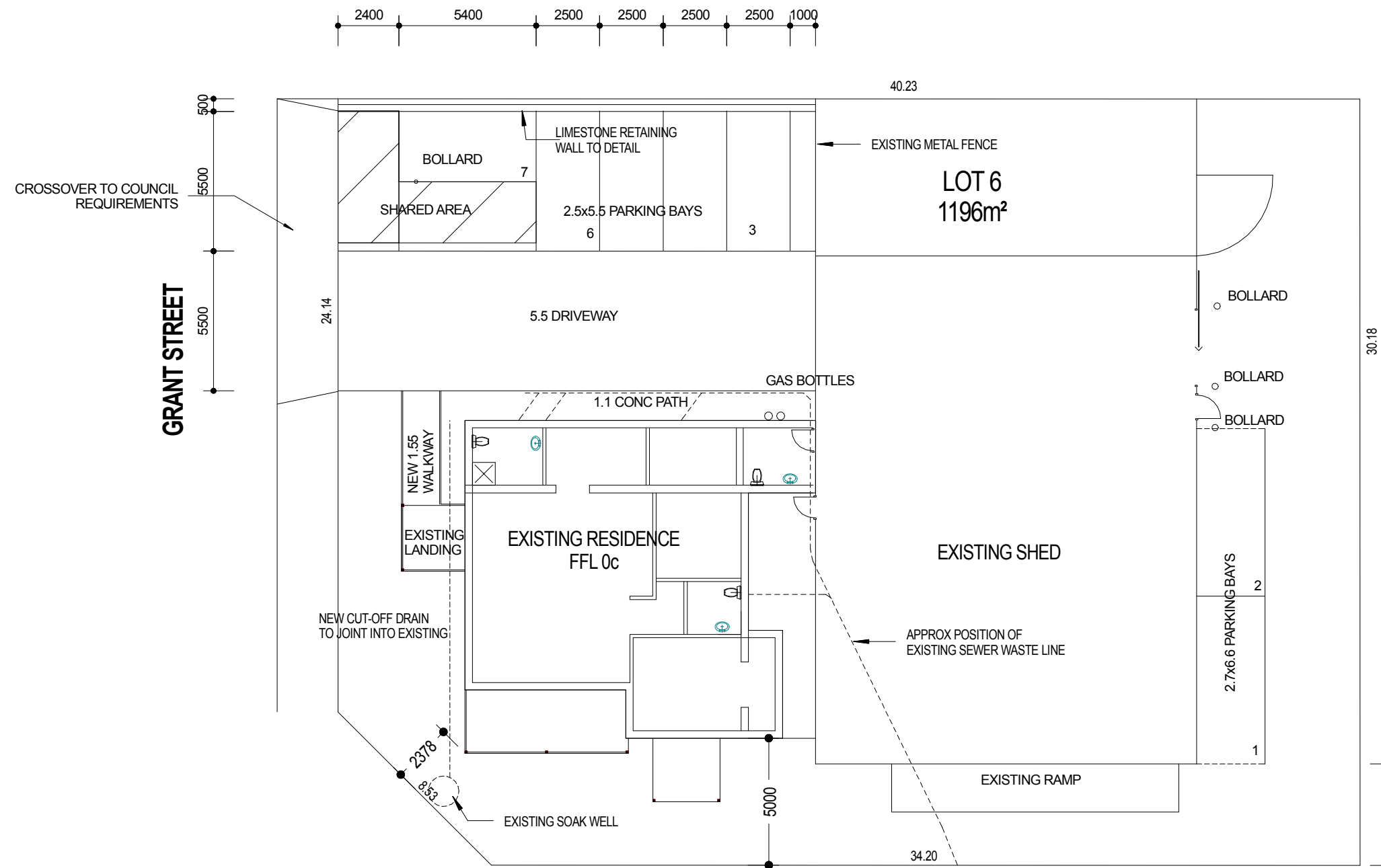
File Reference: _____

Application Number: _____

Date Received: _____

Date of Approval / Refusal: _____

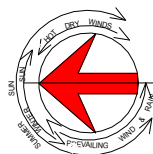
Date of Notice of Decision: _____



CUT -OFF DRAIN NTS

SITE PLAN 1:200

GORDON STREET



**PROPOSED ALTERATIONS & EXTENSIONS
TO EXISTING OFFICE & SHED TO BE ERECTED
ON LOT 6 CNR GORDON & GRANT STREETS
NARROGIN FOR KAATA-KOORLINY ABORINGINAL GROUP**

DATE AUGUST 2015

DRAWING 1970/1

JUDITH McDOUGALL DESIGNS

ACCREDITED MEMBER OF BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA

"BROOK VIEW" P. O. BOX 15 NARROGIN 6312

TEL 08 9881 1204

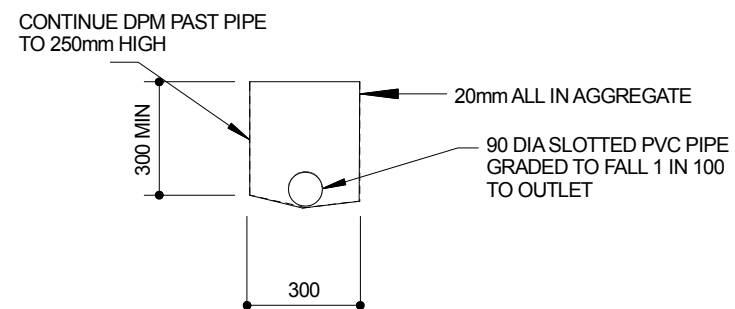
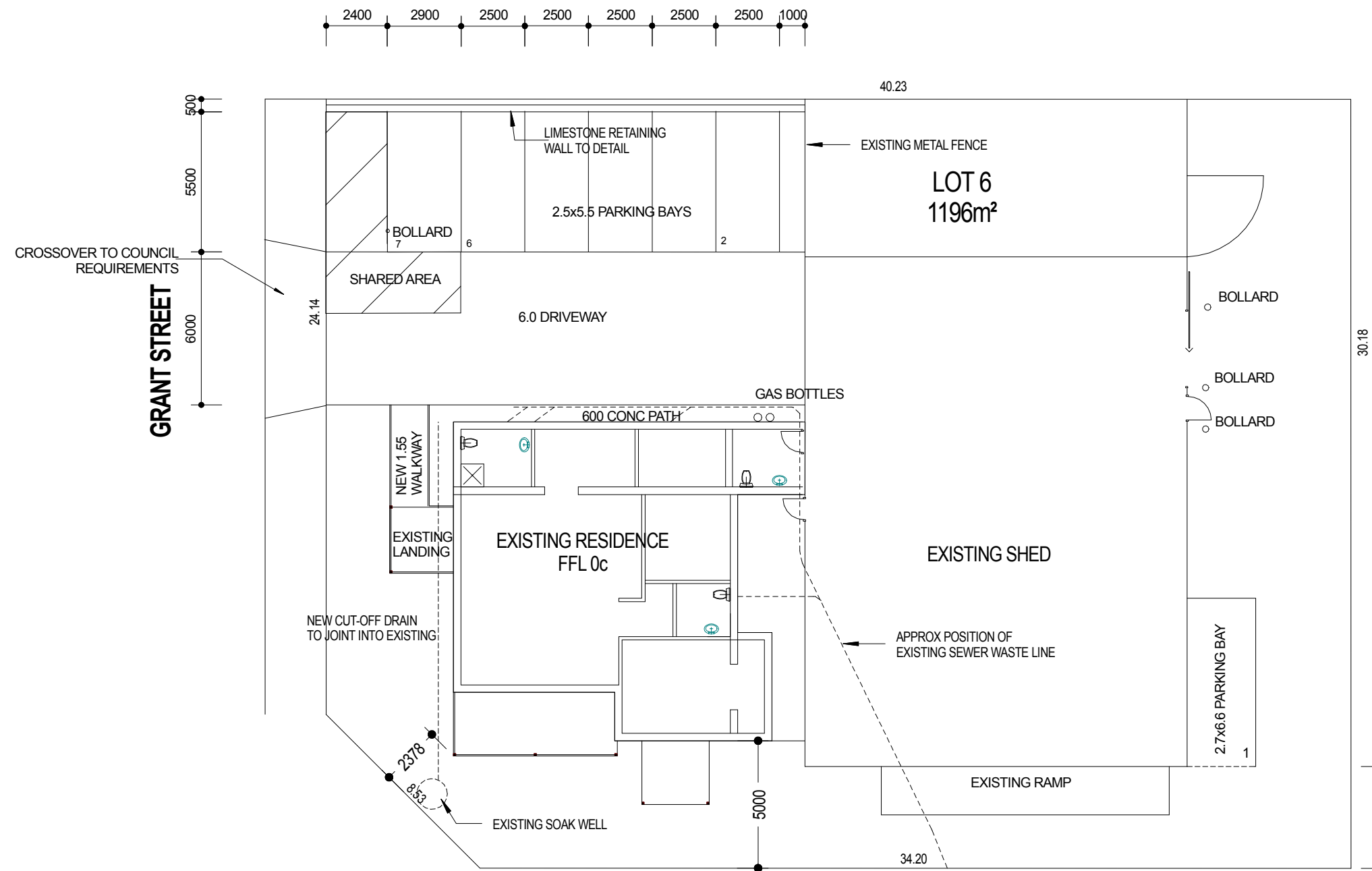
FAX 08 9881 4204

Email: judithmcdougall@gmail.com ABN 79 425 984 191



BUILDING
DESIGNERS'
ASSOCIATION

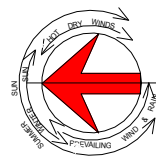
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DO NOT AMEND MANUALLY



CUT -OFF DRAIN NTS

SITE PLAN 1:200

GORDON STREET



**PROPOSED ALTERATIONS & EXTENSIONS
TO EXISTING OFFICE & SHED TO BE ERECTED
ON LOT 6 CNR GORDON & GRANT STREETS
NARROGIN FOR KAATA-KOORLINY ABORINGINAL GROUP**

DATE AUGUST 2015

DRAWING 1970/1

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BUILDING
DESIGNERS'
ASSOCIATION

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10.2 CORPORATE AND COMMUNITY SERVICES

10.2.101 AUDIT COMMITTEE – APPOINTMENT OF AUDITOR & AUDIT SCOPE

File Reference:	4.1.1
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	Nil
Date:	19 August 2015.
Author:	Colin Bastow, Director Corporate & Community Services

Attachments

- 11 August 2015 CEO Performance Review Advisory & Audit Committee Meeting Minutes (Confidential)
- Audit Scope

Summary

Council to consider the recommendations from the Town's audit committee

Background

A CEO Performance Review Advisory & Audit Committee meeting was held on 11 August 2015 to consider the following items:

- Appointment of Auditor
- Review of Audit Scope, and

Comment

Council will find the individual reports relating to the recommendations from the Town's Audit Committee in the attached minutes. Unfortunately due to the commercial sensitive nature of the information contained in the appointment of an auditor the report and the minutes of the committee's meeting is considered to be confidential.

Consultation

- CEO Performance Review Advisory & Audit Committee

Statutory Environment

Local Government Act 1995.

Division 2 – Appointment of Auditor

7.3 Appointment of auditors

- (1) *A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.*

* Absolute majority required.

- (2) *The local government may appoint one or more persons as its auditor.*
- (3) *The local government's auditor is to be a person who is —*
 - (a) *a registered company auditor; or*
 - (b) *an approved auditor.*

Local Government (Audit) Regulations 1996

16. Audit committee, functions of

An audit committee —

- (a) *is to provide guidance and assistance to the local government —*
 - (i) *as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - (ii) *as to the development of a process to be used to select and appoint a person to be an auditor;*

and
- (b) *may provide guidance and assistance to the local government as to —*
 - (i) *matters to be audited; and*
 - (ii) *the scope of audits; and*
 - (iii) *its functions under Part 6 of the Act; and*
 - (iv) *the carrying out of its functions relating to other audits and other matters related to financial management; and*
- (c) *is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council.*

Additional Reference Material:

- Local Government Operational Guidelines Number 9 – Audit in Local Government.

Policy Implications

Nil

Financial Implications

The financial implications of appointing an auditor have been included in the minutes of the CEO Performance Review Advisory & Audit Committee meeting. As this information is required to be handled by the Town in a confidential manner.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 0815.125 and Officer's Recommendation

Moved: Cr Paternoster

Seconded: Cr Russell

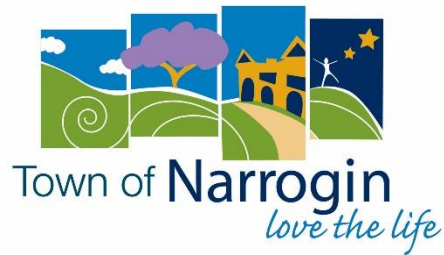
That Council:

1. Appoint Mr Bill Thomas from Anderson Munro & Wylie as the Town's auditor for the 2015/16 and 2016/17 financial years.
2. Endorses the Audit Scope as presented.

**CARRIED 6/0
ABSOLUTE MAJORITY**

Confidential Attachment: 11 August 2015 CEO Performance Review Advisory & Audit Committee Meeting Minutes.

Has been provided to Elected Members separately.



AUDIT REQUIREMENTS

(Audit Scope)

1. Introduction

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the Town of Narrogin.

Auditors are required to address all of the matters outlined in the specification.

Auditors who submit an application may be asked to provide further information and/or make a presentation to the audit committee.

2. Objectives of the Audit

To provide an independent audit opinion of the accounts and annual financial reports of the local Government for each financial year covered by the term of the audit appointment.

3. Term of Audit Appointment

For the financial years commencing 1 July 2015 through to 30 June 2018 (3 Years)

4. Scope of the Audit

The auditor is to –

Carry out such work as is necessary to form an opinion as to whether –

- a) the accounts are properly kept; and
- b) the annual financial report –
 - i. is prepared in accordance with the financial records; and
 - ii. represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) and other mandatory professional reporting requirements;

Give an opinion in his or her audit report on –

- a) the financial position of the local government; and
- b) the results of the operation of the local government;

Include in his or her audit report –

- a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;

any matters indicating non-compliance with financial management requirements of the Act, Regulations and any other written law.

5. Audit Methodology and Approach

Other requirements of the Auditor –

- a) The auditor is required to comply with the requirements of section 7.9 of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996;
- b) An audit is to be carried out in accordance with “Auditing Standards” and “Auditing Guidance Statements” adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia;
- c) The auditor is to provide the local government with a general outline of his/her methodology;
- d) The auditor is to provide the local government with a plan for the audit including –
 - timing of interim audit visits;
 - final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
 - timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means; and
 - the method to be used to communicate with, and provide advice and information to, the local government; and

The auditor is required to produce an audit report as required by section 7.9 of the Local Government Act 1995 and, if considered appropriate by the auditor, a management report.

6. Critical Matters to be Audited

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

i. Revenue

- Rates revenue
- Government grants
- Subsidies and contributions
- Interest earned
- User pays revenue
- Profit on sale of non-current assets

- Other income
- ii. **Expenditure**
 - Salary and wage costs
 - Depreciation
 - Materials and contract expenditure
 - Loss on sale of non-current assets
 - Insurances
 - Interest
 - Utilities
 - Bad debts
 - Other expenditure
- iii. **Current Assets**
 - Bank and short term investments
 - Receivables and prepayments
 - Inventory
- iv. **Non-Current Assets**
 - Property, plant, furniture and equipment
 - Infrastructure and depreciation
 - Other receivables
- v. **Liabilities (Current and non-current)**
 - Creditors and accruals
 - Loan borrowings including new loans raised
 - Provision for annual and long service leave entitlements
- vi. **Reserve Funds**
- vii. **Contingent Liabilities**
- viii. **Capital Commitments**
- ix. **Accounting Policies and Notes to the Financial Statements**
- x. **Statement of Cash Flows**
- xi. **Statement in changes in Equity**
- xii. **The financial ratios required by the Local Government (Financial Management) Regulations 1996**
- xiii. **Home and Community Care (HACC) Grant Acquittal**
- xiv. **Community Home Care Packages (CHCP) Grant Acquittal**
- xv. **Royalties for Regions (R4R) Grant Acquittal**
- xvi. **Roads for Recovery (R2R) Grant Acquittal**

7. Hours, Fees and Expenditure

The auditor is to provide –

- Estimate of the time to be spent on the audit;
- Fees for completing the audit in accordance with this specification;
- Nominated auditor(s) and registered company audit number(s); and
- Experience of the nominated auditors in completing local government audits.
- Fee for attending an audit committee meeting.

The quote for the audit fee needs to include the estimated time to be spent on each area of the audit.

The auditor is to provide a fee for any additional audit requested by Council.

8. Terms

Conditions to be noted by auditors –

- The auditor shall not sub contract to a third party;
- The auditor shall not, and has no right to, assign the audit contract to third parties;
- The auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit; and
- The auditor shall confirm that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

9. Other Matter

- The auditor is to meet with the Audit Committee on an annual basis in the following manner;
 - i. in person, or
 - ii. by telephone.

10. Termination of Appointment

The appointment as auditor is terminated if –

- a) the auditor ceases to be a registered company auditor;
- b) the auditor ceases to be an approved auditor under Section 7.5 of the Local Government Act 1995;
- c) the auditor is a disqualified person under Section 7.4(2) of the Local Government Act 1995;
- d) the auditor resigns by notice in writing to Council; and
- e) Council serves notice in writing to the auditor terminating the appointment.
- f) The Town ceases to exist due to amalgamation.

10.2.102 LIST OF ACCOUNTS FOR ENDORSEMENT – JULY 2015

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 31 July 2015
Author: Toni Reitmajer – Finance Officer Accounts

Attachments

- List of Accounts for Endorsement – July 2015

Background

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

Comment

The attached “List of Accounts for Endorsement” – July 2015” is presented to Council for endorsement. Below is a summary of activity.

Total Creditor Payments July 2015	\$682,690.70
Total Payroll Payments July 2015	\$281,886.96
Total Payments July 2015	\$964,577.66
Percentage paid by EFT July 2015	70%
Percentage paid by Cheque July 2015	1%
Percentage paid by Payroll July 2015	29%
Percentage of Local Suppliers & Wages paid July 2015	51%
Dollar Value spent with Local Suppliers July 2015	\$207,709.97
Percentage of Non-Local Suppliers July 2015	49%

Please note ‘F’ is fully funded, ‘PF’ is partially funded, ‘R’ is reimbursements and ‘I’ is insurance claims, ‘PRB’ partially reimbursement, ‘L’ local supplier.

COUNCIL RESOLUTION 0815.126 and Officer’s Recommendation

Moved: Cr Schutz

Seconded: Cr Ward

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement for the month of July for the Municipal Fund totalling \$964,577.66.

CARRIED 6/0

List of Accounts for Endorsement July 2015

Line No	Chq/EFT	Date	Name	Description	Amount	Type	Fund
1	EFT4080	14/07/2015	Best Office Systems	ADMIN PHOTOCOPIER Copy Charges June 2015	-594.10	L	
2	EFT4081	14/07/2015	Coles Supermarket	COLES ACCOUNT June 2015 Various Departments	-1433.57	L	PF
3	EFT4082	14/07/2015	Leigh Ballard	REIMBURSEMENT TOWN HALL BOND 24/02/15	-550.00	L	R
4	EFT4083	14/07/2015	St John Ambulance Assoc	NHC EQUIPMENT Vomitus Bag	-28.50		F
5	EFT4084	14/07/2015	Knightline Computers	ANIMAL Outdoor Security PIR Camera's	-902.85	L	
6	EFT4085	14/07/2015	MAKIT Narrogin hardware	HARDWARE VARIOUS Departments June 2015	-916.67	L	
7	EFT4086	14/07/2015	Frank Weston & Co	CEMETERY TOILETS UPGRADE Colourbond Ablution	-11264.18	L	
8	EFT4087	14/07/2015	Narrogin Earthmoving & Concrete	CEMETERY TOILETS UPGRADE Supply Concrete for Footings	-7338.00	L	
9	EFT4088	14/07/2015	Ballards of Narrogin	FORTUNE STREET UPGRADE Garden Soil Mix for New Garden Beds	-588.00	L	PF
10	EFT4089	14/07/2015	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	SIGNS ROAD MAINTENANCE Various	-2281.40		
11	EFT4090	14/07/2015	Narrogin Electrical Services	MACKIE PARK TELEPHONE Upgrade to Existing Comms Rack	-4970.63	L	
12	EFT4091	14/07/2015	IT Vision	RATES IT Debt Collection Report	-536.80		
13	EFT4092	14/07/2015	Narrogin Betta Home Living	LIBRARY EQUIPMENT TCL LED TV	-499.00	L	
14	EFT4093	14/07/2015	Ixom Operations Pty Ltd	NRLC AND WWTP FREIGHT CHLORINE	-674.52		
15	EFT4094	14/07/2015	Mechanical & Diesel Services	NO4141 CATERPILLAR BACKHOE And 1AEK763 HINO SWEEPER Repairs	-1211.72	L	
16	EFT4095	14/07/2015	P & F Kulker Building Contractors	TOWN HALL MAINTENANCE Installation of New Flashing for Arts Space Roof	-2277.60	L	
17	EFT4096	14/07/2015	Farmworks Rural Pty Ltd	FOX LAIR UPGRADE Farm Gates	-3503.17	L	
18	EFT4097	14/07/2015	Shire of Narrogin	DCCS HOUSING RENTAL 13 Hough Street 27/06/15 - 25/07/15	-1400.00	L	
19	EFT4098	14/07/2015	Commandacom.	NHC TELEPHONE Supply and Install New Phone System	-7614.20		F
20	EFT4099	14/07/2015	Ashley Blyth Tree Lopping	MOKINE ROAD DRAINAGE Felling and Pruning Trees	-3300.00	L	F
21	EFT4100	14/07/2015	Susan Guy	REIMBURSEMENT PUBLIC RELATIONS Rebecca Cool Mural Work	-97.50	L	R
22	EFT4101	14/07/2015	Bob Waddell Consultant	ADMIN CONSULTANTS Assistance 2015/16 Budget	-396.00		
23	EFT4102	14/07/2015	Upper Great Southern Junior Hockey Association	NRLC KIDSPORT VOUCHERS	-500.00		F
24	EFT4103	14/07/2015	J & S KULKER Painting Contractors Pty Ltd	STREET LIGHTING Supply and Paint Bollards	-750.20	L	
25	EFT4104	14/07/2015	Upper Great Southern Hockey	NRLC HOCKEY PITCH MAINTENANCE Council Contribution Safety Nets	-1650.00		
26	EFT4105	14/07/2015	LR Sims & Co	FORTUNE STREET UGRADE Supply and Paving for Footpath	-20800.00	L	PF
27	EFT4106	14/07/2015	Melchiorre Plumbing & Gas	ADMIN PLUMBING Installation of New Sewer Line	-8963.86	L	
28	EFT4107	14/07/2015	Niel Mitchell	REIMBURSEMENT STRUCTURAL REFORM June 2015	-2103.40		F

Line No	Chq/EFT	Date	Name	Description	Amount	Type	Fund
29	EFT4108	14/07/2015	Agcrete Pre-Cast Concrete Products	MOKINE ROAD DRAINAGE Works and Materials	-10624.90		F
30	EFT4109	14/07/2015	David McFall - Temple Farm Trading Company	TAFE REMEDIATION Reporting Stage 1	-550.00		F
31	EFT4110	14/07/2015	Jeni Anning	ADMIN FINANCIAL SERVICES June 2015	-728.75		
32	EFT4111	14/07/2015	YMCA of Perth Inc.	NRLC CONTRACT MANAGEMENT June 2015	-49386.60		
33	EFT4112	14/07/2015	Fegan Building Surveying	BUILDING Contract Building Surveyor Certificate of Design Compliance x 12	-4554.00		
34	EFT4113	14/07/2015	P & C Electrical Contracting Pty Ltd	LIBRARY EQUIPMENT Install TV, Power Point and Remote Access Connections	-680.43	L	
35	EFT4114	14/07/2015	Officino	OFFICE EQUIPMENT Chairs Various Departments	-2942.50		
36	EFT4115	14/07/2015	Sims Civil Pty Ltd	MOKINE ROAD DRAINAGE Installation of Retention Basin	-30055.52	L	F
37	EFT4116	14/07/2015	Narrogin Hire & Reticulation	HARDWARE Depot Various Items June 2015	-670.75	L	
38	EFT4117	14/07/2015	Narrogin Packaging	PUBLIC TOILETS Cleaning Products June 2015	-730.54	L	
39	EFT4118	14/07/2015	Australia Post	NHC and ADMIN POSTAGE June 2015	-443.39		PF
40	EFT4119	14/07/2015	Narrogin Fruit Market	OTHGOV CATERING Volunteer Workshops 23/06/15	-491.50	L	
41	EFT4120	14/07/2015	Courier Australia	FRIEGHT Various Departments June 2015	-1067.39		
42	EFT4121	14/07/2015	Knightline Computers	ADMIN IT New 23 Monitors"	-444.00	L	
43	EFT4122	14/07/2015	Landgate	RATES VALUATION VG Roll G2015/5	-86.35		
44	EFT4123	14/07/2015	Narrogin Earthmoving & Concrete	ANIMAL POUND Contractor Costs Earthworks and Concrete Slab	-15859.80	L	
45	EFT4124	14/07/2015	WALGA	ADVERTISING WA170615 Tender Merger Project Manager	-1400.32		F
46	EFT4125	14/07/2015	DFES Department of Fire & Emergency Services	FESA ESL LEVY 4th Quarter	-15875.22		
47	EFT4126	14/07/2015	Colin John Bastow	REIMBURSEMENT DCCS Electricity	-1141.80		R
48	EFT4127	14/07/2015	Great Southern Waste Disposal	REFUSE COLLECTION 27/04/15 - 25/05/15	-53824.68	L	
49	EFT4128	14/07/2015	Public Transport Authority	TRANSWA TICKET SALES June 2015	-1253.64		
50	EFT4129	14/07/2015	Narrogin Toyota	SMALL PLANT (WORKS) Chainsaw Sharpener and Grinding Stone	-76.49	L	
51	EFT4130	14/07/2015	Austral Mercantile Collections Pty Ltd	RATES DEBT COLLECTION Expenses June 2015	-492.25		
52	EFT4131	14/07/2015	Wickepin Football Club	NRLC KIDSPORT VOUCHERS	-105.00		F
53	EFT4132	14/07/2015	P.H & K.E Gow	FORTUNE STREET Survey Kerbing and Traffic Islands	-1870.00	L	PF
54	EFT4133	14/07/2015	Melchiorre Plumbing & Gas	MACKIE PARK PLUMBING Replacement of Toilet	-533.50	L	
55	EFT4134	14/07/2015	WA Traffic Plans	MOKINE ROAD DRAINAGE Drainage upgrades	-495.00		
56	EFT4135	14/07/2015	Narrogin Freightlines	Various Freight	-12935.16	L	
57	EFT4136	14/07/2015	Pingelly Junior Netball Club	NRLC KIDSPORT VOUCHERS	-1190.00		F
58	EFT4137	14/07/2015	Pingelly Nippers Club	NRLC KIDSPORT VOUCHERS	-845.00		F
59	EFT4138	14/07/2015	AMPAC Debt Recovery Pty Ltd	RATES DEBT COLLECTION Ampac Expenses June 2015	-3325.87		R

Line No	Chq/EFT	Date	Name	Description	Amount	Type	Fund
60	EFT4139	14/07/2015	YMCA Perth - Narrogin Leisure Centre	REGIONAL TALENT DEVELOPMENT SQUAD Centre Hire Fees 01/04/15 - 19/06/15	-1071.00	L	F
61	EFT4140	14/07/2015	Geoff Ninnes Fong And Partners Pty Ltd	NRLC POOL CONSULTANT Assessment of 50m Outdoor Pool	-4675.00		
62	EFT4141	15/07/2015	Great Southern Fuels	FUEL June 2015	-6126.26	L	
63	EFT4142	15/07/2015	Baileys Fertilisers	CLAYTON ROAD OVAL Soil sampling	-218.90		
64	EFT4143	15/07/2015	Super Civil Pty Ltd	FORTUNE STREET Contract Profiling, Kerbing and New Seal	-149939.50		PF
65	EFT4144	15/07/2015	Shire of Narrogin	FORTUNE STREET Hire Grader, Roller, Truck and Operators	-3008.50	L	PF
66	EFT4145	15/07/2015	Best Office Systems	ADMIN STATIONERY Printer Cartridges 2 x TN-3340	-1190.00	L	
67	EFT4146	15/07/2015	Ray White Narrogin	DTES STAFF HOUSING RENTAL 4 weeks 46 Doney Street	-1160.00	L	
68	EFT4147	15/07/2015	Narrogin Retravision	ANIMAL TELEPHONE Mobile Replacement (Ranger)	-149.00	L	
69	EFT4148	15/07/2015	Ballards of Narrogin	NCP GAS 45kg	-117.00	L	
70	EFT4149	15/07/2015	Narrogin Electrical Services	ADMIN MAINTENANCE Power Point for Dishwasher	-188.54	L	
71	EFT4150	15/07/2015	Narrogin Liquor Store	COUNCIL REFRESHMENTS Budget Meeting 02/07/15	-93.98	L	
72	EFT4151	15/07/2015	RJ Smith Engineering	ADMIN WATER 8 x 15L	-128.00	L	
73	EFT4152	15/07/2015	P & F Kulker Building Contractors	TOWN HALL MAINTENANCE Install Man Hole and Repair Damaged Flooring at Arts Centre	-735.56	L	
74	EFT4153	15/07/2015	Aged & Community Services WA	NHC ACSWA Membership Renewal 2015- 2016	-1788.48		F
75	EFT4154	15/07/2015	Alchemy Technology	NHC IT MAINTENANCE SMS Annual Renewal 30/06/2016	-2950.20		F
76	EFT4155	15/07/2015	Bob Waddell Consultant	ADMIN CONSULTANTS Budget and EOY Adjustments	-891.00		
77	EFT4156	15/07/2015	Newdegate Netball Club	KIDSPORT VOUCHERS Netball	-260.00		F
78	EFT4157	15/07/2015	Brookton Women's Hockey Club	KIDSPORT VOUCHERS July 2015	-379.00		F
79	EFT4158	15/07/2015	Quick Corporate	ADMIN STATIONERY July 2015	-574.69		
80	EFT4159	15/07/2015	Easifleet	EMPLOYEE COSTS Novated Lease	-882.05		R
81	EFT4160	15/07/2015	Civic Legal	OTHGOV STRUCTURAL REFORM LEGAL Advice Recruitment of CEO Due to Merger	-11880.00		F
82	EFT4161	16/07/2015	Easifleet	EMPLOYEE COSTS Novated Lease	-882.05		R
83	EFT4162	28/07/2015	Knightline Computers	NHC Set up Remote Connection 3G WIFI	-249.00	L	F
84	EFT4163	28/07/2015	Narrogin Meals On Wheels	NHC HACC MOW x 310 June 2015	-970.92	L	F
85	EFT4164	28/07/2015	Narrogin and District Senior Citizens Centre	NHC Hire Senior Citizens Hall June 2015	-840.00	L	F
86	EFT4165	28/07/2015	The Polished Plate	REC OFFICER Catering Volunteer Workshop 23 June 2015	-705.00	L	F
87	EFT4166	28/07/2015	Kelsie Enterprises T/as Kel's Tyres	NGN219 2014 Toyota Camry Altise Tyre Repair	-187.00	L	
88	EFT4167	28/07/2015	Ashley Blyth Tree Lopping	MOKINE ROAD DRAINAGE WORKS Tree Lopping and Stump Grinding	-990.00	L	F
89	EFT4168	28/07/2015	Rebecca Cool	TOWNSCAPE Town Hall Piazza Wall Mural	-3300.00		
90	EFT4169	30/07/2015	Easifleet	EMPLOYEE COSTS Novated Lease	-882.05		R

Line No	Chq/EFT	Date	Name	Description	Amount	Type	Fund
91	EFT4170	31/07/2015	LGIS	INSURANCE PROPERTY 1st Instalment 2015	-140483.85		
92	EFT4171	31/07/2015	LGIS Insurance Broking	INSURANCE MOTOR VEHICLE 2015/16	-35516.61		
93	DD928.1	01/07/2015	Telstra	TELEPHONE Mobiles Various July 2015	-883.34		
94	DD928.2	09/07/2015	Telstra	TELEPHONE LANDLINE July 2015	-2909.64		
95	DD936.1	02/07/2015	Water Corporation	WATER CORPORATION Various Accounts July 2015	-407.21		
96	45286	14/07/2015	Hazel Meeres	REIMBURSEMENT TOWN HALL BOND Ballet Lessons INVOICE #THBONDBLT	-275.00		R
97	45287	14/07/2015	Westfarmers Landmark	FOXES LAIR PEST CONTROL Bunny Bait	-266.79	L	
98	45288	14/07/2015	Town Of Narrogin	TRANSWA COMMISSIONS June 2015	-234.36		
99	45289	14/07/2015	Narrogin and Districts Netball Association	NRLC KIDSPORT VOUCHERS	-2275.00		F
100	45290	15/07/2015	Town Of Narrogin	REIMBURSEMENT TELEPHONE Incorrect allocation	-100.00		R
101	45291	16/07/2015	Town Of Narrogin	REIMBURSEMENT Telstra costs - B Robinson	-100.00		R
					\$964,577.66		

Payroll Date	Nett Paid	Cheque Total	\$ 3,251.15	1%
1/07/2015	\$91,255.34	EFT Total	679,439.55	70%
15/07/2015	\$98,248.60	Payroll Total	\$281,886.96	29%
29/07/2015	\$92,383.02	Total	\$964,577.66	
	\$281,886.96			

F	Funded	Local Suppliers	\$207,709.97	22%
PF	Partially Funded	Employees	\$281,886.96	29%
R	Reimbursement			
I	Insurance			
PRB	Partially Reimbursement			
L	Local Supplier			

10.2.103 MONTHLY FINANCIAL REPORTS – JULY 2015

File Reference: 12.8.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 20 August 2015
Author: Rhona Hawkins – Manager Finance

Attachments

- Monthly Financial Report for the period ended 30 July 2015 (to be tabled at the meeting).

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 July 2015 Monthly Financial Reports are presented for review. At this time, any material variances in this report will be due to timing differences.

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 0815.127 and Officer's Recommendation

Moved: Cr Kain

Seconded: Cr Ward

That Council:

Receive the 30 July 2015 Monthly Financial Reports as presented.

CARRIED 6/0



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 JULY 2015

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Statement of Financial Activity

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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 JULY 2015

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	
Operating Revenues		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	8	2,314,125	2,314,125	136,460	251,638	115,178	46%	▲
Profit on Asset Disposal	10	4,130	4,130	343	0	(343)	(100%)	
Fees and Charges		1,404,129	1,404,129	52,576	799,449	746,873	93%	▲
Interest Earnings		131,800	131,800	9,856	7,083	(2,773)	(39%)	
Other Revenue		155,000	155,000	12,916	11,997	(919)	(8%)	
Total (Excluding Rates)		4,009,184	4,009,184	212,151	1,070,167	858,016		
Operating Expense								
Employee Costs		(3,924,895)	(3,924,895)	(356,817)	(445,725)	(88,908)	(20%)	▲
Materials and Contracts		(3,741,897)	(3,741,897)	(327,602)	(144,458)	183,144	127%	▼
Utilities Charges		(669,822)	(669,822)	(105,423)	(52,726)	52,697	100%	▼
Depreciation (Non-Current Assets)		(1,324,892)	(1,324,892)	(110,401)	0	110,401	100%	▼
Interest Expenses	12	(44,846)	(44,846)	(3,736)	(1,830)	1,906	104%	
Insurance Expenses		(187,336)	(187,336)	(91,598)	(111,077)	(19,480)	(18%)	
Loss on Asset Disposal	10	(63,735)	(63,735)	(5,308)	0	5,308	100%	
Other Expenditure		(202,968)	(202,968)	(55,495)	(6,115)	49,380	808%	▼
Total		(10,160,391)	(10,160,391)	(1,056,379)	(761,932)	294,447		
Funding Balance Adjustment								
Add Back Depreciation		1,324,892	1,324,892	110,401	0	(110,401)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	10	59,605	59,605	4,965	0	(4,965)	(100%)	
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Net Operating (Ex. Rates)		(4,766,710)	(4,766,710)	(728,862)	308,236	1,037,098		
Capital Revenues								
Grants, Subsidies and Contributions	8	869,088	869,088	72,422	5,137,000	5,064,578	99%	▲
Proceeds from Disposal of Assets	10	247,000	247,000	0	0	0		
Proceeds from New Debentures	12	450,000	450,000	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	9	2,906,885	2,906,885	0	0	0		
Total		4,472,973	4,472,973	72,422	5,137,000	5,064,578		
Capital Expenses								
Land and Buildings	10	(1,247,879)	(1,247,879)	0	0	0		
Plant and Equipment	10	(589,848)	(589,848)	0	0	0		
Furniture and Equipment	10	(63,000)	(63,000)	0	0	0		
Infrastructure Assets - Roads	10	(459,252)	(459,252)	0	0	0		
Infrastructure Assets - Footpaths	10	(50,000)	(50,000)	0	0	0		
Infrastructure Assets - Drainage	10	(50,000)	(50,000)	0	(2,243)	(2,243)	(100%)	
Infrastructure Assets - Other	10	(1,308,472)	(1,308,472)	0	(19,485)	(19,485)	(100%)	
Repayment of Debentures	12	(144,809)	(144,809)	(3,429)	(3,342)	87	3%	
Transfer to Reserves	9	(733,990)	(733,990)	(4,166)	0	4,166	100%	
Total		(4,647,250)	(4,647,250)	(7,595)	(25,070)	(17,475)		
Net Capital		(174,277)	(174,277)	64,827	5,111,930	5,047,103		
Total Net Operating + Capital		(4,940,987)	(4,940,987)	(664,035)	5,420,166	6,084,201		
Rate Revenue		3,293,160	3,293,160	65	3,290,378	3,290,313	100%	▲
Opening Funding Surplus(Deficit)		1,647,827	1,647,827	1,647,827	1,665,894	18,067	1%	
Closing Funding Surplus(Deficit)	3	(0)	(0)	983,857	10,376,438	9,392,581		

TOWN OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 31 JULY 2015

	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	Var
Operating Revenues	\$	\$	\$	\$	\$	%	
Governance	5,100	5,100	8	493	485	98%	
General Purpose Funding	783,915	783,915	11,371	8,357	(3,014)	(36%)	
Law, Order and Public Safety	31,500	31,500	1,621	464	(1,157)	(249%)	
Health	7,500	7,500	3,833	400	(3,433)	(858%)	
Education and Welfare	1,402,564	1,402,564	116,322	5,399,263	5,282,941	98%	▲
Housing	7,800	7,800	650	900	250	28%	
Community Amenities	974,121	974,121	15,258	764,283	749,025	98%	▲
Recreation and Culture	922,139	922,139	73,544	2,198	(71,346)	(3246%)	▼
Transport	459,156	459,156	38,261	11,997	(26,264)	(219%)	▼
Economic Services	231,401	231,401	19,283	18,238	(1,045)	(6%)	
Other Property and Services	53,076	53,076	4,422	574	(3,848)	(671%)	
Total (Excluding Rates)	4,878,272	4,878,272	284,573	6,207,167	5,922,594		
Operating Expense							
Governance	(1,658,132)	(1,658,132)	(177,828)	(114,501)	63,327	55%	▼
General Purpose Funding	(166,081)	(166,081)	(16,391)	(15,473)	918	6%	
Law, Order and Public Safety	(261,860)	(261,860)	(24,411)	(13,629)	10,782	79%	
Health	(125,838)	(125,838)	(12,282)	(10,024)	2,258	23%	
Education and Welfare	(1,503,469)	(1,503,469)	(137,481)	(118,034)	19,447	16%	
Housing	0	0	(1,590)	(4,786)	(3,196)	(67%)	
Community Amenities	(1,261,878)	(1,261,878)	(111,346)	(67,497)	43,849	65%	▼
Recreation and Culture	(2,567,973)	(2,567,973)	(306,423)	(149,952)	156,471	104%	▼
Transport	(1,517,366)	(1,517,366)	(137,858)	(100,550)	37,308	37%	▼
Economic Services	(1,017,699)	(1,017,699)	(92,381)	(46,887)	45,494	97%	▼
Other Property and Services	(80,093)	(80,093)	(38,388)	(120,598)	(82,210)	(68%)	▲
Total	(10,160,390)	(10,160,390)	(1,056,379)	(761,932)	294,447		
Funding Balance Adjustment							
Add back Depreciation	1,324,892	1,324,892	110,401	0	(110,401)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	59,605	59,605	4,965	0	(4,965)	(100%)	
Movement in Leave Reserve (Added Back)	0	0	0	0	0		
Net Operating (Ex. Rates)	(3,897,621)	(3,897,621)	(656,440)	5,445,236	6,101,676		
Capital Revenues							
Proceeds from Disposal of Assets	247,000	247,000	0	0	0		
Proceeds from New Debentures	450,000	450,000	0	0	0		
Proceeds from Sale of Investments	0	0	0	0	0		
Proceeds from Advances	0	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0	0		
Transfer from Reserves	2,906,885	2,906,885	0	0	0		
Total	3,603,885	3,603,885	0	0	0		
Capital Expenses							
Land and Buildings	(1,247,879)	(1,247,879)	0	0	0		
Plant and Equipment	(589,848)	(589,848)	0	0	0		
Furniture and Equipment	(63,000)	(63,000)	0	0	0		
Infrastructure Assets - Roads	(459,252)	(459,252)	0	0	0		
Infrastructure Assets - Footpaths	(50,000)	(50,000)	0	0	0		
Infrastructure Assets - Drainage	(50,000)	(50,000)	0	(2,243)	(2,243)	(100%)	
Infrastructure Assets - Other	(1,308,472)	(1,308,472)	0	(19,485)	(19,485)	(100%)	
Repayment of Debentures	(144,809)	(144,809)	(3,429)	(3,342)	87	3%	
Transfer to Reserves	(733,990)	(733,990)	(4,166)	0	4,166	100%	
Total	(4,647,250)	(4,647,250)	(7,595)	(25,070)	(17,475)		
Net Capital	(1,043,365)	(1,043,365)	(7,595)	(25,070)	(17,475)		
Total Net Operating + Capital	(4,940,986)	(4,940,986)	(664,035)	5,420,167	6,084,202		
Rate Revenue	3,293,160	3,293,160	65	3,290,378	3,290,313	100%	▲
Opening Funding Surplus(Deficit)	1,647,827	1,647,827	1,647,827	1,665,894	18,067	1%	
Closing Funding Surplus(Deficit)	1	1	983,857	10,376,439	9,392,582		

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015

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 JULY 2015**

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 JULY 2015

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 JULY 2015

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 JULY 2015

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

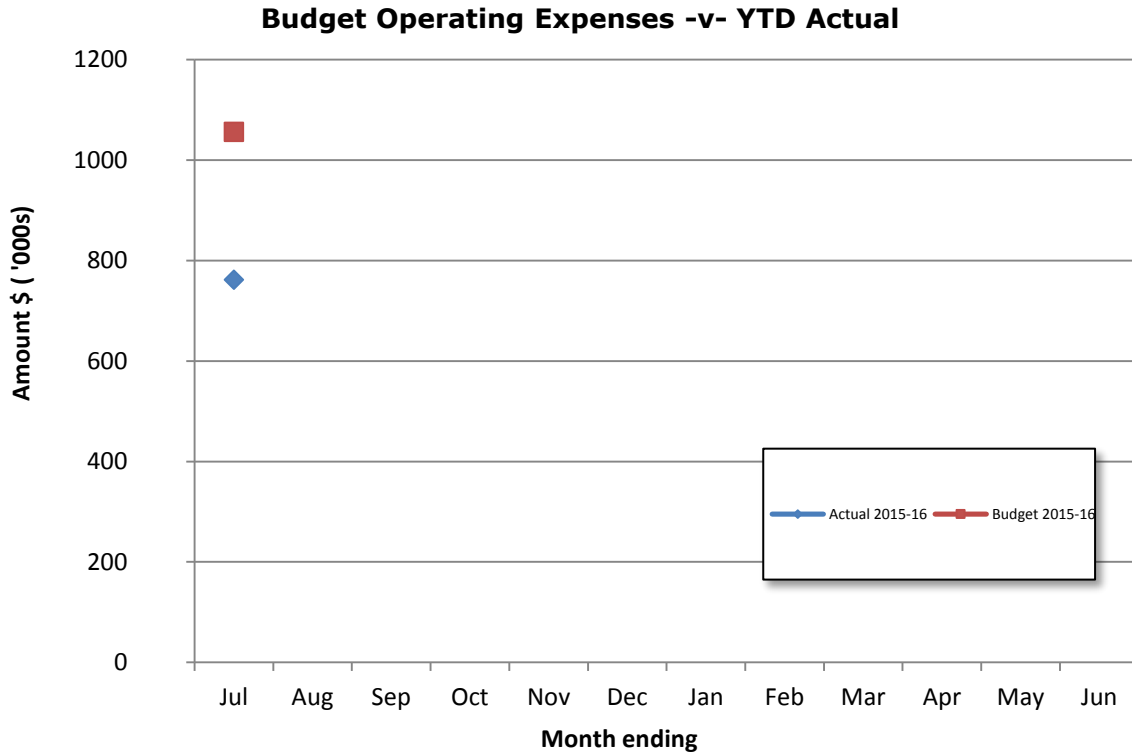
Rural Services, Tourism, Building Control, Economic Development.

OTHER PROPERTY & SERVICES

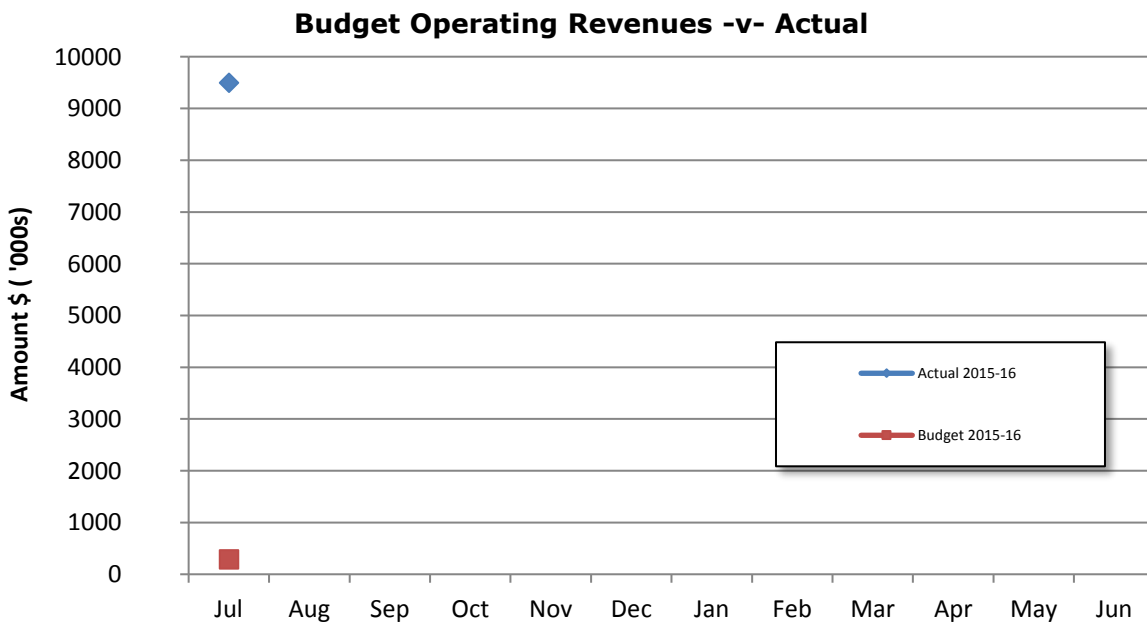
Private Works, Stocks and Miscellaneous Items.

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015

Note 2 - Graphical Representation - Source Statement of Financial Activity



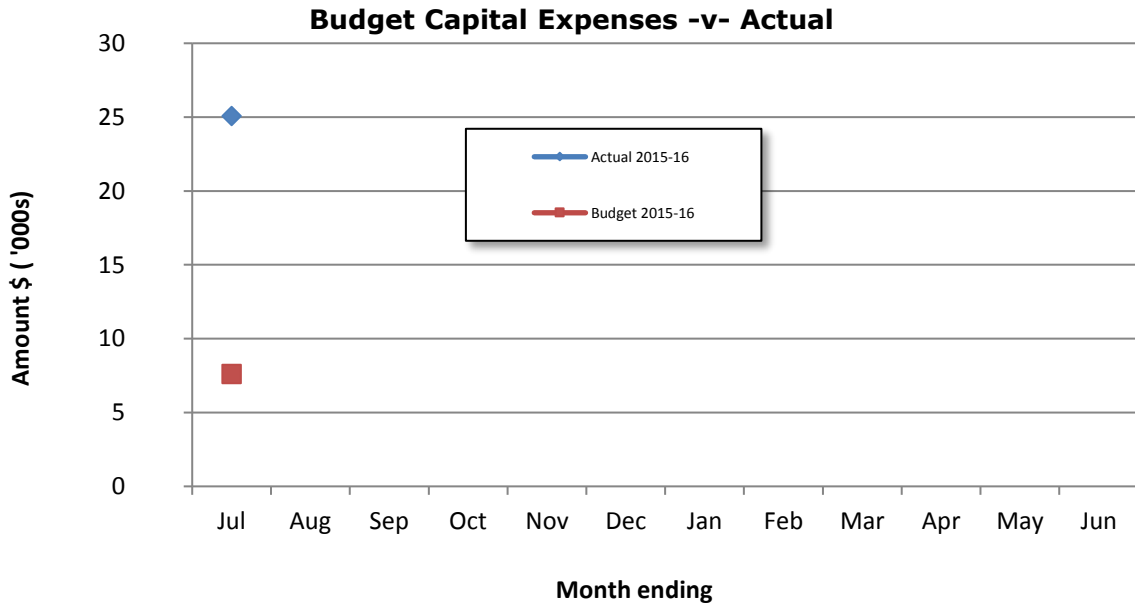
Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015

Note 2 - Graphical Representation - Source Statement of Financial Activity

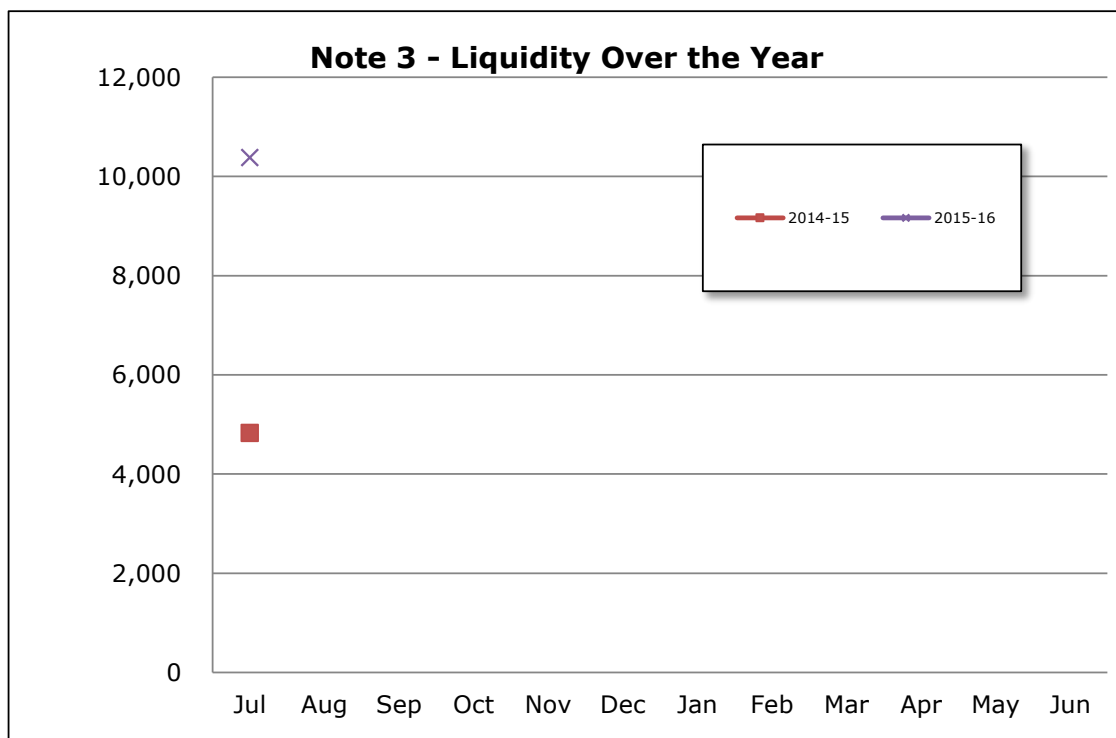


Comments/Notes - Capital Expenses

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015

Note 3: SURPLUS/(DEFICIT) POSITION

	Positive=Surplus (Negative=Deficit)		
	31/07/2015	30/06/2015	31/07/2014
	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	7,216,189	1,552,850	966,881
Cash Restricted	4,227,800	4,227,800	2,549,443
Receivables - Rates and Rubbish, ESL, Excess Rates	4,122,598	166,345	4,160,262
Receivables -Other	363,743	812,500	301,037
	15,930,330	6,759,494	7,977,622
Less: Current Liabilities			
Payables	(1,228,590)	(768,298)	(385,002)
Loan Liability	3,342	0	(135,196)
Provisions	(425,541)	(425,541)	(425,541)
	(1,650,789)	(1,193,839)	(945,739)
Net Current Asset Position	14,279,541	5,565,656	7,031,883
Less: Cash Restricted	(4,107,800)	(4,227,800)	(2,549,443)
Add Back: Component of Leave Liability not Required to be funded	326,113	326,113	209,923
Add Back: Current Loan Liability	(3,342)	0	135,196
Adjustment for Trust Transactions Within Muni	1,925	1,925	0
Net Current Funding Position	10,496,438	1,665,894	4,827,560



Comments - Net Current Funding Position

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015

Note 4: CASH AND INVESTMENTS

	Interest	Unrestricted	Restricted	Trust	Total	Institution	Maturity
	Rate	\$	\$	\$	Amount \$		Date
(a) Cash Deposits							
Municipal Account	1.85%	7,213,889			7,213,889	NAB	On-Call
Cash Floats - Admin		1,000			1,000		
Library		150			150		
Homecare		100			100		
Refuse Site		100			100		
Caravan Park		100			100		
Petty Cash - Admin		300			300		
Library		200			200		
Homecare		350			350		
Reserve Account			4,653		4,653	NAB	
Trust Account	0.05%			70,650		NAB	On-Call
(b) Term Deposits							
Reserve Term Deposit	2.84%		4,223,147		4,223,147	NAB	31/07/2015
Total		7,216,189	4,227,800	70,650	11,443,988		

Comments/Notes - Investments

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

There may be slight variances due to timing profiles loaded into the Synergy program which need further review.

5.1 OPERATING REVENUE (EXCLUDING RATES) - PROGRAM

5.1.1 GOVERNANCE

5.1.2 GENERAL PURPOSE FUNDING

5.1.3 LAW, ORDER AND PUBLIC SAFETY

5.1.4 HEALTH

5.1.5 EDUCATION AND WELFARE

5.1.6 HOUSING

5.1.7 COMMUNITY AMENITIES

5.1.8 RECREATION AND CULTURE

5.1.9 TRANSPORT

5.1.10 ECONOMIC SERVICES

5.1.11 OTHER PROPERTY AND SERVICES

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

There may be slight variances due to timing profiles loaded into the Synergy program which need further review.

5.2 OPERATING EXPENSES - PROGRAM

5.2.1 GOVERNANCE

5.2.2 GENERAL PURPOSE FUNDING

5.2.3 LAW, ORDER AND PUBLIC SAFETY

5.2.4 HEALTH

5.2.5 EDUCATION AND WELFARE

5.2.6 HOUSING

5.2.7 COMMUNITY AMENITIES

5.2.8 RECREATION AND CULTURE

5.2.9 TRANSPORT

5.2.10 ECONOMIC SERVICES

5.2.11 OTHER PROPERTY AND SERVICES

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

There may be slight variances due to timing profiles loaded into the Synergy program which need need further review.

5.3 CAPITAL REVENUE

5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS

5.3.2 PROCEEDS FROM NEW DEBENTURES

5.3.3 PROCEEDS FROM SALE OF INVESTMENT

5.3.4 PROCEEDS FROM ADVANCES

5.3.5 SELF-SUPPORTING LOAN PRINCIPAL

5.3.6 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015**

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

There may be slight variances due to timing profiles loaded into the Synergy program which need need further review.

5.4 CAPITAL EXPENSES

5.4.1 LAND HELD FOR RESALE

5.4.2 LAND AND BUILDINGS

5.4.3 PLANT AND EQUIPMENT

5.4.4 TOOLS

5.4.5 FURNITURE AND EQUIPMENT

5.4.6 INFRASTRUCTURE ASSETS - ROADS

5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS

5.4.9 INFRASTRUCTURE ASSETS - DRAINAGE

5.4.10 INFRASTRUCTURE ASSETS - PARKS AND OVALS

5.4.11 INFRASTRUCTURE ASSETS - OTHER

5.4.12 PURCHASES OF INVESTMENT

5.4.13 REPAYMENT OF DEBENTURES

5.4.14 ADVANCES TO COMMUNITY GROUPS

5.4.15 TRANSFER TO RESERVES (RESTRICTED ASSETS)

5.5 OTHER ITEMS

5.5.1 RATE REVENUE

5.5.2 OPENING FUNDING SURPLUS(DEFICIT)

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015

Note 6: BUDGET AMENDMENTS

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
	Budget Adoption		Opening Surplus(Deficit)	\$	\$	\$	\$
	Variation between adopted budget opening position and actual		Opening Surplus(Deficit)		18,067		18,067
			Opening Surplus(Deficit)				18,067
	Closing Funding Surplus (Deficit)			0	18,067	0	18,067

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015

Note 7: RECEIVABLES

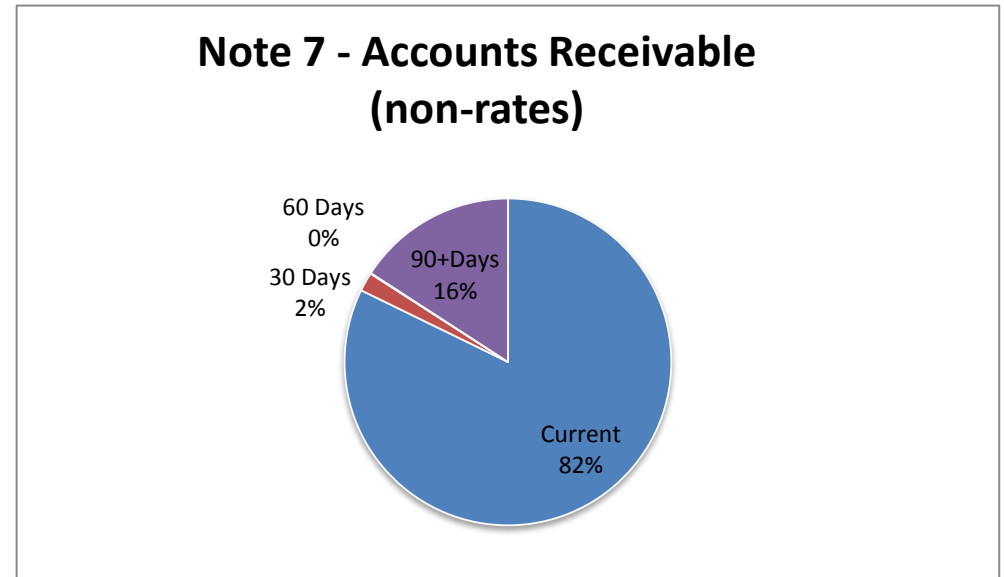
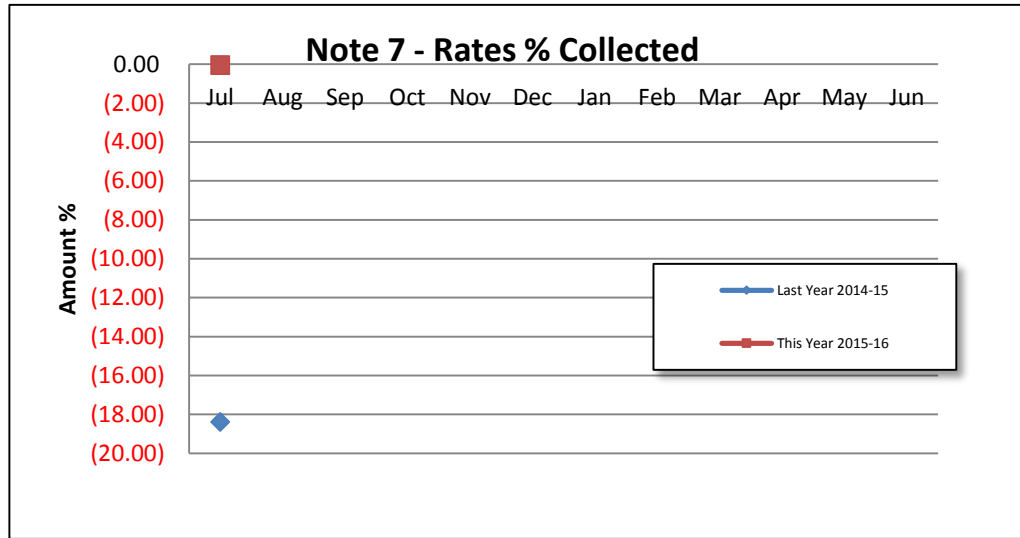
Receivables - Rates and Rubbish

	Current 31/07/15	Previous 30/06/15
	\$	\$
Previous Year	277,276	219,204
Rates Levied this year (YTD)	3,768,573	0
Less Collections to date	187,680	58,073
Equals Outstanding	4,233,530	277,276
Net Rates Collectable		
% Collected	-4.64%	-26.49%

Receivables - Sundry Debtors

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	523,074	11,847	427	100,828
Total Outstanding				636,175

Amounts shown above include GST (where applicable)



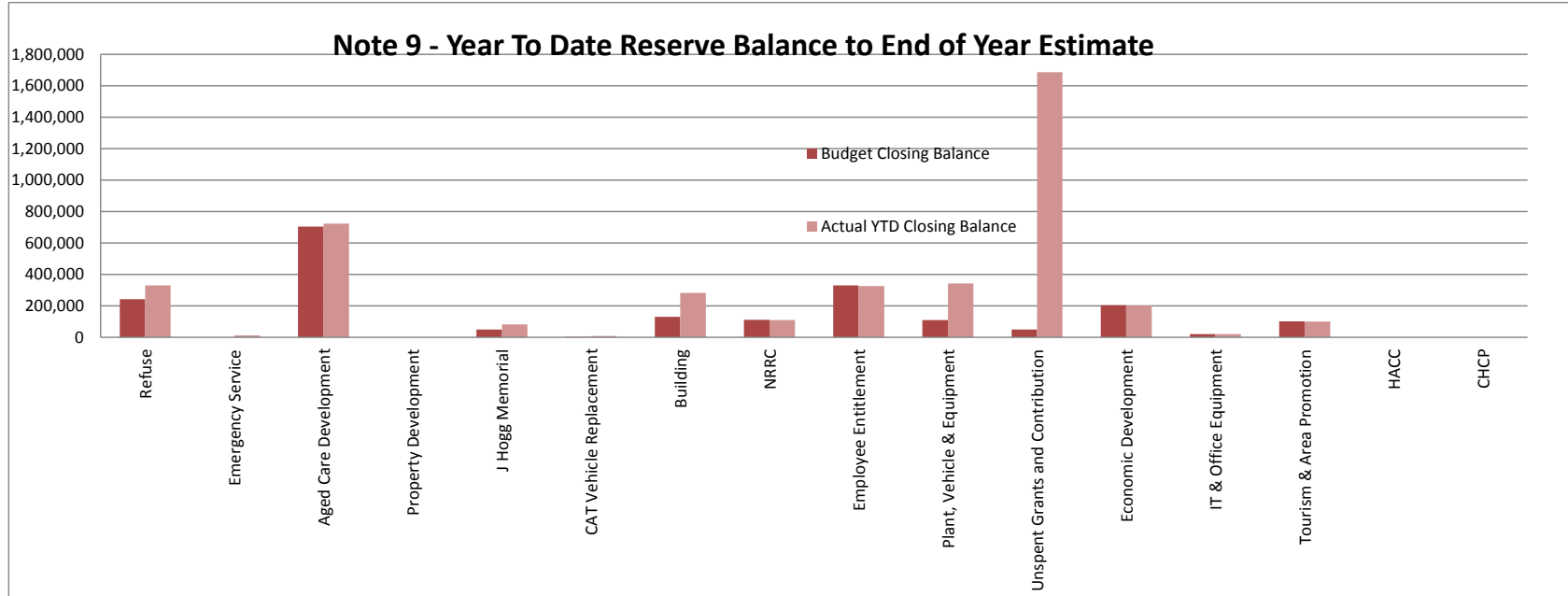
Comments/Notes - Receivables Rates and Rubbish

Comments/Notes - Receivables General

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015

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
Refuse	329,707	\$ 3,852	\$ 0	\$ 0	\$ 0	\$ 91,000	\$ 0		\$ 242,559	\$ 329,707
Emergency Service	12,945	151	0	0	0	13,096	0		0	12,945
Aged Care Development	723,880	9,765	0	0	0	29,000	0		704,645	723,880
Property Development	0	0	0	0	0	0	0		0	0
J Hogg Memorial	82,787	967	0	0	0	35,000	0		48,754	82,787
CAT Vehicle Replacement	8,842	103	0	0	0	6,000	0		2,945	8,842
Building	281,792	3,292	0	0	0	155,000	0		130,084	281,792
NRRC	109,410	1,278	0	0	0	0	0		110,688	109,410
Employee Entitlement	326,113	3,810	0	0	0	0	0		329,923	326,113
Plant, Vehicle & Equipment	342,821	4,005	0	0	0	236,752	0		110,074	342,821
Unspent Grants and Contribution	1,687,047	19,711	0	0	0	1,657,047	0		49,711	1,687,047
Economic Development	202,454	1,664	0	0	0	0	0		204,118	202,454
IT & Office Equipment	20,000	234	0	0	0	0	0		20,234	20,000
Tourism & Area Promotion	100,000	1,168	0	0	0	0	0		101,168	100,000
HACC	0	0	0	0	0	0	0		0	0
CHCP	0	0	0	0	0	0	0		0	0
	4,227,798	50,000	0	0	0	2,222,895	0		2,054,903	4,227,798



**TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015**

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Actual				Disposals	Current Budget				
Cost	Accum Depr	Proceeds	Profit (Loss)		This Year				
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
				OTHGOV - Proceeds on Disposal of Assets					
			0	Proceeds on Disposal - CEO Vehicle	40,000	40,000	0	0.00	0 ↑↑↑
			0	Proceeds on Disposal - DCCS Vehicle	27,000	27,000	0	0.00	0 ↑↑↑
				ANIMAL - Proceeds on Disposal of Assets					
			0	Proceeds on Disposal - Ranger Vehicle	20,000	20,000	0	0.00	0 ↑↑↑
				HACC - Proceeds on Disposal of Assets					
			0	Proceeds on Disposal - Toyota Camry Altise	10,000	10,000	0	0.00	0 ↑↑↑
				AGEDOTHER - Proceeds on Disposal of Assets					
			0	Proceeds on Disposal CAT (1) Vehicle	14,000	14,000	0	0.00	0 ↑↑↑
				PLANT - Proceeds on Disposal of Assets					
			0	Proceeds on Disposal - DTES Vehicle	0	0	0	0.00	0 ↑↑↑
			0	Proceeds on Disposal - Sweeper Truck	20,000	20,000	0	0.00	0 ↑↑↑
			0	Proceeds on Disposal - Multi-Terrain Bobcat	18,000	18,000	0	0.00	0 ↑↑↑
			0	Proceeds on Disposal - Mitsubishi Triton (Works Foreman)	20,000	20,000	0	0.00	0 ↑↑↑
			0	Proceeds on Disposal - Mitsubishi Triton (Leading Hand)	20,000	20,000	0	0.00	0 ↑↑↑
				BUILD - Proceeds on Disposal of Assets					
			0		0	0	0	0.00	0 ↑↑↑
				ADMIN - Proceeds on Disposal of Assets					
			0	Proceeds on Disposal of Manager of Finance Vehicle	16,500	16,500	0	0.00	0 ↑↑↑
				COMMUNITY - Proceeds on Disposal of Assets					
			0	Proceeds on Disposal - MLC Vehicle NGNO	14,000	14,000	0	0.00	0 ↑↑↑
0	0	0	0	Totals	219,500	219,500	0	0.00	0

Comments - Capital Disposal

Contributions Information				Summary Acquisitions	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$		\$	\$		
				Inventories						
0	0	0	0	Land for Resale	0	0	0	0	0	↑↑↑
0	0	0	0	Land and Buildings	1,247,879	1,247,879	0	0	0	↑↑↑
				Property, Plant & Equipment						
0	0	0	0	Plant & Equipment	589,848	589,848	0	0	0	↑↑↑
0	0	0	0	Furniture & Equipment	63,000	63,000	0	0	0	↑↑↑
				Infrastructure						
0	0	0	0	Roads	459,252	459,252	0	0	0	↑↑↑
0	0	0	0	Footpaths	50,000	50,000	0	0	0	↑↑↑
0	0	0	0	Drainage	50,000	50,000	0	2,243	2,243	▲
0	0	0	0	Parks & Ovals	0	0	0	0	0	↑↑↑
0	0	0	0	Townscape	0	0	0	0	0	↑↑↑
0	0	0	0	Other Infrastructure	1,308,472	1,308,472	0	19,485	19,485	▲
0	0	0	0	Totals	3,768,451	3,768,451	0	21,728	21,728	

Comments - Capital Acquisitions

Contributions				Land & Buildings	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
				OTHGOV - Capital Administration Building						
			0	Administration Building (Capital)	300,000	300,000	0	0	0	↑↑↑
			0	Building Renovation Administration	450,000	450,000	0	0	0	↑↑↑
			0	Records Storage Shed	20,000	20,000	0	0	0	↑↑↑
				ANIMAL - Building (Capital)						
			0	Animal Pound Building (Capital)	15,000	15,000	0	0	0	↑↑↑
				AGEDOTHER - Building (Capital)						
			0	Disability Toilet - Changing Places	140,000	140,000	0	0	0	↑↑↑
				SAN - Building (Capital)						
			0	Regional Tip Site	80,000	80,000	0	0	0	↑↑↑
				COM AMEN - Building (Capital) - Other Community Amenities						
			0		0	0	0	0	0	↑↑↑
				HALLS - Building (Capital)						
			0	Town Hall (Federal St) Building Capital	20,500	20,500	0	0	0	↑↑↑
				NRRC - Building (Capital)						
			0		0	0	0	0	0	↑↑↑
				REC - Other Rec Facilities Building (Capital)						
			0	Clayton Road Oval Buildings Capital	20,000	20,000	0	0	0	↑↑↑
			0	Bannister Street Oval Buildings Capital	7,000	7,000	0	0	0	↑↑↑
				LIB - Building (Capital)						
			0	Libray Building (Capital)	50,379	50,379	0	0	0	↑↑↑
				AERO - Building (Capital)						
			0	Depot Building (Capital)	70,000	70,000	0	0	0	↑↑↑
				AERO - Building (Capital)						
			0		0	0	0	0	0	↑↑↑
				TOUR - Building (Capital)						
			0	Caravan Park Renovations	75,000	75,000	0	0	0	↑↑↑
0	0	0	0	Totals	1,247,879	1,247,879	0	0	0	

Contributions				Plant & Equipment	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	\$	\$	
			0	OTHGOV - Capital Plant & Equipment						
			0	1NGN CEO Vehicle	49,000	49,000	0	0	0	↑↑↑
			0	0NGN DCCS Vehicle	37,500	37,500	0	0	0	↑↑↑
			0	ANIMAL - Plant & Equipment (Capital)						
			0	NGN417 RO Vehicle 2015	35,000	35,000	0	0	0	↑↑↑
			0	OLOPS - Plant & Equipment (Capital) - OLOPS						
			0	Emergency Generator	13,096	13,096	0	0	0	↑↑↑
			0	HACC - Plant & Equipment (Capital)						
			0	Trailer Enclosed (HACC)	5,000	5,000	0	0	0	↑↑↑
			0	NGN839 2015 Toyota Camry Sedan (CACP)	24,000	24,000	0	0	0	↑↑↑
			0	AGEDOTHER - Plant & Equipment (Capital)						
			0	NGN219 CATS Vehicle	24,000	24,000	0	0	0	↑↑↑
			0	PLANT - Plant & Equipment (Capital)						
			0	NGN00 DTES Vehicle	37,500	37,500	0	0	0	↑↑↑
			0	Mower Zero Turn Toro Ride On	34,580	34,580	0	0	0	↑↑↑
			0	Bobcat	65,000	65,000	0	0	0	↑↑↑
			0	Bobcat Cold Planer	30,172	30,172	0	0	0	↑↑↑
			0	Sweeper Truck 2015	120,000	120,000	0	0	0	↑↑↑
			0	Works Foreman Vehicle 2015	35,000	35,000	0	0	0	↑↑↑
			0	Leading Hand Vehicle 2015	30,000	30,000	0	0	0	↑↑↑
			0	ADMIN - Plant and Equipment (Capital)						
			0	002 NGN MF Vehicle	25,000	25,000	0	0	0	↑↑↑
			0	COMMUNITY - Plant & Equipment (Capital)						
			0	NGN 0 MLC Vehicle	25,000	25,000	0	0	0	↑↑↑
0	0	0	0	Totals	589,848	589,848	0	0	0	

Contributions				Furniture & Equipment	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	\$	\$	
			0	OTHGOV - Capital Furniture & Equipment						
			0	Corporate Additional Server	25,000	25,000	0	0	0	↑↑↑
			0	CHCP - Furniture & Equipment (Capital)						
			0	Mobile Works Solution (HACC)	10,000	10,000	0	0	0	↑↑↑
			0	LIB - Building (Capital)						
			0	Library Front Counter	8,000	8,000	0	0	0	↑↑↑
			0	Library Solar Power & Heating	20,000	20,000	0	0	0	↑↑↑
0	0	0	0	Totals	63,000	63,000	0	0	0	

Contributions				Roads	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	\$	\$	
			0	ROADC - Roads (Capital) - Council Funded						
			0	Earl Street - Renewal (Local)	11,600	11,600	0	0	0	↑↑↑
			0	Daglish Road - Renewal (Local)	30,740	30,740	0	0	0	↑↑↑
			0	Falcon Street - Renewal (Local)	15,600	15,600	0	0	0	↑↑↑
			0	Jersey Street - Renewal (Local)	19,600	19,600	0	0	0	↑↑↑
			0	Fathom Street - Renewal (Local)	18,700	18,700	0	0	0	↑↑↑
			0	Francis Street - Renewal (Local)	12,800	12,800	0	0	0	↑↑↑
			0	Dellar Street	14,400	14,400	0	0	0	↑↑↑
			0	ROADC - Roads (Capital) - Roads to Recovery						
			0	Grant Street	35,380	35,380	0	0	0	↑↑↑
			0	Grant Street	60,900	60,900	0	0	0	↑↑↑
			0	Grant Street	26,680	26,680	0	0	0	↑↑↑
			0	Grant Street	28,220	28,220	0	0	0	↑↑↑
			0	ROADC - Roads (Capital) - Regional Road Group						
			0	Forrest Street (Renewal) - RRG	184,632	184,632	0	0	0	↑↑↑
			0	ROADC - Roads (Capital) - Black Spot						
			0		0	0	0	0	0	↑↑↑
			0	ROADC - Roads (Capital) - Flood Damage						
			0		0	0	0	0	0	↑↑↑
0	0	0	0	Totals	459,252	459,252	0	0	0	

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

Contributions				Drainage	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	\$	\$	
			0	ROADC - Drainage (Capital)						
			0	Drainage Works	50,000	50,000	0	0	0	↑↑↑
				Drainage - Mokine Road	0	0	0	2,243	2,243	▲
0	0	0	0	Totals	50,000	50,000	0	2,243	2,243	

Contributions				Other Infrastructure	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	\$	\$	
			0	AGEDOTHER - Infrastructure Other (Capital)						
				Aged Disability Access Upgrade	108,872	108,872	0	0	0	↑↑↑
			0	SAN - Infrastructure Other (Capital)						
			0	White Road Refuse Site Upgrade	11,000	11,000	0	0	0	↑↑↑
			0	Refuse Site Transfer Station	50,000	50,000	0	0	0	↑↑↑
			0	SEW - Infrastructure Other (Capital)						
			0	Waste Water Treatment Facility	50,000	50,000	0	0	0	↑↑↑
			0	COM AMEN - Infrastructure Other (Capital) - Other Community Amenities						
			0	Gnarojin Park Toilets Improved Access	8,600	8,600	0	0	0	↑↑↑
			0	Cemetery Toilets and Niche Wall	6,500	6,500	0	0	0	↑↑↑
			0	HALLS - Infrastructure Other (Capital)						
			0	Town Hall Outdoor Furniture	20,000	20,000	0	0	0	↑↑↑
			0	NRRC - Infrastructure Other (Capital)						
			0	NRRC Infrastructure Other (Capital)	400,000	400,000	0	0	0	↑↑↑
			0	REC - Plant & Equipment (Capital)						
			0	Playground Equipment	0	0	0	0	0	↑↑↑
			0	Fox Lair	10,000	10,000	0	0	0	↑↑↑
			0	Clayton Road Oval Entrance	30,000	30,000	0	0	0	↑↑↑
			0	Heritage Trail	11,000	11,000	0	0	0	↑↑↑
			0	Bowling Club Replace Fence and Footpath	25,000	25,000	0	0	0	↑↑↑
			0	Playground Equipment	60,000	60,000	0	0	0	↑↑↑
			0	Outdoor Gym Roof	7,500	7,500	0	0	0	↑↑↑
			0	REC - Infrastructure Other (Capital)						
			0	Town Clock	35,000	35,000	0	0	0	↑↑↑
			0	Railway Dam	10,000	10,000	0	0	0	↑↑↑
			0	Skate Park Design and Plan	16,000	16,000	0	0	0	↑↑↑
			0	Skate Park Construction	334,000	334,000	0	0	0	↑↑↑
			0	Thomas Hogg Oval Electrical Upgrade	35,000	35,000	0	14,927	14,927	▲
			0	ROADC - Infrastructure Other (Capital)						
			0	Street Lighting	10,000	10,000	0	4,558	4,558	▲
			0	Carpark	40,000	40,000	0	0	0	↑↑↑

			0	TOUR - Infrastructure Other (Capital)						
			0	Banner Poles	20,000	20,000	0	0	0	↑↑↑
				NCP Fence	10,000	10,000	0	0	0	↑↑↑
0	0	0	0	Totals	1,308,472	1,308,472	0	19,485	19,485	

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015

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-Jul-15
	\$	\$	\$	\$
Cultural Development	4,820	0	0	4,820
Public Open Space Bonds	49,560	0	0	49,560
Trust Other	250	0	0	250
Crossover/Footpath	8,150	0	0	8,150
Town Hall Facility Bonds	3,175	0	0	3,175
Musical Society	300	0	0	300
Narrogin Abattoir Committee	480	0	0	480
Meat Inspection	1,990	0	0	1,990
	68,725	0	0	68,725

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2015

Note 13: INFORMATION ON BORROWINGS

Debenture Repayments	Principal 1-Jul-15	New		Principal		Principal		Interest	
		Loans		Repayments		Outstanding		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 \$
Governance									
Loan 125 - Corporate Software & Server Upgrade	136,333		0	43,952	0	92,381	136,333	4,177	0
Loan 128 - Administration Building Upgrade	0	450,000	0	0	0	450,000	0	0	0
Recreation & Culture									
Loan 121B - Narrogin Regional Recreation Complex	398,598	0	0	41,157	3,342	357,441	395,256	21,314	1,830
Loan 126 - Town Hall Renovations	233,370	0	0	25,420	0	207,950	233,370	8,765	0
Economic Services									
Loan 124 - Commercial Property	65,323	0	0	24,983	0	40,340	65,323	3,532	0
Loan 127 - Industrial Land Purchase	159,841	0	0	9,297	0	150,544	159,841	7,058	0
	993,465	450,000	0	144,809	3,342	1,298,656	990,123	44,846	1,830

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

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

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

10.2.104 FURTHER APPLICATION FOR RATE EXEMPTION - FOUNDATION HOUSING LTD A266200, A337028 - A337034

File Reference: A266200, A337028 - A337034
Disclosure of Interest: Nil
Applicant: Foundation Housing Ltd
Previous Item Nos: 10.2.116
Date: 17 August 2015
Author: Narelle Rowe – Finance Officer - Rates

Attachments

- Letter dated 8 July 2015 from Foundation Housing Ltd

Summary

Foundation Housing Ltd (FHL) have lodged an objection to 2015/16 rates levied on 8 housing units situated at 56 Lock Street, Narrogin on the basis that 80% of the property is used for social housing tenants.

Background

An item was presented to Council in September 2013 regarding FHL's request for rating exemption for 6 properties situated at 56 Lock Street, Narrogin. The request was subsequently rejected due to the land not being used exclusively for charitable purposes in accordance with 6.26(2)(g) of the Local Government Act.

Comment

FHL is a community housing organisation and holds charitable tax and benevolent institution status. Foundation Housing Ltd purchased 10 units from the Housing Authority (Department of Housing) in 2011. As stated within their Constitution, the purposes of FHL is to provide low cost and affordable housing stock for people in poverty, low income or who are homeless, socially marginalised, inadequately housed or otherwise disadvantaged. Prospective tenants must apply for rental accommodation through the Department of Housing and should they indicate they are interested in 'Community Housing', this information is passed on to FHL by the Department.

The properties at 56 Lock Street, Narrogin have a mixture of 'Social' and 'Affordable' housing tenants. Mr Hans Gerritsen explained 'Social' tenants are those who receive the maximum Centrelink payment while those classified as 'Affordable' are deriving some form of income eg. employment. Rentals for FHL properties are based on a percentage of the tenants income. 'Social Housing' rentals are calculated up to 25% of tenants gross income while 'Affordable Housing' rentals are calculated up to 30% of tenants income. All rents are set lower than 75% of the market rental.

In contrast to Department of Housing rentals, tenants who occupy FHL properties are entitled to receive Commonwealth Rental Assistance funding and this subsidy is on-charged to the tenant and recouped by FHL. As a result, FHL have confirmed rental charges for their properties are higher in comparison to Department of Housing properties.

Foundation Housing believe they are entitled to rates exemption for 8 units situated at 56 Lock Street, Narrogin due to occupation by 'Social housing' tenants and the property predominately being used for charitable purposes therefore meeting the eligibility requirements in accordance with Section 6.26(2)(g) of the Local Government Act 1995. Mr Hans Gerritsen

from FHL has provided a signed Statutory Declaration stating 8 of the 10 properties are utilised for the purposes of social and disability housing.

Several programs are currently in existence to provide accommodation for persons with high support needs such as Community Disabilities Housing Program and Crisis Accommodation Program however FHL have advised that while 2 units are occupied by persons with a disability, neither were housed under either of these programs.

The Department of Housing also provide low cost accommodation to low income, disadvantaged persons in a similar manner to Foundation Housing however base their rental solely on 25% of assessable income in accordance with Department's 'Rent To Income Policy' which states "no household pays more than 25% of gross assessable income in rent." The Department of Housing's properties all become rateable once the residence is rented. Tenants occupying these premises are not entitled to receive Commonwealth Rental Assistance funding.

The Local Government Act 1995 6.26 (2)(g) states as follows:

"6.26 Rateable land

....(2) The following land is not rateable land

...(g) Land **used exclusively** for charitable purposes..."

Defining Charitable Purpose

The Local Government Act states that land is not rateable if the land is used exclusively for charitable purposes. The words "used", "exclusively" and "charitable purposes" would need further clarification in a court. FHL is registered as a public benevolent institution entitled to charity tax concessions. The Constitution of FHL states that the Company exists for the purpose "*To acquire, construct and provide low cost and affordable housing stock for people in poverty, with low income, who are homeless, socially marginalised inadequately housed or otherwise disadvantaged;*

(b) to own and manage a portfolio of housing stock for rental to people on low income in housing need; ..." Their letter of 8 July 2015 states that 8 of the properties are utilised exclusively for charitable purposes as defined in the Commonwealth Charities Act 2013 however this is not the equivalent of exclusive. The main objective of the complex is for the purpose of assisting the poor and low income persons with affordable housing and therefore could be considered to be used for charitable purposes".

The Western Australia Charitable Collections Act 1946 which defines the term 'charitable purpose' as

- The affording of relief to diseased, sick, infirm, incurable, poor, destitute, helpless or unemployed persons or to the dependants of any such persons;
- The relief of distress occasioned by war, whether occasioned in Western Australia or elsewhere;
- The supply of equipment to any of His Majesty's naval, military, or air forces, including the supply of ambulances, hospitals ships;
- The supply of comforts or conveniences to members of the said forces;
- The affording of relief, assistance or support to persons who are or have been members of the said forces or to the dependants of any such persons;
- The supports of hospitals, infant health centres, kindergartens and other activities of a social welfare or public character; and
- Any other benevolent, philanthropic or patriotic purpose.

In 2005 the Local Government Advisory Board conducted an Inquiry into the operation of S 6.26 (2)(g) of the Act and advised that despite strong representation from the Local Government sector for amendments that will achieve consistent interpretation and application of Section 6.26(2)(g) of the Local Government Act 1995, the former Minister for Local Government informed the Association there would be no change to the Act.

A policy position issued by WALGA on the rating of charitable organisations and State Government owned entities advised that Local Government in WA are foregoing rate revenue upward of \$6.5 million p.a. for land used for charitable purposes. There is an increasing call upon Local Government to exempt land owned and operated by charities for Independent Living Units (ILU's) and public housing properties transferred by the Department of Housing and Works for management by charitable bodies.

“There is increasing pressure placed on Local Governments to exempt from rates all land utilised by a charitable body, regardless of the function. Should a Local Government determine the land use is not for charitable purposes, the charitable organisation turns to the State Administrative Tribunal for a ruling, thus imposing resourcing costs and potential appeal expenses upon the Local Government.”

“There is also the potential future threat to Local Government rate revenue should the Federal Government’s National Rental Affordability Scheme include incentives to encourage increased participation by charitable organisations in providing affordable rental accommodation. The consequences of increased ownership by charities in the rental property sector, in the current State legislative climate, will expand the quantity of foregone rate revenue and increase the financial burden on Local Governments to provide services to rental occupants residing in rate exempted properties.”

“The Association requests the support of the Minister for Local Government to either:

- a) Amend the charitable organisation section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisation; or*
- b) Establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisation remain exempt from payment of Local Government rates.*
- c) Amend the Local Government Act to clarify that Independent Living units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997.”*

Consultation

- Department of Housing - Narrogin
- Foundation Housing Ltd - Mr Hans Gerritsen
- City of Perth – Ms Amanda Wadley
- City of Armadale - Ms Julie Hawkins
- Local Government Act 1995
- Director of Corporate & Community Services – Mr Colin Bastow

Statutory Environment

Section 6.26(2)(g) of the Local Government Act 1995 states that land is not rateable if it is used exclusively for charitable purposes.

Policy Implications

Nil.

Financial Implications

A266200 – 2015-16 rates – Unit 10 - \$ 1 584.27
A337028 – 2015/16 rates – Unit 2 - \$ 1 610.47
A337029 – 2015/16 rates – Unit 3 - \$ 1 505.82
A337030 – 2015/16 rates – Unit 4 - \$ 1 505.82
A337031 – 2015/16 rates – Unit 5 - \$ 1 505.82
A337032 – 2015/16 rates – Unit 6 - \$ 1 479.67
A337033 – 2015/16 rates – Unit 7 - \$ 1 479.67
A337034 – 2015/16 rates – Unit 8 - \$ 1 479.67

TOTAL REDUCTION IN RATES \$12 151.21

Strategic Implications

Nil.

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 0815.128 and Officer's Recommendation

Moved: Cr Paternoster

Seconded: Cr Kain

That Council:

Not approve the application from Foundation Housing Ltd seeking rate exemption for properties situated at 56 Lock Street, Narrogin as it has not demonstrated that it meets the requirements of being used exclusively for charitable purposes.

**CARRIED 6/0
ABSOLUTE MAJORITY**

08 July 2015

Ms Rhona Hawkins
Manager of Finance
Town of Narrogin
PO Box 188
NARROGIN WA 6312

Town of Narrogin RECEIVED	
Directed to	Chona
10 JUL 2015 IFM156030	
Ref No.	
Property File	
Subject File	25.5.7
C-Point No.	

Dear Ms Hawkins

**Re: Further Application for Rates Exemptions
Properties within the Town of Narrogin**

SCANNED

We refer to the Town of Narrogin Rates Notice issued for properties situated within the Town for the year ended 30 June 2015 and issued in the name of Foundation Housing Ltd. Foundation Housing has appealed the rating in the past and have been declined on the basis that the land is "not used exclusively for Charitable Purposes."

Foundation Housing again requests Rates Exemptions under section 6.76(1)(a)(ii) of the Local Government Act 1995 on the basis that the properties (as listed in the attached schedule) are utilised exclusively for charitable purposes as defined in the Commonwealth **Charities Act 2013** being an act to define Charity and Charitable Purpose and therefore exempt from General Rates in accordance with section 6.26(2)(g) of the Local Government Act 1995.

In support of Foundation Housing's application we state the following;

The principle purposes of Foundation Housing, as stated in the Constitution, include "to provide low cost and affordable housing stock for people in poverty, with low income or who are homeless, socially marginalised or otherwise disadvantaged."

A copy of Foundation Housing's Constitution is submitted herewith for your information and this document sets out Foundation's objects.

This purpose and the usage of the properties clearly fits within the definition of public benefits as contained within the **Charities Act 2013**.

Under the Commonwealth Charities Act 2013 **Part 2 Definition of Charity 5(a)** Charity means an entity that is a not for profit entity and the purposes of which are in 5 (b)(i) charitable purposes that are for the public benefit.

Purposes presumed to be for the public benefit within the Act include **Section 7(c)** the purpose of relieving poverty, distress or disadvantage of individuals or families, and **7(d)** the purpose of caring and supporting the aged or individuals with disabilities.

Foundation Housing is a Not for Profit Community Housing Organisation and a Company limited by guarantee with Registered Charitable status and is also a Public Benevolent Institution.

Foundation Housing's Charitable status enables it to receive tax concessions at both a Commonwealth and State level including Company Income Tax, Goods & Services Tax, Fringe benefits Tax, Payroll Tax, Stamp Duty and Land Tax.

The properties outlined in the schedule are utilised for housing of low-income social housing tenants at rentals based on 25% of household income (Centrelink & CRA), disability tenants supported by the Disability Services Commission and/or other agencies.

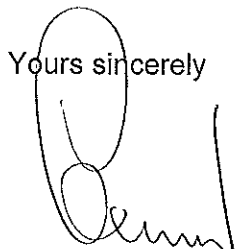
The activity of Social and Affordable Housing is in line with Foundation Housing's Community Housing Agreement with the Housing Authority. Levels of rent charged are capped under the Income Assessment Act to ensure the maintenance of Foundation Housing's charitable status is maintained under the Act in meeting the "Relief of Poverty" requirements. Levels of rents charged are also governed by the Commonwealth Rent Assistance Program.

The provision of Community Housing is a Charitable Purpose under the requirements of the Charities Act 2013 and is therefore a Charitable Purpose for the purpose of section 6.26(2)(g) of the Local Government Act 1995, falling within the scope of "Relief of Poverty."

As the properties identified above are used exclusively for these charitable purposes we would maintain that they would be exempt from rates under section 6.26(2)(g) of the Local Government Act 1995

We would appreciate your further consideration to our application as soon as possible and should you require any further information please feel free to contact the writer.

Yours sincerely



J J (Hans) Gerritsen
Manager Treasury

9422 0706

hans@foundationhousing.org.au

Enclosure:

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I, Jeffrey Douglas Logan of Foundation Housing Ltd 131 Brisbane Street Perth Chief Finance Officer

{name, address and occupation of person making declaration}

sincerely declare as follows:- The properties as detailed in the attached schedule comprise a total of eight (8) Strata Title dwellings situated within the Town of Narrogin and owned by Foundation Housing as reflected in the schedule. The dwellings are all utilized for the purposes of social and Disability housing. Foundation Housing now seeks a General Rates Exemption to these social housing dwellings as they conform as being utilized exclusively for Charitable purposes under the provisions of section 6.26(2)(g) of the Local Government Act 1995 as defined in the Charities Act 2013.

{insert content of the statutory declaration; use numbered paragraphs if content is long}

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

At PERTH
(place)

8th July 2015
(date)

In the presence of -
Johan J Gerritsen
(Signature of authorized witness)

Justice of The Peace
16506

(Name of authorized witness and qualification as such a witness)
Western Australia

by J. Logan
(Signature of person making the declaration)

***Important** This Declaration must be made before any of the following persons:-

Academic (post-secondary institution), Accountant, Architect, Australian Consular Officer, Australian Diplomatic Officer, Bailiff, Bank Manager, Chartered Secretary, Chemist, Chiropractor, Company auditor or liquidator, Court Officer (Judge, magistrate, registrar or Clerk), Defence Force Officer (Commissioned, Warrant or NCO with 5 years continuous service), Dentist, Doctor, Electorate Officer (State), Engineer, Industrial organization secretary, Insurance broker, Justice of the Peace, Lawyer, Local Government CEO or deputy CEO, Local government councilor, Loss adjustor, Marriage Celebrant, Member of Parliament (State or Commonwealth), Minister of religion, Nurse, Optometrist, Patent Attorney, Physiotherapist, Podiatrist, Police Officer, Post Office manager, Psychologist, Public Notary, Public Servant (State or Commonwealth) Real Estate agent, Settlement agent, Sheriff or deputy Sheriff, Surveyor, Teacher, Tribunal officer, Veterinary surgeon

Or,

Any person before whom, under the Statutory Declarations Act 1959 of the Commonwealth, a Statutory Declaration may be made.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

10.2.105 CORPORATE CREDIT/STORE CARD POLICY

File Reference:	13.5.6
Disclosure of Interest:	The author has been issued with a Town of Narrogin corporate credit and great southern fuel cards.
Applicant:	Not Applicable
Previous Item Nos:	Nil
Date:	28 July 2015.
Author:	Colin Bastow, Director Corporate & Community Services.

Attachments

- Draft Corporate Credit/Store Card Policy.

Summary

Council to consider adopting a corporate credit card policy to allow for better financial management of credit cards and store cards.

Background

The Department of Local Government has recently conducted a best practice audit of the Town's operations and made a recommendation that the Town implement a policy to better manage the use of its corporate credit cards.

The Town currently has two corporate credit cards with a total credit limit of \$15,000. One of the cards has been issued to the CEO with the intention of supporting the elected member's related activities. While the second card has been issued to the author of this report to support the general operations/activities of the Town such as the payment of internet services, annual subscriptions and officer's accommodation expenses etc.

Specific staff have been issued with Cole's Customer Account and/or Great Southern Fuels Cards. Other store-type cards have been in operation in recent times with staff having Bunnings and Benara Nursery Cards. These store cards have now been cancelled.

The Coles Customer Account Card has a credit limit of \$2,000 across all cardholders. The Great Southern Fuels Cards have been issued to each Town vehicle for the purchase of fuel and oil.

Comment

Some benefits from operating a corporate credit card can be:

- eliminate or reduce time spent on paper based ordering and payments;
- reduce administration costs;
- reduce the number of cheque and EFT payments made per month;
- provide a useful resource in remote and emergency situations;
- reduce the need of a higher amount of petty cash;
- ensure accounts are paid in a timely manner;
- provide an effective audit trail of expenditure.

The purpose of adopting a credit card policy is to place appropriate internal controls on the use of credit/store cards to ensure they are not misused.

The Local Government Act 1995 does not make provision for the Town to issue a credit card to an elected member as there is no provision allowing an elected member to incur a debt on behalf of the Town.

A number of staff have been issued with a Cole's Card to assist them with their day to day duties. Some of these staff don't have delegated authority to purchase items on the Town's behalf. To overcome this issue the draft credit card policy is intended to only allow these staff to use their Cole's Cards with the direct approval of their manager. As it is their manager who has the purchasing authority which they can use to authorise their staff to purchase specific items on their behalf. This is done in a similar way as the manager issuing a purchase order for the purchase of goods or services.

To more effectively control the purchase of fuels and oils, officers should be limited to use their fuel card to purchase fuels or oils for the vehicle that has been assigned to them. There has been some situations where officers have been assigned a diesel vehicle but have purchased unleaded fuel with their fuel card. While these transactions had appeared legitimate at the time, this practice does expose the Town to the possibility of someone purchasing fuel for their own private benefit.

Recently it has been identified that Bunnings cards have been issued to three persons who did not work for the Town. Restricting the use of store cards will likely avoid a repeat of this situation from happening again.

Consultation

- Aaron Cook – Chief Executive Officer

Statutory Environment

Local Government Act 1995

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

6.5. Accounts and records

The CEO has a duty —

- (a) *to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government; and*
- (b) *to keep the accounts and records up to date and ready for inspection at any time by persons authorised to do so under this Act or another written law.*

Local Government (Financial Management) Regulations 1996

11. Payments, procedures for making etc.

- (1) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of—*
- (a) *cheques, **credit cards**, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
 - (b) *petty cash systems.*

The Department of Local Government has produced an Operational Guidelines Number 11 – Use of Corporate Credit Cards.

Policy Implications

It is recommended that Council adopts a policy on the use of Town’s credit/store cards.

Financial Implications

The purpose of adopting a policy on the issuing and use of credit cards is to protect the Town from their misuse.

Strategic Implications

Nil.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 0815.129 and Officer’s Recommendation

Moved: Cr Ward

Seconded: Cr Schutz

That Council:

Adopt the Corporate Credit/Store Card Policy as presented.

CARRIED 6/0

Credit/Store Card Policy

Objective

To ensure that Town Staff have access to efficient and alternative means of payment for approved expenses.

Policy

Corporate Credit Card

1.0 Cardholder

- 1 The provision of a corporate credit card is a facility offered to officers occupying the positions of Chief Executive Officer and Director Corporate & Community Services.
- 2 The maximum credit limit for the corporate credit card shall be \$15,000.
- 3 Corporate credit cards must only be used for the payment of goods and services associated with the Town's operations/business, in accordance with the Town's purchasing policies and code of conduct.
- 4 Under no circumstance are corporate credit cards to be used for private purpose.
- 5 A Credit Card Requisition Form is to be completed for every purchase and returned to the Finance Officer (Payroll) within five business days of the purchase.
- 6 Corporate credit card expenses are to be reconciled on a monthly basis.
- 7 All corporate credit card holders are to acknowledge receipt of the corporate credit card and acknowledge that their corporate credit card will only be used for Town business.

2.0 Use of a Corporate Credit Card by another Officer

- 1 If an officer, other than corporate credit cardholder requires the use of a corporate credit card to purchase goods or services, then the officer must firstly complete the Credit Card Requisition Form and have the transaction approved by the cardholder before any purchase/payment is made.
- 2 Under no circumstances are items to be purchased without the prior approval of the card holder.
- 3 Under no circumstances are the Credit Card details such as card number and expiry dates to be recorded by officers for future use without the permission of the cardholder.

Other Cards

3.0 Coles Card

- 1 Officers who need the use of a Cole's Card as part of their day to day duties must apply in writing to the Chief Executive Officer for permission to be issued with a card.
- 2 Cole's cards must only be used for the purchasing of goods associated with the Town's operations/business, in accordance with the Town's purchasing policies and code of conduct.
- 3 Under no circumstance are Cole's Cards to be used for private purpose.
- 4 The maximum credit limit for the Cole's Cards shall be \$2,000.

- 5 All Cole's cardholders are to acknowledge receipt of the card and that the card will only be used for Town business in accordance with its purchasing policies.

Officer without delegated authority to purchase

If an officer is issued with a Coles Card but does not have either delegated authority to purchase or the delegated limit is insufficient then, the following must be adhered to:

- The Coles Card will be kept by the Officers Manager in a secure location.
- The Officer will only have physical access to the Coles Card once their Manager authorises the purchase of specific goods.
- A Coles Card register is to be maintained at each work place and is to record every use of the Coles Card.
- The Officers Manager must physically sign the sales receipt and collect the Coles Card from the Officer once the purchase is completed.
- The signed sales receipt is then forwarded on to the Town's Finance Team for processing.
- Not allow other persons to use the Cole's Card.
- Purchase must not exceed \$250.

4.0 Fuel Card

- 1 The provision of a fuel card is to facilitate the purchase of fuel and oil for a particular Town owned or operated vehicle.
- 2 Under no circumstance are fuel cards to be used for private purpose.
- 3 The fuel card can only be used to purchase fuel or oil for the specific vehicle that the card has been allocated to.
- 4 All fuel cardholders are to acknowledge receipt of their vehicles fuel card and that the card will only be used for Town business in accordance with this policy.

5.0 Other Cards

- 1 No other type of credit/store card is allowed to be used.

ACKNOWLEDGEMENT OF RECEIPT OF CREDIT CARD/S

I _____ acknowledge receipt of the following credit cards (tick whichever card is appropriate):

Corporate Credit Care;

Cole's Card;

Fuel Card.

I have read this policy and understand my responsibilities which include the requirement that the card/s can only be used for Town business only.

Sign

_____/_____/20____

Date

10.2.106 MERGER – LOGO FOCUS GROUP PARTICIPANTS

File Reference: 14.8.1
Disclosure of Interest: Nil
Applicant: Merger Project Manager
Previous Item Nos: n/a
Date: 12 August 2015
Author: Niel Mitchell, Project Manager Merger

Attachments

Nil

Summary

To consider authorising the Town representatives of the Focus Group and arrange for the selection of the Community Representatives.

Background

As part of the merger process, new corporate branding to highlight the merged local governments is a component of the grant funding. Market Creations has been engaged to manage and oversee two key aspects of this –

- Development of a new logo, and assist with associated matters
- A thoroughly revamped and new presentation website

Comment

While the bulk of the website work will be done in March-May 2016, the logo stage has commenced with advertising for submissions, a specific initiation has been issued to all five schools in Narrogin to make submissions, and the opening of a website for comments and submissions.

In addition, invitations were sent to 6 organisations to nominate a representative on the Focus Group –

- Narrogin Chamber of Commerce
- Narrogin Arts Group
- CAN WA for a Narrogin Representative
- Narrogin Senior High School
- Narrogin Agricultural College
- ARtS Narrogin

As final community involvement in this stage, up to three representative from the community at large may be invited to broaden the experience or representational base of the Group.

It is intended that the Focus Group and logo development timetable will be –

- 3 August public submission open
Invite to nominate as an “at-large” community representative
Invites to 6 organisations
- 26 August Submissions and nominations close

- 1st week September Focus Group meeting
- 17 & 22 September Council Meetings – preliminary 8 sketches presented for consideration
4 selected for further development
- 28 September public submissions open regarding the 4 developed designs
- 19 October public submissions close on preferences of the 4 designs
- 10 & 19 November Council Meetings – Final decision on logo

This timing fits well with the development of the website, development of new locality and information signs, stationery, forms, and so on.

The Focus Group is likely to be operating for only two months, three at the most.

The Project is being managed by Market Creations, with the principal contact for the two councils being Carolyn Thompson, Executive Assistant at the Town.

As the coordinator and given her experience in graphic design, it is recommended that Ms Thompson be the Town's staff representative.

What is now requested from Council are –

- Names of an elected member and staff member representative to the Focus Group
- Authorisation for the Mayor and CEO, in consultation with the Shire of Narrogin President and CEO to select up to three community representatives to participate in the Focus Group

Consultation

Aaron Cook, Chief Executive Officer

Geoff McKeown, Chief Executive Officer, Shire of Narrogin

Chloe Jarvis, Market Creations

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Consistent with the principles agreed in the Merger Memorandum of Understanding between the Shire and the Town

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

- a) nominate an elected member being _____ and Ms Carolyn Thompson as a staff representative to participate in the Logo Development Focus Group,
- b) authorise the Mayor and CEO, in consultation with the Shire of Narrogin President and CEO to select up to three community representatives to participate in the Focus Group.

COUNCIL RESOLUTION 0815.130

Moved: Cr Schutz

Seconded: Cr Ward

That Council:

- a) nominate an elected member being Mayor Ballard and Ms Carolyn Thompson as a staff representative to participate in the Logo Development Focus Group,
- b) authorise the Mayor and CEO, in consultation with the Shire of Narrogin President and CEO to select up to three community representatives to participate in the Focus Group.

CARRIED 6/0

Please note: Reason for change is to elect Leigh Ballard as the elected member representative for the Focus Group.

Please note: The Mover and Seconder of the motion were both accepting of the motion including Mayor Ballard as the nominated Elected Representative.

8.41pm Wayne Coles, visitor, departed chambers and did not return.

10.2.107 PIAZZA BUSKING/PERFORMANCE

File Reference: 13.3.8
Disclosure of Interest: Nil
Applicant: Mr Ash Nardini – The Sound Guy
Previous Item Nos: Nil
Date: 17 August 2015
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Email from Mr Ash Nardini

Summary

It is presented for Council to consider approving the application to allow busking and the playing of music from the Piazza and or Town Hall veranda.

Background

The Piazza, located at the Town Hall has received recent refurbishment through the installation of a roof structure and mural. These works were performed with the intention of attempting to activate this area with social activities.

Comment

With the completion of the Piazza roof and the mural a greater level of interest in the area has been generated and many positive comments have been received.

An application from Mr Nardini was received requesting the use of the Piazza for an ongoing booking to hold busking sessions for the youth of the Town and Region. It is requested that the Piazza be booked once a month on Saturdays from 9am to 12 noon and if successful to be progressed to fortnightly.

This request is exciting and offers the opportunity to engage the community and activate the Piazza as was the intention of the project.

The request stated that should the Piazza be required/booked for other users then the buskers would relocate to another area under the Town Hall veranda which allows the Piazza to be utilised regularly for differing groups and activities. If accepted by Council a booking would be placed for the Piazza for a period of 12 months and should another booking be received then this will be coordinated with the two applicants.

To process this item, Council is required to approve the facilitation of busking and the playing of music from the Town Hall Piazza and veranda. With no residences within close proximity the hours of operation are suggested to be from 8:30am to 9pm; however, the noise must be kept to a reasonable level so as to not adversely affect the surrounding businesses. Receipt of complaints may result in Council staff forcing the user to cease their activities.

Consultation

- Mr Brian Robinson

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Corporate Strategic Plan 2012-22

1.5 Support Tourism, Arts and sport initiatives, recognising the economic impact that they provide to the businesses and general community.

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

2.5 Further develop and encourage and support youth activities and initiatives within Narrogin.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0815.131 and Officer's Recommendation

Moved: Cr Paternoster

Seconded: Cr Ward

That Council:

Approve the utilisation of the Piazza and Town Hall veranda for busking and or the playing of Music during the times of 8:30am and 9pm each day of the week. Any applicant is to be advised that the sound level is to be such that it will not adversely disturb the businesses in the surrounding area. In the instance that the Town receives complaints the applicant may be required to cease activities.

CARRIED 6/0

Aaron Cook

From: Ashley Nardini <splashman@westnet.com.au>
Sent: Thursday, 6 August 2015 3:47 PM
To: Enquiries
Cc: Carolyn Thompson
Subject: ICR156188 - Narrogin Piazza busking youth project

Good afternoon Aaron,

I understand I have to apply to council to vote on this proposal, please find below a basic outline of the project.

On behalf of the Narrogin Musicians Association as president I would like to make a regular booking of the piazza to hold a series of busking sessions for the youth of our town and region.
All equipment will be supplied free of charge by myself.

The sessions will be held on Saturday mornings between the hours of 9.00 am to 12.00pm once a month to start with and dependant on it's success perhaps once fortnightly.
Volume will be monitored and restricted so that it is a pleasant experience for the street.

We understand that the piazza is also used by local clubs for fundraising and are happy to relocate to other suitable areas within the CBD such as the paved area under the town clock and on the steps of town hall weather permitting of course.

Thank you Aaron I look forward to hearing from you soon,

Kind Regards

Ash Nardini

The Sound Guy
www.thesoundguy.net.au
Abn - 39 146 049 976
0427 505 394

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

Nil

13. CLOSURE OF MEETING

8.18pm – The Presiding Member declared the meeting closed.

Commonly-used abbreviations:

CEO	Chief Executive Officer
DCCS	Director Corporate & Community Services
DTES	Director Technical & Environmental Services
EFT	Electronic Funds Transfer
EPA	Environmental Protection Authority
LEMC	Local Emergency Management Committee