

**MINUTES
ORDINARY COUNCIL MEETING**

23 FEBRUARY 2016

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

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

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

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

Disclaimer:

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

These minutes were confirmed at the Ordinary Council Meeting held on 8 March 2016

Signed: Date:
(Presiding Member at the meeting at which minutes were confirmed)

ORDINARY COUNCIL MEETING MINUTES 23 FEBRUARY 2016

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.34 pm – Mayor Ballard declared the meeting open.

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

Elected Members

Mayor L Ballard
Deputy Mayor Cr A Paternoster
Cr C Bartron
Cr C Ward
Cr J McKenzie
Cr P Schutz
Cr M Fisher

Staff

Mr A Cook – Chief Executive Officer
Mr A Awang – Executive Manager Development and Regulatory Services
Mr C Bastow – Director Corporate and Community Services
Ms C Thompson – Executive Assistant
Ms S Guy – Manager Leisure and Culture

Visitors

Ms M Dunn – Manager YMCA (left at 7.37pm)

On Leave of Absence

Cr M Kain
Cr D Russell

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

Cr Schutz declared an interest in item 10.2.021. The nature of the interest was Financial.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 0216.013 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr McKenzie

That Council:

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

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Mayor Ballard thanked Deputy Mayor Paternoster for presiding in the Chair during his absence at the Ordinary Council meeting held 9 February 2016.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

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10.1 DEVELOPMENT AND TECHNICAL SERVICES

10.1.010 NARROGIN LINK ROAD – GIBSON STREET INTERSECTION

File Reference: 14.9.11/ 4.3.3/ 28.7.2
Disclosure of Interest: Nil
Applicant: Main Roads Western Australia
Previous Item Nos: 15 December 2015 Ordinary Council Meeting, Item 10.1.171
Resolution 1215.212
Date: 16 February 2016.
Author: Azhar Awang, Executive Manager Development & Regulatory Services.

Attachments

- Attachment 1 – Aerial Photograph of Gibson Street
- Attachment 2 – Aerial Photograph of Intersection between Gibson Street and Great Southern Highway

Summary

Council is requested to consider the proposed road closure of Gibson Street and Great Southern Highway intersection in compliance with Council's resolution 1215.212 condition 5 requiring the matter to be presented to Council following the closure of the submission period.

Background

The matter was previously considered by Council at its Ordinary meeting held on 15 December 2015. Council at that meeting resolved as follows:

Moved: Cr Russell

Seconded: Cr Ward

That Council:

- 1. Advise Main Roads Western Australia that the Town of Narrogin approves the temporary closure of the intersection between Gibson Street and Great Southern Highway to all vehicles for a four week period in association with road works to be undertaken as part of the Narrogin Southern Link Road project to be completed in early 2016;*
- 2. Advise Main Roads that it is prepared to support the permanent closure of the Gibson Street intersection with the Great Southern Highway to all vehicles subject to Main Roads meeting all costs associated with the construction of a new cul-de-sac at the eastern end of Gibson Street to be installed to the satisfaction of the Chief Executive Officer;*
- 3. In accordance with section 3.50 of the Local Government Act proceed with advertising for public submissions of the proposal to permanently close the intersection of Gibson Street and Great Southern Highway to all vehicles due to safety concerns associated with the intersection;*

4. The advertising referred to in point 3 above, be undertaken over a period of 21 days commencing in January 2016 with an advertisement to appear in the local paper, erection of a sign on site and correspondence to all affected landowners and residents located in Gibson Street;

5. Await a further report on the proposed closure to the February round of meetings, following the closure of the submission period.

CARRIED 8/0

The proposed road closure has been advertised to the public and affected land owners in accordance with condition 4 of the Council's Resolution which closed on 4 February 2016 for any submissions.

At the close of the public submission period, only one (1) submission was received in support of the proposed road closure. A summary of the submission is included in this report under the 'Comment' section.

Comment

The proposed road closure has been undertaken in accordance with section 3.50 of the Local Government Act advertising for public comment for a period of twenty one (21) days commencing 7 January 2016 and closed 4 February 2016. This consisted of advertisement through the local paper, erection of a sign on site and correspondence to all affected landowners and residents located in Gibson Street.

At the conclusion of the advertising period, one (1) submission was received in support of the proposed road closure. The following is a statement for the support of the road closure:

Given the significance of the safety aspect associated with this proposal, it is most encouraging to note that the Town has elected to address this matter in such a timely matter and indeed support for this proposal is provided, with thanks.

As outline in the previous report, the proposed road closure by Main Roads Western Australian is to address the issue of safety concerns of the intersection between Gibson Street and the Great Southern Highway as part of the construction of the southern section of the Narrogin Link Road between Herald Street and the Great Southern Highway.

As no objection was received regarding the proposed road closure it is recommended that Council approves the proposed road closure of the intersection between Gibson Street and Great Southern Highway.

Consultation

- Mr Aaron Cook – Chief Executive Officer
- Public advertising in the Local Paper in accordance with section 3.50 of the Local Government Act and correspondence to all affected landowners and residents located in Gibson Street.

Statutory Environment

In accordance with Local Government Act S3.50(1), a Local Government may close any thoroughfare that it manages to the passage of vehicles, either wholly or partially for a period not exceeding 4 weeks. Such closures may be undertaken without consultation.

Further to this, in accordance with clause 3.50(1a) a local government may by local public notice order that a thoroughfare is closed to vehicles for more than 4 weeks. Before doing so a local government must however give public notice of the proposed closure inviting submissions on the proposal. This public notice must include written notice to affected landowners.

Policy Implications

Nil.

Financial Implications

Main Roads WA have advised that should Council be prepared to proceed with the closure of the intersection to vehicles, then Main Roads is prepared meet the costs associated with the construction of an appropriate cul-de-sac at the eastern end of Gibson Street. All costs associated with the advertising of the proposed closure will be wholly contained within the 2015/16 adopted budget.

Strategic Implications

Town of Narrogin Strategic Community Plan 2012 – 2022 (Key objective 6 -Infrastructure and Asset Management).

Strategy

6.4 Continue to lobby State Government for the completion of the Narrogin Heavy Haulage Bypass Link Road and the construction of the East/West Bypass Road in its entirety.

Action Key Objectives 6.4

Continue to progress the design and commence construction of the East West Bypass in consultation with Main Roads WA.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 0216.014 AND OFFICER'S RECOMMENDATION

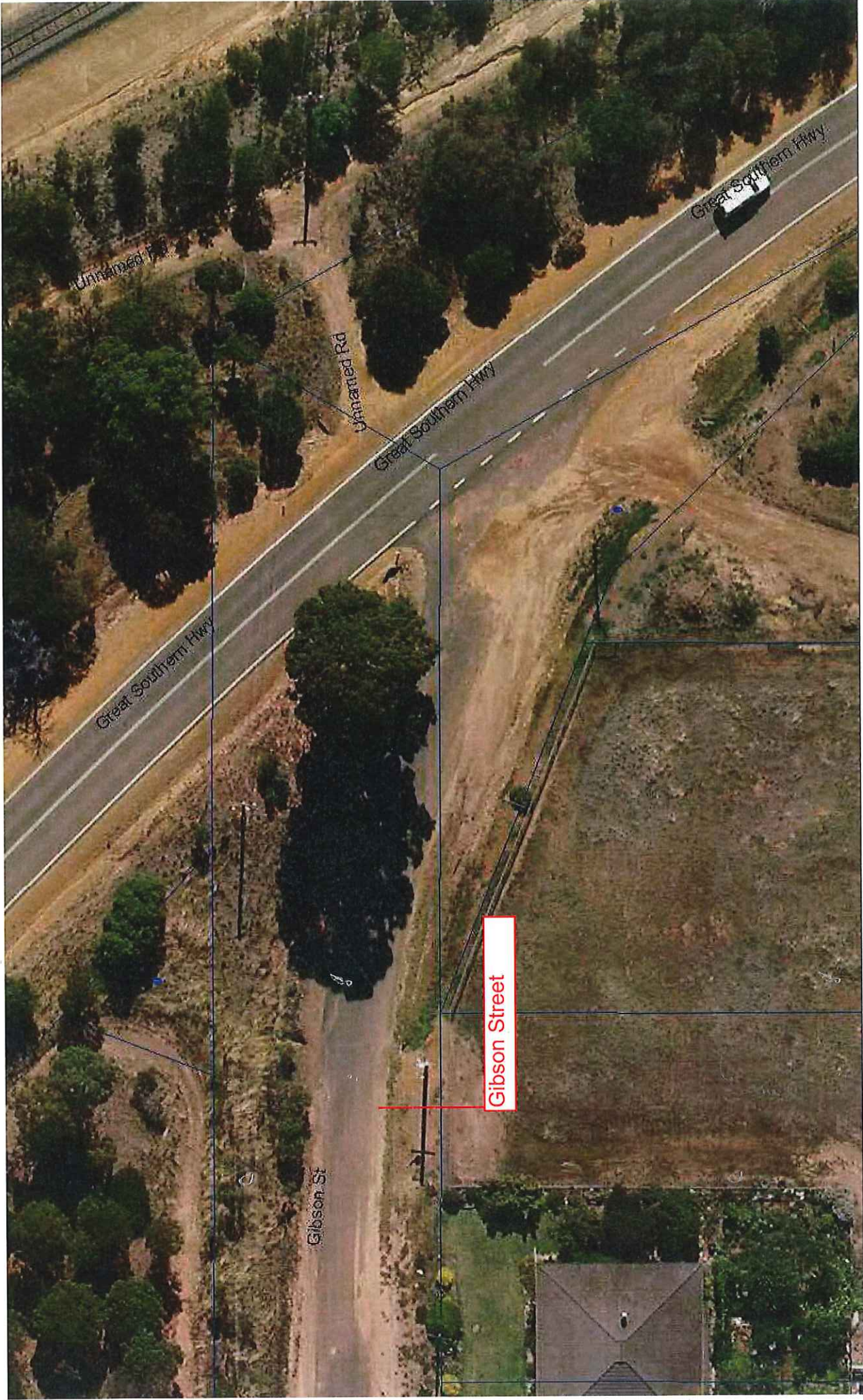
Moved: Cr Fisher

Seconded: Cr Ward

That Council:

1. Advise Main Roads Western Australia that the Town of Narrogin approves the temporary closure of the intersection between Gibson Street and Great Southern Highway to all vehicles for a four week period in association with road works to be undertaken as part of the Narrogin Southern Link Road project to be completed in early 2016;
2. Advise Main Roads that it is prepared to support the permanent closure of the Gibson Street intersection at the Great Southern Highway to all vehicles subject to Main Roads meeting all costs associated with the construction of a new cul-de-sac at the eastern end of Gibson Street to be installed to the satisfaction of the Chief Executive Officer; and
3. Indemnify the Department of Lands against any costs associated with the closure of the intersection of Gibson Street and the Great Southern Highway.

CARRIED 7/0



Attachment 1 - Aerial Photograph of Gibson Street



Attachment 2 - Aerial Photograph of Intersection between Gibson Street and Great Southern Highway

10.1.011 PROPOSED LANEWAY CLOSURE – LOT 28 (No.11) SYDNEY HALL WAY AND LOT 6 (No.34) DAGLISH STREET, NARROGIN

File Reference: 28.7.2
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Council Resolution 0213.010
Date: 15 February 2016
Author: Azhar Awang, Executive Manager Development & Regulatory Services

Attachments

- Attachment 1 - Plan of subject Laneway located between Lot 28 (No. 11) Sydney Hall Way and Lot 6 (No 34) Daglish Street, Narrogin.

Summary

Council is requested to consider the proposed closure of a laneway located between Lot 29 (No. 11) Sydney Hall Way and Lot 6 (No 34) Daglish Street, Narrogin.

Background

The matter was previously considered by Council at its meeting held 12 February 2013. Council at that meeting resolved as follows:

Council Resolution: 0213.010

A. That Council:

- 1) advertise the fact that the access way between Sydney Hall Way is in fact located on private property and that Council intends to close the laneway.*
- 2) Pursuant to the requirements of the Transfer of Land Act and Land Administration Act, advertise its intent to close that portion of public access way located at the western end of the access way.*

B. A further report be prepared for Council consideration follow the close of advertising.

CARRIED 9/0

The Shire Executive Officer, Mr Torre Evans had an onsite meeting with a number of the property owners along Sydney Hall Way and Daglish Street, Narrogin regarding the proposed closure of the laneway. He was advised that the laneway between Lot 6 (No.34), Lot 2 (No. 40) and Lot 1 (No 38) Williams Road is privately owned by the respective properties. However this laneway was kept open to allow the continued use of the pedestrian access way, connecting Sydney Hall Way to Daglish Street. The portion of laneway which currently retains its current status as a laneway is the portion of land between Lot 28 (No. 11) Sydney Hall Way and Lot 6 (No 34) Daglish Street.

The request for the proposed closure is that the adjoining owners had rocks thrown at their window on numerous occasions and the overall unsatisfactory upkeep of the laneway such as the accumulation of rubbish, broken glasses and graffiti to the colorbond fencing reinforce the need to close the laneway.

Comment

Although there is a resolution from the Council regarding the public advertising and notifications to the public, adjoining land owners and the relevant service authorities regarding the proposed laneway closure, there is no record of such advertising being undertaken.

As the laneway to the east is under private ownership, the individual landowners (38 & 40 Williams Road) can fence the access onto their property and Council does not have the power to stop the landowners from undertaking the closure of public access across their property.

Should Council wish to maintain access to the laneway, a request needs to be made to the Minister for Lands to acquire the land from private ownership, subject to compliance with the requirements in Regulation 6 of the *Land Administration Regulations 1998*.

As there is no record of public advertising being undertaken of the proposed laneway closure as per Council's previous resolution of 12 February 2013, it is recommended that Council undertake the public advertising and notification to the adjoining land owners affected by the proposed laneway closure and to notify the relevant state agencies.

Consultation

- Mr Aaron Cook – Chief Executive Officer
 - Mr Torre Evans – Shire Executive Officer
- The Town will be required to advertise the proposed closure of the laneway to affected adjoining landowners and request comments from the relevant service authorities for a minimum period of 30 days.
- Upon the closure of the submission period, the proposal is tabled to Council for its final consideration.

Statutory Environment

Section 52 of the *Land Administration Act 1997* provides that a local government may request the Minister for Lands to acquire a laneway, subject to compliance with the requirements in Regulation 6 of the *Land Administration Regulations 1998*.

Section 56 of the *Land Administration Act 1997* provides that a local government must indemnify the Minister for Lands against any claim for compensation in connection with the proposed laneway dedication.

Policy Implications

Nil.

Financial Implications

Costs associated with the laneway closure includes application fees, advertising costs, costs of meeting requirements of relevant service agencies, survey costs and conveyancing costs.

Strategic Implications

The retention of the laneway is recommended in most circumstances to ensure efficient movement of pedestrian traffic through the Town, however in this case, the Town does not legally have care and control of the land which is under private ownership.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 0216.015 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Bartron

That Council:

1. Pursuant to the requirements of the Transfer of Land Act and Land Administration Act, advertise its intent to close that portion of public access way located at the western end of the access way between Lot 6 (No 34) Daglish Street and Lot 28 (No.11) Sydney Hall Way, Narrogin.
2. Advertise the fact that the eastern portion of the public access way between Lot 2 (No.40), Lot 1 (No.38) Williams Road and Lot 6 (no.34) Daglish Street is privately owned land.
3. Upon the closing date of submission, the matter is to be reported to Council including all submissions received during the submissions period for Council's further consideration.

CARRIED 7/0



Attachment 1 - Plan of subject Laneway located between Lot 28 Sydney Hall Way and Lot 6 Daglish Street, Narrogin

10.2 CORPORATE AND COMMUNITY SERVICES

10.2.012 PAYMENTS FOR ENDORSEMENT – DECEMBER 2015

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 28 January 2016
Author: Tienieke Lester – Finance Officer Accounts

Attachments:

- List of Accounts of Endorsement - December 2015

Background:

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

Comment:

The attached "List of Accounts for Endorsement – December 2015" is presented to Council for approval. Below is a summary of activity.

Total Creditor Payments December 2015	\$1,714,822.79
Total Payroll Payments December 2015 (included above)	\$277,793.23
Total Payments December 2015	\$1,993,403.79

Percentage paid by EFT December 2015	86%
Percentage paid by Cheque December 2015	1%
Percentage paid by Payroll December 2015	13%

Percentage of Local Suppliers & Wages December 2015	69%
Dollar Value spent with Local Suppliers December 2015	\$1,384,508.31

Percentage of Non-Local Supplier December 2015	31%
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Please note 'F' is fully funded, 'P' is partially funded, 'R' is reimbursements and 'I' is insurance claims

Consultation

Rhona Hawkins, Manager of Finance

Statutory Environment

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

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2015/16 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0216.016 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Schutz

That Council:

Approve the List of Accounts for Endorsement for the month of December 2015 for the Municipal Fund totalling \$1,993,403.79.

CARRIED 7/0

List of Accounts For Endorsement December 2015

	Chq/EFT	Date	Name	Description	Amount	Type	Fund
1	EFT4798	02/12/2015	Australian Taxation Office	OCTOBER 2015 GST BAS PAYG	-19838.00		
2	EFT4799	03/12/2015	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-882.05		R
3	EFT4800	03/12/2015	Best Office Systems	NCP PRINTER CARTRIDGE TN-2250	-132.00	L	
4	EFT4801	03/12/2015	Courier Australia	FREIGHT Various Department November 2015	-429.75		
5	EFT4802	03/12/2015	Knightline Computers	ADMIN IT Support to track down virus and manage access to internet.	-1740.95	L	F
6	EFT4803	03/12/2015	State Library of Western Australia	LIBRARY FREIGHT Recoup 2013-14	-1136.34		
7	EFT4804	03/12/2015	MAKIT Narrogin Hardware	NCP HARDWARE Padlocks (Master Key System 6437)	-323.40	L	
8	EFT4805	03/12/2015	Susan Farrell	COUNCIL LAUNDRY Linen 23/11/15	-40.00	L	
9	EFT4806	03/12/2015	DFES Department of Fire & Emergency Services	FESA ESL Liability 2nd quarter 2015/16	-52380.24		
10	EFT4807	03/12/2015	Ballards of Narrogin	ANIMAL POUND OPERATION Dog Food 20kg	-70.00	L	
11	EFT4808	03/12/2015	Aaron Joseph Cook	REIMBURSEMENT CEO Contractual Expenses Rent October & November 2015	-4000.00	L	R
12	EFT4809	03/12/2015	Narrogin Newsagency	NHC NEWSPAPERS & STATIONERY November 2015	-120.02	L	F
13	EFT4810	03/12/2015	Narrogin Electrical Services	ROAD MAINTENANCE Install Eye Sensor on Dome Light	-547.25	L	
14	EFT4811	03/12/2015	Borgas Engineering Pty Ltd	1BBN838 1997 Mitsubishi Side Tipping Truck Supply & Fit Down Points	-1743.50	L	
15	EFT4812	03/12/2015	Narrogin Glass & Quick Fit Windscreens	MACKIE PARK MAINTENANCE Repair Broken Window	-253.95	L	
16	EFT4813	03/12/2015	P & F Kulker Building Contractors	CHRISTMAS LIGHTS Installation and Cherry Picker Hire	-500.00	L	
17	EFT4814	03/12/2015	WA Country Health Service	NHC MOW October 2015 1 Course x 69, 2 Course x 56	-2666.40	L	F
18	EFT4815	03/12/2015	Octave Holdings Pty Ltd T/as Narrogin Toyota	SMALL PLANT Chain for Polesaw	-29.46	L	F
19	EFT4816	03/12/2015	Shire of Narrogin	MERGER Reimbursement of Survey Fees for Shire Boundary	-3912.81	L	F
20	EFT4817	03/12/2015	New Security Installations Pty Ltd	ADMIN SECURITY Alarm Monitoring Annual Charge 281115 - 271116	-1370.60		
21	EFT4818	03/12/2015	Narrogin Chamber of Commerce	PUBLIC RELATIONS Christmas Lights Competition Prize Vouchers	-300.00	L	
22	EFT4819	03/12/2015	Greenway Enterprises	ROAD MAINTENANCE EziReacher Litter Tools	-157.87		
23	EFT4820	03/12/2015	WA Library Supplies	LIBRARY STATIONERY Book Processing Materials	-304.50		
24	EFT4821	03/12/2015	Alexander Planning Consultants	LIBRARY REDEVELOPMENT Works and Drawings Phase 1	-2255.00		
25	EFT4822	03/12/2015	Caravans West	NCP ADVERTISING in November 2015 Magazine Vol 16 No.2	-395.00		
26	EFT4823	03/12/2015	Thecomputerschool.Net	LIBRARY Site Licence for theComputerSchool.NET	-1512.50		

27	EFT4824	03/12/2015	City of Vincent	LIBRARY LOST BOOKS City of Vincent Library	-10.15		
28	EFT4825	03/12/2015	Torchbearers for Legacy	NHC Christmas Puddings 12 boxes	-90.00		F
29	EFT4826	03/12/2015	Talis Consultings Pty Ltd Atf Talis Unit Trust	MERGER Roman Update Desktop and Valuation Consulting	-7700.00		F
30	EFT4827	03/12/2015	Officino	MERGER Purchase Chairs Meeting Room	-4771.80		F
31	EFT4828	03/12/2015	PlayRight Australia Pty Ltd	WORKS TRAINING Accredited Playground & Safety Training Course	-2310.00		
32	EFT4829	03/12/2015	Conato Pty Ltd	Rates refund for assessment A162900 83 Federal Street NARROGIN WA 6312	-1243.73	L	
33	EFT4830	03/12/2015	Go Books	LIBRARY Book Purchases	-90.23		
34	EFT4831	03/12/2015	Woodism Creations	DISABILITY AWARENESS WEEK PROJECT 50% Payment for 3 jarrah tables in the Community Garden	-600.00	L	PF
35	EFT4832	11/12/2015	Narrogin Hire & Reticulation	RETIC MAINTENANCE Various Places	-1071.17	L	
36	EFT4833	11/12/2015	Best Office Systems	ADMIN PHOTOCOPIER Black and Colour Read Copies November 2015	-883.82	L	
37	EFT4834	11/12/2015	Coles Supermarket	COLES ACCOUNT Various Department 2015	-1938.10	L	PF
38	EFT4835	11/12/2015	Narrogin Packaging	MACKIE PARK PUBLIC TOILET Cleaning Products 4/11/2015	-1079.50		
39	EFT4836	11/12/2015	Great Southern Fuels	FUEL Various Departments November 2015	-7049.13	L	PF
40	EFT4837	11/12/2015	Narrogin Retravisoin	OONGN 2012 Mitsubishi Triton Supply Phone Charger	-19.00	L	
41	EFT4838	11/12/2015	Narrogin Auto Electrics	NO4141 2010 Caterpillar 432E Backhoe Maintenance	-179.81	L	
42	EFT4839	11/12/2015	Cafe 27	COUNCIL CATERING Meeting 24/11/15	-280.00	L	
43	EFT4840	11/12/2015	Landgate	RATES VALUATION Expenses SHD & FESA 2015	-67.82		
44	EFT4841	11/12/2015	Parrys Pty Ltd	WORKS PROTECTIVE CLOTHING 4 Works Shirts 26/11/15	-615.90	L	
45	EFT4842	11/12/2015	Ballards of Narrogin	ANIMAL POUND Dog Food 20kg	-65.00	L	
46	EFT4843	11/12/2015	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	AGED DISABILITY MAINTENANCE Supply 25 Grab Rails with Stickers	-1980.00		
47	EFT4844	11/12/2015	McLeods Barristers & Solicitors	LEGAL FEES for Reviewing Details of Proposal & Drafting Email 16/11/15	-768.04		
48	EFT4845	11/12/2015	Narrogin Bearing Service	WWTP MAINTENANCE Wire Rope Grips	-198.66	L	
49	EFT4846	11/12/2015	Ixom Operations Pty Ltd	NRLC POOL Chemical Service Fee 3 x 920Kg Chlorine Gas Bottle	-505.89		
50	EFT4847	11/12/2015	Great Southern Waste Disposal	REFUSE COLLECTION November 2015	-51119.56	L	
51	EFT4848	11/12/2015	Ashley Blyth Tree Lopping	MACKIE PARK LIGHTS Decoration and Tree Pruning	-990.00	L	
52	EFT4849	11/12/2015	Boral Asphalt	ROAD MAINTENANCE Patching Asphalt 820L	-1127.50		
53	EFT4850	11/12/2015	Bob Waddell	ADMIN CONSULTANT Assistant with October 2015 Monthly Statements	-66.00		
54	EFT4851	11/12/2015	Austral Mercantile Collections Pty Ltd	RATES DEBT COLLECTION October 2015	-1219.26		

55	EFT4852	11/12/2015	Hydramet Pty Ltd	WORKS TRAINING on Safe Handling of Chlorine 4/11/15	-1672.00		
56	EFT4853	11/12/2015	Gnarojin Community Garden	REIMBURSEMENT COMMUNITY GARDENS ARL Egg Testing	-387.32	L	PF/R
57	EFT4854	11/12/2015	YMCA of Perth Inc	NRLC YMCA Subsidy for November 2015	-23118.06		
58	EFT4855	11/12/2015	Quick Corporate	ADMIN STATIONERY Various Items November 2015	-142.09		
59	EFT4856	11/12/2015	Edward Keith Crossley	REIMBURSEMENT COMMUNITY GARDENS Villa board for Mural	-35.00	L	PF/R
60	EFT4857	11/12/2015	Educational Art Supplies	LIBRARY GENERAL OFFICE Arts Material for Children Activities	-837.15		
61	EFT4858	11/12/2015	Fegan Building.Surveying	BUILDING Contract Building Surveyor Certificate of Design Compliance x6	-2469.50		
62	EFT4859	11/12/2015	Narrogin Junior Cricket Club	NRLC KIDSPORT Voucher 1x Registration	-95.00	L	F
63	EFT4860	11/12/2015	Officino	MEMBERS Chairs for Members and Staffs	-14939.10		
64	EFT4861	11/12/2015	Cheryl King	NHC MEDICAL Employment Cheryl King	-132.00	L	F
65	EFT4862	15/12/2015	Aaron Joseph Cook	REIMBURSEMENT CEO Contractual Expenses Rent December 2015	-2000.00	L	R
66	EFT4863	15/12/2015	Narrogin Cottage Homes Inc.	AGEDOTHER KARINYA Dementia Wing	-1200000.00	L	F
67	EFT4865	18/12/2015	Narrogin Hire & Reticulation	WORKS CHRISTMAS LIGHTS Renting Scaffolding 23/11/15	-66.00	L	
68	EFT4866	18/12/2015	Best Office Systems	LIBRARY MAINTENANCE Repair Brother Printer	-308.00	L	
69	EFT4867	18/12/2015	Ray White Narrogin	DTES WATER 09/12/15	-13.66	L	
70	EFT4868	18/12/2015	Australia Post	POSTAGE Various Department 2015	-518.90	L	PF
71	EFT4869	18/12/2015	Leigh Ballard	MAYOR ALLOWANCES 01/10/15 - 31/12/15	-10025.00	L	
72	EFT4870	18/12/2015	Knightline Computers	NHC IT MAINTENANCE Install New Day service Computer & SMS Database	-2431.90	L	F
73	EFT4871	18/12/2015	MAKIT Narrogin Hardware	HARDWARE Various Department November 2015	-828.80	L	
74	EFT4872	18/12/2015	Cafe 27	OTHUL CATERING Thank a Volunteer Day 04/12/15	-730.00	L	
75	EFT4873	18/12/2015	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	MAINTENANCE Machinery Gnarojin Park & Thomas Hogg Oval	-2824.36	L	
76	EFT4874	18/12/2015	Narrogin Meals On Wheels	NHC MOW x 275 November 2015	-478.50	L	F
77	EFT4875	18/12/2015	Narrogin Electrical Services	CLAYTON ROAD OVAL MAINTENANCE Disconnect GPO in Shed	-121.00	L	
78	EFT4876	18/12/2015	Narrogin Liquor Store	COUNCIL REFRESHMENT Meeting 11/11/15	-307.91	L	
79	EFT4877	18/12/2015	David Arthur Russell	MEMBERS ALLOWANCES 01/10/15 - 31/12/15	-2250.00	L	
80	EFT4878	18/12/2015	Arthur Reginald Paternoster	DEPUTY MAYOR ALLOWANCES 01/10/15 - 31/12/15	-3406.22	L	
81	EFT4879	18/12/2015	Jan Elizabeth McKenzie	MEMBERS ALLOWANCES 01/10/15 - 31/12/15	-2250.00	L	
82	EFT4880	18/12/2015	Michael Gerard Kain	MEMBERS ALLOWANCES 01/10/15 - 31/12/15	-2250.00	L	
83	EFT4881	18/12/2015	Narrogin Betta Home Living	NCP MAINTENANCE Outdoor Furniture	-2227.00	L	

84	EFT4882	18/12/2015	Narrogin and District Senior Citizens Centre	NHC HIRE Senior Citizen Hall 11 & 25 November 2015	-420.00	L	F
85	EFT4883	18/12/2015	Ixom Operations Pty Ltd	WWTP CHLORINE 920Kg 09/12/15	-2644.40		
86	EFT4884	18/12/2015	Edwards Motors Pty Ltd	NGNO Holden Cruze Hatchback MLC (P4)	-8000.00	L	
87	EFT4885	18/12/2015	QUBE Logistics	WWTP FREIGHT CHLORINE 920kg 31/10/15	-881.90		
88	EFT4886	18/12/2015	Country Paint Supplies	MACKIE PARK MAINTENANCE Paint and Brush	-47.50	L	
89	EFT4887	18/12/2015	New Security Installations Pty Ltd	NHC SECURITY Alarm Monitoring Annual Charge 13/12/15 - 12/12/16	-1144.00		F
90	EFT4888	18/12/2015	Alchemy Technology	NHC IT SMS Carer Support Module & Database Configuration	-2037.20		F
91	EFT4889	18/12/2015	Narrogin Junior Basketball Association	NRLC KIDS SPORT VOUCHERS	-2467.50	L	F
92	EFT4890	18/12/2015	Upper Great Southern Hockey	HALLS REIMBURSEMENTS Alarm Activation from Bond Town Hall Upper Great Southern Hockey	-484.00		
93	EFT4891	18/12/2015	Marketforce Pty Ltd	PWO ADVERTISING WA 21/11/15 Executive Manager Planning	-2886.67		
94	EFT4892	18/12/2015	Hot Klobba Clothing Co	NHC UNIFORMS x 9	-337.37		F
95	EFT4893	18/12/2015	Melchiorre Plumbing & Gas	CEMETERY TOILETS MAINTENANCE Install 2 Disabled Toilets	-2948.00	L	
96	EFT4894	18/12/2015	Crevet Pipelines	WWTP MAINTENANCE Supply Bolts	-923.00		
97	EFT4895	18/12/2015	Portner Press Pty Ltd	ADMIN PUBLICATIONS Employment Law Update 8 2015	-97.00		
98	EFT4896	18/12/2015	Western Australian Electoral Commission	MEMBERS ELECTION Returning Officer	-6698.27		
99	EFT4897	18/12/2015	West Australian Newspapers Limited	OTHCUL ADVERTISING NO 26/11/15 Disability Awareness Week	-646.00		
100	EFT4898	18/12/2015	Jhodi Nicole Campbell	REIMBURSEMENT NHC Vacum Cleaner Bags 28/11/15	-47.90	L	F
101	EFT4899	18/12/2015	Paul Marcel Schutz	MEMBERS ALLOWANCES 01/10/15 - 31/12/15	-2250.00	L	
102	EFT4900	18/12/2015	Colin John Ward	MEMBERS ALLOWANCES 01/10/15 - 31/12/15	-2250.00	L	
103	EFT4901	18/12/2015	Clive Malcolm Bartron	MEMBERS ALLOWANCES 01/10/15 - 31/12/15	-2250.00	L	
104	EFT4902	18/12/2015	Jeni Anning	ADMIN FINANCIAL SERVICES October 2015	-455.00		
105	EFT4903	18/12/2015	Alexander Planning Consultants	ADMINISTRATION BUILDING Office Extension Stage 2	-11096.80		F
106	EFT4904	18/12/2015	AMPAC Debt Recovery Pty Ltd	RATES DEBT COLLECTION Ampac Expenses November 2015	-3140.90		
107	EFT4905	18/12/2015	The Sound Man	NRLC TOWNSCAPE Thank a Volunteer Day Event	-500.00	L	
108	EFT4906	18/12/2015	Advertiser Print	OTHGOV PRINTING Christmas Cards 2015 x 150	-141.35		
109	EFT4907	18/12/2015	YMCA Perth - Narrogin Leisure Centre	NRLC SALARIES Leave Payment as per Agreement	-7934.66		
110	EFT4908	18/12/2015	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-882.05		R
111	EFT4909	18/12/2015	Murray John Fisher	MEMBERS ALLOWANCES 01/10/15 - 31/12/15	-2250.00	L	
112	EFT4910	18/12/2015	83 Arrandale Pty Ltd	RATES REFUND Valuation Objection allowed A154200	-597.19	L	

113	EFT4911	18/12/2015	Keith McGregor Stewart	CROSSOVER Council Contributions KM & KD Stewart - 49 Havelock St	-175.00	L	
114	EFT4912	23/12/2015	Australian Taxation Office	BAS NOVEMBER 2015	-17780.00		
115	EFT4913	23/12/2015	Public Transport Authority	TRANSWA TICKETS November 2015	-1028.16		
116	EFT4914	23/12/2015	Courier Australia	SIGNS FREIGHT December 2015	-155.45		
117	EFT4915	23/12/2015	Knightline Computers	ADMIN IT Increase Hard Drive Size and Update to Latest Rollup	-270.00	L	
118	EFT4916	23/12/2015	Ballards of Narrogin	VERGE MAINTENANCE Pine bark Mulch 3 Buckets	-980.00	L	
119	EFT4917	23/12/2015	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	SIGNS PARKING Museum Carpark, Church Square and Railway Precinct	-766.70		
120	EFT4918	23/12/2015	Colin John Bastow	REIMBURSEMENT DCCS ELECTRICITY September - November 2015	-165.65	L	R
121	EFT4919	23/12/2015	Narrogin Electrical Services	THOMAS HOGG OVAL UPGRADE Electrical and Installation new power supply	-19998.00	L	
122	EFT4920	23/12/2015	Thing-A-Me-Bobs	ADMIN GENERAL Christmas Lights Decorations	-19.94	L	
123	EFT4921	23/12/2015	Narrogin Liquor Store	COUNCIL MEETING Refreshments 17/12/15	-108.97	L	
124	EFT4922	23/12/2015	Narrogin Betta Home Living	ADMIN IT TCL LED 55 TV Screen and Wall Bracket for NRLC"	-1048.00	L	
125	EFT4923	23/12/2015	Narrogin Glass & Quick Fit Windscreens	NGN417 Mitsubishi Triton 4x4 2.5L (RO) (P7) Window Tinting	-280.00	L	
126	EFT4924	23/12/2015	RJ Smith Engineering	ADMIN WATER 15lt x 8 Bottles 13/12/15	-136.00	L	
127	EFT4925	23/12/2015	QUBE Logistics	WWTP FREIGHT CHLORINE 13/12/15	-881.90		
128	EFT4926	23/12/2015	Goodyear Dunlop Tyres Pty Ltd	OONGN Mitsubishi Triton (Works) (P26) Tyre Repair and Rubber Insertion	-66.00		
129	EFT4927	23/12/2015	Rotary Club Narrogin	COUNCIL FUNCTION Christmas Party Bouncy Castle Hire	-100.00	L	
130	EFT4928	23/12/2015	Commandacom.	ADMIN TELEPHONE System Rental 27/01/16 - 27/04/16	-1646.70		
131	EFT4929	23/12/2015	Tudor House	PUBLIC RELATIONS Australian Flag for Ceremony	-185.00		
132	EFT4930	23/12/2015	Williams Rural Supplies	DRAINAGE WORKS Green Pipe	-8031.85		
133	EFT4931	23/12/2015	Katanning Security Services Pty Ltd	TOWN HALL SECURITY LESSOR HALL Call Out 22/11/15 Reference 1006 & 1008	-132.00		
134	EFT4932	23/12/2015	Crevet Pipelines	WWTP MAINTENANCE Supply 3 Gear bolts	-659.29		
135	EFT4933	23/12/2015	Food with Flair	COUNCIL FUNCTION Christmas Party Catering	-3541.50	L	
136	EFT4934	23/12/2015	Maggie Signs & Decals	COMMUNITY GARDENS Eggsellent Eggs Project Sign and Decal	-245.00	L	PF
137	EFT4935	23/12/2015	Quick Corporate	ADMIN STATIONERY Various Items December 2015	-1071.72		
138	EFT4936	23/12/2015	Fegan Building Surveying	BUILDING Contract Building Surveyor Certificate of Design Compliance x 6	-1947.00		
139	EFT4937	23/12/2015	Narrogin Rev Heads	REV HEADS REIMBURSEMENT Event Equipment Hire	-2200.00	L	R

140	EFT4938	23/12/2015	Southern Wheatbelt Construction	ANIMAL POUND UPGRADE Fitting Roof Sheets to New Pound	-1270.00	L	
141	EFT4939	23/12/2015	Torre Evans	PWO REIMBURSEMENT Work Clothes 14/12/15	-239.80	L	R
142	EFT4940	23/12/2015	Civic Legal	TAFE SITE Professional Fees September 2015	-13324.96		
143	EFT4941	23/12/2015	Conway Highbury Pty Ltd	OTHGOV MERGER Consultancy Service and Travel Allowances 30/11/15	-16646.19		F
144	EFT4942	23/12/2015	BKS Electrical	ADMIN BUILDING Install Panel Lights	-3330.00	L	
145	EFT4943	23/12/2015	Woodism Creations	OTHCUL DISABILITY AWARENESS WEEK PROJECT Final Instalment for 3 Jarrah Tables in Community Garden	-600.00	L	PF
146	EFT4944	23/12/2015	Narrogin Guardian Pharmacy	SUNDRY DRY PARKS MAINTENANCE Purchase Syringe Disposal Kits x 10	-66.00	L	
147	EFT4945	23/12/2015	Wayne Gill	NHC REIMBURSEMENT Medical Pre-employment for Wayne Gill	-126.00	L	F
148	EFT4946	23/12/2015	Tom O'Brien Music	COUNCIL FUNCTION Christmas Party Entertainment	-600.00	L	
149	DD1179.1	04/12/2015	Telstra	TELEPHONE Landlines Various November 2015	-2318.15		PF
150	DD1195.1	02/12/2015	Narrogin Homecare - Petty Cash	NHC PETTY CASH November 2015	-172.40	L	F
151	DD1195.2	21/12/2015	Origin Energy Retail Limited	NRLC LPG Bulk Supply 25/11/15	-2994.95		
152	DD1199.1	12/12/2015	Telstra	TELEPHONE Mobiles Various November 2015	-2143.35		PF
153	DD1200.1	11/12/2015	Water Corporation	WATER Various Departments November 2015	-22117.76		PF
154	DD1200.3	11/12/2015	Synergy	ELECTRICITY Various Department November 2015	-9583.65		PF
155	DD1217.1	11/12/2015	Synergy	ELECTRICITY Street Lights & Bannister Street October - November 2015	-10057.60		
156	DD1219.1	14/12/2015	Water Corporation	WATER Various Department November 2015	-387.58		PF
157	DD1219.2	14/12/2015	Synergy	ELECTRICITY Various Department November 2015	-9252.55		
158	DD1231.1	23/12/2015	Origin Energy Retail Limited	NCP LPG Bulk Supply 07/12/15	-7126.70		
159	DD1231.2	23/12/2015	Synergy	NRLC ELECTRICITY November - December 2015	-15932.85		
160	DD1231.3	23/12/2015	Water Corporation	WATER Various Departments November 2015	-406.56		PF
161	DD1267.2	30/12/2015	Origin Energy Retail Limited	NCP LPG Bulk Supply 30/12/15	-2950.35		
162	DD1267.3	02/12/2015	Western Power Corporation	TAFE SITE REMEDIATION DCR Fee Keally, Sagar & Cresswell Streets	-363.00		
163	45318	15/12/2015	Town of Narrogin - Petty Cash- Admin	PETTY CASH CATS Float December 2015	-240.00	L	
164	45319	15/12/2015	Terrence John Tyler	RATES REFUND Valuation Objection Allowed A236500	-92.22	L	
165	45320	23/12/2015	Town Of Narrogin	TRANSWA COMMISSION November 2015	-230.95	L	
166	45321	23/12/2015	Town of Narrogin - Petty Cash- Admin	ADMIN PETTY CASH 23/12/15	-224.60	L	
167	DD1243.1	30/12/2015	AustralianSuper	Superannuation contributions	-420.16		

168	DD1243.2	30/12/2015	Commonwealth Bank	Superannuation contributions	-277.69		
169	DD1243.3	30/12/2015	MLC Nominees	Payroll deductions	-271.00		
170	DD1243.4	30/12/2015	BT Lifetime Super	Superannuation contributions	-229.60		
171	DD1243.5	30/12/2015	Onepath Custodians Pty Ltd	Superannuation contributions	-158.91		
172	DD1243.6	30/12/2015	Macquarie Super Accumulator	Superannuation contributions	-50.80		
173	DD1243.7	30/12/2015	Sunsuper	Superannuation contributions	-228.37		
174	DD1243.8	30/12/2015	MLC MasterKey	Superannuation contributions	-235.41		
175	DD1243.9	30/12/2015	A.N.Z. Australian Staff Superannuation Scheme	Superannuation contributions	-119.63		
176	DD1243.10	30/12/2015	BT Business Super	Superannuation contributions	-25.40		
177	DD1243.11	30/12/2015	Care Super	Superannuation contributions	-88.27		
178	DD1243.12	30/12/2015	WA Local Government Super Plan	Payroll deductions	-9062.48		
179	DD1243.13	30/12/2015	ANZ Super Advantage	Superannuation contributions	-35.56		
180	DD1243.14	30/12/2015	Colonial First State	Superannuation contributions	-183.71		
181	DD1243.15	30/12/2015	Media Super	Superannuation contributions	-166.25		
182	DD1243.16	30/12/2015	Rest Superannuation	Superannuation contributions	-17.15		
183	DD1243.17	30/12/2015	Australian Ethical Superannuation	Superannuation contributions	-1312.10		
184	DD1243.18	30/12/2015	St Andrews Retirement Plan	Superannuation contributions	-70.61		
185	DD1243.19	30/12/2015	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11		
186	DD1243.20	30/12/2015	Colonial First State Investments	Superannuation contributions	-30.48		
187	DD1243.21	30/12/2015	Host Plus	Superannuation contributions	-67.95		
188	DD1243.22	30/12/2015	Concept One the Industry Superannuation Fund	Superannuation contributions	-196.52		
189	DD1243.23	30/12/2015	Hesta Superannuation	Superannuation contributions	-104.65		
					-\$1,714,822.79		

Payroll Date Nett Paid

2/12/2015 \$93,689.59

3/12/2015 \$3,406.92

11/12/2015 **-\$1,111.20**

16/12/2015 \$93,599.37

30/12/2015 \$88,208.55

Total \$277,793.23

Cheque Total \$787.77 1%

EFT Total \$1,714,822.79 86%

Payroll Total \$277,793.23 13%

Total \$1,993,403.79

Local Suppliers \$1,384,508.31 69%

Employees \$277,793.23 13%

F Funded
PF Partially Funded
R Reimbursement
I Insurance
PRB Partially Reimbursement
L Local Supplier

10.2.013 PAYMENTS FOR ENDORSEMENT – JANUARY 2016

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 15 February 2016
Author: Tienieke Lester - Finance Officer Accounts

Attachments

- List of Accounts for Endorsement – January 2016

Summary

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

Total Creditor Payments January 2016	\$396,956.49
Total Payroll Payments January 2016	\$274,563.01
Total Payments January 2016	\$671,519.50
Percentage paid by EFT January 2016	1%
Percentage paid by Cheque January 2016	58%
Percentage paid by Payroll January 2016	41%
Percentage of Local Suppliers & Wages paid January 2016	61%
Dollar Value spent with Local Suppliers January 2016	\$131,976.56
Percentage of Non-Local Suppliers January 2016	39%

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

Consultation

Rhona Hawkins, Manager of Finance

Statutory Environment

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

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2015/16 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0216.017 AND OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Ward

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement for the month of January 2016 for the Municipal Fund totalling \$ 671,519.50

CARRIED 7/0

List of Accounts for Endorsement January 2016

	Chq/EFT	Date	Name	Description	Amount	Type	Fund
1	EFT4947	07/01/2016	Department of Human Services	Payroll deductions	-1281.24		
2	EFT4948	07/01/2016	BT Lifetime Super	Superannuation contributions	-476.32		
3	EFT4949	07/01/2016	Easifleet	EMPLOYEE COSTS Novated lease Toni Reitmayer	-882.05		R
4	EFT4950	08/01/2016	Best Office Systems	ADMIN PHOTOCOPIER Black and White & Colour Copies December 2015	-438.64	L	
5	EFT4951	08/01/2016	Ray White Narrogin	DTES HOUSING RENT 16/12/15 - 12/01/16	-1200.00	L	
6	EFT4952	08/01/2016	Coles Supermarket	COLES ACCOUNT Various Department December 2015	-2323.75	L	
7	EFT4953	08/01/2016	Narrogin Packaging	NHC CLEANING Interleave Towel 22/12/15	-95.85	L	F
8	EFT4954	08/01/2016	Courier Australia	FREIGHT Various Department December 2015	-85.16		
9	EFT4955	08/01/2016	State Library of Western Australia	LIBRARY LOST AND DAMAGED BOOKS Ref 12 Items Ref No. 12395	-408.10		
10	EFT4956	08/01/2016	Halanson Earthmoving	REFUSE SITE MAINTENANCE Digging New Tip Hole	-9361.00	L	
11	EFT4957	08/01/2016	Landgate	LANDGATE VARIOUS CONSULTANCY November - December 2015	-369.00		
12	EFT4958	08/01/2016	Susan Farrell	COUNCIL LAUNDRY Linen 24/11/15	-150.00	L	
13	EFT4959	08/01/2016	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	CEMETERY MAINTENANCE Supply of 2 Entrance signs Showing Map of Cemetery	-105.60		
14	EFT4960	08/01/2016	Aaron Joseph Cook	REIMBURSEMENT CEO Rent December 2015 - January 2016	-2000.00	L	R
15	EFT4961	08/01/2016	Narrogin Newsagency	LIBRARY NEWSPAPERS December 2015	-61.00	L	
16	EFT4962	08/01/2016	Narrogin Electrical Services	NCP MAINTENANCE Connect Phone Landline to Caretakers Office	-2536.88	L	
17	EFT4963	08/01/2016	IT Vision	OTHGOV MERGER Update GL Accounts, IE Codes as per quote 4211	-1229.80		F
18	EFT4964	08/01/2016	Narrogin and District Senior Citizens Centre	NHC Hire Senior Citizen Hall 09/12/15	-210.00	L	F
19	EFT4965	08/01/2016	Kulker Plumbing Service	NARROGIN RACE COURSE TRACK Plumbing Repair	-208.16	L	
20	EFT4966	08/01/2016	Narrogin Bearing Service	WORKS TOOLS Additional Stilson Grips 23/12/15	-222.85	L	
21	EFT4967	08/01/2016	Ixom Operations Pty Ltd	NRLC POOL Chemical Service Fee 4 x 920Kg Chlorine Gas Bottle 31/12/15	-601.45		

22	EFT4968	08/01/2016	Edwards Motors Pty Ltd	NGN00 Holden VF Commodore (DTES) (P2) Install Floor Mats	-125.80	L	
23	EFT4969	08/01/2016	CY O'Connor Institute	NHC TRAINING Cert 111 in Aged Care 15/12/15	-192.62		F
24	EFT4970	08/01/2016	Shire of Narrogin	DCCS HOUSING RENTAL 13 Hough Street 12/12/15 - 9/01/16	-1400.00	L	
25	EFT4971	08/01/2016	Ashley Blyth Tree Lopping	TREES MAINTENANCE Lop and Remove Large Trees at Furnival, Falcon and Floreat Streets	-1540.00	L	
26	EFT4972	08/01/2016	Peerless Jal Pty Ltd	PUBLIC TOILETS Various Cleaning Products December 2015	-300.50		
27	EFT4973	08/01/2016	Signs Plus	ADMIN STAFF Name Badge Councillor Murray Fisher	-18.00		
28	EFT4974	08/01/2016	John Parry Medical Centre	ADMIN RECRUITMENT Pre-Employment Medical for Samantha Friend	-126.00	L	
29	EFT4975	08/01/2016	Marketforce Pty Ltd	MEMBERS ADVERTISING WA 16/12/15 Tender Admin building	-1334.95		
30	EFT4976	08/01/2016	Melchiorre Plumbing & Gas	TOWN HALL MAINTENANCE Inspect and fix gas leak	-559.00	L	
31	EFT4977	08/01/2016	YMCA of Perth Inc.	NRLC YMCA Subsidy for December 2015	-23118.06		R
32	EFT4978	08/01/2016	LGnet	DTES ADVERTISEMENT LG Net 16/11/15 - 07/12/15 Director of Planning and Regulatory	-165.00		
33	EFT4979	08/01/2016	YMCA Perth - Narrogin Leisure Centre	REGIONAL TALENT Development Group Sessions for Athletes 13/10/15 - 22/12/15 in the Narrogin RTD program 2015	-903.40	L	F
34	EFT4980	08/01/2016	Narrogin Eagles Sporting Club	COUNCIL FUNCTION Staff Christmas Party 12/12/15	-2350.00	L	
35	EFT4981	08/01/2016	Dale Kirby & Co	FOX LAIR UPGRADE Install 2 Standing Carports	-3500.00	L	
36	EFT4982	08/01/2016	Southpoint Nominees Pty Ltd T/as L.M.W Hegney	ADMIN CONSULTANCY Rental and Sale of Land Valuations as per quote 3500	-4950.00		
37	EFT4983	08/01/2016	Bird's Silos & Shelters	COMMUNITY GARDENS EGGSELLENT EGGS COMPOST Install Solarweave Tarps for Gnarojin Community Garden	-453.64		F
38	EFT4984	08/01/2016	Australian Aged Care Quality Agency Education	NHC TRAINING Consumer Directed Care and Home Care Standards 14/04/16	-645.00		F
39	EFT4985	15/01/2016	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-882.05		R
40	EFT4986	15/01/2016	Narrogin Hire & Reticulation	CLAYTON ROAD Foot valve and fittings 31/12/15	-2218.84	L	
41	EFT4987	15/01/2016	Best Office Systems	NHC PHOTOCOPIER Black Copies December 2015	-88.89	L	F

42	EFT4988	15/01/2016	Narrogin Packaging	PUBLIC TOILETS Cleaning Products 22/12/15	-1526.28	L	
43	EFT4989	15/01/2016	Australia Post	POSTAGE Various Departments December 2015	-844.03	L	PF
44	EFT4990	15/01/2016	Great Southern Fuels	FUEL Monthly Account Various Departments December 2015	-4711.73	L	PF
45	EFT4991	15/01/2016	Narrogin Fruit Market	COUNCIL REFRESHMENTS LUNCHEON 3 November 2015	-89.90	L	
46	EFT4992	15/01/2016	Courier Australia	FREIGHT Various Departments 18/12/15	-175.62		
47	EFT4993	15/01/2016	MAKIT Narrogin Hardware	HARDWARE Various Departments 01/12/15	-822.00	L	
48	EFT4994	15/01/2016	Greenline Ag Pty Ltd	JD X320 Ride On Mower Power Blower (WORKS)	-888.49		
49	EFT4995	15/01/2016	Geoff Perkins Farm Machinery Centre	NHC MAINTENANCE Mower Parts Replacement	-184.89	L	F
50	EFT4996	15/01/2016	Narrogin Newsagency	NHC NEWSPAPERS & STATIONERY December 2015	-141.43	L	F
51	EFT4997	15/01/2016	Narrogin Electrical Services	NHC MAINTENANCE Install 3 RCD's on Light Circuits	-499.40	L	F
52	EFT4998	15/01/2016	IT Vision	MERGER Amalgamation Conversion Rates and Project Management	-5775.00		F
53	EFT4999	15/01/2016	Great Southern Waste Disposal	REFUSE COLLECTION December 2015	-49944.23	L	
54	EFT5000	15/01/2016	RJ Smith Engineering	TWIS CAPITAL New Replacement Pipes	-1776.50	L	
55	EFT5001	15/01/2016	WA Country Health Service	NHC MOW November 2015	-3238.40		F
56	EFT5002	15/01/2016	Octave Holdings Pty Ltd T/as Narrogin Toyota	009NGN Toyota Camry Altise (NHC) (P43) Carry out 30,000km Service	-388.33	L	F
57	EFT5003	15/01/2016	CY O'Connor Institute	NHC TRAINING Cert III Gill 19/12/15	-80.39		F
58	EFT5004	15/01/2016	Narrogin Panel Beating Service	NGN00 Commodore (DTES) INSURANCE Excess Fee	-750.00	L	
59	EFT5006	15/01/2016	Belvedere Nursery	CEMETERY MAINTENANCE Rose and Soil Conditioner	-604.55	L	
60	EFT5007	15/01/2016	Narrogin Pumps Solar And Spraying	WWTP CHLORINE 2 x 10kg	-184.80	L	
61	EFT5008	15/01/2016	Kay Weaver	REIMBURSEMENT STATIONERY Labels Officeworks	-36.58	L	R
62	EFT5009	15/01/2016	Maggie Signs & Decals	NHC SIGNAGE A Frames Corflu	-510.80	L	F
63	EFT5010	15/01/2016	AMPAC Debt Recovery Pty Ltd	RATES DEBT COLLECTION Ampac Expenses December 2015	-275.00		
64	EFT5011	15/01/2016	W.A. Police Strategic Prevention Unit	NHC Volunteer National Police check for Doak	-14.80		F
65	EFT5012	22/01/2016	Best Office Systems	ADMIN MAINTENANCE Repairs & Labour Uchida F43N Folding Machine	-267.00	L	

66	EFT5013	22/01/2016	Ray White Narrogin	DTES STAFF HOUSING RENTAL 4 weeks 46 Doney Street 13/01/16 - 09/02/16	-1200.00	L	
67	EFT5014	22/01/2016	Narrogin Packaging	AUSTRALIA DAY COMMUNITY BREAKFAST Disposable plates, cutlery and foil trays	-92.20	L	
68	EFT5015	22/01/2016	Narrogin Fruit Market	OTHGOV ADMIN Refreshment Milk January 2016	-7.95	L	
69	EFT5016	22/01/2016	Tutoring Australasia Pty Ltd	LIBRARY SUBSCRIPTIONS Your Tutor online service	-1463.00		
70	EFT5017	22/01/2016	Narrogin Auto Electrics	NGN 10179 Mercedes Sprinter (NHC) (P11) Van Re-Gas	-157.00	L	F
71	EFT5018	22/01/2016	Ingrey's	NGN839 2015 Nissan Altima (CHCP)	-11300.00	L	F
72	EFT5019	22/01/2016	Knightline Computers	LIBRARY EQUIPMENT Install Canon Scanner, Label Printer and Fix Issue	-309.00	L	
73	EFT5020	22/01/2016	WALGA	ADMIN STATIONERY Desk pad Calendars x 5	-48.90		
74	EFT5021	22/01/2016	Road Signs Australia - Bibby Financial Services Australia Pty Ltd	REFUSE SITE SIGNAGE No Smoking Signs	-93.50		
75	EFT5022	22/01/2016	Allans Bobcat and Truck Hire	CEMETERY Grave Digging	-242.00	L	
76	EFT5023	22/01/2016	Edwards Motors Pty Ltd	032NGN 2012 Holden Cruze 75,000km service 15/01/16	-353.25	L	
77	EFT5024	22/01/2016	Great Southern Waste Disposal	ADMIN and NCP Recycling Bin Pick Up Service until 30/06/16	-800.80	L	
78	EFT5025	22/01/2016	RJ Smith Engineering	ADMIN WATER 15lt x 8 Bottle 15/01/16	-136.00	L	
79	EFT5026	22/01/2016	P & F Kulker Building Contractors	TOUR Remove banners on Williams Road	-300.30	L	
80	EFT5027	22/01/2016	Public Transport Authority	TRANSWA TICKETS December 2015	-960.55		
81	EFT5028	22/01/2016	Mereana Jane Lewis	NHC REIMBURSEMENT Fuel for Rockingham Excursion	-43.75	L	R
82	EFT5029	22/01/2016	Cailes Gas Services	NCP MAINTENANCE Check Dryer for Fault 11/01/16	-95.00		
83	EFT5030	22/01/2016	Boral Asphalt	ROAD MAINTENANCE PPR loose x 5 tonne and Emulsion 4 x 205L drum	-4869.70		
84	EFT5031	22/01/2016	Bob Waddell	OTHGOV MERGER Consulting Assistance with System Configuration as per quote	-66.00		F
85	EFT5032	22/01/2016	Williams Rural Supplies	DRAINAGE WORKS Supply 5 x Green Pipe	-1600.78		
86	EFT5033	22/01/2016	Raeco	LIBRARY - GEN OFFICE - BOOK COVERING MATERIALS Singlefold covering 270 X 27 mm	-58.99		
87	EFT5034	22/01/2016	W.A. Police Strategic Prevention Unit	NHC STAFF Volunteer Police Checks	-59.20		F

88	EFT5035	22/01/2016	L R Sims & Co	BOWLING CLUB CAPITAL Removal Asbestos from Retaining Wall	-2462.00		
89	EFT5036	22/01/2016	Environmental Health Australia (New South Wales) INC	HEALTH SUBSCRIPTION I'm Alert Online 2015-16	-330.00		
90	EFT5037	22/01/2016	Crevet Pipelines	WWTP HARDWARE Gear bolts	-659.29		
91	EFT5038	22/01/2016	Narrogin Spring Festival	OTHCULT SPRING FESTIVAL Contribution	-2000.00	L	F
92	EFT5039	22/01/2016	Metal Artwork Creations	MEMBERS Gold Desk Name Plaque for Azhar Awang Refer Quote: 50488	-15.73		
93	EFT5040	22/01/2016	WA Library Supplies	LIBRARY STATIONERY Book Processing Materials order no 10748	-334.25		
94	EFT5041	22/01/2016	Cheryl Adams	NHC REIMBURSEMENT LR Driving Test (Adams)	-70.80	L	F
95	EFT5042	22/01/2016	Alexander Planning Consultants	ADMIN BUILDING Stage 2 Hydraulic and Mechanical Services	-13746.50		F
96	EFT5043	22/01/2016	Fegan Building Surveying	BUILDING Contract Building Surveyor Certificate of Design Compliance x 6	-1947.00		
97	EFT5044	22/01/2016	Talis Consulting's Pty Ltd Atf Talis Unit Trust	OTHGOV MERGER Data Capture and 15 Year Works Program Sealed and Unsealed Road Network	-26719.00		F
98	EFT5045	22/01/2016	Conway Highbury Pty Ltd	MERGER Consultancy Services December 2015 (Niel Mitchell)	-12963.50		F
99	EFT5046	22/01/2016	State Law Publisher	PLAN ADVERTISING Government Gazette 08/01/16 Amendment No 34 Town Planning Scheme No 2	-85.50		
100	EFT5047	22/01/2016	Wren Oil	REFUSE SITE WASTE DISPOSAL Collection and Disposal of approx. 6,000 litres of Waste Oil	-430.10		
101	EFT5048	22/01/2016	Cheryl King	NHC REIMBURSEMENT Traffic Infringement Record and F Class Licence (King)	-135.10	L	F
102	EFT5049	22/01/2016	Carroll and Richardson Flagworld Pty Ltd	BANNER POLE Hardware and Freight	-2912.80		F
103	EFT5050	22/01/2016	Tuff Stuff Washrooms	GNARROJIN PARK PUBLIC TOILETS Triple Toilet Roll Holders plus Freight	-377.30		
104	EFT5051	22/01/2016	Gray Design Space	OTHCUL ART STORAGE 50% Deposit for Manufacture, Supply and Installation of Art Storage System as per Specification Ref 55117	-18957.40		F
105	EFT5052	22/01/2016	Jared Egerton-Warburton	LIBRARY REIMBURSEMENT Medical for Jared Warburton	-132.00		R
106	EFT5053	22/01/2016	Fire Protection Association Australia	BUILDING SURVEYOR TRAINING - Bushfire	-2500.00		

				Attack Level Assessor Course			
107	EFT5054	22/01/2016	Adam Kempson	OTHGOV CHRISTMAS FUNCTION Bus Driving	-100.00	L	
108	EFT5055	22/01/2016	Telstra DCR&M	WWTP REPAIRS Damage to Telstra Property 12/11/15	-319.67		
109	EFT5056	28/01/2016	Department of Human Services	Payroll deductions	-854.16		
110	EFT5057	28/01/2016	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-882.05		R
111	EFT5058	29/01/2016	Best Office Systems	ADMIN STATIONERY Printer Cartridges 4x Ricoh SP3410DN	-696.40	L	
112	EFT5059	29/01/2016	Courier Australia	WWTP FREIGHT January 2016	-18.15		
113	EFT5060	29/01/2016	Narrogin Auto Electrics	NGN417 Mitsubishi Triton Ute (RANGER) (P7) Part Strobe Safety Light	-404.51	L	
114	EFT5061	29/01/2016	Ballards of Narrogin	ANIMAL POUND Dog Food 20kg	-70.00	L	
115	EFT5062	29/01/2016	Narrogin Electrical Services	THOMAS HOGG OVAL Upgrade and Maintenance	-3772.45	L	
116	EFT5063	29/01/2016	Narrogin Liquor Store	OTHGOV STAFF Farewell Gift Director DTES B Robinson	-90.99	L	
117	EFT5064	29/01/2016	Ixom Operations Pty Ltd	WWTP CHLORINE 920kg 25/01/16	-2691.70		
118	EFT5065	29/01/2016	QUBE Logistics	WWTP FREIGHT CHLORINE 920kg 19/01/16	-881.90		
119	EFT5066	29/01/2016	Air Response	ADMIN MAINTENANCE Service to Air Conditioning System	-175.00	L	
120	EFT5067	29/01/2016	Goodyear Dunlop Tyres Pty Ltd	OONGN Mitsubishi Triton UTE (WORKS) (P26) Repair Tyre and Balance 4WD	-41.91		
121	EFT5068	29/01/2016	Shire of Narrogin	DCCS HOUSING RENTAL13 Hough Street 9/01/16 - 06/02/16	-1400.00	L	
122	EFT5069	29/01/2016	Metal Artwork Creations	OTHGOV FUNCTION Gold Metal Plate for Memorial Park	-16.50		
123	EFT5070	29/01/2016	Narrogin Fresh	AUSTRALIA DAY COMMUNITY BREAKFAST Catering	-712.95	L	
124	EFT5071	29/01/2016	Maggie Signs & Decals	'BANNER POLES 'A' FRAME BOARDS for Event Promotion	-1120.00	L	PF
125	EFT5072	29/01/2016	Quick Corporate	ADMIN STATIONERY Various Items January 2016	-1845.77		
126	EFT5073	29/01/2016	BILL & BENS Hot Bread Shop	AUSTRALIA DAY COMMUNITY BREAKFAST Bread and Rolls	-260.00	L	
127	EFT5074	29/01/2016	Narrogin Joinery	TOWN HALL PUBLIC FURNITURE Deposit for Installation and Design Outdoor Furnitures	-11000.00	L	
128	EFT5075	29/01/2016	Dianne Margaret Warren	NHC REIMBURSEMENT Police Clearance	-61.80	L	F

129	EFT5076	29/01/2016	Melozina Bell	NHC REIMBURSEMENT Police Clearance	-61.80	L	F
130	DD1247.1	08/01/2016	Origin Energy Retail Limited	NRLC LPG Bulk Supply 14/12/15	-3170.15		
131	DD1261.1	15/01/2016	Telstra	TELEPHONE Mobiles Various December 2015	-2609.19		Pf
132	DD1262.1	15/01/2016	Telstra	TELEPHONE Landline Various December 2015	-2276.90		PF
133	DD1267.1	15/01/2016	Origin Energy Retail Limited	NRLC LPG Bulk Supply 22/12/15	-2582.75		
134	DD1282.1	22/01/2016	Synergy	STREET LIGHTS ELECTRICITY November - December 2015	-9704.50		
135	DD1282.2	23/01/2016	Water Corporation	WASTE FACILITIES Trade waste permit January - June 2016	-173.11		
136	DD1282.3	22/01/2016	Water Corporation	SHOPS FEDERAL STREET WATER January - February 2016	-176.16		
137	DD1282.4	22/01/2016	Origin Energy Retail Limited	NRLC LPG Bulk Supply 28/09/15	-2659.55		
138	DD1283.1	22/01/2016	Synergy	NRLC ELECTRICITY 09/12/15 - 12/01/16	-17709.95		
139	DD1299.1	29/01/2016	Australian Taxation Office	BAS December 2015	-72635.40		
140	45322	15/01/2016	Narrogin Homecare - Petty Cash	NHC PETTY CASH January 2016	-125.00		F
141	45323	15/01/2016	Town of Narrogin - Petty Cash-Admin	ADMIN PETTY CASH January 2016	-161.80		R
142	45324	15/01/2016	Town Of Narrogin	TOWN OF NARROGIN Invoices	-330.83		
143	45325	15/01/2016	Wladyslaw Henryk Cybula	RATES REFUND A340032 Amalgamation of Properties	-648.20		
144	45326	19/01/2016	Town Of Narrogin	ADMIN FLOAT Cash till #6	-200.00		
145	45327	22/01/2016	Town Of Narrogin	TRANSWA COMMISSION December 2015	-197.60		
146	45328	28/01/2016	Town of Narrogin - Petty Cash-Admin	ADMIN PETTY CASH January 2016	-232.80		
147	DD1291.1	13/01/2016	WA Local Government Super Plan	Payroll deductions	-8639.35		
148	DD1291.2	13/01/2016	MLC Nominees	Payroll deductions	-271.00		
149	DD1291.3	13/01/2016	BT Lifetime Super	Superannuation contributions	-229.60		
150	DD1291.4	13/01/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-158.91		
151	DD1291.5	13/01/2016	Sunsuper	Superannuation contributions	-228.37		
152	DD1291.6	13/01/2016	MLC MasterKey	Superannuation contributions	-173.56		
153	DD1291.7	13/01/2016	A.N.Z. Australian Staff Superannuation Scheme	Superannuation contributions	-113.03		
154	DD1291.8	13/01/2016	Care Super	Superannuation contributions	-48.89		
155	DD1291.9	13/01/2016	Colonial First State	Superannuation contributions	-167.76		
156	DD1292.1	27/01/2016	AustralianSuper	Superannuation contributions	-376.07		
157	DD1292.2	27/01/2016	Commonwealth Bank	Superannuation contributions	-279.52		

158	DD1292.3	27/01/2016	MLC Nominees	Payroll deductions	-271.00		
159	DD1292.4	27/01/2016	BT Lifetime Super	Superannuation contributions	-229.60		
160	DD1292.5	27/01/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-158.91		
161	DD1292.6	27/01/2016	Sunsuper	Superannuation contributions	-262.62		
162	DD1292.7	27/01/2016	MLC MasterKey	Superannuation contributions	-173.56		
163	DD1292.8	27/01/2016	A.N.Z. Australian Staff Superannuation Scheme	Superannuation contributions	-96.52		
164	DD1292.9	27/01/2016	Care Super	Superannuation contributions	-129.54		
165	DD1291.10	13/01/2016	Media Super	Superannuation contributions	-166.25		
166	DD1291.11	13/01/2016	St Andrews Retirement Plan	Superannuation contributions	-65.53		
167	DD1291.12	13/01/2016	Australian Ethical Superannuation	Superannuation contributions	-1312.10		
168	DD1291.13	13/01/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11		
169	DD1291.14	13/01/2016	Host Plus	Superannuation contributions	-54.61		
170	DD1291.15	13/01/2016	Concept One the Industry Superannuation Fund	Superannuation contributions	-196.52		
171	DD1291.16	13/01/2016	Hesta Superannuation	Superannuation contributions	-106.18		
172	DD1291.17	13/01/2016	Commonwealth Bank	Superannuation contributions	-277.69		
173	DD1291.18	13/01/2016	AustralianSuper	Superannuation contributions	-302.13		
174	DD1292.10	27/01/2016	Colonial First State	Superannuation contributions	-183.71		
175	DD1292.11	27/01/2016	Media Super	Superannuation contributions	-166.25		
176	DD1292.12	27/01/2016	WA Local Government Super Plan	Payroll deductions	-10225.00		
177	DD1292.13	27/01/2016	Australian Ethical Superannuation	Superannuation contributions	-1312.10		
178	DD1292.14	27/01/2016	St Andrews Retirement Plan	Superannuation contributions	-75.18		
179	DD1292.15	27/01/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11		
180	DD1292.16	27/01/2016	Colonial First State Investments	Superannuation contributions	-89.54		
181	DD1292.17	27/01/2016	Host Plus	Superannuation contributions	-188.86		
182	DD1292.18	27/01/2016	Concept One the Industry Superannuation Fund	Superannuation contributions	-196.52		
183	DD1292.19	27/01/2016	Hesta Superannuation	Superannuation contributions	-102.62		
184	7011601	07/01/2016	Australian Ethical Superannuation	Payroll deductions	-2624.20		
185	7011602	07/01/2016	Commonwealth Bank	Superannuation contributions	-540.76		

186	7011603	07/01/2016	Concept One the Industry Superannuation Fund	Superannuation contributions	-393.04		
187	7011604	07/01/2016	Hesta Superannuation	Superannuation contributions	-209.81		
188	7011605	07/01/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-317.82		
189	7011606	07/01/2016	MLC Nominees	Superannuation contributions	-542.00		
190	7011607	07/01/2016	Rest Superannuation	Superannuation contributions	-86.37		
191	7011608	07/01/2016	St Andrews Retirement Plan	Superannuation contributions	-137.16		
192	7011609	07/01/2016	WA Local Government Super Plan	Superannuation contributions	-18857.03		
193	7011610	07/01/2016	AustralianSuper	Superannuation contributions	-885.14		
194	7011611	07/01/2016	Colonial First State Investments	Superannuation contributions	-81.28		
195	7011612	07/01/2016	Host Plus	Superannuation contributions	-252.86		
196	7011613	07/01/2016	ANZ Super Advantage	Superannuation contributions	-101.60		
197	7011614	07/01/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-368.22		
198	7011615	07/01/2016	Sunsuper	Superannuation contributions	-456.74		
199	7011616	07/01/2016	TWUSuper	Superannuation contributions	-603.85		
200	7011617	07/01/2016	A.N.Z. Australian Staff Superannuation Scheme	Superannuation contributions	-297.94		
201	7011618	07/01/2016	MLC MasterKey	Superannuation contributions	-347.12		
202	7011619	07/01/2016	Care Super	Superannuation contributions	-238.13		
203	7011620	07/01/2016	BT Business Super	Superannuation contributions	-246.57		
204	7011621	07/01/2016	Media Super	Superannuation contributions	-314.49		
205	7011622	07/01/2016	Colonial First State	Superannuation contributions	-392.62		
					-396956.49		

Payroll Date	Net Pay
2/12/2015	\$ 93,689.59
13/01/2016	\$ 86,216.85
27/01/2016	\$ 94,656.57
total	\$ 274,563.01

F	Funded
PF	Partially Funded
R	Reimbursement
I	Insurance
PRB	Partially Reimbursement
L	Local Supplier

Cheque Total	1896.23	1%
EFT Total	\$395,060.26	58%
Payroll Total	\$274,563.01	41%
Total	\$671,519.50	
Local Suppliers	\$131,976.56	20%
Employees	\$274,563.01	41%

10.2.014 MONTHLY FINANCIAL REPORTS – DECEMBER 2015

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

Attachments

- Monthly Financial Report for the period ended December 2015.

Background

Council is requested to review the December 2015 Monthly Financial Reports.

Summary

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

Comment

The December 2015 Monthly Financial Reports are presented for review and it is noted that capital expenditure is lower than anticipated but works are expected to be completed by year end.

Consultation

Colin Bastow, Director of Corporate and Community Services

Statutory Environment

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

Policy Implications - Nil

Financial Implications

All expenditure has been approved via adoption of the 2015/16 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0216.018 AND OFFICER'S RECOMMENDATION

Moved: Cr McKenzie

Seconded: Cr Fisher

That Council:

Receive the December 2015 Monthly Financial Reports as presented.

CARRIED 7/0



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 DECEMBER 2015

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Statement of Financial Activity by Nature and Type

Statement of Financial Activity by Statutory Reporting Program

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

TOWN OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
FOR THE PERIOD ENDED 31 DECEMBER 2015

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	
Operating Revenues		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	9	2,314,125	2,314,125	1,154,466	1,300,320	145,854	11%	▲
Profit on Asset Disposal	11	4,130	4,130	2,058	0	(2,058)	(100%)	
Fees and Charges		1,404,129	1,404,129	1,072,312	1,096,421	24,109	2%	
Interest Earnings		131,800	131,800	65,886	91,237	25,351	28%	▲
Other Revenue		155,000	155,000	77,496	73,838	(3,658)	(5%)	
Total (Excluding Rates)		4,009,184	4,009,184	2,372,218	2,561,816	189,598		
Operating Expense								
Employee Costs		(3,930,336)	(3,930,336)	(1,990,148)	(1,861,830)	128,318	7%	
Materials and Contracts		(3,724,392)	(3,724,392)	(1,889,716)	(2,450,696)	(560,980)	(23%)	▲
Utilities Charges		(669,822)	(669,822)	(334,857)	(315,043)	19,814	6%	
Depreciation (Non-Current Assets)		(1,324,892)	(1,324,892)	(662,406)	(629,627)	32,779	5%	
Interest Expenses		(44,846)	(44,846)	(22,416)	(19,405)	3,011	16%	
Insurance Expenses		(187,334)	(187,334)	(184,835)	(192,057)	(7,222)	(4%)	
Loss on Asset Disposal	11	(63,735)	(63,735)	(31,848)	(51,165)	(19,317)	(38%)	
Other Expenditure		(215,034)	(215,034)	(127,246)	(105,726)	21,520	20%	
Total		(10,160,390)	(10,160,390)	(5,243,472)	(5,625,549)	(382,078)		
Funding Balance Adjustment								
Add Back Depreciation		1,324,892	1,324,892	662,406	629,627	(32,779)	(5%)	
Adjust (Profit)/Loss on Asset Disposal	11	59,605	59,605	29,790	51,165	21,375	42%	
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Net Operating (Ex. Rates)		(4,766,709)	(4,766,709)	(2,179,058)	(2,382,941)	(203,884)		
Capital Revenues								
Grants, Subsidies and Contributions	9	869,088	869,088	434,532	6,399,892	5,965,360	93%	▲
Proceeds from Disposal of Assets	11	247,000	247,000	189,000	174,023	(14,977)	(9%)	
Proceeds from New Debentures	13	450,000	450,000	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	2,906,885	2,906,885	0	0	0		
Total		4,472,973	4,472,973	623,532	6,573,915	5,950,383		
Capital Expenses								
Land and Buildings	11	(1,247,879)	(1,247,879)	(45,000)	(66,881)	(21,881)	(33%)	
Plant and Equipment	11	(589,848)	(589,848)	(297,252)	(487,264)	(190,012)	(39%)	▲
Furniture and Equipment	11	(63,000)	(63,000)	(20,000)	0	20,000	100%	▼
Infrastructure Assets - Roads	11	(459,252)	(459,252)	(229,626)	0	229,626	100%	▼
Infrastructure Assets - Footpaths	11	(50,000)	(50,000)	(25,000)	0	25,000	100%	▼
Infrastructure Assets - Drainage	11	(50,000)	(50,000)	0	(9,703)	(9,703)	(100%)	▼
Infrastructure Assets - Other	11	(1,308,472)	(1,308,472)	(352,472)	(213,966)	138,506	65%	▼
Repayment of Debentures	13	(144,809)	(144,809)	(72,399)	(73,109)	(710)	(1%)	
Transfer to Reserves	10	(733,990)	(733,990)	(708,986)	0	708,986	100%	▼
Total		(4,647,250)	(4,647,250)	(1,750,735)	(850,923)	899,812		
Net Capital		(174,277)	(174,277)	(1,127,203)	5,722,992	6,850,195		
Total Net Operating + Capital		(4,940,986)	(4,940,986)	(3,306,261)	3,340,050	6,646,311		
Rate Revenue		3,293,160	3,293,160	3,292,770	3,238,759	(54,011)	(2%)	
Opening Funding Surplus(Deficit)		1,647,827	1,650,598	1,650,598	1,650,598	0	0%	
Closing Funding Surplus(Deficit)	3	1	2,772	1,637,108	8,229,407	6,592,300		

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

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300% 300%	Var
Operating Revenues		\$	\$	\$	\$	\$	%	
Governance		5,100	5,100	48	40,598	40,550	100%	▲
General Purpose Funding		783,915	783,915	391,932	450,869	58,937	13%	▲
Law, Order and Public Safety		31,500	31,500	21,726	20,959	(767)	(4%)	
Health		7,500	7,500	5,498	1,872	(3,626)	(194%)	
Education and Welfare		1,402,564	1,402,564	704,487	7,106,494	6,402,007	90%	▲
Housing		7,800	7,800	3,900	4,200	300	7%	
Community Amenities		974,121	974,121	846,349	868,765	22,416	3%	
Recreation and Culture		922,139	922,139	461,014	206,320	(254,694)	(123%)	▼
Transport		459,156	459,156	229,566	104,038	(125,528)	(121%)	▼
Economic Services		231,401	231,401	115,698	128,544	12,846	10%	
Other Property and Services		53,076	53,076	26,532	29,050	2,518	9%	
Total (Excluding Rates)		4,878,272	4,878,272	2,806,750	8,961,708	6,154,958		
Operating Expense								
Governance		(1,658,132)	(1,658,132)	(857,568)	(649,390)	208,178	32%	▼
General Purpose Funding		(166,081)	(166,081)	(85,664)	(126,727)	(41,063)	(32%)	▲
Law, Order and Public Safety		(261,860)	(261,860)	(137,282)	(123,454)	13,828	11%	
Health		(125,838)	(125,838)	(65,068)	(53,951)	11,117	21%	
Education and Welfare		(1,503,469)	(1,503,469)	(768,762)	(1,862,545)	(1,093,783)	(59%)	▲
Housing		0	0	(892)	0	892	100%	
Community Amenities		(1,261,878)	(1,261,878)	(636,652)	(559,387)	77,265	14%	▼
Recreation and Culture		(2,567,973)	(2,567,973)	(1,345,349)	(1,287,065)	58,284	5%	
Transport		(1,517,366)	(1,517,366)	(760,919)	(701,882)	59,037	8%	
Economic Services		(1,017,699)	(1,017,699)	(514,952)	(361,314)	153,638	43%	▼
Other Property and Services		(80,093)	(80,093)	(70,364)	100,165	170,529	(170%)	
Total		(10,160,390)	(10,160,390)	(5,243,472)	(5,625,549)	(382,078)		
Funding Balance Adjustment								
Add back Depreciation		1,324,892	1,324,892	662,406	629,627	(32,779)	(5%)	
Adjust (Profit)/Loss on Asset Disposal	10	59,605	59,605	29,790	51,165	21,375	42%	
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Net Operating (Ex. Rates)		(3,897,621)	(3,897,621)	(1,744,526)	4,016,952	5,761,477		
Capital Revenues								
Proceeds from Disposal of Assets	10	247,000	247,000	189,000	174,023	(14,977)	(9%)	
Proceeds from New Debentures	12	450,000	450,000	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	9	2,906,885	2,906,885	0	0	0		
Total		3,603,885	3,603,885	189,000	174,023	(14,977)		
Capital Expenses								
Land and Buildings	10	(1,247,879)	(1,247,879)	(45,000)	(66,881)	(21,881)	(33%)	▲
Plant and Equipment	10	(589,848)	(589,848)	(297,252)	(487,264)	(190,012)	(39%)	
Furniture and Equipment	10	(63,000)	(63,000)	(20,000)	0	20,000	100%	
Infrastructure Assets - Roads	10	(459,252)	(459,252)	(229,626)	0	229,626	100%	▼
Infrastructure Assets - Footpaths	10	(50,000)	(50,000)	(25,000)	0	25,000	100%	▼
Infrastructure Assets - Drainage	10	(50,000)	(50,000)	0	(9,703)	(9,703)	(100%)	
Infrastructure Assets - Other	10	(1,308,472)	(1,308,472)	(352,472)	(213,966)	138,506	65%	▼
Repayment of Debentures	12	(144,809)	(144,809)	(72,399)	(73,109)	(710)	(1%)	
Transfer to Reserves	9	(733,990)	(733,990)	(708,986)	0	708,986	100%	▼
Total		(4,647,250)	(4,647,250)	(1,750,735)	(850,923)	899,812		
Net Capital		(1,043,365)	(1,043,365)	(1,561,735)	(676,900)	884,835		
Total Net Operating + Capital		(4,940,986)	(4,940,986)	(3,306,261)	3,340,051	6,646,312		
Rate Revenue		3,293,160	3,293,160	3,292,770	3,238,759	(54,011)	(2%)	
Opening Funding Surplus(Deficit)		1,647,827	1,650,598	1,650,598	1,650,598	0	0%	
Closing Funding Surplus(Deficit)	3	1	2,772	1,637,108	8,229,409	6,592,301		

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

1. SIGNIFICANT ACCOUNTING POLICIES

financial activity are:

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

(h) Inventories

General

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

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

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

(i) Fixed Assets

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

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

(j) Depreciation of Non-Current Assets

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

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

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

Capitalisation Threshold

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

(n) Borrowing Costs

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

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

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Interest expenses

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

Other expenditure

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

(q) Statement of Objectives

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

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

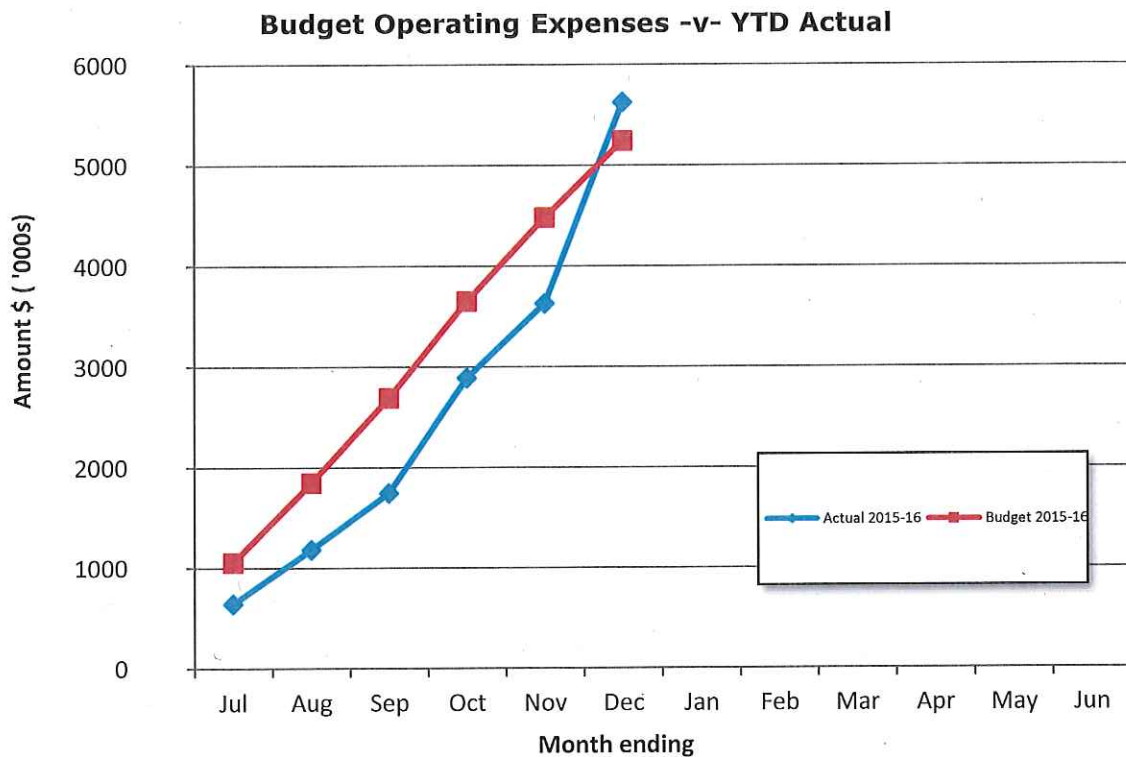
Rural Services, Tourism, Building Control, Economic Development.

OTHER PROPERTY & SERVICES

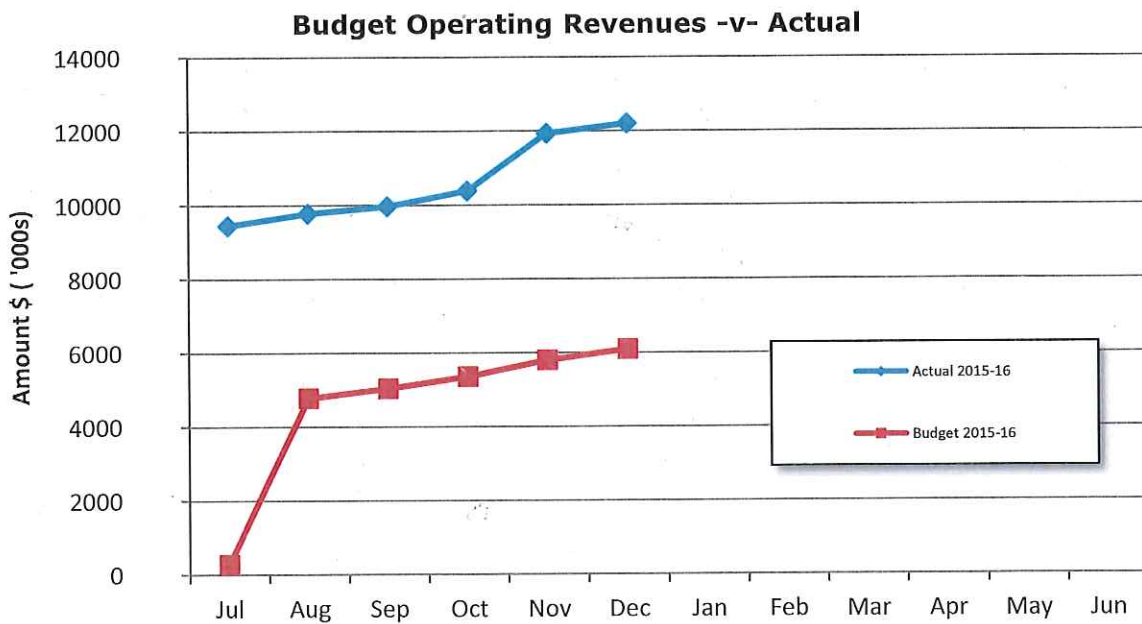
Private Works, Stocks and Miscellaneous Items.

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



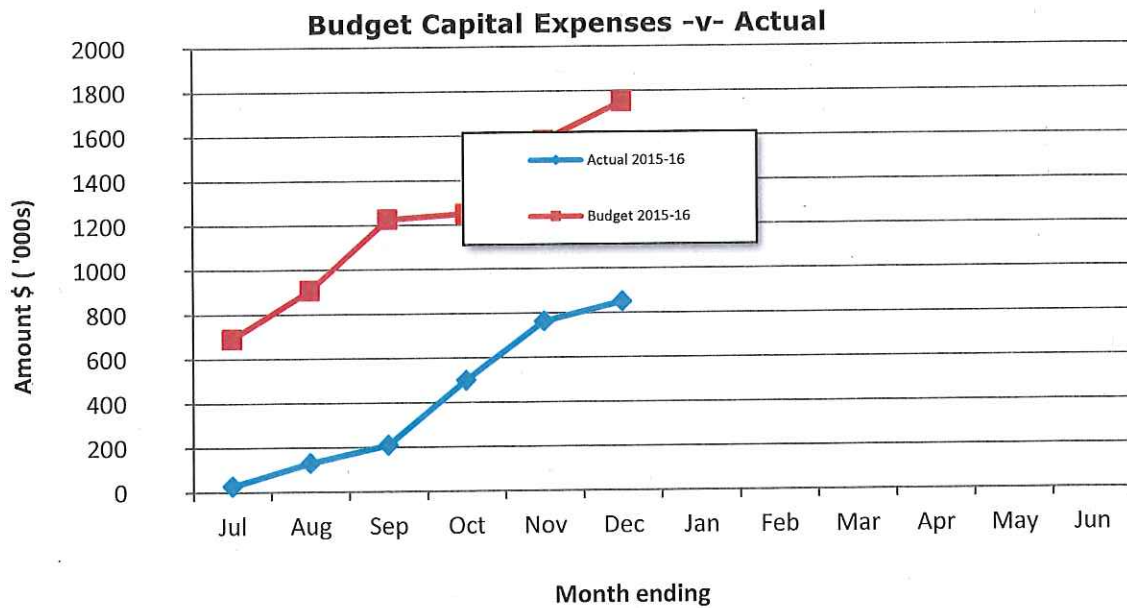
Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

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

Note 2 - Graphical Representation - Source Statement of Financial Activity

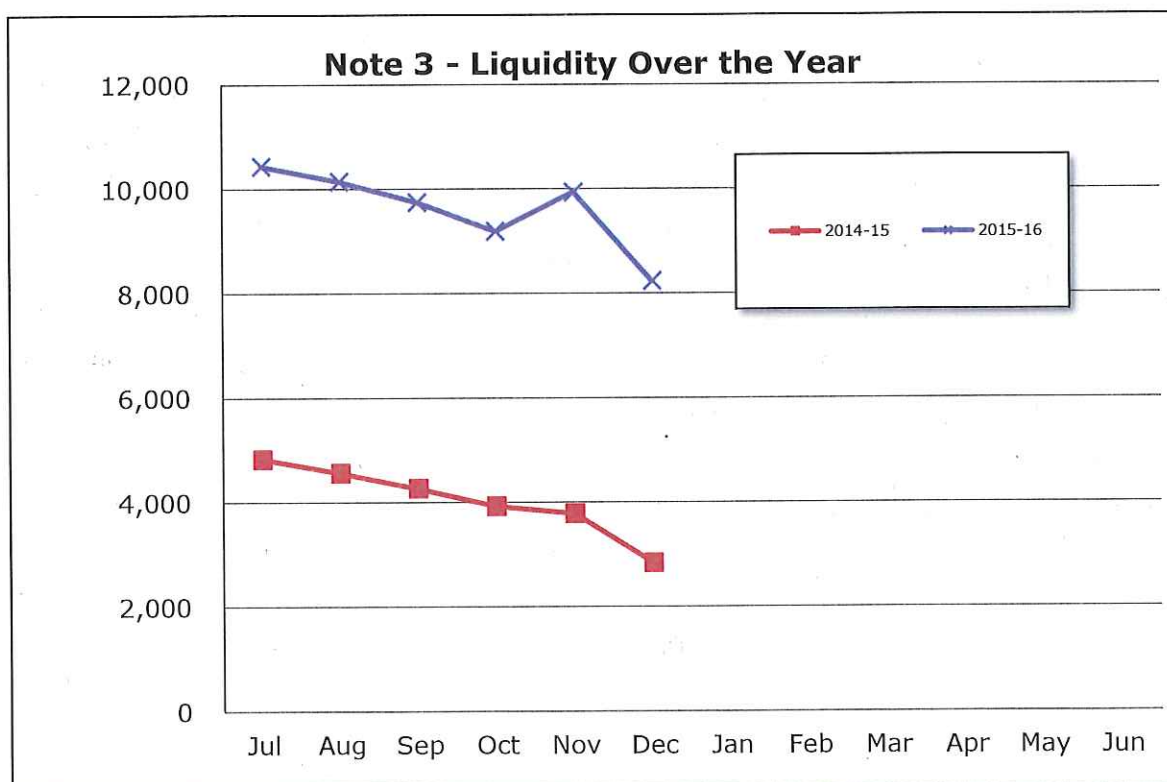


Comments/Notes - Capital Expenses

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

Note 3: SURPLUS/(DEFICIT) POSITION

		Positive=Surplus (Negative=Deficit)		
		31/12/2015	30/11/2015	31/12/2014
Note		This Period	Last Period	Same Period Last Year
	\$	\$	\$	\$
	Current Assets			
	Cash Unrestricted	7,469,204	9,148,161	2,301,545
	Cash Restricted	4,167,800	4,167,800	2,549,443
	Receivables - Rates and Rubbish, ESL, Excess Rates	917,270	1,035,962	853,608
	Receivables -Other	318,235	278,022	242,046
		12,872,509	14,629,945	5,946,641
	Less: Current Liabilities			
	Payables	(353,394)	(406,846)	(342,410)
	Loan Liability	(71,701)	(92,027)	(69,966)
	Provisions	(448,020)	(448,020)	(425,541)
		(873,115)	(946,893)	(837,916)
	Net Current Asset Position	11,999,394	13,683,052	5,108,725
	Less: Cash Restricted	(4,167,800)	(4,167,800)	(2,549,443)
	Add Back: Component of Leave Liability not Required to be funded	326,113	326,113	209,923
	Add Back: Current Loan Liability	71,701	92,027	69,966
	Adjustment for Trust Transactions Within Muni	0	22	0
	Net Current Funding Position	8,229,408	9,933,415	2,839,171



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

- (a) **Cash Deposits**
Municipal Account
Cash Floats - Admin
Library
Homecare
Refuse Site
Caravan Park
Petty Cash - Admin
Library
Homecare
CATS
Reserve Account
Trust Account
- (b) **Term Deposits**
Reserve Term Deposit

Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
1.95%	2,329,664			2,329,664	NAB	On-Call
	1,000			1,000		
	150			150		
	100			100		
	100			100		
	100			100		
	300			300		
	200			200		
	350			350		
	240			240		
				0	NAB	
1.50%			71,425	71,425	NAB	On-Call
2.65%		4,167,800		4,167,800	NAB	31/03/2016
Total	7,469,204	4,167,800	71,425	11,708,429		

Comments/Notes - Investments

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.1 OPERATING REVENUE (EXCLUDING RATES) - PROGRAM

5.1.1 GOVERNANCE

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

Permanent - Insurance rebates for Advertising, Claims Experience and 2014/15 Surplus \$20,409 higher than anticipated.

5.1.2 GENERAL PURPOSE FUNDING

Permanent - Reimbursement of debt collection is higher than anticipated.

Permanent - Interest received on investments is higher than expected due to increased grant funding.

5.1.3 LAW, ORDER AND PUBLIC SAFETY

Permanent - Fire prevention fines and penalties higher than expected.

5.1.4 HEALTH

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

5.1.5 EDUCATION AND WELFARE

Permanent - Grant Funding for the Dementia Wing at Narrogin Cottage Homes was not included in the budget.

Permanent - Recurrent Funding Cost Supplement was not included in the budget.

5.1.6 HOUSING

Nil

5.1.7 COMMUNITY AMENITIES

Nil

5.1.8 RECREATION AND CULTURE

Timing - Budget for grant income was loaded into Synergy and spread across twelve months.

5.1.9 TRANSPORT

Timing - Regional Road Group and R2R Grant payments have not been received as per budget.

5.1.10 ECONOMIC SERVICES

Permanent - Building Licence fees are higher than expected.

5.1.11 OTHER PROPERTY AND SERVICES

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.2 OPERATING EXPENSES - PROGRAM

5.2.1 GOVERNANCE

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

5.2.2 GENERAL PURPOSE FUNDING

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

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

5.2.3 LAW, ORDER AND PUBLIC SAFETY

Nil

5.2.4 HEALTH

Timing - Health Salaries and Wages lower than budgeted.

5.2.5 EDUCATION AND WELFARE

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

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

5.2.6 HOUSING

Nil

5.2.7 COMMUNITY AMENITIES

Timing - Expenditure on Cemetery not as expected.

Timing - Townscape expenditure has not occurred as per budget.

5.2.8 RECREATION AND CULTURE

Nil

5.2.9 TRANSPORT

Nil

5.2.10 ECONOMIC SERVICES

Timing - Caravan Park maintenance is lower than expected.

Timing - TAFE Project expenditure is lower than expected.

5.2.11 OTHER PROPERTY AND SERVICES

Timing - due to Public Works Overheads and Plate Operation Costs will be rectified during Budget Review.

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.3 CAPITAL REVENUE

5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS

Timing - Some vehicle trade ins have occurred prior to budget forecast

5.3.2 PROCEEDS FROM NEW DEBENTURES

Nil

5.3.3 PROCEEDS FROM SALE OF INVESTMENT

Nil

5.3.4 PROCEEDS FROM ADVANCES

Nil

5.3.5 SELF-SUPPORTING LOAN PRINCIPAL

Nil

5.3.6 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

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

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.4 CAPITAL EXPENSES

Timing - Most of the capital items have been spread over a twelve month period. This will be rectified where possible during the Budget Review.

5.4.1 LAND HELD FOR RESALE

Nil

5.4.2 LAND AND BUILDINGS

Nil

5.4.3 PLANT AND EQUIPMENT

Nil

5.4.4 TOOLS

Nil

5.4.5 FURNITURE AND EQUIPMENT

Nil

5.4.6 INFRASTRUCTURE ASSETS - ROADS

Nil

5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS

Nil

5.4.9 INFRASTRUCTURE ASSETS - DRAINAGE

Nil

5.4.10 INFRASTRUCTURE ASSETS - PARKS AND OVALS

Nil

5.4.11 INFRASTRUCTURE ASSETS - OTHER

Nil

5.4.12 PURCHASES OF INVESTMENT

Nil

5.4.13 REPAYMENT OF DEBENTURES

Nil

5.4.14 ADVANCES TO COMMUNITY GROUPS

Nil

5.4.15 TRANSFER TO RESERVES (RESTRICTED ASSETS)

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

5.5 OTHER ITEMS

Nil

5.5.1 RATE REVENUE

Nil

5.5.2 OPENING FUNDING SURPLUS(DEFICIT)

Nil

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

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

Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Budget Adoption		Opening Surplus(Deficit)	\$	\$	\$	1
Variation between adopted budget opening position and actual		Opening Surplus(Deficit)		2,771		2,772
		Opening Surplus(Deficit)				2,772
Closing Funding Surplus (Deficit)			0	2,771	0	2,772

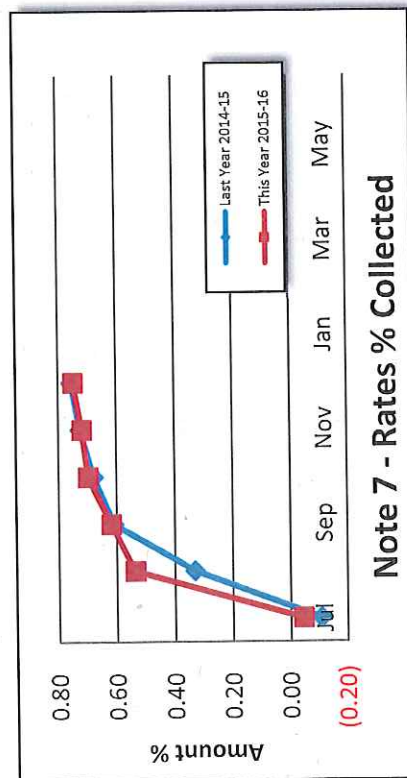
TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2015

Note 7: RECEIVABLES

Receivables - Rates and Rubbish

Previous Year	
Rates Levied this year (YTD)	(Note 7)
Movement in Excess Rates	
Domestic Refuse Collection Charges	
Domestic Services (Additional)	
Commercial Collection Charge	
Commercial Collection Charge (Additional)	
Total Rates and Rubbish (YTD)	
Less Collections to date	
Equals Outstanding	
Net Rates Collectable	
% Collected	
Pensioner Deferred Rates	
Pensioner Deferred ESL	
Total Rates and Rubbish, ESL, Excess Rates	

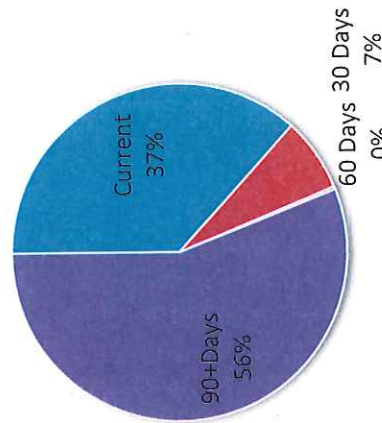
Current 31/12/15
\$ 330,637
3,292,120
(53,361)
388,848
3,377
41,280
44,604
3,716,868
(3,024,070)
1,023,435
74.71%



Comments/Notes - Receivables Rates and Rubbish

Receivables - Sundry Debtors	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	115,004	22,250	837	175,237
Total Outstanding				313,328
Amounts shown above include GST (where applicable)				
Rates Pensioner Rebate Claims				13,728
GST Input				31,179
Provision For Doubtful Debts				(40,000)
Total Receivables - Other (Note 3)				318,235

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



Comments/Notes - Receivables General

TOWN OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 8: RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE												
General Rate												
GRV		0.10057	1,943	28,275,680	2,843,685	2,777	0	2,846,462	2,843,685	2,362	0	2,846,047
UV - Mining Tenement		0.77937	1	1,328	1,035	(1,035)	0	0	1,035	0	0	1,035
Sub-Totals			1,944	28,277,008	2,844,720	1,742	0	2,846,462	2,844,720	2,362	0	2,847,082
Minimum Payment		Minimum \$										
GRV		1,006	443	3,264,542	445,658	0	0	445,658	445,658	420	0	446,078
UV - Mining Tenement		1,006	0	0	0	0	0	0	0	0	0	0
Sub-Totals			443	3,264,542	445,658	0	0	445,658	445,658	420	0	446,078
Total Rates Levied (Note 7)								3,292,120				3,293,160
Discounts								0				0
Rates Adjustments								0				0
Movement in Excess Rates								(53,361)				0
Amount from General Rates								3,238,759				3,293,160
Ex Gratia Rates								0				350
Specified Area Rates								0				0
Totals								3,238,759				3,293,510

Comments - Rating Information

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

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
RATES - Reimbursement of Debt Collection Costs (Inc GST)		Yes	0	(80)	(80)	(80)	0
RATES - Reimbursement of Debt Collection Costs (Exc GST)		Yes	(10,000)	(22,723)	(32,723)	(32,723)	0
GENGRANT - Financial Assistance Grant - General	Grants Commission (Untied)	Yes	(549,320)		(549,320)	(270,643)	(278,678)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(70,595)		(70,595)	(35,290)	(35,306)
MEMBERS							
MEMBERS - Reimbursements	Reimbursements	Yes	0	(1,023)	(1,023)	(1,023)	(0)
OTHER GOVERNANCE							
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)	(27,524)	(32,524)	(32,524)	0
OTHGOV - Grant Funding - Council	Reimbursements	Yes	0		0	0	0
LAW, ORDER, PUBLIC SAFETY							
FIRE - Reimbursements	FESA (SES)	Yes	0		0	0	0
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(6,000)		(6,000)	(1,800)	(4,200)
OLOPS - LEMC Contribution	FESA (SES Subsidy)	Yes	(5,000)		(5,000)	(5,000)	0
EDUCATION & WELFARE							
HACC - Recurrent Grant Funding	Dept. of Health & Ageing	Yes	(828,371)		(828,371)	(455,604)	(372,767)
HACC - Contributions & Donations	Dept. of Health & Ageing	Yes	0	(1,364)	(1,364)	(1,364)	(0)
HACC - Other Grants	Dept. of Health & Ageing	Yes	0	(697)	(697)	(697)	(0)
CHCP - Recurrent Grant Funding	Dept. of Health & Ageing	Yes	(203,000)		(203,000)	(119,822)	(83,178)
CHCP - Reimbursements	Dept. of Health & Ageing	Yes		(967)	(967)	(967)	(0)
CHSP - Recurrent Grant Funding	Bethanie Care	Yes	(80,000)		(80,000)	(36,061)	(43,939)
AGEDSNRS - Reimbursements	Reimbursements	Yes	(2,075)		(2,075)	0	(2,075)
AGEDOTHER - Baptist Care Contributions	Neurodegenerative Conditions Coordinating Care Program	Yes	(9,000)		(9,000)	0	(9,000)
AGEDOTHER - PATS Voucher Income	Neurodegenerative Conditions Coordinating Care Program	Yes	(2,000)		(2,000)	(869)	(1,131)
AGEDOTHER - CATS Contributions & Donations	Dept. of Veterans Affairs/CATS	Yes	(4,000)		(4,000)	0	(4,000)
AGEDOTHER - CATS Contributions & Donations	Travel Rebate Donations	Yes	0	(2,500)	(2,500)	(2,500)	0

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

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
AGEOTHER - Commonwealth Carers Respite Fees & Charges	Fees	Yes	(2,827)		(2,827)	0	(2,827)
AGEOTHER - Juniper Community Income	Juniper Community Income	Yes	(32,000)		(32,000)	(9,614)	(22,386)
AGEOTHER - Grant Funding	Juniper Community Income	Yes	0	(6,337,000)	(6,337,000)	(6,337,000)	0
AGEOTHER - Aged Friendly Communities Regional Grant	Juniper Community Income	Yes	(16,666)	(10,000)	(26,666)	(26,667)	1
WELFARE - Contributions & Donations	Donations	Yes	(550)		(550)	0	(550)
WELFARE - Grants	Donations	Yes	(110,000)		(110,000)	(455)	(109,545)
WELFARE - Grants	Donations	Yes	0	(42,000)	(42,000)	(42,000)	0
COMMUNITY AMENITIES							
SAN - Contributions & Donations	Shire of Narrogin	Yes	(12,000)		(12,000)	(6,000)	(6,000)
SAN - Reimbursements	Shire of Narrogin	Yes	0	(3,692)	(3,692)	(3,692)	(0)
COM AMEN - Contributions & Donations	Shire of Narrogin (incl Toilets)	Yes	(8,700)	(3,752)	(12,452)	(12,452)	(0)
COM AMEN - Grants	Shire of Narrogin (incl Toilets)	Yes	(27,771)		(27,771)	(27,772)	1
RECREATION AND CULTURE							
HALLS - Reimbursements	Reimbursements	Yes	(230)	(9)	(239)	(305)	66
HALLS - Contributions & Donations	Shire of Narrogin	Yes	(15,200)		(15,200)	(7,600)	(7,600)
NRRC - Pool Subsidy	Dept Sport and Recreation	Yes	0		0	0	0
NRRC - Reimbursements	Reimbursements	Yes	0	(10,040)	(10,040)	(10,040)	0
NRRC - Contributions & Donations	Shire of Narrogin	Yes	(39,500)		(39,500)	(19,750)	(19,750)
REC - Grants - Kids Sports	Dept Sport and Recreation	Yes	(35,000)		(35,000)	(35,000)	0
REC - Grants - Regional Talent Program	Dept Sport and Recreation	Yes	(29,000)		(29,000)	0	(29,000)
REC - Reimbursements - Other Recreation	Reimbursements	Yes	(61,980)		(61,980)	(37,663)	(24,317)
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(20,000)	(3,056)	(23,056)	(23,056)	(0)
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(200,000)		(200,000)	0	(200,000)
REC - Contributions & Donations	Shire Contribution	Yes	(38,600)		(38,600)	(20,300)	(18,300)
REC - Contributions & Donations	Shire Contribution	Yes	(400,000)		(400,000)	0	(400,000)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)		(500)	0	(500)
LIB - Contributions & Donations	Reimbursements	Yes	(37,000)		(37,000)	(16,000)	(21,000)
LIB - Contributions & Donations	Reimbursements	Yes	0	(10)	(10)	(11)	1
LIB - Grant - Regional Library Services	State Government	Yes	(5,000)		(5,000)	0	(5,000)

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

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
LIB - Other Grants		Yes	0		0	0	0
HERITAGE - Contributions & Donations		Yes	(4,000)		(4,000)	(2,000)	(2,000)
OTHCU - Contributions & Donations - Other Culture	Shire of Narrogin	Yes	(4,000)		(4,000)	(2,000)	(2,000)
OTHCU - Grants - Other Culture		Yes	0		0	0	0
OTHCU - Grants - Other Culture	Arts Storage Grant	Yes	0	(18,392)	(18,392)	(18,392)	0
OTHCU - Grant Narrogin Litter Twitter Project		Yes	0		0	0	0
TRANSPORT							
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(123,088)		(123,088)	0	(123,088)
ROADC - Roads to Recovery Grant	Roads to Recovery	Yes	(146,000)		(146,000)	0	(146,000)
ROADM - Direct Road Grant (MRWA)	Main Roads WA (Direct/Lights)	Yes	(31,500)	(2,700)	(34,200)	(34,200)	0
ROADM - Street Lighting Subsidy	Main Roads WA (Direct/Lights)	Yes	(5,000)		(5,000)	0	(5,000)
ECONOMIC SERVICES							
ECONOM - Reimbursements	Reimbursements	Yes	(2,740)		(2,740)	0	(2,740)
OTHER PROPERTY AND SERVICES							
PWO - Other Reimbursements	Reimbursements	Yes	0	(2,418)	(2,418)	(2,418)	0
ADMIN - Reimbursements	Reimbursements	Yes	0	(1,236)	(1,236)	(1,236)	0
SAL - Reimbursement - Workers Compensation	Reimbursements	Yes	0	(7,626)	(7,626)	(7,626)	(0)
TOTALS			(3,183,213)	(6,498,809)	(9,682,022)	(7,700,212)	(1,981,810)

Comments - Grants and Contributions

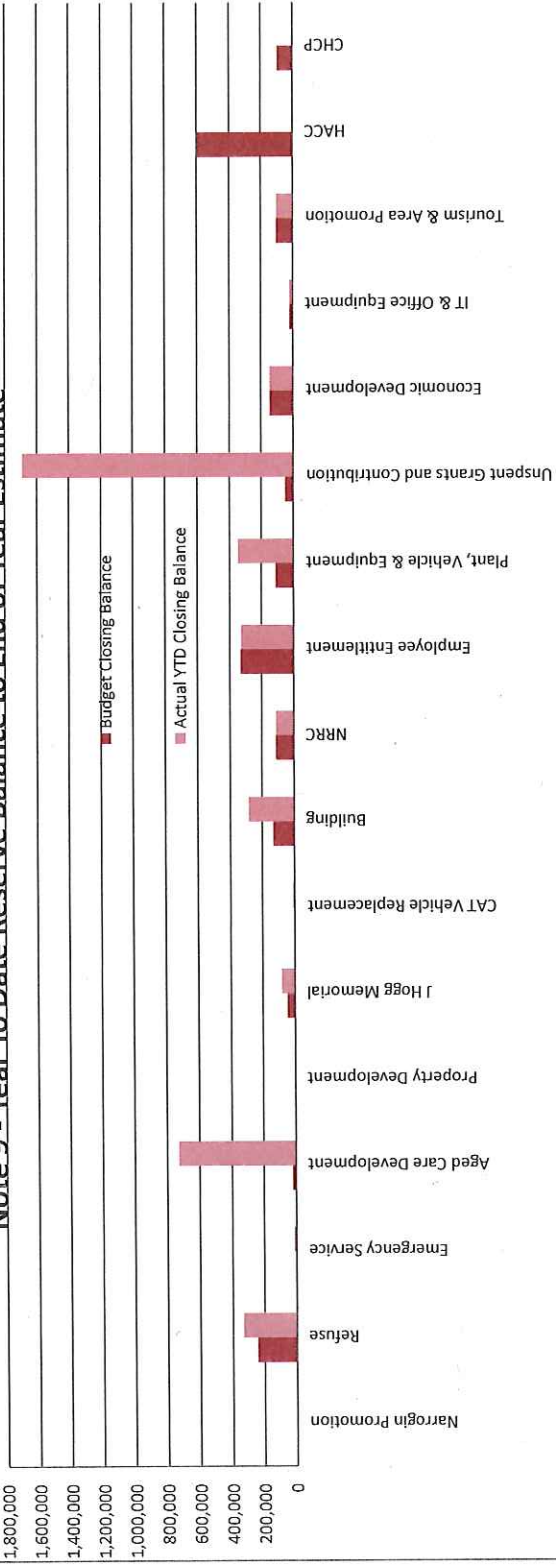
The above table of grants and contributions is not exhaustive but does contain that activity deemed important enough for inclusion in this table.

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

Note 10: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Narrogin Promotion	0	0	0	0	0	0	0		0	0
Refuse	329,707	3,852	0	0	0	91,000	0		242,559	329,707
Emergency Service	12,945	151	0	0	0	13,096	0		0	12,945
Aged Care Development	723,880	9,765	0	0	0	712,990	0		20,655	723,880
Property Development	0	0	0	0	0	0	0		0	0
J Hogg Memorial	82,787	967	0	0	0	35,000	0		48,754	82,787
CAT Vehicle Replacement	8,842	103	0	0	0	6,000	0		2,945	8,842
Building	281,792	3,292	0	0	0	155,000	0		130,084	281,792
NRRC	109,410	1,278	0	0	0	0	0		110,688	109,410
Employee Entitlement	326,113	3,810	0	0	0	0	0		329,923	326,113
Plant, Vehicle & Equipment	342,821	4,005	0	0	0	236,752	0		110,074	342,821
Unspent Grants and Contribution	1,687,047	19,711	0	0	0	1,657,047	0		49,711	1,687,047
Economic Development	142,454	1,664	0	0	0	0	0		144,118	142,454
IT & Office Equipment	20,000	234	0	0	0	0	0		20,234	20,000
Tourism & Area Promotion	100,000	1,168	0	0	0	0	0		101,168	100,000
HACC	0	0	0	590,812	0	0	0		590,812	0
CHCP	0	0	0	93,178	0	0	0		93,178	0
	4,167,798	50,000	0	683,990	0	2,906,885	0		1,994,903	4,167,798

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



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

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Actual				Current Budget This Year					Disposals	Variance (Under)Over
Cost	Accum Depr	Proceeds	Profit (Loss)	Original Budget	Revised Budget	YTD Budget	Actual			
\$	\$	\$	\$	\$	\$	\$	\$	\$		\$
48,784	4,063	35,455	(9,266)	40,000	40,000	40,000	35,454.55		OTHGOV - Proceeds on Disposal of Assets	▼
35,684	3,568	24,628	(7,487)	27,000	27,000	27,000	24,628.41		Proceeds on Disposal - CEO Vehicle	▼
									Proceeds on Disposal - DCCS Vehicle	
29,655	2,470	16,818	(10,367)	20,000	20,000	20,000	16,818.18		ANIMAL - Proceeds on Disposal of Assets	▼
									Proceeds on Disposal - Ranger Vehicle	
			0	10,000	10,000	0	0.00		HACC - Proceeds on Disposal of Assets	↑↑↑
									Proceeds on Disposal - Toyota Camry Altise	
			0	14,000	14,000	0	0.00		AGEDOTHER - Proceeds on Disposal of Assets	↑↑↑
									Proceeds on Disposal CAT (1) Vehicle	
31,116	3,896	22,349	(4,870)	27,500	27,500	27,500	22,349.45		PLANT - Proceeds on Disposal of Assets	▼
			0	20,000	20,000	0	0.00		Proceeds on Disposal - DTES Vehicle	↑↑↑
									Proceeds on Disposal - Sweeper Truck	
32,995	6,992	20,000	(6,003)	18,000	18,000	18,000	20,000.00		Proceeds on Disposal - Multi-Terrain Bobcat	▲
25,455	5,307	16,364	(3,784)	20,000	20,000	20,000	16,363.64		Proceeds on Disposal - Mitsubishi Triton (Works Foreman)	▼
19,913	4,315	11,364	(4,234)	20,000	20,000	20,000	11,363.64		Proceeds on Disposal - Mitsubishi Triton (Leading Hand)	▼
			0	0	0	0	0.00		BUILD - Proceeds on Disposal of Assets	↑↑↑
									Proceeds on Disposal of Manager of Finance Vehicle	
21,588	1,975	14,744	(4,869)	16,500	16,500	16,500	14,743.64		ADMIN - Proceeds on Disposal of Assets	▼
									Proceeds on Disposal of Manager of Finance Vehicle	
17,000	4,414	12,301	(285)	14,000	14,000	0	12,301.27		COMMUNITY - Proceeds on Disposal of Assets	▲
									Proceeds on Disposal - MLC Vehicle NGN0	
262,188	37,000	174,023	(51,165)	247,000	247,000	189,000	174,022.78		Totals	(14,977)

Comments - Capital Disposal

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

Contributions				Current Budget				
Other Infrastructure								
Grants	Reserves	Borrowing	Total	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	\$
				108,872	108,872	108,872	1,800	(107,072)
				11,000	11,000	11,000	4,039	(6,961)
				50,000	50,000	0	0	0
				0	0	0	0	0
				50,000	50,000	0	1,295	1,295
				50,000	50,000	0	1,219	1,219
				8,600	8,600	8,600	0	(8,600)
				6,500	6,500	6,500	5,549	(951)
				20,000	20,000	20,000	0	(20,000)
				400,000	400,000	0	0	0
				0	0	0	0	0
				10,000	10,000	10,000	9,921	(79)
				30,000	30,000	0	16,002	16,002
				11,000	11,000	0	0	0
				25,000	25,000	25,000	5,440	(19,560)
				60,000	60,000	60,000	66,218	6,218
				7,500	7,500	7,500	0	(7,500)
				35,000	35,000	0	0	0
				10,000	10,000	0	0	0
				16,000	16,000	0	3,973	3,973
				334,000	334,000	0	0	0
				35,000	35,000	35,000	85,788	50,788
				10,000	10,000	0	4,558	4,558
				40,000	40,000	40,000	0	(40,000)
				20,000	20,000	20,000	1,367	(18,634)
				10,000	10,000	0	6,798	6,798
0	0	0	0	1,308,472	1,308,472	352,472	213,966	(138,506)

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

Note 12: TRUST FUND

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-15	Amount Received	Amount Paid	Closing Balance 31-Dec-15
	\$	\$	\$	\$
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Councillor Nomination Fees	0	320	(320)	0
Cultural Development	4,820	0	0	4,820
Public Open Space Bonds	49,560	0	0	49,560
Trust Other	250	250	0	500
Crossover/Footpath	8,150	3,050	(50)	11,150
Town Hall Facility Bonds	3,175	1,325	(1,875)	2,625
Musical Society	300	0	0	300
Narrogin Abbatoir Committee	480	0	0	480
Meat Inspection	1,990	0	0	1,990
	68,725	4,945	(2,245)	71,425

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

Note 13: INFORMATION ON BORROWINGS

Debtenture Repayments	Principal 1-Jul-15	New		Principal Repayments		Principal Outstanding		Interest Repayments	
		Loans		2015-16		2015-16		2015-16	
		2015-16 Budget	2015-16 Actual	2015-16 Budget	2015-16 Actual	2015-16 Budget	2015-16 Actual	2015-16 Budget	2015-16 Actual
Governance									
Loan 125 - Corporate Software & Server Upgrade	136,333	0	0	43,952	21,795	92,381	114,538	4,177	1,876
Loan 128 - Administration Building Upgrade	0	450,000	0	0	0	450,000	0	0	0
Recreation & Culture									
Loan 121B - Narrogin Regional Recreation Complex	398,598	0	0	41,157	20,290	357,441	378,308	21,314	9,943
Loan 126 - Town Hall Renovations	233,370	0	0	25,420	14,119	207,950	219,251	8,765	2,199
Economic Services									
Loan 124 - Commercial Property	65,323	0	0	24,983	12,308	40,340	53,015	3,532	1,907
Loan 127 - Industrial Land Purchase	159,841	0	0	9,297	4,597	150,544	155,244	7,058	3,481
	993,465	450,000	0	144,809	73,109	1,298,656	920,356	44,846	19,406

(SS) Self supporting loan financed by payments from third parties.
(SAR) Self Supporting Loan where financed by combination of Specified Area Rate and payment from third parties.
All other loan repayments are to be financed by general purpose revenue.

10.2.015 MONTHLY FINANCIAL REPORTS – JANUARY 2016

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

Attachments

- Monthly Financial Report for the period ended January 2016.

Background

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

Summary

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

Comment

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

Consultation

Colin Bastow, Director of Corporate and Community Services

Statutory Environment

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

Policy Implications - Nil

Financial Implications

All expenditure has been approved via adoption of the 2015/16 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications - Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0216.019 AND OFFICER'S RECOMMENDATION

Moved: Cr Fisher

Seconded: Cr Ward

That Council:

Receive the January 2016 Monthly Financial Reports as presented.

CARRIED 7/0



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 JANUARY 2016

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

TOWN OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
FOR THE PERIOD ENDED 31 JANUARY 2016

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300% 3	
Operating Revenues		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	9	2,314,125	2,314,125	1,290,926	1,550,079	259,153	17%	▲
Profit on Asset Disposal	11	4,130	4,130	2,401	0	(2,401)	(100%)	
Fees and Charges		1,404,129	1,404,129	1,124,888	1,179,942	55,054	5%	
Interest Earnings		131,800	131,800	79,117	98,428	19,311	20%	
Other Revenue		155,000	155,000	90,412	83,546	(6,866)	(8%)	
Total (Excluding Rates)		4,009,184	4,009,184	2,587,744	2,911,995	324,251		
Operating Expense								
Employee Costs		(3,930,336)	(3,930,336)	(2,310,151)	(2,118,985)	191,166	9%	
Materials and Contracts		(3,724,392)	(3,724,392)	(2,191,543)	(2,612,418)	(420,875)	(16%)	▲
Utilities Charges		(669,822)	(669,822)	(440,279)	(349,149)	91,130	26%	▼
Depreciation (Non-Current Assets)		(1,324,892)	(1,324,892)	(772,807)	(736,273)	36,534	5%	
Interest Expenses		(44,846)	(44,846)	(26,152)	(24,520)	1,632	7%	
Insurance Expenses		(187,334)	(187,334)	(185,245)	(192,057)	(6,812)	(4%)	
Loss on Asset Disposal	11	(63,735)	(63,735)	(37,156)	(52,776)	(15,620)	(30%)	
Other Expenditure		(215,034)	(215,034)	(161,741)	(106,816)	54,925	51%	▼
Total		(10,160,390)	(10,160,390)	(6,125,074)	(6,192,995)	(67,921)		
Funding Balance Adjustment								
Add Back Depreciation		1,324,892	1,324,892	772,807	736,273	(36,534)	(5%)	
Adjust (Profit)/Loss on Asset Disposal	11	59,605	59,605	34,755	52,776	18,021	34%	
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Net Operating (Ex. Rates)		(4,766,709)	(4,766,709)	(2,729,768)	(2,491,951)	237,817		
Capital Revenues								
Grants, Subsidies and Contributions	9	869,088	869,088	506,954	6,399,892	5,892,938	92%	▲
Proceeds from Disposal of Assets	11	247,000	247,000	189,000	186,296	(2,704)	(1%)	
Proceeds from New Debentures	13	450,000	450,000	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	2,906,885	2,906,885	0	0	0		
Total		4,472,973	4,472,973	695,954	6,586,188	5,890,234		
Capital Expenses								
Land and Buildings	11	(1,247,879)	(1,247,879)	(65,000)	(81,631)	(16,631)	(20%)	▲
Plant and Equipment	11	(589,848)	(589,848)	(297,252)	(510,810)	(213,558)	(42%)	
Furniture and Equipment	11	(63,000)	(63,000)	(20,000)	0	20,000	100%	▼
Infrastructure Assets - Roads	11	(459,252)	(459,252)	(344,439)	0	344,439	100%	▼
Infrastructure Assets - Footpaths	11	(50,000)	(50,000)	(37,500)	0	37,500	100%	▼
Infrastructure Assets - Drainage	11	(50,000)	(50,000)	0	(11,158)	(11,158)	(100%)	
Infrastructure Assets - Other	11	(1,308,472)	(1,308,472)	(352,472)	(270,730)	81,742	30%	▼
Repayment of Debentures	13	(144,809)	(144,809)	(75,828)	(76,547)	(719)	(1%)	
Transfer to Reserves	10	(733,990)	(733,990)	(713,152)	0	713,152	100%	▼
Total		(4,647,250)	(4,647,250)	(1,905,643)	(950,876)	954,767		
Net Capital		(174,277)	(174,277)	(1,209,689)	5,635,312	6,845,001		
Total Net Operating + Capital		(4,940,986)	(4,940,986)	(3,939,457)	3,143,361	7,082,818		
Rate Revenue		3,293,160	3,293,160	3,292,835	3,238,759	(54,076)	(2%)	
Opening Funding Surplus(Deficit)		1,647,827	1,650,598	1,650,598	1,650,598	0	0%	
Closing Funding Surplus(Deficit)	3	1	2,772	1,003,976	8,032,718	7,028,742		

TOWN OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 31 JANUARY 2016

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300% 300%	Var
Operating Revenues		\$	\$	\$	\$	\$	%	
Governance		5,100	5,100	56	41,602	41,546	100%	▲
General Purpose Funding		783,915	783,915	410,178	458,826	48,648	11%	▲
Law, Order and Public Safety		31,500	31,500	23,347	24,116	769	3%	
Health		7,500	7,500	5,831	1,872	(3,959)	(211%)	
Education and Welfare		1,402,564	1,402,564	820,809	7,348,702	6,527,893	89%	▲
Housing		7,800	7,800	4,550	4,800	250	5%	
Community Amenities		974,121	974,121	861,607	887,395	25,788	3%	
Recreation and Culture		922,139	922,139	534,558	211,617	(322,941)	(153%)	▼
Transport		459,156	459,156	267,827	113,746	(154,081)	(135%)	▼
Economic Services		231,401	231,401	134,981	146,388	11,407	8%	
Other Property and Services		53,076	53,076	30,954	72,823	41,869	57%	▲
Total (Excluding Rates)		4,878,272	4,878,272	3,094,698	9,311,887	6,217,189		
Operating Expense								
Governance		(1,658,132)	(1,658,132)	(1,006,723)	(749,660)	257,063	34%	▼
General Purpose Funding		(166,081)	(166,081)	(99,055)	(135,862)	(36,807)	(27%)	▲
Law, Order and Public Safety		(261,860)	(261,860)	(158,017)	(143,796)	14,221	10%	
Health		(125,838)	(125,838)	(75,194)	(60,147)	15,047	25%	
Education and Welfare		(1,503,469)	(1,503,469)	(891,087)	(1,936,213)	(1,045,126)	(54%)	▲
Housing		0	0	(1,570)	0	1,570	100%	
Community Amenities		(1,261,878)	(1,261,878)	(742,131)	(633,527)	108,604	17%	▼
Recreation and Culture		(2,567,973)	(2,567,973)	(1,580,427)	(1,446,228)	134,199	9%	
Transport		(1,517,366)	(1,517,366)	(896,401)	(794,017)	102,384	13%	▼
Economic Services		(1,017,699)	(1,017,699)	(602,154)	(395,925)	206,229	52%	▼
Other Property and Services		(80,093)	(80,093)	(72,315)	102,380	174,695	(171%)	
Total		(10,160,390)	(10,160,390)	(6,125,074)	(6,192,995)	(67,921)		
Funding Balance Adjustment								
Add back Depreciation		1,324,892	1,324,892	772,807	736,273	(36,534)	(5%)	
Adjust (Profit)/Loss on Asset Disposal	10	59,605	59,605	34,755	52,776	18,021	34%	
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Net Operating (Ex. Rates)		(3,897,621)	(3,897,621)	(2,222,814)	3,907,942	6,130,756		
Capital Revenues								
Proceeds from Disposal of Assets	10	247,000	247,000	189,000	186,296	(2,704)	(1%)	
Proceeds from New Debentures	12	450,000	450,000	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	9	2,906,885	2,906,885	0	0	0		
Total		3,603,885	3,603,885	189,000	186,296	(2,704)		
Capital Expenses								
Land and Buildings	10	(1,247,879)	(1,247,879)	(65,000)	(81,631)	(16,631)	(20%)	
Plant and Equipment	10	(589,848)	(589,848)	(297,252)	(510,810)	(213,558)	(42%)	▲
Furniture and Equipment	10	(63,000)	(63,000)	(20,000)	0	20,000	100%	
Infrastructure Assets - Roads	10	(459,252)	(459,252)	(344,439)	0	344,439	100%	▼
Infrastructure Assets - Footpaths	10	(50,000)	(50,000)	(37,500)	0	37,500	100%	▼
Infrastructure Assets - Drainage	10	(50,000)	(50,000)	0	(11,158)	(11,158)	(100%)	
Infrastructure Assets - Other	10	(1,308,472)	(1,308,472)	(352,472)	(270,730)	81,742	30%	▼
Repayment of Debentures	12	(144,809)	(144,809)	(75,828)	(76,547)	(719)	(1%)	
Transfer to Reserves	9	(733,990)	(733,990)	(713,152)	0	713,152	100%	▼
Total		(4,647,250)	(4,647,250)	(1,905,643)	(950,876)	954,767		
Net Capital		(1,043,365)	(1,043,365)	(1,716,643)	(764,580)	952,063		
Total Net Operating + Capital		(4,940,986)	(4,940,986)	(3,939,457)	3,143,361	7,082,818		
Rate Revenue		3,293,160	3,293,160	3,292,835	3,238,759	(54,076)	(2%)	
Opening Funding Surplus(Deficit)		1,647,827	1,650,598	1,650,598	1,650,598	0	0%	
Closing Funding Surplus(Deficit)	3	1	2,772	1,003,976	8,032,719	7,028,743		

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

1. SIGNIFICANT ACCOUNTING POLICIES

financial activity are:

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

(h) Inventories

General

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

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

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

(i) Fixed Assets

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

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

(j) Depreciation of Non-Current Assets

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

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

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

Capitalisation Threshold

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

(n) Borrowing Costs

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

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

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Interest expenses

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

Other expenditure

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

(q) Statement of Objectives

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

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

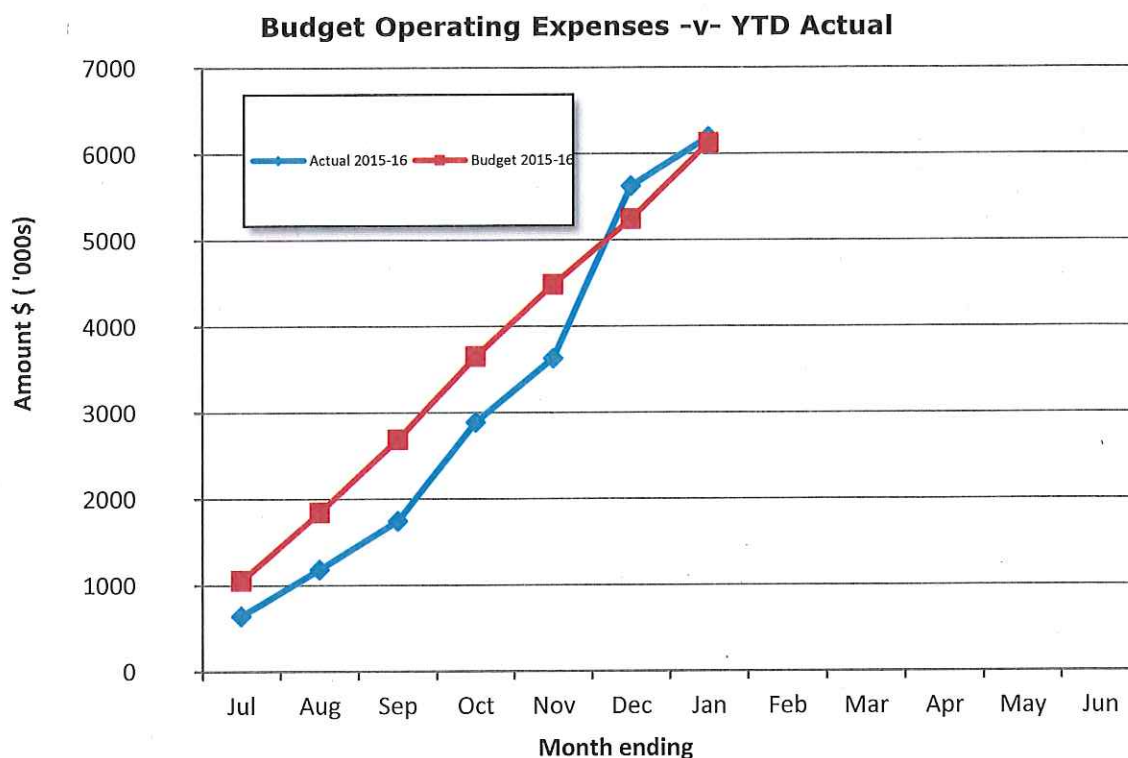
Rural Services, Tourism, Building Control, Economic Development.

OTHER PROPERTY & SERVICES

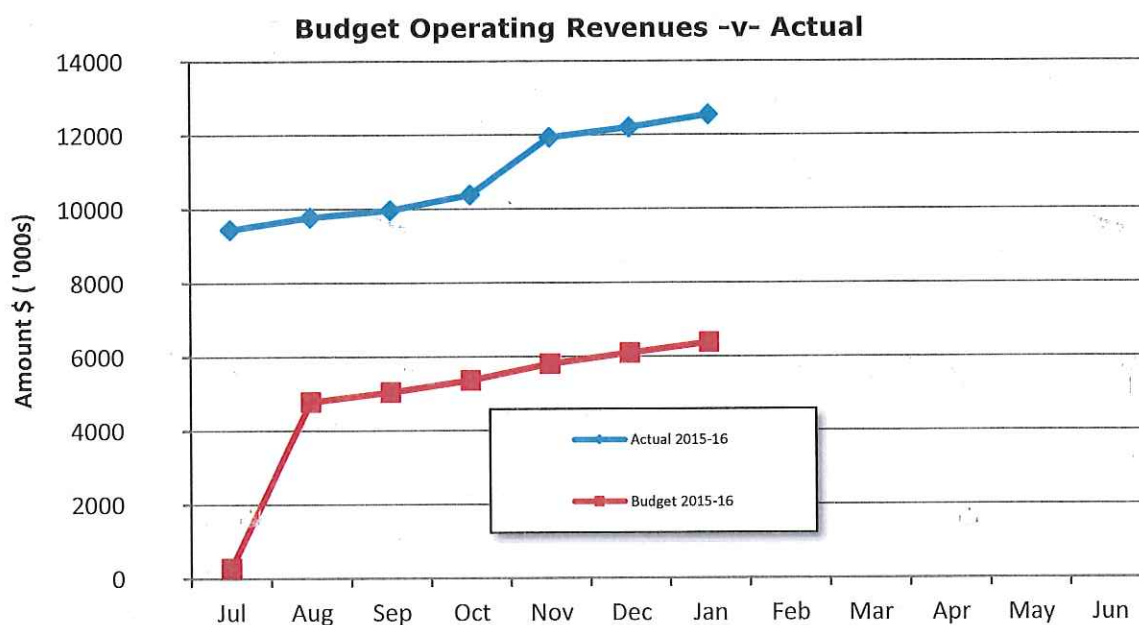
Private Works, Stocks and Miscellaneous Items.

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

Note 2 - Graphical Representation - Source Statement of Financial Activity



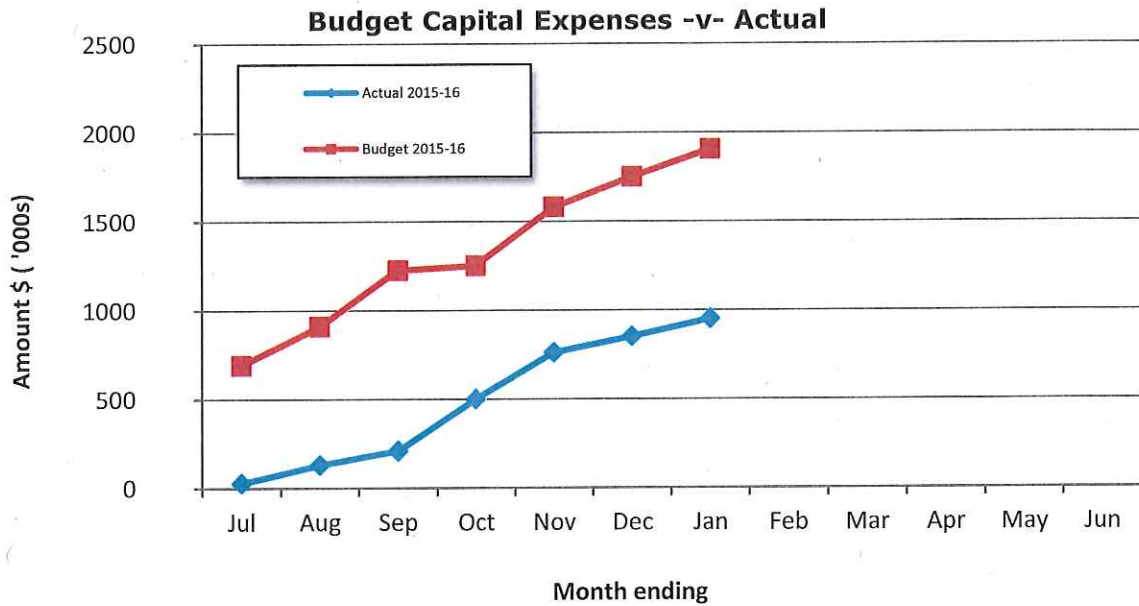
Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

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

Note 2 - Graphical Representation - Source Statement of Financial Activity

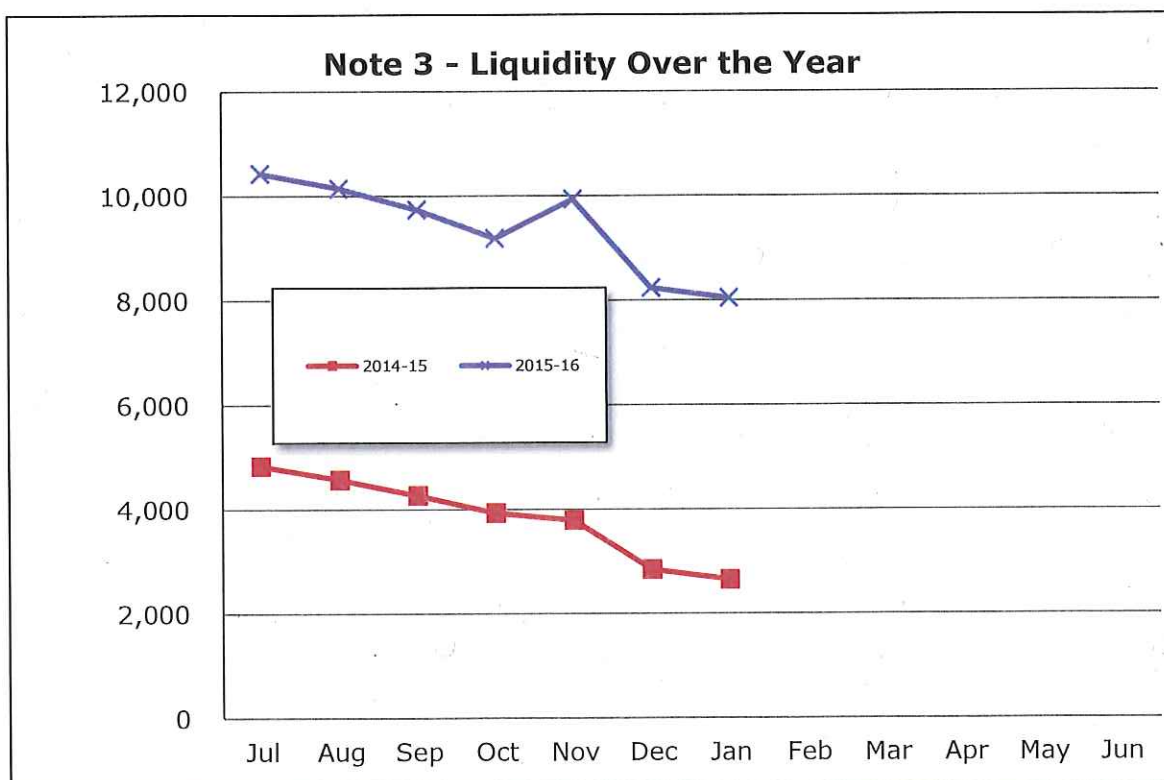


Comments/Notes - Capital Expenses

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

Note 3: SURPLUS/(DEFICIT) POSITION

		Positive=Surplus (Negative=Deficit)		
		31/01/2016	31/12/2015	31/01/2015
Note		This Period	Last Period	Same Period Last Year
		\$	\$	\$
	Current Assets			
4	Cash Unrestricted	7,540,698	7,469,204	2,349,034
4	Cash Restricted	4,167,800	4,167,800	2,549,443
7	Receivables - Rates and Rubbish, ESL, Excess Rates	704,692	917,270	649,365
7	Receivables -Other	216,477	318,235	240,386
		12,629,666	12,872,509	5,788,228
	Less: Current Liabilities			
	Payables	(307,241)	(353,394)	(378,193)
	Loan Liability	(68,264)	(71,701)	(66,715)
	Provisions	(448,020)	(448,020)	(425,541)
		(823,525)	(873,115)	(870,449)
	Net Current Asset Position	11,806,141	11,999,394	4,917,779
	Less: Cash Restricted	(4,167,800)	(4,167,800)	(2,549,443)
	Add Back: Component of Leave Liability not Required to be funded	326,113	326,113	209,923
	Add Back: Current Loan Liability	68,264	71,701	66,715
	Adjustment for Trust Transactions Within Muni	0	0	0
	Net Current Funding Position	8,032,719	8,229,408	2,644,974



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

(a) Cash Deposits

Municipal Account
Cash Floats - Admin
Library
Homecare
Refuse Site
Caravan Park
Petty Cash - Admin
Library
Homecare
CATS
Reserve Account
Trust Account

(b) Term Deposits
Reserve Term Deposit

Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
1.95%	2,400,958			2,400,958	NAB	On-Call
	1,200			1,200		
	150			150		
	100			100		
	100			100		
	100			100		
	300			300		
	200			200		
	350			350		
	240			240		
				0	NAB	
1.50%			75,750	75,750	NAB	On-Call
2.65%		4,167,800		4,167,800	NAB	31/03/2016
Total	7,540,698	4,167,800	75,750	11,784,248		

Comments/Notes - Investments

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.1 OPERATING REVENUE (EXCLUDING RATES) - PROGRAM

5.1.1 GOVERNANCE

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

5.1.2 GENERAL PURPOSE FUNDING

Permanent - Reimbursement of debt collection is higher than anticipated.

5.1.3 LAW, ORDER AND PUBLIC SAFETY

Permanent - Fire prevention fines and penalties higher than expected.

5.1.4 HEALTH

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

5.1.5 EDUCATION AND WELFARE

Permanent - Grant Funding for the Dementia Wing at Narrogin Cottage Homes was not included in the budget.

5.1.6 HOUSING

Nil

5.1.7 COMMUNITY AMENITIES

Nil

5.1.8 RECREATION AND CULTURE

Timing - Budget for grant income was loaded into Synergy and spread across twelve months.

5.1.9 TRANSPORT

Timing - Regional Road Group and R2R Grant payments have not been received as per budget.

5.1.10 ECONOMIC SERVICES

Permanent - Building Licence fees are higher than expected.

5.1.11 OTHER PROPERTY AND SERVICES

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.2 OPERATING EXPENSES - PROGRAM

5.2.1 GOVERNANCE

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

5.2.2 GENERAL PURPOSE FUNDING

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

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

5.2.3 LAW, ORDER AND PUBLIC SAFETY

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

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

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

5.2.4 HEALTH

Timing - Health Salaries and Wages lower than budgetted.

5.2.5 EDUCATION AND WELFARE

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

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

5.2.6 HOUSING

Nil

5.2.7 COMMUNITY AMENITIES

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

Timing - Townscape expenditure has not occurred as per budget.

5.2.8 RECREATION AND CULTURE

Timing - Depreciation has not been calculated as expected this matter will be investigated.

Timing - General maintenance is lower than expected.

5.2.9 TRANSPORT

Timing - Maintenance expenditure on Roads is lower than anticipated.

5.2.10 ECONOMIC SERVICES

Timing - Caravan Park maintenance is lower than expected.

Timing - TAFE Project expenditure is lower than expected.

5.2.11 OTHER PROPERTY AND SERVICES

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

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.3 CAPITAL REVENUE

5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS

Nil

5.3.2 PROCEEDS FROM NEW DEBENTURES

Nil

5.3.3 PROCEEDS FROM SALE OF INVESTMENT

Nil

5.3.4 PROCEEDS FROM ADVANCES

Nil

5.3.5 SELF-SUPPORTING LOAN PRINCIPAL

Nil

5.3.6 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

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

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

Note 5: MAJOR VARIANCES

Comments/Reason for Variance

5.4 CAPITAL EXPENSES

5.4.1 LAND HELD FOR RESALE

Nil

5.4.2 LAND AND BUILDINGS

Nil

5.4.3 PLANT AND EQUIPMENT

Nil

5.4.4 TOOLS

Nil

5.4.5 FURNITURE AND EQUIPMENT

Nil

5.4.6 INFRASTRUCTURE ASSETS - ROADS

Nil

5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS

Nil

5.4.9 INFRASTRUCTURE ASSETS - DRAINAGE

Nil

5.4.10 INFRASTRUCTURE ASSETS - PARKS AND OVALS

Nil

5.4.11 INFRASTRUCTURE ASSETS - OTHER

Nil

5.4.12 PURCHASES OF INVESTMENT

Nil

5.4.13 REPAYMENT OF DEBENTURES

Nil

5.4.14 ADVANCES TO COMMUNITY GROUPS

Nil

5.4.15 TRANSFER TO RESERVES (RESTRICTED ASSETS)

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

5.5 OTHER ITEMS

Nil

5.5.1 RATE REVENUE

Nil

5.5.2 OPENING FUNDING SURPLUS(DEFICIT)

Nil

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

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

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

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

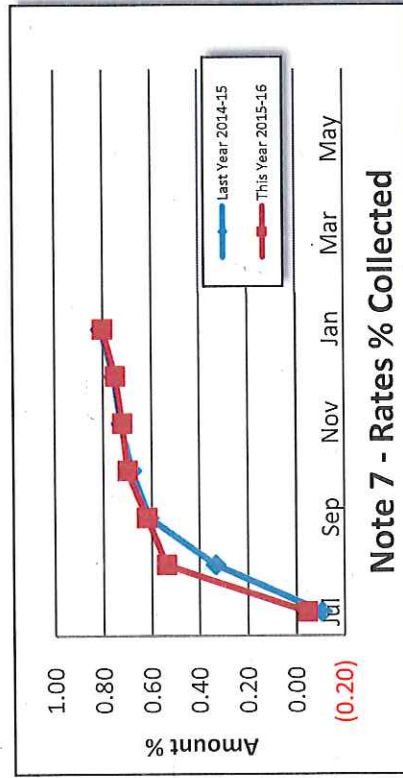
Note 7: RECEIVABLES

Receivables - Rates and Rubbish

Previous Year	
Rates Levied this year (YTD)	(Note 8)
Movement in Excess Rates	
Domestic Refuse Collection Charges	
Domestic Services (Additional)	
Commercial Collection Charge	
Commercial Collection Charge (Additional)	
Total Rates and Rubbish (YTD)	
Less Collections to date	
Equals Outstanding	
Net Rates Collectable	
% Collected	

Current 31/01/16
\$ 330,637
3,292,120
(53,361)
388,848
3,377
41,280
44,604
3,716,868
(3,236,648)
810,858
79.97%

Pensioner Deferred Rates	-101,595
Pensioner Deferred ESL	-4,570
	-106,166
Total Rates and Rubbish, ESL, Excess Rates	704,692



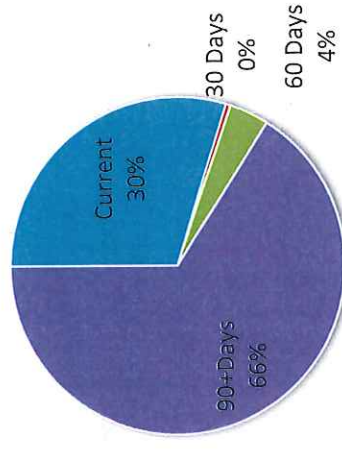
Comments/Notes - Receivables Rates and Rubbish

Receivables - Sundry Debtors	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	62,339	989	8,066	138,428
Total Outstanding				209,821

Amounts shown above include GST (where applicable)

Rates Pensioner Rebate Claims	18,057
GST Input	28,598
Provision For Doubtful Debts	(40,000)
Total Receivables - Other (Note 3)	216,477

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



Comments/Notes - Receivables General

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

Note 8: RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE												
General Rate GRV UV - Mining Tenement	General Rate	0.10057	1,943	28,275,680	2,843,685	2,777	0	2,846,462	2,843,685	2,362	0	2,846,047
	GRV	0.77937	1	1,328	1,035	(1,035)	0	0	1,035	0	0	1,035
	Sub-Totals		1,944	28,277,008	2,844,720	1,742	0	2,846,462	2,844,720	2,362	0	2,847,082
Minimum Payment GRV UV - Mining Tenement	Minimum Payment	\$										
	GRV	1,006	443	3,264,542	445,658	0	0	445,658	445,658	420	0	446,078
	UV - Mining Tenement	1,006	0	0	0	0	0	0	0	0	0	0
Sub-Totals Total Rates Levied (Note 7)	Sub-Totals		443	3,264,542	445,658	0	0	445,658	445,658	420	0	446,078
	Total Rates Levied (Note 7)							3,292,120				3,293,160
	Discounts							0				0
Rates Adjustments Movement in Excess Rates Amount from General Rates Ex Gratia Rates Specified Area Rates	Rates Adjustments							0				0
	Movement in Excess Rates							(53,361)				0
	Amount from General Rates							3,238,759				3,293,160
Totals	Ex Gratia Rates							0				350
	Specified Area Rates							0				0
Totals								3,238,759				3,293,510

Comments - Rating Information

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

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
RATES - Reimbursement of Debt Collection Costs (Inc GST)		Yes	0	(80)	(80)	(80)	0
RATES - Reimbursement of Debt Collection Costs (Exc GST)		Yes	(10,000)	(22,723)	(32,723)	(32,948)	225
GENGRANT - Financial Assistance Grant - General	Grants Commission (Untied)	Yes	(549,320)		(549,320)	(270,643)	(278,678)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(70,595)		(70,595)	(35,290)	(35,306)
MEMBERS							
MEMBERS - Reimbursements	Reimbursements	Yes	0	(1,023)	(1,023)	(1,123)	100
OTHER GOVERNANCE							
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)	(27,524)	(32,524)	(32,760)	236
OTHGOV - Grant Funding - Council	Reimbursements	Yes	0		0	0	0
LAW, ORDER, PUBLIC SAFETY							
FIRE - Reimbursements	FESA (SES)	Yes	0		0	0	0
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(6,000)		(6,000)	(3,600)	(2,400)
OLOPS - LEMC Contribution	FESA (SES Subsidy)	Yes	(5,000)		(5,000)	(5,000)	0
EDUCATION & WELFARE							
HACC - Recurrent Grant Funding	Dept. of Health & Ageing	Yes	(828,371)		(828,371)	(675,123)	(153,248)
HACC - Contributions & Donations	Dept. of Health & Ageing	Yes	0	(1,364)	(1,364)	(1,364)	(0)
HACC - Other Grants	Dept. of Health & Ageing	Yes	0	(697)	(697)	(697)	(0)
CHCP - Recurrent Grant Funding	Dept. of Health & Ageing	Yes	(203,000)		(203,000)	(129,774)	(73,226)
CHCP - Reimbursements	Dept. of Health & Ageing	Yes		(967)	(967)	(967)	(0)
CHSP - Recurrent Grant Funding	Bethanie Care	Yes	(80,000)		(80,000)	(36,061)	(43,939)
AGEDSNRS - Reimbursements	Reimbursements	Yes	(2,075)		(2,075)	0	(2,075)
AGEDOTHER - Baptist Care Contributions	Neurodegenerative Conditions Coordinating Care Program	Yes	(9,000)		(9,000)	0	(9,000)
AGEDOTHER - PATS Voucher Income	Neurodegenerative Conditions Coordinating Care Program	Yes	(2,000)		(2,000)	(869)	(1,131)
AGEDOTHER - CATS Contributions & Donations	ordinating Care Program	Yes	(4,000)		(4,000)	0	(4,000)
AGEDOTHER - CATS Contributions & Donations	Travel Rebate	Yes	0		0	(2,500)	0
	Donations	Yes	0		0		

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

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
AGEOTHER - Commonwealth Carers Respite Fees & Charges	Fees	Yes	(2,827)		(2,827)	0	(2,827)
AGEOTHER - Juniper Community Income	Juniper Community Income	Yes	(32,000)		(32,000)	(11,852)	(20,148)
AGEDOTHER - Grant Funding	Juniper Community Income	Yes	0	(6,337,000)	(6,337,000)	(6,337,000)	0
AGEDOTHER - Aged Friendly Communities Regional Grant	Juniper Community Income	Yes	(16,666)	(10,000)	(26,666)	(26,667)	1
WELFARE - Contributions & Donations	Donations	Yes	(550)		(550)	0	(550)
WELFARE - Grants	Donations	Yes	(110,000)		(110,000)	(455)	(109,545)
WELFARE - Grants	Donations	Yes	0	(42,000)	(42,000)	(42,000)	0
COMMUNITY AMENITIES							
SAN - Contributions & Donations	Shire of Narrogin	Yes	(12,000)		(12,000)	(6,000)	(6,000)
SAN - Reimbursements	Shire of Narrogin	Yes	0	(3,692)	(3,692)	(3,692)	(0)
COM AMEN - Contributions & Donations	Shire of Narrogin (incl Toilets)	Yes	(8,700)	(3,752)	(12,452)	(12,452)	(0)
COM AMEN - Grants	Shire of Narrogin (incl Toilets)	Yes	(27,771)		(27,771)	(27,772)	1
RECREATION AND CULTURE							
HALLS - Reimbursements	Reimbursements	Yes	(230)	(9)	(239)	(305)	66
HALLS - Contributions & Donations	Shire of Narrogin	Yes	(15,200)		(15,200)	(7,600)	(7,600)
NRRC - Pool Subsidy	Dept Sport and Recreation	Yes	0		0	0	0
NRRC - Reimbursements	Reimbursements	Yes	0	(10,040)	(10,040)	(10,040)	0
NRRC - Contributions & Donations	Shire of Narrogin	Yes	(39,500)		(39,500)	(19,750)	(19,750)
REC - Grants - Kids Sports	Dept Sport and Recreation	Yes	(35,000)		(35,000)	(35,000)	0
REC - Grants - Regional Talent Program	Dept Sport and Recreation	Yes	(29,000)		(29,000)	0	(29,000)
REC - Reimbursements - Other Recreation	Reimbursements	Yes	(61,980)		(61,980)	(41,902)	(20,078)
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(20,000)	(3,056)	(23,056)	(23,056)	(0)
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(200,000)		(200,000)	0	(200,000)
REC - Contributions & Donations	Shire Contribution	Yes	(38,600)		(38,600)	(20,300)	(18,300)
REC - Contributions & Donations	Shire Contribution	Yes	(400,000)		(400,000)	0	(400,000)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)		(500)	0	(500)
LIB - Contributions & Donations	Reimbursements	Yes	(37,000)		(37,000)	(16,000)	(21,000)
LIB - Contributions & Donations	Reimbursements	Yes	0	(10)	(10)	(13)	3
LIB - Grant - Regional Library Services	State Government	Yes	(5,000)		(5,000)	0	(5,000)

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

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval	2015-16 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
		(Yes/No)	\$	\$	\$	\$	\$
LIB - Other Grants		Yes	0		0		0
HERITAGE - Contributions & Donations		Yes	(4,000)		(4,000)	(2,000)	(2,000)
OTHCU - Contributions & Donations - Other Culture		Yes	(4,000)		(4,000)	(2,000)	(2,000)
OTHCU - Grants - Other Culture		Yes	0		0	0	0
OTHCU - Grants - Other Culture		Yes	0		0	0	0
OTHCU - Grant Narrogin Litter Twitter Project		Yes	0	(18,392)	(18,392)	(18,392)	0
TRANSPORT							
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(123,088)		(123,088)	0	(123,088)
ROADC - Roads to Recovery Grant	Roads to Recovery	Yes	(146,000)		(146,000)	0	(146,000)
ROADM - Direct Road Grant (MRWA)	Main Roads WA (Direct/Lights)	Yes	(31,500)	(2,700)	(34,200)	(34,200)	0
ROADM - Street Lighting Subsidy	Main Roads WA (Direct/Lights)	Yes	(5,000)		(5,000)	0	(5,000)
ECONOMIC SERVICES							
ECONOM - Reimbursements	Reimbursements	Yes	(2,740)		(2,740)	0	(2,740)
OTHER PROPERTY AND SERVICES							
PWO - Other Reimbursements	Reimbursements	Yes	0	(2,418)	(2,418)	(1,284)	(1,134)
ADMIN - Reimbursements	Reimbursements	Yes	0	(1,236)	(1,236)	(1,236)	0
SAL - Reimbursement - Workers Compensation	Reimbursements	Yes	0	(7,626)	(7,626)	(20,207)	12,581
TOTALS			(3,183,213)	(6,498,809)	(9,682,022)	(7,949,971)	(1,732,050)

Comments - Grants and Contributions

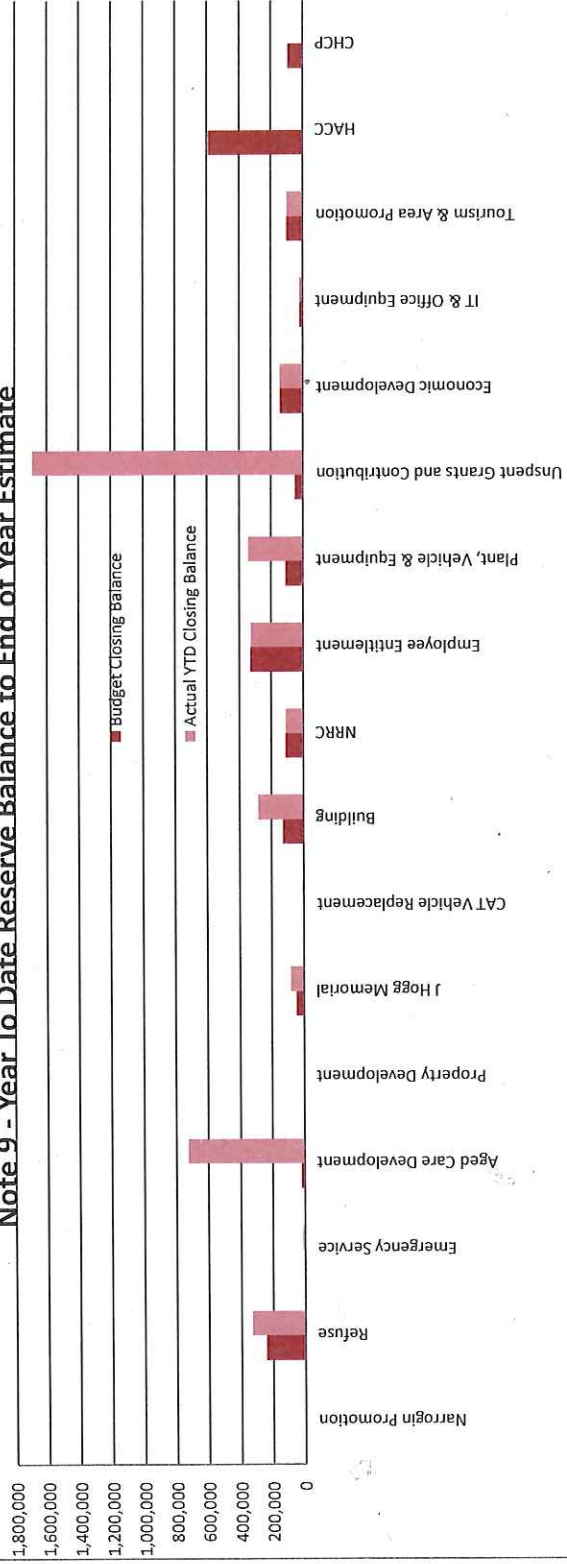
The above table of grants and contributions is not exhaustive but does contain that activity deemed important enough for inclusion in this table.

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

Note 10: Cash Backed Reserve

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Narrogin Promotion	0	0	0	0	0	0	0		\$	\$
Refuse	329,707	3,852	0	0	0	91,000	0		242,559	329,707
Emergency Service	12,945	151	0	0	0	13,096	0		0	12,945
Aged Care Development	723,880	9,765	0	0	0	712,990	0		20,655	723,880
Property Development	0	0	0	0	0	0	0		0	0
J Hogg Memorial	82,787	967	0	0	0	35,000	0		48,754	82,787
CAT Vehicle Replacement	8,842	103	0	0	0	6,000	0		2,945	8,842
Building	281,792	3,292	0	0	0	155,000	0		130,084	281,792
NRRC	109,410	1,278	0	0	0	0	0		110,688	109,410
Employee Entitlement	326,113	3,810	0	0	0	0	0		329,923	326,113
Plant, Vehicle & Equipment	342,821	4,005	0	0	0	236,752	0		110,074	342,821
Unspent Grants and Contribution	1,587,047	19,711	0	0	0	1,657,047	0		49,711	1,687,047
Economic Development	142,454	1,664	0	0	0	0	0		144,118	142,454
IT & Office Equipment	20,000	234	0	0	0	0	0		20,234	20,000
Tourism & Area Promotion	100,000	1,168	0	0	0	0	0		101,168	100,000
HACC	0	0	0	590,812	0	0	0		590,812	0
CHCP	0	0	0	93,178	0	0	0		93,178	0
	4,167,798	50,000	0	683,990	0	2,906,885	0		1,994,903	4,167,798

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



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

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Actual				Disposals	Current Budget					
Cost	Accum Depr	Proceeds	Profit (Loss)		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
48,784	4,063	35,455	(9,266)	OTHGOV - Proceeds on Disposal of Assets Proceeds on Disposal - CEO Vehicle Proceeds on Disposal - DCCS Vehicle	40,000	40,000	40,000	35,454.55	(4,545) ▼	
35,684	3,568	24,628	(7,487)			27,000	27,000	27,000	24,628.41	(2,372) ▼
29,655	2,470	16,818	(10,367)	ANIMAL - Proceeds on Disposal of Assets Proceeds on Disposal - Ranger Vehicle	20,000	20,000	20,000	16,818.18	(3,182) ▼	
18,750	4,866	12,273	(1,611)	HACC - Proceeds on Disposal of Assets Proceeds on Disposal - Toyota Camry Alhise	10,000	10,000	0	12,272.73	12,273 ▲	
			0	AGEDOTHER - Proceeds on Disposal of Assets Proceeds on Disposal CAT (1) Vehicle	14,000	14,000	0	0.00	0 †††	
31,116	3,896	22,349	(4,870)	PLANT - Proceeds on Disposal of Assets Proceeds on Disposal - DTES Vehicle Proceeds on Disposal - Sweeper Truck Proceeds on Disposal - Multi-Terrain Bobcat Proceeds on Disposal - Mitsubishi Triton (Works Foreman) Proceeds on Disposal - Mitsubishi Triton (Leading Hand)	27,500	27,500	27,500	22,349.45	(5,151) ▼	
32,995	6,992	20,000	(6,003)			20,000	20,000	0	0.00	0 †††
25,455	5,307	16,364	(3,784)			18,000	18,000	18,000	20,000.00	2,000 ▲
19,913	4,315	11,364	(4,234)			20,000	20,000	20,000	16,363.64	(3,636) ▼
			0	BUILD - Proceeds on Disposal of Assets	0	0	0	0.00	0 †††	
21,588	1,975	14,744	(4,869)	ADMIN - Proceeds on Disposal of Assets Proceeds on Disposal of Manager of Finance Vehicle	16,500	16,500	16,500	14,743.64	(1,756) ▼	
17,000	4,414	12,301	(285)	COMMUNITY - Proceeds on Disposal of Assets Proceeds on Disposal - MLC Vehicle NGNO	14,000	14,000	0	12,301.27	12,301 ▲	
280,938	41,866	186,295	(52,776)	Totals	247,000	247,000	189,000	186,295.51	(2,704)	

Comments - Capital Disposal

Contributions Information				Summary Acquisitions					Current Budget This Year		
Grants	Reserves	Borrowing	Total	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over			
\$	\$	\$	\$	\$	\$		\$	\$			
0	0	0	0	0	0	0	0	0	↑↑↑	0	↑↑↑
0	0	0	0	1,247,879	1,247,879	65,000	81,631	16,631	16,631	▲	▲
0	0	0	0	589,848	589,848	297,252	510,810	213,558	213,558	▲	▲
0	0	0	0	63,000	63,000	20,000	0	(20,000)	(20,000)	▼	▼
0	0	0	0	459,252	459,252	344,439	0	(344,439)	(344,439)	▼	▼
0	0	0	0	50,000	50,000	37,500	0	(37,500)	(37,500)	▼	▼
0	0	0	0	50,000	50,000	0	11,158	11,158	11,158	▲	▲
0	0	0	0	0	0	0	0	0	0	↑↑↑	↑↑↑
0	0	0	0	0	0	0	0	0	0	↑↑↑	↑↑↑
0	0	0	0	1,308,472	1,308,472	352,472	270,730	(81,742)	(81,742)	▼	▼
0	0	0	0	3,768,451	3,768,451	1,116,663	874,329	(242,334)	(242,334)		
Totals				3,768,451	3,768,451	1,116,663	874,329	(242,334)	(242,334)		

Comments - Capital Acquisitions

Contributions				Current Budget				
Grants	Reserves	Borrowing	Total	This Year				
				Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	\$
				450,000	450,000	50,000	43,257	(6,743)
			0	300,000	300,000	0	455	455
			0	20,000	20,000	0	0	0
				15,000	15,000	15,000	19,146	4,146
			0	140,000	140,000	0	0	0
			0	80,000	80,000	0	0	0
			0	0	0	0	0	0
			0	20,500	20,500	0	0	0
			0	0	0	0	0	0
			0	20,000	20,000	0	9,133	9,133
			0	7,000	7,000	0	2,326	2,326
			0	50,379	50,379	0	7,314	7,314
			0	70,000	70,000	0	0	0
			0	0	0	0	0	0
			0	75,000	75,000	0	0	0
0	0	0	0	1,247,879	1,247,879	65,000	81,631	16,631
Totals								

Contributions				Furniture & Equipment	Current Budget				
			This Year						
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$		\$	\$	\$	\$	\$
					25,000	25,000	0	0	0 ↑↑↑
					10,000	10,000	0	0	0 ↑↑↑
					8,000	8,000	0	0	0 ↑↑↑
					20,000	20,000	20,000	0	0 ↑↑↑ ▼

Contributions				Footpaths					Current Budget			
Grants	Reserves	Borrowing	Total						This Year			
									Original Budget	Revised Budget	YTD Budget	Variance (Under)Over
\$	\$	\$	\$						\$	\$	\$	\$
								ROADC - Footpaths (Capital)	50,000	50,000	37,500	(37,500) ▼
								Footpaths (Capital) - (SPARE)				
0	0	0	0					Totals	50,000	50,000	37,500	(37,500)

Contributions				Drainage					Current Budget			
Grants	Reserves	Borrowing	Total						This Year			
									Original Budget	Revised Budget	YTD Budget	Variance (Under)Over
\$	\$	\$	\$						\$	\$	\$	\$
								ROADC - Drainage (Capital)	50,000	50,000	0	8,897 ▲
								Drainage Works	0	0	0	2,262 ▲
								Drainage - Mokine Road				
0	0	0	0					Totals	50,000	50,000	0	11,158

Contributions				Current Budget				
Other Infrastructure								
Grants	Reserves	Borrowing	Total	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	\$
				108,872	108,872	108,872	41,800	(67,072) ▼
				11,000	11,000	11,000	4,039	(6,961) ▼
				50,000	50,000	0	0	0 †††
				0	0	0	1,295	1,295 ▲
				50,000	50,000	0	1,219	1,219 ▲
				8,600	8,600	8,600	0	(8,600) ▼
				6,500	6,500	6,500	5,549	(951) ▼
				20,000	20,000	20,000	10,000	(10,000) ▼
				400,000	400,000	0	0	0 †††
				0	0	0	0	0 †††
				10,000	10,000	10,000	9,921	(79) ▼
				30,000	30,000	0	16,002	16,002 ▲
				11,000	11,000	0	0	0 †††
				25,000	25,000	25,000	7,678	(17,322) ▼
				60,000	60,000	60,000	66,218	6,218 ▲
				7,500	7,500	7,500	0	(7,500) ▼
				35,000	35,000	0	0	0 †††
				10,000	10,000	0	0	0 †††
				16,000	16,000	0	3,973	3,973 ▲
				334,000	334,000	0	0	0 †††
				35,000	35,000	35,000	86,454	51,454 ▲
				10,000	10,000	0	4,558	4,558 ▲
				40,000	40,000	40,000	92	(39,908) ▼
				20,000	20,000	20,000	5,135	(14,866) ▼
				10,000	10,000	0	6,798	6,798 ▲
0	0	0	0	1,308,472	1,308,472	352,472	270,730	(81,742)
			Totals					

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

Note 12: TRUST FUND

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-15	Amount Received	Amount Paid	Closing Balance 31-Jan-16
	\$	\$	\$	\$
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Councillor Nomination Fees	0	320	(320)	0
Cultural Development	4,820	0	0	4,820
Public Open Space Bonds	49,560	0	0	49,560
Trust Other	250	250	0	500
Crossover/Footpath	8,150	7,100	(50)	15,200
Town Hall Facility Bonds	3,175	1,600	(1,875)	2,900
Musical Society	300	0	0	300
Narrogin Abbatoir Committee	480	0	0	480
Meat Inspection	1,990	0	0	1,990
	68,725	9,270	(2,245)	75,750

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

Note 13: INFORMATION ON BORROWINGS

	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2015-16 Budget	2015-16 Actual	2015-16 Budget	2015-16 Actual	2015-16 Budget	2015-16 Actual	2015-16 Budget	2015-16 Actual
Debt Repayments									
Governance									
Loan 125 - Corporate Software & Server Upgrade	136,333	0	0	43,952	21,795	92,381	114,538	4,177	2,339
Loan 128 - Administration Building Upgrade	0	450,000	0	0	0	450,000	0	0	0
Recreation & Culture									
Loan 121B - Narrogin Regional Recreation Complex	398,598	0	0	41,157	23,728	357,441	374,870	21,314	13,052
Loan 126 - Town Hall Renovations	233,370	0	0	25,420	14,119	207,950	219,251	8,765	2,977
Economic Services									
Loan 124 - Commercial Property	65,323	0	0	24,983	12,308	40,340	53,015	3,532	2,137
Loan 127 - Industrial Land Purchase	159,841	0	0	9,297	4,597	150,544	155,244	7,058	4,015
	993,465	450,000	0	144,809	76,547	1,298,656	916,918	44,846	24,520

(SS) Self supporting loan financed by payments from third parties.
(SAR) Self Supporting Loan where financed by combination of Specified Area Rate and payment from third parties.
All other loan repayments are to be financed by general purpose revenue.

10.2.016 PARK RULES (TERMS & CONDITIONS)

File Reference: 5.4.26
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: 10.2.364
Date: 18 February 2016.
Author: Colin Bastow, Director Corporate & Community Services.

Attachments

- Park Rules (Terms & Conditions)

Summary

Council is requested to make a small number of amendments to the Narrogin Caravan Park – Park Rules (Terms & Conditions).

Background

The Narrogin Caravan Park Caretakers have recommended a number of minor changes to the current Park Rules (Terms & Conditions).

Comment

All proposed changes have been highlighted yellow in the attached Park Rules (Terms & Conditions) for Council's reference. Changes have been proposed because:

- The Town no longer operates a key system for access to the ablution block or laundry facilities as a keypad system has been installed, therefore, the requirement for not copying the key and the payment of a bond has been removed.
- The Town recently installed a boundary fence which initially reduced people from accessing the Caravan Park from areas other than the main entrance. Unfortunately, the Caretakers have reported that people have been seen climbing over the fence to gain access. It appears that most of those people accessing the Park over the fence have no legitimate reason to be on the premises. To overcome this issue, the Caretakers have recommended including a clause in the Park Rules to ensure they can take appropriate action against anyone who is caught climbing the boundary fence.
- The opening hours of the office have been reduced, now opening at 8.00 am.
- The term "Dump Point" has been changed to "Toilet Waste Water Disposal Facility". There is an added requirement to obtain the key for the use of this facility from the Caretakers.

Consultation

- Rick & Elaine Searle - Caretakers

Statutory Environment

Local Government Act 1995 - Caravan Parks and Camping Grounds Act 1995

Residential Tenancies Act 1987

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 0216.020 AND OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Schutz

That Council:

Adopt the attached Park Rules (Terms & Conditions).

CARRIED 7/0



NARROGIN CARAVAN PARK
PARK RULES
(Terms & Conditions)

1. Check in time

- From 11.00am

2. Check out time

- By 10.00am

3. Site Fees

- Site Fees must be paid in advance and no refund will be allowed due to cancelled bookings.
- Site Fees will be reviewed at least once every year.

4. Office Hours

- Office opening hours are 8.00 am – 6.00 pm.

5. Noise

- Patrons must be respectful at all times to each other and not make any noise that may offend others including neighbouring properties.
- Quiet time in the Caravan Park is between the hours of 10.00pm to 6.00am each day.

6. Speed

- The speed limit within the Caravan Park is strictly 8km per hour (walking pace). This speed limit also includes the use of bicycles and similar type vehicles.

7. Pets

- Pets are only allowed in the Caravan Park with the Caretaker's approval.
- The Caretaker will only approve pets that appear to be friendly to people and other animals and can be appropriately secured.
- Pets that have been declared dangerous are not permitted in the Caravan Park under any circumstances.
- Pets must be secured on a leash while walking around the Caravan Park.
- No pets are allowed in the ablution blocks, campers' kitchen or recreational shed.

8. Smoking

- Smoking is not permitted inside the caretaker's cottage, ablution block, campers kitchen or recreational shed.

9. Visitors

- Visitors must report to the Caretaker on arrival.
- Visitors must park their vehicles in the designated visitors' parking area.
- Visitors are not allowed to use the Caravan Park's ablution block facilities.

10. Excessive use of Power

- The use of power tools such as welders and grinders are not permitted in the Caravan Park.



NARROGIN CARAVAN PARK
PARK RULES
(Terms & Conditions)

11. Water Conservation

- The Town encourages the responsible use of water within the Caravan Park.
- Patrons are only allowed to take up to a maximum time of 5 minutes per shower.
- All private gardens must be approved by the Caretaker.
- Private washing machines can only be used if approval is given by the Caretaker.

12. Car Parking

- Only one car is strictly permitted per site.
- Approval may be given by the Caretaker to park more than one vehicle on site.
- All on-site cars must be registered at the Caravan Park reception on arrival.
- All other vehicles or visitors' vehicles must remain in the visitors' parking area.

13. Quad Bikes / Recreational Motor Bikes

- No Quad bikes, trail bikes or recreational motor bikes are to be ridden in the park under any circumstances.

14. Open Fires

- Open fires are not permitted in the Caravan Park.

15. Setting Up on Site

- All caravans/camper trailers must have their draw bars facing the roadway in accordance with the Caravan Parks and Camping Grounds Regulations 1997.
- All caravans/camp sites must be 3 metres away from each other. This is the Patron's responsibility and failure to comply may result in the Caretaker moving their tent or caravan to adhere to these regulations.
- No canopy is to be installed with star pickets unless approved by the Caretaker.

16. Use of Power Cables and Hoses

- The Town will only allow well-maintained power cables and hoses to be connected to its power outlets, water taps and drainage system.
- The Caretaker may remove any power cable and/or hose that is considered not to be well maintained or dangerous without notice.
- Patrons are not to dispose of waste water directly on to the ground and must use the Caravan Park's designated drainage system.

17. Washing

- Washing can only be hung out on the Caravan Park's approved clothes lines.
- Permission is needed from the Caretaker to use a private washing machine in the Caravan Park.



NARROGIN CARAVAN PARK
PARK RULES
(Terms & Conditions)

18. Supervision of children

- Children must be appropriately supervised by an adult whilst in the Caravan Park at all times.

19. Cancellation Policy

- The Town will not refund any Site Fees it has already received if a Tenant cancels their booking.

20. Responsible use of Alcohol

- The Town does encourage the responsible consumption of alcohol.
- Person who become intoxicated may be asked to leave the Caravan Park
- The driving of a vehicle within the Caravan Park whilst under the influence of drugs or alcohol is not permitted.

21. Illegal Drugs

- The possession or use of illegal drugs within the Caravan Park is not permitted. Offenders will be reported to the Police and evicted from the Caravan Park.

22. Trucks Parking

- Trucks are not permitted to be parked in the Caravan Park.
- The Town has provided a designated truck parking area which is located next to the Caravan Park.

23. Use of Ablution Blocks

- Patrons may not provide any other person the Ablution Block key or otherwise allow access to the Ablution Blocks facilities.
- Patrons are not allowed to make copies of the Ablution Block keys provide the keypad code to any third person.
- Waste water and sewerage is not to be disposed of in the Ablution Blocks.
- Only Patrons and approved persons may use the Ablution Blocks.
- Bond is payable before the Ablution Block key will be issued to Patrons.

24. Campers Kitchen and Recreation Shed

- Only Patrons can use the Campers Kitchen and Recreational Shed.

25. Sleeping in Buildings

- Under no circumstances are Patrons allowed to camp or sleep in the Ablution Blocks, Campers Kitchen and Recreational Shed.

26. Portable Toilet Waste Water Disposal Facility (Dump Point)

- Only Patrons may use the Portable Toilet Waste Water Disposal Facility.
- Key to the Toilet Waste Water Disposal Facility can be obtained from the Caretaker.



NARROGIN CARAVAN PARK
PARK RULES
(Terms & Conditions)

27. Tents

- Patrons can only camp in a tent for a maximum of 14 days within any three month period. The Caretaker may approve an additional 14 days stay.
- No tent is allowed to be setup directly below a large tree.

28. Lease Agreements

- Long stay Patrons will be offered a maximum of a three month lease which can be renewed.

29. Annual Site Fees Review

- Site Fees will be reviewed at least once every year.

30. Sale of Caravans, Furniture and Equipment

- No sale of tenant's caravans, furniture and equipment is allowed within the Caravan Park.

31. Structures

- Patrons are not to erect or construct a permanent type structure without the Towns approval.

32. Boundary Fence

- No one is allowed to climb over/under or otherwise interfere with the boundary fence.
- Entry to the Caravan Park is to be via the official entry areas.
- Any Patrons or Visitor that is caught breaching this rule may be asked to leave the Caravan Park.
- Any other person who is caught breaching this rule without a legitimate reason for being in the Caravan Park maybe prosecuted with trespassing.

33. Compliance to Park Rules

- All persons are expected to behave in a manner which is conducive to the safety, comfort and convenience of others in the Caravan Park.
- A breach of the Park Rules may result in the summary eviction of the offender at the discretion of the Caretaker.

Note: Unless provided for in these Park Rules (Terms & Conditions), patrons and visitors must follow all reasonable and lawful directions given to them by the Caretaker or other authorised Town Officers.

10.2.017 FREEDOM OF INFORMATION - INFORMATION STATEMENT 2016

File Reference: 16.1.1
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 17 February 2016.
Author: Colin Bastow, Director Corporate & Community Services.

Attachments

- Freedom of Information (FOI) – Information Statement 2016

Summary

Council to consider the adoption of an FOI Information Statement.

Background

The Town had volunteered to be a part of a Department of Local Government and Communities pilot program 'Better Practice Review' which identified that the Town required a FOI Information Statement.

Comment

The Town has updated its previous FOI Information Statement to ensure it now contains current information about the Town's operational activities.

Consultation

- Director of Technical and Environmental Services – Mr Brian Robinson
- Town Records staff

Statutory Environment

Freedom of Information Act 1992

94. **Term used: information statement**

*A reference in this Act to an **information statement**, in relation to an agency, is a reference to a statement that contains:*

- (a) a statement of the structure and functions of the agency;*
- (b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;*
- (c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;*
- (d) a description of the kinds of documents that are usually held by the agency including:
 - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and**

- (ii) which kinds of documents can be purchased; and
 - (iii) which kinds of documents can be obtained free of charge;
- (e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;
- (f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including:
 - (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and
 - (ii) the address or addresses at which access applications can be lodged;
- (g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including:
 - (i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
 - (ii) the address or addresses at which applications for amendment of personal information can be lodged.

96. Information statement, each agency to publish annually

- (1) An agency (other than a Minister or an exempt agency) has to cause an up-to-date information statement about the agency to be published in a manner approved by the Minister administering this Act:
 - (a) within 12 months after the commencement of this Act; and
 - (b) at subsequent intervals of not more than 12 months.
- (2) In giving approval under subsection (1) the Minister has to have regard, amongst other things, to the need to assist members of the public to exercise their rights under this Act effectively.
- (3) In the case of an agency that comes into existence after the commencement of this Act the reference in subsection (1)(a) to the commencement of this Act is to be read as a reference to the time when the agency commences its operations.
- (4) A subcontractor does not have to comply with subsection (1) if the relevant contractor has complied with that subsection on behalf of the subcontractor.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Voting Requirements

Simple Majority.

COUNCIL RESOLUTION 0216.021 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Bartron

That Council:

Endorse the Town of Narrogin's Freedom of Information, Information Statement 2016 as attached.

CARRIED 7/0



FREEDOM OF INFORMATION INFORMATION STATEMENT

- TOWN OF NARROGIN -
2016

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1. VISION & MISSION STATEMENTS

Vision for the Town

Prosperity and growth as a regional centre.

Mission for Council

Provide leadership, direction and opportunities for the community.

2. DETAILS OF LEGISLATION ADMINISTERED

The powers that can be exercised by the Town of Narrogin and its Council are expressly limited to those powers that are conferred on it by Act of Parliament.

These powers are limited to the area contained within the gazetted boundaries of the Town of Narrogin - except in certain special and limited circumstances.

Local Government Act 1995

The enabling and principal legislation for the Town of Narrogin and its Council is the *Local Government Act of 1995* (the Act).

The Act provides for a system of local government by -

- providing for the constitution of elected local governments in the State;
- describing the functions of local governments;
- providing for the conduct of elections and other polls; and
- providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.

The Act is intended to result in -

- better decision-making by local governments;
- greater community participation in the decisions and affairs of local governments;
- greater accountability of local governments to their communities; and
- more efficient and effective local government.

Alongside the procedural requirements of the Local Government Act 1995 are a number of regulations which have been "gazetted" to further define how the Act should be administered. They are:

- Local Government (Financial Management) Regulations 1996
- Local Government (Constitution) Regulations 1998
- Local Government (Functions and General) Regulations 1996
- Local Government (Administration) Regulations 1996
- Local Government (Audit) Regulations 1996
- Local Government (Uniform Local Provisions) Regulations 1996
- Local Government (Parking for People with Disabilities) Regulations 2014
- Local Government (Prohibitions on Dealings in Land) Regulations 1973
- Local Government (Long Service Leave) Regulations
- Local Government (Elections) Regulations 1997
- Local Government (Rules of Conduct) Regulations 2007
- Local Government (Amendment of Part VIA – Employee Superannuation) Regulations 2006

Under the Local Government Act, the Town of Narrogin has a general power to make local laws "... prescribing all matters that are required or permitted to be prescribe by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions ..."

In effect, the Town of Narrogin has fairly liberal powers to make local laws that provide or the good government of persons within its district limited only by the constraints imposed on it by the Local Government Act 1995 or other written laws.

Finally, the Local Government Act 1995 gives Council the power to regulate the construction and maintenance of private buildings.

The specific detail of building regulation can be found in the following gazetted regulations and orders.

- Building Regulations 2012

The Building Regulations 2012 make direct reference to the Building Code of Australia 2015 which has general application throughout Australia.

Other Significant Acts of Parliament

There are two other Acts of Parliament which impact significantly on the operations of the Town of Narrogin.

The first is the *Planning and Development Act of 2005* which relates to the planning and development of land for urban, suburban and rural purposes.

This Act of Parliament has given rise to a number of gazetted town planning regulations and local laws. In conforming to these regulations Council has gazetted the *Town of Narrogin's Town Planning Scheme No. 2*.

The scheme is comprised of two documents - a scheme text and a scheme map which control and regulate the development and use of all land and buildings within the boundaries of the Town of Narrogin.

The other significant Act of Parliament for the Town of Narrogin is the *Health Act 1911*.

This Act of Parliament relates to the maintenance of public health and authorises and directs the Town of Narrogin to carry out, within the boundaries of the Town of Narrogin, the provisions of the Health Act and regulations, by-laws and orders made under it.

Some of the Health Act regulations currently in force throughout the State are as follows:

- Health Act (Laundries and Bathrooms) Regulations
- Health (Pesticides) Regulations 2011
- Health (Public Buildings) Regulations 1992
- Health (Skin Penetration Procedures) Regulations 1998
- Health (Offensive Trades Fees) Regulations 1976

Health Act local laws in force within the Town of Narrogin are as follows:

- Model By-Laws Series "A"

Other Minor Acts of Parliament

The following schedule lists other Acts of Parliament, associated regulations and local laws that impact on the operations of the Town of Narrogin.

TOWN OF NARROGIN - FREEDOM OF INFORMATION (FOI) INFORMATION STATEMENT

Acts of Parliament	Regulations	Local Laws
<i>Cat Act 2011</i>	Cats Regulations 2012	
<i>Cemeteries Act 1986</i>		Narrogin General Cemetery
<i>Dog Act 1976</i>	Dog Regulations 2013	
<i>Environmental Protection Act 1986</i>	Environmental Protection (Clearing of Native Vegetation) Regulations 2004	Noise Abatement
<i>Library Board of Western Australia Act 1951</i>	Library Board (State Library) Regulations 1956	
<i>Litter Act 1979</i>	Litter Regulations 1981	
<i>Local Government Grants Act 1978</i>		
<i>Occupational Safety and Health Act 1984</i>	Occupational Safety and Health Regulations 1996	
<i>Rates and Charges (Rebate and Deferments) Act 1992</i>		
<i>Waste Avoidance and Resource Recovery Act 2007</i>	Waste Avoidance and Resource Recovery Regulations 2008	

3. STRUCTURE OF THE TOWN OF NARROGIN

The policy-making or legislative powers of the Town of Narrogin rest with the elected members of the Council.

The Council consists of nine elected members (eight Councillors and Mayor) who are directly elected by the residents and property owners of the Town. The Mayor and Councillors normally hold office for a period of four years with one half of the total number of elected members retiring every two years.

The Council generally meets twice monthly (except in December and January) in order to:-

- determine matters of policy,
- exercise its discretion in determining matters that cannot be determined by staff,
- receive information.

Decisions that are binding on the Town of Narrogin can only be made by the Council when it meets collectively. Individually, the elected members have no decision making power.

At times the Council can and has delegated decision making powers to staff or a committee of the Council. However the types of powers that may be delegated are limited by the Local Government Act and other Acts of Parliament.

4. DETAILS OF DECISION MAKING FUNCTIONS

The Council meets twice a month (excluding December and January) to make decision on specific matters.

Matters requiring a decision that are brought before Council have an associated recommendation which has been prepared by the responsible staff member who is employed by the Town of Narrogin. The recommendation are generally based on legal responsibilities or professional opinions.

Council may modify, reject or adopt new resolutions after it considers the recommendations of the particular officer.

Documents that govern the way Council and its staff exercise broad decision making powers are listed below.

- Local law Relating to the Conduct of Proceedings and the Business of Council (otherwise known as Standing Orders)
- Local Government (Rules of Conduct) Regulations 2007
- Town of Narrogin Policy Manual
- Delegated Powers Register
- Code of Conduct for Elected Members and Staff

5. PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND PERFORMANCE OF THE TOWN OF NARROGIN'S FUNCTIONS

Council Meetings

The participation of the public in Council meetings is achieved through three avenues:

- a) Local Government Act 1995 provides that all Council meetings are to be open to the public. The only exception to this rule is when the Council decides that certain parts of the meeting should be closed to the public (e.g. where the meeting is dealing with the personal affairs of any person). The grounds on which a meeting can be closed to the public are limited by law and are specifically set out in the Local Government Act 1995.
- b) Local Government Act 1995 and the associated Local Government (Administration) Regulations 1996 provide for a minimum period of fifteen minutes is to be set aside at the commencement of any Council meeting to allow the public the opportunity of asking questions and receiving responses. Specific details on meeting procedures can be found within the regulations themselves.
- c) Public participation in Council meetings can be achieved in a more formalised process which relates to the Town receiving a petitions and/or deputations. The specific details of how these are presented to Council are contained within Town's Standing Orders.

Occasional Committees

Public participation in Council affairs is obtained by the creation of occasional committees which may (or may not) meet regularly. These committees generally make recommendations to Council via a responsible officer's report.

Occasional committees in existence and functioning at the time of publication of this document are:

- Audit
- Airport
- Australia Day
- CATS Stakeholder
- CEO Performance Review and Advisory
- Disability Access Advisory
- Local Emergency Management (LEMAC)
- Townscape Advisory
- Narrogin SafeTown and Roadwise

The role of these committees is generally to provide advice to Council on specific matters where public input is thought desirable by the Council.

In most instances the committees are chaired by a nominated elected member of Council.

Public participation in the occasional committees can be achieved by a number of processes which includes advertising in the local newspaper or by invitation. Council may offer a particular community group or organization a specific seat on an occasional committee.

General and Special Electors' Meetings

The Local Government Act also obligates the Town to hold a general meeting of electors at least once in each year and within 56 days of the Town of Narrogin acceptance of the annual report for the previous financial year.

The annual electors' meeting provides electors with an opportunity to discuss the contents of the annual report and then any other general business.

The Local Government Act also provides a mechanism whereby at least one hundred of the Town's electors or 5% of the number of electors - whichever is the lesser number - may cause a special meeting to be held to discuss a particular matter.

Notice of impending general and special electors' meetings is advertised in the local newspaper and the Town's website.

Other Avenues for Public Participation

The Local Government Act requires the Town of Narrogin to prepare a principal activities plan once in each financial year for the next four or more financial years.

As a general guide, a principal activity is deemed to be any item or service provision that consumes 10% or more of the Council's total expenditures.

The Local Government Act requires the Town of Narrogin on an annual basis to give public notice of the plan's preparation, its availability for inspection and an invitation to the public to make submissions on the plan within a 42 day time frame.

The Town of Narrogin is obliged to consider any submissions received in relation to the plan and may accept the plan with, or without, modification.

Public participation is also required by the Local Government Act each time the Town of Narrogin makes a new local law. Again a minimum 6 week submission period applies for members of the public.

The Local Government Act also requires the Town of Narrogin to review each of its local laws at least once in each 8 year period.

Again a public submission and consideration process applies.

6. DOCUMENTS HELD BY THE TOWN OF NARROGIN

Details of Documents Available Outside FOI

Any person can attend the office of the Town of Narrogin during office hours and free of charge inspect, subject to section 5.95 of the Local Government Act, any of the following in relation to the Town of Narrogin, whether or not current at the time of inspection –

- a) Code of Conduct;
- b) Register of Financial Interest;
- c) Annual Report
- d) Annual budget
- e) Schedule of Fees and Charges;
- f) Plan of Principal Activities (Strategic Community Plan/Corporate Business Plan);
- g) Proposed Local Law of which the Town has given Statewide Public Notice under Sec.3.12 of the Local Government Act 1995;
- h) Local Laws made by the Town in accordance with Sec.3.12 of the Local Government Act 1995;
- i) Regulations made by the Governor under Sec.9.60 of the Local Government Act 1995 that operates as if they were Local Laws of the Town;
- j) Text that –
 - a. Is adopted(whether directly or indirectly) by a Local Law of the Town or by a regulation that is to operate as if it were a Local Law of the Town; or
 - b. Would be adopted by a proposed Local Law of which the Town has given Statewide public notice under Sec.3.12(3):
- k) Subsidy legislation made or adopted by the Town under any written law other than the Local Government Act 1995;
- l) Any written law having a provision in respect of which the Town has a power or duty to enforce;
- m) Rate record;
- n) Confirmed minutes of Council or Committee Meetings;
- o) Minutes of Electors Meetings;
- p) Notice papers and agenda relating to any Council or Committee Meeting and reports and other documents that have been –
 - a. Tabled at a Council or Committee Meeting; or
 - b. Produced by the Town of Narrogin or a Committee for presentation at a Council or Committee Meeting and which have been presented at a meeting;
- q) Report of a review of a Local Law prepared under Sec.3.16(3) of the Local Government Act 1995;
- r) Business plan prepared under Sce.3.59 of the Local Government Act 1995;

- s) Register of Owners and Occupiers under Sec.4.32(6) of the Local Government Act 1995 and Electoral Roll;
- t) Contract under Sec.5.39 of the Local Government Act 1995 and variation of such contract;
- u) Such other information relating to the Town –
 - a. Required by a provision of the Local Government Act 1995 to be available for public inspection; or
 - b. As may be prescribed,

In the form or medium in which it may for the time being be held by the Town.

However it should be noted that the Local Government Act specifies a number of limitations on the rights of those wanting to inspect the Town's information. Despite these limitations, nothing in the Local Government Act affects the operation of the Freedom of Information Act 1992

Specific finance, accounting, rating and valuation records are kept for varying lengths of time in accordance with the *General Retention and Disposal Schedule for Local Government* as prepared by the Records Management Office of State Archives of Western Australia.

The following documents are also available for inspection free of charge at the administration office of the Council during office hours. The list is not exhaustive.

- Policy Manual
- Business Prospectus
- Delegations Register
- Foxes Lair Management Plan 2014
- Community Strategic Plan 2012-22
- Corporate Business Plan 2012-22
- Workforce Plan 2013
- Town Building and Structures Asset Management Plan
- Burial Register
- Cemetery Plan
- Town Planning Scheme No 2 - District Scheme
- Town Planning Scheme Amendments (until superseded)
- Town Planning Scheme Maps

Photocopies of the above documents are available at a cost of 20c per page.

Alternatively a copy of most of the documents listed above can be obtained from the Town's website.

Details of Other Documents which may need to be applied for under FOI provisions

The Freedom of Information Act gives the general public a right to access documents held by the Town of Narrogin subject to limitations listed below.

The access provisions of the FOI Act do not apply to documents that:

- are available for purchase by the public or free distribution to the public;

- are available of inspection under Part 5 of the FOI Act (ie. information statements and internal manuals) or under another enactment.
- can be inspected in the State archives.
- are publicly available library material held by agencies for reference purposes.
- are made or acquired by an art gallery, museum or library and preserved for public reference or exhibition purposes

When a FOI application is made for documents that relate to another government agency, the FOI application may be transferred to that agency.

Documents accessible under the FOI Act include paper records, plans and drawings, photographs, tape recordings, films, videotapes or information stored in a computerised form.

The Town holds its general documents in both hard and electronic formats. However, nearly all current accounting records excluding creditor invoices, are held on computer and are backed up on tape and hard drives on a daily basis.

7. THE OPERATION OF FOI IN THE TOWN OF NARROGIN

Application, Assessment, Notice of Decision and Appeal

It is the aim of the Town to make information available promptly and at the least possible cost and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Town of Narrogin and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Freedom of Information Applications

Access applications have to –

- Be in writing;
 - Give sufficient information so that the required documents can be easily identified;
 - Provide an Australian address to which any notices can be sent; and
 - Be lodged at the Town of Narrogin's Administration Centre with the appropriate application fee.

Application and enquiries should be addressed to Freedom of Information (FOI) Officer by using the following;

- By telephone on (08) 9890 0900,
- Post to the FOI Officer PO Box 188, Narrogin WA 6312; or
- In person meeting at 89 Earl Street, Narrogin WA 6312.

Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as -

- the date which the decision was made
- the name and the designation of the officer who made the decision
- if the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document
- information on the right to review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision of the Town FOI Officer are entitled to ask for an internal review by the Town of Narrogin. Application should be made in writing within 30 days of receiving the notice of decision.

You should be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an external review. The Office of the Information Commissioner can be found at the Albert Facey House, 469 Wellington Street PERTH WA 6000 Country Callers 1800 621 244).

Fees and Charges Payable under the FOI Act

A standard application fee of \$30 is payable on each application made under the Freedom of Information Act 1992 (FOI Act), unless the application is for personal information only.

Charges will be made for the processing of each application, unless the application is for personal information only.

The Glossary, Schedule 2 of the FOI Act states that:

personal information means information or an opinion, whether true or not, and whether recorded on a material form or not, about an individual, whether living or dead -

- a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or
- b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

No fees or charges are payable for either access to, or amendment of, personal information.

The charges are as follows:

- Time taken to deal with the application - \$30 per hour
- If access is by means of inspection, charge for access time supervised by staff - \$30 per hour
- Photocopying - \$30 per hour, plus charge per copy - 20c
- Time taken for staff to transcribe information - \$30 per hour or pro rata for parts thereof
- Duplication of a tape, film or computer information - Actual cost
- Delivery, packaging and postage - Actual cost
- Additional cost to agency of any special arrangements - Actual cost

Reduction of charges for the financially disadvantaged

The Regulations of the FOI Act provide that, for an applicant who is:

- a) Impecunious [financially disadvantaged], in the opinion of the Town there is financial hardship; or
- b) the holder of a currently valid pensioner concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the Rates and Charges (*Rebates and Deferrals Act*) 1992,

Then the applicable charge will be reduced by 25%

Advance deposits


Under section 18 of the FOI Act, an advance deposit may be required by the Town. If a deposit is required then it will be set at 25% of the estimated charges which will be payable in excess of the application fee.

Further advance deposits, up to 75% of the total charges payable in excess of the application fee, may also be sought by the Town.

Cost estimates

If an agency estimates that the cost of dealing with an access application may exceed \$25, section 17 of the FOI Act requires agencies to issue the applicant with a cost estimate, outlining the basis on which the estimate has been made. This must be done before the agency finishes dealing with the application.

8. FOI APPLICATION FORM


Town of Narrogin
love the life

FOI APPLICATION FOR ACCESS TO DOCUMENTS
(Under the Freedom of Information Act 1992, s12)

1. APPLICANT DETAILS

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Other

Surname: Given name/s:

Organisation: (if applicable)

Postal address: (An address in Australia to which notices under the Act can be sent)

Postcode:

Phone No: () Mobile No: Email:

2. NAME OF CLIENT: (if applicable)

Note: *If the application is on behalf of an individual whose personal / commercial / business information may be contained in the documents, a signed authority identifying you as the applicant's agent is required before any documents can be released.*

3. TYPE OF REQUEST:

☐ **Personal Information *** (documents of the agency that contain personal information about you, or were supplied by or to you.)

☐ **Non-Personal Information** (documents of the agency that contain personal / commercial / business information about a third party, or were supplied by or to a third party who is not the applicant)

Note: *If the application is for access to or amendment of your personal information, you need to provide identification which confirms your identity e.g. driver's licence, valid passport or similar.*

4. FORM OF ACCESS REQUIRED:

Copy of the document/s ☐

Inspection of document/s ☐

Access in another form ☐ (Details)

5. DESCRIPTION OF DOCUMENTS * (Give enough information to enable the requested document/s to be identified)

Note: If more space is needed, leave this section blank and attach extra pages to the application.

6. PERSONAL INFORMATION

The FOI Act allows a person to have access to personal information about themselves, subject to some limitations. However, it protects the personal and professional privacy of other individuals by providing an exemption for personal information about a third party (other than the access applicant) and imposing a duty upon the agency to consult any such third party if the agency is considering disclosing personal information about them.

Please advise if you agree to delete from the scope of the application, any personal information related to third parties. This removes the necessity to consult with the third parties and reduces the amount of time required to deal with the application.

☐

I do not require access to any "personal information" and understand that such information will be deleted from any documents released.

Note: Consultation with third parties may still be necessary in relation to any commercial / business information contained in documents.

7. FEES AND CHARGES

Application Fee

The *Freedom of Information Regulations 1993* includes a schedule of fees and charges payable under the FOI Act. An application fee of \$30 is payable when lodging an application for access to documents containing non-personal information.

Note: No application fee is payable for access to personal information supplied by or about the applicant.

Applicant's signature:

Date: / /

Page 2 of 3

Charges

There may be processing charges in respect of your application. If the amount is likely to be more than \$25, you will be provided with an estimate of charges and given 30 days to advise if you wish to continue with the application.

Processing Charges Reduction

The FOI Regulations allow for a 25% reduction in processing costs if the applicant holds any of the following cards.

- a valid Commonwealth-issued pensioner card; or
- another type of government-issued concession card (e.g. WA Seniors Card); or
- a student card (e.g. WA Student Card).

Processing Charges Waiver

The FOI Act allows for waiving of processing charges if an applicant is financially disadvantaged.

Note: The legislation has made no provision for reduction or waiver of the application fee.

8. PAYMENT FOR APPLICATION FOR NON-PERSONAL INFORMATION

An application may be posted, along with a cheque, money order or credit card details to cover the cost of the \$30 application fee. Cheques or Money Orders are made payable to the **Town of Narrogin**.

Note: Cash can be used, if paying in person.

9. LODGEMENT OF APPLICATIONS**By Post:**

FOI Officer
Town of Narrogin
PO Box 188
NARROGIN WA 6312

In Person:

FOI Officer
Town of Narrogin
89 Earl Street
NARROGIN WA 6312

By Email: (credit payment details required)
to enquiries@narrogin.wa.gov.au
Att: FOI Officer

Phone: (08) 9890 0900

10. CREDIT CARD PAYMENT

Card Number: - - - Expiry Date /

Card Type: (Please tick) Master Card ☐ Visa ☐ Amount

Cardholder's Name: (Please print)

Signature:

Note: The credit card number will be removed when the payment has been receipted

Office Use Only

Received: ---- / ---- / ----

Validated (Fee Paid): ---- / ---- / ----

Receipt/Tax Invoice No: ----

Proof of Identify: (Access to or amendment of personal information only) ☐

Sighted by _____

10.2.018 **MERGER – CHANGE OF METHOD OF ELECTION OF PRESIDENT OF MERGED ENTITY**

File Reference: 14.8.1
Disclosure of Interest: None
Applicant: Merger Project Manager
Previous Item Nos: n/a
Date: 17 February 2016
Author: Niel Mitchell, Project Manager Merger

Attachments

- Submission received

Summary

The purpose of this report is to seek the approval of Council to commence the statutory procedures for change of method of election of the Elected Head of the merged entity.

Background

This process is one of the commitments agreed between the Shire and Town of Narrogin in the Memorandum of Understanding signed in March 2015, which states –

5.3 President

If not determined prior, it is recommended that the New Entity initiate the process to change the method of election from at large to election by the Council as soon as possible or permitted, consistent with all electors of the New Entity being entitled to vote.

Comment

As the process to change the method of election of Mayor or President is provided for within the Local Government Act, the Department of Local Government and Communities have advised that it cannot be a matter determined under Governor's Orders.

With the merger now confirmed by Order published in the Government Gazette on 30 October 2015, the process for the change was initiated early so as to ensure that any poll can be run concurrently with the extra-ordinary election process for October 2016.

As the continuing entity, the Town is responsible for the proposal to change the method of election.

The steps required to change the method of election of President for the merged entity are as follows –

1. Council to resolve to change the method of election from by the electors to by the Council
- Complete
2. Local public notice of the proposal to change is to be given - complete
3. Minimum 6 weeks public submission period - complete

4. All submissions are to be considered by Council
5. If Council decides to proceed with the change, a poll is required and the Advisory Board is to be advised
6. The Advisory Board determines the question that is to be put to the electors, and a provides a summary of the cases for and against which is required to be used
7. The Electoral Commissioner is required to conduct the Poll
8. The Returning Officer (Electoral Commissioner appointment) is to determine and give notice of the poll results

Accordingly, the proposal was advertised in early December 2015 and readvertised in late January 2016, inviting submissions from both Town and Shire residents. At the time of closure of public submission on 5 February 2016, four submissions had been received

1. Mr Brian Seale – advising of his support for the proposal
No detail provided by Mr Seale on which to comment
2. Mr Lloyd Nelson – expressing his opposition for the proposal
Mr Nelson comments in quite some detail regarding Katanning experiences, which may or may not have relevance to Narrogin.

There are several points to note in relation to Mr Nelson's submission. However, much is not relevant, such as the discussion regarding Supertown funding, the internal politics specific to Katanning, Katanning's specific history and personalities, Tambellup-Broomehill amalgamation, and Cr Rae's return in order to vote. In assessing the presumed reasons behind some of the actions –

- i) Actions of the Katanning Shire President in relation to amalgamation and other matters – regardless of whether elected at large or by Council, the President has no executive, administrative or operational authority. If such was exercised, there is a clear breach of the Local Government Act, unless authorised prior by Council or by the CEO.

Regardless of method of election, there is no doubt that Mayor/President has significant influence within the community, Council and in providing advice and opinion to the CEO between Council meetings. To act on that advice or opinion, is the CEOs discretion within their delegated authority etc, this in turn is set by an absolute majority of Council.

Mr Nelson appears to consider that the Katanning Shire President improperly used the position in several matters. If the actions were with the consent of Council, this opinion would be incorrect, regardless of the level of angst or consternation to surrounding Councils. If it was not with Council consent, options existed for the Council as a whole to overrule or make known their objection.

As mentioned, the actions of the President in these instances are independent of whether or not elected at large or by the community.

- ii) Acrimony of electors – former Minister for Local Government Hon. John Castrilli would consider this to be a “vigorous exercise of local democracy”. The growing acrimony noted by Mr Nelson is able to be changed every 2 years where the President is elected by Council, but only once every 4 years where elected at large. From Mr Nelson’s comments, it appears that the acrimony was directed, or should be directed towards the Council as a body for being out of step with their constituency, and not the President specifically. Mr Nelson’s preference for elected at large and the four years terms, could be argued in two ways –
 - a) Possible entrenchment of confrontational and out of step President, or
 - b) Potential greater stability through known 4 year terms.
- iii) Mr Nelson does raise a very valid issue regarding election by Council, in the instance where two current members of Council nominate for President, and the unsuccessful nominee immediately or shortly thereafter resigns from Council, resulting in an extra-ordinary election. This is perhaps a more likely possibility where both candidates are current Councillors, than where the President is elected by the community, but it can still occur in those instances, and then also raises the possibility of an extra-ordinary election in other circumstances.

Under the Act, if the President is elected by the community, a sitting Councillor may stand for election. If a current sitting member is elected, their position as a Councillor becomes vacant, triggering an extra-ordinary election.

Therefore, when a President is elected by Council, one possibility for an extra-ordinary election exists, but where elected by the community, two possibilities arise. In all of these circumstances the decision to resign or continue is a matter of personal choice.

- 1) Narrogin Resident & Ratepayers Association – Advising of support for the proposal
No detail provided by the Association on which to comment
- 2) Mr Doug Sawkins – Advising of support for the proposal
No detail provided by Mr Sawkins on which to comment

Council is therefore requested to consider whether or not the matter should be referred to the Local Government Advisory Board for consideration.

It should be noted that the Local Government Act also provides for the existing term of the President to be completed. Mayor Ballard’s term in office concludes at the October 2017 elections, so despite a name change for the organisation, a name change for the position, and any extraordinary election required to fill a vacancy, the change of method of election of President of the merged Shire will not apply until after Saturday, 21 October 2017.

A poll held after 1 July 2016 will be of all residents of the merged entity.

Should Council decide to proceed to a poll, the WA Electoral Commissioner is required to conduct the whole process.

Consultation

- Aaron Cook, CEO Town of Narrogin

Statutory Environment

Local Government Act 1995 –

1.10 Decisions by special majority

- (a) If more than 11 members of Council, 75% majority
- (b) If not more than 11 members, then absolute majority

2.11. Alternative methods of filling office of mayor or president

- (1)
- (2) A local government may change* the method of filling the office of mayor or president used by the local government from the election by the council method to the election by the electors method.
 - Special majority required.
- (3) A local government may exercise the power conferred by subsection (2) whether or not a proposal has been made under section 2.12.
- (4) The method of filling the office of mayor or president used by a local government is changed from the election by the electors method to the election by the council method if the result of a poll declared under section 2.12A(4) is that a majority of electors of the district who voted at the poll voted in favour of the change.

2.12 Electors may propose change of method

2.12A. Procedure to change method to election by council

- (1) If—
 - (a) electors of the district, acting under section 2.12(1), propose; or
 - (b) the council, by motion passed by it, proposes,
to change the method of filling the office of mayor or president of the local government from the election by the electors method to the election by the council method, the local government is to —
 - (c) give local public notice of the proposal stating that submissions about the proposal may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
 - (d) consider or reconsider the proposal in view of any submissions received.
- (2) Subject to section 2.13(3), if the local government decides to proceed with the proposal, there is to be a poll of the electors of the district on the proposal and —
 - (a) the Advisory Board is to —
 - (i) determine the question to be voted on by the electors of the district; and
 - (ii) prepare a summary of the case for each way of voting on the question; and
 - (b) the Electoral Commissioner is to —
 - (i) make the summary available to the electors before the poll is conducted; and
 - (ii) be responsible for the conduct of the poll;
and
 - (iii) appoint a person to be the returning officer of the local government for the poll; and
 - (c) the local government is to meet the expenses of the Electoral Commissioner in connection with the poll to the extent required by regulations.
- (3) The returning officer is to conduct the poll for and under the direction of the Electoral Commissioner.
- (4) As soon as is practicable after the result of the poll is known the returning officer is to declare and give notice of the result in accordance with regulations.
- (5) A poll referred to in this section is not to be held more than once in every 4 years in a district, even if a proposal has been made by the electors under section 2.12.

2.13. When new method takes effect

- (1)
- (2) A change under section 2.11(4) to the election by the council method has effect in relation to the filling of the office of mayor or president at the first meeting of the council after the ordinary elections of the local government in the year in which the term of office of the

incumbent mayor or president ends and from then on until a decision under section 2.11(2) to change to the election by electors method takes effect.

- (3) *A decision under section 2.11(2) has no effect if it is made during, and a decision under section 2.12A(2) has no effect unless a poll resulting from it is held before, the period beginning on the 80th day before, and ending on, the ordinary election day in the year in which the term of office of the incumbent mayor or president ends.*

Policy Implications

Nil

Financial Implications

If poll is approved by the Local Government Advisory Board, cost of the Electoral Commission to conduct the poll concurrent with the extra-ordinary election process.

Strategic Implications

Assist with transition requirements and arrangements.

Voting Requirements

Absolute Majority

COUNCIL RESOLUTION 0216.022 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Fisher

That Council:

1. Notes the details of the four submissions received, and
2. recommends to the Local Government Advisory Board that a poll be conducted to change the method of election of Mayor/President in accordance with the Local Government Act 1995 section 2.12A(2).

CARRIED 7/0

Kenisden

1/22 Doney Street
Narrogin W.A. 6312
PH (08) 9881 5900

The C.E.O.

Shire & Town of Narrogin

P.O... Box 188

Narrogin..W.A. 6312

Dear Aaron,

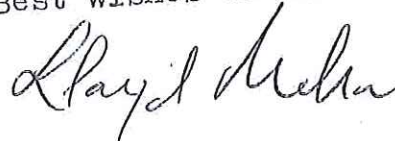
You have called for Submissions.

Here is mine.

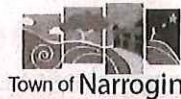
I have had a very long association with Katanning , stood for Parliament there once.

I would hate to see Narrogin to have any opportunity to set foot on the abysmal path they have been doggedly following , despite protestations along the way.

Best wishes to the new Body



Public Notices



LOCAL GOVERNMENT ACT 1995

Town of Narrogin/Shire of Narrogin

Method of Election of Mayor/President

In accordance with the Local Government Act 1995 s.2.11 (2) and s.2.12A (1), notice is given of a proposal to change the method of election of Mayor/President of the Town of Narrogin, which on 1 July 2016 will become the merged Shire of Narrogin.

Shire and Town residents are invited to make submissions.

If approved, the change will come into effect in October 2017, after the merger of the Town and Shire has occurred.

Details of the proposal, process, and effects are available on the Shire and Town websites, or from the offices during normal business hours.

Written submissions may be made to the Chief Executive Officer, Town of Narrogin

mail: PO Box 188, Narrogin, 6312

to: Administration Centre, Earl Street, Narrogin

or emailed to: enquiries@narrogin.wa.gov.au

By - 4.00pm Friday, 5 February 2016

A.J. Cook

Chief Executive Officer

Shire and Town of Narrogin

13.4.3
14.8.1
1CR167350

02 FEB 2016

This Submission responds to the above.

It is made by Local Resident Lloyd Nelson of I/22 Doney a local property owner & past serving member of Wagin Municipal Council, the later Wagin Shire Council and mor recently a Member of the Katanning Shire Council.

The author of this submissio is no way a radical.

The submission is based on personal experience & of observation of Local Government

This submission to give it due form is based under the Headings of

PAST

PRESENT

FUTURE

PAST

I.00

Narrogin Town Council elected its own figure head until Rob Maxwells term in which the method^h was changed to allow electors to do this directly .

As a result Sally Higgins replaced Rob Maxwell , being elected comfortably & at the end of her term was very comfortably re elected . She lost favour in her third term and was voted out.

This was not particularly new as well respected Mayor John Parry had suffered the same result earlier Don Ennis term came to a sharp end, perhaps due to the failure of Narrogin to gain Super Town Money despite being given the same information re this to both Narrogin & Katanning by Mr Waldron.

I.I

Katanning by comparison has the council members elect their own President . This has ensured that it has gone downhill despite the big funds injection into new sale yards by the Barnett Government & the

face lift money from the Brendon Grylls inspired Super Town Project.

I.2

WE can now look further at how Katanning Shire Council has continued to march to a different drummer under the system where Councillors vote in their own head from among the sitting members.

Under Farmers Peter Kerin & then Rob White an even keel was kept until the election of Liz Guidera, a young farming wife. The Council became hostile & dysfunctional, helped long by a change in C.E.O.'s. Guidera completed her term, left Council. After an absence of 12 years she was re-elected and elected President by council members

I.3

Half of the council voted for farmer Phil Rae as President the other half for Stock & Tarding owner Martin Van Koldhoeven. With the vote tied at 4 each matters were put on hold for one week.

At week end holidaying Council Member Margaraet Taylor (wife of a local member) was flown back from Melbourne voted at the resumed meeting & driven back after to catch a plane back. She had never been on a plane before, was a person of moderate means, no information was given out on who organised & paid for this. Cr Rae was elected Shire President. Cr Von Koldhoeven resigned.

Under Raes Presidency Katanning Shire vigorously adopted Local Government Minister John Castrilli's idea of council amalgamation & unsuccessfully pursued the idea of a greater Katanning Shire . Rae was reelected to Council bottom of those elected & continued to antagonise the neighbouring Shires . His actions may have prompted the hasty amalgamation of Broomehill/ Tambellup Shires. Rae stood down from Council at the end of his term Richard Kowald, Newsagent - ex farmer- was elected to Council second top of the poll . Was elected Shire President. He was arguably out of his Depth a bit. Came in bottom of those elected at the next council elections. His second term saw unpopular projects such as building a new Council Admin Centre on Iconic Lions Park . The Public would ^{nt} wear this & a petition was presented to Council to change the method of the election of President to the Narrogin Model . This was rejected by council (as they are entitled to do) amidst growing acrimony by electors . Kowald remains on Council but resigned as President. It is expected he will leave Council at term end.

I.4

Deputy President Alan McFarland replaced Kowald . Irate electors meetings, perhaps badly handled continued, There was a lot of local support for a mooted Petition to Parliament but the elections came up & McFarland came in bottom of the poll and thus left Council

I.5

Liz Guidera after a twelve year spell was comfortably elected to Council, subsequently the members voted her in as President. The Deputy President Rob Godfry immediately resigned and a by election is now scheduled to replace him.

I.6

While the happenings at Katanning are not common (except at York perhaps) it would be fair comment to say that if the electors had the say in who becomes Mayor / President this situation would have been resolved years prior. It is very hard to dislodge a Shire President if backed by others of a like mind, unmindful of what it does to a community.

I.7

Moving to the present.

Having been a foundation member of the amalgamated Wagin Shire Council the writer is well aware that the new body has to tread lightly to get all the players on the one page to progress the area.

Also of course & importantly, the existing Shire members have operated under the system of electing their own head and would be expected to push for its retention.

Also Narrogin in common with most inland Towns in Australia unless they have a major industry or something of Tourist Interest is doing it a lot harder than in the recent past . Most similar towns are doing not much better than marking time just at present. But again Regional Centres like Narrogin are doing much better than the smaller service towns which are showing backward movement.

And Narrogin has of course advantages of being a well situated one & a pleasant place to live.

I.8

To move to the future

By sticking to the Present method of electing the Shire President Narrogin has a better chance of keeping on being kept neat/ Tidy & well tended . This as a direct comparison with Katanning . A visitor to ~~Narrogin~~ Katanning , a visitor of note, remarked recently - This is a town that has for many years looked as though it is owned by Renters.

Subject: Fw[2]: ICR167367 - Proposal re mayor/president
From: "Niel Mitchell" <niel@conwayhighbury.com.au>
Sent: 5/02/2016 2:09:51 PM
To:

From: Doug Sawkins [mailto:dsawkins@westnet.com.au]
Sent: Friday, 5 February 2016 11:11 AM
To: Tabitha Nicholls <records@narrogin.wa.gov.au>
Subject: ICR167367 - Proposal re mayor/president

Hello

I support election from within council

thanks

Doug Sawkins
41 Falcon St Narrogin

Subject: Fw[2]: ICR167377 - FW: Method of Election of Mayor / President

From: "Niel Mitchell" <niel@conwayhighbury.com.au>

Sent: 8/02/2016 3:10:11 PM

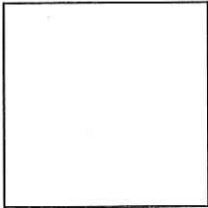
To:

Dear Aaron

In response to the advert in the 21st January 2016 edition of the Narrogin Observer regarding the method of election of Mayor / President, the NRRA considers the preferred method would be for the Mayor / President to be elected by councillors rather than by a popular vote.

Yours faithfully

Peter White
Secretary
Narrogin Residents and Ratepayers Association Inc..



This email has been sent from a virus-free computer protected by Avast.
www.avast.com

10.2.019 MERGER – CONDUCT OF 2016 ELECTION AND POLL

File Reference: 14.8.1
Disclosure of Interest: None
Applicant: Merger Project Manager
Previous Item Nos: n/a
Date: 8 February 2016
Author: Niel Mitchell, Project Manager Merger

Attachments

- Quotation from the Electoral Commission

Summary

The purpose of this report is to seek the approval of Council to conduct an election under the *Local Government Act 1995*, section 4.11 election of 15 October 2016 as a postal election and the mandatory ballot for change of method of election of President as a postal poll.

Background

The proposed poll is one of the commitments agreed between the Shire and Town of Narrogin in the Memorandum of Understanding signed in March 2015, which states –

5.3 President

If not determined prior, it is recommended that the New Entity initiate the process to change the method of election from at large to election by the Council as soon as possible or permitted, consistent with all electors of the New Entity being entitled to vote.

Comment

The WA Electoral Commission has advised that rather than an extraordinary election, they consider the election to be one required by section 4.11 of the Local Government Act, as it results from changes to wards and district boundaries and representation. There is no practical difference, but relates to the authority to announce the election, and the statutory reason for the election.

As all elected members of both the Shire and Town have advised of their resignations effective at midnight of 30 June 2016, and the election is required to fill the vacancies –

- President – to complete the current Mayoral term of Mayor Ballard
- Rural Ward –
 - 2 councillors for a term ending October 2017
 - 2 councillors for terms ending in October 2019
- Town Ward –
 - 2 councillors for a term ending October 2017
 - 2 councillors for terms ending in October 2019

The timing of the proposal for change of method of election of President, call for submissions etc has been planned so that election and poll processes are concurrent as far as possible.

Should Council decide to proceed to a poll, the WA Electoral Commissioner is required to conduct the whole process.

If Council prefers to conduct the election as a postal ballot, a formal request to the Electoral Commissioner is required.

Council may also choose to request that the poll is also conducted as a postal ballot.

A quote from the Electoral Commission has been obtained for –

- a. Presidential election
- b. Rural Ward election
- c. Town Ward election
- d. Poll for change of method of election of President

A copy of the quote for \$27,000 to conduct the three elections and the poll, as postal ballots, with an on-site count is attached. The quote includes all statutory advertising.

Consultation

- Aaron Cook, CEO Town of Narrogin

Statutory Environment

Local Government Act 1995 –

2.12A. Procedure to change method to election by council

(6) If –

- (e) electors of the district, acting under section 2.12(1), propose; or
- (f) the council, by motion passed by it, proposes,
to change the method of filling the office of mayor or president of the local government from the election by the electors method to the election by the council method, the local government is to –
 - (g) give local public notice of the proposal stating that submissions about the proposal may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
 - (h) consider or reconsider the proposal in view of any submissions received.
- (7) Subject to section 2.13(3), if the local government decides to proceed with the proposal, there is to be a poll of the electors of the district on the proposal and –
 - (d) the Advisory Board is to –
 - (i) determine the question to be voted on by the electors of the district; and
 - (ii) prepare a summary of the case for each way of voting on the question; and
 - (e) the Electoral Commissioner is to –
 - (i) make the summary available to the electors before the poll is conducted; and
 - (ii) be responsible for the conduct of the poll;and
 - (iii) appoint a person to be the returning officer of the local government for the poll; and
 - (f) the local government is to meet the expenses of the Electoral Commissioner in connection with the poll to the extent required by regulations.
- (8) The returning officer is to conduct the poll for and under the direction of the Electoral Commissioner.
- (9) As soon as is practicable after the result of the poll is known the returning officer is to declare and give notice of the result in accordance with regulations.

(10) A poll referred to in this section is not to be held more than once in every 4 years in a district, even if a proposal has been made by the electors under section 2.12.

2.13. When new method takes effect

(4)

(5) A change under section 2.11(4) to the election by the council method has effect in relation to the filling of the office of mayor or president at the first meeting of the council after the ordinary elections of the local government in the year in which the term of office of the incumbent mayor or president ends and from then on until a decision under section 2.11(2) to change to the election by electors method takes effect.

(6) A decision under section 2.11(2) has no effect if it is made during, and a decision under section 2.12A(2) has no effect unless a poll resulting from it is held before, the period beginning on the 80th day before, and ending on, the ordinary election day in the year in which the term of office of the incumbent mayor or president ends.

4.11. Elections after restructure of districts, wards or membership

Any poll needed for an election to give effect to an order under section 2.1(1) changing the boundaries of a district or under section 2.2 or 2.18 is to be held on the day fixed by the Governor by order under section 9.62.

Policy Implications

Nil

Financial Implications

If a poll is approved, the cost of the Electoral Commission to conduct the poll concurrent with the extra-ordinary election process will be placed within the 2016/17 budget.

Strategic Implications

Assist with transition requirements and arrangements.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0216.023 AND OFFICER'S RECOMMENDATION

Moved: Cr Paternoster

Seconded: Cr Fisher

That Council:

1. accepts the quote of the WA Electoral Commission of \$27,000 to conduct postal ballots for –
 - Presidential election
 - Rural Ward election
 - Town Ward election
 - Poll for change of method of election of President;
2. advise the Local Government Advisory Board of the engagement of the WA Electoral Commission to conduct the elections and poll

CARRIED 7/0



LGE 028

Mr Aaron Cook
Chief Executive Officer
Town of Narrogin
PO Box 188
NARROGIN WA 6312

Attention: Mr Niel Mitchell

Dear Mr Cook

Extraordinary Election

I refer to your email of 29 January 2016 advising of the merger between the Shire and Town of Narrogin on 1 July 2016. In your email you also request an estimate to conduct an extraordinary election and poll for the new Shire of Narrogin.

The estimated cost to conduct the extraordinary election and poll would be \$27,000 including GST which has been based on the following assumptions:

- 3,300 electors;
- response rate of approximately 50%;
- a president vacancy
- eight vacancies for councillor
- appointment of a local Returning Officer; and
- count to be conducted in Narrogin.

Costs not incorporated in this estimate include:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising); and
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns.

L35408

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis. Please note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for our charges is all materials at cost and a margin on staff time only.

In your email, you have also advised the Commission that a formal request to conduct the election and poll will be made in the near future. I look forward to receiving this request at the appropriate time.

If you have any further queries please contact Phil Richards, Manager Local Government Elections, on 9214 0443.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Chris Avent', written in a cursive style.

Chris Avent
DEPUTY ELECTORAL COMMISSIONER

3 February 2016

10.2.020 AUTHORISED OFFICER – EXECUTIVE MANAGER DEVELOPMENT & REGULATORY SERVICES

File Reference: 13.5.7
Disclosure of Interest: Nil
Applicant: Town of Narrogin
Previous Item Nos: No
Date: 16 February 2016
Author: Aaron Cook – Chief Executive Officer

Attachments

- Nil.

Summary

Council is requested to designate the newly appointed Executive Manager Development & Regulatory Services (Azhar Awang) as an Authorised Officer of the Town of Narrogin in order to fulfil the function of this role.

Background

The Chief Executive Officer has appointed Azhar Awang as the Executive Manager Development & Regulatory Services and had commenced with the Town of Narrogin on 28 January 2016.

Comment

Council is requested to endorse the Officer's Recommendation to ensure that the Town is compliant with all associated acts, regulations and local laws at all times.

Consultation

- Chief Executive Officer - Mr Aaron Cook

Statutory Environment

State: *Local Government Act 1995, sections 3.24, 3.28, 3.29, 3.39, 9.10, 9.11, 9.15, 9.19 & 9.20*

Control of Vehicles (Off-Road Areas) Act 1978 & Regulations

Dog Act 1976 & Regulations

Cat Act 2011

Health Act 1911

Litter Act 1979 & Regulations

Local: *Town of Narrogin Town Planning Scheme No 2*

Town of Narrogin Local Laws

Policy Implications

The Chief Executive Officer has delegated authority to appoint authorised persons (D1 – Delegated Authority and D2 – Subdivisions/Amalgamations).

Financial Implications

Nil.

Strategic Implications

Nil.

Voting Requirements

Absolute Majority.

COUNCIL RESOLUTION 0216.024 AND OFFICER'S RECOMMENDATION

Moved: Cr Paternoster

Seconded: Cr Bartron

That Council:

1. endorse the appointment of the Executive Manager Development & Regulatory Services (Azhar Awang) to:
 - a. perform the functions of an authorised officer pursuant to the Control of Vehicles (Off-road Areas) Act 1978 & Regulations'
 - b. perform the functions of an authorised officer pursuant to the Dog Act 1976 & Regulations;
 - c. perform the functions of an authorised officer pursuant to the Health Act 1911;
 - d. perform the functions of an authorised officer pursuant to the Litter Act 1979 & Regulations;
 - e. perform the functions of an authorised officer pursuant to sections 3.24, 3.28, 3.29, 3.39, 9.10, 9.11, 9.15, 9.19 & 9.20 of the Local Government Act 1995;
 - f. perform the functions of an authorised officer pursuant to the Town of Narrogin Town Planning Scheme No 2;
 - g. be an authorised officer pursuant to the Town of Narrogin Local Laws.
2. Approve the removal of Brian Robinson, Director Technical & Environmental Services from the Register of Authorised Officers.

CARRIED 7/0

8.09 pm Cr Ward declared an interest in the following item and departed chambers.

10.2.021 CROPPING APPLICATION ENDORSEMENT

File Reference:	Property File
Disclosure of Interest:	Nil
Applicant:	Chief Executive Officer
Previous Item Nos:	Various
Date:	11 February 2016
Author:	Mr Aaron Cook – Chief Executive Officer

Attachments

- Letter from the Hawks Football Club.

Summary

It is presented to Council to endorse the application from the Hawks Football Club to share crop part of Lot 8 Clayton Road and Lot 205 Mokine Road.

Background

In December the Town and Shire of Narrogin called for expressions of interest to Share Crop the two parcels of land located at Lot 8 Clayton Road (Part of the Lot) and Lot 205 Mokine Road. This advertising period closed on 10 February 2016.

Comment

From the advertising period several contacts were made with the Town administration; however, only one application was received from the Hawks Football Club.

The lease that has been proposed is for both parcels of land however, the club has expressed concern over the Mokine Road land in that it will take a large amount of work to get this to be productive.

As such, it is proposed to award the Narrogin Hawks Football Club the share cropping lease for the Clayton Road parcel for 2 years as per the advertisement and offer a share cropping lease for 4 years for the Mokine Road parcels of land due to the high cost of preparation and work for the first two years.

The leases are to include the ability for Council to reduce the land leased for other permanent uses as required for the betterment of Narrogin. This comment is to ensure that the Gliding Club can facilitate the proposed expansion and to ensure that if Landcorp wish to commence a development on the Mokine Road industrial land that this can also be facilitated without the issue of compensation of loss of land or income being paid to the Lessee.

The Hawks Football Club has stated that all funds received are to be utilised to upgrade the facilities. As such, it is presented to not require a return and that all funds be allocated to the upgrade of the building and that the new Shire of Narrogin be recognised as contributing or being a sponsor to this fundraising.

It is noted that the Mokine Road land is currently being utilised by a person who has horses on the land and a letter will need to be sent to advise that this use will no longer be permitted.

It is noted that this item is excluded from the provisions of the Act as the regulations state in section 30 (2) (b) (i) that the lease is disposed to a body that is "sporting" and (ii) the members are not entitled or permitted to receive any pecuniary profit.

Consultation

- Hawks Football Club
- Town and Shire of Narrogin

Statutory Environment

Local Government Act 1995 Section 3.58 Disposing of property.

Local Government (Functions and General) Regulations 1996 Part 6 Section 30. Dispositions of property excluded from Act s.3.58.

Policy Implications - Nil

Financial Implications - Nil

Strategic Implications

The utilisation of both parcels of land will enable a community group to facilitate fund raising through the generous contributions of several families and all funds raised by the Hawks is planned on being spent on upgrading the pavilion.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0216.025 AND OFFICER'S RECOMMENDATION

Moved: Cr Bartron

Seconded: Cr Ward

That Council:

1. Approve the request for share cropping from the Hawks Football Club for part of lot 8 Clayton Road for a period of two years and lot 205 Mokine Road for a period of four years in recognition of the work required to prepare and then crop this parcel of land.
2. Advise the Hawks Football Club that within the lease it will not require a return to the Town of Narrogin; however, the Town of Narrogin is to be recognised as being a contributor or sponsor of this fundraising and that should portions of either lot be required for permanent development by the Town of Narrogin, the land will be returned to Council without any commitment or obligation of providing compensation of loss of lease to the Lessee being the Hawks Football Club.

CARRIED 6/0



Dear Aaron,

On behalf of the Narrogin Hawks Football club I would like to make a request to Lease one or both locations/Parcels of land. That being Part Lot 8 Clayton Road and Lot 205 Mokine Road.

You are probably aware that we leased the Clayton Rd Lot last year. This was our first year utilising this site and we had to do a lot of prep work to be able to utilise this location and was used as hay. We are definitely keen to re lease Clayton Rd. Neighbouring farmers who are members of the football club kindly donated their time and machinery to make this a successful venture.

The Parcel of land at 205 Mokine Rd is of some concern to us. It is obvious that this land has not been utilised in a cropping capacity for many years and the work to bring it up to a standard is huge. Unfortunately through the short time frame available for this submission, I haven't been able to have a working committee have a look at it thoroughly enough to evaluate the real value of the works required. The clearing alone is a huge undertaking and finding people within our club to undertake these works will not be easy. If we can make a decision in the not too distant future regarding this lot it would be greatly appreciated. If not and another group is keen to take on this venture then we would not submit a Lease Proposal for this parcel. I am sure you realise that this could not be a 1 to 2 year deal as with the works required to bring this area up to standard at such a high cost/effort for little reward.

As a club we are extremely lucky to have some very motivated members who as previously stated will donate their time and machinery to enable us to this venture a viable option. Local Machinery dealers have also helped with Machinery etc.

As per our previous lease and other current leases we have the Club pays 15 to 20 per cent of the return of the crop. As per our discussion all money raised from this Lease will be used in upgrades for the building.

Once again Thankyou and the Shire/Town of Narrogin for allowing us to apply for the Lease these plots of land and all the support you have given our Club. If you have any queries please contact me on 0427 478 833 or email craig.andrew@brookfieldrail.com

Yours Sincerely

Craig Andrew.

8.10pm Cr Schutz returned to Chambers

10.2.022 ADMINISTRATION EXTENSION TENDER

File Reference: 14.8.1
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil?
Date: 15 February 2016
Author: Mr Aaron Cook – Chief Executive Officer

Attachments - Nil

Summary

It is presented to Council to accept a tender from PM EA FW and AE Kulker for the Administration Centre Extension.

Background

Adopted within the annual budget was the extension of the Administration Building to facilitate additional room for the merger and to better utilise space within the existing building. In December 2015 the Tender for the works was advertised in both the West Australian and the Narrogin Observer. The tender closed on 5 February 2016.

A total of six tenders were received and were assessed for compliance and against the selection criteria.

Comment

The Tenders were opened and reviewed with Mrs Carolyn Thompson as the witness to the process. There were no further applications received other than the list provided below and all were received prior to the closing time as listed in the specifications.

With the tender closing on 5 February assessment was made on 8 February of all applicants against the selection criteria. The criteria and assessment are as follows:

Description of Selection Criteria	Weighting
Level of service as determined by capability/competence of Tenderer to perform the work required Qualifications, skills and experience of key personnel Status of organisation with respect to quality accreditation and systems Occupational Safety and Health management system and track record	15%
Performance and experience of Tenderer in supplying similar goods or completing similar projects Relevant industry experience, including details of similar work undertaken. Tenderers shall submit a detailed schedule of previous experience on similar and/or relevant projects. Details of previous projects should include, but not necessarily limited to, description, location, value, date, duration, client, role on project (eg main contractor, subcontractor, project manager, etc) Level of understanding of Tender documents and work required	20%
Beneficial effects of Tender The potential social and economic effects of the tender on the local community	15%
Tendered Price/s The price to supply the goods or services in accordance with the Request Schedule of rates or prices for additional services, variations and disbursements	50%
TOTAL	100%

Selection Criteria Max Points Awarded

COMPANY	1) 15	2) 20	3) 15	4) 50	TOTAL
Devlyn Constructions	15	20	5	30	70
White Building	15	20	5	30	70
CPD Group	15	20	5	20	60
PM EA FW AE Kulker	15	20	15	40	90
LR Sims	15	20	15	50	100
M&V Ranieri	15	20	15	25	75

The Tenderer LR Sims was contacted regarding the prices presented in the tender and following this the tender was withdrawn the following day. The tendered price from the new preferred tenderer is in excess of the budget provision for the Administration Centre Extension however there are clear areas that can be altered to save considerable funds and, as such, the tender can be awarded to the preferred tenderer presented by Mr Kulker. A request has been made to the preferred tenderer to ensure that the costings are correct as per normal tender assessment requirements as the contract will be offered as a fixed-price-contract other than the electrical services and mechanical services which will be accepted as provisional sums. The Tenderer has also committed to starting and finishing the works with the required time frame.

Contact has been made with the architect to ensure that there did not appear to be any missing or abnormal items and this has been resolved.

In considering the above information, experience and reputation of the proposed preferred tenderer it is presented to award the construction tender to PM EA FW and AE Kulker.

In consultation with Mr Peter Kulker a discussion was held regarding areas of the tender that could be amended to reduce the overall costing and from this three items are to be labelled as Provisional Costs rather than fixed costs to allow items to be amended to reduce the cost. These items were the electrical, mechanical (air-conditioning), ceilings and glazing.

A reworking of the costings are to be provided from the electrician with the minor amendments to ensure that the savings can be made as expected.

Consultation

- Mr Peter Kulker - Builder
- Mr Lindsay Sims - Builder
- Mr James Alexander – Project Architect

Statutory Environment

Local Government Act 1995 Section 3.57 Tenders for providing goods or services and Local Government (Functions and General) Regulations 1996 Part 4 Provision of goods and services.

Policy Implications

Nil

Financial Implications

The total value spent to date is \$42,360 + GST in preparing the plans and tender documents. In addition the value of the tender presented is \$474,862 + GST totalling a projected total budget of \$517,222 from a budget of \$450,000 which is an increase of \$67,222. The two provisional items total a budget within the tender being \$177,760 and it is expected that a substantial saving can be made in these two items to return the works to within the budget.

Confirmation has been received from the preferred tenderer that these items can be altered for the reduction in savings to be achieved.

Strategic Implications

The construction of the administration extension provides Council the ability to expand the Administration Centre to facilitate the provision of the additional staff from the Shire of Narrogin, some minor increased additional space but most importantly will revitalise and realign the Administration Centre to better suit the activities being performed.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0216.026 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Bartron

That Council:

1. Award the tender for the Administration Centre Extension 15/16-01 as per the required outcomes of the tender specifications including the timeline, after consideration of the selection criteria including price and economic impact to PM EA FW and EA Kulker for the total amount of \$474,862 plus GST.
2. That the items for the electrical services, mechanical, ceilings and glazing be performed as provisional items and the remaining tender remain as lump sum price.

CARRIED 7/0

10.2.023 HOCKEY ASSOCIATION REQUEST FOR THE REMOVAL OF TREES

File Reference: 26.8.21
Disclosure of Interest: Nil
Applicant: Great Southern Hockey Association
Previous Item Nos: Nil
Date: 15 February 2016
Author: Mr Aaron Cook – Chief Executive Officer

Attachments

- Letter from the Great Southern Hockey Association

Summary

It is presented to Council to consider removing the trees surrounding the bullet gas tanks near the Hockey pitch to reduce damage caused to the surface.

Background

A letter has been received from the Upper Great Southern Hockey Association (UGSHA) requesting that the trees surrounding the Gas Bullet Tanks be removed due to damage caused to the old pitch surface and to protect the new pitch. A letter from the installer of the new pitch is included that suggests removing the trees to protect the pitch.

Comment

An item came to Council some years ago to approve the removal of the trees along the Clayton Road fence line of the Hockey pitch. This item was approved and the trees removed with some comment from the general public. The reason for their removal was to limit the damage being caused to the hockey pitch from the leaves breaking down on the surface.

It was commented at the time that shrubs would be planted along the fence line and this did not occur.

The UGSHA have made comment from the President that if the trees being requested to be removed in this item are approved then planting will occur around the tank to provide screening. Please note that the trees are to be removed at the expense of the Council. This expense can be facilitated within the current budget.

The trees in question have raised concern with several officers over time due to their proximity to the gas tanks with major limbs overhanging the tanks currently. To resolve this matter the trees would need to be severely pruned and aesthetically this would not look appealing.

In addition to the trees surrounding the gas tanks they are also requesting that the trees behind the Ram Shed also be removed. These trees are a considerable distance from the pitch and with the prevailing winds blowing the leaves away from the pitch it is proposed that these trees remain to investigate in the near future their actual impact once the other trees have been removed. In addition to this rather than removing the trees they could be pruned down lower and this would potentially reduce this issues dramatically.

As such, it is presented to Council to remove the trees as requested; however, the planting that is to be completed within 4 weeks of the trees being removed and the plantings need to be of well-established plants to ensure a far more immediate effect.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

With the recent replacement of the hockey pitch, the Club and Council both need to be protective of the surface to ensure its longevity.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 0216.027 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Fisher

That Council:

1. Approve the removal of the trees surrounding the Gas tanks on Clayton Road and this expense be absorbed with the adopted budget with the Upper Great Southern Hockey Association being required to replant screening shrubs within four weeks of the removal of the trees in consultation with Town staff for species approval.
2. The trees located behind the Ram Shed are not approved for removal at this time and assessment will be made as to their impact once the trees surrounding the gas tank are removed and the screening shrubs planted.

CARRIED 7/0



UPPER GREAT SOUTHERN HOCKEY ASSOCIATION INC.

ABN. 12 547 002 356

Seniors

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Juniors

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ugshajuniors@westnet.com.au

Dear Mr Cook

REMOVAL OF TREES AROUND HOCKEY TURF

As you are aware, we have recently replaced our turf with a world class synthetic surface. Given the significant cost to install the new turf, we would like to ensure that every measure is taken to protect the longevity of this new playing surface.

To that end, please find attached to this letter a copy of correspondence that we recently received from TigerTurf Australia. Furthermore the UGSHA requests the removal of the gum trees around the tanks to the south-west of the hockey turf and the trees north of the rams shed.

If you require additional information, please don't hesitate to contact our President, Mark Regan on 0417 188 440.

Yours sincerely

Claire Coffey
Secretary of UGSHA

8 February 2016



Department of
Sport and
Recreation



From: "Kerr, Nick" <n.kerr@TIGERTURF.COM<mailto:n.kerr@tigerturf.com>>
Date: 3 February 2016 at 5:59:50 AM AWST
To: "Mark.Regan@wn.com.au<mailto:Mark.Regan@wn.com.au>"
<Mark.Regan@wn.com.au<mailto:Mark.Regan@wn.com.au>>
Subject: Narrogin Hockey

Hi Mark

I hope you are well and that your new hockey field is being well used.

As a follow up to the installation the boys noticed the gum trees on the northern and western boundaries and wanted to make you aware of the affect that the leaves, gumnuts etc that fall on the surface.

You may of experienced this in the past that but should the leaf matter be left on the field for extended periods it can promote the growth of moss and algae. Which if it gets into the surface can be hard to get out.

A suggestion in order to protect your investment would be that ideally these trees be removed, but that's something that I suspect you would want to speak to council about.

I will be over in a couple of weeks so will catch up then to see how the field is bedding in. In the meantime feel free to contact me should you have any questions re the above.

Cheers

Nick

Nick Kerr
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10.2.024 REQUEST FOR FUNDS FROM RESERVE

File Reference: 15.4.9
Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 18.2. 2016
Author: Susan Guy Manager of Leisure and Culture

Attachments

Nil

Summary

Council is requested to approve:

1. Funding from Council of \$20,000 toward a grant application to the Wheatbelt Development commission's Regional Grant Scheme (WDCRGS) for a project with a public art, place making and CBD revitalisation component; and
2. The amount of \$20,000 to be made from the Tourism and Area Promotion Reserve in accordance with *Local Government Act 1995 S6.8(1) Expenditure from Municipal Fund Not Included in Annual Budget*.

Background

The author requested a budget allocation for the 2014/15 financial year of \$40,000 for place making projects, revitalisation of public spaces, laneway projects and public art initiatives. The \$40,000 requested was an arbitrary figure however it took into consideration that funding bodies such as the WDC or Lotterywest view more favourably applications which demonstrate a strong commitment to a proposed project through a significant financial contribution

The author is currently drafting a Town application for the WDC RGS funding in the vicinity of \$210,000 with a public art component and significant place making and CBD revitalisation elements. The WDC states in its RGS guidelines that preference will be given to projects that can demonstrate that grant applications will leverage funds from other sources. The Town currently has a maximum of \$11,000 to contribute financially to this project representing approximately 5.0 per cent of the total budget. This \$11,000 was allocated to the 2015/16 budget at the Manager of Leisure and Culture's request for a project to revive the CBD Heritage Walk and the assumption is that that these funds will be approved, on request, to roll over to the 2016/17 budget.

The WDC RGS funding round closes on 17 March 2016.

Comment

Given the public art, place making and revitalisation components of the WDC RGS application, the author is of the view that the request for \$20,000 from the reserve fund matches the purpose of the reserve. Combined with the available \$11,000 for the heritage walk, this will

mean that the Town is contributing \$31,000 towards this project which will then represent around 15.0 percent of the overall budget of some \$210,000.

The WDC RGS invests in projects which assist in attracting investment, increasing jobs, improving quality of life and economic and community infrastructure and services in the Wheatbelt Region, with the intent to build vibrant regions with strong economies.

The Town's RGS application is for a tourism related project which will see the revival of the CBD heritage walk originally developed in 1988 by historian Maurie White. Audio pens and encoded maps will allow tourists easy access to interpretive commentary with contextual sounds, music and poetry. The audio tour will include 20 CBD heritage buildings many of which are over 100 years old. Bronze plaques will be installed in footpaths to mark the sites. Critically, as this application must have a regional focus, the audio content will extend to cross reference regional attractions. Anecdotes and historical entertaining commentary will be developed to cover heritage sites and walks, wineries and nature reserves which feature in nearby locations and specifically in Cuballing, Wickepin and Pingelly.

The project will also leverage on the current town planning review of Narrogin's CBD to incorporate wayfinding and place making principles to assist tourists to readily locate the Dryandra Country Visitor Centre (DCVC). This can also include a budget for increased Main Roads signage. Public art, street signage, refurbished paths, street furniture and landscaping is incorporated into the budget. The DCVC's current fit out will be reviewed in consultation with interior design consultants and result in an upgraded centre with a functional contemporary presentation which will include photographic exhibits of attractions and back lit displays.

Below is an indicative project budget and at the time of writing based on quotes and not settled. The public art component includes \$10,000 for project management including community consultation, developing expressions of interest and briefs for artists, establishing a panel to select artists etc. and \$40,000 for materials and payment of artists.

Project items	funds requested from WDC \$ (ex gst)
Audio tour	28,100
Heritage Trail engraved plaques	18,925
Installation of plaques	2,860
Public Art	50,000
Seating and shelter for Park St	7,000
Landscaping Park Street	3,000
Supply and lay Paving for Park Street	18,250
Artwork for information bay	5,000
Information Bay/ shelter for Park Street	8,000
DCVC Internal outfitting	80,000
Estimated Total	211,135

The rationale and need for the project has been identified through economic and tourism research and anecdotal evidence. Revitalising an existing and under-exploited local heritage walk, creating linkages with regional sites and attractions and including the beautification of a visitor centre's precinct is an enabling project for the local and regional tourism industry.

A new DCVC website launched in June 2015, has had 32,100 page views to date, averaging 4,216 page views per month and in the last three months it had 12,400 page views. The most frequently visited page is "Things to Do in Narrogin" followed by "What's in the Diary?" The number of tourists visiting the DCVC in 2015 totalled over 5,200. DCVC staff and volunteers report visitors to the Centre frequently enquire as to things to do for a day in Narrogin.

While there is a recognised grey nomad market in the sub region, Australia's Golden Outback has described the Wheatbelt as being in the main, a region where the traveller drives from location to location often overnighing in their caravan at a location that takes their fancy on the day. (*"Dryandra Tourism's Suggested Co-operative Advertising/Promotional Campaign" Australia's Golden Outback*). The Project is a package, designed to increase visitor numbers to the DCVC once arriving in Narrogin through good signage and other landmarks and the beautification of a tourist centre precinct, and then to offer information on what to do during a day visit. The heritage walk audio will strategically incorporate other information which will give the activity a regional flavour and content.

Australian studies show that for each visitor who walks into a visitor centre, regardless of whether or not they spend anything in the centre itself, the total additional money they spend in the region as a result of their visit is between \$56 and \$107. This range gives a strong indication that visitor centres can provide a return on investment even if a "hidden" value (The Future of WA Tourism" Haeberlin Consulting 2014).

The author argues the proposed project would demonstrate the Town's leadership in the arts and tourism sector with inspiring place making, CBD revitalisation and public art initiatives. It will dovetail with the current work of H & H architects as they review the 1988 Townscape Study and move forward with community consultations and planning. The public art component will engage the community through consultative processes which will help create a vision for the public art.

Consultation

- Chief Executive Officer - Mr Aaron Cook

Statutory Environment

Local Government Act 1995 S6.8(1) Expenditure from Municipal Fund Not Included in Annual Budget.

Policy Implications

Nil

Financial Implications

\$20,000 to be allocated from the Tourism and Area Promotion Reserve for funding towards the WDC RGS grant application for a tourism related project.

Strategic Implications

Strategy 1.5 in the Corporate Business Plan states "Support tourism, arts and sport initiatives, recognising the economic impact that they provide to the businesses and general community".

Strategy 2.6 in the Corporate Business Plan states “Encourage and assist local Arts Groups to facilitate the development of the arts culture in Narrogin.”

Voting Requirements

Simple Majority

OFFICER’S RECOMMENDATION

Council approve:

1. Funding from Council of \$20,000 toward a grant application to the Wheatbelt Development commission’s Regional Grant Scheme (WDCRGS) for a project with a public art, place making and CBD revitalisation component; and
2. The amount of \$20,000 to be made from the Tourism and Area Promotion Reserve in accordance with *Local Government Act 1995 S6.8(1) Expenditure from Municipal Fund Not Included in Annual Budget*.

COUNCIL RESOLUTION 0216.028

Moved: Cr Schutz

Seconded: Cr Ward

That Council:

1. Approve funding be included from the 2016/17 draft annual budget of \$20,000 toward a grant application to the Wheatbelt Development Commission’s Regional Grant Scheme (WDCRGS) for a project with a public art, place making and CBD revitalisation component.

CARRIED 7/0

Please note: Reason for change – the resolution was amended to specify that the funding be included in the 2016/17 draft annual budget and therefore paragraph 2 in the Officer’s recommendation was not required.

Please note, the mover and the seconder agreed to the amendment.

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

Nil

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

Nil

13. CLOSURE OF MEETING

8.36pm – Mayor Ballard declared the meeting closed.