



## AGENDA

### ORDINARY COUNCIL MEETING

28 August 2019

#### NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member & Community Members

Pursuant to resolution 1118.122 of the meeting held 28 November 2018, an Ordinary Meeting of the Shire of Narrogin will be held on Wednesday, 28 August 2019, in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

A handwritten signature in black ink, appearing to read 'Dale Stewart'.

Dale Stewart  
**Chief Executive Officer**

### **Acknowledgement of Noongar People**

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

**Electronic copies of minutes and agendas are available for download from the Shire of Narrogin website [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)**

**Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille**



Shire of  
**Narrogin**  
*Love the life*

# STRATEGIC COMMUNITY

SNAPSHOT

PLAN  
2017-27

## VISION

A leading regional economic driver and a socially interactive and inclusive community.

## MISSION

Provide leadership, direction and opportunities for the community.

## KEY PRINCIPLES

In achieving the Vision and Mission, we will set achievable goals and work with the community to maintain a reputation of openness, honesty and accountability. In doing so we will:

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

## OUR VALUES

### Care with Trust & Teamwork

**Caring** - We display kindness and concern for one another and our community

**Accountability** - We accept responsibility for our actions and outcomes

**Respect** - We treat everyone how we would like to be treated

**Excellence** - We go the extra mile to deliver outstanding services

**Trust** - We share without fear of consequences

**Team Work** - We work together for a common goal

## ECONOMIC

### Support growth and progress, locally and regionally...

#### Growth in revenue opportunities

- Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
- Promote Narrogin and the Region
- Promote Narrogin's health and aged services including aged housing

#### Increased Tourism

- Promote, develop tourism and maintain local attractions

#### An effective well maintained transport network

- Maintain and improve road network in line with resource capacity
- Review and implement the Airport Master Plan

#### Agriculture opportunities maintained and developed

- Support development of agricultural services

Shire of Narrogin

## SOCIAL

### Provide community facilities and promote social interaction...

#### Provision of youth services

- Develop and implement a youth strategy

#### Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

#### Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

#### Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

#### A broad range of quality education services and facilities servicing the region

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

Minutes Ordinary Council Meeting 28/8/2019

## ENVIRONMENT

### Conserve, protect and enhance our natural and built environment...

#### A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

#### Effective waste services

- Support the provision of waste services

#### Efficient use of resources

- Increase resource usage efficiency

#### A well maintained built environment

- Improve and maintain built environment

## CIVIC

### Continually enhance the Shire's organisational capacity to service the needs of a growing community...

#### An efficient and effective organisation

- Continually improve operational efficiencies and provide effective services
- Continue to enhance communication and transparency

#### An employer of choice

- Provide a positive, desirable workplace

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## DISCLAIMER

Council and Committee agendas, recommendations, minutes and resolutions are subject to confirmation by the Council or Committee and therefore, prior to relying on them, one should refer to the subsequent meeting of Council or the Committee with respect to their accuracy.

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In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Narrogin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narrogin. The Shire of Narrogin warns that anyone who has an application lodged with the Shire of Narrogin must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Narrogin in respect of the application.

Please note that meetings may be recorded for minute taking purposes.

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**ORDINARY COUNCIL MEETING  
28 AUGUST 2019**

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

The Presiding Member, President Ballard, declared the meeting open at 7:\_\_\_ pm.

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

**Elected Members (Voting)**

Mr L Ballard – Shire President (Presiding Member)  
Cr C Ward  
Cr N Walker  
Cr P Schutz  
Cr M Fisher  
Cr C Bartron  
Cr B Seale  
Cr G Ballard

**Staff**

Mr D Stewart – Chief Executive Officer  
Mr A Awang – Executive Manager Development & Regulatory Services  
Mr T Evans – Executive Manager Technical & Rural Services  
Mr F Ludovico – Executive Manager Corporate & Community Services  
Ms C Thompson – Executive Assistant

**Leave of Absence**

Cr T Wiese – Deputy Shire President

**Apologies**

**Absent**

**Visitors**

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

Name	Item No	Interest	Nature

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

Nil

**5. PUBLIC QUESTION TIME**

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

The next meeting is scheduled for 25 September 2019.

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

7.1 Ordinary Council Meeting

**OFFICER'S RECOMMENDATION**

That the minutes of the Ordinary Council Meeting held on 24 July 2019, be confirmed as an accurate record of the proceedings.

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

**9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS**

Nil



## 10. MATTERS WHICH REQUIRE DECISIONS

### 10.1 DEVELOPMENT AND REGULATORY SERVICES

#### 10.1.1 SUBDIVISION APPLICATION (158137) LOT 2635 (No. 776) YILLIMINNING ROAD, BOUNDAIN

File Reference	A319
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Mr Robert Michael
Previous Item Numbers	Nil
Date	16 August 2019
Author	Eric Anderson – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
<b>Attachments</b> 1. Referral Letter 2. eLodgement Form 3. Application Letter 4. Subdivision Plan	

#### Summary

This report recommends that Council support the subdivision application lodged on behalf of Mr Michael to the Western Australian Planning Commission and request that the Chief Executive Officer write to the Commission expressing the Council's support of the proposed subdivision at Lot 2635 (No. 776) Yilliminning Road, Boundain.

#### Background

On 17 June 2019, the Western Australian Planning Commission (WAPC) referred the application for freehold subdivision at Lot 2635 Yilliminning Road, Boundain, to the Shire of Narrogin for comment (Attachment 1). The subject Lot is comprised of two parts, which are physically separated by the Yilliminning railway reserve (Attachment 4). The proposal is to subdivide the portion of land surrounding the house and shed to create a 2.56 ha homestead lot with the remaining 56.16 ha being used for broadacre farming.

On 24 July 2019, the Administration wrote to the WAPC requesting an extension to allow the Shire to provide comments on the proposed subdivision under the Former Shire of Narrogin Town Planning Scheme No.2, to be presented at the Council Ordinary meeting to be held on 28 August 2019.

## Comment

Lot 2635 (No. 776) Yilliminning Road, Boundain is zoned "Farming" under the former Shire of Narrogin Town Planning Scheme No. 2. Clause 4.13 of the aforementioned scheme states:

*"Objectives: The Council intends the predominant form of farming activity in the Farming Zone will continue to be based on large farming units. It will generally be opposed to the fragmentation of farming properties through the process of subdivision.*

*The Council may recommend approval for subdivision in the Farming Zone for use of the land for more intensive forms of rural production but only where the application as submitted to the Commission is accompanied by the following:*

- a) identification of soil types, availability and adequacy of water supply, and any areas of salt affected land;*
- b) evidence of consultations by the proponent with Agriculture WA on the suitability of the proposed lot(s) and lot size for the intended land use;*
- c) the proponent entering into an Agreement with the Council to proceed with the intended land use;*
- d) details of stream protection where appropriate; and*
- e) such other matters as may be requested by the Council.*

*The Council shall not recognise precedent resulting from subdivision created in the early days of settlement of the District as a reason for it to support further subdivision in the Farming Zone.*

*The Council will favourably consider applications for adjustment of lot boundaries where the application if approved will not result in the creation of one or more additional lots."*

It is the Administration's interpretation that the above information (a-d) is only required if the land is intended to be used for a more intensive type of agriculture and therefore does not apply to the subject proposal. However the use of the phrases "Council will" and "Council shall" direct the decision to come from elected members. Clause 4.13.1 states:

*"Subdivision: There shall be a general presumption against subdivision in the Farming Zone unless:*

- a) the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a rural property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);*
- b) the lots are for farm adjustment and the erection of dwelling houses is restricted;*
- c) the lots are for specific uses such as recreation facilities and public utilities; or*
- d) the lots are required for the establishment of uses ancillary to the rural use of the land."*

On a site inspection conducted on 16 August 2019, the Officer observed that there is a substantial tree line running along the proposed north-south boundary between proposed Lot A and B. The Officer also notes that the house paddock (proposed homestead lot) is fenced off and has established gardens which may benefit from protection from livestock. Section 6 of Development Control Policy 3.4 – Subdivision of Rural Land, outlines the circumstances under which rural subdivision may be considered. Section 6 states:

*“In considering applications under section 6, the WAPC will consider rural subdivision in the following exceptional circumstances:*

- a) To realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses;*
- b) To protect and actively conserve places of cultural and natural heritage;*
- c) To allow for the efficient provision of utilities and infrastructure and/or for access to natural resources;*
- d) In the Homestead lot policy area (appendix 2), to allow for the continued occupation of existing homesteads when they are no longer used as part of a farming operation; and*
- e) For other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary to the public interest”*

It is the Administration’s view that the proposed subdivision satisfies point d) above.

It is also noted that the boundary of the railway reserve has not been used as a proposed boundary as it would leave proposed Lot B without a constructed road frontage.

Furthermore, there is evidence that the property has been operating as a homestead as is standard practice to have a “House Paddock” to maintain amenity and prevent grazing animals from damaging gardens.

It is recommended that the following condition be included in the Shire’s response to the WAPC in accordance with the Model Subdivision Conditions Schedule 2019:

- The landowner/applicant installing suitable rural fencing of good standard in accordance with the plan dated 17 June 2019 (Attachment 4) to the satisfaction of the Western Australian Planning Commission.

The Officer has also noted that there is an outbuilding constructed in the south-west corner of the existing Lot 2635 which has not been included in the survey plan. It is the Officer’s recommendation that the following condition be included in accordance with the Model Subdivision Conditions Schedule 2019:

- Written confirmation from the local government that all necessary approvals have been issued and that all buildings have been completed in accordance with those approvals.

## Consultation

The item was discussed with the Executive Manager Development and Regulatory Services and a site visit undertaken by the Shire’s Planning Officer.

## Statutory Environment

- Development Control Policy 3.4 – Subdivision of Rural Land
- Former Shire of Narrogin – Town Planning Scheme No. 2
- State Planning Policy 2.5 – Rural Planning

## Policy Implications

Nil

## Financial Implications

Should the subdivision be approved by the WAPC, the Shire will need to seek a separate unimproved valuation for the lot and a new assessment rated accordingly.

Additionally the Shire will receive subdivision clearance fees of \$73 per lot.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome	1.1	Growth in revenue opportunities
Outcome	1.4	Agriculture opportunities maintained and developed
Strategy	1.4.1	Support development of agricultural services

Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION**

That, with respect to the subdivision application (No. 158137) at Lot 2635 (No. 776) Yilliminning Road, Boundain, Council support the application subject to:

1. The landowner/applicant installing suitable rural fencing of good standard in accordance with the plan dated 17 June 2019 (Attachment 4) to the satisfaction of the Western Australian Planning Commission.
2. Written confirmation from the local government that all necessary approvals have been issued and that all buildings have been completed in accordance with those approvals.
3. All existing buildings having the required setbacks from the property boundaries.



Our Ref : 158137  
 Previous Ref :  
 Your Ref :  
 Enquiries : Rosa Rigali (6551 9306)

17 June 2019

**Application No: 158137 - Lot No 2635 Yilliminning Road Boundain**

The Western Australian Planning Commission has received an application for planning approval as detailed below. Plans and documentation relating to the proposal are attached. The Commission intends to determine this application within 90 days from the date of lodgement.

Please provide any information, comment or recommended conditions pertinent to this application by the 29th July 2019 being 42 days from the date of this letter. The Commission will not determine the application until the expiry of this time unless all responses have been received from referral agencies. If your response cannot be provided within that period, please provide an interim reply advising of the reasons for the delay and the date by which a completed response will be made or if you have no comments to offer.

Referral agencies are to use the Model Subdivision Conditions Schedule in providing a recommendation to the Commission. Non-standard conditions are discouraged, however, if a non-standard condition is recommended additional information will need to be provided to justify the condition. The condition will need to be assessed for consistency against the validity test for conditions. A copy of the Model Subdivision Conditions Schedule can be accessed: [www.planning.wa.gov.au](http://www.planning.wa.gov.au)

Send responses via email to [referrals@planning.wa.gov.au](mailto:referrals@planning.wa.gov.au). **Always quote reference number "158137" when responding.**

This proposal has also been referred to the following organisations for their comments: *Western Power, Water Corporation, Public Transport Authority, Dept Mines Ind Regulation And Safety, Dept Biodiversity, Conser & Attraction, D.F.E.S. Uxo Branch and LG Shire Of Narrogin.*

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Fagan'.

Ms Sam Fagan  
 Secretary  
 Western Australian Planning Commission

**APPLICATION DETAILS**

<b>Application Type</b>	Subdivision	<b>Application No</b>	158137
<b>Applicant(s)</b>	Mr Peter Gow		
<b>Owner(s)</b>	Mr Robert Mcellister		
<b>Locality</b>	Lot No 2635 Yilliminning Road Boundain		

e-mail: [referrals@planning.wa.gov.au](mailto:referrals@planning.wa.gov.au); web address: <http://www.planning.wa.gov.au>

<b>Lot No(s).</b>	2635	<b>Purpose</b>	Rural,Rural Living
<b>Location</b>		<b>Local Gov. Zoning</b>	Farming,Railway,Road
<b>Volume/Folio No.</b>	2140/656	<b>Local Government</b>	Shire Of Narrogin
<b>Plan/Diagram No.</b>	P111149	<b>Tax Sheet</b>	
<b>Centroid Coordinates</b>	mE mN		
<b>Other Factors</b>	BUSHFIRE PRONE AREA, REMNANT VEGETATION (NLWRA), UXO POTENTIAL - OTHER, DMP, PTA RAILWAY, THREATENED ECOLOGICAL COMMUNITY BUFFER		



## Application for Approval of Freehold or Survey Strata Subdivisions

Lodgement ID: 2019-214903

Submission Date: 14/06/2019 03:12 PM

Your Reference	McEllister
Location of Subject Property	776 Yilliminning Rd, Boundain
No. of applicants	1
Are you applying on your own behalf?	No
Are you the primary applicant?	Yes
Do you have consent to apply from all landowners?	Yes
Lodgement Type	Subdivision
Submitted by	Peter Gow
Email	peter-gow@bigpond.com



### About the land

Number of current lots on the land	1	Total number of proposed lots on the land including balance lots	2
Drainage Reserves	0	Public Access Ways	0
Recreation Reserves	0	Right of Ways	0
Road Reserves	0	Road Widening	0
Number of fee paying lots	2	Number of fee exempt lots	0

### What is the proposed use/development?

Proposed Use	Lot size	Number of Lots	
Rural	Over 25 HA	1	
Rural Living	2 HA - 5 HA	1	
Local Government	Shire Of Narrogin	Existing dwellings	Yes
Is common property proposed	No		

### Applicants

#### Primary applicant (1)

Is the applicant a company/organisation?	No	Is the applicant a landowner?	No
Name/Company	Mr Peter Gow	ABN / ACN	N/A
Email	peter-gow@bigpond.com	Phone number	0428250962
<b>Address</b>			
Street address	PO Box 580	Town / Suburb or City	Narrogin
State	WA	Post Code	6312
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

### Certificate of Title Details

#### Lots with certificate (1)

Volume	2140	Folio	656
Lot Number	2635	Plan Number	111149
Total land area	58.7	Land Area Units	Hectares
Reserve number (if applicable)	N/A	No. of landowners	1
Is the Landowners name different to that shown on the Certificate of Title?			No

### Landowners

#### Landowner (1)

Full name	Mr Robert McEllister	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
<b>Address</b>			
Street address	776 Yilliminning Road	Town / Suburb or City	Narrogin Valley
State	WA	Post code	6312
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A



**Subdivision detail**

Number of dwellings	1	Dwelling retained	Yes
Dwelling description	N/A		
Number of outbuildings/structures	1	Structure/s retained	Yes
Other description	N/A		
Structure description	N/A		
Is a battleaxe lot/s proposed?			No
Does plan show the width and length of the access leg, the area of the access leg and total area of the rear lot			Not applicable
Has the land ever been used for potentially contaminating activity			No
Does the land contain any sites that have been classified under the Contaminated Sites Act 2003			No
Does the land contain any sites that have been reported or required to be reported under the Contaminated Sites Act 2003			No
Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of acid sulfate soils in this location			No
Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached?			No
Is the development with in a Bushfire Prone Area?			No
Are there any dewatering or drainage works proposed to be undertaken			No
Is excavation of 100 cubic metres or more of soil proposed			No
If yes did the Acid Sulfate Soils investigation indicate acid sulfate soils were present			No

**Fee & Payment**

Fee amount	\$3,487.00	Payment Type	By Card
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**Attachments**

Attachment name	Attachment type
1. Consent Signed-2.pdf	Authorised Letter of Consent
2. T 2140-656-1.pdf	Certificate of Title
3. WAPC letter-4.pdf	Liveable Neighbourhoods Compliance Statement
4. WAPC Sketch-3.pdf	Subdivision Plan

Perth	Albany	Bunbury	Geraldton	Mandurah
140 William Street	PO Box 1108	Sixth Floor	Regional Planning and Strategy	Unit 2B
Perth	Albany	Bunbury Tower	Office 10	11-13 Pinjarra Road
Western Australia, 6000,	Western Australia, 6330	61 Victoria Street	209 Foreshore Drive	Mandurah
Locked Bag 2506 Perth, 6001		Bunbury	Geraldton	Western Australia, 6210
		Western Australia, 6230	Western Australia, 6530	
Tel: (08) 6551 9000	Tel: (08) 9892 7333	Tel: (08) 9791 0577	Tel: (08) 9960 6999	Tel: (08) 9586 4680
Fax: (08) 6551 9001	Fax: (08) 9841 8304	Fax: (08) 9791 0576	Fax: (08) 9964 2912	Fax: (08) 9581 5491

## PH and KE GOW (Licensed Surveyors)

PO Box 580 Narrogin WA 6312  
98815140 0428250962 fax 98815575

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
17-Jun-2019	158137

The Secretary  
Western Australian Planning Commission  
140 William St  
PERTH WA 6000

17/05/19

Re: Proposed Subdivision Application, Lot 2635 Yilliminning Rd, Shire of Narrogin

Dear Sir,

On behalf of the land owners I apply for planning approval for a homestead lot subdivision of Lot 2635 on Deposited Plan 111149.

The reason for the proposed homestead lot subdivision is to create proposed lot A which contains the house and sheds and the balance lot (being proposed lot B) contains mostly arable land suiting the landform of the lot. The landowner wishes to retain the house and sheds on Proposed Lot A and pass on Proposed Lot B to family members as per their farm succession plan.

The two proposed lots have constructed road frontage. The homestead is serviced by reticulated power and water as shown on the application sketch.

We request approval of the subdivision as presented.

Any questions do not hesitate to contact me.

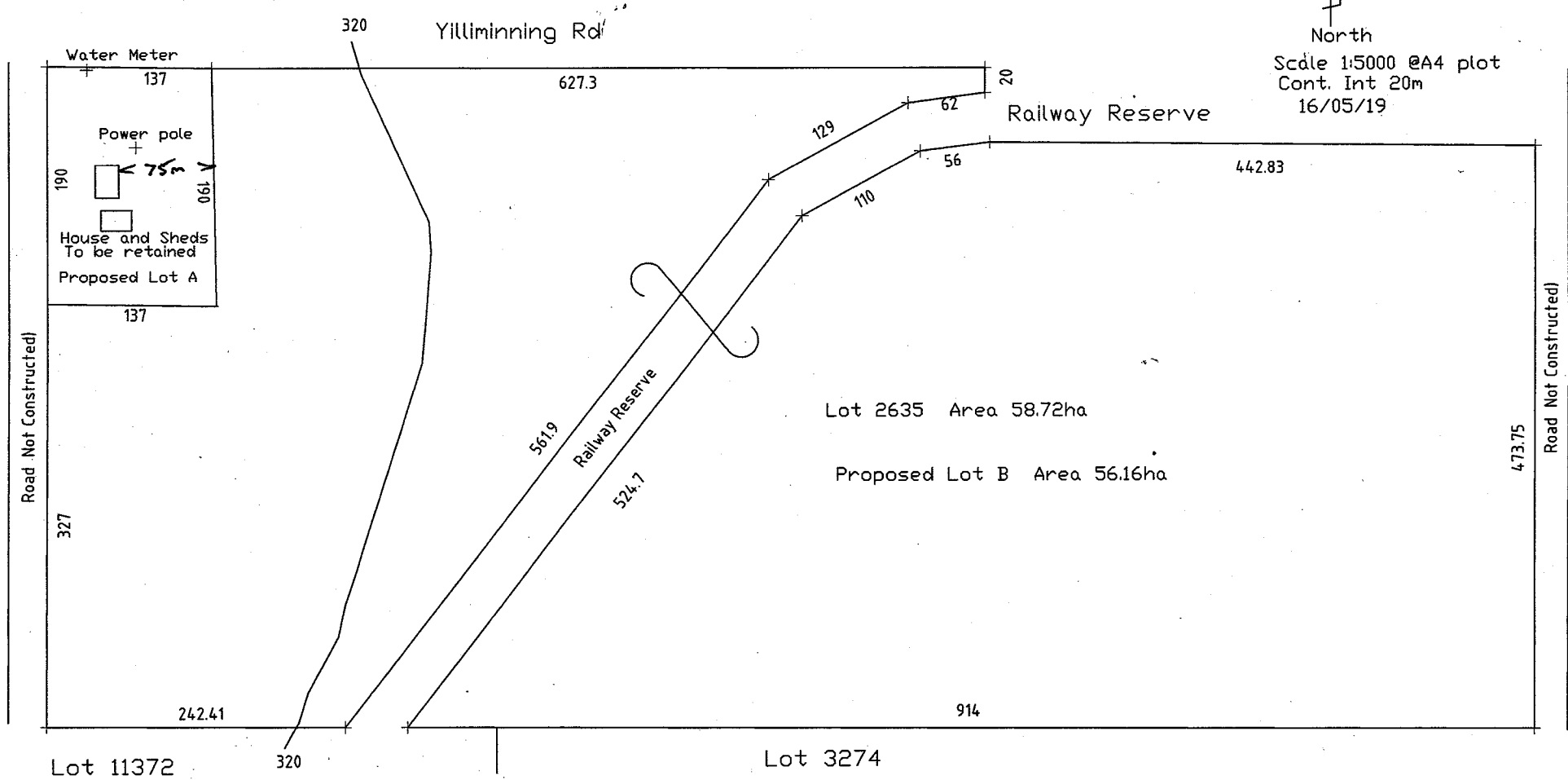
Regards

Peter Gow

Proposed Subdivision Lot 2635 on DP111149  
 Yilliminning Rd, Boundain and Narrogin Valley, Shire of Narrogin

Existing Lots 1  
 Lot 2635 Area 58.72ha

Proposed Lots 2  
 Proposed Lot A Area 2.56ha  
 Proposed Lot B Area 56.16ha



## 10.1.2 APPOINTMENT OF BUSH FIRE CONTROL OFFICER

File Reference	9.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	15 August 2019
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

### Summary

Council's consideration is requested in regards to the appointment of Peter Cupitt as a Fire Control Officer (FCO) for the Shire of Narrogin for the purpose of performing his role as the Bushfire Risk Planning Coordinator.

### Background

Peter Cupitt has been appointed by the Shire of Narrogin as the Bushfire Risk Planning Coordinator to prepare and develop a Bushfire Risk Management Plan for the Shires of Williams, Cuballing and Narrogin for a three (3) year contract as part of a funding agreement with the Department of Fire and Emergency Services (DFES).

The Bush Fires Act 1954 permits the Local Governments to appoint a FCO.

As officers of the Shire, exercising statutory authority and powers on behalf of the Shire, there is an obligation on the Shire to consider the suitability of a person prior to appointment as a FCO. In this regard, the Shire should note the requirement of the Bush Fire Brigades Local Law that FCO's are to complete a FCO course or refresher at least once every five years, for their appointment to remain valid.

### Comment

The task performed by the Bushfire Risk Planning Coordinator requires physical inspection of the assets within the Shire which will be at risk. This will require the officer to enter private properties and make an assessment of these assets and their potential risks in the likelihood of an incident.

The applicant has completed the required training as FCO and has the experience and ability to fulfil this role.

A FCO is required to act within any restrictions or conditions placed on the role by the Shire. They cannot issue instructions to staff to carry out works, nor do they have the authority to hire plant or contractors.

It is recommended that Council endorse the appointment of Peter Cupitt as the Shire of Narrogin Fire Control Officer in performing his role as the Bushfire Risk Planning Coordinator.

### Consultation

Nil

### Statutory Environment

- Bush Fires Act 1954 Section 38, 39, 40 and 56 – Appointment of Bush Fire Control Officers.
- Shire of Narrogin Bush Fire Brigades Local Law 2017.

### Policy Implications

Council Policy 5.2 Bush Fire Brigades - Management.

### Financial Implications

An annual funding amount of \$172,000 is allocated in the Budget for the development and preparation of Bushfire Risk Management Plans, which is wholly funded through DFES.

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers

### Voting Requirements

Simple Majority

#### **OFFICERS' RECOMMENDATION**

That Council approve the appointment of Peter Cupitt as the Fire Control Officer in accordance with section 38 of the Bush Fires Act 1954 within the Shire of Narrogin.

## 10.2 TECHNICAL AND RURAL SERVICES

### 10.2.1 AWARDING THE 2019/20 ROAD SEAL REQUEST FOR QUOTE (RFQ NO. 19/20-01)

File Reference	28.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	1 August 2019
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> 1. List of Roads for Sealing 2. Evaluation Matrix (Commercial In Confidence – Under Separate Cover)	

#### Summary

Council is requested to consider awarding the 2019/20 Road Seal Request For Quote (RFQ 19/20-01) to Fulton Hogan, for the sum of \$745,590.19, excluding GST using granite aggregate, for budgeted road seal projects within the 2019/20 Budget and as listed in Attachment 1 - List of Roads for Sealing.

#### Background

The 2019/20 Budget listed road sealing works (Attachment 1) are part of ongoing maintenance and preservation of road assets within the Shire and in accordance with Council's adopted Ten Year Road Program 2019-2029. The Shire's Manager Operations has also conducted a visual inspection of the Shire's road network to confirm that no other roads need to take priority over the listed roads.

These works need to be completed by contractors with specialised machinery and expertise. The cost of such works was estimated to exceed the \$150,000 expenditure threshold and therefore necessary to go to tender or facilitated through a WALGA RFQ process.

The Road Seal RFQ was facilitated through the WALGA Panel of Preferred Suppliers eQuotes portal, which satisfies the Local Government statutory requirement.

#### Comment

WALGA delivers a wide range of products and services by harnessing the collective purchasing power of Local Government on terms more favourable than would be available to each Local Government individually. WALGA eQuotes is one such service that allows members to manage a range of supplier relationship types, from formally selected panels to pre-qualified supplier lists.

Preferred Suppliers are contractually bound to provide their best price and conditions to Members purchasing through WALGA, so significant financial savings can be achieved.

Some benefits of using the WALGA Preferred Supplier Program are:

- Delivers significant value to Members through Preferred Supplier Contracts;
- Preferred Suppliers are contractually bound to provide their best price and conditions to Members purchasing through WALGA so significant financial savings can be achieved; and
- Purchasing through WALGA means that you don't have to tender. A tender exemption applies to all Preferred Supplier Contracts. This saves on time, money and risks associated with tendering.

The Road Seal RFQ was advertised through the WALGA eQuotes Portal from 2 July 2019 to 16 July 2019. The RFQ document was sent to five WALGA preferred suppliers through the WALGA eQuotes portal with four companies responding. See below companies.

- Downer
- Fulton Hogan
- Colas
- Bitutek.

The RFQ was evaluated on 80% price, 10% previous experience and 10% OS&H and assessed on the information and documentation provided in the suppliers' submissions as requested in the selection criteria and based on a predetermined bitumen application rates for each road contained in Attachment 1 so that suppliers were quoting on an equal basis. The predetermined bitumen application rates for roads contained in Attachment 1 are close estimates based on the Manager Operation's experience and judgement however these may vary slightly from a compliant seal design.

All four companies are prequalified WALGA preferred suppliers and have relevant experience for these works.

An evaluation panel was formed that consisted of:

- Executive Manager Technical & Rural Services;
- Manager Operations; and
- Technical Officer.

The Combined Assessment Scores are illustrated below:

<b>Contractor</b>	<b>Assessment Score</b>
Fulton Hogan	84.0
Downer	42.3
Bitutek	45.9
Colas	70.2

Fulton Hogan's submission was scored the highest and is considered to be the best value submission from this procurement process.

Fulton Hogan were previously successful with road seal works for the Shire in the 2017/18 and 2018/19 financial years and have provided a very good quality of service and product.

The cheapest pricing between basalt and granite aggregate was granite with Fulton Hogan providing the cheapest cost for road sealing work using granite.

As per the tender specifications, the preferred contractor, after the evaluation process was conducted, was required to provide road seal designs for each road in Attachment 1. Road seal designs must be fully compliant with Main Roads specification No. 503 Bituminous Surfacing. This will then provide a firm price and most importantly the supplier must provide a 12 month warranty on all products and works.

It is also worth noting that the RFQ did advise potential contractors that reseal works on Clayton Road were subject to change depending on the cost of the primary and secondary coat seals received whereby the area may increase or decrease.

The seal designs have been received from Fulton Hogan and the total cost for the sealing of roads contained in Attachment 1 using granite is \$745,590.19, excluding GST.

It is worth noting that grant funding plays a significant factor in allowing the Shire to maintain its road assets each financial year as follows:

- Regional Road Group whereby the State Government contributes two-thirds to the Shire's one-third contribution towards pre nominated and approved roads. This year's State Government contribution is \$517,500 (Clayton Road and Tarwonga Road). Also in addition to this grant there is a direct untied grant to the Shire of \$142,744 for expenditure on routine maintenance activities on local roads.
- Roads to Recovery is a Federal grant whereby Shires receive a five year allocation of funds to improve road safety and condition on Local Government roads. Our Shire's allocation for the period between 2019/20 to 2023/24 is \$1,875,471 of which \$303,297 is allocated in this year's Budget predominantly for reseal works on roads contained in this RFQ.
- Commodity Route Funding is a grant that is open for Local Governments to apply for to improve the condition of roads used for the transport of commodities such as crops, hay, fertilisers etc. This year the Shire was successful in a grant application for Cooramining Road to repair defects to the value of \$144,651.
- In this year's Budget there is also internal revenue included for Whinbin Rock Road for defect correction to the value of \$87,406, predominantly to be expended on stabilisation and seal works.

## Consultation

The roads that are included in the Seal RFQ are roads identified in the adopted Ten Year Road Program whereby the Road Reference Group and Council were consulted as part of the road program adoption. The listed roads are also part of the 2019/20 Budget.

## Statutory Environment

- Local Government Act 1995 section 3.57 – Tenders for providing goods or services
- Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (section 3.57).



## Policy Implications

RFQ 19/20-01 complies with Council Policy – Section 3 Financial Management, 3.1 Purchasing Framework, 3.1(b) Purchasing Thresholds and Requirements.

It is noted that the procurement was facilitated as a compliant eQuote and not as a Public Tender consistent with Council Policy and Regulations.

## Financial Implications

RFQ 19/20-01 expenditure of \$745,590.19, excluding GST, is wholly contained within the 2019/20 adopted Budget.

The Budget contains a provision of \$774,721.84 for the proposed seal contract works.

The difference between the contract price and the budgeted amount may be used with price variances that may occur with fluxuating environmental conditions, eg hot weather, that can affect bitumen applications rates. Surplus funds, if any, will be reviewed towards the end of the works.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity

Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

## Voting Requirements

Simple Majority.

### OFFICERS' RECOMMENDATION

That, with respect to awarding the 2019/20 Road Seal Request for Quote (RFQ 19/20–01), Council:

1. Award the works, as listed in Attachment 1, to Fulton Hogan, for the sum of \$745,590.19 excluding GST, using granite aggregate; and
2. Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the allocated budget provision or reduce the overall scope.

## SHIRE OF NARROGIN 2019/20 ROAD RESEAL SITES - APPENDIX B

Road Name	SLK Start	SLK End	Total Area M2	Aggregate Size	Bitumen Rate	\$ Cost Ex GST	GST	Total \$ Cost GST Inc	NOTES
Havelock Street	0.09	1	8007	7mm	1.4 ltrs/m2				Reseal
Lock Street	0.64	1.11	5214	7mm	1.4 ltrs/m2				Reseal
Wilson Street	0	0.52	3420	7mm	1.4 ltrs/m2				Reseal
Northwood Street	0.36	1.26	8064	7mm	1.4 ltrs/m2				Reseal
Congelin Road	0.01	1	7128	10mm	1.8 ltrs/m2				Reseal
Highbury West Road	0.04	1.6	10692	10mm	1.8 ltrs/m2				Reseal
Narrogin Harrismith Road	34.4	32.8	11700	10mm	1.8 ltrs/m2				Reseal
Piesseville Tarwonga Road	0.4	3.3	20880	10mm	1.8 ltrs/m2				Reseal
Tarwonga Road	2.92	4.27	8775	14mm	2.2ltrs/m2				Reseal
Tarwonga Road	25.43	27.12	10985	14mm	2.2ltrs/m2				Reseal
Clayton Road (Primer Seal) 98/2	3.96	19.85	34650	7mm	1.1 ltrs/m2				Multiple Stabilised Patches
Clayton Road (Second Coat)	3.96	19.85	34650	14mm	2.2ltrs/m2				
Clayton Road (Reseal)	0	1.376	9907	14mm	2.2ltrs/m2				Reseal
Whinbin Rock Rd (Primer Seal ) 98/2	3.03	3.84	5250	14mm	1.5ltrs/m2				New Stabilised Pavement
Whinbin Rock Rd (Second Seal )	3.03	3.84	5250	7mm	0.9ltrs/m2				
Cooramining Road (Primer Seal) 98/2	0.15	2.63	1900	7mm	1.1 ltrs/m2				Multiple Stabilised Patches
Cooramining Road (Reseal)	0.15	2.63	19840	14mm	2.2ltrs/m2				
Dongolocking Road (Primer Seal) 98/2	9	11	14000	14mm	1.5ltrs/m2				New Construction
Dongolocking Road (Second Seal)	9	11	14000	7mm	0.9ltrs/m2				

**\*\* Reseal on Clayton Road is subject to change depending on the cost of the primer seal and second coat seal applied to stabilised pavement. Area may increase or decrease\*\***

**\*\* All areas that require sealing have been marked with paint\*\***

## 10.2.2 PAVEMENT STABILISING REQUEST FOR QUOTE RFQ 19/20-02

File Reference	28.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	1 August 2019
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments :	1. Evaluation Matrix (Commercial In Confidence – Under Separate Cover)

### Summary

Council is requested to consider awarding Pavement Stabilising RFQ 19/20-02 for road defect stabilising works on Clayton, Whinbin Rock and Cooraminning Roads to Stabilised Pavements of Australia (SPA), for the sum \$223,130.70, excluding GST.

### Background

Within the adopted 2019/20 Budget, three roads have been identified for pavement stabilising treatment works as part of the ongoing maintenance and preservation of road assets within the Shire. These roads were identified by the Manager Operations as a priority over other roads.

These works need to be completed by contractors with specialised machinery and expertise. The cost of such works was estimated to exceed the \$150,000 expenditure threshold and therefore necessary to go to tender or facilitated through a WALGA RFQ process.

The Pavement Stabilising RFQ was facilitated through the WALGA Panel of Preferred Suppliers eQuotes portal, which satisfies the Local Government statutory requirement.

### Comment

WALGA delivers a wide range of products and services by harnessing the collective purchasing power of Local Government on terms more favourable than would be available to each Local Government individually. WALGA eQuotes is one such service that allows members to manage a range of supplier relationship types, from formally selected panels to pre-qualified supplier lists.

Preferred suppliers are contractually bound to provide their best price and conditions to members purchasing through WALGA, so significant financial savings can be achieved.

Some benefits of using the WALGA Preferred Supplier Program are:

- Delivers significant value to members through Preferred Supplier Contracts.
- Preferred suppliers are contractually bound to provide their best price and conditions to members purchasing through WALGA so significant financial savings can be achieved.

- Purchasing through WALGA means that you don't have to tender. A tender exemption applies to all preferred supplier contracts. This saves on time, money and risks associated with tendering.

The Pavement Stabilising RFQ was advertised through WALGA eQuotes from 3 to 17 July 2019. The RFQ was sent to three WALGA preferred suppliers with two companies responding, namely:

- Stabilised Pavements of Australia; and
- Downer.

The RFQ was evaluated on 80% price, 10% relevant experience and 10% Occupational Safety and Health (OS&H).

To evaluate the price, contractors were asked to submit pricing based on a cost per square metre rate, to cement stabilise or lime stabilise nominated sites and square metre areas to a depth of 250 mm, depending on the existing pavement material that is present.

Both companies that submitted quotes were WALGA preferred suppliers and had relevant experience for these works.

An evaluation panel was formed that consisted of:

- Executive Manager Technical & Rural Services;
- Manager Operations; and
- Technical Officer.

The Combined Assessment Scores are illustrated below:

<b>Contractor</b>	<b>Assessment Score</b>
Downer	79.00
SPA	83.99

It is worth noting, that this was a very close evaluation in price based on cement stabilising prices. One supplier included some local spending as contained in the Shire's Regional Price Preference Policy to gain a very small price evaluation advantage. Prices given per square metre for lime stabilising, if the site required lime, were not close at all, with SPA submitting a considerably lower price.

The recommended supplier (SPA) supplied all of the requested OS&H documentation.

The panel assessed the information and documents provided in the submissions against the criteria detailed in the RFQ and found that Stabilised Pavements of Australia was the preferred supplier.

The preferred supplier will need to perform material (soil) testing at each specified location within the nominated sites to assess which treatment is required (cement or lime). This may slightly vary the cost, however it would be in line with submitted rates and strictly within budget.

The recommended supplier, Stabilised Pavements Australia (SPA), has previously been engaged by the Shire supplying road stabilising service to the Narrogin Harrismith Road project in the 2017/18 financial year with the service and quality of works considered very good by the Manager Operations.

## Consultation

Consultation on the requirement for pavement stabilisation on road defects as they present, has been workshopped with the Road Reference Group and resolved by Council as part of the adopted Ten Year Road Program 2019-29 with funds allocated in the adopted 2019/20 Budget for such works on the abovementioned roads.

## Statutory Environment

- Local Government Act 1995 Section 3.57 – Tenders for providing goods or services
- Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (section 3.57).

## Policy Implications

RFQ 19/20–02 complies with Council Policy – Section 3 Financial Management, 3.1 Purchasing Framework, 3.1(b) Purchasing Thresholds and Requirements. It is noted that there were only two compliant submissions received however, three WALGA Preferred Suppliers were invited to quote.

It is noted that the procurement was facilitated as a compliant WALGA eQuote and not as a Public Tender, consistent with Council Policy and Regulations.

## Financial Implications

RFQ 19/20–02 expenditure of \$223,130.70, excluding GST, is wholly contained within the 2019/20 adopted Budget.

The Budget contains a provision of \$242,825 for the proposed stabilising contract works.

The difference between the contract price and the budgeted amount may be used with price variances that may occur dependent upon the requirements of the road sub-base after soil testing has occurred. Surplus funds, if any, will be reviewed towards the end of the works.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity

Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

## Voting Requirements

Simple Majority.

### **OFFICERS' RECOMMENDATION**

That, with respect to awarding the 2019/20 Pavement Stabilising Request for Quote (RFQ 19/20–02), Council:

1. Award RFQ 19/20–02, to Stabilised Pavements of Australia for the sum of \$223,130.70, excluding GST, for stabilising works on Clayton Road, Whinbin Rock Road and Cooramining Road, Narrogin.
2. Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the allocated Budget provision or reduce the overall scope.

### 10.2.3 DEPROCLAMATION OF A PORTION OF GREAT SOUTHERN HIGHWAY (GARFIELD STREET NARROGIN)

File Reference	28.8.3
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	MRWA
Previous Item Numbers	Nil
Date	6 August 2019
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. MRWA Agreement

#### Summary

Council is requested to consider a request from MRWA for the Shire of Narrogin to accept deproclamation and handover of responsibilities of a portion of the Great Southern Highway – Garfield Street Narrogin, as per Attachment 1.

#### Background

The Narrogin Link Road Project (NLRP) was planned to serve as the heavy haulage route through Narrogin, reducing traffic volumes on Federal Street, through the town centre, Kipling Street and Garfield Street. The Link Roads both south and north have been completed and are in use.

As a result of the completion of the Link Road Project, Garfield Street is no longer required by MRWA and is requested to be deproclaimed as a major arterial road and revert to a local road under the care, control and management of the Shire of Narrogin.

At the Ordinary Council Meeting on 22 November, 2016, Council resolved as follows:

*“That Council:*

*Endorse the road name change of the section of Great Southern Highway from Bannister Road, north to the yet to be constructed cul-de-sac just south of the presently being constructed Narrogin Link Road North Project, as Garfield.”*

#### Comment

On 5 August 2019, the Chief Executive Officer received an email request from the Operations Manager MRWA Narrogin to transfer the responsibility for the portion of Great Southern Highway, (now Garfield Street, north of Kipling Street) from MRWA to the Shire of Narrogin.

MRWA recently conducted and addressed some maintenance issues on Garfield Street including a full road surface reseal and the formation of a cul-de-sac at the northern end. The Shire’s Manager Operations has inspected Garfield Street for condition and found the road to be in very good condition

with no further works required by MRWA prior to hand over. The section of Garfield Street, requested to be handed over, commences at the northern intersection of Garfield Street with Kipling Street and terminates at a new cul-de-sac. The length of the road is 775m.

It is also worth noting that the section of Great Southern Highway (Garfield Street) from Bannister Street, north to the end of the cul-de-sac was presented to Council to be named Garfield Close (item 10.1.143, OCM 22 November 2016). Council resolved (Resolution 1116.177) to endorse the road name as Garfield, with the type of road to be designated by the Road Name Committee.

Further to this, item 10.1.064 was presented to Council at OCM 28 June 2017, whereby Landgate WA provided Council with three options for possible names (Mallet, Clunas, Mowday) for the section of Great Southern Highway from Bannister Street, north to the end of the cul-de-sac, due to the fact that Garfield would create duplication, could cause confusion in an emergency situation and did not comply with Landgate policy and guidelines. Council rejected the names presented by Landgate for the reasons of:

- Another name would be confusing;
- Has consultation been undertaken with local emergency services personnel;
- In the future a new road may be built behind Thomas Hogg Oval and so the new street may join the cul-de-sac.

It is therefore noted that the section of Great Southern Highway, from Bannister Street, north to the end of the cul-de-sac, is still officially Great Southern Highway. This does not affect the current process of deproclamation of Garfield Street and a section of Great Southern Highway, however Council may wish to consider renaming this section at a later date or at a time where future development may be considered.

### **Consultation**

Consultation has been undertaken with the following:

- Shire Chief Executive Officer;
- Shire Manager Operations;
- Operations Manager MRWA Narrogin – Louise Adamson.

### **Statutory Environment**

Main Roads Act – Part 4, Sections 13 and 13A

### **Policy Implications**

Nil

### **Financial Implications**

There will be no major financial implications for up to the next 15 years (2019 – 2034) due to MRWA rectifying all defects as part of the handover process. There will be minor maintenance costs as per other local roads i.e. road sweeping, however this will be contained within the current and future budgets.



## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	1.3	An effective well maintained transport network
Strategy:	1.3.1	Maintain and improve road network in line with resource capacity

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION**

That, with respect to the Deproclamation of a portion of Great Southern Highway (Garfield Street, Narrogin) from Main Roads Western Australia (MRWA) to the Shire of Narrogin, Council:

1. Accept the Deproclamation as per the Basis of Agreement (Attachment 1) from the date of signing the agreement; and
2. Authorise the Chief Executive Officer to sign the agreement (Attachment 1).
3. Request the Chief Executive Officer to re-state Council's position recommending naming of this portion of the road to 'Garfield', with Landgate.

## **BASIS OF AGREEMENT**

### **HANDOVER OF A PORTION OF GREAT SOUTHERN HIGHWAY (GARFIELD STREET) TO THE SHIRE OF NARROGIN**

#### **Parties to the Agreement:**

Main Roads Western Australia (MRWA)

#### **Wheatbelt Region**

Northam Office  
120 Peel Terrace  
PO Box 333  
Northam WA 6401

AND

#### **Shire of Narrogin**

89 Earl Street  
PO Box 1145  
Narrogin WA 6312

#### **RECITALS:**

- A. WHEREAS MRWA agrees to deproclaim the portion of Great Southern Highway, (now Garfield Street north of Kipling Street) and to transfer responsibility for the road to The Shire of Narrogin
  
- B. WHEREAS the Shire of Narrogin agrees to accept the transfer of the portion of the Great Southern Highway, (now Garfield Street north of Kipling Street) from MRWA and for the road to be designated a local road for which the Local Government will take responsibility.

#### **Background**

The Narrogin Link Road was planned to serve as the heavy haulage route through Narrogin. The construction has reduced traffic volumes on Federal Street through the town centre and on Kipling and Garfield Streets. The first section known as Pioneer Drive was constructed in 2002. In 2016, the southern extension (Stage 2) of Pioneer Drive from Herald Street to tie into Great Southern Highway just north of Gibson Street was completed. The final section of the Narrogin Link Road (Stage 3) was completed in June 2017. This section connects the southern end of Great Southern Highway to the existing Pioneer Drive, at the Kipling Street roundabout.

The section of State Network on the Great Southern Highway, (now Garfield Street north of Kipling Street) is no longer required by Main Roads and this portion of road will be deproclaimed as a main road and will revert to a local road under the care, control and management of the Shire of Narrogin.

**Location of the Great Southern Highway (M031):**

The portion of the Great Southern Highway to be deproclaimed commences at the northern intersection of Garfield Street with Kipling Street and terminates at a new cul-de-sac. The length of the road is 775m  
See attached image.

**Functions of the Great Southern Highway (M031):**

This section of Great Southern Highway was part of the major temporary heavy vehicle link through Narrogin prior to the construction of the Narrogin Link Road North.

**Agreed conditions relating to the handover of the road:**

Assessments of the condition of the road and discussions between MRWA and the Local Government on the current and forecasted significance of Garfield Street resulted in agreement between the parties that the following works be undertaken by MRWA;

- Reseal with 14 mm single coat seal from tie-in on southern end of Garfield Street intersection with Kipling Street to the northern end of the cul-de-sac. Reseal will extend from curb to curb and include reseal of tie-ins to the local streets.
- Works will be completed by end of financial year 2018/19

It is agreed that transfer of responsibility for the road will be at Midnight 31<sup>st</sup> August 2019.

Signed this date ..../..../.....

.....

Chief Executive Officer  
[Shire of Narrogin]

.....

Regional Manager  
[Wheatbelt Region]



## 10.3 CORPORATE AND COMMUNITY SERVICES

### 10.3.1 SCHEDULE OF ACCOUNTS PAID – JULY 2019

<b>File Reference</b>	12.1.1
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	31 July 2019
<b>Author</b>	Agatha Prior – Finance Officer Accounts
<b>Authorising Officer</b>	Frank Ludovico – Executive Manager Corporate & Community Services
<b>Attachments</b>	1. Schedule of Accounts Paid – July 2019 (separate cover).

#### Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – July 2019.

#### Background

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

#### Comment

The Schedule of Accounts Paid – July 2019 is presented to Council for notation. Below is a summary of activity.

July 2019 Payments			<i>Local Spending</i>	\$	%
Payment Type	\$	%			
Cheque (less TD)	273.45	76.55	Local Suppliers	226,792.27	18.50
Term Deposit (TD)	4,000,000		Employees	389,857.61	31.80
EFT (incl Payroll)	1,106,768.91	21.17	Total	616,649.88	50.30
Direct Debit	114,848.65	2.20			
Credit Card	3,685.45	0.07			
Trust	430.00	0.01			
	5,226,006.46	100.00			
Total (LESS TD)	1,226,006.46				

The payment schedule has been provided to Elected Members separately and is not published on the Shire of Narrogin website owing to potential fraudulent activity that can arise from this practice.

Printed copies will be available on request at the Administration building and the Library.

### Consultation

Manager Finance

### Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b)

### Policy Implications

Nil

### Financial Implications

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

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

### Voting Requirements

Simple Majority

#### **OFFICERS' RECOMMENDATION**

That, with respect to the Schedule of Accounts Paid for July 2019, Council note the Report as presented.

### 10.3.2 MONTHLY FINANCIAL REPORTS – JULY 2019

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 August 2019
Author	Nicole Bryant – Manager Finance
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Monthly Financial Report for the period ended 31 July 2019.

#### Summary

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

The 2019/20 budget was officially adopted by Council on 24 July 2019. Throughout the year variations occur and this report aims to bring these to the attention of the Council.

#### Background

Council is requested to review the July 2019 Monthly Financial Reports.

It has become apparent during a review of the costs of providing meals to the five Social Support Groups (Tuart, Rivergum, Wattle, Sheoak, Redgum) operating at Narrogin Regional Homecare are not being recovered by the current charge of \$5.00 per session. It is requested that Council approve an increase to \$8.00 per session for all Social Group Activities.

In addition there are three budget amendments requested.

1. Confirmation has been received from Government of Western Australia Department of Fire & Emergency services that a grant funded amount of \$62,210 has been approved for carry over for the construction of the Narrogin SES – Addition – Training/Meeting room and air conditioner.
2. Notification has been received from the Community Grants Hub that the Shire's underspend on the 2017/18 Commonwealth Home Support Programme (CHSP) of \$123,249.42 is to be returned to the Department of Health.
3. That reimbursement expenditure to the Eagles Sporting Club for hot water system upgrade is approved.

## Comment

The July 2019 Monthly Financial Reports are presented for review.

It is recommended the change to the Narrogin Regional Homecare charges and the budget variations to the Current Budget for 2018/19 as outlined below be approved.

<b>1. Law, Order &amp; Public Safety</b>				
<b>GL/Job Number</b>	<b>General Ledger Description</b>	<b>Current Budget</b>	<b>Variation Amount</b>	<b>Revised Budget</b>
BC265	SES Training / Meeting Room	0	62,210.00	62,210.00
3050202	ESL – SES Capital Grant	0	(62,210.00)	(62,210.00)
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<p>Reason: Confirmation has been received from Government of Western Australia Department of Fire &amp; Emergency services that a grant funded amount of \$62,210 has been approved for carry over for the construction of the Narrogin SES – Addition – Training/Meeting room and air conditioner.</p> <p>Note: No adverse impact on the anticipated end of year financial position for the Municipal Account.</p>				
<b>2. Education &amp; Welfare</b>				
<b>GL/Job Number</b>	<b>General Ledger Description</b>	<b>Current Budget</b>	<b>Variation Amount</b>	<b>Revised Budget</b>
4080571	Refund of Unspent Grant Funding	0	123,249.42	123,249.42
5080552	Transfer from Reserve	0	(123,249.42)	(123,249.42)
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>
<p>Reason: In the 2017/18 Year \$213,500.16 in funding was received through the Commonwealth Home Support Program (CHSP). This was in addition to the 2016/17 Carry Over funds of \$59,5910.43. During the 2017/18 year only \$149,761.17 was expended on these programs. The surplus funds we transferred to the CHSP Reserve at the 30 June 2018 and are now available to refund the Commonwealth. This budget amendment seeks to move this amount from the Reserve fund so the refund can be processed.</p> <p>Note: No adverse impact on the anticipated end of year financial position for the Municipal Account.</p>				
<b>3. Community Amenities</b>				
<b>GL/Job Number</b>	<b>General Ledger Description</b>	<b>Current Budget</b>	<b>Variation Amount</b>	<b>Revised Budget</b>
BC177	Thomas Hogg Public Toilet Upgrade	0	4,760.57	4,760.57
	<b>TOTAL</b>	<b>0</b>	<b>4,760.57</b>	<b>4,760.57</b>
<p>Reason: Reimbursement to Eagles Sporting Club for urgent upgrades to the hot water system at Thomas Hogg Oval toilet block/change rooms.</p> <p>Originally approved by the CEO on 6 November 2018 via email. Eagles have unfortunately only recently provided a copy of the invoice for works completed.</p> <p>Note: This amendment is anticipated to reduce the anticipated end of year financial position for the Municipal Account. It is proposed to remedy this at the Annual Budget Review.</p>				



## Consultation

Executive Manager Corporate and Community Services.

## Statutory Environment

Local Government (Financial Management) Regulations 1996, Regulation 34 applies.

Local Government Act 1995, Section 6.16 (Imposition of Fees and charges), 6.17 (Setting level of fees and charges) and 6.19 (Local government to give notice of fees and charges).

Local Government Act 1995 Part 6 Division 4 s 6.8 (1) requires the local government not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure –

(b) is authorised in advance by resolution \*

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget.

- Requires an absolute majority of Council

## Policy Implications

Nil

## Financial Implications

The amendment to the Narrogin Regional Homecare charges will ensure cost recovery, the adoption of the fully funded grant works on the SES building will enable the project to proceed and the reserve movement will allow unspent grant monies to be refunded.

The impact of the proposed budget amendments is described within the variation commentary.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

## Voting Requirements

Absolute Majority (required for Recommendation 2 and 3 below).

## **OFFICERS' RECOMMENDATION**

That, with respect to the Monthly Financial Reports for July 2019, Council:

1. Note the Reports as presented;
2. Approve an increase of the fee for attendance at Social Support Groups at Narrogin Regional Homecare to \$8 per session and the information be advertised for a period of 7 days prior to them taking affect;
3. Approve the Budget amendments to the 2019/20 Budget as outlined below:
  - a. Increase the expenditure in Job BC265 SES Training / Meeting Room by \$62,210 to \$62,210;
  - b. Increase the income in Ledger 305020 ESL – SES Capital Grant by \$62,210 to \$62,210;
  - c. Increase expenditure in Ledger 4080571 Refund of Unspent Grant Funding by \$123,249.42 to \$123,249.42;
  - d. Increase income in Ledger 5080552 Transfer from Reserve by \$123,249.42 to \$123,249.42; and
  - e. Increase expenditure in Ledger BC177 Thomas Hogg Public Toilet Upgrade by \$4,760.57 to \$4,769.57.

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**FOR THE PERIOD ENDED 31 JULY 2019**



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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2019**

**MONTHLY SUMMARY  
INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 July 2019  
Prepared by: Manager Finance  
Reviewed by: Executive Manager Corporate & Community Services

**BASIS OF PREPARATION**

**REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 , Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**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 1.

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

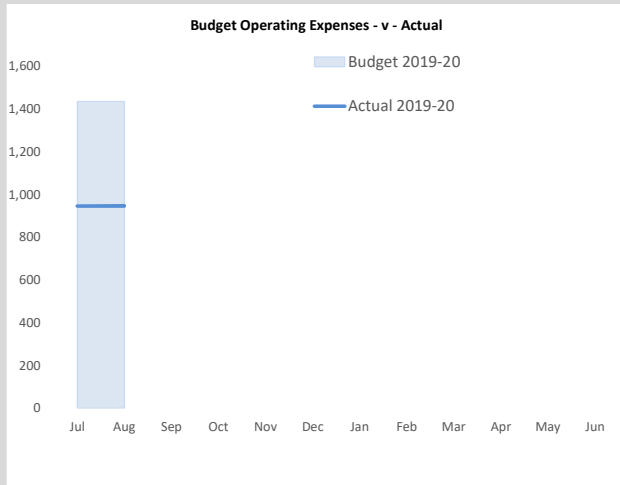
**ROUNDING OFF FIGURES**

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

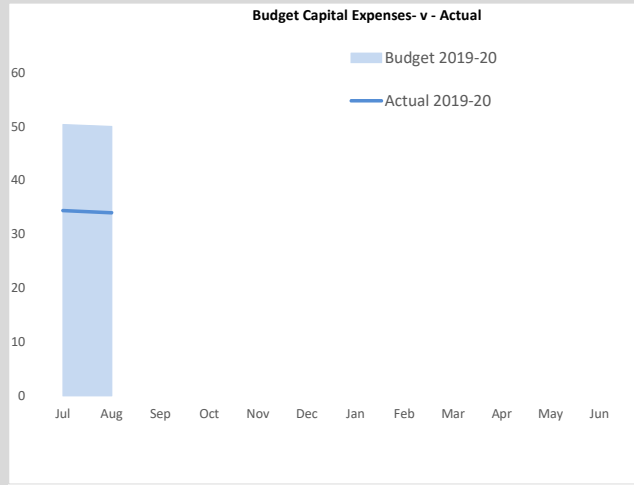
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2019**

**MONTHLY SUMMARY INFORMATION  
GRAPHS**

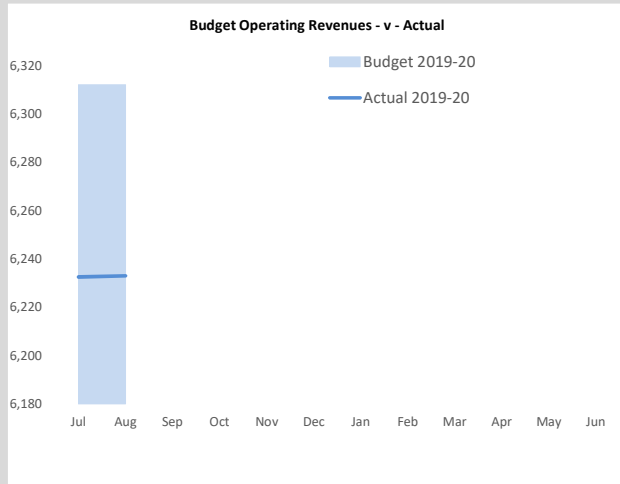
**OPERATING EXPENSES**



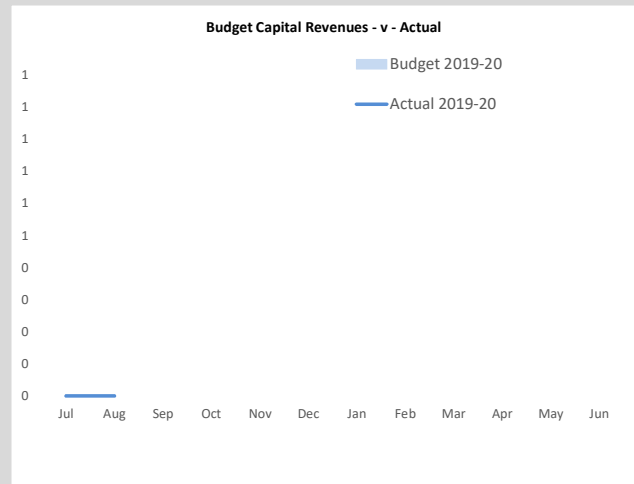
**CAPITAL EXPENSES**



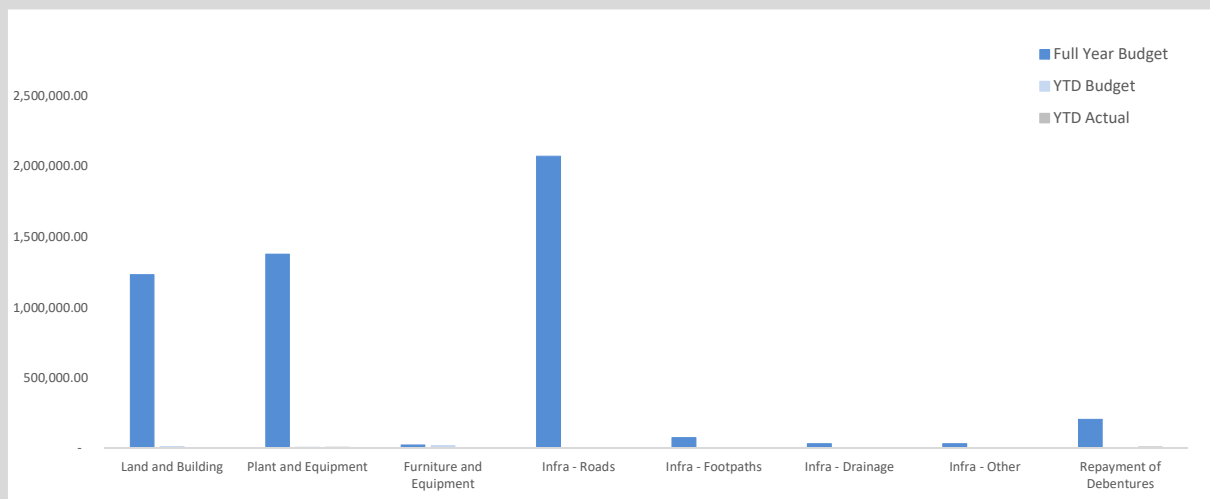
**OPERATING REVENUE**



**CAPITAL REVENUE**



**CAPITAL EXPENSES BY ACTIVITY**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

## STATEMENT OF FINANCIAL ACTIVITY

## STATUTORY REPORTING PROGRAMS

FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JULY 2019

	Ref Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		4,001,532	4,141,380	4,141,380	0	0%	
<b>Revenue from operating activities</b>							
General Purpose Funding - Rates		4,943,620	4,934,996	4,814,172	(120,824)	(3%)	
General Purpose Funding - Other		1,354,841	17,430	16,254	(1,176)	(7%)	
Governance		1,850	153	0	(153)	(100%)	
Law, Order and Public Safety		79,900	5,696	1,875	(3,821)	(204%)	
Health		23,500	1,706	985	(721)	(73%)	
Education and Welfare		1,370,538	293,672	310,293	16,620	5%	
Housing		8,240	686	634	(52)	(8%)	
Community Amenities		1,092,366	843,931	873,111	29,180	3%	
Recreation and Culture		75,254	6,268	2,970	(3,298)	(111%)	
Transport		408,913	152,870	151,503	(1,367)	(1%)	
Economic Services		283,619	23,631	22,882	(749)	(3%)	
Other Property and Services		110,762	22,359	34,650	12,291	35%	
		<b>9,753,404</b>	<b>6,303,398</b>	<b>6,229,327</b>	<b>(74,071)</b>	<b>(1%)</b>	
<b>Expenditure from operating activities</b>							
General Purpose Funding		(255,567)	(29,671)	(16,518)	13,153	(80%)	
Governance		(724,720)	(110,950)	(70,687)	40,263	(57%)	
Law, Order and Public Safety		(766,873)	(70,053)	(72,919)	(2,866)	4%	
Health		(280,251)	(30,972)	(23,006)	7,966	(35%)	
Education and Welfare		(1,573,105)	(139,930)	(151,587)	(11,657)	(8%)	
Housing		(34,441)	(4,982)	(2,117)	2,865	135%	
Community Amenities		(1,574,917)	(140,116)	(105,489)	34,627	33%	▲
Recreation and Culture		(3,475,525)	(430,706)	(221,706)	209,000	94%	▲
Transport		(4,086,406)	(351,150)	(163,711)	187,439	114%	▲
Economic Services		(812,368)	(81,120)	(65,055)	16,065	25%	▲
Other Property and Services		(38,082)	(45,085)	(52,978)	(7,893)	(15%)	
		<b>(13,622,254)</b>	<b>(1,434,735)</b>	<b>(945,773)</b>	<b>488,961</b>		
<b>Operating activities excluded from budget</b>							
Add back Depreciation		3,450,264	287,512	0	(287,512)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	97,004	8,084	0	(8,084)	(100%)	
Adjust Employee Benefits Provision (Non-Current)		0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	288	288	100%	
Adjust Rounding		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>(321,582)</b>	<b>5,164,259</b>	<b>5,283,842</b>	<b>119,582</b>		
<b>Investing Activities</b>							
Non-Operating Grants, Subsidies and Contributions		914,743	8,608	3,182	(5,426)	171%	
Purchase of Investments		0	0	0	0		
Land Held for Resale	11	0	0	0	0		
Land and Buildings	11	(1,230,335)	(12,750)	(3,446)	9,304	270%	
Plant and Equipment	11	(1,376,633)	(7,686)	(6,988)	698	10%	
Furniture and Equipment	11	(22,500)	(20,000)	0	20,000	100%	▲
Infrastructure Assets - Roads	11	(2,072,295)	0	(1,326)	(1,326)	(100%)	
Infrastructure Assets - Footpaths	11	(76,000)	0	0	0		
Infrastructure Assets - Road Drainage	11	(32,000)	0	0	0		
Infrastructure Assets - Other	11	(698,942)	(5,744)	(13,471)	(7,727)	(57%)	
Infrastructure Assets - Parks and Gardens	11	0	0	0	0		
Infrastructure Assets - Bridges	11	(31,040)	0	0	0		
Proceeds from Disposal of Assets	12	667,898	0	0	0		
Proceeds from Sale of Investments		0	0	0	0		
<b>Amount attributable to investing activities</b>		<b>(3,957,104)</b>	<b>(37,572)</b>	<b>(22,049)</b>	<b>15,523</b>		
<b>Financing Activities</b>							
Proceeds from New Debentures	13	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Repayment of Debentures	13	(166,657)	(4,181)	(4,181)	0	0%	
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	10	1,413,724	0	0	0		
Advances to Community Groups		0	0	0	0		
Transfer to Reserves	10	(969,913)	0	(3,568)	(3,568)	(100%)	
<b>Amount attributable to financing activities</b>		<b>277,154</b>	<b>(4,181)</b>	<b>(7,749)</b>	<b>(3,568)</b>		
<b>Net Capital</b>		<b>(3,679,950)</b>	<b>(41,753)</b>	<b>(29,798)</b>	<b>11,955</b>		
<b>Total Net Operating + Capital</b>		<b>(4,001,532)</b>	<b>5,122,506</b>	<b>5,254,043</b>	<b>131,537</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>9,263,886</b>	<b>9,395,423</b>	<b>131,537</b>		

## KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the current year is \$5,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****NET CURRENT ASSETS****FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JULY 2019****SIGNIFICANT ACCOUNTING POLICIES****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.

**EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

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

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City 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 City 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 present value of expected future payments to be made in respect of services provided by employees up to 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 City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

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. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement 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.

**INVENTORIES**

Inventories are measured 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 necessary to make the sale.

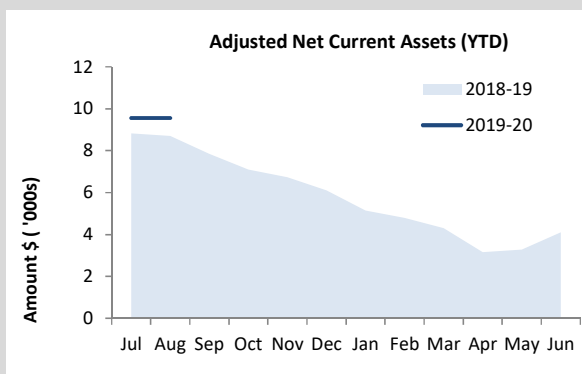
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JULY 2019

OPERATING ACTIVITIES  
ADJUSTED NET CURRENT ASSETS

	Previous Period Actual	Year to Date Actual
Adjusted Net Current Assets	30 Jun 2019	31 Jul 2019
	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	3,733,512	3,192,093
Cash Restricted (Reserves)	4,155,474	4,159,042
Receivables - Rates and Rubbish, ESL, Excess Rates	399,251	6,286,491
Receivables - Other	685,802	726,333
Inventories	7,310	15,342
	8,981,348	14,379,300
<b>Less: Current Liabilities</b>		
Payables	(469,125)	(610,891)
Loan Liability	(166,658)	(162,476)
Provisions	(549,544)	(549,544)
	(1,185,326)	(1,322,911)
<b>Net Current Asset Position</b>	7,796,021	13,056,389
Less: Cash Restricted	(4,145,474)	(4,159,042)
Add Back: Component of Leave Liability not Required to be funded	334,863	335,151
Add Back: Current Loan Liability	166,658	162,476
Adjustment for Trust Transactions Within Muni	(688)	(958)
<b>Net Current Funding Position</b>	4,151,380	9,394,016

**SIGNIFICANT ACCOUNTING POLICIES**

Please see page 4 for information on significant accounting policies relating to Net Current Assets.



**KEY INFORMATION**

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

**Year YTD Actual**

**Surplus(Deficit)**

**\$9.39 M**

**Last Period Actual**

**Surplus(Deficit)**

**\$4.15 M**

**NOTE: For the Cash Assets above the following investments have been made as at reporting date:**

	Investment Value \$	Maturity Date	Rate	Institution	Investment %
<b>Cash Unrestricted</b>					
Municipal Fund	1,000,000	29/08/2019	1.60%	Bankwest	50%
Municipal Fund	1,000,000	29/10/2019	2.10%	Westpac	50%
	2,000,000				100%
<b>Cash Restricted (Reserves)</b>					
Reserve Fund	2,000,000	29/05/2020	1.80%	NAB	50%
Reserve Fund	2,000,000	29/05/2020	2.10%	Westpac	50%
	4,000,000				100%
<b>Total Investment Holdings via Entity</b>					
Bankwest	1,000,000				17%
NAB	2,000,000				33%
Westpac	3,000,000				50%
	6,000,000				100%



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JULY 2019**

**EXPLANATION OF  
MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Expenditure from operating activities</b>					
Community Amenities	34,627	33%	▲	Timing	Expenditure estimated evenly over 12 months
Recreation and Culture	209,000	94%	▲	Timing	Expenditure estimated evenly over 12 months
Transport	187,439	114%	▲	Timing	Depreciation expenses not processed for July due to EOY processes
Economic Services	16,065	25%	▲	Timing	Expenditure estimated evenly over 12 months

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

- ▲ Favourable variance
- ▼ Unfavourable variance

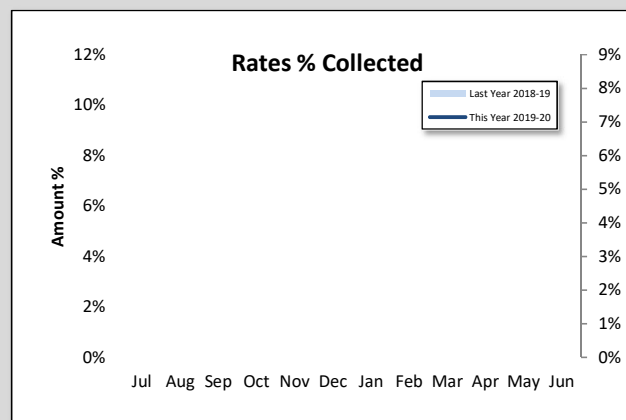
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JULY 2019**

Rates Receivable	30 Jun 18	31 Jul 19
	\$	\$
Opening Arrears Previous Years	586,166	586,166
Levied this year		3,194,497
Movement in Excess Rates		(125,866)
Domestic Refuse Collection Charges		473,024
Domestic Services (Additional)		3,842
Commercial Collection Charge		44,583
Commercial Collection Charge (Additional)		45,540
Total Rates and Rubbish (YTD)	5,359,097	5,381,161
Less Collections to date	(5,359,097)	506,078
<b>Net Rates Collectable</b>	<b>586,166</b>	<b>6,473,406</b>
% Collected	90.14%	11.99%
Pensioner Deferred Rates		(178,661)
Pensioner Deferred ESL		(8,254)
<b>Total Rates and Rubbish, ESL, Excess Rates</b>		<b>6,286,491</b>

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



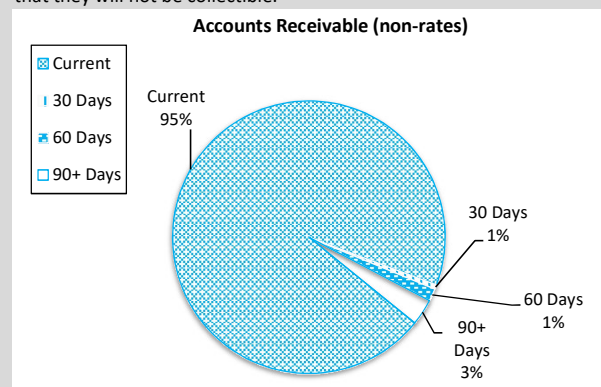
Collected	Rates Due
<b>12%</b>	<b>\$6,286,491</b>

**OPERATING ACTIVITIES  
RECEIVABLES**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	659,446	3,638	10,305	21,671	695,059
Percentage	95%	1%	1%	3%	
<b>Balance per Trial Balance</b>					
Rates Pensioner Rebate Claims					3,228
GST Input					65,257
Provision For Doubtful Debts					(38,020)
<b>Total Receivables General Outstanding</b>					<b>725,525</b>
Amounts shown above include GST (where applicable)					

**SIGNIFICANT ACCOUNTING POLICIES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other 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.



<b>Debtors Due</b>
<b>\$725,525</b>
<b>Over 30 Days</b>
<b>5%</b>
<b>Over 90 Days</b>
<b>3%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JULY 2019**

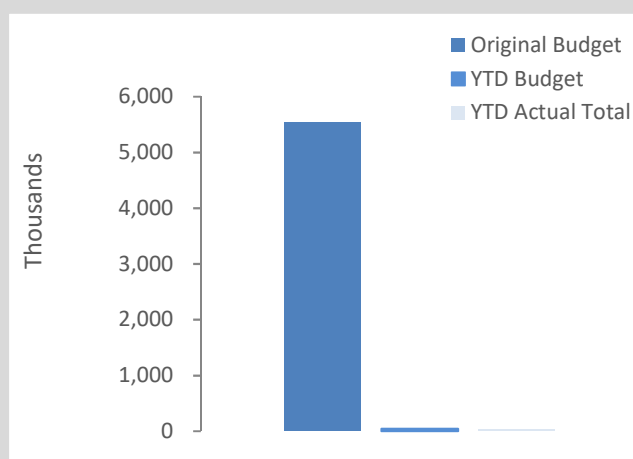
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	1,230,335	12,750	3,446	9,304
Plant & Equipment	1,376,633	7,686	6,988	698
Furniture & Equipment	22,500	20,000	0	20,000
Roads	2,072,295	0	1,326	(1,326)
Footpaths	76,000	0	0	0
Road Drainage	32,000	0	0	0
Other Infrastructure	698,942	5,744	13,471	(7,727)
Parks and Gardens	0	0	0	0
Bridges	31,040	0	0	0
<b>Capital Expenditure Totals</b>	<b>5,539,745</b>	<b>46,180</b>	<b>25,231</b>	<b>20,949</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**
















































Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$5.54 M</b>	<b>\$.03 M</b>	<b>0%</b>

To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JULY 2019**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**






































% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
	\$	\$	\$	\$
<b>Capital Expenditure</b>				
<b>Land and Buildings</b>				
 Building Renovation Administration	180,000	0	0	0
 Kitchen Upgrade	5,986	5,985	3,446	2,539
 Accessibility Access Upgrades	50,000	0	0	0
 Smith St Public Toilets (Coles Carpark) Capital	50,000	0	0	0
 Harris St Public Toilets (Museum) Capital	10,000	0	0	0
 May Street Public Toilet Upgrade	70,000	0	0	0
 Memorial Park Public Toilets Capital	119,719	0	0	0
 Town Hall (Federal St) Building Capital	8,000	0	0	0
 John Higgins Community Complex Building Capital	22,000	0	0	0
 Nomans Lake Hall Building Capital	6,500	0	0	0
 NRRC Building (Capital)	15,000	0	0	0
 NRRC Building Capital 2018-19	20,000	0	0	0
 Croquet Clubrooms Building Capital	11,633	0	0	0
 Library Building (Capital)	7,000	0	0	0
 Library - Stage 2	120,000	0	0	0
 Railway Station Building (Capital)	57,015	6,765	0	6,765
 Caravan Park Campers Kitchen Building Capital	20,000	0	0	0
 Caravan Park Renovations	58,862	0	0	0
 Accommodation Units (NCP)	394,000	0	0	0
 Visitor Information Bay Upgrade (Williams Road)	4,620	0	0	0
	<b>1,230,335</b>	<b>12,750</b>	<b>3,446</b>	<b>9,304</b>
<b>Plant and Equipment</b>				
 Fire Shed (Highbury)	30,000	0	0	0
 Lifting Ramp - NO05	5,000	0	0	0
 CCTV Upgrade	30,000	0	0	0
 009NGN 2019 Toyota Camry Altise	28,000	0	0	0
 NGN219 CATS Vehicle 2020	27,000	0	0	0
 NGN00 EMDRS Vehicle 2019(3)	42,317	0	0	0
 NGN00 EMDRS Vehicle 2020(1)	42,317	0	0	0
 NGN00 EMDRS Vehicle 2020(2)	42,317	0	0	0
 NRRC Fire Extinguisher Upgrades	15,248	0	0	0
 CCTV Installation Old Courthouse Museum	7,687	7,686	6,988	698
 Diesel Locomotive (Railway Yard)	5,000	0	0	0
 ONO EMTRS Vehicle 2019 (3)	36,498	0	0	0
 ONO EMTRS Vehicle 2019 (4)	36,498	0	0	0
 ONO EMTRS Vehicle 2020 (1)	36,498	0	0	0
 ONO EMTRS Vehicle 2020 (2)	36,498	0	0	0
 N001 MO Vehicle 2019(3)	36,243	0	0	0
 N001 MO Vehicle 2020(1)	36,243	0	0	0
 N001 MO Vehicle 2020(2)	36,243	0	0	0
 NO3 2019 UD 6 Wheeler Nissan Diesel Tip Truck	226,000	0	0	0
 NO237 2019 Caterpillar CW34NN Rubber Tyred Roller	165,000	0	0	0
 NO1193 2019 JCB 4CX PC Backhoe Loader	195,000	0	0	0
 NGN93 Mitsubishi Triton Single Cab 2019 (Leading Hand) (PA018B)	26,000	0	0	0
 Mobile (trailer Mounted) Visual Display Unit	25,000	0	0	0
 NGN2 2019 Holden Trax (BC) (PA006B)	25,000	0	0	0
 1NGN CEO Vehicle 2019(4)	56,000	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JULY 2019**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**






















**% of Completion**

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
 ONGN EMCCS Vehicle 2019(2)	34,676	0	0	0
 ONGN EMCCS Vehicle 2020(1)	34,676	0	0	0
 ONGN EMCCS Vehicle 2020(2)	34,676	0	0	0
 002 NGN MF Vehicle 2020	25,000	0	0	0
	<b>1,376,633</b>	<b>7,686</b>	<b>6,988</b>	<b>698</b>
<b>Furniture and Equipment</b>				
 Airconditioner Upgrade - DRS	20,000	20,000	0	20,000
 Town Hall Airconditioner	2,500	0	0	0
	<b>22,500</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>
<b>Infrastructure - Roads</b>				
 Cooramining Road - Renewal (Rural)(Grant Funded)	144,651	0	0	0
 Earl Street - Renewal (Local)	30,000	0	0	0
 Ensign Street - Renewal (Local)	98,158	0	0	0
 Lock Road - Renewal (Rural)	70,680	0	0	0
 Whinbin Rock Road - Renewal (Rural)	87,406	0	0	0
 Dongolocking Road - Upgrade (Rural)	218,500	0	0	0
 Birdwhistle Road - Renewal (Rural)	108,133	0	0	0
 Narrogin Valley Road - Renewal (Rural)	99,149	0	0	0
 Chomley Road - Renewal (Rural)	108,133	0	0	0
 Lavator Road - Renewal (Rural)	7,938	0	0	0
 Street Tree Capital	20,000	0	1,326	(1,326)
 Northwood Street - Renewal (Local) (R2R)	30,000	0	0	0
 Havelock Street - Renewal (Local) (R2R)	24,600	0	0	0
 Lock Street - Renewal (Local) (R2R)	19,000	0	0	0
 Congelin - Narrogin Road - Renewal (Local) (R2R)	28,000	0	0	0
 Tarwonga Road - Renewal (Local) (R2R)	33,021	0	0	0
 Highbury West Road - Renewal (Rural) (R2R)	40,000	0	0	0
 Piesseville - Tarwonga Road - Renewal (Local) (R2R)	75,000	0	0	0
 Wilson Street - Renewal (Local) (R2R)	12,474	0	0	0
 Narrogin-Harrismith Road - Renewal (Local) (R2R)	41,202	0	0	0
 Clayton Road - Renewal (Local) (RRG)	738,027	0	0	0
 Tarwonga Road - Renewal (Rural) (RRG)	38,223	0	0	0
	<b>2,072,295</b>	<b>0</b>	<b>1,326</b>	<b>(1,326)</b>
<b>Infrastructure - Footpaths</b>				
 Ensign St Footpath Construction	22,000	0	0	0
 Argus Street Footpath Construction	35,000	0	0	0
 Park Street Footpath Construction	19,000	0	0	0
	<b>76,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Drainage</b>				
 Drainage - Butler Street	32,000	0	0	0
	<b>32,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Other</b>				
 White Road Refuse Site	6,000	0	0	0
 Bin Surrounds	20,000	0	0	0
 Drainage Engineering consultancy - stormwater diversion	20,000	0	0	0
 Cemetery Upgrade	47,410	0	7,293	(7,293)
 CBD Design - Colour Palette and signage	1,153	1,153	0	1,153

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JULY 2019**

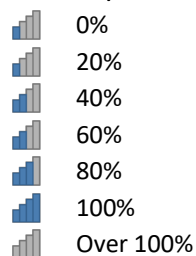
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

**% of Completion**

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
 CBD Design - Heritage Walk Signage (Stage 2)	38,500	0	0	0
 Memorial Park Capital	18,000	0	0	0
 Gnarojin Park Cultural Heritage Management Plan	20,000	0	0	0
 Gnarojin Park Electrical Design Work	30,000	0	0	0
 Gnarogin Park Landscape Design	89,720	0	0	0
 Town Hall Furniture	8,500	0	0	0
 NRRC Infrastructure Other (Capital)	70,068	0	0	0
 Foxes Lair	4,592	4,591	0	4,591
 McKenzie Park - Playground Equipment	7,000	0	6,178	(6,178)
 Highbury Tennis Court	75,000	0	0	0
 Yilliminning Rock Camping Area	18,000	0	0	0
 Wilbur Park (Highbury) - Gazebo	15,000	0	0	0
 Park Furniture	12,000	0	0	0
 Clayton Road Storm Water Catchment Dam	35,000	0	0	0
 Public Art Strategy - Stage 1	25,000	0	0	0
 Gnarojin Park Hydrology Report	25,000	0	0	0
 Aerodrome Infrastructure Other (Capital)	45,000	0	0	0
 Banner Poles	10,000	0	0	0
 Local Tourism Planning Strategy	28,000	0	0	0
 Economic Development Strategy	30,000	0	0	0
	<b>698,942</b>	<b>5,744</b>	<b>13,471</b>	<b>(7,727)</b>
<b>Infrastructure - Parks &amp; Gardens</b>				
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Bridges</b>				
 Footbridge Refurbishment	31,040	0	0	0
	<b>31,040</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>5,539,745</b>	<b>46,180</b>	<b>25,231</b>	<b>20,949</b>

**Capital Expenditure Total**

**Level of Completion Indicators**



Percentage YTD Actual to Revised Budget  
Expenditure over budget highlighted in red.

Variance is calculated on:  
YTD Budget vs YTD Actual

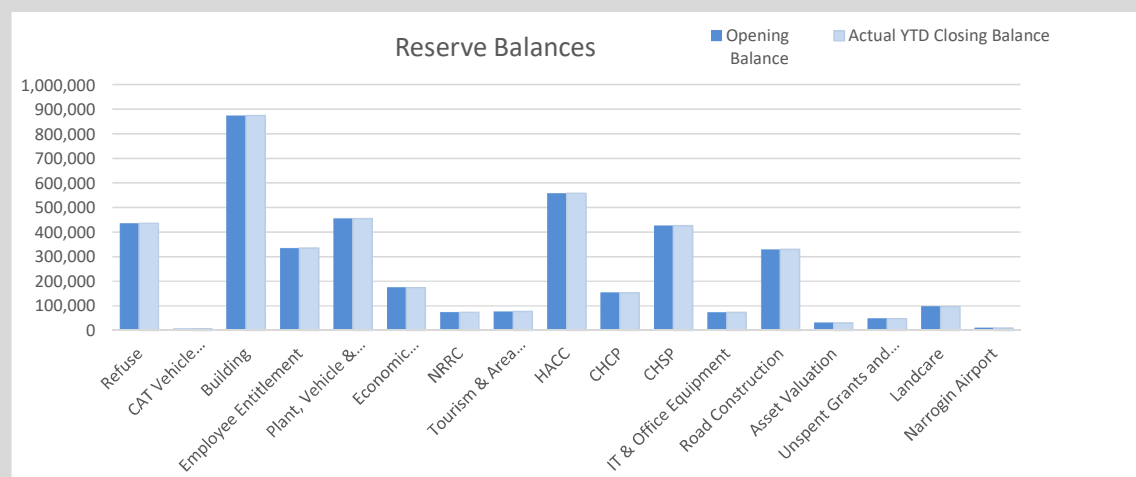
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 JULY 2019

OPERATING ACTIVITIES  
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse	435,109	7,385	374	77,000	0	46,000	0	473,494	435,483
CAT Vehicle Replacement	6,655	116	6	6,000	0	12,000	0	771	6,661
Building	873,681	14,828	750	16,685	0	550,000	0	355,194	874,431
Employee Entitlement	334,863	5,683	288	20,000	0	0	0	360,546	335,151
Plant, Vehicle & Equipment	454,959	7,722	391	425,000	0	557,300	0	330,381	455,350
Economic Development	174,049	2,954	150	50,000	0	18,000	0	209,003	174,199
NRRC	73,927	1,255	64	80,000	0	0	0	155,182	73,991
Tourism & Area Promotion	77,202	1,310	66	0	0	0	0	78,512	77,268
HACC	557,576	9,463	479	0	0	98,240	0	468,799	558,055
CHCP	152,862	2,594	131	0	0	83,117	0	72,339	152,993
CHSP	426,026	7,231	366	205,228	0	0	0	638,485	426,392
IT & Office Equipment	72,563	1,232	62	5,000	0	0	0	78,795	72,625
Road Construction	329,405	5,591	283	0	0	0	0	334,996	329,688
Asset Valuation	31,309	0	27	0	0	0	0	31,309	31,336
Unspent Grants and Contributions	48,265	819	39	0	0	49,067	0	17	48,304
Landcare	97,024	1,647	83	0	0	0	0	98,671	97,107
Narrogin Airport	10,000	170	9	15,000	0	0	0	25,170	10,009
	<b>4,155,474</b>	<b>70,000</b>	<b>3,568</b>	<b>899,913</b>	<b>0</b>	<b>1,413,724</b>	<b>0</b>	<b>3,711,663</b>	<b>4,159,042</b>

KEY INFORMATION







For the Period Ended 31 July 2019

Project Progress	
Complete	●
On Track	●
Off Track	●
In Trouble	●

Item #	Project Description	Project Type	2019/20 Annual Budget	Total Expenditure	Responsible Officer		2019						2020						Comment							
							July		August		September		October		November		December			January		February		March		April
72	Havelock Street - Renewal (Local) (R2R)	10yr Road	24,600.00	-	Torre Evans	●																				
73	Lock Street - Renewal (Local) (R2R)	10yr Road	19,000.00	-	Torre Evans	●																				
74	Congelin - Narrogin Road - Renewal (Local) (R2R)	10yr Road	28,000.00	-	Torre Evans	●																				
75	Tarwonga Road - Renewal (Local) (R2R)	10yr Road	33,021.19	-	Torre Evans	●																				
76	Highbury West Road - Renewal (Rural) (R2R)	10yr Road	40,000.00	-	Torre Evans	●																				
77	Plesseville - Tarwonga Road - Renewal (Local) (R2R)	10yr Road	75,000.00	-	Torre Evans	●																				
78	Wilson Street - Renewal (Local) (R2R)	10yr Road	12,474.00	-	Torre Evans	●																				
79	Narrogin-Harrismith Road - Renewal (Local) (R2R)	10yr Road	41,201.65	-	Torre Evans	●																				
80	Clayton Road - Renewal (Local) (RRG)	10yr Road	738,027.00	-	Torre Evans	●																				
81	Tarwonga Road - Renewal (Rural) (RRG)	10yr Road	38,223.00	-	Torre Evans	●																				
82	Ensign Street Footpath	10yr Footpath	22,000.00	-	Torre Evans	●																				
83	Argus Street Footpath	10yr Footpath	35,000.00	-	Torre Evans	●																				
84	Park Street Footpath	10yr Footpath	19,000.00	-	Torre Evans	●																				
85	Drainage - Butler Street		32,000.00	-	Azhar Awang	●																				
86	Railway footbridge refurbishment		31,040.00	-	Torre Evans	●																				
87	Plant acquisition - triton (LH) vehicle changeover	Plant Replacement	26,000.00	-	Torre Evans	●																				
88	Mobile (trailer mounted) Visual display unit		25,000.00	-	Torre Evans	●																				
89	Plant acquisition - EMTRS vehicle changeover 1	Plant Replacement	36,497.91	-	Torre Evans	●																				
90	Plant acquisition - EMTRS vehicle changeover 2	Plant Replacement	36,497.91	-	Torre Evans	●																				
91	Plant acquisition - EMTRS vehicle changeover 3	Plant Replacement	36,497.91	-	Torre Evans	●																				
92	Plant acquisition - EMTRS vehicle changeover 4	Plant Replacement	36,497.91	-	Torre Evans	●																				
93	Plant acquisition - 6 wheeler truck	Plant Replacement	226,000.00	-	Torre Evans	●																				
94	Plant acquisition - backhoe	Plant Replacement	195,000.00	-	Torre Evans	●																				
95	Plant acquisition- multi wheel Roller	Plant Replacement	165,000.00	-	Torre Evans	●																				
96	Plant acquisition - MO vehicle changeover 1	Plant Replacement	36,242.55	-	Torre Evans	●																				
97	Plant acquisition - MO vehicle changeover 2	Plant Replacement	36,242.55	-	Torre Evans	●																				
98	Plant acquisition - MO vehicle changeover 3	Plant Replacement	36,242.55	-	Torre Evans	●																				
99	Airport Hydrological design		5,000.00	-	Torre Evans	●																				
100	Narrogin Airport Water Bombing Apron		40,000.00	-	Torre Evans	●																				
<b>Economic Services</b>																										
101	Annual Subsidy Dryandra Country Visitor Centre	Op	60,000.00	4,158.23	Dale Stewart	●																				
102	Upgrade NCP camp kitchen		20,000.00	-	Frank Ludovico	●																				
103	Accommodation at NCP as per council resolution 0519.008		44,000.00	818.18	Frank Ludovico	●																				
104	Caravan park accommodation units		350,000.00	818.18	Frank Ludovico	●																				
105	Visitor information bay upgrade	CBP	4,620.00	4,200.00	Dale Stewart	●																				
106	Caravan Park renovations		58,862.10	1,400.00	Frank Ludovico	●																				
107	Purchase of street banners		10,000.00	-	Azhar Awang	●																				
108	Local tourism and planning strategy	CBP	28,000.00	22,945.45	Azhar Awang	●																				
109	Plant acquisition - trax (BS) vehicle changeover	Plant Replacement	25,000.00	-	Torre Evans	●																				
110	Economic Development Strategy	CBP	30,000.00	-	Dale Stewart	●																				
<b>Other Property &amp; Services</b>																										
111	Plant acquisition - CEO vehicle changeover	Plant Replacement	56,000.00	-	Torre Evans	●																				
112	Plant acquisition - EMCCS vehicle changeover 1	Plant Replacement	34,675.64	-	Torre Evans	●																				
113	Plant acquisition - EMCCS vehicle changeover 2	Plant Replacement	34,675.64	-	Torre Evans	●																				
114	Plant acquisition - EMCCS vehicle changeover 3	Plant Replacement	34,675.64	-	Torre Evans	●																				
115	Plant acquisition - asx (MF) vehicle changeover	Plant Replacement	25,000.00	-	Torre Evans	●																				
			<b>5,684,244.93</b>	<b>245,615.47</b>																						

### 10.3.4 INTEREST WRITE-OFF ASSESSMENT A340054

<b>File Reference</b>	A340054
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	The Owner of Rates Assessment A340054
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	14 August 2019
<b>Author</b>	Tahnee Smart – Finance Officer Rates
<b>Authorising Officer</b>	Frank Ludovico – Executive Manager Corporate & Community Services
<b>Attachments</b> 1. Advice of Sale	

#### Summary

A review of assessment number A340054, Lot 45, 170 Groves Road Highbury, has resulted in errors being discovered in the transfer process undertaken by the Shire of Narrogin, which has resulted in the property unknowingly accruing interest charges, whilst not being provided an annual rates notice. Upon discovery and correction of the error, the ratepayer has requested the Shire of Narrogin write off the interest charges on the assessment to the total of \$670.17.

#### Background

The Shire of Narrogin was issued with two Advice of Sale documents on 17 October 2016. These advised the Shire to split property A36, Lot 140, 170 Groves Road, Highbury, into two properties. In order to rate the properties correctly, new valuations were requested from Landgate and once the valuations were received they were assigned to each of the new properties. The properties should then have been transferred into the new owners' names. In the case of A340054, the property was not correctly transferred which meant the new ratepayer did not receive notification of the transfer, any interim rates generated as result of the transfer, or receive the annual rates and service charges each year.

Financial Summary for the assessment as at 14 August 2019 is below:

Description	Levies (\$)	Receipts (\$)	Balance (\$)	Current/Arrears
Rates	2199.83	0.00	2199.83	C
Rates	4126.02	0.00	4126.02	A
Interest	646.68	0.00	646.68	C
ESL Penalty Interest	1.13	0.00	1.13	C
ESL Penalty Interest	22.36	0.00	22.36	A
Emergency Services Levy	84.00	0.00	84.00	C
Emergency Services Levy	157.00	0.00	157.00	A
*** TOTALS ***	7237.02	0.00	7237.02	

In April 2019, the previous owner contacted their settlement agent to ask why they were still receiving the rates notices who then contacted the Shire of Narrogin. The transfer was processed immediately and rates notices sent out to the new owners.

### Comment

It is believed this was an administrative error, a part of the process overlooked and not discovered until such time as the new owner for A340054 notified the Chief Executive Officer and lodged a query over the interest and arrears on the assessment and questioned why they had only now received a notice.

In addition to the failure to process the transfer this was compounded by the commencement of a new Finance Officer - Rates in April, which has delayed communication with the new owner.

### Consultation

Consultation has occurred with:

- Chief Executive Officer
- Executive Manager Corporate and Community Services
- Finance Officer – Support
- Finance Officer – Rates

### Statutory Environment

Section 6.12 Local Government Act 1995, states:

*“6.12. Power to defer, grant discounts, waive or write off debts*

*(1) Subject to subsection (2) and any other written law, a local government may — when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or waive or grant concessions in relation to any amount of money; or Write off any amount of money, which is owed to the local government.*

*\* Absolute majority required.*

*(2) Subsection (1) (a) and (b) do not apply to an amount of money owing in respect to rates and service charges.*

*(3) The grant of a concession under subsection (1) (b) may be subject to any conditions determined by the local government.*

*(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.”*

### Policy Implications

Nil

### Financial Implications

Council's end of year financial statements should accurately reflect Council's known financial position. There will be no financial impact as a result of writing off this debt as adequate provision has been made in the Shire's balance sheet for this purpose. Negotiations are occurring with the ratepayer regarding payment arrangement for the outstanding rates.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

## Voting Requirements

Absolute Majority

### **OFFICERS' RECOMMENDATION**

That, with respect to outstanding interest for Assessment A340054, Council in accordance with Section 6.12 of the Local Government Act 1995, endorse the write-off of interest totalling \$670.17, due to being an administrative error on part of the Shire, and apologise to the landowner concerned.

ATTACHMENT ONE

Advice of sale.

ACCOUNT ENQUIRY and ADVICE OF SALE  
(LOCAL GOVERNMENT and OTHER CONVEYANCER)

Request Number: 53311427  
Date Request Lodged: 03/03/2017  
Reference: [REDACTED]

A34

Requesting Conveyancer Details			
Agent Name:	LANE BUCK & HIGGINS	Contact Name:	JO THOMAS
Address:	*** SUITE 6, 2 WILLIAMS ROAD NARROGIN WA 6312	Telephone:	08-98811633
		Facsimile:	08-98812745
Email:	jo@lbh.net.au	Representing:	Buyer

Other Conveyancer Details			
Agent Name:	EVERETT W L & K J	Contact Name:	ALISON DALEY
Address:	Bills Payable PO BOX 180 NARROGIN WA 6312	Telephone:	08-93886100
		Facsimile:	08-93889220
Email:	subiaco@everalt.com.au	Representing:	Seller

Property Description and Sale Particulars			
Address:	170- GROVES RD HIGHBURY WA 6313	Date of Contract:	22/02/2017
		Date of Settlement:	03/04/2017
Local Government:	NARROGIN, SHIRE OF	Sale Price:	[REDACTED]
Parcels:	48/DP114690 46/DP233217 49/DP233217	Resumption:	No
Titles:	1734-632 2917-331 1734-832	Area:	2520629.0
Area:	2520629.0	Property Usage:	Primary Production

Seller Details			
Name/s:	[REDACTED]	Date Vacated:	03/04/2017
Forwarding Address:	Bills Payable PO BOX 180 NARROGIN WA 6312	Date Acquired:	31/01/2014
Did all owners occupy the property as their usual place of residence at 30 June prior to sale? No			

Buyer Details			
Name/s:	[REDACTED]		
Forwarding Address:	CA-RSM AUSTRALIA PTY LTD 50 FEDERAL STREET NARROGIN WA 6312		
Will all buyers occupy the property as their usual place of residence IMMEDIATELY following sale? No			

NB: Warning on Valuation Amendment for Lot 140, Groves Rd Dumbering - Settlement 03/04/2017.

## 10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 10.4.1 NARROGIN BOWLING CLUB EXTENSION OF LEASE

File Reference	A115310
Disclosure of Interest	The Author does not have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narrogin Bowling Club
Previous Item Numbers	Nil
Date	15 August 2019
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Lease Narrogin Bowling Club

#### Summary

The Narrogin Bowling Club has not effected the renewal of their 21 year lease for their facility at portion of former Reserve No. 27330 (now a Crown Grant, Lot 1561 portion of) Clayton Road Narrogin. Council are asked to consider extending the lease for a further 21 years notwithstanding their delay in effecting their renewal option.

#### Background

On 1 July 1997, the former Town of Narrogin entered into a lease agreement with the Narrogin Bowling Club for their greens and clubhouse at the abovementioned site, for a 21 year term, including a further term of 21 years. The first 21 year option of the lease expired on 30 June 2018.

Pursuant to Clause 3.2 of the lease, the Lessee has the option of extending the lease for the further term of 21 years (as per Schedule 6 of the lease) exercisable in writing between 6 and 3 months prior to the expiration of the 21 year term specified. This did not occur.

The Shire administration, in an exercise of reconciling the lease agreements register, noticed the expiration of the current lease and has met with the President of the Bowling Club to discuss their intentions.

The Narrogin Bowling Club wishes to exercise their option for a further 21 years and as this matter is for a lease longer than 12 months, the matter must be decided by the Council.

#### Comment

The renewal of the lease is critical at this time as the Bowling Club is about to seek a grant application from the Department of Local Government, Sport and Cultural Industries, through their advertised Community Sport & Recreation Faculties Fund (CSRFF) Round, closing with local governments on 31 August 2019.

Without having a valid (or long term) lease for such a grant, the likelihood of success of the request is reduced.

The map below illustrates the extent of the lawn bowls facilities (2 rinks in operation to the south and one no longer currently in active operation to the north) and the adjoining separately leased premises and greens and buildings of the Croquet Club (to the west) and again the separately used (no lease exists) facilities of the Tennis Club (courts and buildings to the south east).



## Consultation

Consultation has occurred between:

- Chief Executive Officer;
- Susan Guy – Manager Community Leisure & Culture; and
- Mr Philip Cooper – President Narrogin Bowling Club.

## Statutory Environment

- The Local Government Act 1995 Section.3.58 addresses the disposition of property.
- The Local Government (Function and General) Regulations 1993 Regulation 30 provides for exemptions from the disposition requirements.
- The Delegations Register – 3.4 Disposing of land – leases, rentals etc provides for delegation to the Chief Executive Officer to exercise disputation (leasing) for periods up to 12 months maximum duration.

## Policy Implications

The Council will be receiving the Clayton Road Sporting Facilities Masterplan in coming months, and this draft document talks of consolidation of activities around the Bowling Club, Tennis Club and Croquet Club into a central south-eastern 'hub'.

Agreeing to the renewal of lease at this juncture should not unduly compromise options and opportunities that might present in the future.

## Financial Implications

There are no new financial implications in extending the lease for a further 21 years. The lease and its lease option both provides for annual rental of \$1, if demanded.

The structure of the facility is in the opinion of the Chief Executive Officer (from annual building maintenance inspections) sound.

## Strategic Implications

The opportunity in time presents for the Narrogin Bowling Club to cater for more than just lawn bowlers.

The Chief Executive Officer has indeed had preliminary discussions with the Executive of the Bowling Club and separately the Executive of the Narrogin Croquet Club about potentially merging to become a sportspersons club or similar. Whilst the letting of the facility and greens to the Bowling Club for another period of 21 years doesn't preclude this discussion continuing into the future, it is the Officer's view that such discussions should be furthered to progress the long term sustainability of both clubs' membership as well as the infrastructure, liquor licensing compliance and asset maintenance.

Presently for example, the Chief Executive Officer is aware that Croquet Club makes use of one of the external ablutions facilities of the Bowling Club and also relies on the Bowls Club's kitchen and catering facilities for larger tournaments and events.

A similar argument exists for merging of the activities of the Tennis Club, although the buildings and location of their courts around the Tennis Clubrooms makes that less 'likely' until of such time as the Clubrooms are beyond their useful life, or require significant upgrade.

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers

Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.3	Efficient use of resources
Strategy:	3.3.1	Increase resource usage efficiency

## Voting Requirements

Simple Majority



**OFFICERS' RECOMMENDATION**

That, with respect to extension of the lease with the Narrogin Bowling Club at portion of Lot 1561 Clayton Road Narrogin, Council authorise the Shire President and the Chief Executive Officer to prepare, sign and affix the common seal to a Deed of Extension for a further 21 year term.

**TOWN OF NARROGIN**

**and**

**THE NARROGIN BOWLING CLUB INC.**

---

**LEASE**

**NARROGIN BOWLING CLUB**

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THIS LEASE is made on the            Day of            1997.

**BETWEEN**

**TOWN OF NARROGIN** of 89 Earl Street, Narrogin, Western Australia ("**the Lessor**")

**AND**

**THE NARROGIN BOWLING CLUB INC.** of 58 Earl Street, Narrogin, Western Australia ("**the Lessee**")

**RECITAL**

Subject to certain approvals and consents being obtained, the Lessor has agreed to lease the Premises to the Lessee and the Lessee has agreed to take the Premises on lease from the Lessor upon and subject to the provisions of this Lease.

**OPERATIVE PROVISIONS**

**1. INTERPRETATION**

**1.1 Definitions**

In this document:

"**Premises**" means the land described in item 1 of the Schedule together with all buildings and improvements on that land or after the signing of this Lease erected on that land and includes any part thereof;

"**Reserve**" means where the Premises are a reserve or portion of a reserve vested in the Lessor under and by virtue of the provisions of section 33 of the Land Act 1933, that reserve;

"**Term**" means the term specified in item 4 of the Schedule and includes, if the Lessee exercises any option of renewal of this Lease granted to the Lessee pursuant to the provisions of **clause 3.2**, any further term.

**1.2 Construction**

Unless expressed to the contrary:

(a) words importing:

(i) the singular include the plural and vice versa;

(ii) any gender include the other genders;

(b) if a word or phrase is defined cognate words and phrases have corresponding definitions;

(c) a reference to:

(i) a person includes a firm, unincorporated association, corporation and a government or statutory body or authority;

- (ii) a person includes its legal personal representatives, successors and assigns;
- (iii) a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (iv) a right includes a benefit, remedy, discretion, authority or power;
- (v) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
- (vi) provisions or terms of this document or another document, agreement, understanding or arrangement include a reference to both express and implied provisions and terms;
- (vii) time is to local time in Perth, Western Australia;
- (viii) "\$" or "dollars" is a reference to the lawful currency of Australia;
- (ix) this or any other document includes the document as varied or replaced and notwithstanding any change in the identity of the parties;
- (x) writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes facsimile transmissions.

### 1.3 Headings

Headings do not affect the interpretation of this document.

### 1.4 Exercise of Discretion

A power, authority, right or discretion conferred by this Lease may be exercised from time to time as the occasion requires.

### 1.5 Withholding of Consent or Approval

Where the consent or approval of a party to this Lease is required, that consent or approval must not be unreasonably or capriciously withheld, but this clause has no application to **clause 4.5**.

## 2. CONDITIONS

### 2.1 Conditions

This Lease is subject to and conditional upon:

- (a) the approval in writing of the Minister for Lands under the Land Act 1933;
- (b) the approval of the State Planning Commission under section 20 of the Town Planning and Development Act 1928; and

(c) any other necessary approvals and consents,

(if and to the extent that those approvals and consents are necessary and have not been obtained prior to the signing of this Lease) being obtained within three months after the signing of this Lease.

## 2.2 Application for Approvals and Consents

As soon as possible after the signing of this Lease the Lessor must make application for the approvals and consents referred to in **clause 2.1** and must pursue those applications and the Lessee must promptly join in the applications as may be necessary.

## 2.3 Failure of Condition

If any approval or consent is refused or not obtained on or prior to the date specified in **clause 2.1** this document ceases to have effect and no party has any claim against any other party.

## 2.4 Approval or Consent Subject to Conditions

If any approval or consent is granted subject to any conditions with which either party is unable or reasonably unwilling to comply that party may give to the other a notice in writing that the condition is unacceptable and thereupon the approval or consent is deemed to have been refused and this document ceases to have effect and no party has any claim against any other party.

## 3. LEASE

### 3.1 Initial Term

The Lessor leases the Premises to the Lessee and the Lessee takes the Premises on lease from the Lessor together with the rights specified in item 2 of the Schedule but subject to the reservations specified in item 3 of the Schedule for the term specified in item 4 of the Schedule at the rental specified in item 5 of the Schedule upon and subject to the provisions of this Lease.

### 3.2 Option of Renewal

If at the date of exercise of the option in this **clause 3.2** contained the Lessee has not failed to comply with any notice given by the Lessor to the Lessee requiring the Lessee to remedy a breach by the Lessee of the provisions of this Lease on the Lessee's part to be complied with, the Lessee has the option of extending this Lease for the further term specified in item 6 of the Schedule exercisable by the written request of the Lessee made not more than six (6) months nor less than three (3) months prior to the expiration of the term specified in item 4 of the Schedule at the same rental and upon the same provisions as are contained in this Lease except this **clause 3.2**.

## 4. LESSEE'S AGREEMENTS WITH LESSOR

The Lessee agrees with the Lessor as follows:

#### 4.1 Rent

To pay to the Lessor the rent in the manner specified in item 5 of the Schedule without any deduction or abatement whatsoever except if the Premises are destroyed or damaged as set out in clause 7.

#### 4.2 Rates and Taxes

Duly and punctually to pay all rates, taxes, assessments, impositions and outgoings of whatsoever nature payable or hereafter to become payable to any Government, local or other authority in respect of the Premises including but without limiting the generality of the foregoing rates and other charges assessed on the Premises or the occupier of the Premises by the Lessor and the following applies:

- (a) The Lessee's liability in respect of all such rates, taxes, assessments, impositions and outgoings commences on the date of commencement of the Term and ceases on the expiration of the Term and must be apportioned between the parties on each of those dates;
- (b) in the event that the Premises are not separately rated, charged or assessed in respect of any of the rates, taxes, assessments, impositions and outgoings referred to in this clause 4.2 then for the purposes of this clause 4.2 they must be apportioned between the Premises and the other premises the subject of the assessment in proportion to their respective areas.

#### 4.3 Rubbish Charges

Duly and punctually to pay all rubbish charges assessed on the Premises or the occupier of the Premises by the Lessor.

#### 4.4 Electricity, and Gas, Telephone and Water

Duly and punctually to pay and discharge all charges and meter rents in respect of gas, electricity, water (including excess water) and telephone used, consumed or incurred on the Premises.

#### 4.5 Assignment, Subletting, Parting with Possession

Not to assign, mortgage, charge, sublet or part with the possession of the Premises without the prior written consent of the Lessor and if and to the extent that such approval is necessary, the prior approval in writing of the Minister for Lands which consents and approvals the Lessor and the Minister for Lands may in their absolute discretion refuse without assigning any reason and it is agreed that Sections 80 and 82 of the Property Law Act 1969 are excluded from and do not apply to this Lease.

#### 4.6 Statutory Obligations

To comply with and obey the provisions of and all lawful and valid regulations, notices, orders and by-laws which may from time to time be made or given with respect to or affecting the Premises or the use or occupancy of the Premises under the provisions of the Health Act 1911, the Local Government Act 1995, the Metropolitan Water Supply Sewerage & Drainage Act 1909, the Fire Brigades Act 1942, the Bush Fires Act 1954, the Environmental Protection Act 1986 or any other statute, order, regulation, by-law, local law

or town planning scheme now or hereafter in force or made or given by any Minister, Department, Health Board, Local Government, Water Board or other competent authority or person.

#### 4.7 Alterations

Not without the prior written consent of the Lessor to erect or suffer to be erected any building or structure on the Premises or to make or suffer to be made any alteration in or to any building or structure erected on the Premises or cut, maim or injure or suffer to be cut, maimed or injured any of the walls or timbers of such building or structure and that if any buildings and improvements are to be constructed, erected or made or works carried out or executed on the Premises by the Lessee, it is agreed that they must be constructed, erected, made, carried out and executed under the supervision and to the satisfaction of the Lessor and not otherwise.

#### 4.8 Cleaning, Maintenance and Repair

To:

- (a) keep and maintain the Premises in good and tenable repair and condition and clean and in good order and to renew all worn or broken parts of the Premises;
- (b) keep and maintain the Premises clean and tidy and free from dirt and rubbish;
- (c) cut, water and maintain properly all lawns and hedges from time to time planted on the Premises and to water and maintain properly all gardens, trees, shrubs and other flora from time to time laid out or planted on the Premises and where necessary to replace all shrubs and plants that die or are destroyed;
- (d) keep and maintain the portion of the Reserve surrounding the Premises clean and tidy and free of all rubbish; and
- (e) take all reasonable precautions to keep the Premises free of rodents, vermin, insects, termites and other pests and in the event of failing to do so must if so required by the Lessor but at the cost of the Lessee employ from time to time or periodically pest exterminators approved by the Lessor.

#### 4.9 Use

Not to:

- (a) use or to permit to be used the Leased Premises for any purpose whatsoever other than for the purposes and objects for which the Reserve was vested in and is held by the Lessor;
- (b) use or permit to be used the Leased Premises for any purpose other than that or those specified in item 7 of the Schedule;
- (c) carry on or suffer to be carried on upon the Premises any noxious noisome or offensive trade act business occupation or calling;

- (d) make, do or suffer upon the Premises any act, matter or thing that may be or become a nuisance or annoyance to the Lessor or to the owners or occupiers of property in the neighbourhood of the Premises;
- (e) sell or dispense alcohol from the Premises or allow alcohol to be sold or dispensed from the Premises other than in accordance with the provisions of the Liquor Licensing Act, 1988;
- (f) cut down any trees, plants or shrubs or sell, remove or otherwise dispose of any clay, sand, gravel, timber or other materials from the Premises; or
- (g) store chemicals, inflammable liquids, acetylene gas or volatile or explosive oils, compounds or substances upon the Premises other than motor fuels, fertilisers and other substances reasonably required for conducting the normal activities of the Lessee which are permitted pursuant to **clause 4.9(b)**.

#### 4.10 Signs

Not to affix or exhibit or permit to be affixed or exhibited to or upon the Premises any placard, poster, sign, board or other advertisement without the prior written consent of the Lessor.

#### 4.11 Insurance

To take out and keep in force the following policies of insurance with an insurance office approved by the Lessor:

- (a) a building and industrial special risk policy in the joint names of the Lessor and the Lessee to cover the Premises and all plate glass installed on the Premises against loss or damage by fire, fusion, explosion, smoke, lightning, flood, storm, tempest, rain, water, water damage, leakage, earthquake, riot, civil commotion, malicious damage, impact by vehicles, aircraft and articles dropped therefrom and any other risks required by the Lessor, such cover not to be less than the full insurable value of the Premises and plate glass on a replacement and/or reinstatement basis;
- (b) a public liability insurance policy naming the Lessee as the insured for an amount which at the commencement of the Term must not be less than the sum of FIVE MILLION DOLLARS (\$5,000,000.00) and which must be adjusted at the expiration of the first and each succeeding year during the Term to an amount which on the date of each adjustment the parties agree represents an amount of public risk insurance which a reasonable and prudent person in the circumstances of the Lessee would take out and in the event of any dispute concerning the amount it must be fixed at the expense of the Lessee by an insurance broker nominated by the Lessor;
- (c) the usual workers' compensation policy covering all employees of the Lessee; and
- (d) a contractor's risk insurance policy in such amount as the Lessor may require to cover the whole of any works from time to time carried out by the Lessee on the Premises



and to deposit a photocopy of each such policy of insurance with the Lessor and at least seven (7) days before they become due to pay all premiums necessary for that purpose and deposit with the Lessor a photocopy of the receipt for the current year's premium or a certificate of renewal of the insurance company and if the Lessee at any time fails to insure and keep insured as above it is agreed the Lessor may do all things necessary to effect or maintain the insurance and that the Lessee must repay any moneys expended by the Lessor for that purpose on demand and any moneys so expended are deemed to be rent in arrears and may be recovered by the Lessor accordingly.

#### 4.12 Lessor's Rights of Entry

To permit:

- (a) the Lessor, any employee of the Lessor and any other person authorised by the Lessor at all reasonable times to enter upon the Premises and view the condition of the Premises and upon notice being given by the Lessor, to repair the Premises in accordance with such requirements as are set out in any such notice;
- (b) the Lessor, any employee of the Lessor and any other person authorised by the Lessor, with all necessary vehicles plant and materials at all times to have access to the Premises and the right to remain on the Premises to carry out any building, alterations, improvements or works whether structural or otherwise which the Lessor desires or is required to effect upon the Premises.

#### 4.13 Costs

To pay:

- (a) all costs of and incidental to the preparation, execution and stamping of this Lease; and
- (b) all costs, charges and expenses (including solicitors' costs) incurred by the Lessor for the purposes of or incidental to the preparation and service of a notice under Section 81 of the Property Law Act, 1969, requiring the Lessee to remedy a breach of any provision of this Lease notwithstanding forfeiture for the breach is avoided otherwise than by relief granted by the Court.

#### 4.14 Indemnity

- (a) To the extent that the terms and conditions of any insurance effected by the Lessor or any money paid to the Lessor out of insurance effected by the Lessee do not fully indemnify the Lessor against all actions, claims, demands, notices, losses, damages, costs and expenses to which the Lessor becomes liable in respect of any of the matters referred to in sub-paragraphs (i), (ii) and (iii) of this clause 4.14(a), to indemnify and keep indemnified the Lessor against all actions, claims, demands, notices, losses, damages, costs and expenses for which the Lessor becomes liable in respect of any loss or damage to property or death or injury of whatever nature or kind and however and wherever sustained:
  - (i) caused or contributed to by the use or occupation of the Premises except to the extent that the same is caused or contributed to by the negligence, act, default or omission of the Lessor;

- (ii) resulting from any negligence, act, default or omission of the Lessee; or
  - (iii) resulting from any notice, claim or demand to pay, do or perform any act, matter or thing to be paid, done or performed by the Lessee under this Lease except to the extent that the Lessor is obliged under the provisions of this Lease to pay for or contribute to that cost.
- (b) Without limiting the generality of **clause 4.14(a)**, to indemnify and keep indemnified the Lessor against all actions, claims, demands, losses, damages, costs and expenses for which the Lessor becomes liable in respect of or arising from the overflow or leakage of water or other fluids in or from the Premises except to the extent that the same is caused or contributed to by the negligence, act, default or omission of the Lessor.
- (c) Without limiting the generality of **clauses 4.14(a) and 4.14(b)**, to indemnify and keep indemnified the Lessor against any claim, action, demand, fine, damage, costs or expenses arising out of any breach by the Lessee or its servants, agents, contractors, customers, invitees of any provision of the Occupational Health, Safety and Welfare Act 1984.

## 5. LESSOR'S AGREEMENT WITH LESSEE: QUIET ENJOYMENT

The Lessor agrees with the Lessee that if the Lessee pays the Rent and observes and performs the provisions of this Lease on the part of the Lessee to be observed and performed, the Lessee is, subject to **clause 4.12**, entitled to peaceably hold and enjoy the Premises during the Term without any interruption by the Lessor or any person rightfully claiming under or in trust for the Lessor.

## 6. DEFAULT

The Lessor and the Lessee agree as follows:

### 6.1 Default: Essential Terms

Each of the obligations of the Lessee set out in **clauses 4.1** (payment of rent), **4.2** (payment of rates and taxes), **4.5** (assignment, sub-letting and parting with possession), **4.8** (cleaning, maintenance and repair), **4.9** (use of the Premises), **4.11** (the Lessee's insurances) and **4.14** (indemnity) of this Lease is an essential term of this Lease.

### 6.2 Default

If:

- (a) any rent or any other moneys payable under this Lease remain unpaid for fourteen (14) days after written demand has been received by the Lessee from the Lessor; or
- (b) an order is made or a resolution is effectively passed for the winding up of the Lessee (other than for the purpose of amalgamation or reconstruction) or the Lessee becomes bankrupt or if any deed of assignment or deed of arrangement is prepared by or for or presented to the Lessee for execution by it or there is appointed under any Act or instrument or by order of any Court a manager or an administrator or a

trustee or a receiver or a receiver and manager or liquidator in relation to any part of the Lessee's undertakings or assets or property; or

- (c) the Lessee fails within the time specified in a notice (which time shall be not less than seven (7) days) requiring the Lessee to remedy a breach by the Lessee of any one or more of the provisions of this Lease unless the non-performance or non-observance has been waived or excused by the Lessor in writing; or
- (d) the Premises are deserted or vacated,

then and in each case the Lessor or any person or persons duly authorised by the Lessor at any time thereafter and without any notice or demand may re-enter into and upon the Premises and repossess the Premises and thereby the Term and the estate and interest of the Lessee in the Premises will immediately determine.

The Lessor's right of action referred to above is without prejudice to the right of action or other remedy which the Lessor has in respect of any prior breach by the Lessee of any provision of this Lease and following such forfeiture the Lessor is entitled to recover from the Lessee damages for loss of the benefits which performance of the provisions of this Lease by the Lessee would have conferred on the Lessor between the date of forfeiture and the expiry of this Lease by the effluxion of time.

### **6.3 Execution of Works by Lessor**

If and whenever the Lessee fails within the time specified in a notice issued pursuant to **clause 6.2(c)** to remedy a breach of a provision of this Lease, the Lessor may (without prejudice to any other rights or remedies of the Lessor) enter upon the Premises, carry out or execute any repairs, requisitions, notices or works, remedy any default, pay or discharge any outgoing or other moneys or do any act, matter or thing the Lessor thinks necessary or desirable to ensure or secure compliance with the provisions of this Lease and the Lessee must repay any moneys expended by the Lessor for that purpose on demand and any moneys so expended are deemed to be rent in arrears and may be recovered by the Lessor accordingly.

### **6.4 Interest on Overdue Money**

Without affecting the rights, powers and remedies of the Lessor under this Lease, the Lessee agrees to pay to the Lessor on demand interest on any money due by the Lessee to the Lessor pursuant to this Lease but unpaid for seven (7) days calculated from the due date for payment until payment in full and computed at the rate per cent per annum which is from time to time 2% above the prime rate of interest (expressed as a rate per cent per annum) charged by the Lessor's bankers on loans of less than \$100,000.00 from time to time and such interest is deemed to be rent in arrears and may be recovered by the Lessor accordingly.

### **6.5 Acceptance of Rent Not to Prejudice Lessor's Right**

Demand for or acceptance of rent or any other amounts payable by the Lessee in terms of this Lease after default by the Lessee under this Lease (other than on the grounds of non-payment of that rent or the other amounts as the case may be) will not affect the exercise by the Lessor of the rights and powers conferred upon the Lessor by this Lease and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

## 7. DAMAGE OR DESTRUCTION

### 7.1 Damage or Destruction

- (a) Subject to the provisions of **clause 7.2** if the Premises are at any time during the Term totally or partially destroyed or damaged so as to render the Premises unfit for the occupation and use of the Lessee or inaccessible, the rent and any other moneys payable by the Lessee under the terms of this Lease ("**the Amounts Payable**") or a proportionate part of the Amounts Payable according to the nature and extent of the damage sustained shall abate and all or any remedies for recovery of the Amounts Payable falling due after the destruction or damage or a proportionate part of the Amounts Payable shall be suspended until the Premises have been rebuilt or made fit for the occupation and use of the Lessee or accessible to the Lessee as the case may be.
- (b) The abatement of the Amounts Payable referred to above shall not apply in case of destruction or damage caused by the Lessee or if any policy or policies of insurance have been vitiated or payment of the policy moneys refused because of the act, default or omission of the Lessee or of any servant, agent, invitee or licensee of the Lessee.
- (c) If there is any dispute between the parties concerning the interpretation of this **clause 7.1** that dispute must be referred to the award of a single arbitrator (who must conduct the arbitration in accordance with the provisions of the Commercial Arbitration Act 1985) to be appointed in default of agreement between the parties by the President for the time being of the Australian Institute of Valuers and Land Economists (Inc.) WA Division, at the request of either the Lessor or the Lessee, whose appointment is final and the Lessee must pay the Amounts Payable without any deduction or abatement until the date of the award of the arbitrator whereupon the Lessor must refund any of the Amounts Payable which according to the award has been overpaid. Each party is entitled to legal representation at any such arbitration.

### 7.2 Total Damage or Destruction

If the Premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for occupation and use either party may by notice in writing to the other of them given within twenty eight (28) days after the event determine this Lease and thereupon this Lease is determined without prejudice however to the liability of the Lessee under this Lease up to the date of determination.

## 8. MISCELLANEOUS PROVISIONS

The Lessor and the Lessee agree that:

### 8.1 Notices

Any notice to be given pursuant to this Lease is deemed to have been duly served on the party to whom it is to be given if served in the manner provided in Section 135 of the Property Law Act, 1969 and, in addition, in the case of a notice to the Lessee if left addressed to the Lessee at the Premises.

## 8.2 Holding Over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor the Lessee will be a monthly tenant of the Lessor at a monthly rent equivalent to one twelfth of the aggregate of the rent payable upon the expiry of the Term which would be payable by the Lessee if an extension of the Term had been granted at the expiry of the Term and otherwise on the same terms and conditions as this Lease (except clause 3.2).

## 8.3 Waiver

No waiver by the Lessor of any breach of any provision of this Lease by the Lessee operates as a waiver of another breach of any provision of this Lease by the Lessee.

## 8.4 Severance

If any part of this Lease is or becomes void or unenforceable then that part is or will be severed from this Lease so that all parts not void or unenforceable remain in full force and effect and unaffected by that severance.

## 8.5 Statutory Powers

The powers conferred by or under any statute (except to the extent inconsistent with the terms and provisions expressed in this Lease) are in augmentation of the powers conferred on the Lessor by this Lease.

## 8.6 Governing Law and Jurisdiction

- (a) This document is governed by and is to be construed in accordance with the laws in force in Western Australia.
- (b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Western Australia and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

## 8.7 Joint and Several Liability

An obligation of two or more persons binds them jointly and severally.

## 8.8 Time of the Essence

Time is of the essence in respect of the performance and observance by the Lessee of the provisions of this Lease.

## 9. LIMITATION OF LIABILITY OF LESSOR

The Lessor's obligations under this Lease:

- (a) bind only the person holding the reversionary estate of the Premises immediately expectant upon the expiry of the Term; and

- (b) only render the Lessor liable in damages when the act omission or default giving rise to damages occurs while the Lessor is the registered proprietor of the Premises or while the Premises are vested in the Lessor (as the case may be).

### **SCHEDULE**

**1. Premises (Clauses 1.1 and 3.1)**

Portion of Reserve No. 27330 (Narrogin Lot No. 1561) delineated and coloured green as shown at page 14 of this document

**2. Rights (Clause 3.1)**

Nil

**3. Reservations (Clause 3.1)**

Nil

**4. Term (Clause 3.1)**

Twenty one (21) years commencing 1st July 1997

**5. Rent (Clauses 3.1 and 4.1)**

One dollar (\$1.00) per annum

**6. Further Term (Clause 3.2)**

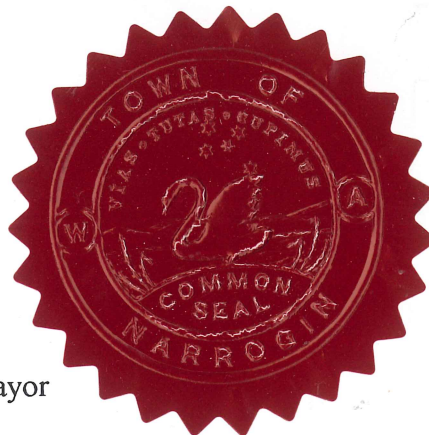
Twenty one years

**7. Purpose for which Leased Premises to be Used (Clause 4.9(b))**

Bowling Club

EXECUTED as an agreement.

THE COMMON SEAL of TOWN OF )  
NARROGIN was hereunto affixed by )  
authority of a resolution of the Council )  
in the presence of: )



*[Signature]*  
..... Mayor  
Robert William Maxwell

*[Signature]*  
..... Chief Executive Officer  
Stephen David Tindale

THE COMMON SEAL of THE )  
NARROGIN BOWLING CLUB INC. )  
was hereunto affixed by authority of a )  
resolution of the Club in the presence of: )



*[Signature]*  
..... President  
Peter Harold Hansen

*[Signature]*  
..... Vice-President  
George Rhys Davies

*[Signature]*  
..... Treasurer  
Noel Dempster Grieve

(cp/gsbclsebowl)

A A 27330

1561

Recreation

(Greater Sports Ground)

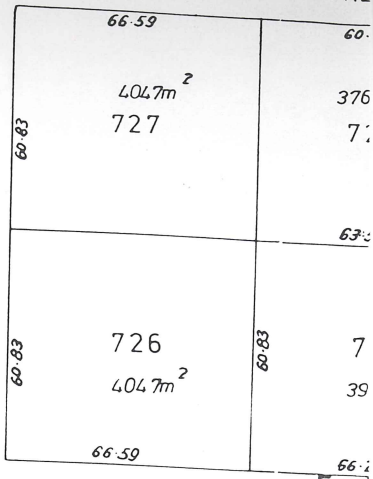
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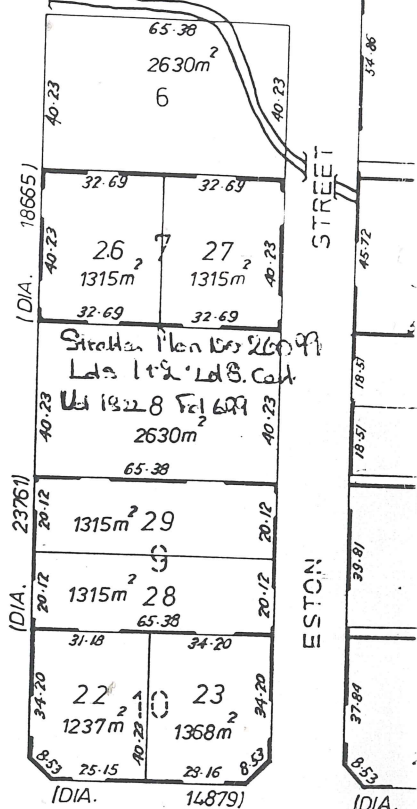
808m<sup>2</sup>

SALE

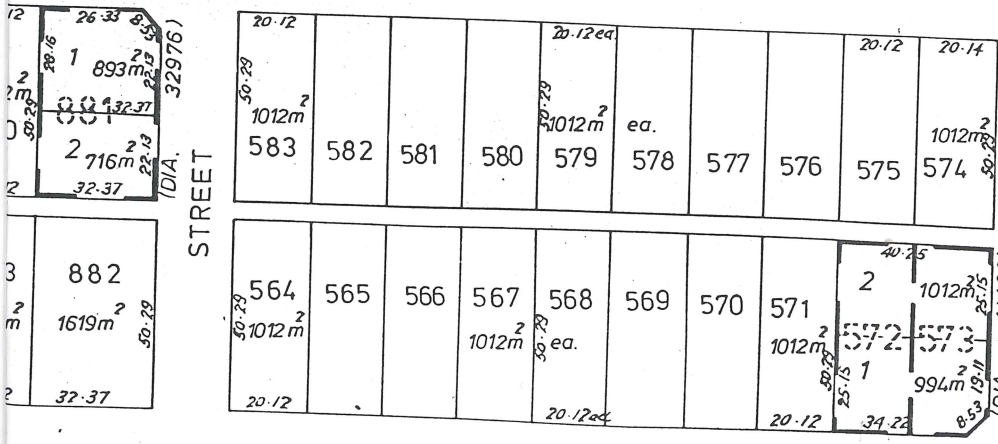
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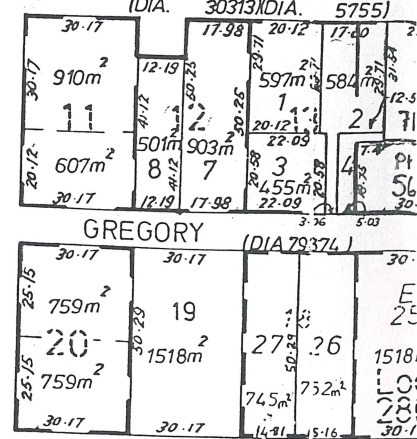
EXETER ST



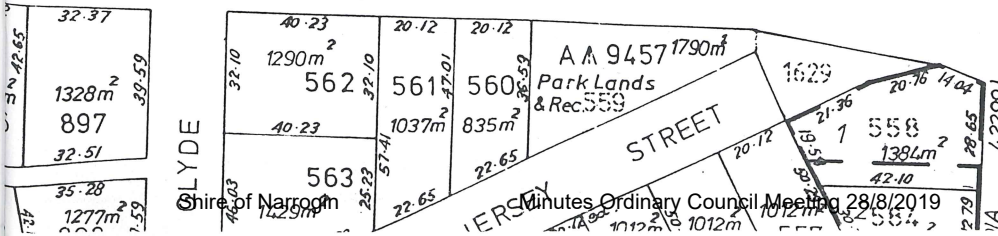
CLAYTON



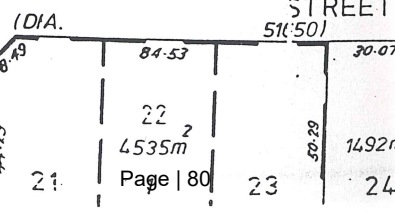
ROAD



BLYDE



Minutes Ordinary Council Meeting 28/8/2019





## 10.4.2 NAMING OF OVAL ON CLAYTON ROAD - PORTION OF CROWN GRANT LOT 1561

File Reference	2.7.1 & 6.1.4
Disclosure of Interest	The Author has no Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narrogin Apex TBO's
Previous Item Numbers	10.4.1 – 24 June 2019
Date	5 June 2019
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Email to CEO from Principal Narrogin Primary School with attached letter to Shire President. 2. Letter from Mrs Evelyn White to CEO.

### Summary

Advertising of the proposal to name Clayton Road Oval as *JE Clayton Oval* has concluded, with submissions now presented to Council for decision and recommendation to the State Government's Geographic Names Committee (GNC).

### Background

Council at its meeting of 24 June 2019 resolved as follows:

*“That, with respect to the proposal to name the Recreation Oval or facilities surrounding on portion of lot 1561, Clayton Road, as Apex Arena, Council:*

- 1. Thank the Narrogin Apex TBO's for their suggestion; and*
- 2. Advise them, and the public, that due to historical convention, it proposes to nominate the name JE Clayton Oval, after John Clayton, to the Geographic Names Committee and seek written comments or submissions from Oval users and the broader community within a 30 day advertising period.”*

### Comment

Naming options include:

- Narrogin Oval (stating the obvious perhaps?)
- Towns Oval (after the Towns Cricket Club and former Football Club)?
- Narrogin Showgrounds?
- Clayton Road Oval? Whilst colloquially the current long established name by convention, technically not a name that can be supported by the Geographic Names Committee as they do not support ovals have a road or street name in the title.
- JE Clayton Oval or John Clayton Oval or indeed, more succinctly Clayton Oval?

On balance the administration favours nominating the latter name (JE Clayton Oval or Clayton Oval) as one which appears to be the most consistent with current naming convention and also one which is predicted to demonstrate resonance with a large section of the community, and importantly, the sporting community and heritage of the district at both site specific and at large.

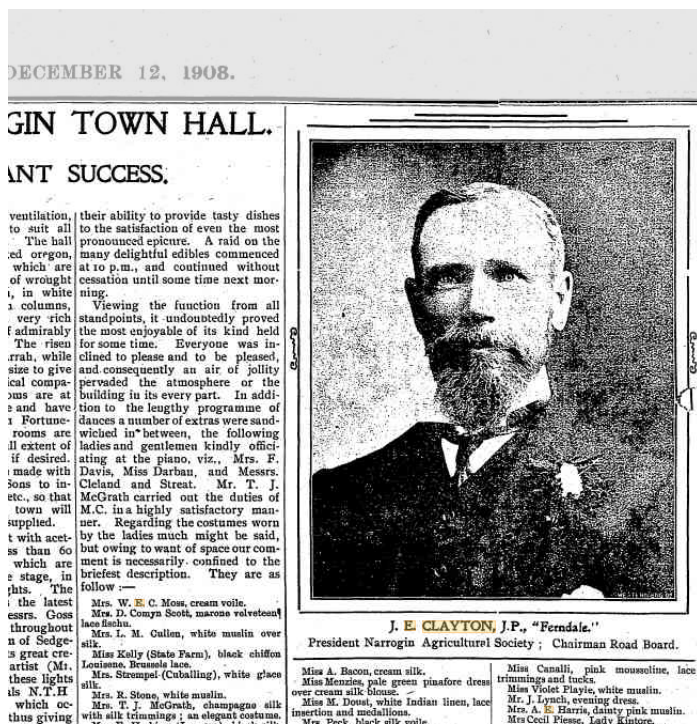
There appears no web reference to any other oval named Clayton in Western Australia, and heeds to one of the traditional pioneers of the district.

John Edward (JE) Clayton was an important settler and contributor to the community at large in the early settlement of the Narrogin district. A Narrogin Road Board member from 1901 through to 1920 and also a Chairman from 1907-1908 and again in 1908-1915 and 1919-1920. Whilst also being large landowner, he was also a Director of the GSR Flour Milling Co. and also 'President of nearly every sporting club in the town...'

Source "The Way Through, The Story of Narrogin" by OE Pustkuchen.

### Consultation

Following the resolution, correspondence was sent to the Narrogin Apex TBO's, the Narrogin Hawks Football Club, the Narrogin Towns Cricket Club, the YMCA WA and a general advertisement posted in the Narrogin Observer, Shire Website and on the Shire's Facebook account seeking any views.



The Facebook post stated

**\*\* AN OFFICIAL NAME FOR CLAYTON OVAL \*\***

*Did you know that the Clayton Road oval does not have an official name? ... Council is proposing to officially name the ground "JE Clayton Oval". Your comments are invited and can be made in writing to the Shire via email on or before 13 August to enquiries@narrogin.wa.gov.au. To find out more about JE Clayton, see our website [https://www.narrogin.wa.gov.au/documents/656/je-clayton-oval-\(closes-13-august-2019\)](https://www.narrogin.wa.gov.au/documents/656/je-clayton-oval-(closes-13-august-2019))*

Submissions closed on 13 August with comments received as follows:

YMCA Narrogin

*“Just a thought to put forward on behalf of our team here – maybe a Noongar name related to place of meeting, or sports and activities?”*

*It’s been discussed before that there is a distinct lack of Aboriginal identity and language in town, and thought this might be a good starting point, considering the massive Noongar identity attached to Hawks club and Steven Michael Foundation?”*

Coral Mahony

*“May I suggest the name simple be: Clayton Oval?”*

*Whilst I acknowledge the significant role Mr John Edward Clayton contributed to the town, I suspect that of the naming was JE Clayton Oval, it would inevitably be shortened. Examples are: Matera Oval and Quartermaine Oval (Wagin and Katanning) both of which do not have the Christian names included and are included in the football fixtures as such”. “maybe a plaque could be erected inside fence? Similar to those currently being placed in significant places.”*

Mrs Evelyn R White

Refer Attachment 1

Mrs White strongly supports the naming JE Clayton Oval. She also goes on to say that she applauds the suggestion of Apex Arena and indeed after Barry Cable, however suggested these two latter names could be acknowledged in another way, such as with plaques or similar.

David Harrison

Refer Attachment 2

Mr Harrison suggested that the oval could be named after Barry Cable MBE. If not the oval, then some other opportunity to recognise his link to being born and raised in Narrogin.

Facebook Comments

Although Facebook is not endorsed as an official conduit for receipt of written submissions, in this instance, Council is advised of the following engagement and commentary on the subject.

- 1,260 people reached
- 263 engagements
- 4 likes
- 8 comments as follows:

*“I know I can send an email to the shire Gayelle. But I prefer “John Clayton Oval”. If you were to say to someone, “I’m going to the John Clayton Oval”, it sounds so much better than, “I’m going to the JE Clayton Oval”. The latter just doesn’t work for me. If you do a think around, we have John Higgins, Thomas Hogg, even Quartermaine Oval in KA. It is never initials. Just my thoughts.”*

*“I prefer Clayton road oval. We also have Mackie Park and we used to have an Alan Shepherd park don’t know if we still have that.”*

*“Apparently you can’t officially name an oval after a road. But as I said to Mike, what about “Punt Road”, Melbourne?”*

*“Everyone is going crazy Bev it's been Clayton road for years.”*

*I hear you Kim. We have been reading about it for quite a while now, as it is on the footy committee agenda. “What things have been”, isn't a rock solid reason my friend. 😊🤔*

*“I think it will get changed. We have been trying to think, “best outcome”.”*

*“Have you got family permission to name it after the person in the first place.”*

*“Clayton road oval sounds good to me”.*

## **Statutory Environment**

The naming of parks and reserves is bound by the policies established by the State Government's Geographic Names Committee, a Committee managed by Landgate.

[https://www0.landgate.wa.gov.au/\\_data/assets/pdf\\_file/0017/46421/1574-Geographic-names-policies.pdf](https://www0.landgate.wa.gov.au/_data/assets/pdf_file/0017/46421/1574-Geographic-names-policies.pdf)

These rules outlines that if a person's name is proposed, that generally a Park or Reserve should only be named after a deceased person (unless exceptional circumstances exist) and part 5.1.3 states:

### *“5.1.3 Unacceptable names*

*The official naming parameters as detailed in Section 1: Policies and standards must be applied for all local park or recreational reserve naming submissions.*

*The use of road types as part of a local park or recreational reserve name shall not be used, for example Smith Street Park.”*

The Council must also follow the advertising and engagement practices recommended by the Committee in recommending a nominated name to them.

### *Additional Comment*

There was no additional commentary from the Hawks Football Club or the Towns Cricket Club, perhaps indicating that they had no concerns to the proposed naming. Additionally with 1260 people reached, 263 engaged online and 4 likes to the post and only 7 varying comments, it would appear that the name JE Clayton Oval and or Clayton Oval is supported by the community and sporting community at large.

Taking the suggestions of both Coral Mahony and Mrs White on board, what may be appropriate, is the addition of a plaque demoting the importance of Mr Clayton in a manner similar to the new heritage plaques in the CBD and indeed another plaque denoting the recognition of the role of Apex placed around the ground. These plaques (installed) cost in the vicinity of \$1,000 each.

The administration supports the philosophy of Mr Harrison as to some permanent recognition of Barry Cable and wonders whether this could be part of a broader streetscape or recreation precinct project recognising famous sports people from the district? Whilst the Upper Great Southern Hockey Association has the Bevan George Hockey Pavilion, it could be that these two sporting greats from Narrogin, together with – for example, Joyce Speed (dec) are also recognised in time, via appropriate displays inside the Narrogin Regional Regional Leisure Centre (NRLC) and or indeed (with funding) via commemorative statues at the entrance to the NRLC. Such a project, beyond plaques or

photographs, would require budgeting and even perhaps a fundraising (GoFundMe?) community based project.

On balance at this time it is recommended to proceed to nominate the naming of the oval as the JE Clayton Oval or Clayton Oval to the GNC.

### Policy Implications

There are no Council policies that relate, nor any that are proposed at this time.

### Financial Implications

There are no financial implications associated with the proposal to name a park or reserve, other than the relatively small cost of a sign at the vehicle entrances (two) to the facility and or the cost of a plaque near the primary players' entrance to the Football Club premises.

Funding of the two signs is estimated at \$1,000 and the erection of two heritage plaques a further \$1,000 per installation (\$3,000) total, which can be accommodated under existing budget lines.

### Strategic Implications

Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2 Engage and support community groups and volunteers
Strategy:	2.3.5 Encourage and support continued development of arts and culture
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.1 Maintain and enhance heritage assets
Strategy:	2.4.2 Support our Narrogin cultural and indigenous community

### Voting Requirements

Simple majority

#### OFFICERS' RECOMMENDATION

That, with respect to the proposal to name the Recreation Oval or facilities surrounding on portion of lot 1561, Clayton Road, Council:

1. Thank the submitters for their suggestions;
2. Resolve to nominate the name JE Clayton Oval, after John Edward Clayton, to the Geographic Names Committee; and
3. Subject to the name being approved, erect signage to the oval at the two primary entrances and two heritage plaques, similar to those recently erected in the Narrogin CBD, recognising the role that Mr Clayton had in the formation of the District and the role that Apex had in contributing to the development of the Oval at the primary players' entrance to the Oval.

**From:** [HARRISON David \[Narrogin Primary School\]](#)  
**To:** [Dale Stewart](#)  
**Subject:** Attention Dale Stewart: Name for Town Oval  
**Date:** Monday, 12 August 2019 2:27:43 PM  
**Attachments:** [Letter to Shire - Barry Cable.doc](#)

---

Dear Dale,

I understand that Council's favour of the name 'J E Clayton' for the oval in Clayton Road is based on Mr Clayton's affiliation with both cricket and football in Narrogin and his significance as an early resident of Narrogin.

On 25 July 2017, I submitted a letter to the Council, through President Ballard – see attachment, suggesting that Barry Cable MBE be recognised in some way for his amazing sporting success, his recovery from a severe physical injury and his ability to refocus his life into charitable work, which benefited many communities across Western Australia.

Although the naming of the oval is probably a foregone conclusion, my request to Council is that Barry Cable be considered for significant recognition in the Narrogin township at some point in the future. The fact that Barry Cable was born, the youngest of 11 children, to an Aboriginal mother and was able to rise to the highest level of football of his era is a feat in itself. His accomplishments in football were significant and his determination to succeed despite adversity was inspirational.

Council should not ask, "What has Barry Cable ever done for Narrogin?" They should look forward to ask, "What could Barry Cable's name, a memorabilia room, or dare I say, a statue, do for Narrogin?". A tourist attraction, formed by such recognition could bring many benefits to Narrogin. His recognition in AFL circles is significant and his charitable work over many years, profound. I believe that many tourists would be drawn to such an attraction.

Barry Cable is proud of where he was born and raised. Narrogin is his hometown and yet to my knowledge, there is nothing in this town that links him to the town of Narrogin. I feel that it is important for Council to consider looking into opportunities that could recognise this very famous figure in Narrogin's history.

David Harrison  
12 August 2019

Kind regards

**David Harrison**  
PRINCIPAL

Narrogin Primary School  
Williams Road  
NARROGIN WA 6312



PO Box 141.  
Warrogin 6312  
29.7.2019.

Dale Stewart  
Chief Executive Officer,  
Shire of Warrogin.

Dear Mr. Stewart,  
Our family came to Warrogin in 1946. My father Mort Kuhlmann and wife Rose - nee Wiese and 6 children bought Bain's property at 79 Blayton Road. As children we grew up knowing the footy oval, surrounded by the trotting track, simply as "being on Blayton Road. Many residents now would have no knowledge of J. E. Blayton and the very significant role he played in the early history of Warrogin.

Blayton and Pinterul further developed "Rosedale" then Blayton started "Ferndale" in 1907 which was closer to town - both are on Blayton Road. The loss of Mr Blayton's only son, Jack, at Gallipoli changed the course of his farming life, but not his energy and commitment to so many areas of community activity. I strongly support the naming J. E. Blayton Oval.

I also applaud the suggestion of "Apex arena". In the section "Grassing the ovals" page 21 in Elaine White's Apex history "T. B. O." there's a wonderful story, told by Rob Shepherd, about

a massive job done laying grass on the footy oval and other ovals. This was completed in 1968 when the new turf wickets were laid. Apex has contributed so much to our town but little is known now.

Barry Cable is very well known as an outstanding young footballer. Later he is well known as an inspirational speaker to young people - especially young Woongarra. Perhaps these two names could be honoured in a fitting way at the grounds. I'd like to kick a Cable goal or an Apex score !!!

We still need to know and own our local history which is so interesting and inspiring.

Thankyou -

Yours sincerely

Mrs. Evelyn R. White

Shire of Narrogin RECEIVED	
Directed to	Dale
05 AUG 2019	
Ref No	ICR1918011
Property File	
Subject File	2.F.I
Ref	NAM191778

Attachment 2



### 10.4.3 NARROGIN REGIONAL LEISURE CENTRE CONTRACT - DEFICIT BUDGET VARIATION REQUEST

File Reference	20.1.3
Disclosure of Interest	The Author/Authorising Officer has no any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	24 June 2019 Item 10.4.3 & 27 March 2019 Item 10.4.1
Date	22 August 2019
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> 1. Decision Paper 19 July 2019 2. Financials from 2016, 2017, 2018 and 2019	

#### Summary

The Council is required to advise the YMCA of whether it is prepared to accept a requested variation to the agreed operating deficit with respect to management of the Narrogin Regional Leisure Centre (NRLC) for the 2018/19 financial year, due to unforeseen revenue losses associated with aquatic centre and water intrusion closures, during the preceding nine months.

#### Background

Council entered into a Management Contract with the YMCA in 2014 for a 5 year period with a 5 year option at the Council's discretion (June 2014).

Council approved a Deficit Budget for the contract for the 2018/19 Financial Year of \$284,706.

Council at its meeting of 27 March 2019 resolved:

*“That, with respect to management of the Narrogin Regional Leisure Centre, Council:*

*Note the impact that the unforeseen aquatic centre component closures have had on the Centre's revenues and request the Chief Executive Officer to meet with the Management of the YMCA to detail the rationale of the request for a Budget Subsidy variation for Financial Year 2018/19, with a report to Council no later than June 2019 for Council's consideration as to what extent it will support that variation.”*

Council at its Meeting of 24 June 2019 resolved:

*“That, with respect to Narrogin Regional Leisure Centre, Council:*

*Approve continuation of Sunday trading hours from 12 noon to 5pm at an additional deficit Budget cost of \$20,000 in the 2019/20 Financial Year; and:*

*Note the impact that the combined effects of unforeseen aquatic centre closures, Sunday trading trial and water egress events have had on the Centre's revenues, and agree to a one-off variation of \$113,613 pursuant to clause 8.2 of the Contract.*

**MOTION TO DEFER - PART 2 - COUNCIL RESOLUTION 0619.014**

Moved: Cr Wiese                      Seconded: Cr Seale

*That the matter of Part 2 be deferred pending consideration of the following matters:*

1. *Post 30 June actual financials of the Narrogin Regional Leisure Centre;*
2. *Assessment of the preceding four (4) financial years' relative income, specifically with respect to the aquatic operations; and*
3. *Questioning the validity of staffing and management costs of \$26,238, which are fixed costs, if lost income is already taken into account".*

## **Comment**

### Budget Variation Request

The YMCA originally submitted (to the Council Meeting of March 2019) a variance to the current approved Budget Deficit, requesting an additional sum of \$181,840 (Option A), \$113,581 (Option B) or \$100,845 (Option C), dependent upon the Council's view of different aspects of the variation request.

The YMCA subsequently submitted an amended detailed variation request providing the rationale for the request, based on Option B (\$113,613) and following further queries by the Council, the submitted variation request for consideration is now \$87,375 acknowledging that they agreed with Council's assertion that the \$26,238 of wages and salaries expenses were fixed costs that would've been budgeted, regardless of the impact on the aquatics.

The Administration has analysed the request and believes that it is justified based on the issues surrounding the weather events and more particularly, the days that the aquatic facility was either closed (72 days), or had fluctuating temperatures below the optimum (estimated at a further 60 days).

Analysis of the preceding aquatic income for the three preceding financial years indicates that average aquatic income per annum has been \$146,517. Income for aquatic in the 2018/19 financial year (the year that predominant closures and variable water temperatures took effect) was \$86,733, some \$59,784 lower in direct aquatic income. One could reasonably argue that this is readily attributable to the issues with the heating and closures of the pool last year.

The YMCA, in their approved Budget for aquatic income, budgeted for aquatic income last year of \$144,500.

They therefore submit a claim of \$55,651 in lost aquatic income.

They further state that the additional closures and issues with the Centre led to further indirect loss of income of secondary sales of \$2,765 and crèche income of \$821 and additional unforeseen repairs and maintenance above that which would normally have been accrued, of \$28,138.

Thus the YMCA seeks a recognition of unforeseen loss on budget of \$87,375 summarised as follows:

Aquatic Education	\$39,362
Recreation Swimming	\$16,289
Additional repairs	\$28,138
Crèche indirect lost income	\$821
Loss of secondary sales	\$2,765
Total	\$87,375

Given the circumstances surrounding the various maintenance issues unforeseen during the 2018/29 Financial Year, the direct reduced income of \$59,237 appears justifiable and the additional maintenance incurred above and beyond what was expected also appears valid.

### Consultation

Consultation has been occurred with:

- Senior Management of the YMCA; and
- Executive Manager Development & Regulatory Services.

### Statutory Environment

There are no relevant statutory matters that relate, other than those contained within the contract.

### Policy Implications

There are no relevant Council Policies that relate nor policies required or proposed.

### Financial Implications

Consideration of the request of the YMCA to vary the 2018/19 Budgeted Deficit to the extent of up to \$87,375 can be accommodated within the preceding years' accounts as a contingent liability has been created to the extent of \$90,000.

Clause 8.2 of the Management Contract provides that the contractor may submit a variation request to the Principal (the Shire) for consideration, if events beyond their control have negatively impacted upon their expenses and revenues.

The YMCA contend that the aquatic centre closures, for various times during the financial year, has had a direct negative effect on revenues associated with not just the aquatic side, but also the dry side to some extent – eg food sales. Also there were some water egress events that led to cancellation of some dry side events, such as a large Netball Carnival.

### Strategic Implications

Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community

### Voting Requirements

Simple Majority

## **OFFICERS' RECOMMENDATION**

The below Part Motion relates as the standing Motion for debate:

Moved: Cr Seale                      Seconded: Cr Fisher

That, with respect to Narrogin Regional Leisure Centre, Council:

2. Note the impact that the combined effects of unforeseen aquatic centre closures, Sunday trading trial and water egress events have had on the Centre's revenues, and agree to a one-off variation of \$113,613 pursuant to clause 8.2 of the Contract.

### *MOTION TO DEFER - PART 2 - COUNCIL RESOLUTION 0619.014*

*Moved: Cr Wiese Seconded: Cr Seale*

*That the matter of Part 2 be deferred pending consideration of the following matters:*

- 1. Post 30 June actual financials of the Narrogin Regional Leisure Centre;*
- 2. Assessment of the preceding four (4) financial years' relative income, specifically with respect to the aquatic operations; and*
- 3. Questioning the validity of staffing and management costs of \$26,238, which are fixed costs, if lost income is already taken into account.*

## **OFFICERS' RECOMMENDATION**

That the following amendment be moved and seconded and then, if carried, that amended motion be put to the vote:

Moved: \_\_\_\_\_                      Seconded: \_\_\_\_\_

That the approved variation be \$87,375 and not \$113,613.

**YMCA WA / SHIRE OF NARROGIN  
DECISION PAPER  
FOR SHIRE CEO AND COUNCIL CONSIDERATION**

**TO: Chief Executive Officer, Dale Stewart**

**FROM: General Manager - Youth Community & Leisure, Mark Furr**

**SUBJECT: Variation to FY19 NRLC Budget**

**DATE: 19<sup>th</sup> July 2019**

### 1. CURRENT STATE

In accordance with the council meeting held in June 2019 and referenced below;

***“Motion to Defer Part 2***

*Moved: Cr Wiese    Seconded: Cr Seale*

*That the matter of Part 2. be deferred pending consideration of the following matters:*

1. *Post 30 June actual financials;*
2. *Assessment of the preceding four (4) financial years’ relative income, specifically relating to the aquatic operations; and*
3. *Questioning the validity of staffing and management costs of \$26,238, which are fixed costs, if lost income is already taken into account.*

***CARRIED 8/0”.***

Further review of the original submission and compliance of the request made by the Council is as follows:

- Post 30 June financials represent a variation to budget YTD of (\$272,486). P&L statements provided to CEO.
- Financial P&L’s provided from FY15 to FY19, (FY14 reporting format was different to present and did not differentiate revenue lines):

Year	Aquatic Education Income (actuals)	Recreation Swimming Income (actuals)	Total
(a)	(b)	(c)	(d)
2016	\$72,185	\$75,118	\$147,303
2017	\$75,043	\$75,043	\$137,558
2018	\$74,760	\$79,930	\$154,690
2019	\$21,160	\$65,573	\$86,733

- The reduced income for FY19 equates to a 40% reduction against the 3-year average and corresponds to reported aquatics downturn in FY19 as reported in the original decision paper. (Copies of the original documentation was provided to the CEO).
- The YMCA accepts, in principle, the theoretical argument and withdraws it’s request for the said amount of \$26,238. The previous information in the paper submitted to council in June has been amended accordingly to reflect the requested variation amount without this item, (\$87,375) as well as amends the overall YTD result as part of Contractual Impact reporting.

## 2. BACKGROUND

During the financial year of 2018/19, the Narrogin Regional Leisure Centre, (NRLC), has encountered significant infrastructure and plant and equipment failures that have led to disruption to service, closures of facilities, cancellations of planned events and community/consumer unrest, resulting in reduced participation.

The age and poor condition of the roof has led to closure of courts and the pool which in turn has led to the subsequent cancellation of planned events which has impacted hundreds of community members intent in undertaking recreation, leisure, competition and club activities. The aquatics component of the NRLC has suffered significant plant and infrastructure issues as regular breakdowns have jeopardised the safe maintenance of the pool in accordance with compliance requirements and other health and safety standards and considerations.

These matters have had a direct and indirect impact on the financial performance of the centre as well as contributed to operational issues arising throughout the current financial year resulted in the following:

- Regular closure of the pool due to temperature irregularities:
- Pool closures due to faulty chlorine gas maintenance equipment.
- Closure of courts within centre due to leaking roofs.
- Cancellation of profitable aquatic classes, programs and recreational swimming which are a key financial driver within the centre.
- A down turn in secondary sales.
- Cancellations of memberships.
- Resignation of staff and duty management.
- Inability to recruit local staff (at the time), resulting in exorbitant agency staff costs to remain open and at required supervisory ratios.
- Reputational damage within the local community resulting in decreased participation at the centre.

The Shire and the YMCA have worked, and continue to work, proactively to address these infrastructure and plant issues and the work to address these matters will sustain the centre for years to come and enable growth and expansion of services to the community. As a consequence of these factors the financial performance of the NRLC is well behind the original agreed budget expectations.

In accordance with Section 8 of the contract between the Shire of Narrogin and the YMCA WA, specifically section 8.2, para.(1),sub para (h), there is an opportunity for both parties to discuss and negotiate a revision to the budget in light of these uncontrollable factors that have impacted on the NRLC's financial performance in FY19.

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## CONTRACTUAL IMPACT

The section of this paper discusses the operational and financial impact in FY19 due to the disruption within the Centre due to issues mentioned previously. The current financial variant to the originally agreed and can be mainly attributed to infrastructure and staffing matters.

**The current variant to NRLC budget at the end of June 2019 is (\$272,486).**

The YMCA is requesting an agreed variation to contract from the Shire of Narrogin of **\$87,375** for FY19.

**Financial Implications for YMCA:**

The YMCA will be incurring additional costs in FY19 of **at least \$185,111**.

The \$185k of additional cost that the YMCA will have to wear includes higher staffing costs of \$103,103, due to resignations of duty management essential to aquatic compliance and the subsequent necessity to utilise agency staff to ensure the pool remained open and compliant .

There had been little if any success in recruiting management staff locally but this has now been addressed from 01/04/19, and no agency costs are being incurred now that the staffing structure has stabilised.

Other additional costs incurred by the YMCA are attributable to inconsistent and reduced participation at a time when the centre was impacted by infrastructure issues and functioning inconsistently, resulting in last minute cancellations of events, or full functionality of the centre being compromised. This is applicable in the Health Club and the disruption in FY19 certainly had reputational impacts throughout the community resulting in reduced participation. This is now a past reflection as stability in both staffing, compliance and infrastructure has been achieved and normal services begin to resume throughout the Centre.

**The Rationale for Shire of Narrogin to Consider Budget Variant:**

The total number of unscheduled days the pool was closed totalled 72 days or 23%; this does not account for a number of days that there was disruption to the pool either by temperature or intermittent plant failure such as chlorination issues etc.

There was also intermittent disruption to Court usage due to leaking roofs which had an impact on sports competitions and other events.

The figure of \$87,365 is comprised of the following items for consideration:

**Aquatic Education Program - \$39,362:**

- This program has consistently achieved budget in the past three years averaging approximately \$70k of revenue per annum. Pool closures at 23% of available opening days and a 40% downturn in participation and enrolments in comparison to FY18 substantiates the variant as stated; \$12,304 in closures and \$27,058 in participation and enrolment impact. These figures are a direct result of the pool closure and function inconsistency in FY19.
- Statistically, the current enrolments for Aquatic Education in FY19 are down by 31% against a three-year attendance average.
- The full year effect of these issues in FY19 means that with lower enrolments in term 2 that this will have an additional (\$5,660) impact on budgeted figures by year end.
- YMCA has no doubt that it will be able to increase enrolments back to previous trends and levels in FY20, now that the pool is fully operating and functional.

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**Recreation Swimming - \$16,289:**

- This budgeted service has consistently met budgeted revenue for the past 3 years. The impact of closure for 23% of the available time YTD accounts for (\$16k) variant to budget which is the actual % variant in the P&L to date.

#### **Additional Repairs and Maintenance - \$28,138:**

- The consistent breakdown of Aquatic plant throughout the year has led to exceeding budgeted amounts by over \$38k YTD. The \$28k stated above is for repairs and maintenance to system filtration and back wash equipment that broke down and required addressing and outside budgeted expectations, (\$17,487).
- An ageing Chlorine Gas System presented significant risk to the functionality and safety of the pool and additional audit, inspections and additional costs were incurred to maintain this system that was in obvious decline and was a contributing factor to the irregularity of pool openings at times throughout the year. Additional cost was incurred to maintain safety and compliance requirements including additional equipment required to be purchased. This has resulted in (\$10,651) of unexpected costs.

#### **Creche – \$821:**

- Reduced usage and participation in Group Fitness and Health Club programs due has a revenue variant to budget of 31%. Creche is used by all programs however in determining the figure the variant deficit has been calculated by comparing recreation swimming participation against the 23% of pool closure. This is 22.6%.

#### **Loss of Secondary Sales - \$2,765:**

- The revenue from secondary sales, (Café), has been impacted by centre closure and a downturn in Aquatic Education participation. This figure is not representative of the total variant to this budget area but is reflective of the calculated impact based on pool closure and reduced participation.

### **RECOMMENDATION**

The YMCA WA submits a request, in accordance with Section 8 of the contract between the Shire of Narrogin and the YMCA WA, specifically section 8.2, para.(1),sub para (h), to apply a variant to budgeted expenses for FY19 by \$87,375.

Whilst this amount is significant, it is requested that the Shire consider that these additional costs and revenue impacts were unforeseen at the time of budget compilation, during FY18.

It is also requested that the Shire also considers that due to these contributing factors and unforeseen circumstances, the YMCA will be incurring significant additional costs too, at the end of this financial year that actually surpasses the requested variation to Shire.

The YMCA wishes to assure the Shire that the composition of this paper and the subsequent amounts submitted for consideration are evidence based and actual. In some cases, as mentioned above, whilst it is evident the revenue in these areas are impacted by the events in FY19, it is difficult to present a considered amount that could not be subjective. Therefore, commentary was made but no amounts put forward for consideration.

This process has been a thorough and transparent process and the YMCA is cogniscent of the requirement to maintain trust and confidence with the Shire.



## SUMMARY

The current financial position of NRLC is not a true reflection of its potential. The NRLC can and will achieve positive output and outcomes in FY20 as a sustainable and continuously improving recreation and leisure services provider to the Narrogin community.

With all works and operational considerations almost complete, the YMCA is confident that service, support and financial performance will meet the Shire's expectations and therefore the YMCA provides assurances that the Shire can expect positive financial performance from the NRLC in FY20 and onwards.

The factors impacting on current financial state were unforeseen but have provided an opportunity to address works required that will further improve the NRLC's sustainability, both physically and financially.

A review of the NRLC has been conducted and has factored within the budget for FY20. Revised staffing models, program development and additional service and facility innovations are a key priority and consideration for FY20. This includes the development of a youth strategy and subsequently the introduction of funded youth activities and support programs, centre improvements such as the Sports Gallery, improved technology and WIFI access, and the development of a skilled local workforce that can work and support the NRLC when required.

The YMCA thanks the Shire for its consideration in this matter.

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## Profit &amp; Loss for Lookup as at 30-Jun-2015

Acct No.	Acct Description	YEAR TO DATE				CURRENT MONTH					
		Actual	Budget	Difference	% Diff	Actual	Budget	Difference			
<b>INCOME</b>											
60550	Funding	246,933	246,934	(1)	(0.0)%	-	2,095	-	2,095	(1)	0.0%
61050	Recreation	550,305	513,301	37,005	7.2%	-	65,434	-	68,341	(2,906)	(4.3)%
<b>TOTAL INCOME</b>		<b>797,238</b>	<b>760,234</b>	<b>37,004</b>		<b>63,339</b>	<b>66,246</b>	<b>(2,907)</b>			
<b>EXPENSES</b>											
70101	Advertising & marketing	8,100	14,400	6,300	43.8%	-	190	-	800	990	123.8%
70401	Bank charges	2,759	2,042	(717)	(35.1)%	-	264	-	186	(78)	(42.1)%
70701	Café	25,258	25,798	540	2.1%	-	1,751	-	2,500	749	30.0%
70801	Cleaning	5,584	2,108	(3,476)	(164.9)%	-	1,742	-	192	(1,550)	(808.7)%
71201	Computer maintenance	102	4,400	4,298	97.7%	-	9	-	400	391	97.7%
71301	Consumables	31,684	18,993	(12,691)	(66.8)%	-	3,928	-	1,833	(2,095)	(114.3)%
71401	Courier & postage	851	1,202	351	29.2%	-	158	-	109	(48)	(44.3)%
71604	Entertainment	51	-	(51)	-	-	51	-	-	(51)	-
71701	Equipment Hire & Purchase	32,747	4,167	(28,580)	(685.9)%	-	3,220	-	379	(2,841)	(750.0)%
71702	FBT	48	-	(48)	-	-	-	-	-	0	-
72101	First aid supplies	522	1,650	1,128	68.3%	-	-	-	150	150	-
72201	Insurance	1,948	2,329	381	16.3%	-	113	-	233	120	51.7%
72402	Lease charges	-	24,239	24,239	-	-	-	-	2,471	2,471	-
72601	Licence & subscriptions	2,143	8,752	6,610	75.5%	-	-	-	796	796	-
73101	Management fee	82,939	82,934	(5)	(0.0)%	-	50,758	-	7,539	58,297	773.2%
73201	Motor vehicle	1,938	-	(1,938)	-	-	219	-	-	(219)	-
73301	Printing & stationery	5,412	2,750	(2,662)	(96.8)%	-	401	-	250	(151)	(60.6)%
73401	Program costs	2,645	-	(2,645)	-	-	6,619	-	-	6,619	-
73601	Rent & rates	5,959	-	(5,959)	-	-	1,800	-	-	(1,800)	-
73801	Repairs & maintenance	45,154	50,000	4,846	9.7%	-	18,750	-	1,519	(17,231)	(1134.4)%
74101	Salaries & wages	438,516	441,076	2,560	0.6%	-	44,596	-	40,302	(4,294)	(10.7)%
74201	Security	2,673	3,418	745	21.8%	-	292	-	311	19	6.1%
74301	Staff Amenities	759	-	(759)	-	-	347	-	-	(347)	-
74302	Superannuation	35,509	47,081	11,572	24.6%	-	3,645	-	4,302	657	15.3%
74501	Telephone	7,367	5,500	(1,867)	(33.9)%	-	286	-	500	786	157.2%
74601	Training	5,083	7,065	1,982	28.1%	-	300	-	642	942	146.7%
74602	Travel	258	-	(258)	-	-	-	-	-	0	-
74701	Transport	1,056	-	(1,056)	-	-	303	-	-	303	-
75201	Uniforms	1,716	1,750	34	1.9%	-	-	-	50	50	-
75701	Waste disposal	159	1,146	987	86.1%	-	-	-	104	104	-
75702	Workers Compensation	8,654	7,434	(1,220)	(16.4)%	-	867	-	679	(187)	(27.6)%
<b>TOTAL Expenses</b>		<b>757,595</b>	<b>760,234</b>	<b>2,640</b>		<b>23,696</b>	<b>66,246</b>	<b>42,551</b>			
<b>Net Result (Surplus/(Deficit))</b>		<b>39,643</b>	<b>0</b>	<b>39,643</b>		<b>39,644</b>	<b>0</b>	<b>39,644</b>			
<b>Profit % - Target 10%</b>				<b>5.0%</b>				<b>62.6%</b>			

Profit & Loss for Lookup as at 30-Jun-2016

Acct No.	Acct Description	YEAR TO DATE				CURRENT MONTH			
		Actual	Budget	Difference	% Diff	Actual	Budget	Difference	% Diff
<b>INCOME</b>									
ADULLTERM	Adult term programs	-	35,700	(35,700)	-	-	6,300	(6,300)	-
AQUAED	Aquatic Education	72,185	82,400	(10,215)	(12.4)%	8,093	6,867	1,227	17.9%
CAFE	Cafe	59,145	67,800	(8,655)	(12.8)%	3,067	5,650	(2,583)	(45.7)%
CHILDTERM	Childrens Term Programs	25,734	21,660	4,074	18.8%	396	2,540	(2,144)	(84.4)%
CRECHE	Creche	6,676	7,200	(524)	(7.3)%	456	600	(144)	(23.9)%
FACRENTAL	Facility Rental	179,881	177,865	2,016	1.1%	38,818	26,850	11,968	44.6%
GROUPLIT	Group Fitness	16,033	14,900	1,133	7.6%	1,463	1,242	221	17.8%
HEALTHCLUB	Health club	156,832	200,100	(43,268)	(21.6)%	15,204	15,392	(188)	(1.2)%
PERSONALT	Personal Training	264	-	264	-	27	-	27	-
RECSWIM	Recreation Swimming	75,118	85,800	(10,682)	(12.4)%	2,911	11,000	(8,089)	(73.5)%
SCHOOLAQU	School Aquatics	4,784	-	4,784	-	-	-	0	-
SPONSORS	Sponsorship	5,102	-	5,102	-	5,000	-	5,000	-
SPORTSCOMP	Sports Competitions	23,468	32,760	(9,292)	(28.4)%	475	4,200	(3,725)	(88.7)%
<b>TOTAL INCOME</b>		<b>625,223</b>	<b>726,185</b>	<b>(100,962)</b>		<b>75,911</b>	<b>80,641</b>	<b>(4,729)</b>	
<b>EXPENSES</b>									
ADMIN	Administration	145,839	142,254	(3,586)	(2.5)%	12,775	11,815	(961)	(8.1)%
ADULLTERM	Adult term programs	29,826	32,456	2,630	8.1%	2,361	2,947	586	19.9%
AQUAED	Aquatic Education	65,643	62,645	(2,998)	(4.8)%	5,909	5,996	87	1.4%
CAFE	Cafe	36,250	40,680	4,430	10.9%	1,688	3,390	1,702	50.2%
CHILDTERM	Childrens Term Programs	54,696	34,610	(20,087)	(58.0)%	2,583	2,982	399	13.4%
CRECHE	Creche	35,376	36,536	1,160	3.2%	2,464	3,275	811	24.8%
CUSTSERVE	Customer Service	911	-	(911)	-	228	-	(228)	-
DUTYMANAGE	Duty Management	170,136	150,377	(19,758)	(13.1)%	20,523	12,531	(7,992)	(63.8)%
GROUPLIT	Group Fitness	34,763	38,364	3,601	9.4%	2,619	3,329	710	21.3%
HEALTHCLUB	Health club	23,166	22,721	(445)	(2.0)%	2,366	1,893	(472)	(24.9)%
INSURANCE	Insurance	2,029	3,800	1,771	46.6%	169	292	123	42.2%
MANAGEMENT	Management	81,718	88,146	6,428	7.3%	2,722	7,346	4,624	62.9%
MARKETING	Marketing	5,096	12,500	7,404	59.2%	716	500	(216)	(43.2)%
OPERATIONS	Operations	167,821	138,471	(29,350)	(21.2)%	21,204	11,539	(9,664)	(83.8)%
RECSWIM	Recreation Swimming	133,463	166,088	32,625	19.6%	7,994	12,478	4,484	35.9%
SPORTSCOMP	Sports Competitions	5,730	9,274	3,544	38.2%	409	773	364	47.1%
<b>TOTAL Expenses</b>		<b>992,463</b>	<b>978,922</b>	<b>(13,541)</b>		<b>86,730</b>	<b>81,086</b>	<b>(5,644)</b>	
<b>Net Result (Surplus/(Deficit))</b>		<b>(367,241)</b>	<b>(252,737)</b>	<b>(114,504)</b>		<b>(10,818)</b>	<b>(445)</b>	<b>(10,373)</b>	
<b>Profit % - Target 10%</b>				<b>(58.7)%</b>				<b>(14.3)%</b>	<b>0.0%</b>

**Profit & Loss for Narrogin Leisure Centre as at Jun 17**

Acct No.	Acct Description	Year to Date				Current Month				Last Year	
		Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	This month LY	LYTD
<b>INCOME</b>											
ADMIN	Administration	2,088	-	2,088	-	-	-	0	-	-	-
AQUAED	Aquatic Education	62,515	74,754	(12,239)	(16.4)%	6,143	6,804	(661)	(9.7)%	8,093	72,185
CAFE	Cafe	52,411	62,684	(10,273)	(16.4)%	3,305	4,505	(1,200)	(26.6)%	3,067	59,145
CHILDTERM	Childrens Term Programs	3,876	10,819	(6,942)	(64.2)%	65	1,270	(1,204)	(94.8)%	396	25,734
CRECHE	Creche	6,330	8,060	(1,730)	(21.5)%	536	611	(75)	(12.2)%	456	6,676
FACRENTAL	Facility Rental	174,194	218,245	(44,051)	(20.2)%	18,985	29,276	(10,290)	(35.1)%	38,818	179,881
GROUPLIT	Group Fitness	20,405	11,321	9,085	80.2%	1,949	1,008	941	93.4%	1,463	16,033
HEALTHCLUB	Health Club	174,285	166,057	8,228	5.0%	18,016	19,845	(1,830)	(9.2)%	15,204	156,832
OPERATIONS	Operations	3,744	-	3,744	-	3,744	-	3,744	-	-	-
PERSONALT	Personal Training	2,514	-	2,514	-	-	-	0	-	27	264
RECSWIM	Recreation Swimming	75,043	77,204	(2,161)	(2.8)%	3,869	4,490	(620)	(13.8)%	2,911	75,118
SCHOLAQU	School Aquatics	-	-	0	-	-	-	0	-	-	4,784
SPONSORS	Sponsorship	-	-	0	-	-	-	0	-	5,000	5,102
SPORTSCOMP	Sports Competitions	16,850	45,345	(28,496)	(62.8)%	604	4,218	(3,615)	(85.7)%	475	23,468
<b>TOTAL INCOME</b>		<b>594,256</b>	<b>674,489</b>	<b>(80,234)</b>		<b>57,217</b>	<b>72,026</b>	<b>(14,809)</b>		<b>75,911</b>	<b>625,223</b>
<b>EXPENSES</b>											
ADMIN	Administration	155,480	140,666	(14,813)	(10.5)%	14,222	11,711	(2,511)	(21.4)%	12,775	145,839
ADULLTERM	Adult term programs	761	-	(761)	-	-	-	0	-	2,361	29,826
AQUAED	Aquatic Education	66,194	57,855	(8,339)	(14.4)%	6,106	5,111	(995)	(19.5)%	5,909	65,643
CAFE	Cafe	36,035	31,342	(4,693)	(15.0)%	2,610	2,252	(358)	(15.9)%	1,688	36,250
CHILDTERM	Childrens Term Programs	7,389	3,868	(3,521)	(91.0)%	-	454	454	-	2,583	54,696
CRECHE	Creche	36,775	38,319	1,544	4.0%	3,973	3,178	(795)	(25.0)%	2,464	35,376
CUSTSERVE	Customer Service	1,526	-	(1,526)	-	-	-	0	-	228	911
DUTYMANAGE	Duty Management	184,055	165,000	(19,056)	(11.5)%	18,228	13,599	(4,629)	(34.0)%	20,523	170,136
GROUPLIT	Group Fitness	39,911	39,797	(114)	(0.3)%	3,709	3,544	(165)	(4.6)%	2,619	34,763
HEALTHCLUB	Health Club	35,400	28,583	(6,817)	(23.9)%	1,057	2,356	1,299	55.1%	2,366	23,166
INSURANCE	Insurance	2,520	2,100	(420)	(20.0)%	210	175	(35)	(20.0)%	169	2,029
MANAGEMENT	Management	81,779	121,741	39,962	32.8%	7,299	10,145	2,846	28.1%	2,722	81,718
MARKETING	Marketing	5,554	8,100	2,546	31.4%	589	300	(289)	(96.5)%	716	5,096
OPERATIONS	Operations	143,432	128,475	(14,957)	(11.6)%	15,211	10,715	(4,496)	(42.0)%	21,204	167,821
RECSWIM	Recreation Swimming	97,955	158,482	60,527	38.2%	8,450	11,436	2,986	26.1%	7,994	133,463
SPORTSCOMP	Sports Competitions	3,063	12,340	9,277	75.2%	-	1,600	1,600	-	409	5,730
<b>EXPENSES TOTAL</b>		<b>897,829</b>	<b>936,667</b>	<b>38,838</b>		<b>81,663</b>	<b>76,574</b>	<b>(5,089)</b>		<b>86,730</b>	<b>992,463</b>
<b>Net Result</b>		<b>(303,574)</b>	<b>(262,178)</b>	<b>(41,395)</b>		<b>(24,446)</b>	<b>(4,549)</b>	<b>(19,898)</b>		<b>(10,818)</b>	<b>(367,241)</b>
Staff Costs		585,120	637,552			48,314	51,860				

Profit & Loss for Narrogin Leisure Centre as at Jun 18

Acct No.	Acct Description	Year to Date				Current Month				Last Year	
		Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	This month LY	LYTD
<b>INCOME</b>											
ADMIN	Administration	-	-	0	-	-	0	-	-	-	2,088
AQUAED	Aquatic Education	74,760	67,284	7,476	11.1%	9,184	5,760	3,424	59.4%	6,143	62,515
CAFE	Cafe	48,767	56,680	(7,913)	(14.0)%	3,862	3,360	502	14.9%	3,305	52,411
CHILDTERM	Childrens Term Programs	630	3,968	(3,339)	(84.1)%	37	409	(372)	(91.0)%	65	3,876
CRECHE	Creche	7,205	9,655	(2,450)	(25.4)%	502	698	(196)	(28.1)%	536	6,330
FACRENTAL	Facility Rental	177,747	216,966	(39,219)	(18.1)%	11,955	17,942	(5,987)	(33.4)%	18,985	174,194
GROUPFIT	Group Fitness	28,442	34,608	(6,166)	(17.8)%	2,592	3,135	(542)	(17.3)%	1,949	20,405
HEALTHCLUB	Health Club	175,851	178,611	(2,760)	(1.5)%	18,711	15,549	3,163	20.3%	18,016	174,285
OPERATIONS	Operations	1,234	-	1,234	-	-	-	0	-	3,744	3,744
PERSONALT	Personal Training	-	-	0	-	-	-	0	-	-	2,514
RECSWIM	Recreation Swimming	79,930	80,162	(232)	(0.3)%	2,611	4,658	(2,047)	(43.9)%	3,869	75,043
SPORTSCOMP	Sports Competitions	25,336	22,778	2,558	11.2%	572	3,375	(2,803)	(83.1)%	604	16,850
<b>TOTAL INCOME</b>		<b>619,902</b>	<b>670,712</b>	<b>(50,810)</b>		<b>50,025</b>	<b>54,885</b>	<b>(4,860)</b>		<b>57,217</b>	<b>594,256</b>
<b>EXPENSES</b>											
ADMIN	Administration	157,800	145,643	(12,157)	(8.3)%	12,920	12,126	(794)	(6.5)%	14,222	155,480
ADULLTERM	Adult term programs	-	-	0	-	-	-	0	-	-	761
AQUAED	Aquatic Education	80,396	64,674	(15,722)	(24.3)%	7,606	5,494	(2,112)	(38.4)%	6,106	66,194
CAFE	Cafe	33,611	28,340	(5,271)	(18.6)%	2,450	1,680	(770)	(45.8)%	2,610	36,035
CHILDTERM	Childrens Term Programs	541	600	59	9.8%	-	50	50	-	-	7,389
CRECHE	Creche	46,642	39,305	(7,337)	(18.7)%	2,640	3,199	559	17.5%	3,973	36,775
CUSTSERVE	Customer Service	-	-	0	-	-	-	0	-	-	1,526
DUTYMANAGE	Duty Management	155,191	157,297	2,106	1.3%	10,674	13,040	2,367	18.1%	18,228	184,055
FACRENTAL	Facility Rental	35	-	(35)	-	-	-	0	-	-	-
GROUPFIT	Group Fitness	50,872	35,717	(15,155)	(42.4)%	4,965	3,160	(1,806)	(57.2)%	3,709	39,911
HEALTHCLUB	Health Club	10,121	36,335	26,214	72.1%	163	3,013	2,850	94.6%	1,057	35,400
INSURANCE	Insurance	3,022	2,772	(250)	(9.0)%	252	231	(21)	(9.0)%	210	2,520
MANAGEMENT	Management	105,591	121,372	15,781	13.0%	11,563	10,064	(1,499)	(14.9)%	7,299	81,779
MARKETING	Marketing	8,895	8,100	(795)	(9.8)%	455	300	(155)	(51.5)%	589	5,554
OPERATIONS	Operations	178,292	142,427	(35,866)	(25.2)%	13,860	6,995	(6,866)	(98.2)%	15,211	143,432
RECSWIM	Recreation Swimming	114,864	145,191	30,327	20.9%	14,909	11,269	(3,640)	(32.3)%	8,450	97,955
SPORTSCOMP	Sports Competitions	3,061	5,220	2,159	41.4%	78	320	242	75.5%	-	3,063
<b>EXPENSES TOTAL</b>		<b>948,933</b>	<b>932,993</b>	<b>(15,940)</b>		<b>82,534</b>	<b>70,940</b>	<b>(11,594)</b>		<b>81,663</b>	<b>897,829</b>
<b>Net Result</b>		<b>(329,031)</b>	<b>(262,282)</b>	<b>(66,750)</b>		<b>(32,509)</b>	<b>(16,055)</b>	<b>(16,454)</b>		<b>(24,446)</b>	<b>(303,574)</b>
Staff Costs		611,632	624,197			55,493	51,217				
Staff costs to income ratio		99%	93%			111%	93%				

Profit & Loss for Narrogin Leisure Centre as at Jun 19

Acct No.	Acct Description	Year to Date				Current Month				Last Year	
		Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	This month LY	LYTD
<b>INCOME</b>											
AQUAED	Aquatic Education	21,160	64,332	(43,172)	(67.1)%	4,537	5,040	(503)	(10.0)%	9,184	74,760
CAFE	Cafe	41,524	49,620	(8,096)	(16.3)%	2,930	3,675	(745)	(20.3)%	3,862	48,767
CHILDTerm	Childrens Term Programs	430	-	430	-	57	-	57	-	37	630
CRECHE	Creche	3,056	9,999	(6,943)	(69.4)%	180	698	(518)	(74.2)%	502	7,205
FACRENTAL	Facility Rental	201,576	190,448	11,127	5.8%	20,002	14,874	5,128	34.5%	11,955	177,747
GROUPFIT	Group Fitness	36,934	33,000	3,934	11.9%	6,215	2,980	3,235	108.6%	2,592	28,442
HEALTHCLUB	Health Club	147,318	191,700	(44,382)	(23.2)%	8,221	15,967	(7,746)	(48.5)%	18,711	175,851
OPERATIONS	Operations	-	-	0	-	-	-	0	-	-	1,234
RECSWIM	Recreation Swimming	65,573	80,156	(14,584)	(18.2)%	4,440	4,490	(50)	(1.1)%	2,611	79,930
SPORTSCOMP	Sports Competitions	268	30,582	(30,314)	(99.1)%	0	5,062	(5,062)	(100.0)%	572	25,336
<b>TOTAL INCOME</b>		<b>517,837</b>	<b>649,838</b>	<b>(132,000)</b>		<b>46,584</b>	<b>52,786</b>	<b>(6,202)</b>		<b>50,025</b>	<b>619,902</b>
<b>EXPENSES</b>											
ADMIN	Administration	156,474	146,162	(10,312)	(7.1)%	14,714	12,166	(2,548)	(20.9)%	12,920	157,800
AQUAED	Aquatic Education	65,320	59,659	(5,661)	(9.5)%	6,811	4,846	(1,964)	(40.5)%	7,606	80,396
CAFE	Cafe	24,428	24,810	382	1.5%	1,569	1,838	269	14.6%	2,450	33,611
CHILDTerm	Childrens Term Programs	-	-	0	-	-	-	0	-	-	541
CRECHE	Creche	36,874	39,964	3,090	7.7%	2,889	3,234	346	10.7%	2,640	46,642
DUTYMANAGE	Duty Management	233,419	159,444	(73,975)	(46.4)%	16,209	13,119	(3,089)	(23.5)%	10,674	155,191
FACRENTAL	Facility Rental	255	-	255	-	191	-	191	-	-	35
GROUPFIT	Group Fitness	48,706	45,891	(2,815)	(6.1)%	3,727	3,980	253	6.3%	4,965	50,872
HEALTHCLUB	Health Club	14,174	36,883	22,709	61.6%	1,419	3,036	1,617	53.2%	163	10,121
INSURANCE	Insurance	6,816	3,225	(3,591)	(111.3)%	346	269	(77)	(28.6)%	252	3,022
MANAGEMENT	Management	138,619	123,204	(15,415)	(12.5)%	5,229	10,141	4,911	48.4%	11,563	105,591
MARKETING	Marketing	1,855	10,000	8,145	81.5%	200	600	400	66.7%	455	8,895
OPERATIONS	Operations	212,723	148,529	(64,194)	(43.2)%	17,658	932	(18,590)	1994.6%	13,860	178,292
RECSWIM	Recreation Swimming	132,569	130,751	(1,818)	(1.4)%	12,251	10,318	(1,933)	(18.7)%	14,909	114,864
SPORTSCOMP	Sports Competitions	1,730	6,020	4,290	71.3%	127	640	513	80.1%	78	3,061
TRAVEL	Travel	1,578	-	(1,578)	-	-	-	0	-	-	-
<b>EXPENSES TOTAL</b>		<b>1,075,030</b>	<b>934,544</b>	<b>(140,485)</b>		<b>82,958</b>	<b>63,255</b>	<b>(19,703)</b>		<b>82,534</b>	<b>948,933</b>
<b>Net Result</b>		<b>(557,192)</b>	<b>(284,706)</b>	<b>(272,486)</b>		<b>(36,374)</b>	<b>(10,469)</b>	<b>(25,905)</b>		<b>(32,509)</b>	<b>(329,031)</b>
Staff Costs		591,118	620,581			55,263	50,682				
Staff costs to income ratio		114%	95%			119%	96%				

**11. ELECTED MEMBERS' 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**

**13. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at \_\_\_ pm and pursuant to Resolution 1118.122 of 28 November 2018, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on 25 September 2019, at this same venue.



Shire of  
**Narrogin**  
*Love the life*

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