



SHIRE OF NARROGIN

ORDINARY COUNCIL MEETING 17 MARCH 2016

MINUTES

These minutes were confirmed at the Ordinary Council Meeting held on 21 April 2016

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

17 MARCH 2016

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

9.35am –President Chadwick declared the meeting open.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE GRANTED AND DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Councillors

Cr Richard Chadwick – Shire President
Cr Tim Wiese
Cr Barry Hardie
Cr Janice Sieber
Cr Andrew Borthwick

Staff

Mr Aaron Cook – Chief Executive Officer
Mr Torre Evans – Shire Executive Officer
Mr Colin Bastow – Director Corporate & Community Services
Mr Niel Mitchell – Merger Project Manager

Apologies

Cr Geoff Ballard – Deputy Shire President
Cr Keiran Quartermaine

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Sieber requested leave of absence for the ordinary council meeting being held 21 April 2016.

COUNCIL RESOLUTION

Moved: Cr Hardie

Seconded: Cr Borthwick

That Council:

Grant Cr Sieber leave of absence for the Ordinary Council Meeting to be held 21 April 2016

CARRIED 5/0

6. CONFIRMATION OF MINUTES

Moved: Cr Sieber

Seconded: Cr Hardie

That Council:

Accept the minutes of the Ordinary Council Meeting held on 18 February 2016 and be confirmed as an accurate record of proceedings.

CARRIED 5/0

7. ANNOUNCEMENTS BY THE PRESIDENT AND COUNCILLORS

- Cr Sieber attended the Dryandra Country Visitors Centre meeting
- Cr Borthwick attended the CATS Stakeholder Committee Meeting
- Cr Wiese attended the Narrogin Cottage Homes Meeting to discuss operational and financial matters and the Dementia Wing construction.
- President Chadwick attended the Merger meeting and new Shire of Narrogin logo launch for Narrogin Observer.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

9. MATTERS WHICH REQUIRE DECISIONS

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9.50 am — Mr Bastow arrived in Chambers

9 MATTERS WHICH REQUIRE DECISIONS

9.F FINANCE

9.F.292 2015/16 BUDGET REVIEW

File Reference: Budget Review
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 10 March 2016
Author: Colin Bastow, Director Corporate & Community Services -
Town of Narrogin.

Attachments

- Budget Review Works Program.

Summary

Council is requested to consider the adoption of the Shire's 2015/16 Budget Review.

Background

The Shire's CEO has requested the Town of Narrogin's Director of Corporate & Community Services to assist with the preparation of the 2015/16 Budget Review.

As part of the Budget Review, Shire Officers have been asked to review the financial reports on 31 January 2016 and project actual income and expenditure to 30 June 2016. The 2015/16 Budget Review was completed on 10 March 2016.

The legal requirement of an annual budget review is shown under the *Statutory Environment* section of this report.

Comment

When projecting year-end figures, a conservative approach was taken to determine the likely year-end actuals e.g. overestimate expenditure and underestimate income.

During the 2015/16 Budget Review the following items had been assessed and are considered noteworthy.

Brought Forward Estimated Surplus

The brought forward Estimated Surplus figure of \$1,824,946 that had been included in the 2015/16 Budgeted Rate Setting Statement does equal the closing Estimated Surplus in the

2014/15 Financial Report. Therefore it is not anticipated that there will be any adverse impact on the Shire's budget as no movements to the amount is expected.

Nature & Type

Although the nature & type calculations appear reasonable in the budget, it should be noted that the calculation of Employee Costs and Materials & Contracts cannot be supported by budget working papers.

The approach taken by the Shire to cost most of the Works programs was simply to apply a lump sum figure. There was only a few projects that had working papers that show the amount of employee costs, plant costs and material & contracts that had been allocated to the Works. The concern of not having detailed working papers for each project/job is that the purchasing officer has no ability to know exactly how much discretionary expenditure there actually is in a particular job for example the purchase of contractors or materials for the project.

Overheads

The Shire has budgeted \$650,000 for Plant Operation Costs (POC), however, there is no budget document which would indicate where the majority of these costs have been allocated. It has been estimated that POC will likely be reduced to \$635,000. The Shire is over allocating its POC (by \$30,000) to various works and services which will require a further review to reduce the current charge out rates to a more appropriate level.

The budget also included an overhead allocation of \$633,200 for Public Works Overheads (PWO), however, there is no budget document which would indicate where the majority of these costs have been allocated. PWO are allocated to various works and services via the Shire's payroll based on the number of hours that has been worked by depot-based staff. The Shire is over allocating the PWO (by \$120,000) to various works and services which will require a further review to reduce the current overhead percentage to a more appropriate level.

Due to resignation of key Finance Staff, the monthly allocation of Administration Overheads has not been carried out for a number of months. Although there is a significant increase in administration salaries due to the payment of employee benefits to the previous CEO, the rest of the costs are to be expended to meet budget expectations. Therefore no detailed assessment has been undertaken in this area. The Town of Narrogin will assist the Shire with this matter once suitable resources become available.

Depreciation

As for reasons already mentioned, the monthly allocation of depreciation has not been carried out for a number of months. Therefore no detailed assessment has been undertaken in this area. The Town of Narrogin will assist the Shire with this matter once suitable resources become available.

The Shire has only budgeted \$520,500 for the depreciation of its road network, however a valuation report has been received from Talis Consulting that had estimated the annual depreciation for the Shire's roads network to be \$2.7 million. This level of increase in depreciation will have a significant impact on the Shire's Statement of Comprehensive Income

as it is likely that only substantial Net Operating Losses will now be achieved on an annual basis.

Operating Accounts (Excluding Works Program)

The majority of operating income and expenditure accounts are expected to meet budget expectations. However the following accounts are expected to have permanent variances at year end:

• Financial Assistant Grants – Local Roads – Income	\$(34,000)
• General Interest – Income	\$(4,000)
• Town Planning Application Fee – Income	\$6,000
• Waste Management Plan – Expenditure	\$(5,000)
• Town Planning Control – Expenditure	\$3,000
• Depot Maintenance – Expenditure	\$33,500
• Administration Salary & Wages – Expenditure	\$100,000
• Fuels & Oils (POC) – Expenditure	\$(15,000)

The net impact on the Shire's budget is expected to be a decrease in income of \$32,000 and an increase in expenditure of \$116,500. The Net Result of these transactions on cash flow would be a reduction of \$148,500.

Capital Accounts (Excluding Works Program)

The Shire has purchased and sold its budgeted Plant and Equipment items with a net savings of \$17,059. The budgeted Land and Buildings is expected to be on budget except with regards to the upgrade works to 13 Hough Street (\$50,000) as this project will not commence this financial year.

The renovation works to 13 Hough Street has been delayed due to concerns about the required ongoing maintenance due to the continual movement of the clay subsurface and its suitability of having an executive standard house in this particular location. It is recommended that the \$50,000 be transferred to the Shire's Property Maintenance Reserve Account at year end which will allow for further discussions about the future of this property.

Works Program

It is not possible to review individual projects/works to the 'nature' or 'type' level to determine if they are within budget estimates e.g. employee costs, material and contracts. However it can be determined that the following catalogues of costs have been budgeted over the whole works program:

• Direct Wages & PWO	\$1,307,350
• POC	\$650,000
• Material & Contracts	\$3,037,858

The following Municipal-funded Road Projects will not be commenced by the end of the financial year:

• Clayton Road – Pavement Repairs	\$54,000 *
• Cooraminning/Wanerie Roads – Pavement Repairs	\$74,000 *
• Chomley Road – Edge Repair & Reseal	\$10,000
<i>SAVINGS (Removing Reserves Transfers)</i>	<i>\$57,375</i>

* Partly funded from the Road Construction Reserve

The Shire does not expect to generate the \$200,000 surplus that was included in the budget from the Main Roads Link Road Stage 2 Construction. It is more likely this project will achieve a smaller surplus of around \$40,000.

The Wanerie Road construction project is funded from the Royalties for Regions scheme to the value of \$1,008,168. This project is now expected to be completed at a cost of only \$801,000, which will leave an unexpended grant of \$207,168. Any unexpended grant on this project must be returned to the State.

A summary of the anticipated Works Program variances:

• Reduction in Shire funded capital works	*\$53,375
• Reduction in Shire funded operating works	*\$228,500
• Reduction of Grant funding (Reduction to projects)	\$65,079
• Reduction in Transfer from Road Construction Reserve	\$80,625
<i>SAVINGS from variation to Works Program</i>	<i>\$281,875</i>

*The reduction in the above Grant Income and Reserve Transfer will be offset by an equal reduction in expenditure. Therefore these items are not expected to have an adverse impact on the Shire's cash flow position at Year End.

Conclusion

It is anticipated that the Shire will achieve a net surplus of \$150,434 for the 2015/16 financial year. There is no recommendation to amend the budget to include additional works or services as the Shire already has an extensive works program and any additional items would likely remain uncompleted at year end.

The Shire will need to reallocate the administration overheads as well as process the outstanding depreciation runs of its fixed assets. The Town can assist the Shire with these matters as there are three current Finance Officers who are proficient in QuickBooks.

The Shire will need to review the POC and POW allocations as they are currently adding unnecessary costs to various works and service.

Consultation

- Aaron Cook – CEO
- Torre Evans – Manager Technical Services
- Gary Rasmussen – Manager Operations
- Lindsay Epworth – Payroll/Rates Officer
- Geoff McKeown – CEO (Shire of Williams)

Statutory Environment

The Local Government Act 33A - Review of budget

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
 - (a) *consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government’s financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Financial Implications

The projected movements to the Shire’s 2015/16 Budget is as follows:

• Net decrease in operating income	\$(32,000)
• Net increase in operating expenditure	\$(116,500)
• Net surplus from Plant & Equipment	\$17,059
• Net decrease in works projects/works expenditure	\$281,875
ANTICIPATED NET SAVINGS	\$150,434

Note: Negative figure will reduce cash flow, while positive figures will increase it.

Strategic Implications

Nil.

Voting Requirements

Absolute Majority.

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr Hardie

Seconded: Cr Borthwick

That Council:

1. Adopt the Shire's 2015/16 Budget Review as submitted, and
2. Amend the 2015/16 annual budget as follows:
 - a. remove the building upgrade of 13 Hough Street Narrogin of \$(50,000), and
 - b. transfer \$50,000 to the Property Maintenance Reserve.

**CARRIED 5/0
BY ABSOLUTE MAJORITY**

Shire of Narrogin
2015/16 Budget Review

PROJECTED BALANCE AS AT 30 JUNE 2016

Capital Expenditure

Account	Road Name	Activity	Funding
E168787	Yilliminning Road	Reseal, Pavement, Widen	Regional Road Group
E168788	Tarwonga Road	Reseal	Regional Road Group
E168789	Wandering Narrogin Road	Reseal, Widen Seal	Regional Road Group
E168790	Wanerie Road	Seal & Construct Intersection	R4R
E168791	Narrogin Dongolocking Road	Extend Seal	R2R
E168792	Narrogin Valley Road	Reinstate Seal	R2R
E168793	Boundain North Road	Reseal	R2R
E168794	Whinbin Rock Road	Reseal	R2R
E168795	Whinbin Roack Road	Widen Seal	R2R
E168796	Cooraminning Road	Gravel Sheet	R2R
E168797	Wagin Wickopin Road	Seal	R2R
E168798	Wagin Wickopin Road	Gravel Sheet	Shire funded
E168799	Bradford Road	Gravel Sheet	Shire funded
E168800	Michael Brown Road	Gravel Sheet	Shire funded
E168801	McKenzie Road	Widen & Gravel Sheet	Shire funded
E168802	Lock Road	Gravel Sheet	Shire funded
E168803	Armstrong Road	Gravel Sheet	Shire funded
E168804	Clayton Road	Pavement Repairs	Shire funded
E168805	Cooraminning/Wanerie Roads	Pavement Repairs	Shire funded
E168806	Narrakine South Road	Seal Widen	Shire funded
E168807	Chomley Road	Edge Repair & Reseal	Shire funded
E168808	Clayton Road	Install Headwalls	Shire funded
SUB-TOTAL			
E122005	Roadworks Maintenance		Shire funded
E122030	Various Roads - Slashing		Shire funded
E122010	Depot Maintenance		Shire funded
E122020	Street Lighting		Shire funded
E122025	Debt Servicing		Shire funded
E122065	MRD Construction - Link Road Stage 2		Private Works
SUB-TOTAL			
GRAND-TOTAL			

Estimated Actual Expenditure as at 30 June 2016						Projected	Funding Source (Revenue)						
Labour	Overheads	Plant	Depn	Materials/Contracts	Other	Expenditure	Grant	Private Works	Muni (Shire Funding)	Restricted Cash (Prior Year)	Loan	Reserve	Total Income
						230,000	153,333		76,667				230,000
						35,000	23,333		11,667				35,000
						210,000	140,000		70,000				210,000
						801,000			801,000				801,000
						50,000	50,000						50,000
						50,000	50,000						50,000
						80,000	80,000						80,000
						30,000	30,000						30,000
						75,000	75,000						75,000
						150,000	150,000						150,000
						75,000	75,000						75,000
						56,000			56,000				56,000
						65,000			65,000				65,000
						55,000			55,000				55,000
						92,000			92,000				92,000
						52,500			52,500				52,500
						48,500			48,500				48,500
						0			0			0	0
						0			0			0	0
						120,000			45,000			75,000	120,000
						0			0			0	0
						15,000			5,625			9,375	15,000
SUB-TOTAL						2,290,000	826,667	0	577,958	801,000	0	84,375	2,290,000
						500,000			500,000				500,000
						70,000			70,000				70,000
						90,000			90,000				90,000
						3,800			3,800				3,800
						6,662			6,662				6,662
						800,000			840,000				840,000
SUB-TOTAL						1,470,462	0	840,000	670,462	0	0	0	1,510,462
GRAND-TOTAL						3,760,462	826,667	840,000	1,248,420	801,000	0	84,375	3,800,462

(40,000)

Budgeted
- Public Works OH's
- Plant Operation Costs

Operating Expenditure

E122005	Roadworks Maintenance	Shire funded
	- Programmed & Shoulder Grading	Shire funded
	- Occasional Grading	Shire funded
	- Gravel Re-sheeting	Shire funded
	- Patching & Edge Repairs	Shire funded
	- Signs, Guide Posts & Safety	Shire funded
	- Drainage & Culvert Works	Shire funded
	- Spraying	Shire funded
	- Heavy Maintenance	Shire funded
	- Storm Damage	Shire funded
	- Town site Maintenance & Sweeping	Shire funded
	- Inspection & Programming	Shire funded

						189,431	189,431		189,431				189,431
						66,932			66,932				66,932
						88,686			88,686				88,686
						36,814			36,814				36,814
						22,088			22,088				22,088
						29,450			29,450				29,450
						20,080			20,080				20,080
						28,112			28,112				28,112
						8,367			8,367				8,367
						3,346			3,346				3,346
						6,694			6,694				6,694
SUB-TOTAL						500,000	0	500,000	0	0	0	0	500,000

10.54 am — Mr Bastow departed Chambers

10.54 am — Council adjourned for tea break.

11.12 am — Council returned to Chambers

9.F.293 AUDIT COMMITTEE MINUTES – ANNUAL COMPLIANCE RETURN

File Reference:	Annual Compliance Return
Disclosure of Interest:	Nil
Applicant:	Chief Executive Officer
Previous Item Nos:	Nil
Date:	9/03/2016
Author:	Mr Aaron Cook – Chief Executive Officer

Attachments

- 2015 Annual Compliance Return.

Summary

It is presented to accept the minutes from the Audit Committee held on the 17 March 2016 and to endorse the recommendation from the Audit Committee to accept the 2015 Annual Compliance Return.

Background

Each local Government is required to prepare an annual compliance return each year for the previous calendar year.

Comment

Presented for endorsement is the Annual Compliance Return as required by the 2015 Department of Local Government.

There are no items of concern raised within this return.

Consultation

- Nil

Statutory Environment

Local Government Act 1995 – Regulation 13 Local Government Regulation 1996.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute Majority

COMMITTEE'S RESOLUTION AND OFFICER'S RECOMMENDATION
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Moved: Cr Sieber

Seconded: Cr Hardie

That Council:

1. Receive the minutes from the Audit Committee held on 17 March 2016 and
2. Endorse the 2015 Annual Compliance Return as presented and the Shire President is endorsed along with the Chief Executive Officer to sign the Compliance Audit Return form enabling the document to be submitted to the Department of Local Government before 31 March 2016.

**CARRIED 5/0
BY ABSOLUTE MAJORITY**



Narrogin - Compliance Audit Return 2015

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Aaron Cook
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Aaron Cook
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Aaron Cook
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A		Aaron Cook
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Aaron Cook



Delegation of Power / Duty						
No	Reference	Question	Response	Comments	Respondent	
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Aaron Cook	
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Aaron Cook	
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Aaron Cook	
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Aaron Cook	
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	N/A		Aaron Cook	
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Aaron Cook	
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Aaron Cook	
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Aaron Cook	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	N/A		Aaron Cook	
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Aaron Cook	
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Aaron Cook	
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes		Aaron Cook	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Aaron Cook	

Disclosure of Interest						
No	Reference	Question	Response	Comments	Respondent	
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes	Please note that the officer completing this report commenced work in December 2015 and as such was not present at all other than one meeting held.	Aaron Cook	
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Aaron Cook	



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Aaron Cook
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Aaron Cook
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A		Aaron Cook
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Aaron Cook
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Aaron Cook
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Aaron Cook
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Aaron Cook
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Aaron Cook
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	N/A		Aaron Cook
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Aaron Cook
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Aaron Cook
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Aaron Cook



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Aaron Cook
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	N/A		Aaron Cook

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Aaron Cook
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Aaron Cook

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A	No Gifts Recieved	Aaron Cook

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Aaron Cook
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Aaron Cook
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Aaron Cook
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Aaron Cook



No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Aaron Cook
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes		Aaron Cook
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Aaron Cook
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Aaron Cook
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Aaron Cook
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	N/A		Aaron Cook
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Aaron Cook
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Aaron Cook
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Aaron Cook
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Aaron Cook



Local Government Employees						
No	Reference	Question	Response	Comments	Respondent	
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		Aaron Cook	
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Aaron Cook	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	Yes		Aaron Cook	
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	Yes		Aaron Cook	
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Aaron Cook	

Official Conduct						
No	Reference	Question	Response	Comments	Respondent	
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Aaron Cook	
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes	No Complaints recieved	Aaron Cook	
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Aaron Cook	
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Aaron Cook	
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Aaron Cook	
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Aaron Cook	



Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Aaron Cook
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	No	In one instance that I have been made aware of a decision was made to split the works to share the income across two businesses but it was decided by the CEO not Council and the request for quote was before the change to the act and for the full amount it went over the \$100K when received and but the tender threshold was changed and the Council purchasing policy was also changed to raise the limit of calling tender to \$150 prior to awarding the work to the two companies.	Aaron Cook
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Aaron Cook
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Aaron Cook
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Aaron Cook
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Aaron Cook
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Aaron Cook
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Aaron Cook



No	Reference	Question	Response	Comments	Respondent
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Aaron Cook
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Aaron Cook
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Aaron Cook
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Aaron Cook
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Aaron Cook
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Aaron Cook
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Aaron Cook
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Aaron Cook
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Aaron Cook
18	F&G Reg 24AD(6)	If the local government to sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Aaron Cook
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Aaron Cook
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Aaron Cook



No	Reference	Question	Response	Comments	Respondent
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Aaron Cook
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Aaron Cook
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Aaron Cook
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Aaron Cook
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Aaron Cook

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

 Signed Mayor / President, Narrogin

 Signed CEO, Narrogin

9.F.294 PAYMENTS FOR ENDORSEMENT – FEBRUARY 2016

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 10 March 2016
Author: Mr Aaron Cook

Attachments

- List of Accounts for Endorsement – February 2016

Summary

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

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 – February 2016” is presented to Council for endorsement.

Consultation

Nil

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 AND OFFICER'S RECOMMENDATION

Moved: Cr Hardie

Seconded: Cr Sieber

That Council:

- 1) Endorse the cheques paid under delegated authority 21840-21842 totalling \$600.00.
- 2) Endorse for payment the list of "Electronic Payments to be Paid" totalling \$595,868.22 plus the "Direct Debit and Electronic Payments Paid by Delegated Authority" totalling \$164,905.74 and "Salaries and Wages" totalling \$66,125.00.
- 3) Grand total of payments to be made for February 2016 is \$827,498.96.

CARRIED 5/0

**LIST OF ACCOUNTS DUE BY COUNCIL SUBMITTED TO THE FINANCE COMMITTEE MEETING HELD
ON THE SEVENTEENTH DAY OF MARCH 2016 FOR CONFIRMATION IN RESPECT OF ACCOUNTS
ALREADY PAID, OR FOR AUTHORITY TO PAY THOSE UNPAID**

DATE	CHQ/PMT NUMBER	NAME	PARTICULARS	TRUST FUND	MUNI FUND
CHEQUES PAID BY DELEGATED AUTHORITY					
2/02/2016	21840	Department of Planning & Infrastructure	Special Shire Number Plates 90NO		200.00
5/02/2016	21841	Department of Planning & Infrastructure	Special Shire Number Plates 127NO		200.00
8/02/2016	21842	Department of Planning & Infrastructure	Special Shire Number Plates 1255NO		200.00
Total Cheque Payments paid by Delegated Authority					600.00
DIRECT DEBIT TRANSACTIONS					
1/02/2016		ANZ Bank	Merchant Fees for January 2016		44.85
1/02/2016		ANZ Bank	Month Account Service Fee for January 2016		30.00
3/02/2016		Click Super	Superannuation Payments for January 2016		10,890.68
Total Direct Debit Transactions paid by Delegated Authority					10,965.53
ELECTRONIC PAYMENTS PAID BY DELEGATED AUTHORITY					
10/02/2016	736493	Australian Services Union	Union Membership for G Southall for January 2016		51.60
	736493	LGRCE Union	Union Membership for G Smith for January 2016		41.00
24/02/2016	493464	Howson Management	Project Management for the Link Road from 16/01/2016 to 15/02/2016		35,872.10
	493464	Fuel Distributors of WA Pty Ltd	18000L of Diesel		16,877.88
	493464	Prices Erections	Start of Fabrication payment for Shed Extension		45,490.92
26/02/2016	155393	Toll Ipec Pty Ltd	Freight charges		263.33
26/02/2016	155161	Telstra Corporation Limited	Mobile phones for - G. Rasmussen, F. Randall, I. Hart & J. Charles & T. Evans		675.05
	155161	Water Corporation	Standpipes and water for depot and Highbury Hall and Toilets		4,462.68
26/02/2016	148069	Borgas Engineering	RHS & Flat Bar for parts and repairs		160.60
26/02/2016	148621	Synergy	Office, Highbury Hall & Toilets usage		622.10
	148621	Telstra Corporation Limited	Office & Depot Phone and Movement Hotline		472.96
1/03/2016	160907	Great Southern Quarries	Aggregate for Wanerie Road 375 Tonnes		15,675.00
	160907	P & F Kulker	Repair office door		77.00
1/03/2016	161389	ANZ Bank	Credit Card - New Pump and Refreshments		3,643.43
	161389	Water Corporation	Standpipe water		256.12
8/03/2016	892724	Toll Ipec Pty Ltd	Freight charges		812.36
	892724	Sims Civil	Hire of Plant and Labour for works on Wanerie Road and the Link Road		27,810.50
	892724	Telstra Damage Cost Recovery & Management	Repairs to damages near Lot 307 Tarwonga Road Dumberning		675.58
Total of Electronic Payments paid by Delegated Authority:					153,940.21
ELECTRONIC PAYMENTS TO BE PAID					
		Accessability (UGSFS Inc)	Destruction of confidential documents as per Disposal Authority.		1,139.05
		Action Kerbing	Kerbing of the Southern section of the Link Road from railway crossing to Great Sthn Hwy		24,308.24
		Ashton Safety Health Environment	Diesel Risk Assessment and Report as organised by Colin Bastow		1,650.00
		Australia Post	Postage for February 2016		82.65
		Beaurepaires	Truck Tyres for NO2 & NO4		7,440.24
		Bitutek Pty Ltd	Resealing various roads in the Shire and the Link Road		327,965.55
		Civitest Australia	Compaction testing for Wanerie Road		3,234.00
		Covs	Parts & Repairs for pumps and Depot consumables		664.60
		Cutting Edges	Cutting edges for Grader and gear circle drive for Grader		1,492.60
		Duke of York Hotel	Refreshments for February Council Meeting		236.00
		East Narrogin Primary School	Donation for book awards		70.00
		Environmental Monitoring Systems Pty Ltd	Health Services for December 2015 and January 2016		4,857.41
		Farmers Centre (Narrogin) Pty Ltd	Gear change solenoids for Backhoe		26.00
		Fuel Distributors of WA Pty Ltd	300L ULP and hydraulic oil for Loader		472.84
		Geofabrics Australasia Pty Ltd	Geofabric for culverts on Wanerie Road		3,679.50
		Gray & Lewis	Planning Consultation for Lot 7 Williams-Kondinin Road		226.88
		Great Southern Waste Disposal	Rubbish and Recycling Service for February 2016		2,838.24
		Greenline	Filters for Graders		662.64
		Great Southern Fuel Supplies	Hydraulic oil for Grader and Fuel for Prado		510.38
		Halanson Earthmoving	Plant and Labour hire for Link Road and Wanerie Road		65,120.00
		Hancocks Home Hardware	Depot keys for new employees		81.00
		Highbury Store	Spray & Wipe and Glen 20 for Toilets		16.90
		Howson Management	Link Road Project Management from 16th February to 29th February 2016		6,987.75
		Knightline Computers	Create email address for Torre Evans (December Account)		44.00
		LA & KD Hilder	11,289m3 of quartz gravel		12,417.90
		Landmark	10 packs of droppers for surveying		1,518.11
		Mechanical & Diesel Services	Bearing cap for float trailer		27.50
		Narrogin Gardening Services	Highbury Maintenance for February 2016		200.00
		Narrogin Earthmoving & Concrete Pty Ltd	Gravel crushing at Hilders Pit as per quote		64,573.08
		Narrogin Newsagency	Observers and stationery		94.53
		Narrogin Packaging & Ngn Motorcycles & Ass.	Hand wash, hand towels and stirrers		131.90
		Narrogin Plant Hire	Plant and Labour hire for Wanerie Road		11,368.50
		Narrogin Technology Solutions	Computer maintenance at Depot		234.00
		Officeworks	Stationery, packing tape dispenser and water.		156.48
		PH & KE Gow	Surveying for Wanerie Road and volume calculations for Hilders Pit		4,581.50
		Rocla Pipeline Products	2 concrete pit lids		2,549.25
		Shire of Wagin	Regional Refuse Group Project Income		5,500.00
		The Dan Turner Family Trust	Dilapidation Report for the Link Road		3,410.00
		Total Quality Clean	Cleaning of Office and Depot for February 2016		704.00
		Town of Narrogin	Building Surveyor Fees and Aaron Cook (20%) & Torre Evans Wages		12,419.85
		Truck Centre (WA) Pty Ltd	Primer pump and service kits for trucks		1,518.90
		Twinkarri Pty Ltd	Slashing and pruning of trees on Kilpatrick Road		15,136.00
		Westrac Pty Ltd	Parts for Grader and filters for Rollers		4,191.48
		Wilson's Sign Solutions	Plaque names for Citizen of the Year - G. McKeown and S. Rogers		82.50
		Wirtgen Group	Service kit for Hamm Roller		723.51
		Wurth	Superglue, pipe sealant, hose clamp etc		522.76
Total of Electronic Payments to be paid					595,868.22

		ELECTRONIC TRANSACTION PAYMENTS FOR SALARIES AND WAGES EXPENSES		
DATE	PARTICULARS	DESCRIPTION		AMOUNT
10/02/2016	Salary & Wages	Payroll 27.01.16 to 09.02.16		\$ 33,048.04
24/02/2016	Salary & Wages	Payroll 10.02.16 to 23.02.16		\$ 33,076.96
		Total Salaries and Wages		\$ 66,125.00
	Municipal Fund Accounts			827,498.96
	Trust Fund Account			-
	TOTAL			827,498.96
	CHIEF EXECUTIVE OFFICER		DATE	/ /
	CHAIRMAN		DATE	/ /

9.F.295 MONTHLY FINANCIAL REPORTS – FEBRUARY 2016

File Reference:

Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 10 March 2016
Author: Mr Aaron Cook

Attachments

- Monthly Financial Report for the period ended 29 February 2016 that consists of the Balance Sheet and Income Statement.

Background

Council is requested to review the February 2016 Monthly Financial Reports as attached.

Summary

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

Comment

The February 2016 Monthly Financial Reports are presented for review.

Consultation - Nil

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 AND OFFICER'S RECOMMENDATION

Moved: Cr Borthwick

Seconded: Cr Wiese

That Council:

Receive the February 2016 Monthly Financial Reports as presented.

CARRIED 5/0

SHIRE OF NARROGIN
Balance Sheet
As of June 30, 2016

Jun 30, 16

ASSETS

Current Assets

Chequing/Savings

A01100 · Cash at Bank	
A01101 · Unrestricted Municipal Bank	454,501.47
A01102 · Unrestricted Short Term Investm	317,043.71
A01107 · WATC-Overnight Cash Deposit Fac	722,431.79
Total A01100 · Cash at Bank	1,493,976.97

A01110 · Reserved Cash

A01111 · Long Service Leave	102,917.77
A01112 · Plant Replacement	292,784.52
A01113 · Property Maintenance	7,561.29
A01114 · Office Equipment	14,466.34
A01115 · Recreation Reserve	35,488.12
A01116 · Road Construction	450,786.46
A01117 · Waste Site Development	81,628.83

Total A01110 · Reserved Cash	985,633.33
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Total Chequing/Savings	2,479,610.30
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Accounts Receivable

A01120 · ACCOUNTS RECEIVABLE	106,413.81
A01122 · Provision for Doubtful Debts	-808.00

Total Accounts Receivable	105,605.81
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Other Current Assets

1499 · UNDEPOSITED FUNDS	380.71
A01105 · Petty Cash and Cash on Hand	350.00
A01190 · STOCK ON HAND	8,828.00

Total Other Current Assets	9,558.71
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Total Current Assets	2,594,774.82
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Fixed Assets

A0151 · Land

A01512 · At Cost	1,073,246.95
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Total A0151 · Land	1,073,246.95
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A0152 · Buildings

A01521 · Accum.Depn - Buildings	-106,284.36
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A01522 · At Cost

E168137 · Additions - 2015-16	
E168141 · Depot Shed Extension	64,987.03
E168138 · Admin Building Roof	8,104.02

Total E168137 · Additions - 2015-16	73,091.05
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A01522 · At Cost - Other	3,237,386.33
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Total A01522 · At Cost	3,310,477.38
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Total A0152 · Buildings	3,204,193.02
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A0153 · Infrastructure - Roads

A01531 · Accumulated Depn - Infra	-20,501,099.41
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A01533 · At Cost

E168232 · Additions - 2015-16

E168787 · Yilliminning Road - Reseal	41,167.28
E168788 · Tarwonga Road - Reseal	53,346.50
E168789 · Wandering Narrogin Road-Reseal	77,618.73
E168790 · Wanerie Road - Seal & Construct	710,681.13
E168791 · Ngn/ Dongolocking-Extend & Seal	37,595.45
E168792 · Ngn Valley Rd - Reinstate Seal	345.08
E168793 · Boundain Nth Rd - Reseal	74,991.06
E168794 · Whinbin Rock Rd - Reseal	26,349.84
E168795 · Whinbin Rock Rd - Widen Seal	18,061.19
E168796 · Cooramining Rd - 9km Gravel	70,595.00
E168797 · Wagin Wickepin Rd - Seal	109.62
E168798 · Wagin Wickepin Rd- Gravel Sheet	8,085.00
E168799 · Bradford Road - Clear, Gravel	64,342.08
E168800 · Michael Brown Rd- Clear, Gravel	22,872.60
E168801 · McKenzie Road - Clear, Widen	103,252.42
E168802 · Lock Road - Gravel Sheet Quartz	50,721.08

SHIRE OF NARROGIN
Balance Sheet
 As of June 30, 2016

	Jun 30, 16
E168803 · Armstrong Road - Gravel Sheet	47,974.75
E168808 · Clayton Road - Install Headwall	15,143.00
Total E168232 · Additions - 2015-16	1,423,251.81
A01533 · At Cost - Other	113,163,436.32
Total A01533 · At Cost	114,586,688.13
Total A0153 · Infrastructure - Roads	94,085,588.72
A0154 · Furniture & Equipment	
A01541 · Accumulated Depn - F&E	-9,798.54
A01542 · At Cost	21,269.84
Total A0154 · Furniture & Equipment	11,471.30
A0156 · Plant & Equipment	
A01561 · Accumulated Depn - P&E	-714,588.96
A01562 · At Cost	
E168579 · .Additions-2015-16	
E168580 · Komatsu Front End Loader	327,000.00
E168581 · Multipac 12t Vibe. Drum Roller	139,680.00
E168582 · Traffic Lights	30,056.31
E168583 · CEO - Prado SUV	51,047.23
E168584 · Tech Officer-Mazda 4x4 canopy	36,754.55
E168585 · Grader Operator 4x4 Utility	37,832.52
Total E168579 · .Additions-2015-16	622,370.61
A01562 · At Cost - Other	3,430,741.36
Total A01562 · At Cost	4,053,111.97
Total A0156 · Plant & Equipment	3,338,523.01
A0157 · Tools	
A01571 · Accum. Depn - Tools	-18,214.41
A01572 · At Cost	
E168622 · Additions - 2015-16	
E168623 · Tools	13,139.74
Total E168622 · Additions - 2015-16	13,139.74
A01572 · At Cost - Other	69,703.18
Total A01572 · At Cost	82,842.92
Total A0157 · Tools	64,628.51
Total Fixed Assets	101,777,651.51
TOTAL ASSETS	104,372,426.33
LIABILITIES	
Current Liabilities	
Accounts Payable	
L01215 · SUNDRY CREDITORS	595,868.22
Total Accounts Payable	595,868.22
Other Current Liabilities	
2100 · Payroll Liabilities	28,249.00
2200 · Tax Payable	-60,712.81
L0122 · Employee Entitlements	
L01225 · Annual Leave	109,956.11
L01226 · Long Service Leave - Current	153,063.98
Total L0122 · Employee Entitlements	263,020.09
L01221 · Borrowings - Current	25,140.84
L01222 · Accrued Interest	1,407.14
L01250 · BCITF Liability	491.96
L01255 · Building Commission Levy	394.29
L2300 · Superannuation	4,610.44
L2400 · Union Fees	46.30
Total Other Current Liabilities	262,647.25
Total Current Liabilities	858,515.47

SHIRE OF NARROGIN
Balance Sheet
 As of June 30, 2016

	<u>Jun 30, 16</u>
Long Term Liabilities	
L01230 · Provision - Employee LSL	11,436.31
L01710 · Loan Liability	77,592.98
Total Long Term Liabilities	<u>89,029.29</u>
TOTAL LIABILITIES	<u>947,544.76</u>
NET ASSETS	<u>103,424,881.57</u>
EQUITY	
3000 · Opening Bal Equity	18,799,787.31
3900 · *Retained Earnings	12,013,353.19
L01900 · Reserved Equity	
L01911 · Long Service Leave	102,917.77
L01912 · Plant Replacement	292,784.52
L01913 · Property Maintenance	7,561.29
L01914 · Office Equipment	14,466.34
L01915 · Recreation Reserve	35,488.12
L01916 · Road Construction	450,786.46
L01922 · Waste Site Development	81,628.83
L01917 · Reval Res. - Land	629,600.00
L01919 · Reval Res - Bldgs Non Special	2,136,411.39
L01920 · Reval Res. - Plant & Equipment	1,269,677.53
L01921 · Reval Res. - Furniture & Equip	5,336.15
L01923 · Reval. Res. - Infrastructure	66,637,327.86
Total L01900 · Reserved Equity	<u>71,663,986.26</u>
Net Income	<u>947,754.81</u>
TOTAL EQUITY	<u>103,424,881.57</u>

SHIRE OF NARROGIN Income Statement

July 2015 through February 2016

	Jul 15 - Feb 16	Budget	% of Budget
Income			
I03 · GENERAL PURPOSE FUNDING			
I031 · Rates			
I031005 · GRV	57,081.57	57,081.00	100.0%
I031010 · UV	880,302.50	880,302.00	100.0%
I031015 · GRV - Minimum	8,850.00	8,850.00	100.0%
I031020 · UV - Minimum	59,000.00	59,000.00	100.0%
I031050 · Highbury & Yilliminning - Min.	11,210.00	11,210.00	100.0%
I031065 · Mining Tenements - Min.	590.00	590.00	100.0%
I031070 · Interim Rates	441.69		
I031025 · Ex-Gratia Rates	6,463.70	6,300.00	102.6%
I031030 · Instalment Interest	692.82	700.00	99.0%
I031035 · Non Payment Penalty	1,452.55	5,000.00	29.1%
I031040 · Rates Instalment Charge	420.00	400.00	105.0%
I031045 · Discount Allowed	-18,171.86	-18,500.00	98.2%
Total I031 · Rates	1,008,332.97	1,010,933.00	99.7%
I032 · Other GPF			
I032010 · General Purpose Funding	217,748.25	217,895.25	99.9%
I032020 · Road Funding	141,439.50	166,507.50	84.9%
I032030 · Interest on Investments	15,538.01	8,331.36	186.5%
I032040 · Interest on Reserves	8,688.70	9,513.36	91.3%
Total I032 · Other GPF	383,414.46	402,247.47	95.3%
Total I03 · GENERAL PURPOSE FUNDING	1,391,747.43	1,413,180.47	98.5%
I05 · LAW ORDER & PUBLIC SAFETY			
I051 · Fire Prevention			
I051005 · Reimbursement - Fire Prevention	500.00	50.00	1,000.0%
I051015 · FESA Grant	10,500.00	21,000.00	50.0%
Total I051 · Fire Prevention	11,000.00	21,050.00	52.3%
I052 · Animal Control			
I052005 · Fines & Penalties	400.00		
I052010 · Dog Registrations	1,538.25	1,500.00	102.6%
I052020 · Cat Registrations	563.15	100.00	563.2%
Total I052 · Animal Control	2,501.40	1,600.00	156.3%
Total I05 · LAW ORDER & PUBLIC SAFETY	13,501.40	22,650.00	59.6%
I07 · HEALTH			
I074 · Admin. & Inspections			
I074005 · Meat Inspection Services	1,170.28	1,333.36	87.8%
Total I074 · Admin. & Inspections	1,170.28	1,333.36	87.8%
Total I07 · HEALTH	1,170.28	1,333.36	87.8%
I09 · HOUSING			
I091 · Housing			
I091005 · Reimbursements - Housing	5,950.00		
I091010 · Housing Rental	11,200.00	12,133.36	92.3%
Total I091 · Housing	17,150.00	12,133.36	141.3%
Total I09 · HOUSING	17,150.00	12,133.36	141.3%
I10 · COMMUNITY AMENITIES			
I101 · Sanitation - Household			
I101005 · Rubbish Service Income	45,586.16	44,730.00	101.9%
I101015 · Recycle Bins	13,132.49	12,920.00	101.6%
Total I101 · Sanitation - Household	58,718.65	57,650.00	101.9%
I102 · Sanitation - Other			
I102010 · Septic Tank Inspection Fees	590.00	1,130.00	52.2%
Total I102 · Sanitation - Other	590.00	1,130.00	52.2%
I106 · Town Planning			
I106005 · Development Application Fees	6,035.30	133.36	4,525.6%
Total I106 · Town Planning	6,035.30	133.36	4,525.6%
Total I10 · COMMUNITY AMENITIES	65,343.95	58,913.36	110.9%
I11 · RECREATION & CULTURE			
I111 · Public Halls and Civic Centres			
I111005 · Other Income	501.63	333.36	150.5%
Total I111 · Public Halls and Civic Centres	501.63	333.36	150.5%
I113 · Other Recreation			
I113010 · Other Contributions	3,792.37	3,000.00	126.4%
I113030 · Kidsport Applications	2,200.00	2,500.00	88.0%
Total I113 · Other Recreation	5,992.37	5,500.00	109.0%
I117 · Other Culture			
I117015 · Arts Narrogin Coordinator	12,629.05	13,333.36	94.7%
Total I117 · Other Culture	12,629.05	13,333.36	94.7%
Total I11 · RECREATION & CULTURE	19,123.05	19,166.72	99.8%

SHIRE OF NARROGIN Income Statement

July 2015 through February 2016

	Jul 15 - Feb 16	Budget	% of Budget
I12 · TRANSPORT			
I121 · Road Construction			
I121005 · Road Project Grant	132,000.00	247,500.00	53.3%
I121010 · Roads to Recovery Grant	332,285.00	421,309.50	78.9%
I121055 · MRD Const-Link Rd Stge 2 Pkge 2	564,347.92	533,333.34	105.8%
I121070 · MRD Const-Link Rd Stge 2 Pkge 3	114,304.69	0.00	100.0%
I121065 · Depot Shed Extension Cont	0.00	63,500.00	0.0%
Total I121 · Road Construction	1,142,937.61	1,265,642.84	90.3%
I122 · Road Maintenance			
I122005 · Direct Road Grant	88,900.00	66,675.00	133.3%
Total I122 · Road Maintenance	88,900.00	66,675.00	133.3%
I123 · Plant Costs			
I123100 · Profit on Asset Disposal	57,656.27	2,600.00	2,217.5%
Total I123 · Plant Costs	57,656.27	2,600.00	2,217.5%
I125 · Aerodrome			
I125005 · Aerodrome Rent	2,000.00	1,500.00	133.3%
I125010 · Other Income	0.00	2,330.00	0.0%
Total I125 · Aerodrome	2,000.00	3,830.00	52.2%
Total I12 · TRANSPORT	1,291,493.88	1,338,747.84	96.5%
I13 · ECONOMIC SERVICES			
I133 · Building Control			
I133005 · Building Licence Fees	3,383.69	4,000.00	84.6%
I133010 · BCITF Commission	37.50	33.36	112.4%
I133015 · BRB Dispute Fee Commission	45.00	166.68	27.0%
I133020 · Demolition Licence Fees	0.00	50.00	0.0%
Total I133 · Building Control	3,466.19	4,250.04	81.6%
I138 · Other			
I138005 · Sale of Water	3,324.20	3,500.00	95.0%
Total I138 · Other	3,324.20	3,500.00	95.0%
Total I13 · ECONOMIC SERVICES	6,790.39	7,750.04	87.6%
I14 · OTHER PROPERTY & SERVICES			
I141 · Private Works			
I141005 · Town of Narrogin	2,934.00	2,500.00	117.4%
I141010 · Private Works - Other	30,625.64	33,333.36	91.9%
Total I141 · Private Works	33,559.64	35,833.36	93.7%
I142 · Administration Overheads			
I142005 · Narrogin Computers Rent	18,851.82	13,933.36	135.3%
I142010 · Café 27 Restaurant Rent	14,722.65	13,073.36	112.6%
I142015 · District Map Sales	20.00	35.00	57.1%
I142025 · Narrogin Computers Other	0.00	1,590.00	0.0%
I142030 · Café 27 Restaurant Other	2,666.66	1,335.00	199.7%
I142035 · Commission & Reimburse - Admin	16,048.59	10,333.36	155.3%
I142040 · Photocopying	0.00	35.00	0.0%
Total I142 · Administration Overheads	52,309.72	40,335.08	129.7%
I143 · Public Works Overheads			
I143005 · Reimbursements - Public Works	3,133.45	3,000.00	104.4%
Total I143 · Public Works Overheads	3,133.45	3,000.00	104.4%
I144 · Plant Operation Costs			
I144005 · Reimbursement - Plant Operation	22,244.91	18,500.00	120.2%
Total I144 · Plant Operation Costs	22,244.91	18,500.00	120.2%
I147 · Unclassified Items			
I147001 · Rounding	-0.08		
Total I147 · Unclassified Items	-0.08		
Total I14 · OTHER PROPERTY & SERVICES	111,247.64	97,668.44	113.9%
Total Income	2,917,568.02	2,971,543.59	98.2%
Expense			
E03 · GENERAL PURPOSE FUNDING.			
E031 · Rates			
E031005 · Debt Collection	0.00	50.00	0.0%
E031010 · Postage & Stationery	240.59	300.00	80.2%
E031015 · Valuation Expenses	2,770.75	7,000.00	39.6%
E031200 · Administration Allocated	4,977.50	9,900.00	50.3%
E031205 · Collection Fees & Commission	0.00	50.00	0.0%
Total E031 · Rates	7,988.84	17,300.00	46.2%
E032 · Other			
E032200 · Admin. Allocated - Other GPF	1,357.50	2,700.00	50.3%
Total E032 · Other	1,357.50	2,700.00	50.3%
Total E03 · GENERAL PURPOSE FUNDING.	9,346.34	20,000.00	46.7%

SHIRE OF NARROGIN Income Statement

July 2015 through February 2016

	Jul 15 - Feb 16	Budget	% of Budget
E04 · GOVERNANCE.			
E041 · Membership			
E041010 · Conference Expenses	5,951.24	8,000.00	74.4%
E041015 · Election Expenses	1,350.00	2,000.00	67.5%
E041025 · Refreshments & Receptions	5,977.49	4,333.36	137.9%
E041030 · Insurance	7,287.34	6,000.00	121.5%
E041035 · Subscriptions	11,188.61	7,666.68	145.9%
E041040 · Member's Training	0.00	500.00	0.0%
E041045 · Other - Sundry	2,710.83	2,250.00	120.5%
E041200 · Admin Allocated	19,457.50	38,700.00	50.3%
Total E041 · Membership	53,923.01	69,450.04	77.6%
E042 · Other Governance			
E042005 · Audit Expenses	6,980.15	8,000.00	87.3%
E042010 · Consulting Services	1,666.67	1,333.36	125.0%
E042040 · RTG - Long Term Financial Plan	0.00	375.00	0.0%
Total E042 · Other Governance	8,646.82	9,708.36	89.1%
Total E04 · GOVERNANCE.	62,569.83	79,158.40	79.0%
E05 · LAW ORDER & PUBLIC SAFETY.			
E051 · Fire Prevention			
E051005 · Radio Repairs & Licences	565.82	750.00	75.4%
E051010 · Insurance	8,784.64	11,000.00	79.9%
E051015 · Other Expenses	6,811.22	4,000.00	170.3%
E051020 · Advertising	228.65	200.00	114.3%
E051200 · Admin Allocation - Fire Control	2,715.00	5,400.00	50.3%
E051298 · Depreciation - Fire Prevention	6,943.99	13,812.50	50.3%
Total E051 · Fire Prevention	26,049.32	35,162.50	74.1%
E052 · Animal Control			
E052005 · Animal Control Expenses	80.34	250.00	32.1%
E052010 · Ranger Fees	72.73	1,500.00	4.8%
E052200 · Admin Allocation - Animal Contr	905.00	1,800.00	50.3%
Total E052 · Animal Control	1,058.07	3,550.00	29.8%
E053 · Other			
E053010 · LEMC Coordinator	5,000.00	2,500.00	200.0%
E053200 · Admin Allocation - Other	905.00	1,800.00	50.3%
Total E053 · Other	5,905.00	4,300.00	137.3%
Total E05 · LAW ORDER & PUBLIC SAFETY.	33,012.39	43,012.50	76.8%
E07 · HEALTH.			
E074 · Preventative Services			
E074005 · Health Services	14,640.45	25,000.00	58.6%
E074010 · Other Expenses	0.00	25.00	0.0%
E074200 · Admin Allocated	905.00	1,800.00	50.3%
Total E074 · Preventative Services	15,545.45	26,825.00	58.0%
E076 · Preventative Services - Other			
E076005 · Analytical Expenses	358.02	500.00	71.6%
E076010 · Meat Inspection Services	2,125.67	1,333.36	159.4%
Total E076 · Preventative Services - Other	2,483.69	1,833.36	135.5%
E077 · Other			
E077025 · Comm. Assisted Transport Scheme	0.00	1,000.00	0.0%
E077030 · Rural Clinical School	0.00	500.00	0.0%
Total E077 · Other	0.00	1,500.00	0.0%
Total E07 · HEALTH.	18,029.14	30,158.36	59.8%
E08 · EDUCATION & WELFARE.			
E085 · Other Welfare			
E085005 · Youth Support	0.00	250.00	0.0%
Total E085 · Other Welfare	0.00	250.00	0.0%
E087 · Other Education			
E087005 · School Donation	210.00	350.00	60.0%
Total E087 · Other Education	210.00	350.00	60.0%
Total E08 · EDUCATION & WELFARE.	210.00	600.00	35.0%
E09 · HOUSING.			
E091 · Housing			
E091005 · Housing Maintenance	4,096.50	3,250.00	126.0%
E091298 · Depreciation - Housing	2,017.21	4,012.50	50.3%
Total E091 · Housing	6,113.71	7,262.50	84.2%
Total E09 · HOUSING.	6,113.71	7,262.50	84.2%
E10 · COMMUNITY AMENITIES.			
E101 · Sanitation Household			
E101005 · Donation Town of Narrogin	6,000.00	6,000.00	100.0%
E101010 · Refuse Tip Mtce - Highbury	0.00	15,000.00	0.0%
E101015 · Rubbish Service	14,029.15	35,666.68	39.3%
E101020 · Waste Management Plan	5,000.00	2,500.00	200.0%
E101025 · Recycling Service	8,219.53	8,133.36	101.1%
E101200 · Admin Allocation - Refuse	905.00	1,800.00	50.3%
Total E101 · Sanitation Household	34,153.68	69,100.04	49.4%

SHIRE OF NARROGIN Income Statement

July 2015 through February 2016

	Jul 15 - Feb 16	Budget	% of Budget
E102 · Sanitation - Other			
E102005 · Litter Control - KABC	598.28	500.00	119.7%
Total E102 · Sanitation - Other	598.28	500.00	119.7%
E105 · Protection of the Environment			
E105010 · Reserve Rehabilitation	567.00	500.00	113.4%
E105025 · Depreciation - Prot of Environ	62.84	125.00	50.3%
E105200 · Admin Allocated	1,357.50	2,700.00	50.3%
Total E105 · Protection of the Environment	1,987.34	3,325.00	59.8%
E106 · T.P. & Regional Devel			
E106005 · Town Planning Control	8,697.85	2,500.00	347.9%
E106200 · Admin Allocation - Town Plannin	4,072.50	8,100.00	50.3%
Total E106 · T.P. & Regional Devel	12,770.35	10,600.00	120.5%
E107 · Other			
E107005 · Public Conv - Town of Narrogin	1,850.00	1,850.00	100.0%
E107010 · Cemetery - Town of Narrogin	2,500.00	2,500.00	100.0%
E107015 · Public Conv - Highbury	6,428.58	3,750.00	171.4%
E107020 · Depreciation - Other	559.29	1,112.50	50.3%
E107025 · Cemetery Toilets	8,101.75	5,000.00	162.0%
Total E107 · Other	19,439.62	14,212.50	136.8%
Total E10 · COMMUNITY AMENITIES.	68,949.27	97,737.54	70.5%
E11 · RECREATION & CULTURE.			
E111 · Public Halls & Civic Centres			
E111005 · Hall Maintenance	5,747.26	3,250.00	176.8%
E111010 · Donation Town of Narrogin	3,500.00	3,500.00	100.0%
E111015 · RLCIP Funding - Highbury Hall	0.00	7,584.50	0.0%
E111298 · Depreciation - Rec & Culture	3,812.85		
Total E111 · Public Halls & Civic Centres	13,060.11	14,334.50	91.1%
E112 · Swimming Areas			
E112005 · Donation Town of Narrogin	16,250.00	16,250.00	100.0%
Total E112 · Swimming Areas	16,250.00	16,250.00	100.0%
E113 · Other Recreation			
E113115 · Highbury Tennis Court Fence	0.00	13,200.00	0.0%
E113005 · Highbury Recreation	0.00	250.00	0.0%
E113010 · Contribution - Rec Centre	3,500.00	3,500.00	100.0%
E113015 · Contribution - Racecourse	800.00	800.00	100.0%
E113020 · Contribution - Rec Grounds	17,500.00	17,500.00	100.0%
E113025 · Contribution - Function Centre	4,100.00	4,100.00	100.0%
E113030 · Other Rec Grounds - Town	556.34	1,750.00	31.8%
E113035 · Other Rec Grounds - Shire	4,247.70	3,750.00	113.3%
E113040 · Debt Service	872.58	743.50	117.4%
E113045 · Accrued Interest on Loans	0.00	-109.50	0.0%
E113110 · Club Development Officer	2,000.00	1,000.00	200.0%
E113120 · Kidsport Applications	0.00	2,500.00	0.0%
E113200 · Admin Allocation - Other Recrea	905.00	1,800.00	50.3%
E113300 · Depreciation - Other Recreation	657.61	1,308.00	50.3%
Total E113 · Other Recreation	35,139.23	52,092.00	67.5%
E115 · Library			
E115005 · Donation - Town of Narrogin	16,000.00	16,000.00	100.0%
Total E115 · Library	16,000.00	16,000.00	100.0%
E117 · Other Culture			
E117040 · Heritage Records Town of Ngn	1,500.00	3,000.00	50.0%
E117005 · Museum Town of Narrogin	500.00	500.00	100.0%
E117010 · Community Arts Program	2,000.00	2,000.00	100.0%
E117015 · Donations Other	0.00	150.00	0.0%
E117030 · Arts Narrogin Coordinator	14,402.95	13,333.36	108.0%
E117035 · Arts Narrogin Contribution	2,000.00	1,000.00	200.0%
Total E117 · Other Culture	20,402.95	19,983.36	102.1%
Total E11 · RECREATION & CULTURE.	100,852.29	118,659.86	85.0%
E12 · TRANSPORT.			
E122 · Road Maintenance			
E122005 · Roadworks Maintenance	480,075.24	563,625.00	85.2%
E122010 · Depot Maintenance	84,938.39	31,333.36	271.1%
E122020 · Street Lighting	2,390.06	2,533.36	94.3%
E122025 · Debt Service	3,523.59	3,331.00	105.8%
E122030 · Various Roads - Slashing	80,475.10	60,000.00	134.1%
E122070 · MRD Const.Link Rd Stge 2 Prlim3	95,979.10		
E122075 · MRD Const.Link Rd Stge 2 Prlim4	556,411.59	777,777.80	71.5%
E122298 · Depreciation - Transport	100,416.73	459,992.00	21.8%
Total E122 · Road Maintenance	1,404,209.80	1,898,592.52	74.0%
E123 · Plant Costs			
E123010 · Accrued Interest on Loans	0.00	-177.00	0.0%
E123100 · Loss on Disposal of Asset	0.00	117,250.00	0.0%
Total E123 · Plant Costs	0.00	117,073.00	0.0%
E125 · Aerodrome			
E125005 · Aerodrome Maintenance	1,896.48	3,750.00	50.6%
Total E125 · Aerodrome	1,896.48	3,750.00	50.6%
Total E12 · TRANSPORT.	1,406,106.28	2,019,415.52	69.6%

SHIRE OF NARROGIN Income Statement

July 2015 through February 2016

	Jul 15 - Feb 16	Budget	% of Budget
E13 · ECONOMIC SERVICES.			
E131 · Rural Services			
E131010 · Noxious Weed Control	0.00	300.00	0.0%
Total E131 · Rural Services	0.00	300.00	0.0%
E132 · Tourism/Area Promotion			
E132005 · Area Promotion	15,658.81	15,500.00	101.0%
E132015 · Donation - Agricultural Society	1,818.18	2,000.00	90.9%
E132030 · Donation - Central Dist Display	350.00	350.00	100.0%
E132035 · Australia Day Event	36.36	500.00	7.3%
E132040 · Donation - Spring Festival	0.00	500.00	0.0%
E132045 · Donation - Chaplaincy Service	0.00	500.00	0.0%
E132200 · Admin Allocation	1,810.00	3,600.00	50.3%
Total E132 · Tourism/Area Promotion	19,673.35	22,950.00	85.7%
E133 · Building Control Expenses			
E133005 · Building Services	3,960.91	5,450.00	72.7%
E133010 · Other Expenses	0.00	150.00	0.0%
E133200 · Admin Allocated - Building	3,167.50	6,300.00	50.3%
Total E133 · Building Control Expenses	7,128.41	11,900.00	59.9%
E138 · Other Economic Services			
E138005 · Standpipe Water	17,156.09	14,333.34	119.7%
Total E138 · Other Economic Services	17,156.09	14,333.34	119.7%
Total E13 · ECONOMIC SERVICES.	43,957.85	49,483.34	88.8%
E14 · OTHER PROPERTY & SERVICES.			
E141 · Private Works			
E141005 · Town of Narrogin	2,613.41	5,000.00	52.3%
E141200 · Private Work - Other	28,512.16	28,000.00	101.8%
Total E141 · Private Works	31,125.57	33,000.00	94.3%
E142 · Administration Overheads			
E142005 · Salaries	255,467.78	190,900.00	133.8%
E142010 · Superannuation	18,055.72	20,000.00	90.3%
E142015 · Printing & Stationery	2,210.34	1,666.68	132.6%
E142020 · Office Expenses	9,140.48	9,000.00	101.6%
E142025 · Office Equipment Maintenance	335.45	200.00	167.7%
E142030 · Computer Equipment Maintenance	30,726.46	21,666.68	141.8%
E142035 · Advertising	2,121.70	1,833.36	115.7%
E142040 · Photocopy Supplies	2,310.07	2,000.00	115.5%
E142045 · Postage	745.95	800.00	93.2%
E142050 · Bank Fees	2,314.94	1,200.00	192.9%
E142055 · Telephone	2,939.22	3,000.00	98.0%
E142060 · Insurance	16,431.03	2,666.68	616.2%
E142065 · Legal Expenses	0.00	800.00	0.0%
E142070 · Uniforms	1,467.36	666.68	220.1%
E142075 · Training	0.00	1,000.00	0.0%
E142080 · Narrogin Computers Maintenance	6,234.69	5,666.68	110.0%
E142090 · Fringe Benefit Tax	1,559.74	3,375.00	46.2%
E142095 · Café 27 Restaurant Maintenance	6,877.85	7,000.00	98.3%
E142100 · Admin Building Maintenance	3,182.66	3,666.68	86.8%
E142105 · Consulting Services	3,016.65	2,666.68	113.1%
E142115 · Accrued Long Service Leave	0.00	3,333.36	0.0%
E142200 · LESS ADMINISTRATION ALLOCATED	-90,500.00	-241,333.36	37.5%
E142298 · Depreciation - Admin	10,581.80	27,896.00	37.9%
Total E142 · Administration Overheads	285,219.89	69,671.12	409.4%
E143 · Works Overheads			
E143005 · Engineering Salaries	41,002.10	42,333.36	96.9%
E143010 · Superannuation	53,920.25	51,333.36	105.0%
E143015 · Sick & Holiday Pay	57,495.73	84,000.00	68.4%
E143020 · Insurance on Works	43,487.00	59,500.00	73.1%
E143025 · Protective Clothing	1,185.05	3,333.36	35.6%
E143030 · Training	9,205.34	16,666.68	55.2%
E143035 · Long Service Leave	0.00	8,333.36	0.0%
E143040 · Occupational Health & Safety	595.17	1,666.68	35.7%
E143045 · Bonus Payment	7,785.00	17,000.00	45.8%
E143050 · Communications	3,280.00	3,333.36	98.4%
E143055 · Depot Consumables	16,177.41	15,333.36	105.5%
E143060 · Fringe Benefit Tax	1,548.00	2,625.00	59.0%
E143065 · Damage to Services	1,042.24	750.00	139.0%
E143070 · Industry & Service Pay Allowanc	18,156.07	17,000.00	106.8%
E143071 · Travel & Meal Allowance	1,113.40	750.00	148.5%
E143075 · Accrued Long Service Leave	0.00	2,666.68	0.0%
E143200 · Admin Allocated	47,060.00	93,600.00	50.3%
E143290 · LESS PWOH ALLOCATED-PROJECTS	-427,123.57	-316,600.00	134.9%
Total E143 · Works Overheads	-124,070.81	103,625.20	-119.7%
E144 · Plant Cost Overheads			
E144005 · Fuel & Oil	121,079.97	130,000.00	93.1%
E144010 · Tyres & Tubes	12,922.53	20,000.00	64.6%
E144015 · Parts and Repairs	218,000.03	168,000.00	129.8%
E144020 · Repair Wages	75,028.76	80,000.00	93.8%
E144025 · Insurance & Licences	34,338.59	24,000.00	143.1%
E144030 · Sundry Tools	342.50	666.68	51.4%
E144290 · LESS POC ALLOCATED-PROJECTS	-494,993.50	-325,000.00	152.3%
E144298 · Depreciation - Tools	2,747.87	5,178.50	53.1%
Total E144 · Plant Cost Overheads	-30,533.25	102,845.18	-29.7%

SHIRE OF NARROGIN Income Statement

July 2015 through February 2016

	Jul 15 - Feb 16	Budget	% of Budget
E145 · Salaries Control			
E145010 · Gross Total Salaries and Wages	851,453.39	836,666.68	101.8%
E145200 · LESS SALS/WAGES ALLOCATED	-840,732.25	-836,666.68	100.5%
Total E145 · Salaries Control	10,721.14	0.00	100.0%
E147 · Unclassified Items			
E147005 · Lot 205 Mokine Road	841.03	515.50	163.1%
Total E147 · Unclassified Items	841.03	515.50	163.1%
Total E14 · OTHER PROPERTY & SERVICES.	173,303.57	309,657.00	56.0%
Total Expense	1,922,450.67	2,775,145.02	69.3%
Net Income	995,117.35	196,398.57	506.7%

9.A ADMINISTRATION

9.B&TP BUILDING AND TOWN PLANNING

9.B&TP.214 HOME OCCUPATION LOT 176 YILLIMINNING ROAD

File Reference:

Disclosure of Interest:

Nil

Applicant:

Liz Bushby

Previous Item Nos:

Nil

Date:

10 March 2016

Author:

Liz Bushby, Gray & Lewis Land Use Planners / Mr Aaron Cook
– Chief Executive Officer

Attachments

- 1 – Aerial photo
- 2 – Applicants submission
- 3 - Parking area adjacent to existing house

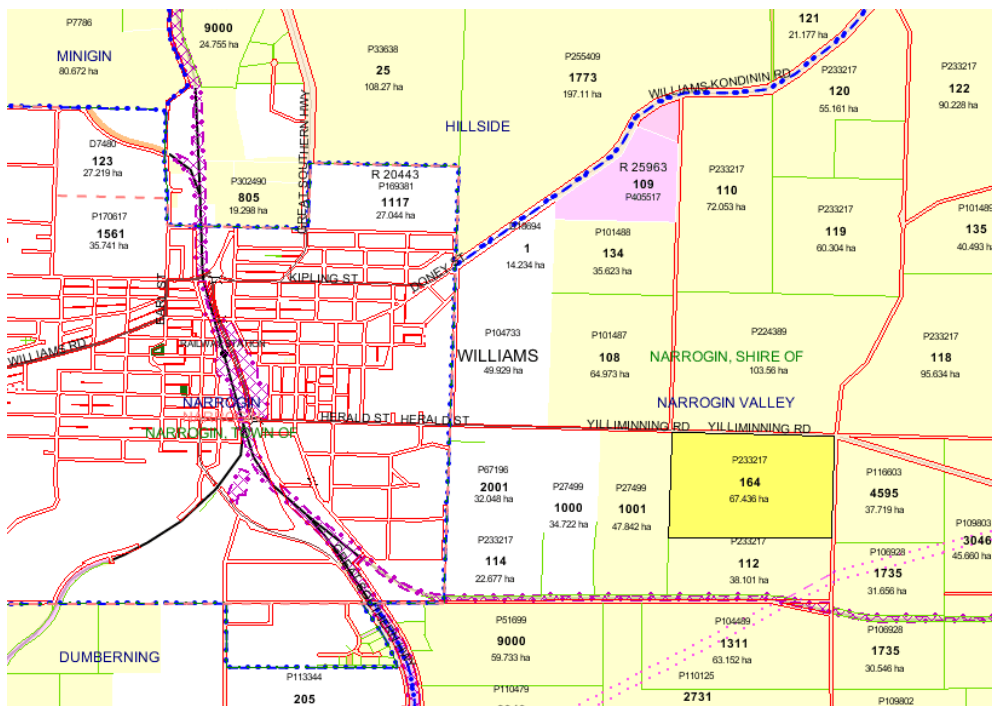
Summary

An application has been lodged seeking approval for a beautician business to operate as a home occupation from an existing residence on Lot 164 (No 176) Yilliminning Road, Narrogin.

Background

Lot 164 contains an existing residence (and ancillary outbuildings), is used for agricultural purposes and has an approximately area of 67.435 hectares – Attachment 1.

The lot is located approximately 3 kilometres to the south east of Narrogin townsite – location plan below.



Lot 164 is zoned 'Farming' under the Shire of Narrogin Town Planning Scheme No 2 ('the Scheme').

Comment

Description of Application

The applicant has advised as follows:

- The business would offer services of full body waxing, eyelash/eyebrow tinting and spray tanning.
- The applicant is a sole operator and the business will not entail employment of any other person.
- The business will operate approximately 10 hours per week on Tuesday – Thursday.
- The business will operate from a 14.57m² room within the existing house, and there will be no retail sales.
- The operator has a Certificate III in Beauty Services.

A copy of the applicants letter is included as Attachment 2.

Home Occupation definition & Landuse Permissibility

As part of the planning assessment, Council has to determine the best fit landuse definition available under the Scheme.

It is recommended that the proposal be construed as a home occupation as follows:

Scheme Definition	Officer Comment
A home occupation means a business or activity carried out within a dwelling or the curtilage of a dwelling by a person resident therein or within a domestics outbuilding by a person resident in the dwelling to which it is appurtenant that:	
a) entails the conduct of a business, office, a workshop only, and does not entail the retail sale or display of goods of any nature;	Complies. No retail sales or display of goods proposed.
b) does not cause injury to or prejudicially affect the amenity of the neighbourhood;	Complies. Gray & Lewis is of the view that the small scale business on a large property (with significant setbacks between the house and surrounding lots) will not impact on the amenity of the area.
c) does not detract from the residential appearance of the dwelling or domestic outbuilding;	Complies. The application will not have any impact on the appearance of the existing house.
d) Does not employ any person not a member of the occupier's household;	Complies. The applicant is a sole operator.

e) does not occupy an area greater than 20m ² ;	Complies. The business will operate from an existing 14.57m ² room.
f) Does not display a sign exceeding 0.2 square metres in area.	Complies. A condition can be imposed to limit the size of any proposed sign.
g) In the opinion of the Council is compatible with the principal uses to which land in the zone in which is located may be put;	Complies. Gray & Lewis is of the view the small scale business will not conflict with agricultural uses which operate on the same, and surrounding, lots.
h) Will not result in the requirement for a greater number of parking facilities than normally reserved for a single dwelling, and will not result in a substantial increase in the amount of vehicular traffic in the vicinity;	Complies. The operator will only see one client at a time, and has sufficient on site parking – Attachment 3.
i) Does not entail the presence, parking, and garaging of a vehicle of more than two tonnes weight.	Complies.

A home occupation is listed as an 'AA' use in the Farming zone under 'Table 1 – Zoning Table' of the Scheme which means the use is not permitted unless the Council has granted planning approval.

Officer Comment

The proposed business is small scale, will be operated by a single operator, is on a large lot, will not negatively impact on amenity or continued agriculture in the area, complies with the home occupation definition and is generally supported.

Accordingly, conditional approval is recommended.

Consultation

Gray & Lewis has liaised with the Shire's Environmental Health Officer who confirmed there is no specific health legislation applicable to the proposed (waxing) activity, however there are Department of Health Guidelines.

No public consultation has been undertaken.

Statutory Environment

Planning and Development (Local Planning Schemes) Regulations 2015 –

The Regulations include 'deemed provisions' which effectively apply statewide and override any conflicting provisions contained in the Shire of Narrogin Town Planning Scheme No 2 ('the Scheme').

Planning approval for the home occupation is required under Regulation 60 under Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Council has discretion to advertise the application in accordance with Regulation 64 (3) of the Planning and Development (Local Planning Schemes) Regulations 2015.

Shire of Narrogin Town Planning Scheme No 2 ('the Scheme') –

- Clause 4.9.1 states 'a planning approval to conduct a home occupation is issued to a specific occupier of a particular parcel of land, it shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect to which it was granted. Should there be a change of the occupier of the land in respect of which planning approval for a home occupation is issued the planning approval is cancelled.'
- Clause 4.9.2 states that 'If, in the opinion of Council, a home occupation is causing a nuisance or annoyance to owners or occupiers of land in the locality the Council may rescind the planning approval.'
- Clause 4.12.2 states (in regards to development in the farming zone that 'the Council shall not grant planning approval for any development that will in the opinion of Council adversely affect the rural landscape or be contrary to the agricultural use of the land'.

Policy Implications

There are no known Policy implications associated with this application.

Financial Implications

The Shire pays consultancy fees to Gray & Lewis Landuse Planners for advice on planning applications.

Strategic Implications

There are no known Strategic implications associated with this application.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
--

Moved: Cr Sieber

Seconded: Cr Wiese

That Council:

1. Approve the application for a home occupation (beautician services) on Lot 164 (No 176) Yilliminning Road, Narrogin subject to the following conditions and advice notes:
 - (i) This approval is for provision of beautician services only including body waxing, eyelash/eyebrow tinting and spray tanning.
 - (ii) All beautician services shall be provided within a 14.57m² room contained within the existing residence in accordance with plans lodged as part of this application.
 - (iii) The plans lodged with this application shall form part of this planning approval.

- (iv) No retail sales shall occur on site and no goods of any nature shall be displayed on site at any time.
- (v) Any sign for the business must be located within the property boundaries and the sign face shall not exceed an area of 0.2 square metres.
- (vi) This approval is issued specifically to Meagan Daniels as occupier of 164 (No 176) Yilliminning Road, Narrogin and shall not be transferred or assigned to any other person or property.
- (vii) All client and customer parking is to be contained on site at all times.
- (viii) This planning approval is only valid if the home occupation is operated in a manner that it does not cause any nuisance or annoyance to owners or occupiers of land in the locality in the opinion of Council.
- (ix) This planning approval is cancelled and will be null and void if there is a change of occupier.

Advice Notes:

- (a) It is recommended that the applicant ensure activities are conducted in accordance with 'Skin Penetration Advice for the Beauty Therapy Industry Environmental Health Guide' published by the Department of Health Western Australia.
- (b) Please be advised that in accordance with Clause 4.9.2 of the Shire of Narrogin Town Planning Scheme No 2 the Council may rescind the planning approval if, in the opinion of Council, a home occupation is causing a nuisance or annoyance to owners or occupiers of land in the locality.

CARRIED 5/0

176 Yilliminning Rd
← Narrogin approx 3km

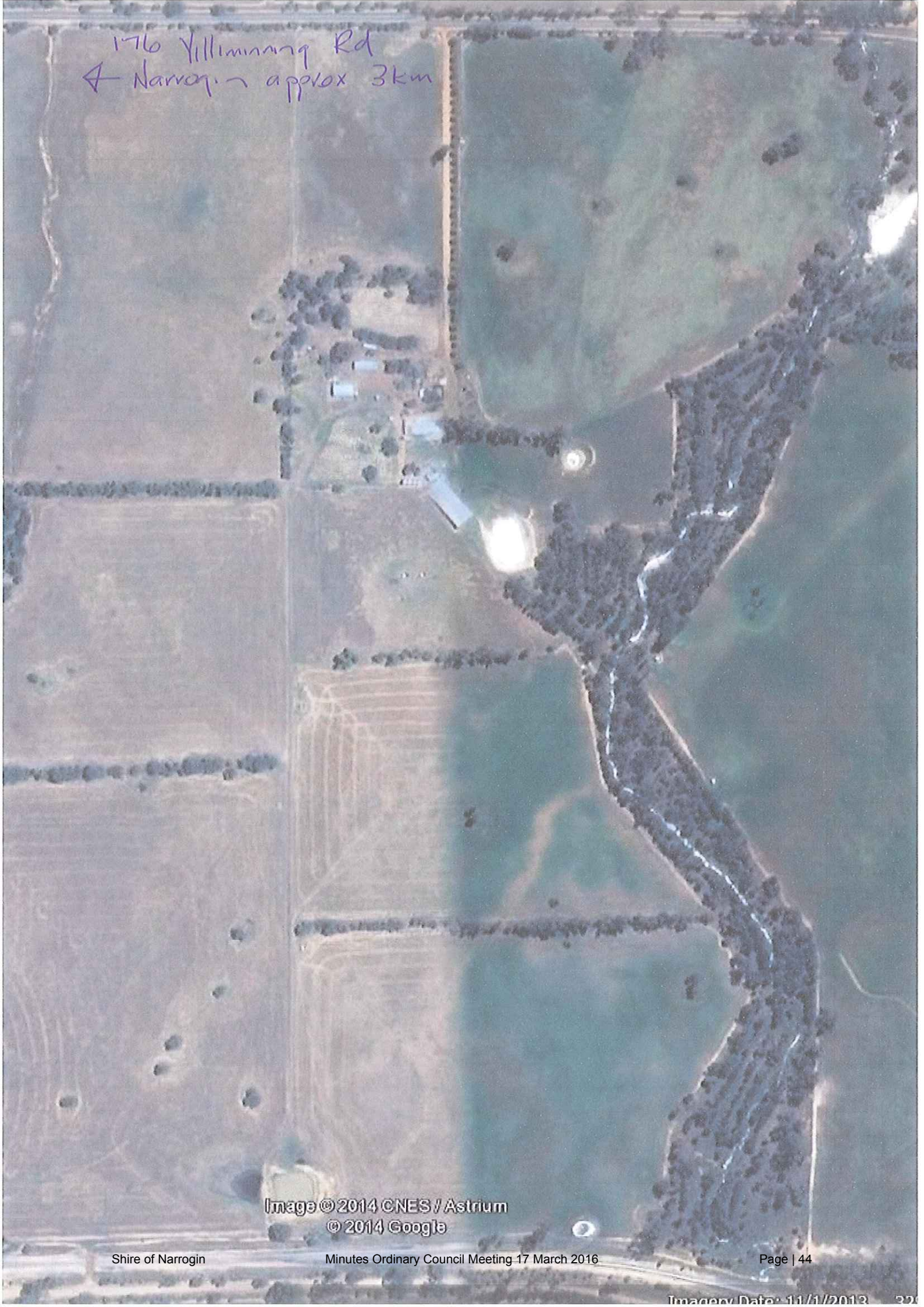
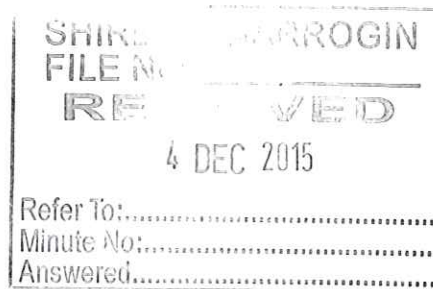


Image © 2014 CNES / Astrium
© 2014 Google

Meagan Daniels
176 Yilliminning Road
NARROGIN WA 6312

2 December 2015

Shire of Narrogin
43 Federal Street
NARROGIN WA 6312



To Whom It May Concern

I am writing to you regarding permission to run a beauty business at my home at the above address.

I would like to offer full body waxing, eyelash and brow tinting and spray tanning for approximately 10 hrs per week, which will be 2 - 3 clients a day, mainly in the afternoons, on Tuesday, Wednesday & Thursday. I will only be offering these services so I won't be doing any retail sales.

The business will operate from a room in my home which is 14.57m2.

As a sole operator I will only be able to attend to one client at a time and as we are on a small rural property parking won't be a problem.

I will only be operating from home and have no intention on starting a mobile business.

Please find attached a house plan showing the beauty room, photos of the purposed parking area and an aerial picture of our property.

I have also included a copy of my Certificate 111 in Beauty Services.

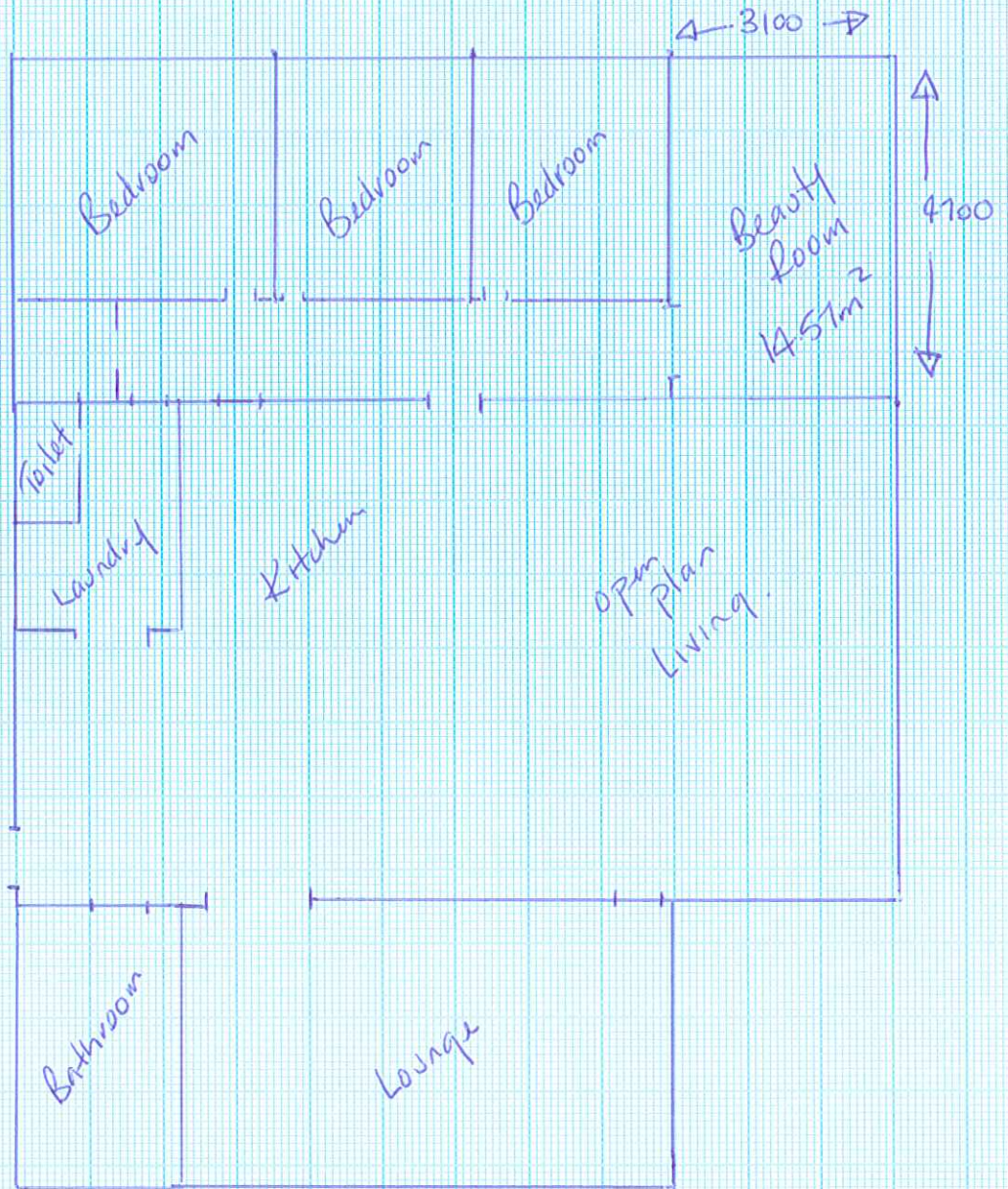
If you have any queries please call me on 0458 625 624.

Thank you for taking the time to consider my request and hope to hear from you soon.

Kind Regards

MEAGAN DANIELS

1cm = 1m².



176 Villimining Rd
Narrogin WA 6312



Perth College of Beauty Therapy

STATEMENT OF ATTAINMENT

A statement of attainment is issued by a registered training organisation when an individual has completed one or more accredited units.

NATIONAL PROVIDER CODE 0249

This is a statement that
MEAGAN DANIELS

has attained

SIBBFAS302A Provide lash and brow treatments
SIBBHRS301A Perform waxing treatments
SIBBFAS201A Demonstrate retail skin care and products

These competencies form part of the

Certificate III in Beauty Services
SIB30110

Signed:

Vivien Jones
Vivien Jones - Principal

2nd May 2014

No: 2146





9.B&TP.215 REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION

File Reference: 5.1.1
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 10 March 2016
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Application forms

Summary

It is presented to Council to consider endorsing a Regional Development Assistance Program (RDAP) Application for the development of the industrial land that the Town and Shire jointly purchased.

Background

The Town and the Shire of Narrogin purchased Lot 205 Mokine Road approximately two years ago for the intention of using the land for expanding the industrial area. This has not occurred to date and the land has been used to run horses and has now been leased for share cropping to the Hawks Football Club.

Comment

The RDAP applications open once a year and will close on 31 March 2016.

It is presented to endorse the attached application and commitments within this document to provide the land as part of the project and to provide earthworks and road work construction at cost to the project to make the project more viable.

If the application is accepted, Landcorp would process the development and would be responsible for all headworks charges, selling the land and hold all risk for potential losses made.

It must be noted that the earthworks and road construction are set to be charged at cost to encourage the project to occur as once the lots are developed they will then generate ongoing rates for the new Shire. If Council was to attempt to develop these blocks these works will be performed at cost and the Council would be at a far greater risk of losing money on the development.

The application is to develop nine lots being lot 1 to 9; however, they may wish to develop more or less and this consultation can occur later, as can the overall block designs and layout.

The ability to have Industrial Land available and ready to purchase will allow Council to sell Narrogin and promote future development which is essential to the progression of Narrogin as a developing regional centre.

Council will be required to subdivide the land out from Lot 205 Mokine Road and will also be obligated to change the purpose of the land use.

Consultation

- Nil

Statutory Environment

As this is an application there are no transfers of land at this stage; however, the Land Disposal Section of the Local Government Act will be required to be endorsed if the application is successful.

Policy Implications

Nil

Financial Implications

If the application is to be progressed there will be requirements of Council to budget within the 2016/17 financial year for the costs attributable to the project.

Strategic Implications

1.9	Further investigate the development potential of the Industrial Area
7.5	Promote Narrogin as a potential location for large to major Industry to establish or relocate and develop their business.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION AND OFFICER'S RECOMMENDATION
--

Moved: Cr Sieber

Seconded: Cr Hardie

Endorse the Regional Development Assistance Program Application form, as attached, for a section of Lot 205 Mokine Road to be developed by Landcorp for the purpose of Industrial Land with the commitment of providing the land, clearing and road works for the development to be charged at cost and to facilitate the subdivision of the land and change in land use.

CARRIED 5/0



APPLICATION FORM

Name: Mr Aaron Cook

Organisation: Shire of Narrogin

Address: 89 Earl St Narrogin

Contact number: 08 9881 1944 0407 522 297

E-mail address: ceo@narrogin.wa.gov.au

Organisation overview: Local Government

Requirements of applicant to the project (please confirm)

1. Any freehold land supplied to the project from the Local Authority shall be ceded to LandCorp at no cost, prior to the commencement of construction. YES NO
2. The Local Authority shall assist LandCorp by sponsoring a Royalties for Regions funding application (or similar) for the extension of services to the project, if requested by LandCorp YES NO
3. The Local Authority agrees to maintain firebreaks on the future lots for the duration of the period until the lots are sold to a third party. YES NO
4. The Local Authority agrees to regularly inspect, maintain and replace any sales signage placed on the proposed lots by LandCorp (with materials supplied by LandCorp) for the period until the lots are sold to a third party by LandCorp. YES NO
5. The Local Authority agrees to waive all bonds, fees and charges relating to the development / holding of the proposed lots by LandCorp for the period until the lots are sold to a third party by LandCorp. YES NO
6. The Local Authority acknowledges that, should the subdivision conditions require a 10% POS contribution and the Local Authority does not wish that contribution to be provided as land from within the project, the Local Authority will actively support a reconsideration / review of that condition as an alternative to LandCorp having to provide a cash in lieu payment. YES NO
7. The Local Authority agrees to promote the sale of the proposed lots within the project through the Shire's website, Shire newsletters, by displaying brochures, etc, where practical. YES NO

Potential contribution by applicant to the project (land, works, in-kind support, cash contribution, etc):

There would be the potential for the Local Government to provide earthworks and road construction at cost to assist in keeping the development costs low, but these will need to be worked in so as not to affect committed works.

FILL OUT THE NEXT SECTION AS APPLICABLE. REMEMBER, THE MORE INFORMATION YOU CAN PROVIDE, THE EASIER IT IS TO ASSESS AND PRIORITISE.

REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION

(REMEMBER TO ATTACH ADDITIONAL INFORMATION IF INSUFFICIENT SPACE)

OVERVIEW OF PROPOSAL	DESCRIPTION				
Proposal overview - describe project, number of lots, intended land use and desired outcome	The area proposed is 47.48 ha however, this is the entire parcel overlay and it is proposed that Lots 1,2,3,4,5,6,7,8 and 9 could be developed in a stage one approach. The intended use is for industrial land to be developed with this section containing two large lots, three medium size and four smaller.				
SITE OVERVIEW	DESCRIPTION				
Land Area	Total Land Area is 47.48 ha however, the total land area of the proposed stage one is approximately 93,052m ² . Shown in attachment 1 lots 1 to 9.				
Location Plan (attach)	Attachment 2				
Current tenure and physical description of land	<i>The Land is jointly owned by the Town and Shire of Narrogin and as of the 1 July, after the merger, will be owned by the New Shire of Narrogin which is essentially the Town being the continuing entity with a name change.</i>				
LOCAL GOVERNMENT SUPPORT	DESCRIPTION				
Delivery options (LGA joint venture or partnership, LandCorp project management, development of business case)	<i>It is seen that with the "New Shire of Narrogin" providing the land and potential preliminary earthworks at cost that the delivery method be a Joint Venture Partnership.</i>				
Local Authority Council Resolution (in support of application)	Shire of Narrogin resolution made on the 17 March 2016 and the Town of Narrogin on the 22 March 2016.				
Supporting works (possible grants or LGA involvement in delivering project)	As stated above the "Shire of Narrogin" would be able to commit to providing the earthworks and road construction at cost which will assist in keeping the project costs to a minimum.				
COMMUNITY EXPECTATIONS					
Community development plan	<p>The Town of Narrogin Community Strategic Plan is attachment 3. However, the relevant sections are as follows:</p> <table border="1"> <tbody> <tr> <td>1.9</td> <td>Further investigate the development potential of the Industrial Area</td> </tr> <tr> <td>7.5</td> <td>Promote Narrogin as a potential location for large to major Industry to establish or relocate and develop their business.</td> </tr> </tbody> </table>	1.9	Further investigate the development potential of the Industrial Area	7.5	Promote Narrogin as a potential location for large to major Industry to establish or relocate and develop their business.
1.9	Further investigate the development potential of the Industrial Area				
7.5	Promote Narrogin as a potential location for large to major Industry to establish or relocate and develop their business.				
Local Authority's expectations/ views	The "New Shire of Narrogin" are willing to work with partners to stimulate development within				

Local community views	Community Views have not been sought; however, there were no objections to the purchase of the land for this purpose.
Lobby / interest groups	Nil
Local market conditions (sales evidence) and likely demand (from Regional Development Commission and local real estate/marketing advice)	<p>Over time the Town of Narrogin has received many calls regarding potential industrial land. Without being able to provide land that can be established for their purpose they have either not developed or have relocated to another town.</p> <p>The purpose for purchasing the large parcel of land allows organisations that may need a greater section of land to be able to do this even if it falls outside of the proposed development area with Landcorp to stimulate</p>
Surrounding land uses and environment (built & natural)	To the North is the Town's industrial area. To the south, east and west is rural farming land

REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION

(REMEMBER TO ATTACH ADDITIONAL INFORMATION IF INSUFFICIENT SPACE)

LEGAL	DESCRIPTION
Title Details / Actions to reconcile titles to create project area	
Form of tenure/title (interest) Ownership (number of land owners, Crown lots, tenure - leased or freehold) copy of title.	The Parcel of land is owned by the Town and Shire of Narrogin as joint owners.
Encumbrances, easements etc.2nd schedule of C/T)	Nil
Native Title status of project site	Nil
Search for other interests in & claims of rights over land	Nil
Mining tenements eg. Prospecting Licences/ Mining Leases affecting land (Dept of Mineral & Petroleum Resources)	Nil
Approval under s.16(3) of the Mining Act 1978 required?	Nil
PLANNING	DESCRIPTION
Zoning (current and proposed)	Shire of Narrogin TPS2 (current) – ‘Special Rural Zone’ Proposed to rezone the subject property to ‘Industrial’. An amendment to the Town Planning Scheme will be required.
Environmental Protection Act 1986 (WA) assessment advice received under s.38 & s.48A of Act during scheme amendments	This will be undertaken as part of the formal scheme amendment process.
Previous / existing planning proposals and work (indicative subdivision plans, concept plans, structure plans etc.)	Please refer to the attached concept subdivision plan.
Current / likely subdivision condition requirements from servicing authorities.	This will form part of the conditions of subdivision approval from the relevant service authorities (Water Corporation, Western Power, Main Roads WA, Telstra)
Planning status for surrounding land/locality in Local Planning Strategy	To the north of the property, the surrounding area is zoned – ‘Industry’ under the Town of Narrogin TPS2. The other surrounding areas are zoned ‘General Agricultural’.
Buffer Zones (industry, rail, aircraft, agricultural uses / animal production, radio / telephone towers)	This will depend on the type of industrial use proposed.
Noise, light, dust, odour impact etc. of adjoining land uses.	This will be considered at the development stage and will formed part of the standard planning conditions for development within the area.
Bush Fire requirements	This will from part of the assessment process depending on the level of remnant vegetation to be retained.

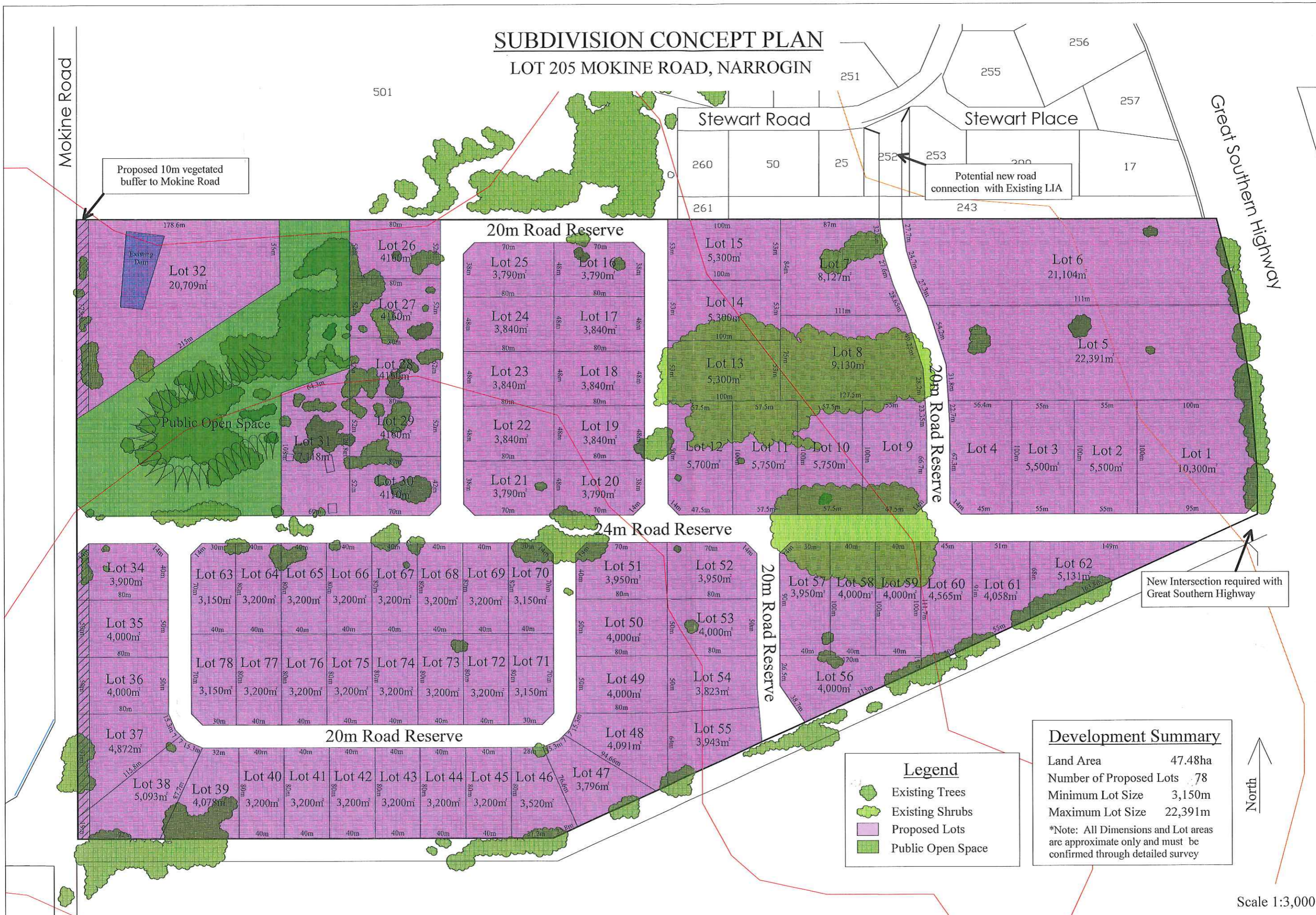
REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION

(REMEMBER TO ATTACH ADDITIONAL INFORMATION IF INSUFFICIENT SPACE)

ENGINEERING/SERVICING	DESCRIPTION
Services to land & capacity (upgrading requirements) – services constraints	Unknown
Location of services (including location of redundant services) & impact on development	There are multiple locations that could be utilised
Flood Plain/Storm surge constraints	Nil
Development restrictions (moratoriums) - noise, dust, access, traffic	Nil
Geotechnical / soil types	Unknown
ARCHAEOLOGICAL/ETHNOGRAPHIC (ABORIGINAL HERITAGE)	
Ethnographic - (DIA.) Is site culturally significant or require Section 18 clearance	Unaware of any significance.
Archaeological - known aboriginal artifacts or Aboriginal Site register (WA Museum)	Unknown.
HERITAGE	
European historical / cultural significance (Heritage Council of WA or LGA registers)	Nil

SUBDIVISION CONCEPT PLAN

LOT 205 MOKINE ROAD, NARROGIN



LOCALITY PLAN POTENTIAL SUBDIVISION OF LOT 205 MOKINE ROAD, NARROGIN



10. NOTICE OF MOTION

Nil

11. NEW BUSINESS OF AN URGENT NATURE

Mr Evans advised that correspondence will be distributed instructing that there is a Fire Ban over the Easter break and no permits are to be granted. Mr Evans will advise FESA that the requested fire permit for Highbury is granted as requested.

12. DECLARATION OF CLOSURE

11.50 am — President Chadwick declared the meeting closed.