

## **MINUTES**

### **ORDINARY COUNCIL MEETING**

**25 JUNE 2013**

**COMMENCING AT 8PM**

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

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

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

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

**Disclaimer:**

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

## ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2013

### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Mayor Ennis declared the meeting open at 8:00 pm.

**Visitors:** Nil

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

Mayor, Don Ennis, Presiding Member

– No Show

Cr L Ballard

Cr J McKenzie

Cr A Paternoster

Cr D Russell

Mr A Cook - Chief Executive Officer

Mr C Bastow - Director of Corporate and Community Services

Mr B Robinson - Director of Technical & Environmental Services

Ms E Nock – Records Officer (Minutes)

**Apologies:**

Cr R Madson - Deputy Mayor

Cr L Archibald

**Leave of Absence:**

Cr J Muller

**Note: Cr A Paternoster left the meeting room at 8:06pm and returned to the meeting room at 8:08pm.**

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

- Cr L Ballard 10.2.1006 - Lease of East Narrogin Off Site Pre Primary School
- All Councillors declare that this Item was an Interest in Common 10.1.800

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

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**Council Resolution: 0613.117**

**Moved: Cr McKenzie      Seconded: Cr Russell**

That Council:

Approve the Application for Leave of Absence from Cr L Ballard for the next meeting on 9<sup>th</sup> July 2013.

**CARRIED: 6/0**

**Council Resolution: 0613.118**

**Moved: Cr Ballard      Seconded: Cr Kain**

That Council:

Approve Cr McKenzie's application for Leave of Absence for the meeting on 23<sup>rd</sup> July 2013.

**CARRIED: 6/0**

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

**Council Resolution: 0613.119**

**Moved: Cr Ballard      Seconded: Cr Paternoster**

That Council:

Accept the minutes of the Ordinary Council Meeting held on 11 June 2013 and be confirmed as an accurate record of proceedings.

**CARRIED: 6/0**

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

The Salaries and Allowances Tribunal for the Town has risen from Level 4 to Level 3 and this determination positively reflects the size and complexity of the Town of Narrogin within the Local Government Sector.

**9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

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## 10.1 DEVELOPMENT AND TECHNICAL SERVICES

### 10.1.798 PROPOSED 2013 NARROGIN AIRPORT MASTER PLAN

**File Reference:** 5.4.12 & 5.4.34  
**Disclosure of Interest:** Nil  
**Applicant:** N/A  
**Previous Item Nos:** Nil  
**Date:** 19 June 2013  
**Author:** Brian Robinson, Director Technical & Environment Services

**Attachments:** 2013 Draft Narrogin Airport Master Plan

#### **Summary:**

Council is requested to consider accepting the revised Narrogin Airport Master Plan as prepared by Andrew Forte or Forte Airport Management.

#### **Background:**

The need to formally review the 2001 Narrogin Airport Master Plan was previously identified to ensure the plan suitably guided the future expansion of the airport precinct. The revised plan was also required to support future funding applications for the site's further development.

Subsequently, Andrew Forte of Forte Airport Management was appointed to prepare a revised Master Plan.

The draft 2013 Master Plan, as prepared by Mr Andrew Forte, was considered at the Narrogin Airport Committee's meeting held on the 18<sup>th</sup> June. The Committee, which is comprised of members of both the Town and Shire of Narrogin, resolved to accept the Draft Master Plan as submitted and recommend its adoption to both the Shire and Town of Narrogin.

Council is now requested to consider endorsing the revised plan, allowing the project to be finalised. A copy of the Draft 2013 Narrogin Airport Master Plan is shown attached.

#### **Comment:**

As Councillors may be aware, the CEO's have been liaising with an adjacent landowner over the potential acquisition of approximately 8.1ha abutting the airport to allow for the future expansion and establishment of complementary facilities. This matter is the subject of item No 10.1.799 of this agenda.

The Master Plan as prepared will guide the future development of this area, for various uses, including additional accommodation units, hangars, refuelling facilities, training facilities and storage facilities.

Following an assessment of the Master Plan, the only issue identified by the Director of Technical Services was the potential for the expanded facility to detrimentally impact on the amenity of the adjacent rural land. The used landscaped buffer along Clayton Road is recommended to limit the potential impact.

**Consultation:**

Prior to being considered by the Narrogin Airport Committee, a copy of the draft plan was forwarded to the Narrogin Flying Club and Narrogin Gliding Club for comment. Although some points of clarification were made, no significant changes were requested.

**Statutory Environment:** Local Government Act

**Policy Implications:** - Nil

**Financial Implications:**

The review of the Master Plan is being 50% funded by the Regional Airport Development Scheme (RADS), with the remaining 50% being shared between the Town and Shire. With a total cost of \$32,000, both the Town and Shire are required to contribute \$8,000 to the project.

In adopting its 2012/13 budget, the Town of Narrogin made an allocation of \$8,000 for its contribution towards the plan review. As the project will not be finalised in this financial year, the Town must carry forward this planned expenditure to meet its financial obligations.

**Strategic Implications:**

As detailed within the above section above, the revised Master Plan will be used to guide the future development of the Airport and its associated infrastructure. The Plan will also be used in support of future grant applications for works on the site.

**Voting Requirements:** Simple Majority

**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. accept the 2013 Narrogin Airport Master Pan as prepared by Forte Airport Management, subject to the following modification:**
  - a. A landscaped Buffer of not less than 10 metres in width being incorporated along Clayton Road to minimise the visual impact of any future development on the amenity of the adjacent rural properties.**
- 2. request Council that the \$8,000 be included in the 2012/13 annual budget for the Airport Management Plan review be included in the draft 2013/14 budget.**

**Council Resolution: 0613.120**

**Moved: Mayor Ennis**

**Seconded: Cr Ballard**

**That Council:**

- 1. accept the 2013 Narrogin Airport Master Plan as prepared by Forte Airport Management, subject to the following modification:**
  - a. A landscaped Buffer of not less than 10 metres in width being incorporated along Clayton Road to minimise the visual impact of any future development on the amenity of the adjacent rural properties.**
- 2. request Council that the 8,000 be included in the 2012/13 annual budget for the Airport Management Plan review be included in the draft 2013/14 budget.**

**CARRIED: 6/0**

***Note Reason for Change: To remove the quotation to the Chief Executive Officer.***

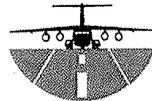
NARROGIN AIRPORT  
MASTER PLAN  
for the  
Shire and Town of Narrogin



March 2013

by

Forte Airport  
Management



# NARROGIN AIRPORT

## MASTER PLAN

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# NARROGIN AIRPORT

## MASTER PLAN

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## 1.0 INTRODUCTION

This 2013 review of the Narrogin Airport Master Plan is an update of the initial 2001 publication and is prepared for the Shire of Narrogin and the Town of Narrogin as joint owners of the aerodrome.

Aerodrome master planning reviews are designed to take account of growth requirements and provide appropriate development guidance to meet renewed projected demands. Some key drivers may be business activity, business activity type, growth of aircraft movements, engineering service needs, land needs for development, surface access or external land use considerations.

Aviation activity growth is often the driver for review because of its broader impact on infrastructure needs.

However, at Narrogin aerodrome the significant pressure point is a lack of expansion land for landside aviation development and associated apron parking areas.

Hangar construction sites are at saturation point and the two fixed base operators, namely the Narrogin Gliding Club and the Narrogin Flying Club seek expansion areas for their members. This demand appears due to increased membership activity and club strength as there has been no significant increase in overall aircraft movements.

The initial Master Plan established a structure plan for rational airport land use. This 2013 Master Plan review has concluded the airside planning statement remains appropriately set. However, a significant rework of the landside development plan has been identified and undertaken to provide for future building and apron expansion.

Land for this expansion needs to be acquired and an area in the order of 20 acres has been identified to the west of the existing aerodrome property boundary and bounded by Clayton Road. This potentially may satisfy demand for landside expansion perhaps for some 20 years or more but it will certainly enable an immediate demand for site development to be met.

Airport flying activity is dominated by private pilots associated with the Flying Club and the Gliding Club. Commercial activity is limited to flying training conducted by the two clubs as there is no regular air transport service from the airport nor any established non-aviation related commercial business.

As the airport operator's business objective is to foster all aspects of flying, (including permitting short stay accommodation for pilots and visitors) alongside light aircraft storage, student flying, charter flying, scenic tour flying, flying for sport, gliding, ultra-light flying and small aircraft repair and maintenance, it is therefore essential to have the right mix of sites available and the flexibility of user spaces to enable a compatible development outcome.

All considerations have been viewed in the preparation of a reworked development plan for the airport to satisfy the interests of the widest range of potential users.

The airport development decisions will be commercially or financially driven from a timing point of view but invariably development of this nature has the potential to generate secondary economic benefit to local business and the community generally.

It is possible to create a survey strata development over the future acquired land but its success would be subject to strong support/demand. The allocation of site leases is the more typical mechanism for land release by local authorities.

The aerodrome's location is well removed from town and it presents no perceived external land use implications with rural zoning being a very compatible land use around an airport.

Although the aerodrome is not registered or certified by the Civil Aviation Safety Authority (CASA) at this point, nor is it mandated to be, if the development of an instrument procedure to support arrivals under non-visual conditions is considered then CASA will require a higher level of inspection and reporting that comes with aerodrome registration or certification.

## **2.0 EXISTING FACILITIES**

### **2.1 History**

Narrogin Airport is jointly owned by the Town of Narrogin and the Shire of Narrogin under freehold title. It comprises two titles being a portion of Williams Locations 4005/4006 and Williams Locations 4154/4157.

The airport was built in 1942/43 by the Allied Works Council as a part of the Defence system of airfields suitable for handling medium bombers and fighter aircraft.

The runways, intersect to form an 'L'. Runway 10/28 was originally sealed at 45 metres width and was 1522 metres long (150' x 4992') and runway 18/36 was graveled at 45 metres and was 1533 metres long (150' x 5030').

After the war the site reverted to the Department of Civil Aviation who in turn disposed of the site after failing to reach transfer agreement with the Narrogin Road Board (became Narrogin Shire Council) over the site.

However, in 1983 the Narrogin Shire Council and the Narrogin Town Council jointly purchased the Narrogin aerodrome from the airstrip land owners, Mr P. D. Moore and Mr H. C. Carrick.

At this stage the Narrogin Flying Club and the Narrogin Gliding Club were well established and had their own hangars aircraft, gliders and tow planes.

After a long absence of regular maintenance the seal surface on runway 10/28 deteriorated to the extent that in 2000 with the assistance of funds from the State Government and the Shire and Town of Narrogin the runway was reconstructed and sealed to 1255 metres x 20 metres.

### **2.2 Runways and Taxiways**

The main runway 10/28 is constructed on 125 mm of gravel and sealed 1255 metres x 20 metre within a marked runway strip width of 90 metres.

The seal surface is made up of a prime, 10mm aggregate, 5 mm aggregate and an enrichment finish with the central 9 metres finished with a slurry seal.

North-south runway 18/36 is gravel and 1480 metres long x 45 metres wide within a graded runway strip.

Fixed, mains power runway lighting is established on runway 10/28, the main taxiway and wind indicator.

The stub taxiway to the building area is sealed at 12 metres width and provides access to the Narrogin Flying Club and Glider Club hangars.

A gravel taxiway connection from threshold 28 to threshold 18 provides access to runway 18/36.

### 2.3 Apron

A sealed apron exists in front of the Narrogin Flying Club and the refueling site but the area is insufficient for term parking as it would compromise access to the Club's hangars.

A gravel apron area has been established associated with the hangar development to the east of the Narrogin Flying Club. It has a gravel taxiway link to runway 28 threshold.

An unsealed grass apron is located in front of the Narrogin Gliding Club facilities.

Temporary apron parking areas are created offset from the edge of runway strip (subject to wind direction) for glider launching and when fly-in events are organised.

### 2.4 Buildings

The Narrogin Flying Club has a ground lease for its brick club house with enclosed patient transfer annex for Royal Flying Doctor (RFDS) use and two hangars with associated water storage tanks.

The Narrogin Gliding Club's fixed assets include Hangar with enclosed workshop and briefing room, Clubhouse with basic dormitory, toilets and kitchen and a separate Ablution Block plus a few small storage sheds and rainwater storage tanks.

The Narrogin Gliding Club's assets are situated on a ground lease extending to the western property boundary that is used for glider Tee hangars and caravan short stay accommodation.

There four additional hangars built by private aircraft owners on lease sites to the east of the main entrance road to the aerodrome. This area is now at its limit for further hangar development being constrained by the obstacle clearances of runway 10/28 and runway 18/36.

### 2.5 Vehicle Access

The airport is south of and adjoining Clayton Road approximately 8 km west of Narrogin. The main access to the aerodrome is sealed and leads to apron areas and the Narrogin Flying Club rooms.

A separate gravel access exists off Clayton Road into the Narrogin Gliding Club lease area.

Internally there is no formal road development but access is managed throughout to be landside of the operational areas of the aerodrome.

#### 2.6 Refueling Facilities

An Avgas fuel facility exists which has an underground tank capacity of approximately 9,000 litres. The infrastructure once owned by BP is now deemed airport ownership and used exclusively by the two respective club members who share the cost of product purchase.

Fuel is not available for sale to the public.

#### 2.7 Engineering Services

Power supply to the airport has been upgraded to three phase and sub-meters installed for each connection.

The airport lights are on a separate feed from the Narrogin Flying Club's facility, as too is the fuel site.

There is no scheme water available to the airport and all potable water is rainwater collected in tanks associated with the respective buildings, an arrangement that is quite acceptable to the current users.

Telecommunication services extend to the airport.

The movement area is predominantly drained by open unlined shallow drains but two underground pipe drains cross runway strip 18/36 and were a part of the original construction. All runoff discharges to the northeastern end of the aerodrome property.

### 3.0 AVIATION PROJECTIONS

#### 3.1 Current Traffic

No statistical records are kept to determine annual aircraft movements at Narrogin.

Previous planning assessments estimated around 15,000 movements per annum occur in the context of the planning decisions for the 2001 Narrogin Airport Master Plan.

Activity can be broken into three key General Aviation (GA), groups namely the RFDS, Flying Training and itinerant GA (general public including the local community).

The Narrogin Gliding Club indicates around 1,500 to 1,600 glider launches per annum occur. This also equates to an equal number of fixed wing tow plane movements.

Fixed wing and ultralight flying training is conducted through the Narrogin Flying Club through an arrangement with a flying training company who conduct training in a C182. Actual fixed wing movements are estimated to be around 5,000 to 6,000 per annum.

When the collective to include RFDS and itinerant general aviation flights are considered together with the two club's activity the basis for planning of 15,000 per

annum of movements remains a reasonable assessment upon which to base planning decisions.

Weekend gliding and flying training activity generate significant peaks with club members arriving for the social enjoyment and flying.

### 3.2 Demand Analysis

The Narrogin Flying Club presently has 66 financial members of whom approximately 30 are aircraft owners. Two thirds of the 34 aircraft owned by members are sports aircraft categorised and one third general aviation VH registered.

The Narrogin Flying Club was formed in 1963 with one 4-seater aircraft and has been operating continuously since, with marked differences in activity ranging from seven aircraft in the seventies to its current one two seater ultralight aircraft.

Social and flying activities for members and any visitors who are most welcome may see an average club day attendance of between fifteen to twenty members and five to ten aircraft.

Cost effective instructor flying training is on offer through Aero Vista a company that also provides similar at Northam aerodrome.

The Narrogin Flying Club considers as a priority and key driver to growing aircraft activity and its club's growth is the provision of a modern Avgas swipe card aviation fuel dispensing facility.

It is understood there are limited or no public Avgas sales outlets en-route Jandakot to Esperance aerodrome. Narrogin Flying Club indicates that the aerodrome is used as a way point for visual flight training navigation exercises and would be even more attractive if fuel were available.

In addition to a modern Avgas fuel facility is the Club's desire to see made available additional sites for the construction of aircraft hangars. The availability of lease sites to cost effectively build and own hangars at airports such as Murrayfield, Jandakot and Serpentine are scarce.

The Narrogin Gliding Club was started in 1964 by a group of locals and has expanded to presently have membership of approximately 100 full time members with some 150 temporary members enjoying a gliding experience each year.

The membership comprises approximately 70% from the Perth region, 25% from the South West of the State and 5% from Narrogin.

The Club has 2 towplanes and 6 gliders with 12 private hangared gliders at the airfield.

A typical social weekend may result in around 15 persons staying overnight. The Narrogin Gliding Club also hosts competitions and participates in others throughout the district. A State competition would result in around 40 pilot/members staying over for a 10 day period.

A course work week would typically see around 12 persons stay for a week.

The Narrogin Gliding Club considers as a priority the provision of quality accommodation for the purposes of growing its training course work and meeting attendance demand during competitions.

Such accommodation may include dormitory units with separate kitchen and ablution facilities. The capital cost associated with the provision of the same is something presently outside of their financial capacity. However, such development would enhance Narrogin aerodrome as a visiting destination.

Major flying training colleges were a serious demand consideration a decade ago. However, it would appear that the immediate demand has now been met with China Southern and Singapore training schools being established at Merriden and Jandakot airports respectively.

However, inquiries may arise in the future again and the availability of land on the aerodrome for a training school establishment or a satellite training facility establishment is essential to be even considered.

Narrogin airport has the strong advantage of being a strategically located and within of a significant regional service centre, namely the Upper Great Southern District with a catchment population of around 17,000 persons. The town of Narrogin and the Shire of Narrogin have a combined population of around 5,000 persons and have several residential educational institutions such as the Narrogin Residential College and Narrogin Agricultural College. It also has a Regional Hospital and TAFE college.

The development and promotion of aviation generally at Narrogin, aside from flying training and gliding, has the potential to provide secondary economic benefits to Narrogin and its community.

#### **4.0 MOVEMENT AREA PLANNING**

##### **4.1 Basis of Design**

Narrogin aerodrome is a General Aviation aerodrome serving the collective needs of a range of private and public air operators. It is not a registered or certified Civil Aviation Safety Authority (CASA) aerodrome, it is an Aerodrome Landing Area (ALA).

The Narrogin Flying Club and the Narrogin Gliding Club are both fixed base operators and the club and private member aircraft are all below 5,700 kg registered all up mass.

It is important that CASA standards be adopted when aerodrome master planning as these are established from the International Civil Aviation Organisation (ICAO) published standards. CASA's aerodrome standards are contained in their Manual of Standards (MOS) Part 139 Aerodromes.

The design standard (code number and code letter) for the aerodrome is related to the critical aeroplane (design aircraft) for which the facility is to cater for.

Aircraft will fit within the range of criteria established thereby enabling a Code category to be established for the aerodrome.

Table 4.1 Aerodrome Reference Criteria

AERODROME REFERENCE CODE				
Code Number	Aeroplane Reference Field Length	Code Letter	Wing Span	Outer Main Gear wheel Span
1	< 800m	A	< 15m	< 4.5m
2	800m < 1200m	B	15m < 24m	4.5m < 6.0m
3	1200m < 1800m	C	24m < 36m	6.0m < 9.0m
4	> 1800m	D	36m < 52m	9.0m < 14 m

Reference: MOS Part 139 Table 2.1-1

From the Aerodrome Reference Code tables it is apparent that the existing fixed base aircraft are in the Code 1A category.

Most gliders have a wing span in the range 15 metres to 20 metres which puts them in a Code 1B category. The Air Tractor AT-802 aerial water bomber is also a Code 1B aircraft with a wing span of 18 metres.

The RFDS operate Beechcraft King Air which has a Code 1B Aerodrome Reference Code.

Larger aircraft include the contracted Government corporate jet to fly ministers and other officials and current type is a Cessna 550, which is a Code 2C.

Also the Dash 8 100/200/300 aircraft requires a Code 2C. It is a popular charter aircraft for the Fly-in Fly-out market because of its cost effective range of around 500 km, ability to carry between 30-40 passengers and its relatively short runway requirements.

Although these larger aircraft are not likely to be regular users it would be highly appropriate to ensure the development standards at Narrogin aerodrome did not preclude their use, albeit occasionally.

Hence, the Basis of Design, which establishes the geometric parameters, is recommended as Code 2C for the Narrogin Aerodrome Master Plan.

#### 4.2 Instrument Runway

Narrogin has no published instrument procedures (non-instrument) to permit non-visual operations, hence it is only suitable for day visual operations.

Although it has runway lights these are principally for RFDS operations.

A Non-precision Approach (NPA) instrument procedure designed as a Global Positioning System (GPS) approach using satellites is the most economic means of providing an instrument procedure. It has a design, flight test and commission cost of around \$50,000. Airservices Australia is the responsible organisation for completing NPA procedure design.

The alternative to a GPS NPA is an NPA designed around an emitted signal from a ground based radio navigation aid, such as a Non Directional Beacon (NDB). The

prime cost for the NDB alone is around \$150,000, subject to land availability and site suitability which would present an issue at Narrogin aerodrome.

CASA standards require a Code 2C NPA runway to have a graded runway strip width of 90 metres. This is the width of the approach inner edge or the point at which the approach splay converges to meet the runway strip end.

The current graded runway 10/28 strip width is 90 metres.

However secondary runway 18/36 has a 60 metre runway strip suitable for Code 2C day visual operations of aircraft below 5700 kg. It is recommended this be graded to standards out to 90 metres also, albeit non instrument, for aircraft above 5700 kg operations.

Table 4.2 Aircraft type and Reference Code

AEROPLANE TYPE	REF CODE	AEROPLANE CHARACTERISTICS					
		ARFL (m)	Wing-span (m)	OMGWS (m)	Length (m)	MTOW (kg)	TP (kPa)
Beechcraft:							
58 (Baron)	1A	401	11.5	3.1	9.1	2449	392
100	1A	628	14.0	4.0	12.2	5352	-
Britten Norman Islander	1A	353	14.9	4.0	10.9	2850	228
Cessna:							
172	1A	272	10.9	2.7	8.2	1066	-
206	1A	274	10.9	2.6	8.6	1639	-
310	1A	518	11.3	3.7	9.7	2359	414
404	1A	721	14.1	4.3	12.1	3810	490
Partenavia P68	1A	230	12.0	2.6	9.4	1960	-
Piper:							
PA 31 (Navajo)	1A	639	12.4	4.3	9.9	2950	414
PA 34	1A	378	11.8	3.4	8.7	1814	-
Beechcraft 200	1B	592	16.6	5.6	13.3	5670	735
Cessna:							
208A (Caravan)	1B	296	15.9	3.7	11.5	3310	-
402C	1B	669	13.45	5.6	11.1	3107	490
441	1B	544	15.1	4.6	11.9	4468	665
DHC 6 Twin Otter	1B	695	19.8	4.1	15.8	5670	220
Dornier 228-200	1B	525	17.0	3.6	16.6	5700	-
Lear Jet 28/29	2A	912	13.4	2.5	14.5	6804	793
Beechcraft 1900	2B	1098	16.6	5.8	17.6	7530	-
CASA C-212	2B	866	20.3	3.5	16.2	7700	392
Embraer EMB110	2B	1199	15.3	4.9	15.1	5670	586
Metro II	2B	800	14.1	5.4	18.1	5670	740
Metro III	2B	991	17.37	5.4	18.1	6577	740
ATR 42-200	2C	1010	24.6	4.9	22.7	16150	728
Cessna 550	2C	912	15.8	6.0	14.4	6033	700
DHC-8:							
100	2C	948	25.9	8.5	22.3	15650	805
300	2C	1122	27.4	8.5	25.7	18642	805
Lear Jet 55	3A	1292	13.4	2.5	16.8	9298	-
IAI Westwind 2	3A	1495	13.7	3.7	15.9	10660	1000
BAe 125-400	3B	1713	15.7	3.3	15.5	12480	1007

AEROPLANE TYPE	REF CODE	AEROPLANE CHARACTERISTICS					
		ARFL (m)	Wing-span (m)	OMGWS (m)	Length (m)	MTOW (kg)	TP (kPa)
Canadair:							
CL600	3B	1737	18.9	4.0	20.9	18642	1140
CRJ-200	3B	1527	21.21	4.0	26.77	21523	1117
Cessna 650	3B	1581	16.3	3.6	16.9	9979	1036
Dassault-Breguet:	3B	1515	19.3	5.3	20.2	20640	1300
Falcon 900							
Embraer EMB 145	3B	1500	20	4.8	29.9	19200	-
Fokker F28-2000	3B	1646	23.6	5.8	29.6	29480	689
Metro 23	3B	1341	17.4	5.4	18.1	7484	742

Reference: MOS Part 139 Table 2.1-2 (in part)

#### 4.3 Runway Widths

Presently an Aerodrome Reference Code 1B development standard applies to runway 10/28 with its width 20 metre sealed. It is referred to as being 30 metres with edges gravel but its different consistency of construction would not satisfy CASA if it were to be registered or certified.

There is a 23 metre runway width category for the range of Codes 1C, 2A and 2B, reaching 30 metres for 2C.

Gravel runway 18/36 is constructed at 30 metre width.

A Code 2C runway requires 30 metres runway width for day visual operations and instrument NPA operations, as per the below table.

Table 4.3 Runway Width and Reference Code

Code Number	Code Letter					
	A	B	C	D	E	F
1	18 m	18 m	23 m	-	-	-
2	23 m	23 m	30 m	-	-	-
3	30 m	30 m	30 m	45 m	-	-
4	-	-	45 m	45 m	45 m	60 m

Reference: CASA's Table 6.2-1

Note: Subregulation 235A (1) allows CASA to issue instructions specifying the minimum runway width applicable to an aeroplane or a type of aeroplane. Use of that runway width is subject to compliance with the conditions contained in the instructions.

#### 4.4 Glider Operations

CASA permit glider movements within an existing runway strip where annual power aircraft movements are not excessive. It is subject to a CASA safety case and this may be required when the aerodrome is registered or certified by CASA.

The Code 2C NPA development standard requires a 90 metre runway strip, a standard also required by the RFDS.

For practical reasons on gliding days (for operational hours) the runway strip width is effectively reduced to 60 metres. This allows the glider launch area to remain safely outside the active runway strip and gliders to be positioned pending tow plane readiness on the runway.

The 60 metre runway strip width is marked by white cones and the 90 metre runway strip width is marked by white gables. CASA standards require a minimum 60 metre runway strip for glider operations.

If it were a Registered or Certified aerodrome NOTAM action to advise of these operational differences could be made. A standard notice in the Enroute Supplement Australia regarding glider operations is also appropriate, as is currently stated.

The net effect of reducing the runway strip to 60 metres is that all aircraft movements are then restricted to below 5,700 kg by day, which currently would have very little effect on operations.

To launch gliders positioned outside of the 90 metre runway strip would most certainly generate an unacceptable angle to tow plane and also add constraint to current available apron parking area.

The Narrogin aerodrome land holding does not lend itself to the development of separate glider strips and gliders therefore need to compatibly share access to the runway and runway strip with power aircraft.

#### 4.5 Runway Lengths

By the CASA Aerodrome Reference Code standards a Code 2C runway is one that is used by aircraft that require an Aeroplane Reference Field Length (ARFL) of greater than 800 metres and less than 1200 metres.

This the minimum runway length required for aircraft take-off at maximum take-off mass, at sea level, in standard atmospheric conditions, in still air and with zero runway slope.

The ARFL is not to be confused with actual runway length requirements by the aircraft operator at the specific aerodrome for the given operating conditions.

Existing runway 10/28 is 1255 metres x 30 metres (central 20 metres sealed) and unsealed runway 18/36 has an effective operational length of 1320 metres x 30 metres (gravel) width. Both of these dimensions are reflected in the master planning.

Both runway dimensions should be confirmed by survey, particularly if the aerodrome were to be registered as the actual physical dimensions may alter marginally.

Although both runways seemingly lie in the Code 3 category due to ARFL it is not recommended as the planning standards for Code 3C instrument NPA are not attainable. Specifically it relates to runway strip width and the approach inner edge being established at 150 metres.

The Obstacle Limitation Surfaces (OLS) prepared for Narrogin are established on the Aerodrome Reference Code 2C instrument NPA for runway 10/28 and non-instrument use on runway 18/36.

Both runways currently meet the RFDS minimum recommended length of 1200 metres.

The master plan recommends no increase in runway lengths.

#### 4.6 Taxiway Widths

Taxiway widths are also established by the Aerodrome Reference Code for the aircraft it is intended to serve.

Although for master planning a Code 2C is adopted for the runways it is not necessary that all taxiways be established to this standard. For instance, the taxiways servicing the Gliding club and Aero Club require Code 1B for the aircraft currently in use at the aerodrome.

Code 1B requires a 10.5 metre minimum width taxiway. The actual width of the main sealed taxiway is 12.5 metres.

For the master planned Code C standard a 15.0 metre taxiway width is required.

All taxiways must also be located within a taxiway strip, just as runways are positioned within runway strips.

The taxiway and taxiway strip widths versus code letter are expressed in the below table.

Table 4.4 Taxiway Width and Reference Code

Code Letter	Taxiway Width (minimum)	Taxiway Strip Width	Graded Taxiway Strip Width
A	7.5 m	32.5	22.0
B	10.5 m	43.0	25.0
C	15.0 m (for wheel base < 18 m)	52.0	38.0

Reference: CASA MOS Part 139 Table 6.3-1

A parallel taxiway has been depicted at offset runway centreline 57 metres, as per CASA MOS Part 139 Table 6.3-5 for Code 2B.

The recommended minimum separation distance for an NPA runway Code 2A is 52.5 metres and for Code 2C it is 63 metres.

Due to the limited available aircraft apron area for the Gliding and Aero Clubs, as currently situated, it is not practical to locate the parallel taxiway at 63 metres offset runway centreline as recommended for Code 2C.

Hence, a recommended offset of 57 metres from runway 10/28 centreline for Code 2B is depicted by the Master Plan concept (ref. Drawing XXX).

The parallel taxiway would be limited to use by 'Below 5700 KG' and be constructed at 10.5 metre width. Code 2C operations would be limited to the stub taxiways connecting apron areas from the runway.

The graded parallel taxiway strip edge would be coincident with the graded runway 10/28 strip width and on its north side the taxiway strip retained clear of obstacles to a distance 78.5 metres offset the runway centreline.

On registration or certification of the aerodrome and the publication of an NPA for runway 10/28, and assuming the parallel taxiway was in part built, it would be necessary to make a note in the aerodrome manual that Code 2B parallel taxiway separation distances have been adopted.

Civil design for taxiway construction will necessitate graded inlet and pipe drainage due to the coincidence of the graded runway and taxiway strip edges. Although valley drainage to grade tolerances can be used within a strip it is not permitted to have open unlined drains.

The master development plan depicts the parallel taxiway continuation east past the Flying Club's building. However, there is insufficient clearance from centreline of the taxiway to obstacle. As an important asset the cost effective solution for the immediate term is the continued use of the gravel link to runway 28 threshold for users of sites east of the Flying Club building.

#### 4.7 Building Line

The landside development is required to occur behind a designated 'Building Line'.

An offset of 85 metres from runway 10/28 centreline allows hangar/building height development of up to 8 metres and has been depicted as the building line location.

This is determined by the 1:5 transitional surfaces that arise from both sides of the 90 metre runway strip. This is depicted by the Obstacle Limitation Surfaces (OLS) plan.

This 85 metre offset distance can be increased, as is the case for the proposed location of new hangars, club rooms and future hangar sites.

#### 4.8 Aprons

Apron area expansion for parked aircraft is an essential requirement for both itinerant and fixed based operators.

The master development plan depicts hangar sites and apron development to maximise development of apron area in the western direction.

An area for aviation fuel storage and an apron edge cabinet dispense unit is proposed in association with a designated apron parking. Apron markings for the parking area would form part of detailed design.

#### 4.9 Pavement Strength

Neither runway pavement is currently rated for strength. A full pavement evaluation would be required to make an assessment of the structural integrity and suitability for the design aircraft loading.

The ICAO rating system is termed ACN/PCN, and for a GA airport where 90% of use is going to be by aircraft with a MTOW below 5700 kg and tyre pressure below say 690 kpa, then a PCN rating of 5700/690 is appropriate.

This enables all aircraft to use the movement area provided their operating weight and tyre pressure are below these published amounts.

Any heavier aircraft wishing to use the runway may request a pavement concession from the operator.

In time it would be appropriate to assess technically and assign a technical PCN rating.

#### 4.10 Runway Alignment for Optimum Usability

One of the factors influencing a runway's orientation is wind. Other constraints include the land area available for aerodrome development, the 'lie' of the land for runway drainage and civil works, external land use and obstacle clearances. All have a bearing when considering an aerodrome site for development.

Narrogin aerodrome is an established facility with two direction runways, namely 10/28 and 18/36.

Earlier master planning studies undertook analysis of wind speed and direction utilising the services of Bureau of Meteorology climate consultants using records from the Narrogin Weather Station (BOM site 10614) Latitude 32.934°S and Longitude 117.179 °E for the period 1965 to 1996.

Observations at this site have been made by visual estimation and recorded at 0900 and 1500 daily.

The table below lists the percentage usage for a range of potential single runway directions, where the calculated percentage usage are defined as the crosswind components below the various cross wind speed (knots) threshold levels indicated.

A cross wind component of a wind direction is its resultant vector velocity (in knots) measured to act at right angles to the runway.

Table 4.5 Runway Alignment Usability and Cross Wind

Wind Speed (kn)	<=10	<=15	<=20	<=25	<=30
Runway					
01/19	89.4	96.6	98.9	99.8	99.9
02/20	89.1	96.0	98.6	99.6	100.0
03/21	88.7	95.7	98.6	99.7	99.9
04/22	89.4	95.9	98.8	99.6	99.9
05/23	89.7	96.0	98.8	99.6	99.9
06/24	89.7	96.1	98.8	99.8	99.9
07/25	90.4	96.4	98.9	99.7	99.9
08/26	90.7	97.1	99.1	99.8	99.9
09/27	93.0	97.6	99.3	99.8	99.9
10/28	92.7	98.0	99.4	99.9	99.9
11/29	93.9	98.2	99.4	99.9	100.0
12/30	94.2	98.2	99.5	99.9	100.0
13/31	94.4	98.3	99.7	99.9	100.0
14/32	93.9	98.2	99.7	99.9	100.0
15/33	92.9	97.7	99.4	99.9	100.0
16/34	92.4	97.8	99.3	99.9	100.0
17/35	91.1	97.5	99.3	99.9	99.9

18/36	91.5	97.0	99.0	99.7	100.0
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Note: (Total sample size, n=21227)

ICAO state that a minimum runway usability of 95% for a 10 knot cross wind under "ALL HOURS" of operations is required and where it is not feasible to obtain 95% coverage from one runway for 10 knot cross winds then an additional or secondary runway is required to be of length at least 80% of the main runway.

CASA acknowledges the ICAO standards but suggests that it is Australian practice to aim for an aerodrome usability factor of 99.5%.

It should be noted that heavier aircraft can tolerate a stronger cross wind. For instance, a twin engine aircraft would have closer to 15 knot cross wind tolerance.

The same data set was analysed to determine the usability of the current dual runway configuration which was 97.1% and 99.7% respectively at 10 knot and 15 knot cross wind tolerance, as per the table below.

Table 4.6 Existing Runway Usability and Cross Wind

Wind Speed (knot)	<=10	<=15	<=20	<=25	<=30
Runway Direction					
10/28 and 18/36	97.1	99.7	99.9	100.0	100.0

(Total sample size, n=21227)

The same data set was also used to calculate the percentage usage for a range of dual 90 degree intersecting runways and it was ascertained that very little difference in usability would be established with alternative configurations to the existing.

Hence, Narrogin aerodrome desirably should retain both direction runways to satisfy ICAO usability standards.

#### 4.11 Navigation Aids

There are no ground based navigation aids established at Narrogin, nor are they recommended given the cost to benefit.

An instrument NPA aerodrome master plan development standard has been adopted for runway 10/28.

The main development issues associated with NPA's are the runway strip width, runway edge light spacing, the approach gradients and the provision of a Wind Direction Indicator which is clearly visible to pilots and located on the approach threshold of the nominated runway.

Once designed and flight tested a GPS non-precision approach (GPS-NPA) offers the possibility of two types of approach procedures, namely a circling approach and a straight-in instrument approach.

A circling approach delivers the aircraft into the circuit area where upon the pilot can visually manoeuvre the aircraft to a point from which a landing can be made.

The straight-in approach aligns the aircraft with the runway approach centreline and delivers it to a position from which it is possible to land without further manoeuvring.

GPS-NPA approaches now exist at similar capacity regional aerodromes of Katanning, Bunbury and Margaret River.

It is not considered necessary for the visual aid Precision Approach Path Indicator (PAPI) or its equivalent to be installed at Narrogin. Typically, its requirement is generated by scheduled medium and above capacity Regular Public Transport (RPT) aircraft.

#### 4.12 Air Traffic Services

A CTAF (Common Traffic Advisory Frequency) 134.0 MHZ has been assigned by Airservices Australia to Narrogin for enhanced circuit area safety.

This enables pilots to broadcast their position on arrival into the circuit area and also on taxiing for departure.

The Narrogin Gliding Club have their own frequency 122.7 MHZ and maintain a listening watch on the CTAF.

Melbourne Flight Information Service is through Melbourne frequency 125.4 MHZ.

#### 4.13 Runway Lights

Fixed electric lights are installed on runway 10/28 at a longitudinal spacing of 90 metres and an offset of 49 metres.

Installed as a community project in 1979 the mains power runway lights have provided continuous serviceability for night landings principally by the RFDS.

It is capable of activation using Pilot Activated Lighting frequency 119.6 MHZ.

Offset spacing of the runway lights is in excess of that recommended by CASA in MOS Part 139 Section 9.10 for aerodrome lighting. It stipulates that runway edge lights be placed along the edges of the area declared for use as the runway, or outside the edges of the area at a distance of not greater than 3 metres.

An offset spacing of around 34 metres to 36 metres would normally be expected, versus 49 metres which presently exists. This layout has arisen as a consequence of the runway width being reduced from its previous 45 metre gravel width in 2000.

It also suits operations of gliders for if lighting were positioned as per recommended standards then they would need to be installed as flush mounted.

There is no requirement to relocate the lights until such time as they are deemed to be in need of replacement and/or registration of the aerodrome were contemplated.

### 5.0 DEVELOPMENT PLANNING

#### 5.1 General

The Development Plan (Drawing XXX) outlines a potential subdivision/lease plan for the land proposed to be acquired comprising Part Lot 4. It is bounded by Clayton Road and Lot 3 being Narrogin aerodrome. It represents an area of approximately 20 acres or 8.10 Hectares with its actual area yet to be surveyed and defined. Its current purpose is agriculture with cropping use.

As demand will be driven by market requirements the subdivision plan has deliberately portrayed large development sites which allow for further lot size reduction to suit specific requirements at the discretion of the airport owner. What is recommended to be fixed is the development framework for the lots relative to each other, to the runway, to the taxiways, to the aprons and the Obstacle Clearance Surfaces as they all have specific constraints originating from the development criteria set for main runway 10/28.

Table 5.1 Development Guide Plan

Lot Number	Area (M <sup>2</sup> )	Proposed Development Purpose
Lots 1, 2, 3, 4 & 5	460 individual 2,300 combined	Expansion for the Narrogin Gliding Club with lots individually suited to glider hangars and/or accommodation units
Lot 6	1,575	Aviation Fuel storage site with apron edge swipe card dispense facility.
Lot 7	1,575 individual	Hangar site for multiple aircraft occupancy.
Lot 8	1,575	Hangar site for multiple aircraft occupancy with ability for dual sided hangar door openings.
Lots 9 & 10	2,750 individual 5,500 combined	Hangar sites for aircraft maintenance engineering and future Narrogin Flying Club expansion. Multiple aircraft occupancy.
Lot 11	2,850	Site for new/expanded Flying Club buildings (incorporating flying training facilities with offices, lecture rooms, accommodation) together with a ground maintenance storage building/shed for airfield maintenance machinery. (eg tractor, slasher, broom)
Lot 12	4,837.5	Site for future General Aviation Terminal (incorporating space for charter offices, check-in and ablutions) building.

The common property associated with the development sites would comprise:

- Proposed access roads and vegetated areas.
- Existing runways 10/28 and 18/36, taxiways and aprons and non assigned leased areas on airport.
- Proposed new apron and taxiway areas.

The aerodrome operator aims to foster all aspects of flying including the advantage of short stay accommodation for pilots and visitors alongside light aircraft storage, student flying, charter flying, scenic tour flying, flying for sport, gliding, ultra-light flying and small aircraft repair and maintenance.

This plan provides for this range of users and development in stages as demand determines.

Hence, the acquisition of the identified land (approximately 20 acres) on the north western boundary of Narrogin aerodrome will enable expansion of complimentary

facilities and apron areas to allow medium term building and apron demands to be met.

#### 5.2 Servicing Infrastructure

The proposed lots are sized to provide sufficient area on each for the development purpose.

Constructed internal road access, off Clayton Road, to each will need to be provided but each site developer/lessee would be self supporting with water tanks, effluent disposal and power from the power authority as metered supply.

The proposed lots are provided with access to the runway via shared apron and taxiways, the extent to which development occurs being dependent upon the user activity.

For instance, the construction of a part of the parallel taxiway to connect existing apron and taxiway area may precede the construction of an additional stub taxiway for access to runway 10/28.

Apron area development may commence as gravel and part sealed, for example where manoeuvring occurs around the fuel site outlet.

#### 5.3 Accommodation Sites

Short term accommodation is required for the purpose of providing intensive flying training courses (glider and fixed wing) and also for weekend and event activities conducted by the Narrogin Gliding Club and Narrogin Flying Club.

Accommodation is presently a permitted use with caravan park development.

Development sites 1-5 and also 11 have assigned potential use that also includes provision of accommodation units that may provide dormitory, kitchen and ablution facilities. Demand being established by the proponent.

It would be deemed short term stay and it would be envisaged that the same tenant would stay no longer than a continuous defined period.

#### 5.4 Development Criteria

Following adoption of the Narrogin Aerodrome Master Plan a Development Management Plan should then be prepared that captures all associated development considerations such as environmental factors, fire management, special use provisions, integration with adjacent development and costs to service and develop.

The site does offer the potential to be strata subdivided or incorporated into the existing aerodrome land area with lease of sites established.

Should sufficient interest exist for survey strata subdivision to occur then this would result in a Strata Management Committee being established to provide a level of management and enforcement for the site operations such that the estate would be self policed. Further, the common land would be assigned to and cared for by the strata management committee which would fund maintenance by levies on site owners.

Strata subdivision potentially could encompass the existing landside developed area as well once leases were rolled over or at an end in this area.

No detailed survey of existing infrastructure and their leased entitlements has been conducted and this would be a necessary requirement to accurately establish a plan for the current landside area.

## **6.0 AERODROME CERTIFICATION**

Certification of an aerodrome by CASA is essential when airline or charter services are regularly operating with more than 30 seat capacity from the aerodrome. In essence CASA require a high order of aerodrome operator compliance to ensure safe operating arrangements exist at all times.

Competent Aerodrome Reporting Officers (ARO's) are required together with an approved Aerodrome Manual that sets out the operating procedures. These procedures extend to preparation of an Aerodrome Emergency Plan and a Safety Management System.

Regular CASA audits are conducted to verify compliance and the aerodrome operator has a responsibility to arrange independent annual technical inspections covering civil, electrical and obstacle clearances.

Registered aerodromes are typically those with a medium capacity (less than 30 seats) frequent air transport service. However, an aerodrome operator may elect to become registered to receive the benefits of access to Airservices Australia's Aeronautical Information Publication (AIP) services, such as NOTAM's and have the ability to publish all operational information in the AIP ERS (Enroute Supplement Australia).

It does necessitate having in place a trained ARO to conduct inspection and reporting.

Also it is necessary to have conducted an annual aerodrome safety inspection that reviews the facility standards and surveys the approach and takeoff surfaces.

The below table sets out a number of CASA determining characteristics associated with aerodrome categorisation.

Although there are 'Other' Aerodrome Categories these apply to aerodromes where low capacity air transport operations occur with the responsibility for safety standards being met by the holder of the Air Operator Certificate (AOC).

Narrogin aerodrome fixed based air operators would need to express strong operational cause before the Shire of Narrogin considered CASA registration because it will incur an operational cost and ongoing effort to comply.

Provided the aerodrome is maintained to CAS MOS Part 139 standards and the Gliding Club and Aero Club management conduct their operations in a safe professional manner the risk to the Shire as aerodrome operator is very low.

Never the less it is important that the Shire of Narrogin carries Public Liability cover (termed Aerodrome Operators Liability) insurance for its protection. Subject to professional advice it may also be appropriate to have published both at the aerodrome and on the Shire's web site a disclaimer to ensure all users of the aerodrome accept their own liability when using the aerodrome.

These are operational considerations not master planning however these consideration do arise as a consequence of considering the appropriate categorisation for Narrogin aerodrome.

Narrogin aerodrome is currently an Aeroplane Landing Area (ALA) with physical standards that are considered compliant to CASA MOS 139, although not regularly inspected. Its operations are essentially private between the Shire and the permitted users.

Table 6.1 Aerodrome Categories - CASR Part 139 Defined

Aerodrome Categories & Considerations	Certified Aerodrome	Registered Aerodrome	Other Aerodrome Operations > 9 but ≤ 30 passengers	Other Aerodrome Operations CASA Reg. 135 (proposed)
Maximum level of service provided	RPT or frequent charter with more than 30 passengers	RPT or frequent charter with less than 30 passengers	Not Certified or Registered but served by RPT or by charter operations at least once per week.	
Who is responsible for certification/registration?	CASA	CASA Approved Person to confirm standards	AOC Holder Responsibility	AOC Holder Responsibility
Where are the standards defined?	MOS	MOS Same standards as certified aerodrome	MOS	MOS Chap 13
Is an aerodrome manual required?	Yes	No	No	No
Is a Safety Management System required?	Yes	No	No	No
Is an Aerodrome Technical Inspection required?	Yes	No	No	No
Is an Aerodrome Safety Inspection required?	No	Yes, if RPT or charter op's is with more than 9 pax seat aircraft	Yes	No
Is a Trained Reporting Officer required?	Yes	Yes	Yes	AOC Holder Responsibility
Are aerodrome details accessed through the NOTAM system?	Yes	Yes	No	No
Is the aerodrome operator required to monitor obstacles?	Yes	Yes	AOC Holder Responsibility	AOC Holder Responsibility

Can instrument non-precision approach (NPA) procedures be made available?	Yes	Yes	No	No
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Notes:

1. RPT is Regular Public Service
2. NOTAM is Notice to Airman

## 7.0 EXTERNAL PLANNING REQUIREMENTS

### 7.1 General

As Narrogin airport is an important and integral infrastructure facility for the community as a whole it needs zoning protection and zoning to enable the typical activity that occurs on airports.

This Narrogin Airport Master Plan establishes expectations for ultimate development on the site and outlines the nature of existing operations. The aerodrome is projected to continue to serve the general aviation flying fraternity, rather than passenger air transport activity.

The design aircraft is the Dash 8-100/200/300 series and master planning for the aerodrome infrastructure is based on its Aerodrome Reference Code 2C criteria.

The airport planning statement for ultimate development has also considered the impact on the immediate external environment of the airport.

### 7.2 Building Height Control

The airport's aerial contours or Obstacle Limitation Surfaces (OLS's) define the areas that must be protected from the infringement of structures for the safe operation of aircraft at Narrogin airport.

The Narrogin airport OLS drawings depict the proposed ultimate development of the airport and form a part of this master plan.

The OLS plans are aerial contours that define the top height above AHD datum to which new structures should be limited. Any structure or ground surface that exceeds the OLS height is a penetration and term an obstacle.

The revised development plan for this master plan review has not created additional constraint on the external land use.

It is highly desirable that the Shire of Narrogin implement planning controls to manage the height of structures proposed for erection around the airport encompassing the full extent of the OLS surfaces depicted by the plans.

### 7.3 Aircraft Noise

Aircraft noise can become a community concern and an environmental consideration where the flight paths are directly over a township or residence.

Narrogin is fortunate in that its airport is situated 8 km out of town and because aircraft noise is very confined to flight paths and immediate proximity of runway ends it is unlikely to warrant specific development planning issues. The land surrounding

the airport is presently zoned 'Rural' under the Shire of Narrogin's Town Planning Scheme and this is a compatible zoning.

An Australian Noise Exposure Forecast (ANEF) has not been prepared as a part of this master plan for Narrogin airport because the rural land use surrounding the airport is deemed compatible to airport development in accordance with AS 2021 "Acoustics - Aircraft Noise Intrusion – Building Siting and Construction".

Typically, GA airports have a high (estimated 90%) utilisation level during day light hours when there is increased tolerance of sound levels.

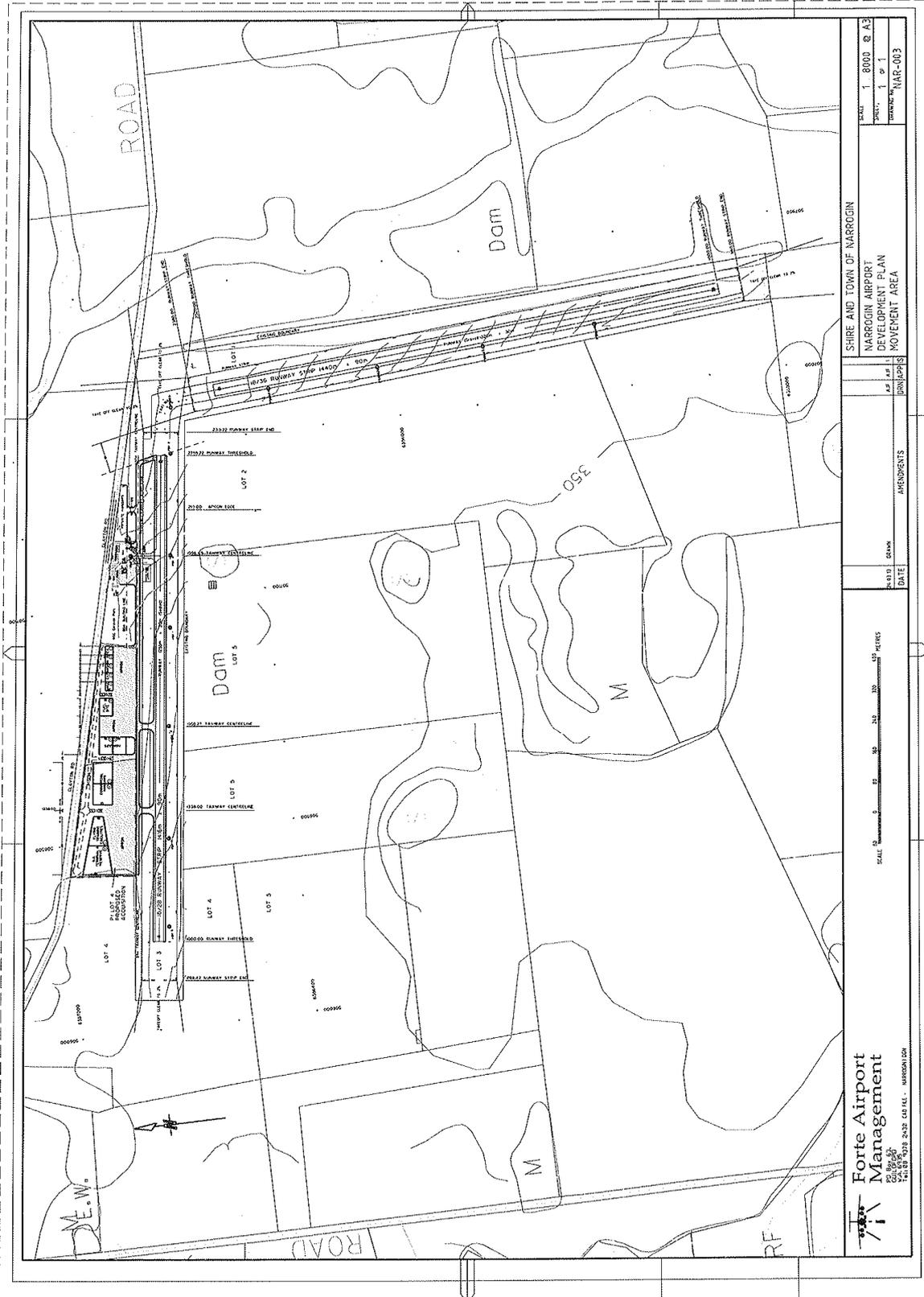
Even under very high GA traffic use (for example, Jandakot airport) ANEF contours will typically extend from the aligned approach/departure for the runways and extend no more than 3 km from the runway strip ends with minimal lateral exposure. This is for an aerodrome with several hundred thousand aircraft movements per annum.

An ANEF prepared for an airport is only to be used as a guide for planners dealing with land zone change in the immediate area. The preparation of an ANEF is not warranted at Narrogin airport.

In general terms it is desirable that existing rural external land use be retained in the direct alignment of the runways for at least 3 km from the runway ends.

Also, as training aircraft typically circuit an airport runway some 1.0-1.5 km out from the runway alignment to intersect the approach centreline to conduct a landing or "touch and go" it is desirable that zoning out to at least 1.5 km from the parallel's of the runway, be retained rural.

A Local Structure Plan may be an appropriate means of stating the extent of protected use for the airport and at the same time establish areas suitable for other activities, such as industry or special rural as the case may be.



SHIRE AND TOWN OF NARROGIN  
 NARROGIN AIRPORT  
 DEVELOPMENT PLAN  
 MOVEMENT AREA

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 DRAWN BY [Name]  
 CHECKED BY [Name]

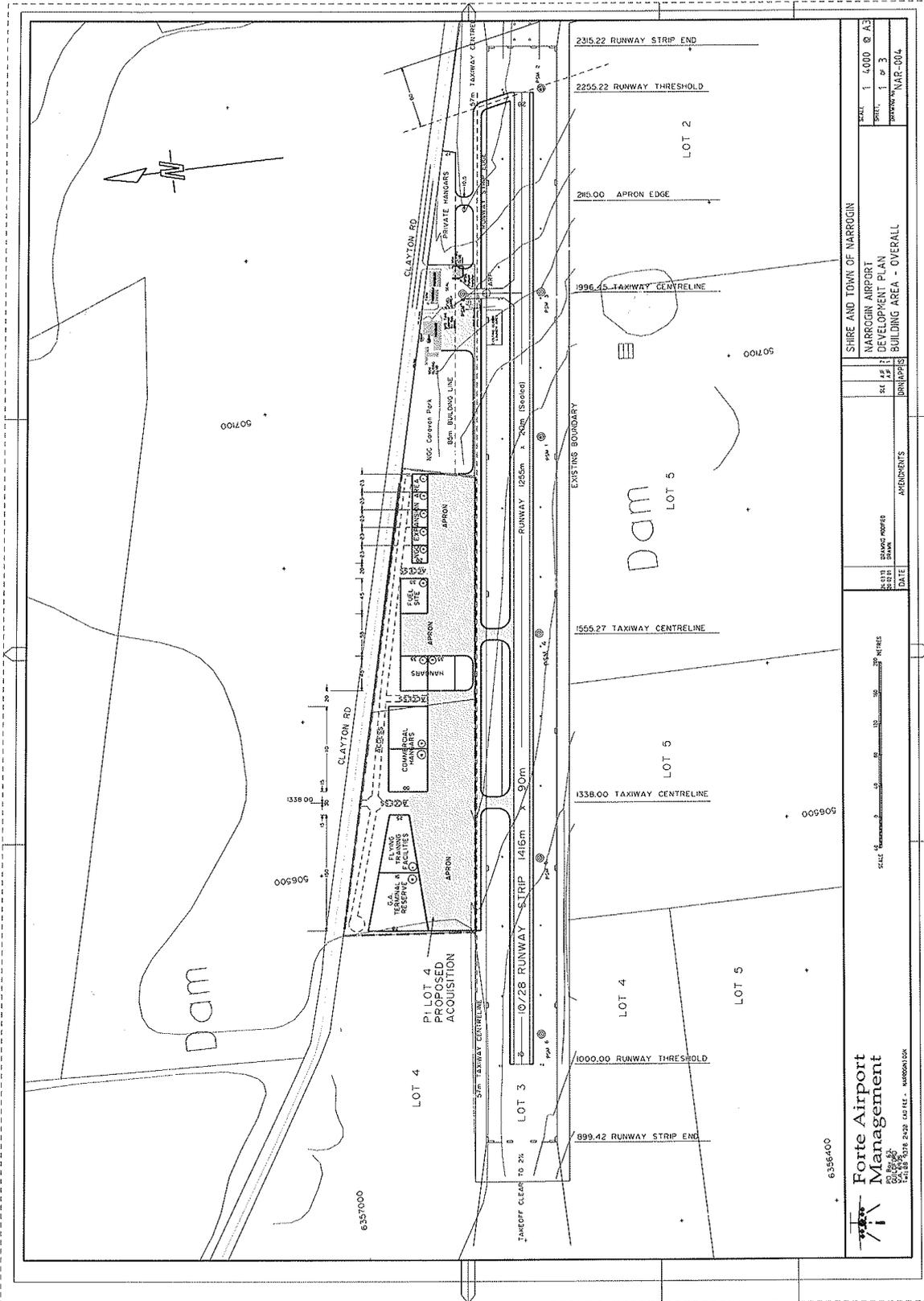
AMENDMENTS  
 DATE [Date]  
 DRAWN BY [Name]  
 CHECKED BY [Name]

SHIRE AND TOWN OF NARROGIN  
 NARROGIN AIRPORT  
 DEVELOPMENT PLAN  
 MOVEMENT AREA

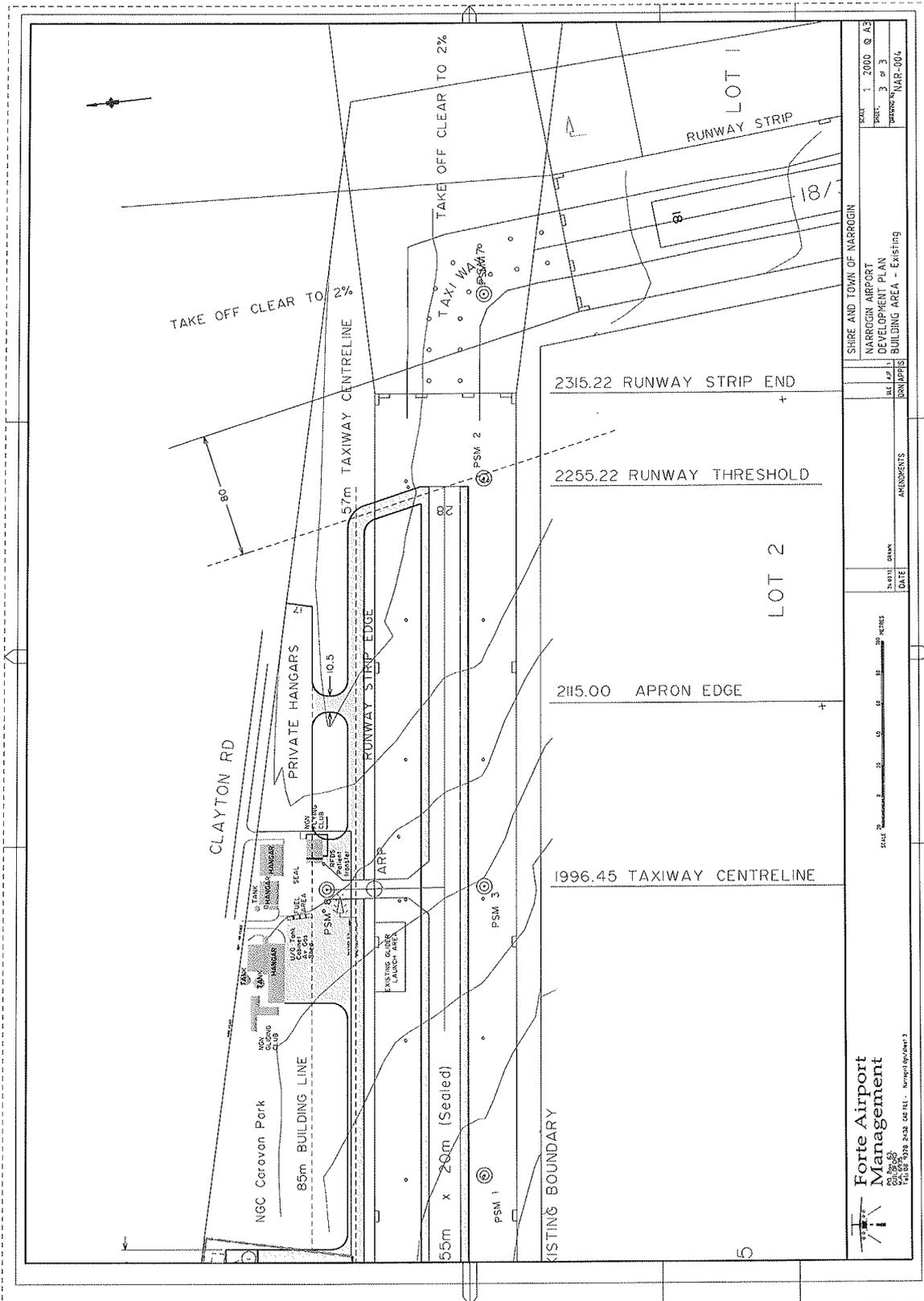
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 DRAWN BY [Name]  
 CHECKED BY [Name]

SHIRE AND TOWN OF NARROGIN  
 NARROGIN AIRPORT  
 DEVELOPMENT PLAN  
 MOVEMENT AREA

SHIRE AND TOWN OF NARROGIN  
 NARROGIN AIRPORT  
 DEVELOPMENT PLAN  
 MOVEMENT AREA







SHIRE AND TOWN OF NARROGIN  
 NARROGIN AIRPORT  
 DEVELOPMENT PLAN  
 BUILDING AREA - EXISTING

Scale: 1:2000 @ A3  
 Sheet: 3 of 3  
 Drawing: NAR-004

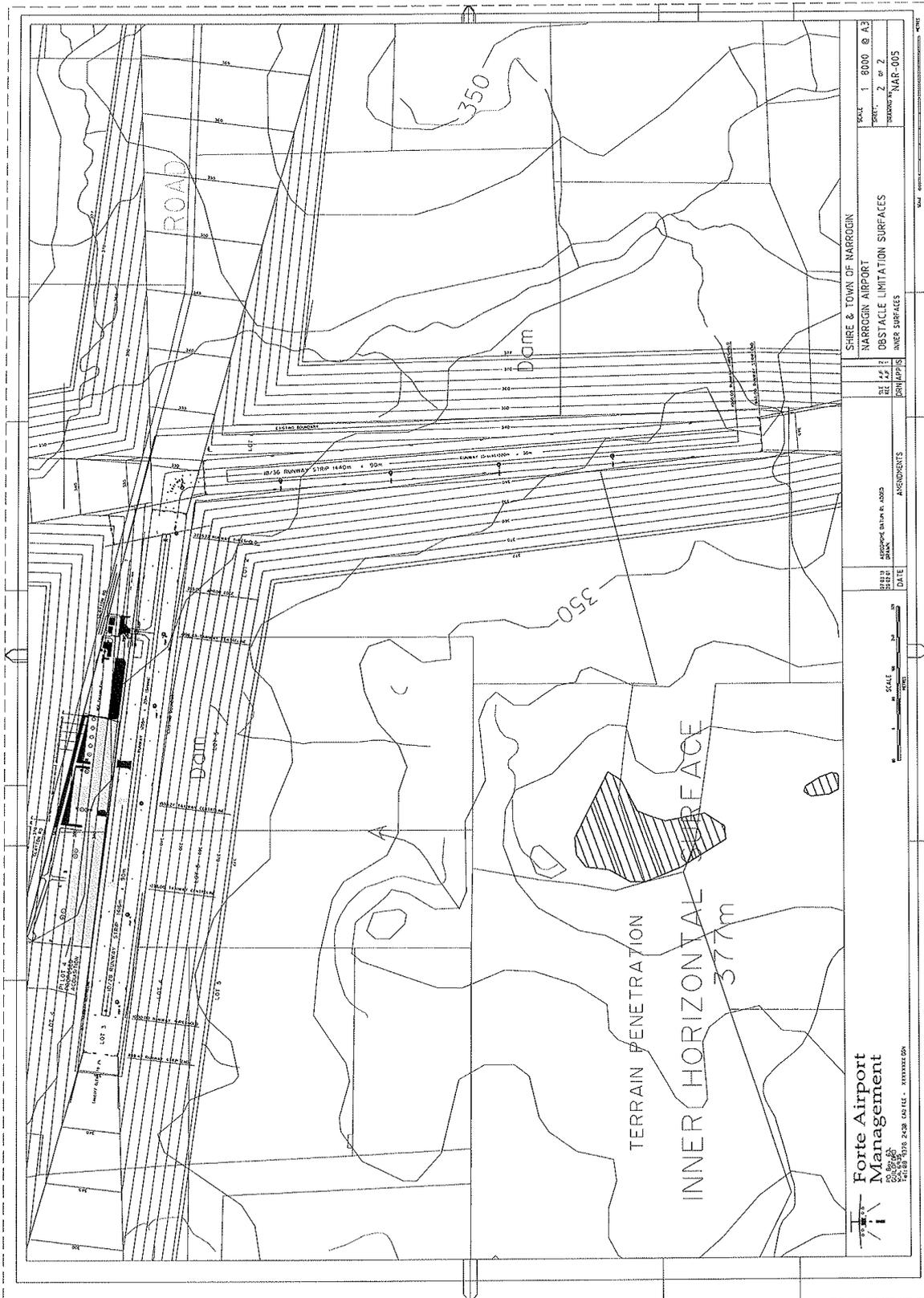
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FORTE AIRPORT  
 Management  
 PO Box 53  
 Narrogin WA 3405  
 08 9425 2122 Fax 08 9425 2123





## 10.1.799 PROPOSED PURCHASE OF LAND FOR AIRPORT EXPANSION

**File Reference:** 5.4.34  
**Disclosure of Interest:** Nil  
**Applicant:** N/A  
**Previous Item Nos:** 10.1.798  
**Date:** 19 June 2013  
**Author:** Brian Robinson, Director Technical & Environment Services

**Attachments:** Draft Memorandum of Understanding

### Summary:

Council is requested to consider endorsing a Memorandum of Understanding and make an allocation for funds within the 2013/14 budget to facilitate the purchase of additional land abutting the Narrogin Airport, allowing for the facilities future expansion/consolidation.

### Background:

The development potential of the existing airport land has been maximised. In order to cater for future consolidation of the airport and establishment of complementary development, additional land is therefore required. To this end, the Town and Shire have for several years been considering the purchase of additional land.

A revised Master Plan has been prepared to guide the future development of the Narrogin Airport (refer item 10.1.798). This plan confirms that the most suitable area for expansion is an 8.1ha area to the west of the existing Narrogin Gliding Club facilities.

Chief Executive Officers from both the Town and Shire have met with the owner of the land who has indicated a willingness to sell the portion of land in question. However, as the parcel forms part of a larger landholding (66.8ha), a subdivision of the land is required.

Given the time required to complete a subdivision process, the Narrogin Airport Committee has recommended that the Town and Shire enter into a Memorandum of Understanding with the landowner to facilitate the sale.

### Comment:

The Memorandum of Understanding which will be valid for a period of 12 months, will formalise an agreement between the Town, Shire and the landowner for the Town/Shire to acquire the land at a rate of \$5,000/ha, subject to the necessary approvals being obtained.

The MOU places an obligation on the Town and Shire to meet all costs associated with surveying subdivision and transfer of the land. In turn, the owner of the land is obliged not to sell the land to any other party. The owner will also be obliged to accept a caveat on the title of their property to recognise the Town and Shire's interest in the 6-8.1ha portion of land.

### Consultation:

The Town and Shire of Narrogin Airport Committee

**Statutory Environment:** Local Government Act

**Policy Implications:** Nil

**Financial Implications:**

Unless suitable grant funding is obtained, it is estimated that the following costs will be incurred through the acquisition process:

- A Land Cost of between \$32,500 and \$40,500; and
- Up to \$10,000 for Western Australian Planning Commission application fees, surveying, title preparation and conveyance/settlement fees.

On the above basis, Council will be requested to consider making an allocation of \$25,000 (being 50% of the costs) toward the land acquisition and associated costs during the 2013/14 financial year.

**Strategic Implications:**

Acquisition of the land, as proposed, will facilitate the future development of the Airport and its associated infrastructure, in accordance with the recommendations of the draft 2013 Narrogin Airport Master Plan.

In order to minimise issues with the process, it is recommended that the subject area of land is excised from Lot 4 and incorporated into the existing airport landholding. This will ensure that no new/additional lots will result from the land acquisition and will maximise the potential for the proposed subdivision/amalgamation to be approved by the Western Australian Planning Commission.

**Voting Requirements:** Simple Majority

**OFFICER'S RECOMMENDATION**

**That Council:**

- 1 Endorse the Memorandum of Understanding relating to the purchase of between 6.5 to 8ha of land forming Part Lot 4 Clayton Road for expansion of the Narrogin Airport landholding;**
- 2 Request the Chief Executive Officer ensure that an amount of \$25,000 is included in the draft 2012/13 annual budget for the completion of the land acquisition detailed in point No 1 above; and**
- 3 Advise the Shire of Narrogin that it is recommended the proposed subdivision process be undertaken with a view to incorporating the additional land into the existing Title for the Narrogin Airport, ensuring that no additional lots will result from the subdivision process. This will, in the opinion of Council, be the most expedient process and will maximise the potential for subdivision/amalgamation to be approved by the Western Australian Planning Commission.**

Council Resolution: 0613.121

Moved: Mayor Russell

Seconded: Cr Paternoster

That Council:

- 1 Endorse the Memorandum of Understanding relating to the purchase of between 6.5 to 8ha of land forming Part Lot 4 Clayton Road for expansion of the Narrogin Airport landholding;
- 2 That an amount of \$25,000 is included in the draft 2012/13 annual budget for the completion of the land acquisition detailed in point No 1 above; and
- 3 Advise the Shire of Narrogin that it is recommended the proposed subdivision process be undertaken with a view to incorporating the additional land into the existing Title for the Narrogin Airport, ensuring that no additional lots will result from the subdivision process. This will, in the opinion of Council, be the most expedient process and will maximise the potential for subdivision/amalgamation to be approved by the Western Australian Planning Commission.

**CARRIED: 6/0**

*Note Reason For Change: To remove the quotation to the Chief Executive Officer.*

## **MEMORANDUM OF UNDERSTANDING**

### **Parties to MOU**

The Shire of Narrogin and Town of Narrogin located at: 43 Federal Street, Narrogin WA 6312 and 89 Earl Street respectively.

### **AND:**

William Francis Moore located at: 28 Sydney Hall Way, Narrogin WA 6311

### **Purpose**

1. The purpose of this Memorandum of Understanding (MOU) is to formalise the agreement of the parties that they have already negotiated in relation to the offer to purchase approximately 6.5 to 8.0 hectares of land, for a future expansion of the Narrogin Airport precinct, identified as being part of Lot 4 Diagram 64370 Clayton Road, Narrogin WA and as marked on the Landgate and subdivision images attached (the Land).

### **Objective**

2. The objective of the MOU is to demonstrate in writing through a formal agreement between the parties that the Shire of Narrogin and Town of Narrogin are prepared to offer \$5,000 per hectare for the purchase (the purchase) of the Land subject to:
  - a. The approval for Subdivision/Amalgamation being obtained from the Western Australian Planning Commission;
  - b. Planning/Development Approval for the expansion of the Narrogin Airport precinct being obtained from the Shire of Narrogin.

### **Obligations of the Shire of Narrogin and Town of Narrogin**

3. Will jointly meet all costs relevant to the surveying, subdivision, planning/development approval, title transfer and purchase of the Land;
4. Will exercise due diligence in a meaningful time frame;

### **Obligations of the Land Owner:**

5. Accept that processes are required to be completed to allow for the subdivision/amalgamation, sale and transfer of the Land;
6. Will retain the Land for sale to the Shire of Narrogin and Town of Narrogin whilst this MOU remains current;
7. Do by this MOU pledge their right of title and interest in the Land so as to create a caveatable interest in the Land for the Shire of Narrogin and Town of Narrogin.

**Mutual Obligations of both parties:**

8. They will use their best endeavours and fully collaborate to have the abovementioned approvals in place within 365 days from the date of this MOU, on the basis that this MOU is of no legal effect and cannot achieve legal status unless it is executed by all parties by 31 July 2013;
9. They agree that the progress of the processes required is to be reviewed at the conclusion of that 365 day period;
10. They agree that if at the end of that 365 day period one or more of the abovementioned approval for Subdivision/Amalgamation and Planning/Development approval has or have been denied, the parties are thereupon discharged from further proceeding with the purchase, except that the Shire of Narrogin and Town of Narrogin is to lodge a withdrawal of any caveat lodged by the Shire of Narrogin and Town of Narrogin against the title to the Land within the ensuing 30 days;
11. They agree that if by the end of that 365 day period none of the abovementioned approval for Subdivision/Amalgamation and Planning/Development approval have been denied and one or other of those approval processes are still continuing, the parties will extend the process of seeking those approvals by a further 90 days;
12. They agree that if by the end of that 90 day period one or more of the abovementioned approval for Subdivision/Amalgamation and Planning/Development approval has or have been denied or still not given, the parties are thereupon discharged from further proceeding with the purchase, except that the Shire of Narrogin and Town of Narrogin is to lodge of withdrawal of any caveat lodged by the Shire of Narrogin and Town of Narrogin against the title to the Land within the ensuing 30 days;
13. They agree that if during the said 365 days or during the said further 90 days all required approvals have been obtained, the parties are thereupon to proceed to settlement within the 28 days from the date of the last of those approvals within the relevant period. At settlement the Shire of Narrogin and Town of Narrogin will provide the Land Owner with a bank cheque for the agreed amount in exchange for receiving from the Land Owner the duplicate certificate of title for the Land and a registrable transfer of the Land in favour of all the Shire of Narrogin and Town of Narrogin as tenants in common in equal shares.

## **10.1.800 PROPOSED ROAD CONSTRUCTION AND MAINTENANCE PROGRAMS**

**File Reference:** 28.1.1  
**Disclosure of Interest:** Nil  
**Applicant:** N/A  
**Previous Item Nos:** Nil  
**Date:** 21 June 2013  
**Author:** Brian Robinson, Director Technical & Environmental Services

**Attachments:** Five Year Significant Road Program  
Seven Year Local Road Construction/Maintenance Program

### **Summary:**

Council is requested to endorse the road construction programs for both Significant and Local Roads within the Town of Narrogin. Once approved, these programs will form the basis for future budgets and funding applications.

### **Background:**

Council's previous road construction program was due to expire in 2013/14. Examination of that program revealed that it had not been updated and that many of the planned works were not undertaken.

The program has now been revised to create two separate programs, being

- A Significant Roads program, which is undertaken using Regional Road Group funding (including a one third contribution from Council); and
- A Local Road construction/maintenance program using all other potential funding sources including the Roads to Recovery Program.

### **Comment:**

Given budget and other funding constraints it is simply not possible for the Town to complete a maintenance and reconstruction program for all roads within the Town over a 5-7 year period. For this reason, works must be prioritised. A greater level of interim maintenance must also be undertaken to extend the life of some roads.

The programs as presented to Council have been prepared on a realistic basis, prioritising those roads that are approaching the end of their working life.

Roads identified within the initial two year period have been selected on the basis that these roads have more recently required a greater level of maintenance.

### **Consultation:**

The Town Foreman, Chief Executive Officer, Director of Corporate and Community Services and the Mayor have been consulted during the preparation of the programs.

**Statutory Environment:** Local Government Act

**Policy Implications Nil**

**Financial Implications:**

It must be noted that implementation of the program is dependent on the budget process and the availability of other funding.

As demonstrated by the total expenditure being proposed, it will be necessary for Council to increase the level of funding available for road maintenance and construction over the period of the program. This will ensure that all roads within the Townsite are maintained to an appropriate standard.

**Strategic Implications:**

A commitment to implement the road programs as submitted to Council is required in order to ensure that the useful life of roads within the Town are maximised and that reconstruction occurs in a timely manner. Failure to adhere to the program would most likely result in the need to undertake more comprehensive and expensive road construction in the future.

**Voting Requirements:** Simple Majority

<b>Council Resolution: 0613.122</b>
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**Moved: Cr Ballard**

**Seconded: Cr Russell**

That Council:

1. Endorse the Five Year Significant Road Construction Program and Seven Year Local Road program as submitted;
2. Acknowledge that variations to the program will be required from time to time to address on ground developments and/or budget/funding constraints.
3. Have regard to the programs referred to in point 1 above in forming the annual budget.

**CARRIED: 6/0**



TOWN OF NARROGIN - SEVEN YEAR ROAD PROGRAMME - 2013 - 2019

Road No	Road Name	Condition	From Street and SLK	To Street and SLK	Length	Width	Work area (m <sup>2</sup> )	Cost	Reseal	Maint	Recon	2nd coat	Funding Source	Works Summary - Type of Works to be performed	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019 on	
1	FORTUNE ST	2	Fairway 0.00	Federal 0.06	60	10.5	630	\$3,150	x					Patching and resal							\$3,150	
1	FORTUNE ST	2-3	Federal 0.6	Earl 0.29	230	10.5	2415	\$48,300	x					Patching and asphalt		\$48,300.00						
1	FORTUNE ST	3-4	Williams 0.80	Earl 0.29	220	12.5	2750	\$27,500	x				R2R	Patching and resal	\$27,500.00							
2	EARL ST SOUTH	1-3	Moss 0.00	Mid block 0.80	800	7.4	5920	\$29,600	x					Patching and resal		\$29,600						
2	EARL ST SOUTH	1-3	Mid block 0.80	Harris 1.00	200	11.6	2320	\$11,600	x					Patching and resal	\$11,600.00							
3	FORREST ST	2	Federal 0.00	Narrakine 1.26	1260	11.6	14616	\$14,616	x					Patching	\$14,616.00							
4	DONEY ST	2-3	Gordon 0.00	Gray 0.96	960	11.7	11232	\$56,160	x					Patching and resal		\$56,160.00						
5	GORDON ST	2-3	Doney 0.00	Fox 0.49	490	10.7	5243	\$26,215	x					Patching and resal		\$26,215						
6	ENSGN ST	2-3	Federal 0.00	Gyde 0.42	420	11	4620	\$23,100	x					Patching and resal							\$23,100	
6	ENSGN ST	2-3	Gyde 0.42	Narrakine 1.23	810	9.7	7867	\$39,285	x					Patching and resal						\$39,285		
6	ENSGN ST	5	Narrakine 1.23	Floyed 1.56	390	8	2640	\$13,200	x					Patching and resal				\$13,200				
7	DAGLISH ST	3-4	Williams 0.00	Clayton 1.16	530	11.6	6148	\$30,740	x					Patching and resal			\$30,740					
8	LUKIN ST	gravel			0	0	0	\$0														
9	MACBEATH RD	n/a			0	0	0	\$0														
10	FURNIVAL ST	5	Fairway 0.07	Federal 0.16	90	10	900	\$9,000	x					Patching and resal				\$10,000	\$51,800			
10	FURNIVAL ST	2	Federal 0.16	Scott 1.19	1030	12	12360	\$61,800	x					Patching and resal			\$10,000					\$11,040
10	FURNIVAL ST	3	Scott 1.19	Narrakine 1.43	240	9.2	2208	\$11,040	x					Patching and resal								
11	FALCON ST	5	Fairway 0.00	Federal 0.08	80	8	640	\$3,200	x					Patching and resal		\$3,200						
11	FALCON ST	2	Federal 0.08	Earl 0.30	220	8	1760	\$8,800	x					Patching and resal		\$8,800						
11	FALCON ST	4	Earl 0.30	Gyde 0.52	280	8	1760	\$8,800	x					Patching and resal		\$8,800						
11	FALCON ST	2-3	Gyde 0.52	Floreat 0.91	390	8	3120	\$15,600	x					Patching and resal		\$15,600						
12	FELSPAR ST	2	Francis 0.00	Floreat 1.07	1070	8.7	9309	\$46,545	x					Patching and resal				\$46,545				
12	FELSPAR ST	2-3	Floreat 1.07	Narrakine 1.51	440	11.6	5104	\$25,520	x					Patching				\$25,520				
13	GLYDE ST	2	Moss 0.00	Felspan 0.15	150	6.8	1020	\$5,100	x					Patching and resal		\$5,100.00						
13	GLYDE ST	4	Felspan 0.15	Felspan 0.30	150	11	1650	\$8,250	*					Patching and resal								
13	GLYDE ST	3-4	Forrest 0.30	Furnival 0.46	160	8.6	1376	\$6,880	x					Patching and resal		\$6,880.00						
13	GLYDE ST	2	Furnival 0.46	Falthom 0.73	270	8.2	2214	\$11,070	x					Patching and resal						\$11,070		
13	GLYDE ST	5	Falthom 0.73	Fortune 0.85	120	8.2	984	\$4,920	x					Patching and resal								
13	GLYDE ST	2	Fortune 0.85	Clayton 1.25	400	8.2	3280	\$16,400	x					Patching and resal						\$16,400		
14	NORTHWOOD ST	1-2	Gordon 0.00	GS Hwy 0.35	350	12.2	4270	\$21,350	x					Patching and resal						\$21,350		
14	NORTHWOOD ST	1	GS Hwy 0.35	Hillman 0.52	270	9.7	2619	\$13,095	x					Patching and resal								
14	NORTHWOOD ST	1	Hillman 0.52	Roe 1.00	480	8.9	4272	\$21,360	x					Patching and resal				\$21,360				
14	NORTHWOOD ST	3	Roe 1.00	Fox 1.25	250	8.9	2225	\$11,125	x					Patching and resal				\$11,125				
15	FOX ST	1	Gordon 0.00	Cul De Sac 0.40	400	10.4	4160	\$20,800	x					Patching and resal						\$20,800		
15	FOX ST	5	Garfield 0.52	Northwood 1.22	880	10.4	9152	\$45,760	x					Patching and resal								\$45,760
16	BANNISTER ST	1	GS Hwy 0.08	Bunbury 0.95	870	8.2	7134	\$35,670	x					Patching and resal						\$35,670		
17	FLOYD ST	3	Lock 0.00	Clayton 0.30	300	7.5	2250	\$11,250	x					Patching and resal								
18	GRAY ST	2-3	Kipling 0.00	Homer 0.59	590	12.2	7076	\$35,380	x					Repair failure		\$35,380.00						
19	HARRIS ST	2	Rowley 0.00	Earl 0.16	160	8.4	1344	\$6,720	x					Patching and resal				\$6,720				
20	SMITH ST	3-4	Federal 0.00	ANZ bank 0.10	110	6.5	715	\$10,725	x					Repair Failure								
20	SMITH ST	3-4	ANZ bank 0.10	Earl 0.22	110	6.5	715	\$10,725	x					Patching and resal	\$10,725.00							
21	ROWLEY ST	4-5	Fortune 0.00	Egerton 0.14	140	8.6	1204	\$6,020	x					Patching and resal				\$6,020				
22	GARFIELD ST	1-2	Doney 0.00	Kipling 0.27	270	12.3	3321	\$16,605	x					Patching and resal						\$16,605		
22	BUNBURY ST	5	Doney 0.00	Homer 0.59	590	12.2	7076	\$35,380	x					Repair failure								
23	BUNBURY ST	5	Doney 0.00	Homer 0.59	590	12.2	7076	\$35,380	x					Repair failure								
24	HOMER ST	4-5	Health 0.00	Havelock 0.22	220	11.4	2508	\$25,080	x					Patching and resal						\$25,080		
24	HOMER ST	3-3	Havelock 0.22	Argus 0.44	220	11.4	2508	\$25,080	x					Patching and resal						\$25,080		
24	HOMER ST	3-4	Argus 0.44	Gray 0.77	380	11.4	3762	\$9,405	x					Patching and resal								\$9,405
25	HAVELOCK ST	3-4	Failure bridge # 3142		100	7.5	750	\$3,750	x					Patching and resal								\$3,750
25	HAVELOCK ST	2-3	Lavater 0.00	Walker 0.56	560	7.5	4200	\$21,000	x					Patching and resal						\$21,000		

Road No.	Road Name	Condition	Works Section										Works Summary - Type of Works to be performed	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019 on				
			From Street and SLK	To Street and SLK	Length	Width	Work area (m <sup>2</sup> )	Cost	Reseal	Maint	Pavem	Funding Source												
25	HAVELOCK ST	1-2	Walker 0.56	Doney 1.72	1160	10.5	12180	\$60,900	x					\$10,000.00	\$50,900.00									
26	GREGORY ST	2	Federal 0.00	Earl 0.18	180	7	1260	\$6,300	x					\$6,300.00										
27	GRANT ST	2,3	Gordon 0.00	Garfield 0.26	260	9.7	2522	\$12,610	x					\$12,610.00										
27	GRANT ST	3	Garfield 0.26	Moore 0.48	220	9.7	2134	\$10,670	x					\$10,670.00										
27	GRANT ST	1-2	Moore 0.48	Burness 0.71	230	9.7	2231	\$11,155	x					\$11,155.00										
28	GRANT ST	4-5	Gray 0.83	Gray 0.88	220	9.7	2134	\$10,670	x					\$10,670.00										\$10,670
28	HANSARD ST	1-2	Hartoge 0.00	Gray 0.88	880	8.1	7128	\$35,640	x					\$35,640.00										\$35,640
29	BURNS ST	3	Doney 0.00	Kipling 0.27	270	11.2	3024	\$15,120	x					\$15,120.00										
30	FAIRWAY ST	2	Federal 0.00	Left curve 0.14	140	10.1	1414	\$7,070	x					\$7,070.00										\$7,070
30	FAIRWAY ST	5	Left curve 0.14	Felspar 0.24	100	10.1	1010	\$5,050	x					\$5,050.00										\$5,050.00
30	FAIRWAY ST	2	Felspar 0.24	Leake 0.46	220	10.1	2222	\$11,110	x					\$11,110.00										\$11,110
30	FAIRWAY ST	5	Leake 0.46	Fortune 0.95	490	12	5880	\$29,400	x					\$29,400.00										\$29,400.00
31	HARTOGIE ST	3	Kipling 0.00	Hansard 0.16	160	7.5	1200	\$18,000	x					\$18,000.00										\$18,000.00
31	HARTOGIE ST	5	Hansard 0.16	Cut Die Sac 0.23	70	7.5	525	\$7,875	x					\$7,875.00										\$7,875.00
32	JERSEY ST	1	Glyde 0.18	Johnston 0.38	200	10.9	2180	\$10,900	x					\$10,900.00										\$10,900.00
32	JERSEY ST	1-2	Johnston 0.38	Daqlish 0.58	200	8.7	1740	\$8,700	x					\$8,700.00										\$8,700.00
33	LOCK ST	2	Daqlish 0.58	Floyed 0.75	750	12	9000	\$45,000	x					\$45,000.00										\$45,000
33	LOCK ST	5	Floyed 0.75	SLK 0.95	200	12	2400	\$12,000	x					\$12,000.00										\$12,000
33	LOCK ST	1-2	SLK 0.95	Leifroy 0.00	95	12	1140	\$5,700	x					\$5,700.00										\$5,700
34	JOHNSTON ST	2-3	Clayton 0.00	Jersey 0.27	270	11.6	3132	\$15,660	x					\$15,660.00										\$15,660
34	JOHNSTON ST	2	Jersey 0.27	Williams 0.46	190	11.6	2204	\$11,020	x					\$11,020.00										\$11,020
34	JOHNSTON ST	3,4	Williams 0.46	Falcon 0.64	180	11.6	2088	\$10,440	x					\$10,440.00										\$10,440
36	FATHOM ST	4,5	Earl 0.00	Johnston 0.34	340	11	3740	\$18,700	x					\$18,700.00										\$18,700
37	HALE ST	2	Homer 0.00	Herald 0.38	380	10.4	3952	\$19,760	x					\$19,760.00										\$19,760
38	ARGUS ST	5	Doney 0.00	Homer 0.31	310	8.7	2697	\$13,485	x					\$13,485.00										\$13,485
38	ARGUS ST	3,4	Homer 0.31	Herald 0.44	130	11.3	1469	\$7,345	x					\$7,345.00										\$7,345
38	ARGUS ST	2,3	Herald 0.44	Palmer 0.31	430	11.3	4859	\$24,295	x					\$24,295.00										\$24,295
39	ROE ST	2	Kipling 0.00	Bannister 0.36	360	7.5	2700	\$13,500	x					\$13,500.00										\$13,500
40	HEATH ST	2-3	Doney 0.00	Homer 0.31	310	12.1	3751	\$18,755	x					\$18,755.00										\$18,755
41	DALE ST	2-3	Kipling 0.00	Fox 0.25	250	9	2250	\$13,500	x					\$13,500.00										\$13,500
42	HILLMAN ST	1,2	Kipling 0.00	Fox 0.25	250	7.4	1850	\$9,250	x					\$9,250.00										\$9,250
43	MOORE ST	2-3	Kipling 0.00	Doney 0.27	270	10.5	2895	\$14,175	x					\$14,175.00										\$14,175
44	ANDREWS ST	4-5	Floyed 0.00	Clark 0.27	270	9.3	2511	\$12,555	x					\$12,555.00										\$12,555
45	CLARK ST	4	Clayton 0.00	Ashworth 0.20	200	9.7	1940	\$9,700	x					\$9,700.00										\$9,700
46	ASHWORTH CR	5	Andrews 0.00	Leifroy 0.31	310	9.7	3007	\$15,035	x					\$15,035.00										\$15,035
47	CLAYTON RD	1-2	Earl 0.00	Mid block 0.16	160	12.5	2000	\$10,000	x					\$10,000.00										\$10,000
47	CLAYTON RD	1-2	Mid block 0.16	Mid block 0.03	870	17.6	15312	\$76,560	x					\$76,560.00										\$76,560
47	CLAYTON RD	1-2	Mid block 1.03	Mid block 1.77	740	12	8880	\$44,400	x					\$44,400.00										\$44,400
48	FLOREAT ST	1-2	Mid block 1.77	Wiese 2.67	900	7.3	6570	\$32,850	x					\$32,850.00										\$32,850
48	FLOREAT ST	1-2	Falcon 0.00	Furnival 0.15	150	12.3	1845	\$9,225	x					\$9,225.00										\$9,225
48	FLOREAT ST	3	Furnival 0.15	Felspar 0.46	310	11.6	3596	\$17,980	x					\$17,980.00										\$17,980
48	FLOREAT ST	4,5	Felspar 0.46	Moss 0.56	100	12.3	1230	\$6,150	x					\$6,150.00										\$6,150
50	WATT ST	3	Johnston 0.00	Daqlish 0.20	200	11.2	2240	\$11,200	x					\$11,200.00										\$11,200
51	MOKINE RD	3,4	GS Hwy 0.00	Gibson 0.34	340	6.3	2142	\$10,710	x					\$10,710.00										\$10,710.00
51	MOKINE RD	4,5	Gibson 0.34	Lydeker 0.77	430	6.3	2709	\$13,545	x					\$13,545.00										\$13,545.00
52	PARK ST	5	Fairway 0.00	Federal 0.07	70	10.3	721	\$3,605	x					\$3,605.00										\$3,605
52	PARK ST	2	Federal 0.07	Earl 0.37	300	9.5	2850	\$14,250	x					\$14,250.00										\$14,250
53	GOLDSMITH ST	1	Fox 0.00	Bannister 0.12	120	7.7	924	\$4,620	x					\$4,620.00										\$4,620
54	FRANCIS ST	2	Furnival 0.00	Felspar 0.32	320	8	2560	\$12,800	x					\$12,800.00										\$12,800.00
55	MARSH ST	2-3	Havelock 0.00	Cullen 0.30	300	6.3	1890	\$9,450	x					\$9,450.00										\$9,450.00
56	MAY ST	2	Clayton 0.00	Mid block 0.40	400	8	3200	\$16,000	x					\$16,000.00										\$16,000.00
56	MAY ST	2	Mid block 0.40	Mid block 0.78	380	6.3	2394	\$11,970	x					\$11,970.00										\$11,970.00

Road No	Road Name	Condition	Works Section										2019 on							
			From Street and SLK	To Street and SLK	Length	Width	Work area (m <sup>2</sup> )	Cost	Reseal	Maint	Recon	2nd coat		Funding Source	Works Summary - Type of Works to be performed	2013/14	2014/15	2015/16	2016/17	2017/18
56	MAY ST	2	Mid block 0.78	Fleay 1.16	380	10.5	3990	\$19,950	x							\$19,950				
57	HARPER ST	1	Homar 0.00	Herald 0.38	380	9	3420	\$17,100	x								\$17,100			
58	WHITE RD	2	Lefroy 0.00	Mid section 0.30	300	7	2100	\$10,500	x										\$10,500	
59	SYDNEY HALL WAY	5	50% 0.00	Fleay 1.47	1170	4	4680	\$23,400	x										\$23,400	
60	BUTLER ST	3	50% 0.00	south sect 0.34	340	8.3	2822	\$14,110	x										\$14,110	
61	BUTLER ST	3	50% 0.00	east sect 0.34	340	8.3	2822	\$14,110	x										\$14,110	
62	BUTLER ST	3	50% 0.00	Homar 0.29	290	12	3480	\$17,400	x										\$17,400	
63	BUTLER ST	1-2	Homar 0.29	Herald 0.70	410	9	3690	\$18,450	x										\$18,450	
64	PALMER ST	3	Havelock 0.00	Savage 0.69	690	9	6210	\$31,050	x							\$31,050.00				
65	HORACE ST	2	Hale 0.00	Havelock 0.16	160	7.6	1216	\$6,080	x										\$6,080	
66	HORACE ST	2	Havelock 0.16	Harper 0.27	110	11.4	1254	\$6,270	x										\$6,270	
67	SALE ST	2	Federal 0.00	Earf 0.15	150	11.2	1680	\$8,400	x										\$8,400	
68	ESTON ST	5	Failures int Clayton&near Exeter		50	8	400	\$2,000	x										\$2,000	
69	ESTON ST	3	Failures at rail crossing	Exeter 0.18	180	8	1440	\$7,200	x										\$7,200	
70	BOOTH ST	5	Failure at rail crossing		100	8	800	\$12,000	x										\$12,000	
71	BOOTH ST	1	Havelock 0.00	Graham 0.39	390	7.5	2925	\$14,625	x										\$14,625	
72	DELLAR ST	2-3	May 0.00	Narrakine 0.36	360	8	2880	\$14,400	x										\$14,400	
73	DELLAR ST	gravel	Narrakine 0.36	to end																
74	CLOUGH PL	4-5	Ashworth 0.00	Cul De Sac 0.08	80	9.8	784	\$3,920	x										\$3,920.00	
75	JAMES ST	4	May 0.00	End of road 0.17	170	9	1530	\$7,650	x										\$7,650.00	
76	PITT ST	5	Forrest 0.00	Felisar 0.15	150	8	1200	\$6,000	x										\$6,000	
77	SCADDAN ST	4-5	Clayton 0.67	Cul De Sac 1.27	600	7.6	4560	\$22,800	x										\$22,800	
78	GRAINGER ST	1	Scaddan 0.00	Lefroy 0.40	400	7	2800	\$14,000	x										\$14,000.00	
79	GEORGE ST	4-5	Lefroy 0.00	Wiese 0.75	750	6.3	4725	\$23,625	x										\$23,625	
80	WIESE RD	2-3	George 0.00	End road 0.41	410	6.3	2583	\$12,915	x										\$12,915	
81	RANGE RD	1	Odgers 0.23	Boundary 1.33	1100	7.2	7920	\$39,600	x										\$39,600	
82	GRANITE RD	gravel			0	0	0	\$0											\$0	
83	GIBSON ST	2	Mokine 0.00	GS-High 0.66	660	6	3960	\$19,800	x										\$19,800.00	
84	GRAHAM RD	1	Gordon 0.00	Mokine 1.37	1370	9.4	12878	\$64,390	x										\$64,390	
85	OLDEN ST	5	Forrest 0.00	Furnwal 0.15	150	6.3	945	\$4,725	x										\$4,725	
86	LEWIS ST	2	Scott 0.00	Furnwal 0.21	210	6	1260	\$6,300	x										\$6,300	
87	MCGORMICK WY	2	Forrest 0.00	Cul De Sac 0.18	180	8.5	1530	\$7,650	x										\$7,650	
88	JOHN ST	gravel			0	0	0	\$0											\$0	
89	CULLEN ST	gravel			0	0	0	\$0											\$0	
90	HALO ST	n/a			0	0	0	\$0											\$0	
91	CAMM ST	2-3	Harper 0.00	Argus 0.10	100	7.3	730	\$3,650	x										\$3,650	
92	SAGAR ST	gravel			0	0	0	\$0											\$0	
93	KEALEY	3	Doney 0.00	Kealey 0.16	160	6.9	1104	\$5,520	x										\$5,520	
94	KEALEY	5	Sagar 0.14	200m east 0.34	200	3.7	740	\$3,700	x										\$3,700	
95	QUIGLEY ST	gravel	Narrakine 0.00	220m to bus co	220	7.6	1672	\$41,800	x										\$41,800	
96	QUIGLEY ST	2-3	May 0.00	SLK 0.12	120	8	960	\$24,000	x										\$24,000	
97	SHORT ST	2	Lock 0.00	Hough 0.10	100	9.5	950	\$4,750	x										\$4,750	
98	HOUGH ST	2-3	Narrakine 0.00	Short 0.59	590	9.4	5546	\$27,730	x										\$27,730	
99	YALE PL	2-3	Lock 0.00	Hough 0.10	100	9.4	940	\$4,700	x										\$4,700	
100	HUGHES ST	2	Lock 0.00	Ensign 0.15	150	9.4	1410	\$7,050	x										\$7,050	
101	WALKER RD	gravel			0	0	0	\$0											\$0	
102	NA	n/a			0	0	0	\$0											\$0	
103	CRESSWELL ST	1-2	Gray 0.00	Cul De Sac 0.11	110	5	550	\$2,750	x										\$2,750	
104	NA	n/a			0	0	0	\$0											\$0	
105	FLEAY RD	2-3	SLK 0.26	Narrakine 0.35	90	7.2	648	\$3,240	x										\$3,240	
106	DOWSETT RD	4-5	May 0.00	End road 0.10	100	6.3	630	\$3,150	x										\$3,150	
107	ELLIOTT SR	3	Narrakine 0.00	End road 0.10	100	5.1	510	\$2,550	x										\$2,550	
108	WILLIAM KENNEDY WY	2	Fortune 0.00	Park 0.12	120	6.1	732	\$3,660	x										\$3,660	



## 10.2 CORPORATE AND COMMUNITY SERVICES

### 10.2.1006 LEASE – EAST NARROGIN OFF SITE PRE-PRIMARY SCHOOL

File Reference: 3.5.20  
Disclosure of Interest: Nil  
Date: 18 June 2013  
Author: Mr Colin Bastow Director Corporate & Community Services

**Attachment:** Lease East-Narrogin Off Site Pre-Primary Centre

#### **Summary:**

That Council consider approving a lease to the Minister for Education of the East Narrogin off site Pre-Primary Centre.

#### **Background:**

The previous lease agreement has expired and Council needs to enter into a new agreement with the Minister of Education.

The Town is required to seek the approval of the Minister of Lands before it is allowed to lease any Crown owned land.

#### **Comment:**

A draft lease agreement has been prepared for the Department of Education and is attached.

The Town has previously supported the use of this land by the Department of Education for the purpose of supporting a Pre-Primary Centre at East Narrogin. It is recommended by the Author that this support continues and the Town enters into a new Lease agreement with the Minister for Education.

The Draft lease agreement is for a five year period with an option for an additional five years.

#### **Consultation:**

Mr Aaron Cook – CEO

#### **Statutory Environment:**

Local Government Act 1995

**Policy Implications:** Nil

#### **Financial Implications:**

An annual rent fee of \$3,500 plus CPI will apply.

**Strategic Implications:** Nil

**Voting Requirements:**

Simple Majority

<b>Council Resolution: 0613.123</b>
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**Moved: Cr Russell**

**Seconded: Cr McKenzie**

**That Council:**

- 1. Request the Minister for Lands to approve a lease over Narrogin Lot 1623 (Reserve 22424), and**
- 2. Subject to the approval to lease the Land by the Minister of Lands, authorise the Mayor and CEO to sign and affix the Corporate Seal on the official copies of the Lease Agreement.**

**CARRIED: 6/0**

2013

TOWN OF NARROGIN  
("the Lessor")

AND

MINISTER FOR EDUCATION  
("the Lessee")

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LEASE  
EAST NARROGIN OFF SITE PRE-PRIMARY CENTRE

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STATE SOLICITOR'S OFFICE  
COMMERCIAL AND CONVEYANCING  
PERTH  
TELEPHONE : 9264 1176  
SSO :4419-04 MCI

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### SCHEDULE



(c) Maintenance

To keep and maintain and be responsible for routine maintenance of the Leased Premises and every part thereof and any addition thereto in a clean and sanitary condition (removing all refuse and rubbish therefrom) and well cleansed and drained and to keep the same and any additions thereto in good and substantial repair order and condition (reasonable wear and tear excepted) AND TO YIELD AND DELIVER UP the Leased Premises in good and substantial repair order and condition at the expiration of the Term or sooner determination of this lease PROVIDED that nothing contained in this lease shall impose on the Lessee any duty to maintain the Leased Premises in any better condition than that existing at the commencement of the Term or to carry out structural maintenance;

(d) No Nuisance

Not to do or leave undone any act matter or thing whereby a nuisance or anything in the nature of or which may be deemed to be a nuisance by any properly constituted authority or within the meaning of any statute (State or Federal) now or hereafter in force may exist or arise or continue upon or in connection with the Leased Premises or the use to which it is being applied and forthwith to abate any such nuisance or alleged nuisance;

(e) Comply with Law

At all times during the Term duly and punctually to obey comply with observe carry out and conform to the provisions of all statutes now or hereafter in force in Western Australia and all rules regulations and by-laws thereunder applicable to either the owner or the occupier of the Leased Premises respectively affecting the Leased Premises and/or the use to which the Leased Premises and the buildings thereon are from time to time put AND if the Lessee makes any default in observing or complying with the covenants contained in this clause or any of them it shall be lawful for but not obligatory for the Lessor at the absolute discretion of the Lessor and without prejudice to any of the Lessor's rights or remedies hereunder to carry out comply with and observe such matters aforesaid and to pay such moneys and to do such things as may be necessary to remedy such default non-observance or non-compliance and the cost thereof and all moneys so expended by the Lessor shall be paid by the Lessee to the Lessor on demand;

(f) Permit Lessor to inspect

To permit the agents and servants of the Lessor at all reasonable times to enter and view the state of cleanliness and repair of the Leased Premises and forthwith to clean and repair and amend in a proper and workmanlike manner any defects for which the Lessee is liable and of which written notice is given to the Lessee PROVIDED THAT if the Lessee fails to comply with such notice it shall be lawful for the Lessor with servants and workmen to enter upon the

Leased Premises and to clean the same or to effect such repairs and amendments and the cost thereof shall be paid by the Lessee on demand;

(g) No Disturbance

Not to permit or allow to be used exercised carried on in or about the Leased Premises or any part thereof any noisome offensive trade business occupation or calling or allow or do any act or thing whatsoever which shall at any time during the Term be or grow to be a nuisance or disturbance of the occupiers of adjoining lands and properties or of any persons in the vicinity;

(h) Not to Assign etc

Not without the previous consent in writing of the Lessor (which consent will in no case be unreasonably withheld)-

- (i) to assign sublet underlet or part with possession of the Leased Premises or any part thereof AND the provisions of Section 80 of the Property Law Act 1969 are expressly excluded from the provisions of this lease;
- (ii) to use the Leased Premises except for the purpose of a pre-primary centre under the provisions of the School Education Act 1999;
- (iii) to erect or cause to be erected any new buildings on the Leased Premises or make any alterations or additions thereto; or
- (iv) to pull down demolish or remove or cause to be pulled down demolished or removed during the Term hereby granted any building or improvement erected upon the Leased Premises;

(i) Insure Leased Premises

To effect and keep current with the Western Australian State Government Treasury Managed Fund ("RiskCover") insurance cover in respect of the Leased Premises for loss or damage by fire storm tempest malicious damage and earthquake to the full insurable value thereof and to make all payments necessary for the above purposes within seven (7) days after the same shall respectively become due and to produce to the Lessor or the Lessor's agents on demand certificates of currency and the receipt for each such payment and to cause all moneys received by virtue of any such insurance to be forthwith laid out in rebuilding and reinstating the Leased Premises and to make up any deficiency out of its own moneys PROVIDED ALWAYS that if the Lessee shall at any time fail to keep insured the Leased Premises as aforesaid the Lessor may do all things necessary to effect or maintain such insurance and any moneys expended by the Lessor for that purpose shall be repayable by the Lessee on demand and may be recovered by action forthwith;

(j) Not to void insurance

Not to do or suffer anything to be done in about or upon the Leased Premises whereby any policy of insurance against loss or damage of the Leased Premises may become void or voidable or whereby the premiums payable in respect thereof may be increased;

(k) No unseemly conduct

Not to permit any unseemly or riotous conduct about the Leased Premises nor carry on or permit to be carried on upon any part of the same any trade business or occupation and not to permit the Leased Premises to be used as a factory or place of manufacture or for any illegal or immoral purpose or so as to cause nuisance or annoyance or inconvenience to the Lessor the Lessor's tenants or the neighbourhood;

(l) No Alcohol

Not to sell or permit to be sold on the Leased Premises any part thereof or within the precincts thereof any spirituous or fermented or alcoholic or intoxicating liquor of any kind whatsoever;

(m) Indemnity

To indemnify and keep indemnified the Lessor from and against all actions suits claims proceedings demands and costs of third parties arising out of or in connection with the Lessee's use and enjoyment of the Leased Premises. This indemnity does not apply to the extent that the liability is caused or contributed to by the Lessor;

(n) Plateglass and Public Liability Insurance

To effect and keep current with RiskCover insurance cover against loss or damage to the plateglass comprised in the Leased Premises to the full insurable value thereof and public liability insurance cover in an amount of TEN MILLION DOLLARS (\$10,000,000) in respect of any one occurrence and to make all payments necessary for the above purposes within seven (7) days after the same shall respectively become due and to produce to the Lessor or the Lessor's agents on demand certificates of currency and the receipt for each such payment;

(o) Yield up

To yield up the Leased Premises with all fixtures fittings and additions thereto including water and electric light fittings and keys at the determination of the Term or any renewal thereof in good and tenantable repair and condition in accordance with the covenants in that behalf herein contained PROVIDED HOWEVER that this covenant shall not apply to Lessee's fixtures which said

fixtures the Lessee is hereby authorised to remove making good all damage caused by such removal.

3. LESSOR'S COVENANTS

AND the Lessor COVENANTS with the Lessee that:

(a) Quiet Enjoyment

The Lessee observing and performing the covenants and stipulations on its part herein contained shall peaceably hold and enjoy the Leased Premises during the Term without any interruption by the Lessor or any person rightfully claiming under or in trust for the Lessor;

(b) Option of Renewal

Subject to the Lessor agreeing to grant the option, the Lessee having duly and punctually performed and observed the terms covenants and conditions on its part herein contained and not being in default hereunder shall have the option (exercisable by at least three (3) calendar months written notice to the Lessor expiring on or before the expiration of the Term) of renewing this lease for the further term (if any) stated in item 6 of the said Schedule at the same Rental and on the same terms covenants conditions and stipulations (except this option) as are herein contained.

4. MUTUAL COVENANTS

AND IT IS MUTUALLY AGREED AND DECLARED by and between the parties hereto as follows:

(a) Default

(i) That if during the Term -

- (A) the Rent hereby reserved or any part thereof shall be unpaid for fourteen (14) days after becoming payable (whether formally demanded or not); or
- (B) the Lessee commits a breach of this Lease which is not reasonably capable of being remedied or (if reasonably capable of being remedied) is not remedied within a reasonable period (being not less than 14 days) following service of a notice upon the Lessee requiring such breach to be remedied; or
- (C) the Lessee shall become subject to or take advantage of any law relating to bankruptcy or insolvency or being a company shall go into liquidation whether compulsorily or voluntarily (other than for the purpose of reconstruction or

amalgamation) or a liquidator, receiver, receiver and manager or official manager of the Lessee is appointed; or

- (D) the interest of the Lessee under this Lease is actually or attempted to be assigned or disposed of without the Lessor's prior consent or is attached or taken in the execution of any legal process,

THEN the Lessor and the Lessee expressly acknowledge and agree that in respect of such occurrence described in clause 4(a)(i)(A) the Lessee will have breached an essential term or essential terms of the contract made between the Lessor and the Lessee evidenced by this Lease and in any event in respect of each such occurrence described in clause 4(a)(i)(A), (B), (C) and (D) the Lessee will be deemed to have committed an Operative Default for the purposes of clause 4(a)(ii);

- (ii) If the Lessee commits an Operative Default and the Lessor has not expressly waived the Operative Default by notice in writing to the Lessee then without limiting any right or remedy the Lessor has by operation of law or equity the Lessor may at its option -

- (A) without any prior demand or notice re-enter and take possession of the Leased Premises or any part thereof in the name of the whole (and eject the Lessee and all other persons therefrom) and repossess and enjoy the same as of its former estate therein and thereupon the Term will terminate absolutely; or

- (B) by notice in writing to the Lessee terminate the Term and from the date of giving notice the Lease will be terminated absolutely;

(b) Abatement of Rent

If the Leased Premises or any part thereof shall at any time during the continuance of the Term be destroyed or damaged by fire storm tempest malicious damage or earthquake as to be wholly or partially unfit for occupation and use and the policy or policies of insurance thereon shall not have been vitiated or payment of the policy moneys refused in consequence of some act or default by the Lessee or some employee of the Lessee then and as often as the same shall happen a fair proportion of the Rent according to the nature and extent of the damage sustained shall be allowed by the Lessor until the Leased Premises shall be rendered fit for occupation and use and in case of any difference or dispute touching this clause arising the same shall be referred to and determined by arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985 PROVIDED THAT the full Rent shall be paid without any deduction or abatement until the date of the award of such arbitrator or agreement between the parties whereupon the Lessor shall refund to the Lessee any Rent which shall according to such award or agreement have been overpaid by the Lessee PROVIDED FURTHER THAT if at any time the

Leased Premises shall be totally destroyed or damaged in manner aforesaid so as to render the Leased Premises wholly unfit for occupation or use and the Leased Premises shall not be rebuilt or reinstated within three (3) calendar months after such destruction or damage then either the Lessor or the Lessee may by notice in writing to the other party absolutely determine this lease as though the Term had expired upon the occurrence by such destruction or damage without prejudice to the Lessee's liability for all Rent up to the date of occurrence of destruction or damage and for all breaches of covenant antecedent thereto;

(c) GST

(i) Unless the contrary intention appears, in this clause:

**GST** means a tax levied on the value of a good or service or property supplied, including but not limited to the value represented by the Rent and the amount of outgoings, rates and taxes or other money payable to the Lessor for goods or services or property.

**Input Tax** means an amount equal to the amount of GST paid or payable for the Supply of anything.

**Supply** means a good or service or property supplied under this Lease, including but not limited to the Leased Premises, utilities and other goods or services or property the cost of which comprises part of the Rent, outgoings or rates and taxes.

**Tax Invoice** means an invoice in the format required by the law which shows the amount of GST payable by the Lessor in respect of the payment by the Lessee to the Lessor of any Rent, outgoings or other amount payable by the Lessee to the Lessor under this Lease.

(ii) The Lessee must pay to the Lessor the amount of any GST the Lessor pays or is liable to pay on a Supply.

(iii) The Lessee must pay to the Lessor the amount of the GST that the Lessee is liable to pay:

(A) at the same time; and

(B) in the same manner

as the Lessee is obliged to pay for that Supply, including in relation to Rent, outgoings and rates and taxes, at the time the Lessee is obliged to pay those amounts.

(iv) The price for each Supply, including Rent, fixed or determined under this Lease does not include GST on that Supply and the Lessee must pay the amount of GST in addition to the price for that Supply fixed or determined under this Lease.

(v) Where a Supply is not separately supplied to the Lessee, the liability of the Lessee for any amount for GST in relation to that

Supply is determined on the same basis as the Lessee's proportion of outgoings is determined.

- (vi) A written statement given to the Lessee by the Lessor of the amount of GST that the Lessor pays or is liable to pay is conclusive as between the Lessor and the Lessee except in the case of an obvious error.
- (vii) As a pre-condition of any payment of an amount in respect of GST by the Lessee in respect of Rent and outgoings, the Lessor must issue to the Lessee in the calendar month before the month in which the relevant payment for the Supply is due, a Tax Invoice in respect of the payment required. In respect of any other payment the Lessor must issue to the Lessee a Tax Invoice within seven (7) days of the payment being made.
- (viii) Outgoings exclude any amount of Input Tax in respect of the outgoings to the extent that the Lessor is entitled to a credit for the Input Tax under the law.

(d) Costs

Each party will pay its own solicitors' costs of and incidental to instructions for and preparation of this lease and the Lessee shall pay all stamp duty assessed on this lease;

(e) Holding Over

If after the expiration or sooner determination of the Term the Lessee with the consent of the Lessor shall remain in possession of the Leased Premises or any part thereof without having exercised the option of renewal hereinbefore contained or having exercised such option shall remain in possession with such consent at the expiration of the renewed term then in any such case the Lessee shall be a quarterly tenant of the Leased Premises but otherwise at the same Rent as that paid during the last quarter of the immediately preceding term and on the same terms covenants and conditions as are herein contained or implied except the said option of renewal;

(f) Removal of Improvements

It shall be lawful for the Lessee on or before the expiration or sooner determination of this lease or any renewal thereof to take down remove and carry away all buildings erections and improvements which the Lessee shall or may before or during the continuance of this lease or any renewal have affixed or erected or constructed to or upon the Leased Premises or any part thereof (not being Lessee's fixtures as to which the proviso to clause 2(o) hereof shall apply) and which may be the property of the Lessee (unless the Lessor shall before the expiration or sooner determination of this lease pay to the Lessee the value thereof to be ascertained by agreement or in default of agreement by reference to arbitration within the meaning of the Commercial Arbitration Act

1985) and in the event of the Lessee taking down removing and carrying away any such buildings erections and improvements as aforesaid the Lessee shall-

- (i) cause any damage or deterioration to any of the remaining buildings erections or improvements affected by such removal to be repaired reinstated or otherwise remedied and shall leave them in good repair order and condition in conformity with the provisions herein contained; and
- (ii) fill in level off and consolidate all excavations caused by that removal and carrying away of those building erections and improvements and leave the Leased Premises in a clean and tidy condition free from rubbish litter and debris;

(g) Early Termination

Notwithstanding anything to the contrary herein expressed or implied should the Lessor or the Lessee desire to terminate this lease for any reason whatsoever the term hereby granted or any extension thereof may be determined at any time by the Lessor or the Lessee giving to the other six (6) months notice in writing of their intention so to determine the same and upon the expiration of such notice this lease shall cease and determine and the Lessee shall quietly deliver up the Leased Premises to the Lessor in such state of repair and condition as shall be consistent with the proper performance by the Lessee of the covenants herein contained and the Lessor or the Lessee will not be liable for compensation in respect of such sooner determination;

(h) Special Conditions

This lease is given by the Lessor and taken by the Lessee upon and subject to the special conditions (if any) contained in item 7 of the said Schedule;

(i) Notices

Any notice to be served by the Lessor on the Lessee under this lease shall be deemed to have been duly served by or on behalf of the Lessor if sent in a prepaid letter by security post addressed to the Lessee at its address aforesaid and any notice to be served by the Lessee on the Lessor under this lease shall be deemed to have been duly served if sent in a prepaid letter by security post addressed to the Lessor at the Lessor's address aforesaid. A notice sent by post shall be given at the time when in due course of post it would be delivered at the address to which it is sent;

(j) Acts

Reference in this lease to an Act shall include the amendments to that Act for the time being in force and also any Act passed in substitution therefor or in lieu thereof and the regulations by-laws and rules for the time being in force thereunder;

(k) Dispute

If at anytime any dispute or difference shall arise between the parties hereto in respect of any of the matters hereinbefore referred to or the meaning or construction of any of the provisions herein contained such dispute or difference shall be referred to and determined by arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985 PROVIDED THAT any party may be represented by a duly qualified legal practitioner or other representative.

(l) Variation

This lease may only be varied by agreement signed in writing by both the Lessor and the Lessee or the Department of Education on behalf of the Lessee.

(m) Governing Law

This lease is governed by the laws of the State of Western Australia. The Lessor and the Lessee irrevocably submit to the non-exclusive jurisdiction of the courts of Western Australia.

(n) Act by agent

All acts and things which the Lessee is required or empowered to do under this Lease may be done by the Lessee or the solicitor agent contractor or employee of the Lessee.

SCHEDULE

1. Lessor TOWN OF NARROGIN of Earl Street Narrogin in the State of Western Australia.
2. Description of Leased Premises ALL THAT piece of land being Narrogin Lot 1623 and being the whole of the land comprised in Reserve 22424.
3. Term of Lease Five (5) years commencing on 1 April 2013 and expiring on the 31 March 2018
4. Annual Rental (a) THREE THOUSAND FIVE HUNDRED DOLLARS (\$3,500.00) for the first year of the Term and thereafter on the 1<sup>st</sup> day of April in each subsequent year of the Term commencing on the 1st day of April 2014 the amount of the annual Rent shall be reviewed and shall increase in the same proportion as the increase in the Consumer Price Index (All Groups) for Perth Western Australia over the previous 4 quarters (ending in the month of March immediately prior to the date for review) provided that the Rent for any year shall not be less than the Rent for any previous year.  
  
(b) If the publication of the Index is at any time during the term of this lease discontinued the reference thereto in this lease shall be deemed to be a reference to the nearest equivalent statistics compiled by the Australian Bureau of Statistics or other instrumentality.

5. Payment of Rental                      Annually in advance commencing on the 1st day of April 2013 and thereafter on the 1st day of April in each and every year during the Term.
6. Period of Renewal                      Five (5) years from the expiration of the Term referred to in item 3 above.
7. Special Conditions                      This lease shall be subject to the approval in writing of the Minister for Lands being first obtained (which approval will be obtained by the Lessor) as required by Order in Council published in the Government Gazette on the 30th day of March 1984 the current vesting date (and every assignment of this lease pursuant to Clause 2(h) hereof shall be subject to the same approval).

AS WITNESS the execution of this lease on the day and year on page 1 hereof.

THE COMMON SEAL of the )  
TOWN OF NARROGIN )  
was duly affixed hereto )  
in the presence of : )

\_\_\_\_\_ Mayor

\_\_\_\_\_ Chief Executive Officer

SIGNED for and on behalf of the )  
MINISTER FOR EDUCATION by )  
JOHN WILLIAM LEAF )  
Deputy Director General of the )  
Department of Education, )  
the officer delegated this authority )  
pursuant to sections 224 and 225 )  
of the *School Education Act 1999 (WA)* )  
in the presence of )

\_\_\_\_\_  
/ /

) \_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Witness Full Name (Please print)

\_\_\_\_\_  
Witness address (Please print)

\_\_\_\_\_  
Witness occupation (Please print)

APPROVED FOR THE PURPOSES OF SECTION 18 OF THE LAND  
ADMINISTRATION ACT 1997.

\_\_\_\_\_  
by Order of the Minister for Lands

## 10.2.1007 DELEGATIONS REGISTER

**File Reference:** 22.5.2  
**Disclosure of Interest:** Nil  
**Applicant:** Chief Executive Officer  
**Previous Item Nos:** Nil  
**Date:** 20<sup>th</sup> June 2013  
**Author:** Mr Aaron Cook - Chief Executive Officer

### Attachments:

Provided within the agenda are the Delegations that are being changed. All other Delegations are not presented for review. A full copy of the Delegation Register can be provided if requested.

### Summary:

It is presented to Council to endorse the updated Delegations Register 2013, as per Council's statutory obligations.

### Background:

The Town of Narrogin is required on a yearly basis to review the Delegations Register.

### Comment:

Due to the large review of the delegations register in 2012, there is little to amend within this review. The following delegations are being requested to be reviewed:

Listing of the sub delegation to other officers has been made in the following items -

- |   |                              |
|---|------------------------------|
| <i>1.2 Proceedings Under Dog Act 1976</i>     | - On delegated to the DTES   |
| <i>2.2 Investments</i>                        | - On delegated to the DCCS   |
| <i>6.1 Setback Variations</i>                 | - On delegated to the DTES   |
| <i>6.2 Strata Titles</i>                      | - On delegated to the DTES   |
| <i>6.3 Signs and Hoardings</i>                | - On delegated to the DTES   |
| <i>6.4 Planning Approval</i>                  | - On delegated to the DTES   |
| <i>7.3 Road Trains and Extra Mass Permits</i> | - On delegated to the DTES   |
| <i>8.1 Health Act Deputy</i>                  | - On delegated to the EHO/BS |
| <i>8.2 Itinerant Food Vendors</i>             | - On delegated to the EHO/BS |
| <i>8.3 Stall Holders</i>                      | - On delegated to the DTES   |
| <i>8.4 Septic Tank Applications</i>           | - On delegated to the EHO/BS |
| <i>9.1 Building Licenses</i>                  | - On delegated to the EHO/BS |

- 9.2 Building Extension of Time - On delegated to the EHO/BS
- 10.2 Offences Bush Fires Act - On delegated to the Chief Bush Fire Control Officer
- 10.6 Bushfire Control - On delegated to the Chief Bush Fire Control Officer
- 

The following are the Delegations that are being amended. Please note the highlighted changes.

- DELEGATION NUMBER** - **2.3**
- LEGISLATIVE POWER - Local Government Act (1995) (Section 5.42)
- DELEGATION SUBJECT - Creditors, Payment of
- DELEGATE - Chief Executive Officer

The Chief Executive Officer is delegated authority to approve and make payments from the Municipal Fund or the Trust Fund.

Each cheque or electronic Fund Transfer is to be authorised by any two of the primary officers being the Chief Executive Officer, the Director of Corporate and Community Services, **Manager of Finance** and the Mayor and in their absence the Director of Technical and Environmental Services and any two other Elected Members nominated with the Bank.

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- DELEGATION NUMBER** - **2.12**
- LEGISLATIVE POWER - Local Government Act (1995) (Section 5.42)
- DELEGATION SUBJECT - Purchase Order Limits
- DELEGATE - Chief Executive Officer

The Chief Executive Officer is delegated authority to authorise purchases on behalf of the Council.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act (1995), has delegated this power/duty to the following staff:

- |  |   |
|--|---|
| Chief Executive Officer                          | unlimited   |
| Director of Corporate and Community Services     | up to \$50,000; however, whilst Acting as the CEO, the DCCS has unlimited purchasing authority. |
| Director of Technical and Environmental Services | up to \$50,000; however, whilst Acting as the CEO, the DTES has unlimited purchasing authority. |

<i>Manager Works</i>	<i>up to \$2,500</i>
<i>Leading Hands Works</i>	<i>up to \$500; however, in the absence of the Works Manager an appointed Leading Hand is to have the same authority as the Works Manager being \$2,500</i>
<i>Manager Community Development</i>	<i>up to \$ 10,000</i>
<i>Manager Recreation &amp; Leisure</i>	<i>up to \$ 10,000</i>
<i>Manager Community Care</i>	<i>up to \$ 10,000</i>
<i>Manager Library &amp; Information Services</i>	<i>up to \$ 10,000</i>
<i>Executive Assistant</i>	<i>up to \$ 1,000</i>
<i>Administration Support Officer</i>	<i>up to \$500</i>
<i>Manager of Finance</i>	<i>up to \$5,000</i>

(Included )

**Consultation:**

- Directors and Managers

**Statutory Environment:**

- Section 5.42 of the Local Government Act (1995) – Delegation of some powers and duties to CEO.
- Section 5.46 of the Local Government Act (1995) – Register of, and records relevant to, delegations to CEO's and employees.

**Policy Implications:** - Nil

**Financial Implications:** - Nil

**Strategic Implications:** - Nil

**Voting Requirements:** Simple Majority

**Council Resolution: 0613.124**

**Moved: Cr Russell                      Seconded: Cr Kain**

**That Council:**

**Resolve to endorse the updated Delegations Register 2013 as presented to Council.**

**CARRIED: 6/0**

## **10.2.1008 POLICY MANUAL REVIEW**

**File Reference:** 22.5.2  
**Disclosure of Interest:** Nil  
**Applicant:** Chief Executive Officer  
**Previous Item Nos:** Nil  
**Date:** 19<sup>th</sup> June 2013  
**Author:** Mr Aaron Cook - Chief Executive Officer

### **Attachments:**

Within the item are the altered policies of Council that are being presented for endorsement. A full copy of the Policy manual will be at the meeting for review or, if you wish to have a copy, one can be provided on request. Please note that it has not been included within the agenda due to its size of 170 + pages.

### **Summary:**

It is presented to Council to endorse the amended Policy Manual 2013.

### **Background:**

It must be noted that the Policy Manual has been combined after the last review to ensure that the document is kept up to date and that all sections are reviewed concurrently and not at differing times through the year.

A full review of the last two years of resolutions has been performed by the Executive Assistant and Directors to identify any and all missing policies.

### **Comment:**

It is presented to Council to endorse the entire Policy Manual 2013 as presented with the following amended policies:

## C. 5 PURCHASING AUTHORITY OF GOODS AND SERVICES

**ORIGIN/AUTHORITY:** Council Meeting 18 October 1989 Item No. 6.6 (3.1)

### **POLICY STATEMENT**

That:

Subject to the conditions below, the named Officers may commit Council expenditure following the completion of a purchase order:

Chief Executive Officer	Unlimited
Director of Corporate and Community Services	Up to \$50,000 (however, whilst Acting as the CEO, the DCCS has Unlimited purchasing authority)
Director of Technical and Environmental Services	\$50,000 (however, whilst Acting as the CEO, the DTES has Unlimited purchasing authority)
Town's Foreman	Up to \$2,500
Leading Hands Works	Up to \$500 (however, in the absence of the Town's Foreman, an appointed Leading Hand is to have the same authority as the Town's Foreman being \$2,500.
Manager Leisure and Culture	Up to \$10,000
Manager Narrogin Regional Recreation Complex	Up to \$5,000
Manager Community Care	Up to \$10,000
Manager Library and Information Services	Up to \$10,000
Manager of Finance	Up to \$5,000

The Chief Executive Officer may authorise Town Officers / employees, other than those listed above, to purchase goods and services where such authorisation will allow for more efficient and effective purchasing practices. Any such authorisation must also set an appropriate purchasing limit.

*This will ensure that the Policy is the same as the Delegation Register.*

## C. 8 FEES AND ALLOWANCES- COUNCIL MEMBERS

**ORIGIN/AUTHORITY:** Council Meeting 18 June 1996

Item No. 7.274

### **POLICY STATEMENT**

That:

1. An annual fee under section 5.99 of the Local Government Act equal to the maximum prescribed is to be paid to the Mayor, on an arrears' basis, every three months.
2. An annual fee under section 5.99 of the local Government Act equal to the maximum prescribed is to be paid to Council members (excluding the Mayor), on an arrears' basis, every three months.
3. A local government allowance under section 5.98 (5) (b) of the Local Government Act is to be paid \$12,000 to the Mayor on an arrears' basis, every three months, or on a Pro Rata basis.
4. A local government allowance under section 5.98A of the Local Government Act equal to 25% of the Mayoral allowance is to be paid to the Deputy Mayor on an arrears' basis, every three months.
5. An allowance in lieu of telephone reimbursements under section 5.99 of the Local Government Act of \$400 (\$1,600 per annum) is to be paid to the Mayor on an arrears' basis, every three months.

### **Amendments/Review: February 2012**

The revised policy removes statements to how Councillors Fees were previously paid.

## C. 12 FOOD AND BEVERAGES FOR MEETINGS

**ORIGIN/AUTHORITY:** Council Meeting 25 July 2000

Item No. 8.1.145

### **POLICY STATEMENT**

That:

The provision of limited beverages within the Administration Office and Chamber for meeting participants shall be entirely at the discretion of the Mayor or presiding member at each Council meeting or the presiding member at each standing committee meeting.

Approval for the provision of food and beverages for any other function or gathering rests with the Mayor or the Chief Executive Officer.

All provisions of food and beverages will comply with Occupational Safety and Health legislation.

**Amendments/Review: February 2012**

This amendment includes the Presiding Member in the instance that the Mayor is not present.

## C. 20      AUDIT COMMITTEE

**ORIGIN/AUTHORITY:** Council Meeting 27 September 2005

Item No. 10.2.387

### **POLICY STATEMENT**

The audit committee has responsibility to provide an independent oversight of the financial systems on behalf of Council. The committee will also assist Council to fulfil its corporate control responsibilities in relation to financial reporting and audit responsibilities.

1. Council establish an Audit Committee with the following terms of reference.
  - a) Provide guidance and assistance to Council to provide for the carrying out of its functions in relation to audits.
  - b) Develop and maintain a process to be used to select and appoint a person to be the auditor, including recommending to Council the person to be appointed as auditor, their remuneration and expenses.
  - c) Develop a list of those matters to be audited, the scope of the audit to be undertaken and method of communication with the auditor.
  - d) Conduct a meeting with the auditor at least once a year.
  - e) Examine the reports of the auditor and the report from the Chief Executive Officer on matters raised and determine any action to be taken.
  - f) At least once in every five year period, review the scope and effectiveness of the audit program.
  - g) Review the CEO's report and make necessary recommendations to Council with regards to the following areas:

Risk Management, Internal Control and Legislation Compliance.
2. The Audit Committee is to consist of four elected members comprising the Mayor, Deputy Mayor and the Presiding Member of each of the Standing Committees.

3. In the situation that the Mayor or Deputy Mayor are also a Presiding Member of a standing committee, the vacant position be filled by elected members nominated by Council.

**Amendments/Review: February 2012**

The amendment to the Policy is shown in the highlighted text.

As stated this is now a comprehensive combined Policy Manual that is to be updated after any resolution that affects a policy rather than during the yearly review. The amended Policies have arisen from the Corporate Section; however, all sections were reviewed but the Technical and Health Polices have only recently been endorsed by Council and as such do not require any changes.

Any other later assessed changes to the Policy Manual can be presented throughout the year should the instance arise; however, below is one new Policy that is being proposed.

## C. 38 ACTING CEO

**ORIGIN/AUTHORITY:** Council Meeting 25 June 2013

Item No. XXXXX

### **POLICY STATEMENT**

That:

In the instance that the Chief Executive Officer takes leave for periods over one week the Director of Corporate and Community Services and Director of Technical and Environmental Services will alternatively assume the role of Acting Chief Executive Officer during these periods.

Should the leave exceed two weeks then the duration shall be divided into two halves and the directors assume the role alternatively as already stated. Should a Director not have been employed with the Town of Narrogin for over a period of 12 months then the longer serving Director will automatically assume the role of Acting Chief Executive Officer for the full period or should one Directors commitments not enable the role to be undertaken then the remaining Director would facilitate the acting position.

When performing the role as Acting CEO the Director will be provided increased salary as higher duties to 50% of the difference of the Directors Salary and the CEO's. For longer term instances over normal annual and long service leave the level of Higher Duties is to be negotiated with the CEO and Council.

**Consultation:**

- Directors and Managers

**Statutory Environment:** Nil

**Policy Implications:**

The Policy Manual 2013 is being adopted with the amendment and additional Policy as shown within this item.

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Voting Requirements:** Simple Majority

**Council Resolution: 0613.125**

**Moved: Cr Kain**

**Seconded: Cr Ballard**

That Council:

That Council suspend standing orders no 9.1,9.5 and 9.6 to facilitate discussion.

**CARRIED: 6/0**

**Council Resolution: 0613.126**

**Moved: Cr Kain**

**Seconded: Cr Russell**

That Council:

Endorse the Policy Manual 2013 with the amendments to Policies C5, C8, C12 and additional policy C38 shown within this item and all other polices remain the same.

**CARRIED: 6/0**

## **10.2.1009 DRAFT WORKFORCE PLAN AND LONG TERM FINANCIAL PLAN**

**File Reference:**

**Disclosure of Interest:** Nil  
**Applicant:** Chief Executive Officer  
**Previous Item Nos:** Nil  
**Date:** 20<sup>th</sup> June 2013  
**Author:** Mr Aaron Cook - Chief Executive Officer

**Attachments:**

- Draft Workforce Plan
- Draft Longterm Financial Plan – to be provided at a later date.

Please note that due to the size of the documents they have not been included in the agenda but rather as a separate attachment.

**Summary:**

It is presented to Council to endorse the “working in progress” Draft Workforce Plan and Long Term Financial Plan.

**Background:**

The Regulations governing Local Government was changed recently where all Councils are now required to prepare integrated planning. As part of this requirement Council has adopted its Strategic Community Plan, Corporate Business Plan and Asset Management Plan for Buildings and Structures. To complete the requirement Council must also present the remaining two plans being the Workforce Plan and Long Term Financial Plan.

**Comment:**

As Council has been progressing these plans through development, it has been proposed to Council that the “Work in Progress” Draft Workforce Plan and Long Term Financial Plan be presented to the Department to show that Council has commenced work on these items and that their completion will be in several months.

It is widely known that the Department are not expecting all Local Governments to meet all of its obligations in this first year of compliance and the common way of dealing within this by many Local Governments is to provide the draft document as stated above.

The author is aware that having the three completed strategic documents set the organisation well against many others.

As stated above it is presented to Council that it endorses the “In Progress” Draft Work Force Plan and Long Term Financial Plan and provide these to the Department and explain that the documents are a draft and that the completed document will be presented in the coming months.

**Consultation:** - Nil

**Statutory Environment:**

Section 19DA (3) of the Local Government Regulation

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:**

The completion of the five required strategic Documents will enable Council to progress forward meeting its regulatory obligations.

**Voting Requirements:** Simple Majority.

<b>Council Resolution: 0613.127</b>
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**Moved: Cr Ballard**

**Seconded: Cr Russell**

That Council:

Endorse the “Work in Progress” Draft Workforce Plan and Long Term Financial Plan and provide copies to the Department of Local Government by the 30<sup>th</sup> June 2013 with an attached letter explaining that the documents will be completed within the coming months.

**CARRIED: 6/0**

## 10.2.1010 RETURNED AND SERVICES LEAGUE LESSER HALL REQUEST

**File Reference:** 5.6.5  
**Disclosure of Interest:** Nil  
**Applicant:** Narrogin RSL  
**Previous Item Nos:** Nil  
**Date:** 20<sup>th</sup> June 2013  
**Author:** Mr Aaron Cook - Chief Executive Officer

**Attachments:** - Nil

### **Summary:**

It is proposed to endorse the Narrogin RSL request to show the historical and information display regarding the History of the Australian War efforts in Borneo in the Lesser Hall for a period of three weeks at no fee.

### **Background:**

The Narrogin RSL has arranged for a historical and information display to be shown in Narrogin from the 30<sup>th</sup> June to the 20<sup>th</sup> July. The display has been shown in a condensed form previously in Narrogin and was well received.

### **Comment:**

It is presented to Council to approve the Narrogin RSL to host the Borneo War display in the Town Lesser Hall from the 30<sup>th</sup> June to the 20<sup>th</sup> July 2013.

The display will be manned by the Narrogin RSL and will be open Monday to Friday and Saturday mornings. There are no fees for the entry and although is displayed for the general public the Schools will be requested to attend and will provide these students an excellent opportunity to learn about the Australia War efforts in Borneo and tragedy that occurred.

It is required that the Narrogin RSL to complete the required form and this should be presented at the meeting to meet the requirements of Councils policy.

### **Consultation:**

- Mayor Ennis

### **Statutory Environment:**

*Section 6.16 of the Local Government Act 1995 Imposition of Fees and Charges*

**Policy Implications:** - Nil

### **Financial Implications:**

As this is a community display and the Lesser Hall is not being utilised during this period the only economic loss is the provision of utilities.

**Strategic Implications:**

This display has historic significance, through the provision of troops from Western Australia and Narrogin.

**Voting Requirements:** - Absolute Majority

<b>Council Resolution: 0613.128</b>
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**Moved: Cr Russell**

**Seconded: Cr McKenzie**

That Council:

Advise the Narrogin Returned and Services League that the Town Lesser Hall can be utilised, at no cost, to show the historical Borneo War display from the 30<sup>th</sup> June to the 20<sup>th</sup> July and that the display will be open to the public Monday to Friday and Saturday mornings.

**CARRIED: 6/0**

**ABSOLUTE MAJORITY**

## 10.2.1011 ACCOUNTS FOR AUTHORISATION - MAY 2013

**File Reference:** 12.1.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 19 June 2013  
**Author:** Aimie Allinson – Finance Officer

### Attachments:

Accounts for Authorisation –MAY 2013

### Background:

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

### Comment:

The attached “Accounts for Authorisation – May 2013” is presented to Council for approval. Below is a summary of activity.

Total Payments May 2013	\$582,389.27
Total Payroll Payments May 2013	\$206,688.01
Total Payments May 2013	\$789,077.28
Percentage paid by EFT May 2013	61%
Percentage paid by Cheque May 2013	39%
Percentage of Local Suppliers May 2013	42%
Dollar Value spent with Local Suppliers May 2013	\$327,571.05

Please note ‘F’ is fully funded, ‘P’ is partially funded, ‘R’ is reimbursements and ‘I’ is insurance claims

**Council Resolution: 0613.129**

**Moved: Cr McKenzie**

**Seconded: Cr Kain**

That Council:

Approve the Accounts for Authorisation for the month of May 2013 for the Municipal Fund totalling \$789,077.28.

**CARRIED: 6/0**

Chq/EFT	Date	Name	Description	Amount	Funded
EFT457	03/05/2013	Hesta Superannuation	Superannuation contributions	499.76	
EFT458	03/05/2013	Wright express(COLES)	Coles March 2013	2469.55	
EFT459	03/05/2013	Narrogin Fruit Market	Drinks for admin March 2013	19.75	
EFT460	03/05/2013	Narrogin Retravisio	phone charger Price estimated	19.00	
EFT461	03/05/2013	Ingrey's	Refund of overpayment	10.00	
EFT462	03/05/2013	Westrac Equipment	Repairs to Westrac	2919.27	
EFT463	03/05/2013	Ballards of Narrogin	Sustenance Two bags Dog Biscuits for Dog Pound	60.00	
EFT464	03/05/2013	Aaron Joseph Cook	Reimbursement of expenses as per contract	1206.58	
EFT465	03/05/2013	John Warburton Town Of Narrogin Social Club	Pay Deductions from Pay Period ending 5/12/2012	310.00	
EFT466	03/05/2013	Narrogin Newsagency	Newspapers Homecare March 2013	43.70	F
EFT467	03/05/2013	Narrogin Electrical Services	Repair Light Circuit on south west lighting tower at Clayton Road	811.25	
EFT468	03/05/2013	S. Williams Plumbing	Plumbing repairs to Narrogin H/care	159.50	F
EFT469	03/05/2013	Albany Advertiser	Advertising for Bike it " NHLP"	400.00	F
EFT470	03/05/2013	Edwards Motors Pty Ltd	Mechanical repairs and diesel fuel	277.25	
EFT471	03/05/2013	Cy O'Connor Institute	Course fees Homecare	312.00	F
EFT472	03/05/2013	Country Paint Supplies	Supplies for Notre Dam Students	347.20	
EFT473	03/05/2013	TQuip	Parts for plant	635.40	
EFT474	03/05/2013	Farmers Centre (Narrogin) Pty Ltd	cutting edge and ram for grader blade attachment	471.86	

EFT475	03/05/2013	Dawson's Funeral Home	Name badges for Homecare	104.00	F
EFT476	03/05/2013	Alphawest Services Pty Ltd	Terminal server Installation 2013	2057.00	
EFT477	03/05/2013	Kirsten Sivyer	part payment calligraphy for councillor photos	112.50	
EFT478	03/05/2013	Narrogin Junior Basketball Association	Kids Sport Funding	2735.00	F
EFT479	03/05/2013	Upper Great Southern Junior Hockey Association	Kisport vouchers 2013	2080.00	F
EFT480	03/05/2013	Narrogin Calisthenics Club	Kidsport vouchers 2013	400.00	F
EFT481	03/05/2013	Shire Of Goomalling	Conference April 2013 Mayor & dep Mayor	720.00	
EFT482	10/05/2013	John Warburton Town Of Narrogin Social Club	Payroll creditors Balance social club deductions	60.00	
EFT483	13/05/2013	Best office	PHOTOCOPIER Admin Black Copies April 2013	87.30	
EFT484	13/05/2013	Don Ennis	MAYOR TRAVEL State Council 30 April 2013	920.60	
EFT485	13/05/2013	Narrogin Auto Electrics	SWEEPER TRUCK REPAIRS Rectify bad connections to start relay	475.24	
EFT486	13/05/2013	Ingrey's	NGN2 30,000km service (Building Surveyor)	1220.50	
EFT487	13/05/2013	Kleenheat Gas	NRRC Bulk LPG 23 April 2013	12309.84	
EFT488	13/05/2013	Knightline Computers	CCTV LIBRARY Kit	813.50	F
EFT489	13/05/2013	Civica	ADMIN SUPPORT Authority Services 31 December 2012	6897.00	
EFT490	13/05/2013	Coca-Cola Amatil (Aust) PTY LTD	NRRC STOCK RESALE Kiosk Drinks	43.25	
EFT491	13/05/2013	Susan Farrell	COUNCIL LAUNDRY Linen 22 April 2013	40.00	

EFT492	13/05/2013	Greenline Ag Pty Ltd	CARAVAN PARK Ride on Mower John Deere JD130	3652.00	
EFT493	13/05/2013	Vorgee Pty Ltd	NRRC STOCK RESALE Goggles	107.25	
EFT494	13/05/2013	Bibby Financial Services Australia Pty Ltd	SIGNS St Matthews Primary School	46.20	
EFT495	13/05/2013	Commander Australia Ltd	HACC Network service charges	211.93	F
EFT496	13/05/2013	UHY Haines Norton Chartered Accountants	TRAINING DCCS Financial Reporting Workshop	3135.00	
EFT497	13/05/2013	Narrogin Electrical Services	CARAVAN PARK REPAIRS Install Isolation Switch to Camper Kitchen Hot Water System and Repair Faulty Lighting	1324.40	
EFT498	13/05/2013	Liquor Barons	COUNCIL REFRESHMENTS Meeting 22 April 2013	100.98	
EFT499	13/05/2013	The Polished Plate	COUNCIL CATERING Meeting 23 April 2013	120.00	
EFT500	13/05/2013	Orica Australia Pty Ltd	SEWERAGE MAINTENANCE Chlorine WWTP 30 April 2013	613.80	
EFT501	13/05/2013	Narrogin Glass & Quick Fit Windscreens	NRRC REPAIRS Gym Doors 15 April 2013	3626.70	
EFT502	13/05/2013	Great Southern Waste Disposal	REFUSE SITE MANAGEMENT FEES 26 March to 29 April 2013	34900.53	
EFT503	13/05/2013	RJ Smith Engineering	ADMIN Water	96.00	
EFT504	13/05/2013	Public Transport Authority	TRANS WA Ticket sales April 2013	785.90	
EFT505	13/05/2013	Super Civil PTY LTD	PW WATER CORPORATION Supply and lay asphalt to Kipling Street	24008.60	
EFT506	13/05/2013	Shire of Narrogin	RENTAL DCCS 13 Hough St 4 May 1 June 2013	1400.00	
EFT507	13/05/2013	Mpl Laboratories	ANALYTICAL COSTS Asbestos sample	110.00	
EFT508	13/05/2013	Cailes Gas Services	CARAVAN PARK Dryer	176.00	

			Repairs		
EFT509	13/05/2013	ProMet Express	NRRC STOCK FREIGHT Confectionary	77.55	
EFT510	13/05/2013	Dorma Automatics PTY LTD	NRRC MAINTENANCE Service Automatic Doors	132.00	
EFT511	13/05/2013	G & M Detergents	CARAVAN PARKHygiene Agreement	616.00	
EFT512	16/05/2013	Best Office Systems	LIBRARY PHOTOCOPIER Copy Charges April 2013	129.17	
EFT513	16/05/2013	Ray White Narrogin	RENT DCCS May 2013	1319.39	
EFT514	16/05/2013	Knightline Computers	NRRC STATIONERY Ink Cartidges	412.55	
EFT515	16/05/2013	MAKIT Narrogin hardware	CARAVAN PARK HARDWARE March 2013	689.90	
EFT516	16/05/2013	Narrogin Earthmoving & Concrete	SEWERAGE Maintenance Concrete	319.00	
EFT517	16/05/2013	Dynamic Print	STATIONERY ADMIN Window Envelopes TON logo x 2000	329.00	
EFT518	16/05/2013	Narrogin Agricultural Repairs	HOME CARE HARDWARE Whipper snipper line	142.00	F
EFT519	16/05/2013	Anderson, Munro & Wyllie	HACC Audit 30 June 2013	880.00	
EFT520	16/05/2013	Brian Ronald Robinson	REIMBURSEMENT DTES Electricity bill	131.50	
EFT521	16/05/2013	Narrogin Newsagency	HOME CARE OBSERVER 29/04/13	49.10	F
EFT522	16/05/2013	Narrogin Electrical Services	Install CCTV in Admi Building	1595.00	
EFT523	16/05/2013	Narrogin and District Senior Citizens Centre	HALL HIRE Home Care 4 Feb and 6, 20, 25 March 2013	1240.00	
EFT524	16/05/2013	Baileys Fertilisers	FERTILISER Brilliance Granulated x 1 tonne Send via Courier Australia. Acc: T740710 Deliver to Fairway st depot	1258.90	
EFT525	16/05/2013	Mechanical & Diesel	NGN10179 SERVICE	544.72	

		Services	07/03/13		
EFT526	16/05/2013	Narrogin Glass & Quick Fit Windscreens	LIBRARY REPAIR Glass due to break in	401.01	
EFT527	16/05/2013	RJ Smith Engineering	WATER LIBRARY 24/10/12	334.00	
EFT528	16/05/2013	Environmental Monitoring Systems PTY LTD	ENVIRONMENTAL HEALTH Consultant Services December 2012	4009.50	
EFT529	16/05/2013	Narrogin Toyota & Mazda	NGN802 Service 60,000km	304.74	
EFT530	16/05/2013	Cy O'Connor Institute	TRAINING Certificate III Van Der Riet	239.20	F
EFT531	16/05/2013	COMMAND A COM	RENTAL TELEPHONE SYSTEM Admin 27/4/13 27/7/13	1320.00	
EFT532	16/05/2013	Radiowest Broadcasters Pty Ltd	F NHLP Radio Advertising 9.4.13 to 5.7.13	1243.00	
EFT533	16/05/2013	New Security Installations Pty Ltd	LIBRARY ALARM Monitoring 19/4/13 18/4/14	858.00	
EFT534	16/05/2013	Livingstone International	CLEANING Supplies (Home Care)	73.81	
EFT535	16/05/2013	Upper Great Southern Junior Hockey Association	F NRRC Kids Sport Voucher Reimbursement	540.00	F
EFT537	22/05/2013	Best Office Systems	NHLP PRINTER Toner x 4	908.95	
EFT538	22/05/2013	Great Southern Fuels	CARAVAN PARK Diesel for Hot Water System	8756.21	
EFT539	22/05/2013	Narrogin Fruit Market	NHLP CATERING Afternoon tea 12/04/13	47.70	
EFT540	22/05/2013	Kleenheat Gas	NLC LPG Bulk Supply 2/4/13	14645.54	
EFT541	22/05/2013	Knightline Computers	CCTV Security ADMIN Parts and IT Support	288.90	
EFT542	22/05/2013	Access Denied	NRRC SECURITY System Repair after break in including replacement of sensors	600.60	
EFT543	22/05/2013	Landgate	RATES Valuation Schedule G2013/3 GRV Chargeable 16/02/13 12/04/13	59.65	

EFT544	22/05/2013	Narrogin Newsagency	NEWSAGENCY April 2013	139.85	
EFT545	22/05/2013	Narrogin Electrical Services	MACKIE PARK Repair to switches	264.00	
EFT546	22/05/2013	Liquor Barons	COUNCIL Refreshments Meeting 14/05/13	146.97	
EFT547	22/05/2013	Borgas Engineering	OVAL CLAYTON RD Lift Goal Posts	110.00	
EFT548	22/05/2013	West Country PRINT SYNC	PHOTOCOPIER ADMIN Black and White & Colour Copies	1498.38	
EFT549	22/05/2013	Mechanical & Diesel Services	TORO MOWER SERVICE 754hrs NGN11845 P45 9/4/13	957.33	
EFT550	22/05/2013	Narrogin Toyota & Mazda	HEMOCARE Vehicle Purchase NGN839	15400.00	F
EFT551	22/05/2013	COMMAND A COM	TELEPHONE System Rental 5/6/13 5/9/13	478.50	
EFT552	22/05/2013	Sigma Chemicals	NLC CHEMICALS plus Freight	1489.30	
EFT553	22/05/2013	TQuip	MOWER Blades	169.40	
EFT554	22/05/2013	Ikes Home Improvement & Glass Centre	MACKIE PARK Security Screen supply and install	236.50	
EFT555	22/05/2013	Peerless Jal Pty Ltd	NLC CLEANING Products	79.00	
EFT556	22/05/2013	Bob Wardell Consultant	TRAINING MOF Assistance with April Financial Statement	330.00	
EFT557	22/05/2013	Watershed News	NHLP Annual Membership 2013 Watershed News	52.00	F
EFT558	22/05/2013	Kirsten Sivyer	COUNCIL Photos Calligraphy	137.50	
EFT559	22/05/2013	Shire Of Shark Bay	LIBRARY Lost Books	23.10	
EFT560	22/05/2013	ProTech Locksmiths	NLC Repair Lock after break in, call out fee	320.00	
EFT561	22/05/2013	Williams Rural Supplies	DRAINAGE FEDERAL ST Drain Pipes	850.00	
EFT562	22/05/2013	Austcycle Pty Ltd	NHLP Austcycle Registration	1188.00	F

			Fee		
EFT563	22/05/2013	Cool Clear Water Group	NLC Water Machine service & parts	718.74	
EFT564	22/05/2013	Australian Valuation Partners Pty Ltd	CARAVAN PARK Valuation services	4070.00	
EFT565	22/05/2013	Writing WA	LIBRARY Membership Renewal 2014	135.00	
EFT566	30/05/2013	Concept One the Industry Superannuation Fund	Superannuation contributions	329.16	
EFT567	30/05/2013	Hesta Superannuation	Superannuation contributions	956.67	
EFT568	30/05/2013	WA Local Government Super Plan	Superannuation contributions	17753.38	
EFT569	30/05/2013	John Warburton Town Of Narrogin Social Club	Payroll deductions	200.00	
EFT570	30/05/2013	Wright express(COLES)	Coles Account April 2013	1571.83	
EFT571	30/05/2013	Best office	HACC PHOTOCOPIER Black Copies April 2013	104.37	F
EFT572	30/05/2013	Total Undercar	HACC NGN10179 Tyres	171.00	F
EFT573	30/05/2013	Narrogin Electrical Appliance Testing	HACC RCD Plugs Supply and Fit to Numatic Vacuum Cleaners	176.00	F
EFT574	30/05/2013	Knightline Computers	HEMOCARE IT Back Up Old Data and Upgrade Operating System	778.55	F
EFT575	30/05/2013	Landmark Operations Ltd	HACC Gardening Roundup	110.00	F
EFT576	30/05/2013	CocaCola Amatil (Aust) PTY LTD	NLC KIOSK Stock for Resale	602.94	
EFT577	30/05/2013	WALGA	ADVERTISING WA 13/04/13 Sale of Caravans Tender 2013/1	1079.96	
EFT578	30/05/2013	Narrogin Toyota & Mazda	HEMOCARE 009NGN Service 15,000kms	234.50	F
EFT579	30/05/2013	Cy O'connor Institute	HACC TRAINING Cert III Spouse 24/04/2013	114.30	F

EFT580	30/05/2013	Espresso Essential WA	NLC KIOSK Coffee machine supplies	197.50	
EFT581	30/05/2013	Narrogin Daly Security	LIBRARY SECURITY Alarm Response	57.81	
EFT582	30/05/2013	New Security Installations Pty Ltd	LIBRARY SECURITY Upgrade Security System to include extra sensors and monitoring	2845.15	
EFT583	30/05/2013	Dawsons Funeral Home	HOME CARE Name Badges Poonan Maddie and Ai Teng	39.00	F
EFT584	30/05/2013	Fairway Carriers	FREIGHT ADMIN Cleaning Products	39.93	
EFT585	30/05/2013	Nicholls Bus Service	HACC HIRE Bus 07/05/13 Narrogin to Bridgetown	1540.00	F
EFT586	30/05/2013	Supreme Heating	NRRC POOL Solar Water Heating System Completion Payment	55500.00	
EFT588	30/05/2013	Ron Ringuet	CARAVAN PARK Ablution Blocks Install Locks and Hocks	218.00	
EFT589	30/05/2013	NCC National Seminar Series	TRAINING Building Surveyor National Construction Code 2013	360.00	
EFT590	30/05/2013	Public Libraries Western Australia Inc.	LIBRARY TRAINING Howe PLWA Conference 2012/2013	285.00	
EFT591	30/05/2013	Unique Signs & Engraving	CATS Vehicle Promotional Sticker (Rev Heads)	360.00	F
EFT592	30/05/2013	Diesel Motors	HACC BUS New Key	86.00	
44160	03/05/2013	Accountants Super	Superannuation contributions	121.08	
44161	03/05/2013	Australian Ethical Superannuation	Superannuation contributions	553.84	
44162	03/05/2013	BT Super For Life	Superannuation contributions	731.38	
44163	03/05/2013	Commonwealth Bank	Superannuation contributions	512.30	
44164	03/05/2013	Concept One the Industry Superannuation Fund	Superannuation contributions	316.57	
44165	03/05/2013	Asgard Ewrap Super	Superannuation contributions	293.12	

		Account			
44166	03/05/2013	IOOF	Superannuation contributions	300.29	
44167	03/05/2013	Macquarie Investment Manager	Superannuation contributions	323.72	
44168	03/05/2013	MLC Nominees	Payroll deductions	923.08	
44169	03/05/2013	QANTAS Staff Credit Union Limited	Superannuation contributions	241.32	
44170	03/05/2013	Rest Superannuation	Superannuation contributions	85.80	
44171	03/05/2013	St Andrews Retirement Plan	Superannuation contributions	99.52	
44172	03/05/2013	WA Local Government Super Plan	Superannuation contributions	17659.06	
44173	03/05/2013	AustralianSuper	Superannuation contributions	288.25	
44174	03/05/2013	Colonial First State Investments	Superannuation contributions	194.39	
44175	03/05/2013	Host Plus	Superannuation contributions	188.83	
44176	03/05/2013	Prime Super	Superannuation contributions	649.58	
44177	03/05/2013	AMP Life Limited	Superannuation contributions	101.25	
44178	03/05/2013	Synergy	Electricity account for JHCC 01/2/13 4/4/13	6496.15	
44179	03/05/2013	TELSTRA	Telstra account March 2013	2923.87	
44180	03/05/2013	Water Corporation	Water use for Swimming pool 20/11/12 20/3/13	18377.80	
44181	03/05/2013	St John Ambulance Assoc	1st aid course for Homecare employee	199.00	
44182	03/05/2013	Narrogin Nursery, Café & Gallery	Trees for Egerton Street	2280.00	
44183	03/05/2013	Great Southern Towing	Towing of Abandoned Vehicle from Earl Street to Town of Narrogin depot	88.00	
44184	03/05/2013	Radiowest Broadcasters Pty Ltd	Advertising for NHLP 2013	1161.60	
44185	03/05/2013	Town of Narrogin	Clear payroll deductions from Payroll A.COOK	1538.57	

44186	03/05/2013	Narelle Alice Thornton	Aqua aerobics training costs	40.25	
44187	03/05/2013	Narrogin R.S.L	Donation towards ANZAC day service 2013	100.00	
44188	03/05/2013	Brookton Amateur Swimming Club	Kid sport vouchers 2013	50.00	
44189	03/05/2013	WICKEPIN NETBALL CLUB	Kid sport vouchers 2013	1062.00	
44190	03/05/2013	Pingelly Tennis Club	Kid sport vouchers 2013	40.00	
44191	03/05/2013	M Shooter	Payed invoice twice Homecare client	31.25	
44192	03/05/2013	Langholm Pianos	Piano tuning Homecare	85.00	
44193	03/05/2013	Simon Beary	Reimbursement Caravan Park fees	120.00	
44195	10/05/2013	Town of Narrogin	Repayment of mobile phone calls	300.00	
44196	13/05/2013	Narrogin Packaging	PUBLIC TOILET Supplies 10 April 2013	705.01	
44197	13/05/2013	Courier Australia	FREIGHT DEPOT	402.48	
44198	13/05/2013	Dept Finance Shared Services State Library of WA	LIBRARY FREIGHT 6 September 2012	1085.62	
44199	13/05/2013	Sportspower Narrogin	NRRC NETBALL Medals and trophies for mixed comp	220.00	
44200	13/05/2013	Narrogin Meals On Wheels	MEALS ON WHEELS March 2013	537.66	
44201	13/05/2013	IT Vision	SYNERGYSOFT Finance Modules, Training, Implementation and Licences	210912.81	
44202	13/05/2013	WA Treasury Corporation	LOAN 121B Principal Repayment May 2013	5205.86	
44203	13/05/2013	PFD Food Services Pty Ltd	NRRC STOCK RESALE Kiosk	124.90	
44205	16/05/2013	Sandra Tenni	Rates refund for assessment A174600 39 Felspar Street NARROGIN 6312	1000.00	

44206	16/05/2013	Ray White	Rates refund for assessment A241700 12 Hillman Street NARROGIN 6312	826.12	
44207	16/05/2013	Synergy	ELECTRICITY WWTP 30/4/13	5898.10	
44208	16/05/2013	Narrogin Packaging	NRRC AMENITIES Coffee machine and General Supplies	688.35	
44209	16/05/2013	Narrogin Dependant Persons bus Association	HIRE BUS Shoppers March 2013	176.00	
44210	16/05/2013	St John Ambulance Assoc	NRRC TRAINING First Aid	150.00	
44211	16/05/2013	Hancocks Home Hardware	CARAVAN PARK HARDWARE Ladder	67.75	
44212	16/05/2013	Parrys Pty Ltd	CLOTHING WORKS PPE & Uniform	152.96	
44213	16/05/2013	IT Vision	SYNERGY SOFT Play Account Refresh	214.50	
44214	16/05/2013	Allans Bobcat and Truck Hire	CEMETERY Grave Digging	1364.00	
44215	16/05/2013	Narrogin Pump Sales & Service	SUNDRY Reticulation Items	48.21	
44218	16/05/2013	St Matthews Primary School	R REIMBURSEMENT Demolition Permit	130.50	
44220	22/05/2013	TELSTRA	TELEPHONE April 2013	1352.28	
44221	22/05/2013	St John Ambulance Assoc	NHLP TRAINING Haydock First Aid	1969.00	
44222	22/05/2013	Sportspower Narrogin	NHLP Netball post padding	1096.00	
44223	22/05/2013	Duke of York Hotel	COUNCILLOR Meals and Refreshments 19/05/13	70.40	
44224	22/05/2013	McLeods Barristers & Solicitors	EHO PROSECUTIONS Food Act November 2012	1568.20	
44225	22/05/2013	The Distributors Perth	NLC STOCK Kiosk Resale	684.15	
44226	22/05/2013	Town of Narrogin Petty CashAdmin	HARDWARE	246.55	

44227	22/05/2013	Australasian Performing Right Association Ltd	NLC LICENCE APRA Background Music	257.82	
44228	22/05/2013	Narrogin Racing	NHLP MARQUEE Usage for AustCycle Launch	45.45	
44229	22/05/2013	Australian Library & Information Association	LIBRARY NSS Promotional Material	125.00	
44230	22/05/2013	Shire Of Cranbrook	TOWN HALL Certificate of Design Compliance	1030.50	
44234	22/05/2013	Kathleen Dorothy Stewart	COUNCIL Laundry Linen	40.00	
44235	22/05/2013	Lynne Yorke	HEALTHCARE REIMBURSEMENT Fuel Manager Attendance Aged Care Conference	44.18	
44236	22/05/2013	John Parry Medical Centre	OCCUPATIONAL HEALTH Staff Fluvax 2013	255.00	
44237	30/05/2013	Accountants Super	Superannuation contributions	104.97	
44238	30/05/2013	Australian Ethical Superannuation	Superannuation contributions	553.84	
44239	30/05/2013	BT Super For Life	Superannuation contributions	719.13	
44240	30/05/2013	Commonwealth Bank	Superannuation contributions	640.38	
44241	30/05/2013	Asgard Ewrap Super Account	Superannuation contributions	280.21	
44242	30/05/2013	IOOF	Superannuation contributions	293.47	
44243	30/05/2013	Macquarie Investment Manager	Superannuation contributions	375.21	
44244	30/05/2013	MLC Nominees	Payroll deductions	923.08	
44245	30/05/2013	QANTAS Staff Credit Union Limited	Superannuation contributions	241.32	
44246	30/05/2013	Rest Superannuation	Superannuation contributions	197.68	
44247	30/05/2013	St Andrews Retirement Plan	Superannuation contributions	88.42	
44248	30/05/2013	AustralianSuper	Superannuation contributions	298.25	
44249	30/05/2013	Colonial First State	Superannuation contributions	139.40	

		Investments			
44250	30/05/2013	Host Plus	Superannuation contributions	212.16	
44251	30/05/2013	Prime Super	Superannuation contributions	524.73	
44252	30/05/2013	Narrogin Packaging	HACC CLEANING Supplies Handy Bake, Gloves	249.80	
44253	30/05/2013	Narrogin Dependant Persons bus Association	HACC HIRE Shoppers Bus April 2013	130.63	
44254	30/05/2013	Narrogin Taxis	HACC TAXI Services April 2013	374.85	
44255	30/05/2013	St John Ambulance Assoc	HEMOCARE First Aid Kits	140.00	
44256	30/05/2013	Dept Finance Shared Services State Library of WA	LIBRARY Lost and Damaged Books	42.90	
44257	30/05/2013	Hancocks Home Hardware	HACC HARDWARE Tool Box and Padlock	171.00	
44258	30/05/2013	Narrogin Meals On Wheels	HACC Meals On Wheels x 309 April 2013	537.66	
44259	30/05/2013	PFD Food Services Pty Ltd	NLC KIOSK Stock for Resale	273.50	
44260	30/05/2013	Ted's Carpet Cleaning Service	LIBRARY CLEANING Carpets	740.00	
44261	30/05/2013	Narrogin Homecare Petty Cash	HACC STATIONERY Petty Cash March May 2013	306.10	
44262	30/05/2013	The Distributors Perth	NRRC KIOSK Stock for Resale	1070.30	
44263	30/05/2013	Narrogin Amcal Chemist	NHLP Heartmoves Scales	105.75	
44264	30/05/2013	Signs Plus	ADMIN Name Badge CEO	18.00	
			Cheque Total	\$ 306,924.97	
			EFT Total	\$ 275,464.30	
			Payroll Total	\$ 206,688.01	
<b>PAYROLL SUMMARY</b>			<b>TOTAL</b>	<b>\$ 789,077.28</b>	

<b>Pay Date</b>	<b>Nett Amount Paid</b>				
8/05/2013	\$ 101,447.80				
22/05/2013	\$ 105,122.92				
22/05/2013	\$ 117.29				
<b>TOTAL</b>	<b>\$ 206,688.01</b>				
<b>P</b>	Partially Funded				
<b>R</b>	Reimbursement				
<b>I</b>	Insurance				
<b>PRB</b>	Partially reimbursement				

## 10.2.1012 MONTHLY FINANCIAL REPORTS - MAY 2013

**File Reference:** 12.8.1  
**Disclosure of Interest:** Nil  
**Applicant:** Nil  
**Previous Item Nos:** Nil  
**Date:** 21 June 2013  
**Author:** Rhona Hawkins – Manager of Finance

### **Attachments:**

Monthly Financial Report for the period ended 31 May 2013, attached separately.

### **Summary:**

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

### **Comments:**

The May Monthly Financial Report is showing a Revised Budget Closing Funding Surplus of \$107,780 which takes into account loan funds received for the Corporate Software Upgrade and the Town Hall Renovations.

### **Consultation:**

Colin Bastow, Director of Corporate and Community Services .

### **Statutory Environment:**

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

### **Policy Implications:** Nil

### **Financial Implications:**

All expenditure has been approved via adoption of the 2012/2013 Annual Budget, or resulting from a Council Motion for a budget amendment.

### **Strategic Implications:** Nil

### **Voting Requirements:** Simple Majority

<b>Council Resolution: 0613.130</b>
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**Moved: Cr Ballard                      Seconded: Cr Kain**

That Council: Receive the May 2013 Monthly Financial Reports as presented.

**CARRIED: 6/0**



**MONTHLY FINANCIAL REPORT**

**FOR THE PERIOD ENDED 31 MAY 2013**

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

**TOWN OF NARROGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Nature or Type)**  
**FOR THE PERIOD ENDED 31 MAY 2013**

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	
		\$	\$	\$	\$	\$	%	
<b>Operating Revenues</b>								
Grants, Subsidies and Contributions	8	2,699,875	2,704,875	2,479,747	2,437,220	(42,527)	(2%)	
Profit on Asset Disposal	10	0	0	0	0	0		
Fees and Charges		1,620,791	1,660,791	1,505,407	1,705,165	199,758	12%	▲
Service Charges		0	0	0	0	0		
Interest Earnings		60,700	60,700	55,616	52,499	(3,117)	(6%)	
Other Revenue		535,893	602,893	546,585	593,752	47,167	8%	
<b>Total (Excluding Rates)</b>		<b>4,917,259</b>	<b>5,029,259</b>	<b>4,587,355</b>	<b>4,788,636</b>	<b>201,281</b>		
<b>Operating Expense</b>								
Employee Costs		(2,596,744)	(2,596,744)	(2,379,564)	(3,173,888)	(794,324)	(25%)	▲
Materials and Contracts		(3,192,809)	(3,275,345)	(2,985,035)	(1,510,027)	1,475,008	98%	▼
Utilities Charges		(529,673)	(529,673)	(485,463)	(505,008)	(19,545)	(4%)	
Depreciation (Non-Current Assets)		(968,400)	(968,400)	(887,634)	(909,652)	(22,018)	(2%)	
Interest Expenses	12	(35,749)	(35,749)	(29,692)	(29,300)	392	1%	
Insurance Expenses		(155,557)	(155,557)	(142,395)	(251,696)	(109,301)	(43%)	▲
Loss on Asset Disposal	10	(25,240)	(25,240)	(23,111)	(40,942)	(17,831)	(44%)	
Other Expenditure		(233,260)	(233,260)	(213,752)	(157,785)	55,967	35%	▼
<b>Total</b>		<b>(7,737,431)</b>	<b>(7,819,967)</b>	<b>(7,146,646)</b>	<b>(6,578,298)</b>	<b>568,348</b>		
<b>Funding Balance Adjustment</b>								
Add Back Depreciation		968,400	968,400	887,634	909,652	22,018	2%	
Adjust (Profit)/Loss on Asset Disposal	10	25,240	25,240	23,111	40,942	17,831	44%	
Adjust Employee Benefits Provision (Non-Current)		0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	4,228	4,228	100%	
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Adjust Rounding		0	0	0	0	0		
<b>Net Operating (Ex. Rates)</b>		<b>(1,826,532)</b>	<b>(1,797,068)</b>	<b>(1,648,546)</b>	<b>(834,840)</b>	<b>813,706</b>		
<b>Capital Revenues</b>								
Grants, Subsidies and Contributions	8	776,033	1,404,428	711,348	1,048,395	337,047	32%	▲
Proceeds from Disposal of Assets	10	116,700	163,985	163,985	165,857	1,872	1%	
Proceeds from New Debentures	12	851,386	851,386	220,000	501,386	281,386	56%	▲
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	9	534,164	534,164	472,664	490,164	17,500	4%	
<b>Total</b>		<b>2,278,283</b>	<b>2,953,963</b>	<b>1,567,997</b>	<b>2,205,802</b>	<b>637,805</b>		
<b>Capital Expenses</b>								
Land Held for Resale	10	0	(177,273)	(177,273)	(177,273)	(0)	(0%)	
Land and Buildings	10	(1,571,230)	(1,996,625)	(922,500)	(203,877)	718,623	352%	▼
Plant and Equipment	10	(886,717)	(1,029,849)	(729,147)	(808,095)	(78,948)	(10%)	
Furniture and Equipment	10	(348,500)	(384,864)	(78,000)	(225,655)	(147,655)	(65%)	▲
Infrastructure Assets - Roads	10	(312,800)	0	0	0	0		
Infrastructure Assets - Footpaths	10	0	(100,000)	(36,500)	0	36,500	100%	▼
Infrastructure Assets - Drainage	10	0	(28,000)	0	(28,717)	(28,717)	(100%)	▲
Infrastructure Assets - Parks & Ovals	10	0	0	0	0	0		
Infrastructure Assets - Townscape	10	0	0	0	0	0		
Infrastructure Assets - Other	10	(92,293)	(92,293)	(55,500)	(6,806)	48,694	715%	▼
Purchase of Investments		0	0	0	0	0		
Repayment of Debentures	12	(55,736)	(55,736)	(42,217)	(36,366)	5,851	16%	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	9	(173,382)	(173,382)	(122,529)	(70,250)	52,279	74%	▼
<b>Total</b>		<b>(3,440,658)</b>	<b>(4,038,021)</b>	<b>(2,163,665)</b>	<b>(1,557,039)</b>	<b>606,627</b>		
<b>Net Capital</b>		<b>(1,162,375)</b>	<b>(1,084,058)</b>	<b>(595,668)</b>	<b>648,763</b>	<b>1,244,432</b>		
<b>Total Net Operating + Capital</b>		<b>(2,988,907)</b>	<b>(2,881,127)</b>	<b>(2,244,214)</b>	<b>(186,077)</b>	<b>2,058,137</b>		
Rate Revenue		2,851,129	2,851,129	2,851,129	2,850,595	(534)	(0%)	
Opening Funding Surplus(Deficit)		137,778	137,778	137,778	167,666	29,888	18%	▲
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>107,780</b>	<b>744,693</b>	<b>2,832,184</b>	<b>2,087,491</b>		

**TOWN OF NARROGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**FOR THE PERIOD ENDED 31 MAY 2013**

	Note	Adopted Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b) 300%	Var
		\$	\$	\$	\$	\$	%	
<b>Operating Revenues</b>								
Governance		5,150	17,150	5,132	52,914	47,782	90%	▲
General Purpose Funding		701,688	1,330,083	643,159	1,264,212	621,053	49%	▲
Law, Order and Public Safety		161,289	161,289	147,796	77,863	(69,933)	(90%)	▼
Health		6,432	6,432	5,863	3,744	(2,119)	(57%)	▼
Education and Welfare		1,269,570	1,269,570	1,163,690	1,310,328	146,638	11%	▲
Housing		50	50	44	4,164	4,120	99%	▲
Community Amenities		843,401	883,401	793,069	925,861	132,792	14%	▲
Recreation and Culture		2,077,459	2,077,459	1,904,133	1,645,724	(258,409)	(16%)	▼
Transport		235,457	235,457	215,820	24,476	(191,344)	(782%)	▼
Economic Services		355,196	415,196	385,545	446,688	61,143	14%	▲
Other Property and Services		37,600	37,600	34,452	81,057	46,605	57%	▲
<b>Total (Excluding Rates)</b>		<b>5,693,292</b>	<b>6,433,687</b>	<b>5,298,703</b>	<b>5,837,031</b>	<b>538,328</b>		
<b>Operating Expense</b>								
Governance		(771,116)	(771,116)	(706,640)	(647,651)	58,989	9%	▲
General Purpose Funding		(145,504)	(145,504)	(133,309)	(112,325)	20,984	19%	▲
Law, Order and Public Safety		(281,472)	(281,472)	(257,873)	(188,379)	69,494	37%	▼
Health		(92,199)	(92,199)	(84,469)	(99,293)	(14,824)	(15%)	▼
Education and Welfare		(1,311,407)	(1,311,407)	(1,201,607)	(1,110,029)	91,578	8%	▲
Housing		(51)	(51)	(44)	(19,719)	(19,675)	(100%)	▼
Community Amenities		(820,009)	(820,009)	(751,454)	(744,930)	6,524	1%	▲
Recreation and Culture		(2,716,258)	(2,709,894)	(2,478,685)	(2,234,933)	243,752	11%	▼
Transport		(1,146,886)	(1,146,886)	(1,051,138)	(899,142)	151,996	17%	▼
Economic Services		(414,210)	(503,110)	(446,667)	(420,398)	26,269	6%	▲
Other Property and Services		(38,320)	(38,320)	(34,760)	(101,499)	(66,739)	(66%)	▲
<b>Total</b>		<b>(7,737,431)</b>	<b>(7,819,967)</b>	<b>(7,146,646)</b>	<b>(6,578,299)</b>	<b>568,347</b>		
<b>Funding Balance Adjustment</b>								
Add back Depreciation		968,400	968,400	887,634	909,652	22,018	2%	▲
Adjust (Profit)/Loss on Asset Disposal	10	25,240	25,240	23,111	40,942	17,831	44%	▲
Adjust Employee Benefits Provision (Non-Current)		0	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	4,228	4,228	100%	▲
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Adjust Rounding		0	0	0	1	1	100%	▲
<b>Net Operating (Ex. Rates)</b>		<b>(1,050,499)</b>	<b>(392,640)</b>	<b>(937,198)</b>	<b>213,555</b>	<b>1,146,525</b>		
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets	10	116,700	163,985	163,985	165,857	1,872	1%	▲
Proceeds from New Debentures	12	851,386	851,386	220,000	501,386	281,386	56%	▲
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	9	534,164	534,164	472,664	490,164	17,500	4%	▲
<b>Total</b>		<b>1,502,250</b>	<b>1,549,535</b>	<b>856,649</b>	<b>1,157,407</b>	<b>300,758</b>		
<b>Capital Expenses</b>								
Land Held for Resale	10	0	(177,273)	(177,273)	(177,273)	(0)	(0%)	▼
Land and Buildings	10	(1,571,230)	(1,996,625)	(922,500)	(203,877)	718,623	352%	▼
Plant and Equipment	10	(886,717)	(1,029,849)	(729,147)	(808,095)	(78,948)	(10%)	▼
Tools	10	0	0	0	0	0		
Furniture and Equipment	10	(348,500)	(384,864)	(78,000)	(225,655)	(147,655)	(65%)	▲
Infrastructure Assets - Roads	10	(312,800)	0	0	0	0		
Infrastructure Assets - Footpaths	10	0	(100,000)	(36,500)	0	36,500	100%	▼
Infrastructure Assets - Drainage	10	0	(28,000)	0	(28,717)	(28,717)	(100%)	▲
Infrastructure Assets - Parks & Ovals	10	0	0	0	0	0		
Infrastructure Assets - Townscape	10	0	0	0	0	0		
Infrastructure Assets - Other	10	(92,293)	(92,293)	(55,500)	(6,806)	48,694	715%	▼
Purchase of Investments		0	0	0	0	0		
Repayment of Debentures	12	(55,736)	(55,736)	(42,217)	(36,366)	5,851	16%	▲
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	9	(173,382)	(173,382)	(122,529)	(70,250)	52,279	74%	▼
<b>Total</b>		<b>(3,440,658)</b>	<b>(4,038,021)</b>	<b>(2,163,665)</b>	<b>(1,557,039)</b>	<b>606,627</b>		
<b>Net Capital</b>		<b>(1,938,408)</b>	<b>(2,488,486)</b>	<b>(1,307,016)</b>	<b>(399,632)</b>	<b>907,385</b>		
<b>Total Net Operating + Capital</b>								
		<b>(2,988,907)</b>	<b>(2,881,126)</b>	<b>(2,244,214)</b>	<b>(186,077)</b>	<b>2,053,910</b>		
Rate Revenue		2,851,129	2,851,129	2,851,129	2,850,595	(534)	(0%)	▲
Opening Funding Surplus(Deficit)		137,778	137,778	137,778	167,666	29,888	18%	▲
<b>Closing Funding Surplus(Deficit)</b>	3	<b>(0)</b>	<b>107,781</b>	<b>744,693</b>	<b>2,832,185</b>	<b>2,083,264</b>		

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

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

**(b) The Local Government Reporting Entity**

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

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

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

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

**(e) Goods and Services Tax**

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

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

**(h) Inventories**

**General**

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

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

**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013**

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

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value.

Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

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

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

**(i) Fixed Assets**

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

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

**(j) Depreciation of Non-Current Assets**

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

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

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

**Capitalisation Threshold**

Expenditure on items of equipment under \$1,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**(m) Interest-bearing Loans and Borrowings**

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

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

**Borrowing Costs**

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

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

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

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

**(o) Current and Non-Current Classification**

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

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013**

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

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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

**GOVERNANCE**

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

**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013**

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

**(r) STATEMENT OF OBJECTIVE (Continued)**

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**HOUSING**

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

**COMMUNITY AMENITIES**

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

**RECREATION AND CULTURE**

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

**TRANSPORT**

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

**ECONOMIC SERVICES**

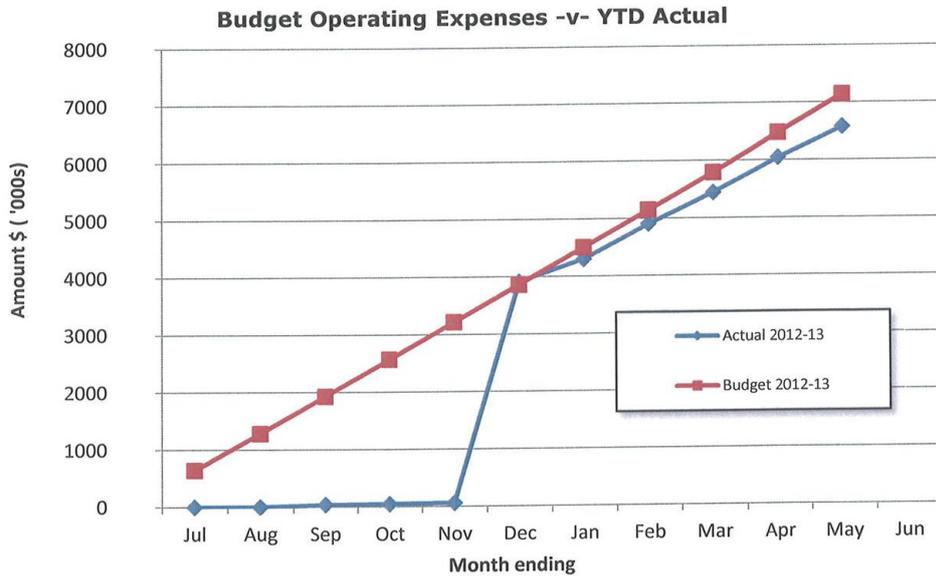
Rural Services, Tourism, Building Control, Economic Development.

**OTHER PROPERTY & SERVICES**

Private Works, Stocks and Miscellaneous Items.

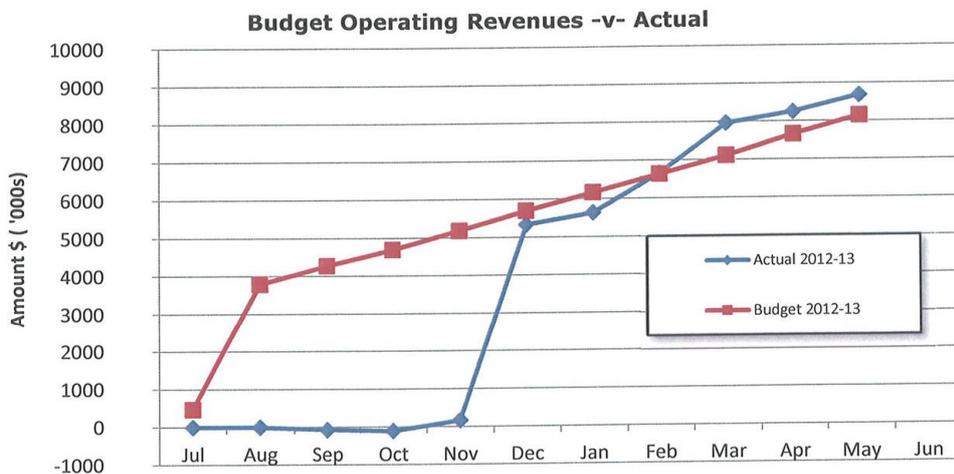
**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013**

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



**Comments/Notes - Operating Expenses**

Proper comparisons are only possible from December 2012 when SynergySoft came online.

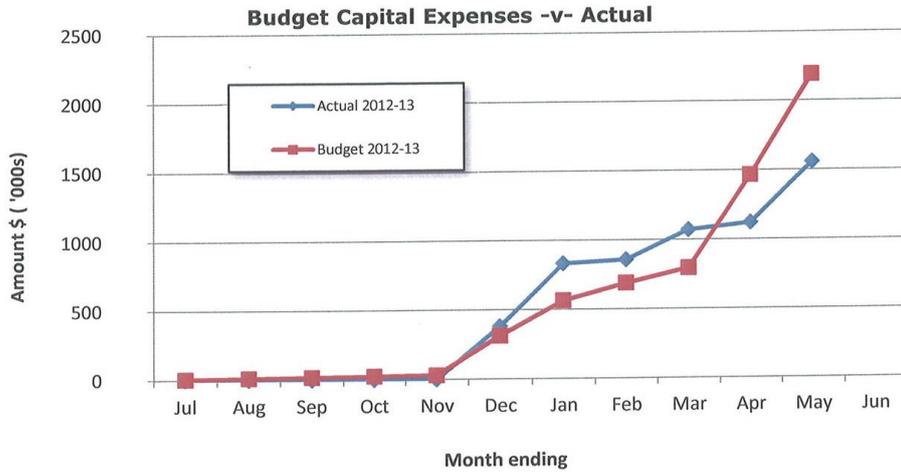


**Comments/Notes - Operating Revenues**

Proper comparisons are only possible from December 2012 when SynergySoft came online.

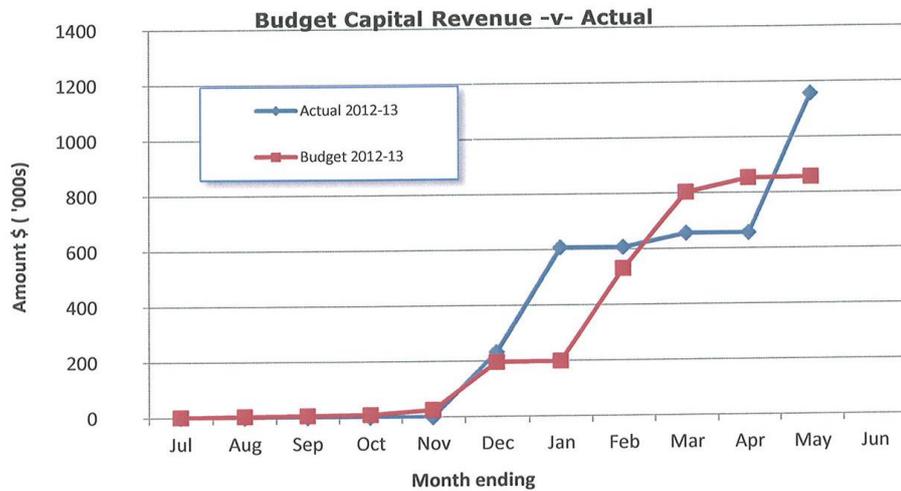
**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013**

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



**Comments/Notes - Capital Expenses**

Proper comparisons are only possible from December 2012 when SynergySoft came online.



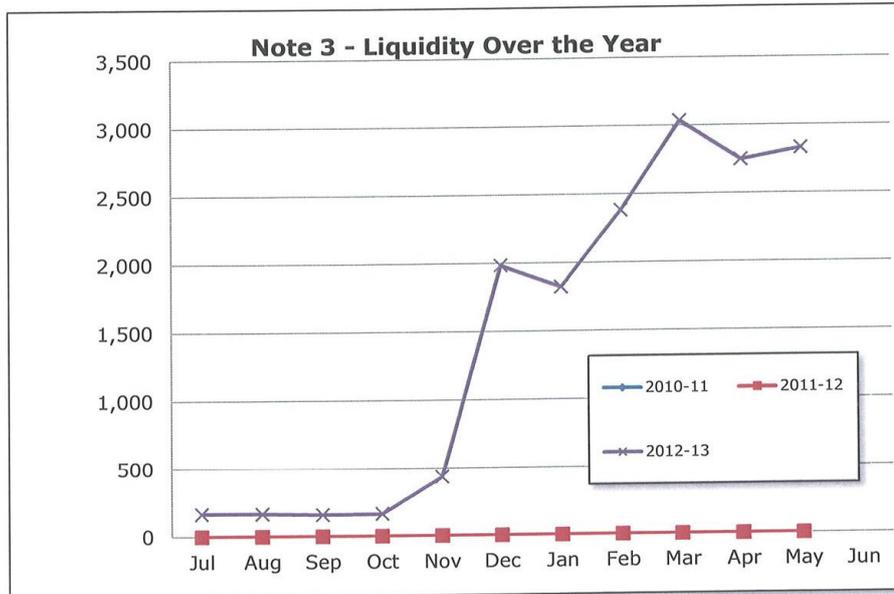
**Comments/Notes - Capital Revenues**

Proper comparisons are only possible from December 2012 when SynergySoft came online.

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

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

Note	Positive=Surplus (Negative=Deficit)		
	31/05/2013	30/04/2013	31/05/2012
	This Period	Last Period	Same Period Last Year
	\$	\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3,176,958	2,784,054	0
Cash Restricted	491,718	491,718	0
Receivables - Rates and Rubbish	192,929	271,903	0
Receivables -Other	656,327	491,509	0
Inventories	0	0	0
	4,517,931	4,039,183	0
<b>Less: Current Liabilities</b>			
Payables	(948,144)	(551,116)	0
Loan Liability	(19,371)	(22,331)	0
Provisions	(245,886)	(245,886)	0
	(1,213,401)	(819,333)	0
<b>Net Current Asset Position</b>	3,304,531	3,219,850	0
Less: Cash Restricted	(491,718)	(491,718)	0
Add Back: Component of Leave Liability not Required to be funded	0	0	0
Add Back: Current Loan Liability	19,371	22,331	0
Adjustment for Trust Transactions Within Muni	0	0	0
<b>Net Current Funding Position</b>	2,832,184	2,750,463	0



**Comments - Net Current Funding Position**

Proper figures are only available in SynergySoft from December 2012. Comparatives for 2010/11 and 2011/12 are not available.

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Account		3,176,958			3,176,958	NAB	
Cash Floats		0	0		0	NAB	
Reserve Account				57,400		NAB	
Trust Account						NAB	
(b) <b>Term Deposits</b>							
Municipal		0			0		
Reserve Term Deposit	4.35%		491,718		491,718	NAB	29/06/2013
(c) <b>Investments</b>							
Municipal					0		
Reserve Term Deposit					0		
Trust Account				57,400	57,400		
Cash Floats					0		
Municipal					0		
Reserve Term Deposit					0		
<b>Total</b>		3,176,958	491,718	57,400	3,668,676		

**Comments/Notes - Investments**

**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

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

**5.1.1 GOVERNANCE**

Permanent - Reimbursement of Merger costs.

Permanent - Workforce Planning Grant received but not budgeted for.

**5.1.2 GENERAL PURPOSE FUNDING**

Timing Issue - due to the amended budget.

**5.1.3 LAW, ORDER AND PUBLIC SAFETY**

Timing Issue - SES Capital Grant budgeted but not received.

**5.1.4 HEALTH**

Timing Issue - due to the amended budget.

**5.1.5 EDUCATION AND WELFARE**

Permanent - HACC Capital Grant, Cost Supplement and CPI increase not budgeted.

**5.1.6 HOUSING**

Permanent - Staff reimbursements are offset by expenditure.

**5.1.7 COMMUNITY AMENITIES**

Permanent - Additional fees for asbestos disposal at Tip.

**5.1.8 RECREATION AND CULTURE**

Timing Issue - due to the amended budget.

**5.1.9 TRANSPORT**

Timing Issue - Regional Road Group funding - Works Delayed

**5.1.10 ECONOMIC SERVICES**

Permanent - Increased income due to Caravan Park occupancy.

**5.1.11 OTHER PROPERTY AND SERVICES**

Permanent - Private Works income higher than anticipated.

**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

**5.2 OPERATING EXPENSES - PROGRAM**

**5.2.1 GOVERNANCE**

Nil

**5.2.2 GENERAL PURPOSE FUNDING**

Nil

**5.2.3 LAW, ORDER AND PUBLIC SAFETY**

Timing Issue - SES Shed expenditure delayed (uncertain if this will happen this financial year).

**5.2.4 HEALTH**

Permanent - Higher than anticipated Environmental Health expenditure.

**5.2.5 EDUCATION AND WELFARE**

Nil

**5.2.6 HOUSING**

Permanent - Expenditure offset by Staff reimbursements.

**5.2.7 COMMUNITY AMENITIES**

Nil

**5.2.8 RECREATION AND CULTURE**

Nil

**5.2.9 TRANSPORT**

Timing Issue - Road Maintenance program currently less than budget.

**5.2.10 ECONOMIC SERVICES**

Nil

**5.2.11 OTHER PROPERTY AND SERVICES**

Permanent - Private Works have been more active than budget.

Timing Issue - PWOH/POC under allocated to date of reporting.

Permanent - Administration allocated and Community allocated method changed for Actuals compared to Budget.

**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

**5.3 CAPITAL REVENUE**

**5.3.1 PROCEEDS FROM DISPOSAL OF ASSETS**

Nil

**5.3.2 PROCEEDS FROM NEW DEBENTURES**

Timing Issue - due to Budget amendment.

**5.3.3 PROCEEDS FROM SALE OF INVESTMENT**

Nil

**5.3.4 PROCEEDS FROM ADVANCES**

Nil

**5.3.5 SELF-SUPPORTING LOAN PRINCIPAL**

Nil

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

Nil

**5.4 CAPITAL EXPENSES**

**5.4.1 LAND HELD FOR RESALE**

Permanent - Purchase of Industrial Land in a joint venture with Shire of Narrogin.

**5.4.2 LAND AND BUILDINGS**

Timing Issue - Town Hall development currently delayed.

**5.4.3 PLANT AND EQUIPMENT**

Permanent - HACC Hino Bus purchase greater than budget.

Permanent - CEO vehicle purchased with no budget. Previously endorsed by Council.

**5.4.4 TOOLS**

Nil

**5.4.5 FURNITURE AND EQUIPMENT**

Timing Issue - due to Budget amendments.

**5.4.6 INFRASTRUCTURE ASSETS - ROADS**

Nil

**5.4.7 INFRASTRUCTURE ASSETS - FOOTPATHS**

Timing Issue - due to Budget amendments.

**5.4.8 INFRASTRUCTURE ASSETS - DRAINAGE**

Permanent - Drainage program completed.

**5.4.9 INFRASTRUCTURE ASSETS - PARKS AND OVALS**

Nil

**5.4.10 INFRASTRUCTURE ASSETS - TOWNSCAPE**

Nil

**5.4.11 INFRASTRUCTURE ASSETS - OTHER**

Permanent - Hockey Scoreboard insurance reimbursement.

**5.4.12 PURCHASES OF INVESTMENT**

Nil

**5.4.13 REPAYMENT OF DEBENTURES**

Nil

**5.4.14 ADVANCES TO COMMUNITY GROUPS**

Nil

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

Timing Issue - Transfers delayed due to maturity date of investments.

**TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013**

**Note 5: MAJOR VARIANCES**

**Comments/Reason for Variance**

**5.5 OTHER ITEMS**

**5.5.1 RATE REVENUE**

Nil

**5.5.2 OPENING FUNDING SURPLUS(DEFICIT)**

Difference in method of calculation of Opening/Closing Funds.

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b>						
1232903 PE023	Electrical Cable Testing Equipment	313.052	Opening Surplus(Deficit)	\$ (0)		\$ (2,000)	(2,000)
1337903 PE021	Ride On Lawn Mower	313.052	Capital Expenses			(3,500)	(5,500)
1335322	Relocation of Railway Carriages	313.052	Operating Expenses			(3,000)	(8,500)
1125372	Repairs to Light Towers - Clayton Rd Oval	313.052	Operating Expenses			(5,000)	(13,500)
1124902 FE012	BBO's Public Hall	313.052	Capital Expenses			(11,364)	(24,864)
0404902 FE011	Security System CCTV Admin	0313.052	Capital Expenses			(12,000)	(36,864)
1337312	Land - Lot 123	313.052	Operating Expenses			(30,000)	(66,864)
0506903 PE024	Light Bar Ranger	313.052	Capital Expenses			(2,600)	(69,464)
1335342	Caravan Park Expenditure Increase	313.052	Operating Expenses			(55,900)	(125,364)
1230906 IF001	Earl St Footpath Construction	313.052	Capital Expenses			(36,500)	(161,864)
IF002	Smith St Footpath Construction	313.052	Capital Expenses			(31,750)	(193,614)
IF003	Ensign Footpath Construction	313.052	Capital Expenses			(31,750)	(225,364)
1230905 ID137	Stormwater Drainage Improvements	313.052	Capital Expenses			(28,000)	(253,364)
1124901 LB010	Roofing Railway Institute Hall	313.052	Capital Expenses			(250,000)	(503,364)
0404901 LB011	Building Renovation & Revitalisation Administration	313.052	Capital Expenses			(30,000)	(533,364)
1128901 LB009	Building Renovation & Revitalisation Library	313.052	Capital Expenses			(20,000)	(553,364)
1335901 LB013	Caravan Park	313.052	Capital Expenses			(45,000)	(598,364)
1335902 FE013	Electrical Upgrade	313.052	Capital Expenses			(7,500)	(605,864)
1335901 LB014	Fire Hose Reel Replacement	313.052	Capital Expenses			(45,395)	(651,259)
1335901 LB015	Caretakers Cottage Refurbishment	313.052	Capital Expenses			(5,000)	(656,259)
1335901 LB016	Transportable	313.052	Capital Expenses			(10,000)	(666,259)
1335902 FE014	Replacement of Copper Piping	313.052	Capital Expenses			(7,500)	(673,759)
1335903 PE025	Replace Hot Water System	313.052	Capital Expenses			(10,000)	(683,759)
1228901 LB017	Sullage Dump Point	313.052	Capital Expenses			(20,000)	(703,759)
0404903 PE026	Narrogin Regional Library Building Upgrade	313.052	Capital Expenses			(50,000)	(753,759)
	Solar Power & Heating Administration	313.052	Capital Expenses				

**Note 6: BUDGET AMENDMENTS (Cont)**

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
0302131	CLGF Local (R4R)	313.052	Operating Revenue		628,396		(125,364)
0404141	LGIS Risk Rebate	313.052	Operating Revenue		12,000		(113,364)
1335111	Caravan Park Income	313.052	Operating Revenue		60,000		(53,364)
1019111	Refuse Site Fees Increase	313.052	Operating Revenue		40,000		(13,364)
1126332	RLCIP Round 3 Project	313.052	Operating Revenue		11,364		(2,000)
FE002	Gun Safe and Rifle	313.052	Capital Revenue		2,000		(0)
1337700	Industrial Land Purchase	912.258	Capital Expenses			(177,273)	(177,273)
0404903	CEO Vehicle Purchase	912.189	Capital Expenses			(49,091)	(226,364)
1125903	MLC Vehicle Purchase	912.189	Capital Expenses			(25,941)	(252,305)
0404803	CEO Vehicle Proceeds on Disposal	912.189	Capital Revenue		41,818		(210,487)
1125823	MLC Vehicle Proceeds on Disposal	912.189	Capital Revenue		5,467		(205,020)
0404813	CEO Vehicle Realisation on Disposal	912.189	Non Cash Item				(205,020)
1125823	MLC Vehicle Realisation on Disposal	912.189	Non Cash Item				(205,020)
<b>Closing Funding Surplus (Deficit)</b>				<b>0</b>	<b>801,044</b>	<b>(1,006,064)</b>	<b>(205,020)</b>

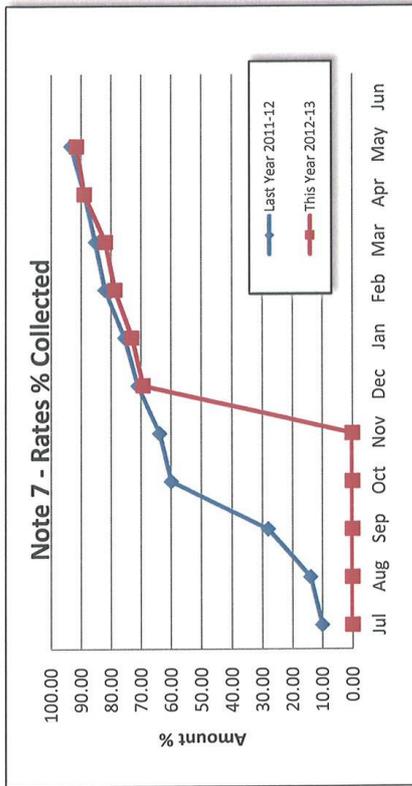
**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

**Note 7: RECEIVABLES**

**Receivables - Rates and Rubbish**

Opening Arrears Previous Years  
 Rates Levied this year (YTD)  
 Less Collections to date  
 Equals Current Outstanding

	Current 2012-13	Previous 2011-12	Total
	\$ 185,146	\$ 214,602	\$ 399,748
	2,850,595	2,576,156	5,426,751
	(2,776,691)	(2,605,612)	(5,382,303)
	259,050	185,146	444,197
<b>Net Rates Collectable</b>			444,197
% Collected	91.47%	93.37%	92.38%



**Comments/Notes - Receivables Rates and Rubbish**

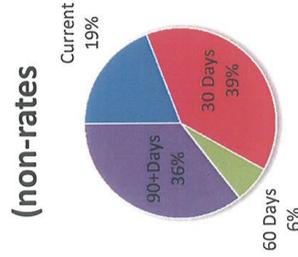
2012/13 figures prior to December are not available at time of reporting.

**Receivables - General**

	Current	30 Days	60 Days	90+Days
	\$ 51,322	\$ 104,411	\$ 16,723	\$ 95,175
<b>Total Outstanding</b>				<b>267,631</b>

Amounts shown above include GST (where applicable)

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



**Comments/Notes - Receivables General**

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

**Note 8: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval	2012-13 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
<b>GENERAL PURPOSE FUNDING</b>							
Federal Assistance Grant Income	Grants Commission (United)	Yes	\$	\$	\$	\$	\$
Federal Assistance Grant Income	Grants Commission (Roads)	Yes	(554,525)	(554,525)	(497,606)	(56,919)	(56,919)
CLGF Local (R4R)	Royalties for Regions	Yes	(62,907)	(62,907)	(56,460)	(6,447)	(6,447)
			0	0	(628,395)	628,395	628,395
<b>LAW, ORDER, PUBLIC SAFETY</b>							
Public Safety Incoming Grants	FESA (SES Subsidy)	Yes	(3,098)	(3,098)	(3,140)	42	42
Public Safety Incoming Grants	FESA (LEMC Plan)	Yes	(9,091)	(9,091)	(9,091)	(0)	(0)
Public Safety Non Operating Grants	Attorney General's Office	Yes	(50,000)	(50,000)	(50,000)	0	0
Public Safety Non Operating Grants	FESA (SES)	Yes	(73,900)	(73,900)	0	(73,900)	(73,900)
<b>EDUCATION &amp; WELFARE</b>							
HACC Operating Grant Income	Dept. of Health & Ageing	Yes	(739,976)	(739,976)	(762,920)	22,944	22,944
CACP Operating Grant	Dept. of Health & Ageing	Yes	(258,000)	(258,000)	(179,761)	(78,239)	(78,239)
Respite Operating Grants	Bathanie Care	Yes	(120,000)	(120,000)	(115,149)	(4,851)	(4,851)
Other Welfare Grant Income	Neurodegenerative Conditions Coordinating Care Program	Yes	(13,661)	(13,661)	(20,240)	6,579	6,579
Other Welfare Grant Income	Dept. of Veterans Affairs	Yes	(8,000)	(8,000)	(3,659)	(4,341)	(4,341)
<b>RECREATION AND CULTURE</b>							
Public Halls & Centres Contributions	Shire of Narragin	Yes	(17,200)	(17,200)	(13,991)	(3,209)	(3,209)
Public Halls & Centres Non Operating Income	Dept. of Culture & The Arts	Yes	(216,000)	(216,000)	0	(216,000)	(216,000)
Public Halls & Centres Non Operating Income	Lotteries West	Yes	(67,844)	(67,844)	0	(67,844)	(67,844)
Public Halls & Centres Non Operating Income	RDL	Yes	(100,000)	(100,000)	0	(100,000)	(100,000)
Rec & Sport Grant Income	Shire of Narragin	Yes	(34,600)	(34,600)	(26,914)	(7,686)	(7,686)
NRRC Operating Grants	Shire of Narragin	Yes	(39,500)	(39,500)	(74,505)	35,005	35,005
NRRC Operating Grants	State Treasury	Yes	(3,000)	(3,000)	(15,000)	12,000	12,000
NRRC Non Operating Grants	Dept. of Regional Development & Lands	Yes	(140,702)	(140,702)	(140,702)	0	0
NRRC Non Operating Grants	Dept. of Regional Development & Lands	Yes	(467,500)	(467,500)	(420,000)	(47,500)	(47,500)

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

**Note 8: GRANTS AND CONTRIBUTIONS**

Program/Details	Provider	Approval (Yes/No)	2012-13 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status		
						Received	Not Received	
Healthy Lifestyles Grant Income	Dept. of Health & Ageing	Yes	\$ (140,685)	\$	\$ (140,685)	\$ (146,055)	\$ 5,370	
Library Grant Income	Shire of Narrogin	Yes	(25,000)		(25,000)	(21,750)	(3,250)	
Library Grant Income	Dept. of Communities	Yes	(2,670)		(2,670)	2,505	(5,175)	
Library Grant Income	Dept. of Training & Workforce Development	Yes	(3,000)		(3,000)	41	(3,041)	
Library Grant Income	Seniors Week Grant	Yes	0		0	(480)	480	
<b>TRANSPORT</b>								
Transport Construction Grant Income	Main Roads WA (RRG)	Yes	(208,533)		(208,533)	0	(208,533)	
Transport Construction Grant Income	Dept of Infra. & Transport (R2R)	No	0		0	0	0	
Transport Maintenance Grant Income	Main Roads WA (Direct)	Yes	(26,924)		(26,924)	(24,476)	(2,448)	
<b>TOTALS</b>			<b>(3,386,316)</b>	<b>0</b>	<b>(3,386,316)</b>	<b>(3,207,748)</b>	<b>(178,568)</b>	

**Comments - Grants and Contributions**

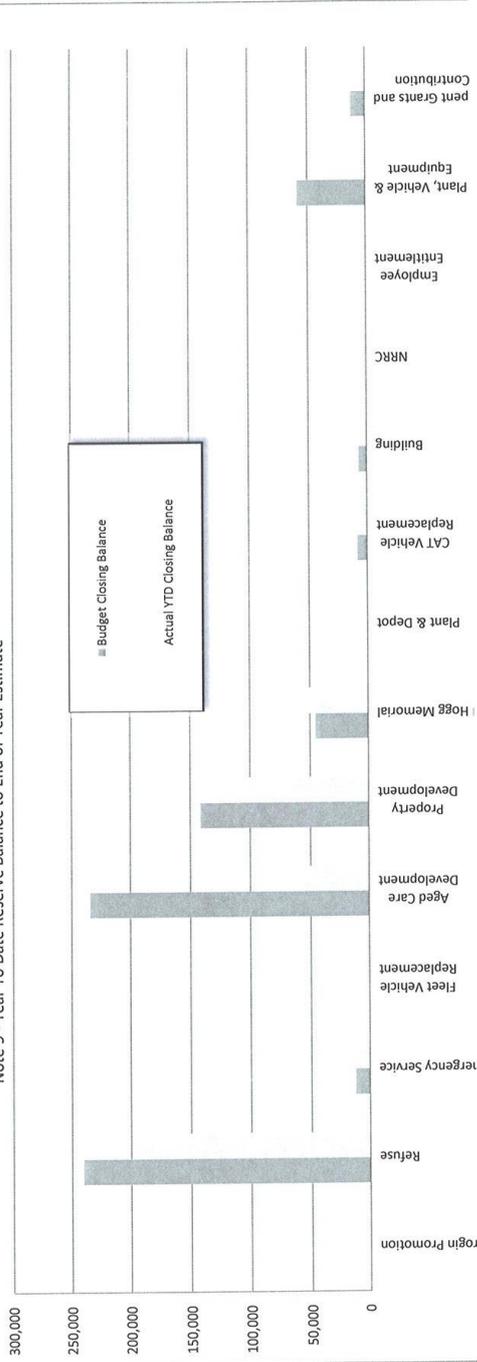
The above table of grants and contributions is not exhaustive but does contain that activity deemed important enough for inclusion in this table.

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

**Note 9: Cash Backed Reserve.**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Narrogin Promotion	17,200	0	0	0	0	17,200	7,200		0	10,000
Refuse	199,250	0	0	41,413	0	0	0		240,663	199,250
Emergency Service	12,590	0	0	0	0	0	0		12,590	12,590
Fleet Vehicle Replacement	3,450	0	0	0	0	3,450	3,450		0	0
Aged Care Development	219,372	0	0	0	0	150,000	165,000		234,384	54,372
Property Development	108,026	0	0	0	0	0	0		141,780	108,026
J Hogg Memorial	80,530	0	0	0	0	35,000	0		45,530	80,530
Plant & Depot	59,600	0	0	0	0	59,600	59,600		0	0
CAT Vehicle Replacement	2,000	0	0	20,615	0	14,000	0		8,615	2,000
Building	0	0	0	7,200	0	0	0		7,200	7,200
NRRC	0	0	0	0	0	0	0		0	0
Employee Entitlement	0	0	0	0	0	0	0		0	0
Plant, Vehicle & Equipment	0	0	0	104,154	63,050	45,300	45,300		58,854	17,750
Unspent Grants and Contribution	209,614	0	0	0	209,614	534,164	490,164		12,364	0
	<b>911,632</b>	<b>0</b>	<b>0</b>	<b>173,382</b>	<b>70,250</b>	<b>534,164</b>	<b>490,164</b>		<b>761,980</b>	<b>491,718</b>

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



TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Cost	Actual			Profit (Loss)	Disposals	Current Budget This Year				Variance (Under/Over)	
	Accum Depr	Proceeds	Profit (Loss)			Original Budget	Revised Budget	YTD Budget	Actual		
\$	\$	\$	\$	\$		\$	\$	\$	\$	\$	\$
31,450	12,809	15,205	0	(3,437)	Governance - Proceeds on Disposal of Assets	14,500	14,500	14,500	15,205	705	▲
51,915	1,246	41,818	(8,852)	(8,852)	Proceeds on Disposal - DCCS Vehicle	0	41,818	41,818	41,818	0	TTT
34,810	17,800	16,818	0	(192)	Proceeds on Disposal - CEO Vehicle	14,000	14,000	14,000	16,818	2,818	▲
23,215	8,211	14,591	0	(413)	Animal Control - Proceeds on Disposal of Assets	12,000	12,000	12,000	14,591	2,591	▲
25,495	8,971	16,364	0	(160)	Proceeds on Disposal - Ranger Vehicle	19,000	19,000	19,000	16,364	(2,636)	▼
22,809	5,230	17,273	(307)	(307)	CACP - Proceeds on Disposal of Assets	19,000	19,000	19,000	17,273	(1,727)	▼
20,012	8,639	5,467	0	(5,906)	Proceeds on Disposal - Homocare Vehicle	0	5,467	5,467	5,467	0	TTT
33,869	5,741	16,049	0	(12,079)	Other Welfare - Proceeds on Disposal of Assets	17,200	17,200	17,200	16,049	(1,151)	▼
32,628	759	22,273	0	(9,596)	Proceeds on Disposal - CAT (1) Vehicle	21,000	21,000	21,000	22,273	1,273	▲
276,204	69,405	165,857	(40,942)	(40,942)	Proceeds on Disposal - CAT (2) Vehicle	116,700	163,985	163,985	165,857	1,872	▲
					Rec & Sport - Proceeds on Disposal of Assets						
					Proceeds on Disposal - MLC Vehicle						
					Transport Road Plant - Proceeds on Disposal of Assets						
					Proceeds on Disposal - DTES Vehicle						
					Building Control - Proceeds on Disposal of Assets						
					Proceeds on Disposal - Building Surveyor Vehicle						
					Totals	116,700	163,985	163,985	165,857	1,872	▲

Comments - Capital Disposal

TOWN OF NARROGIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2013

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions Information			Summary Acquisitions					Current Budget		
Grants	Reserves	Borrowing	Total	Original Budget	This Year		Actual	Variance (Under)/Over		
					Revised Budget	YTD Budget				
\$	\$	\$	\$	\$	\$	\$	\$	\$		
0	0	177,273	0	0	177,273	177,273	177,273	0	↑↑↑	
0	0	631,386	631,386	1,571,230	1,996,625	922,500	203,877	(718,623)	▼	
0	0	0	0	886,717	1,029,849	729,147	808,095	78,948	▲	
0	0	220,000	220,000	348,500	384,864	78,000	225,655	147,655	▲	
0	0	0	0	0	0	0	0	0	↑↑↑	
0	0	0	0	312,800	0	0	0	0	↑↑↑	
0	0	0	0	0	100,000	36,500	0	(36,500)	▼	
0	0	0	0	0	28,000	0	28,717	717	▲	
0	0	0	0	0	0	0	0	0	↑↑↑	
0	0	0	0	0	0	0	0	0	↑↑↑	
0	0	0	0	92,293	92,293	55,500	6,806	(48,694)	▼	
0	0	1,028,659	851,386	3,211,540	3,808,903	1,998,919	1,450,422	(576,497)	▼	

Comments - Capital Acquisitions

TOWN OF NARROGIN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 MAY 2013

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Contributions		Current Budget				Variance (Under)Over
		Original Budget	Revised Budget	YTD Budget	Actual	
Grants	Reserves	Borrowing	Total			
\$	\$	\$	\$	\$	\$	\$
0	0	177,273	177,273	177,273	177,273	0
0	0	177,273	177,273	177,273	177,273	0
<b>Totals</b>						
<b>Land for Resale</b>						
Economic Services Industrial Land Purchase						
0	0	177,273	177,273	177,273	177,273	0
<b>Totals</b>						
<b>Land &amp; Buildings</b>						
Contributions		Current Budget				Variance (Under)Over
		Original Budget	Revised Budget	YTD Budget	Actual	
Grants	Reserves	Borrowing	Total			
\$	\$	\$	\$	\$	\$	\$
0	0	350,000	350,000	350,000	0	(350,000)
0	0	0	0	6,000	0	(6,000)
0	0	0	0	30,000	0	0
0	0	0	0	15,000	14,009	(991)
0	0	0	0	350,000	350,000	0
0	0	0	0	85,230	16,500	1,305
0	0	0	0	580,000	475,000	(306,906)
0	0	0	0	350,000	0	0
0	0	0	0	250,000	0	0
0	0	0	0	60,000	60,000	(56,703)
0	0	0	0	125,000	0	0
0	0	0	0	20,000	0	673
0	0	0	0	20,000	0	0
0	0	0	0	45,000	0	0
0	0	0	0	45,395	0	0
0	0	0	0	5,000	0	0
0	0	0	0	10,000	0	0
0	0	0	0	1,996,625	203,877	(718,623)
<b>Totals</b>						
0	0	631,386	631,386	922,500	203,877	(718,623)



TOWN OF NARROGIN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 MAY 2013

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

Grants \$	Contributions		Total \$	Furniture & Equipment					Variance (Under) Over \$
	Reserves \$	Borrowing \$		Original Budget \$	Current Budget		Actual \$		
					Revised Budget \$	This Year YTD Budget \$			
		220,000	220,000	220,000	25,000	218,838	193,838	▲	
		0	0	0	12,000	3,363	(8,637)	▼	
				2,000	0	0	0	0	
				800	800	0	(800)	▼	
				1,000	1,000	0	(1,000)	▼	
				8,000	8,000	0	(8,000)	▼	
				2,000	2,000	0	(2,000)	▼	
				15,000	15,000	0	(15,000)	▼	
				0	11,364	0	0	0	
				10,400	10,400	0	(10,400)	▼	
				3,800	3,800	3,455	(345)	▼	
				85,500	85,500	0	0	0	
				0	7,500	0	0	0	
				0	7,500	0	0	0	
<b>0</b>	<b>0</b>	<b>220,000</b>	<b>220,000</b>	<b>348,500</b>	<b>384,864</b>	<b>78,000</b>	<b>225,655</b>	<b>147,655</b>	



TOWN OF NARROGIN  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 MAY 2013

Note 10: CAPITAL DISPOSALS AND ACQUISITIONS

		Contributions		Current Budget				
		Reserves	Borrowing	Original Budget	Revised Budget	This Year YTD Budget	Actual	Variance (Under) Over
<b>Parks &amp; Ovals</b>								
\$		\$	\$	\$	\$	\$	\$	\$
	Total	0	0	0	0	0	0	0
	Rec & Sport - Infrastructure - Parks & Ovals	0	0	0	0	0	0	0
	Totals	0	0	0	0	0	0	0
<b>Townscape</b>								
	Total	0	0	0	0	0	0	0
	Rec & Sport - Infrastructure - Parks & Ovals	0	0	0	0	0	0	0
	Totals	0	0	0	0	0	0	0
<b>Other Infrastructure</b>								
	Total	0	0	92,293	92,293	55,500	6,806	(48,694)
	Reserves	0	0	19,000	19,000	19,000	0	(19,000)
	Borrowing	0	0	21,500	21,500	21,500	0	(21,500)
	Other Amenities - Infrastructure - Other	0	0	15,000	15,000	15,000	0	(15,000)
	Niche Wall - Cemetery	0	0	0	0	0	6,806	6,806
	Rec & Sport - Infrastructure - Other	0	0	35,000	35,000	0	0	0
	Hockey Scoreboard (Insurance Replacement)	0	0	0	0	0	0	0
	Power Supply Upgrade - Thomas Hogg Oval	0	0	0	0	0	0	0
	NRRC - Infrastructure - Other	0	0	0	0	0	0	0
	Health Lifestyles - Infrastructure Other	0	0	0	0	0	0	0
	NHLP - Gnarojin Creek Infrastructure	0	0	0	0	0	0	0
	Library - Infrastructure - Other	0	0	1,793	1,793	0	0	0
	Repave - Front of Library	0	0	0	0	0	0	0
	Totals	0	0	92,293	92,293	55,500	6,806	(48,694)

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

**Note 11: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-12	Amount Received	Amount Paid	Closing Balance 31-May-13
	\$	\$	\$	\$
Musical Society	300	0	0	300
Narrogin Abbatoir Committee	480	0	0	480
Meat Inspection	1,990	0	0	1,990
Cultural Development	4,820	0	0	4,820
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Crossover/Footpath	0	0	0	0
Retention Bonds	0	0	0	0
Public Open Space Bonds	49,560	0	0	49,560
BRB Levy	0	0	0	0
BCITF Levy	0	0	0	0
Town Hall Facility Bonds	0	0	0	0
Councillor Nomination Fees	0	0	0	0
Trust Other	250	0	0	250
	57,400	0	0	57,400

**TOWN OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2013**

**Note 12: INFORMATION ON BORROWINGS**

Debt Repayments	Principal		New		Principal		Principal		Interest				
	1-Jul-12	2012/13 Budget \$	Loans		Repayments		Outstanding		Repayments				
			2012/13 Actual \$	2012/13 Actual \$	2012/13 Budget \$	2012/13 Actual \$	2012/13 Budget \$	2012/13 Actual \$	2012/13 Budget \$	2012/13 Actual \$			
<b>Governance</b>													
Loan 125 - Corporate Software & Server Upgrade	0	220,000	220,000	0	0	0	220,000	220,000	0	0	0	0	0
<b>Staff Housing</b>													
Loan 128 - Executive Housing	0	350,000	0	0	0	350,000	0	0	0	0	0	0	0
<b>Recreation &amp; Culture</b>													
Loan 121B - Narrogin Regional Recreation Complex	509,107	0	0	34,795	26,049	474,312	483,058	27,675	25,425	0	0	0	0
Loan 126 - Town Hall Renovations	0	281,386	281,386	0	0	281,386	281,386	0	0	0	0	0	0
<b>Economic Services</b>													
Loan 124 - Commercial Property	132,031	0	0	20,941	10,317	111,090	121,714	7,574	3,875	0	0	0	0
Loan 127 - Industrial Land Purchase	0	0	0	0	0	0	0	0	0	0	0	0	0
	641,138	851,386	501,386	55,736	36,366	1,436,788	1,106,158	35,249	29,300				

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

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

Nil

<b>Council Resolution: 0613.131</b>
-------------------------------------

**Moved: Cr Ballard**

**Seconded: Cr Kain**

That Council:

Resume Standing Orders No 9.1, 9.5 and 9.6

**CARRIED: 6/0**

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

Nil

**13. CLOSURE OF MEETING**

The Presiding Member closed the Meeting at 9:03pm.