

# SHIRE OF WEST ARTHUR



## Ordinary Council Meeting 20 September 2016 Minutes

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## ORDINARY COUNCIL MEETING AGENDA

**1. DECLARATION OF OPENING**

As the Shire President and Deputy Shire President were unavailable for this meeting, Council asked Cr Rod Hulse to chair the meeting. Cr Hulse declared the meeting open at 6.04 pm.

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

Nil.

**3. PUBLIC QUESTION TIME**

Nil.

**4. RECORD OF ATTENDANCES/APOLOGIES/LEAVE OF ABSENCE**

Cr R Hulse

Cr M Meredith

Cr N Manuel

Cr K Goss

Cr A Clarke

Nicole Wasmann

Chief Executive Officer

**Apologies**

Cr K King

**Leave of Absence**

Cr Ray Harrington

**5. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil.

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

6.1 Ordinary Meeting of Council held 23 August 2016.

<b>COUNCIL DECISION – ITEM 6.1</b>
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Moved: Cr Andrew Clarke

Seconded: Cr Karlene Goss

The minutes of the Ordinary Meeting of the Shire of West Arthur held in the Council Chambers on 23 August 2016 be confirmed.

**CARRIED 5/0**

**7. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

**8. REPORTS**

**8.1 FINANCE, ADMINISTRATION AND POLICY**

**ITEM 8.1.1– FINANCIAL REPORT AUGUST 2016**

LOCATION/ADDRESS: N/A  
NAME OF APPLICANT: N/A  
FILE REFERENCE: N/A  
DISCLOSURE OF INTEREST: N/A  
DATE OF REPORT: 15 September 2016  
AUTHOR: Melinda King

**SUMMARY:**

Consideration of the financial reports for the periods ending 31 August 2016.

**BACKGROUND:**

The following financial reports are included for your information:

- Monthly Statement of Financial Activity – 31 August 2016.
- Note 1: Explanation of Variances – 31 August 2016.
- Note 2: Composition of Net Current Assets – 31 August 2016.
- Note 3: Cash and Investments– 31 August 2016.
- Note 4: Receivables– 31 August 2016.
- Note 5: Reserves– 31 August 2016.
- Note 6: Grants carried forward– 31 August 2016.
- Note 7: Capital expenditure report – 31 August 2016.

**COMMENT:**

The format of the financial report has been altered to include information previously provided in the comment section of this report.

If you have any questions regarding details in the financial reports, please contact the office prior to Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

**CONSULTATION:**

Not applicable.

**STATUTORY ENVIRONMENT:**

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

**POLICY IMPLICATIONS:**

Not applicable.

**FINANCIAL IMPLICATIONS:**

Not applicable.

**STRATEGIC IMPLICATIONS:**

Not applicable.

**VOTING REQUIREMENTS:**

Simple majority

COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.1

Moved: Cr Neil Manuel

Seconded: Cr Michael Meredith

That the financial report for the period ending 31 August 2016 as presented be accepted.

**CARRIED 5/0**

**ATTACHMENTS 1**

- Monthly Statement of Financial Activity – 31 August 2016.
- Note 1: Explanation of Variances – 31 August 2016.
- Note 2: Composition of Net Current Assets – 31 August 2016.
- Note 3: Cash and Investments– 31 August 2016.
- Note 4: Receivables– 31 August 2016.
- Note 5: Reserves– 31 August 2016.
- Note 6: Grants carried forward– 31 August 2016.
- Note 7: Capital expenditure report – 31 August 2016.

**SHIRE OF WEST ARTHUR**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 August 2016**

	Note	Annual Budget 2016/2017 \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
<b>Opening Funding Surplus (Deficit)</b>	2	1,206,058	1,206,058	1,206,058	0	0%	
<b>Revenue from operating activities</b>							
Rates		1,563,465	1,616,827	1,618,185	1,358	0%	
Operating Grants, Subsidies and Contributions	6	2,286,667	563,118	562,968	(150)	(0%)	
Fees and Charges		340,105	94,018	94,711	694	1%	
Interest Earnings		113,512	4,476	4,661	185	4%	
Other Revenue Including Reimbursements		114,572	2,035	10,163	8,128	399%	
Profit on Disposal of Assets		17,787	0	0			
		<b>4,436,108</b>	<b>2,280,474</b>	<b>2,290,688</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(1,745,528)	(335,392)	(328,466)	6,926	2%	
Less allocations to capital works			44,471	52,444			
Materials and Contracts		(2,137,238)	(290,182)	(298,084)	(7,902)	(3%)	
Less plant allocations to capital works			9,375	13,729			
Utility Charges		(68,021)	(11,187)	(10,173)	1,014	9%	
Depreciation on Non-Current Assets		(1,856,368)	(98,326)	(101,432)	(3,106)	(3%)	
Interest Expenses		(32,487)	0	0	0		
Insurance Expenses		(109,103)	(84,103)	(84,103)	0	0%	
Other Expenditure		(35,276)	0	0	0		
Loss on Disposal of Assets		0	0	0			
		<b>(5,984,021)</b>	<b>(765,344)</b>	<b>(756,085)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,856,368	98,326	101,432	3,106	3%	
Adjust (Profit)/Loss on Asset Disposal		(17,787)	0	0	0		
Adjust Provisions and Accruals			0	(6,988)	(6,988)		
<b>Amount attributable to operating activities</b>		<b>290,668</b>	<b>1,613,455</b>	<b>1,629,047</b>			
<b>Investing activities</b>							
Grants, Subsidies and Contributions	6	1,564,418	212,258	212,258	0	0%	
Proceeds from Disposal of Assets		43,000	0	0	0		
Land and Buildings	7	(1,917,690)	(50,000)	(50,230)	(230)	(0%)	
Infrastructure Assets - Roads	7	(1,877,040)	(89,000)	(92,732)	(3,732)	(4%)	
Infrastructure Assets - Other	7	(235,711)	(1,500)	(1,473)	27	2%	
Plant and Equipment	7	(253,000)	0	0	0		
Furniture and Equipment	7	(15,000)	0	0	0		
<b>Amount attributable to investing activities</b>		<b>(2,691,023)</b>	<b>71,758</b>	<b>67,823</b>			
<b>Financing Activities</b>							
Proceeds from New Self Supporting Loan		560,000	0	0	0		
Transfer from Reserves	5	1,272,000	0	0	0		
Repayment of Debentures		(53,691)	0	0	0		
Transfer to Reserves	5	(584,012)	(4,476)	(3,396)	1,080	24%	▲
<b>Amount attributable to financing activities</b>		<b>1,194,297</b>	<b>(4,476)</b>	<b>(3,396)</b>			
<b>Closing Funding Surplus (Deficit)</b>	2	<b>0</b>	<b>2,886,795</b>	<b>2,899,532</b>	<b>12,737</b>	<b>0%</b>	

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

Refer to Note 1 for an explanation of the reasons for the variance.

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

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2016**

**Note 1: Explanation of Material Variances**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2016/17 year is \$10,000 or 10% whichever is the greater.

## Other Income

8128 Refund of water connection Cottage Homes. Offset against expenditure.

Rates income appears higher than the annual budget. The majority of the discount is applied in September.

**Note 2: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Closing	Current
	Note	30 June 2016	31 Aug 2016
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	237,070	430,293
Cash Restricted - Conditions over Grants	6	719,401	780,083
Cash Restricted	5	1,852,123	1,855,519
Receivables - Rates	4	124,794	1,562,634
Receivables - Other	4	430,433	176,413
Inventories		29,143	29,143
		3,392,964	4,834,085
<b>Less: Current Liabilities</b>			
Payables		(334,783)	(79,034)
		(334,783)	(79,034)
Less: Cash Reserves	5	(1,852,123)	(1,855,519)
<b>Net Current Funding Position</b>		<b>1,206,058</b>	<b>2,899,532</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2016**

**Note 3: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	185,051			185,051	NAB	0.05%	At Call
Municipal Cash Maximiser	524,725			524,725	NAB	0.70%	At Call
Trust Bank Account			20,065	20,065	NAB	0.05%	At Call
Trust Cash Maximiser			34,011	34,011	NAB	0.70%	At Call
Reserve Cash Maximiser		4,657		4,657	NAB	0.70%	At Call
Reserve 11am		0		0	Bendigo	1.75%	At Call
<b>(b) Term Deposits</b>							
Municipal	500,000			500,000	NAB	2.65%	24-Nov-16
Trust	0		150,000	150,000	NAB	2.80%	02-Dec-16
Reserve		155,000		155,000	NAB	2.80%	02-Dec-16
Reserve		1,695,862		1,695,862	Bendigo	2.90%	09-Jun-17
<b>Total</b>	<b>1,209,776</b>	<b>1,855,519</b>	<b>204,076</b>	<b>3,269,371</b>			

**Comments/Notes - Investments**

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2016**

**Note 4: Receivables**

<b>Receivables - Rates Receivable</b>	<b>31 Aug 2016</b>	<b>30 June 2016</b>	<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>90+Days</b>
	<b>\$</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Opening Arrears Previous Years	260,498	232,131	Receivables - General	116,589	2,730	56,425	669	176,413
Levied this year	1,630,827	1,517,126						
Less Collections to date	(192,987)	(1,488,759)	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>1,698,338</b>	<b>260,498</b>	Sundry Debtors					0
			Receivables - Other					0
<b>Net Rates Collectable</b>	<b>1,698,338</b>	<b>260,498</b>	<b>Total Receivables General Outstanding</b>					<b>176,413</b>
% Collected	10.20%	85.11%						
Less Recognised as doubtful	(135,704)	(135,704)						

**Amounts shown above include GST (where applicable)**



**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2016**

**Note 5: Cash Backed Reserve**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	87,581	2,540	161	60,000	0	(20,000)	0	130,121	87,742
Plant Reserve	228,964	6,640	420	360,000	0	(210,000)	0	385,604	229,384
Building Reserve	325,230	9,432	596	15,000	0	(250,000)	0	99,662	325,826
Town Development Reserve	40,134	1,164	73	0	0	(40,000)	0	1,298	40,207
Recreation Reserve	34,727	1,007	64	0	0	0	0	35,734	34,791
Heritage Reserve	3,722	108	7	300	0	0	0	4,130	3,729
Community Housing Reserve	105,380	3,056	193	0	0	0	0	108,436	105,573
Waste Management Reserve	74,730	2,167	137	0	0	0	0	76,897	74,867
Darkan Swimming Pool Reserve	26,601	771	49	4,000	0	0	0	31,372	26,650
Information Technology Reserve	53,897	1,563	99	0	0	0	0	55,460	53,996
Darkan Sport and Community Centre Reserve	125,885	3,651	231	30,000	0	0	0	159,536	126,116
Health and Resource Centre Reserve	734,209	21,292	1,346	0	0	(750,000)	0	5,501	735,555
Arthur River Country Club Renewal Reserve	11,063	321	20	6,000	0	(2,000)	0	15,384	11,083
Museum	0	0	0	55,000	0	0	0	55,000	0
	<b>1,852,123</b>	<b>53,712</b>	<b>3,396</b>	<b>530,300</b>	<b>0</b>	<b>(1,272,000)</b>	<b>0</b>	<b>1,164,135</b>	<b>1,855,519</b>

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2016**

Note 6: Grants and Contributions	Grant Provider	Type	Opening	Budget		Expected (b)+(c)+(d)	YTD Actual		Unspent Grant (a)+(f)+(g)	
			Balance (a)	Operating (b)	Capital (c)		Revenue (f)	(Expended) (g)		
			\$	\$	\$	\$	\$	\$		
<b>General Purpose Funding</b>										
	Grants Commission - General	WALGGC	Operating	0	421,493	0	421,493	104,858	0	0
	Grants Commission - Roads	WALGGC	Operating	0	494,508	0	494,508	123,763	0	0
	Grants Commission - Bridges	WALGGC	Operating - Tied	0	320,000	0	320,000	80,000	0	80,000
<b>Law, Order and Public Safety</b>										
	FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	28,500	0	28,500	7,125	(17,442)	(10,317)
<b>Education and Welfare</b>										
	Youth Week	Dept. Local Govt. and Comm.	Operating - Tied	0	1,000	0	1,000	0	0	0
	Kids Central Quarterly Grant	Federal DEEWR	Operating	0	41,000	0	41,000	10,222	0	0
	Kids Central Traineeship Grant	Federal DEEWR	Operating	0	0	0	0	1,500	0	0
	Kids Central Professional Development	Federal DEEWR	Operating - Tied	3,345	0	0	0	0	0	3,345
<b>Health</b>										
<b>Housing</b>										
	4WDL Well Aged Persons Housing	Dept. Regional Development	Operating - Tied	0	662,866	0	662,866	0	(165,602)	(165,602)
<b>Community Amenities</b>										
	Fodder Shrubs	South West Catchment Council	Operating - Tied	3,266	0	0	0	0	0	3,266
	Strategic Ground Works	South West Catchment Council	Operating - Tied	75,000	0	0	0	0	0	75,000
<b>Recreation and Culture</b>										
	Health and Resource Centre expansion	LotteryWest	Non-operating	0	0	200,000	200,000	0	0	0
	CRC Funding Health and Resource Centre expansion	Dept. of Regional Development	Non-operating	0	0	250,000	250,000	0	0	0
	R4R CLGF 12-13 Health and Resource Centre expansion	Dept. of Regional Development	Non-operating	46,398	0	0	0	0	(90,676)	(44,278)
	Health and Resource Centre expansion	Estate of E Brown	Non-operating	0	0	80,000	80,000	80,000	0	80,000
	R4R CLGF 12-13 Darkan Town Hall	Dept. of Regional Development	Non-operating	83,632	0	0	0	0	(23,118)	60,514
	Museum	Estate of E Brown	Operating - Tied	0	120,000	0	120,000	120,000	0	120,000
	Darkan to Dardadine Rail Trail	LotteryWest	Non-operating	17,000	0	0	0	0	0	17,000
	Darkan Swimming Pool	Dept. of Sport and Recreation	Operating - Tied	0	32,000	0	32,000	0	0	0
	Nature Play Facility	LotteryWest	Non-operating	0	0	65,000	65,000	0	0	0
	Nature Play Facility	Dept. of Infrastructure & Regional Development	Non-operating	10,000	0	0	0	0	0	10,000
<b>Transport</b>										
	Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	433,481	0	585,274	585,274	0	(126)	433,355
	RRG Grants - Capital Projects	Regional Road Group	Non-operating	47,279	0	384,144	384,144	132,258	(61,737)	117,800
	Direct Grant	Main Roads	Operating	0	115,500	0	115,500	115,500	0	0
<b>TOTALS</b>				<b>719,401</b>	<b>2,236,867</b>	<b>1,564,418</b>	<b>3,801,285</b>	<b>775,226</b>	<b>(358,701)</b>	<b>780,083</b>
<b>SUMMARY</b>										
	Operating	Operating Grants, Subsidies and Contributions		0	1,072,501	0	1,072,501	355,843	0	0
	Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		81,611	1,164,366	0	1,164,366	207,125	(183,044)	105,692
	Non-operating	Non-operating Grants, Subsidies and Contributions		637,790	0	1,564,418	1,564,418	212,258	(175,657)	674,391
<b>TOTALS</b>				<b>719,401</b>	<b>2,236,867</b>	<b>1,564,418</b>	<b>3,801,285</b>	<b>775,226</b>	<b>(358,701)</b>	<b>780,083</b>

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 July 2016

## Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$	\$	
<b>Buildings</b>									
<b>Housing</b>									
Staff housing	E168481	0	0	0	0	(40,000)	(40,000)	40,000	
Land for staff house	E168482	0	0	0	0	(45,000)	(45,000)	45,000	
<b>Housing Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(85,000)</b>	<b>(85,000)</b>	<b>85,000</b>	
<b>Recreation And Culture</b>									
Darkan Town Hall Renovation	E168479	(10,227)	(23,118)	(33,345)	(8,600)	(83,631)	(92,231)	58,886	
Health and Resource Centre Expansion	E168480	0	(90,676)	(90,676)	(105,000)	(1,591,359)	(1,696,359)	1,605,683	
<b>Recreation And Culture Total</b>		<b>(10,227)</b>	<b>(113,794)</b>	<b>(124,021)</b>	<b>(113,600)</b>	<b>(1,674,990)</b>	<b>(1,788,590)</b>	<b>1,664,569</b>	
<b>Transport</b>									
Depot Shed Construction and Power Upgrade	E168484	0	0	0	(9,100)	(35,000)	(44,100)	44,100	
<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(9,100)</b>	<b>(35,000)</b>	<b>(44,100)</b>	<b>44,100</b>	
<b>Buildings Total</b>		<b>(10,227)</b>	<b>(113,794)</b>	<b>(124,021)</b>	<b>(122,700)</b>	<b>(1,794,990)</b>	<b>(1,917,690)</b>	<b>1,793,669</b>	
<b>Infrastructure</b>									
<b>Recreation And Culture</b>									
Lake Towerrinning - barbecue replacement	E167901	0	0	0	0	(18,000)	(18,000)	18,000	
Town Oval - water tank	E167902	0	(1,473)	(1,473)	0	(10,000)	(10,000)	8,527	
Rail Trail - signage	E167903	0	0	0	0	(17,000)	(17,000)	17,000	
Parks - nature space playground stage 1	E167904	0	0	0	(7,000)	(22,000)	(29,000)	29,000	
Parks - nature space playground stage 2	E167904	0	0	0	(20,300)	(120,000)	(140,300)	140,300	
<b>Recreation And Culture Total</b>		<b>0</b>	<b>(1,473)</b>	<b>(1,473)</b>	<b>(27,300)</b>	<b>(187,000)</b>	<b>(214,300)</b>	<b>212,827</b>	
<b>Transport</b>									
Install drainage along Burrowes St lane	E167900	0	0	0	(11,134)	(10,277)	(21,411)	21,411	
<b>Transport Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>(11,134)</b>	<b>(10,277)</b>	<b>(21,411)</b>	<b>21,411</b>	
<b>Infrastructure Total</b>		<b>0</b>	<b>(1,473)</b>	<b>(1,473)</b>	<b>(38,434)</b>	<b>(197,277)</b>	<b>(235,711)</b>	<b>234,238</b>	
<b>Furniture &amp; Office Equip.</b>									
<b>Governance</b>									
Computer Hardware Upgrade/New	E167701	0	0	0	0	(8,000)	(8,000)	8,000	
<b>Governance Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(8,000)</b>	<b>(8,000)</b>	<b>8,000</b>	
<b>Recreation And Culture</b>									
Furniture and Equipment Other	E167701	0	0	0	0	(7,000)	(7,000)	7,000	
<b>Recreation And Culture Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(7,000)</b>	<b>(7,000)</b>	<b>7,000</b>	
<b>Furniture &amp; Office Equip. Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>15,000</b>	

**SHIRE OF WEST ARTHUR**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
 For the Period Ended 31 July 2016

Note 7: Capital Acquisitions

Assets	Account	YTD Actual			Budget			Variance	Comment
		Wages and Plant	Materials and Contractors	Total YTD	Wages and Plant	Materials and Contractors	Total Budget	Total YTD to Budget	
		\$	\$	\$	\$	\$	\$	\$	
<b>Buildings</b>									
<b>Plant , Equip. &amp; Vehicles</b>									
<b>Governance</b>									
CEO Vehicle Replacement	E167800	0	0	0	0	(50,000)	(50,000)	50,000	
<b>Governance Total</b>		0	0	0	0	(50,000)	(50,000)	50,000	
<b>Transport</b>									
Prime Mover Acquisition	E167801	0	0	0	0	(150,000)	(150,000)	150,000	
Mower	E167802	0	0	0	0	(38,000)	(38,000)	38,000	
Sundry Plant	E167803	0	0	0	0	(15,000)	(15,000)	15,000	
<b>Transport Total</b>		0	0	0	0	(203,000)	(203,000)	203,000	
<b>Plant , Equip. &amp; Vehicles Total</b>		0	0	0	0	(253,000)	(253,000)	253,000	
<b>Roads</b>									
<b>Regional Road Group</b>									
Bowelling - Duranillin Road (intersection)	E168814	0	0	0	(40,887)	(41,524)	(82,411)	82,411	
Piesseville Tarwonga Road	E168815	(49,682)	(38,994)	(88,676)	(40,816)	(33,200)	(74,016)	(14,660)	
Darkan Moodiarrup Road	E168816	0	(4,058)	(4,058)	(159,284)	(101,704)	(260,988)	256,930	
Bowelling - Duranillin Road (widen and reseal)	E168817	0	0	0	(167,275)	(67,705)	(234,980)	234,980	
<b>Regional Road Group Total</b>		(49,682)	(43,052)	(92,734)	(408,262)	(244,133)	(652,395)	559,661	
<b>Roads to Recovery</b>									
O'Connor Road	E168818	(126)	0	(126)	(16,788)	(3,500)	(20,288)	20,162	
Coben Soak Road	E168819	0	0	0	(12,112)	(5,000)	(17,112)	17,112	
Hillman Dardadine Road	E168820	0	0	0	0	(268,013)	(268,013)	268,013	
Quindanning Williams Road	E168821	0	0	0	0	(68,040)	(68,040)	68,040	
Cordering North Road	E168822	0	(32)	(32)	(23,377)	(6,339)	(29,716)	29,684	
Collie Changerup Road	E168823	0	0	0	(103,703)	(59,052)	(162,755)	162,755	
Hughes Mill Road	E168824	0	0	0	(29,102)	(30,729)	(59,831)	59,831	
O'Connor Road Bridge	E168825	0	0	0	(24,108)	(68,892)	(93,000)	93,000	
Glenorchy South Bridge	E168826	0	0	0	(2,624)	(297,376)	(300,000)	300,000	
<b>Roads to Recovery Total</b>		(126)	(32)	(158)	(211,814)	(806,941)	(1,018,755)	1,018,597	
<b>Shire Funded</b>									
Bokal East Arthur Road	E168827	0	0	0	(80,720)	(16,120)	(96,840)	96,840	
Dellyanine Road	E168828	0	0	0	(80,720)	(16,120)	(96,840)	96,840	
Dust Suppression	E168829	0	0	0	(4,508)	(7,701)	(12,209)	12,209	
<b>Shire Funded Total</b>		0	0	0	(165,948)	(39,941)	(205,889)	205,889	
<b>Roads Total</b>		(49,808)	(43,084)	(92,892)	(786,024)	(1,091,015)	(1,877,039)	1,784,147	
<b>Capital Expenditure Total</b>		(60,035)	(158,351)	(218,386)	(947,158)	(3,351,282)	(4,298,440)	4,080,054	

CONFIRMED AS A TRUE AND CORRECT RECORD.....SHIRE PRESIDENT

**ITEM 8.1.2 – ACCOUNTS FOR PAYMENT**

LOCATION/ADDRESS: N/A  
NAME OF APPLICANT: N/A  
FILE REFERENCE: N/A  
DISCLOSURE OF INTEREST: N/A  
DATE OF REPORT: 15 September 2016  
AUTHOR: Belinda Hawker

**SUMMARY:**

The schedule of accounts is included as attachment 2 for Council information.

**BACKGROUND:**

Not Applicable.

**COMMENT:**

If you have any questions regarding payments in the listing please contact the finance officer prior to the Council meeting.

**CONSULTATION:**

There has been no consultation.

**STATUTORY ENVIRONMENT:**

Section 12 of the Local Government (Financial Management) Regulations 1996 states that

- 12 (1) A list of creditors is to be compiled for each month showing –
  - (a) The payee’s name;
  - (b) The amount of the payment;
  - (c) Sufficient information to identify to transaction; and
  - (d) The date of the meeting of the council to which the list is to be resented.

**POLICY IMPLICATIONS:**

There are no policy implications.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**STRATEGIC IMPLICATIONS:**

No strategic implications.

**VOTING REQUIREMENTS:**

Simple Majority

**COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.2**

Moved: Cr Karlene Goss

Seconded: Cr Michael Meredith

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers 160816.1 – 160816.45, 2058, 3322 – 3325, 19955, Licensing, Salaries and Wages and EFT Transfers, Direct Debit and Trust totalling \$244,235.02 listed (attached) be noted as approved for payment.

**CARRIED 5/0**

**ATTACHMENT**

- Cheque Listing

Date	Num	Name	Original Amount
22/08/2016	220816.1	<b>INSTITUTE OF PUBLIC WORKS ENGINEERING AUS</b>	2,750.00
		NAMS.PLUS SUBSCRIPTION AND REGISTRATION FORM	
25/08/2016	EFT	<b>SALARIES &amp; WAGES</b>	48,104.04
		STAFF WAGES	
29/08/2016	290816.1	<b>COLAS</b>	38,069.03
		EMULSION FOR PIESSEVILLE TARWONGA RD	
29/08/2016	290816.2	<b>COLLIE ELECTRICAL SERVICES</b>	6,033.89
		POWER & LIGHTING FOR GYM, POWERPOINT IN HALL KITCHEN	
29/08/2016	290816.3	<b>COURIER AUSTRALIA</b>	58.32
		VARIOUS FREIGHT	
29/08/2016	290816.4	<b>COVS PARTS PTY LTD</b>	158.00
		MIRRORS FOR L16	
29/08/2016	290816.5	<b>CREATIVE SPACES</b>	1,751.75
		SCHEMATIC DESIGN CONCEPTS & PROVISION COST ESTIMATES	
29/08/2016	290816.6	<b>DARKAN AGRI SERVICES</b>	1,088.75
		GAS BOTTLE, IFFIGATION FITTINGS, FLURO TUBES, GRINDER DISKS & ROUNDUP	
29/08/2016	290816.7	<b>DARKAN LIENSED POST OFFICE</b>	358.90
		VARIOUS STATIONERY	
29/08/2016	290816.8	<b>DEPARTMENT OF FIRE AND EMERGENCY SERVICES</b>	13,085.54
		ESL 1ST QTR CONTRIBUTION 2016/17	
29/08/2016	290816.9	<b>JH COMPUTERS SERVICE WEST</b>	4,044.58
		NETWORK SERVER MAINTENANCE, ACER COMPUTER & COMPUTER ASSISTANCE	
29/08/2016	290816.10	<b>P &amp; S GRIGGS PLUMBING</b>	19,771.57
		WATER MAIN EXTENSION FOR BURROWES STREET UNITS	
29/08/2016	290816.11	<b>PUTLAND MOTORS</b>	1,253.24
		ANTENNA, HYDROLIC HOSE, FUEL FILTER & BATTERY	
29/08/2016	290816.12	<b>WEST ARTHUR COMMUNITY RESOURCE CENTRE</b>	4,964.28
		LIBRARY & MEDICAL SERVICE & RELIEF STAFF WAGES	
29/08/2016	290816.13	<b>WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIAT</b>	16,319.58
		WALGA ANNUAL SUBSCRIPTIONS	
29/08/2016	290816.14	<b>WESTRAC</b>	320.98
		WIPER MOTOR	
29/08/2016	290816.15	<b>WHITE BUILDING CO PTY LTD1</b>	154,860.41
		PROGRESS PAYMENT FOR BURROWES STREET UNITS	
31/08/2016	310816.1	<b>CENTRE SUPPORT PTY LTD</b>	710.00
		BEHAVIOUS MANAGEMENT TRAINING	
08/09/2016	EFT	<b>SALARIES &amp; WAGES</b>	50,017.06
		STAFF WAGES	
09/09/2016	090916.1	<b>AIR LIQUIDE</b>	202.33
		FACILITY FEE	
09/09/2016	090916.2	<b>ASHTON ASSOCIATES</b>	3,300.00
		QUANTITY SURVEYING SERVICES	
09/09/2016	090916.3	<b>AUSTRALIA DAY COUNCIL OF WA</b>	467.50
		CITIZEN OF THE YEAR AWARDS 2017 COUNCIL REGISTRATION & MEMBERSHIP	
09/09/2016	090916.4	<b>AUSTRALIA POST</b>	639.56
		VARIOUS POSTAGE	

09/09/2016	090916.5	<b>BURGESS RAWSON</b>	189.99
		WATER CONSUMPTION FOR THE ROSE GARDEN, RESERVE & WAR MEMORIAL	
09/09/2016	090916.6	<b>CALTEX ENERGY WA</b>	16,729.95
		14,000L DIESEL, 105L DELO MULTI GRADE & 250L TEXTRAN	
09/09/2016	090916.7	<b>CJD EQUIPMENT PTY LTD</b>	1,253.45
		FAULT REPAIR TO ALTERNATOR	
09/09/2016	090916.8	<b>COURIER AUSTRALIA</b>	11.41
		VARIOUS FREIGHT	
09/09/2016	090916.9	<b>DAN TURNER</b>	6,930.00
		INITIAL SITE INSPECTIONS, STRUCTURAL & ENGINEERING DESIGNS	
09/09/2016	090916.10	<b>DURANILLIN AGENCIES</b>	816.00
		ROLL OF COIL WIRE	
09/09/2016	090916.11	<b>EASIFLEET MANAGEMENT MOUNTSVILLE PTY LTD</b>	1,098.93
		SALARY SACRIFICE PAYMENT	
09/09/2016	090916.12	<b>EDUCATIONAL ART SUPPLIES</b>	232.98
		CRAFT SUPPLIES	
09/09/2016	090916.13	<b>FLEAYS STORE</b>	65.40
		GROCERIES	
09/09/2016	090916.14	<b>FREMANTLE PACKAGING SUPPLIES</b>	94.55
		COMMUNITY CULTURAL ACTIVITY SUPPLIES	
09/09/2016	090916.15	<b>G &amp; M DETERGENTS</b>	1,528.00
		CLEANING PRODUCTS, PAPER TOWEL, TOILET PAPER & BIN LINERS	
09/09/2016	090916.16	<b>GARY BATT &amp; ASSOCIATES</b>	7,810.00
		SCHEMATIC DESIGN, DESIGN DEVELOPMENT & DOCUMENTATION	
09/09/2016	090916.17	<b>GEOFF BUNCE</b>	173.20
		HANDRAILS, WINDOW CATCH & TIMBER	
09/09/2016	090916.18	<b>INSTITUTE OF PUBLIC WORKS ENGINEERING AUS</b>	5,830.00
		IPWEA PROFESSIONAL CERTIFICATE IN ASSET MANAGEMENT PLANNING	
09/09/2016	090916.19	<b>JH COMPUTERS SERVICE WEST</b>	484.00
		REPAIRS TO OFFICE COMPUTERS	
09/09/2016	090916.20	<b>LANDGATE</b>	45.60
		TITLE SEARCHES AND LAND ENQUIRIES	
09/09/2016	090916.21	<b>MALATESTA ROAD PAVING &amp; HOTMIX</b>	1,000.00
		5 TONNE PRE MIX FOR ROAD MAINTENANCE	
09/09/2016	090916.22	<b>P &amp; S GRIGGS PLUMBING</b>	2,254.67
		REPAIR LEAK, HOT WATER VALVE & UNBLOCK DRAINS FOR COMMUNITY HOUSING	
09/09/2016	090916.23	<b>R.W ENGINEERING</b>	60.50
		TOYOTA TAILGATE REPAIR	
09/09/2016	090916.24	<b>RHINO WATER TANKS</b>	7,040.00
		MOODIARRUP WATER TANK	
09/09/2016	090916.25	<b>SIGMA CHEMICALS COMPANIES GROUP PTY LTD</b>	1,367.85
		VARIOUS CHEMICALS FOR POOL	
09/09/2016	090916.26	<b>SOS OFFICE EQUIPMENT</b>	195.72
		METER READINGS FOR THE XEROX PRINTER	
09/09/2016	090916.27	<b>SPRIGG ELECTRICAL SERVICES</b>	384.00
		CHECK POWER SUPPLY TO CONTROL BOX OF STAGE SPOTLIGHTS IN HALL	
09/09/2016	090916.28	<b>T R ANDERSON PAINTING</b>	3,036.00
		PAINTING TO EXTERIOR & INTERIOR OF AREA FOR GYM	
09/09/2016	090916.29	<b>WA TREASURY CORPORATION</b>	21,544.67

		GUARANTEE FEE ON LOAN 69, 70 & 72	
09/09/2016	090916.30	WEST ARTHUR COMMUNITY RESOURCE CENTRE	1,300.83
		DOCTORS HOURS, LAMINATING & BOOK BINDING	
09/09/2016	090916.31	WOOD & GRIEVE ENGINEERS	10,477.50
		TEMPORARY GENERATOR CONNECTION, CONTRACT DOCUMENTATION & SEPTIC SYSTEM	
24/08/2016	Debit	NATIONAL AUSTRALIA BANK	55.74
		NAB CONNECT FEE ACCESS AND USAGE	
31/08/2016	Debit	NATIONAL AUSTRALIA BANK	60.20
		END OF MONTH BANK FEES	
31/08/2016	Debit	NATIONAL AUSTRALIA BANK	20.60
		END OF MONTH BANK FEES	
29/08/2016	3326	BOND ADMINISTRATOR	544.00
		SECURITY BOND FOR 1/10 HILLMAN STREET	
29/08/2016	3327	SYNERGY	6,021.75
		VARIOUS ELECTRICITY ACCOUNTS	
29/08/2016	3328	TELSTRA	684.21
		VARIOUS TELEPHONE CALLS & CHARGES	
09/09/2016	3329	DARKAN ROADHOUSE	75.00
		GIFT VOUCHER FOR ROADWISE QUIZ 2 WINNER & FUEL	
09/09/2016	3330	SYNERGY	1,258.10
		VARIOUS ELECTRICITY ACCOUNTS	
09/09/2016	3331	WATER CORPORATION	2,687.17
		VARIOUS WATER USAGE ACCOUNTS	
14/09/2016	3332	DEPARTMENT OF ENVIRONMENT REGULATION	200.00
		CLEARING PERMITS	
<b>FUND</b>		<b>VOUCHERS</b>	<b>AMOUNT</b>
MUNICIPAL			
		220816.1	2,750.00
		290816.1 290816.15	262,138.82
		310816.1	710.00
		090916.1 090916.31	96,564.59
		3326 3332	11,470.23
		DIRECT DEBIT	136.54
		EFT SALARIES AND WAGES	98,121.10
		LICENSING TOTAL TRANSFERS AUGUST	11,458.80
		TOTAL	483,350.08



<b>ITEM 8.1.3 - KIDS CENTRAL SUB-LEASE</b>
--

LOCATION/ADDRESS:	Darkan Sport and Community Centre
NAME OF APPLICANT:	Kids Central, Shire of West Arthur
FILE REFERENCE:	
DISCLOSURE OF INTEREST:	Not Applicable
DATE OF REPORT:	12 September 2016
AUTHOR:	Kate Johnston

**SUMMARY:**

Council to authorise the signing under seal of the Kids Central-Lease between the Darkan and Districts Sports Club Inc “the sub- lessor” and the Shire of West Arthur “as sub-lessee” to allow the provision of long day care services for children from the Darkan Sport and Community Centre.

**BACKGROUND:**

This is a lease renewal with minor changes as requested by Department of Lands.

Sub-Lease

The Facility will be used by the Kids Central Childcare Centre as a tenant in accordance with the terms and conditions a sub-lease agreement between the Club and the Kids Central Childcare Operator. The sub-lease is subject to approval by the Shire and the Minister for Lands.

The attached sub-lease for Kids Central Childcare has been prepared in accordance with the Heads of Agreement and Business Plan adopted by Council in February 2010 and has been considered by Kids Central Committee and Darkan and Districts Sports Club Committee. It is for a five year period, with a proposed commencement date of 1 October 2016.

**CONSULTATION:**

A Senior State Land Officer from the Department of Lands was asked to review the sub-lease as it is on a Reserve and subject to Minister of Lands approval. Jan requested an amendment to include an indemnity clause, indemnifying the Minister for Lands. This clause was included and returned to the Department for approval which was granted in a letter dated 26 August 2016.

The Darkan and Districts Sports Club Committee were consulted and asked if they would agree to increase the term of the lease agreement from two to five years as it is a lengthy process to renew leases. There is still an option to review annually if required by either party.

Minor changes were made to the draft regarding references to the former Kids Central Committee who no longer exist.

**STATUTORY ENVIRONMENT:**

The sub-lease is subject to Minister for Lands approval. Under delegated authority and in accordance with Section 18 of the Land Administration Act 1997. A Senior State Land Officer has reviewed the sublease and given approval.

Under Local Government Act 1995 Part 9, Division 3, S9.49A the common seal of a local government is not to be affixed to any document except as authorised by the local government.

Under Powers and Duties Excluded from General Delegation to the Chief Executive Officer, Schedule 1, Clause 5. “The signing and sealing of any contract where specific commitments or consideration is/are required by Council unless a report relating to the substantive issue has been discussed and determined by Council at an Ordinary Meeting.”

**POLICY IMPLICATIONS:**

Not applicable

**FINANCIAL IMPLICATIONS:**

The sub-lease has an annual fee of \$5,000 plus GST in quarterly instalments to the Darkan and Districts Sports Club on receipt of invoice. The Kids Central budget has sufficient funds for this expense.

**STRATEGIC IMPLICATIONS:**

Not applicable.

**VOTING REQUIREMENTS:**

Simple Majority

**COMMENT:**

This is a lease renewal with the term being increased from two to five years and a new clause indemnifying the Department of Lands, the Kids Central sub-lease will commence 1 October 2016.

<b>COUNCIL DECISION (OFFICER RECOMMENDATION) – ITEM 8.1.3</b>
---

Moved: Cr Neil Manuel

Seconded: Cr Karlene Goss

That Council authorises:

The Shire President and the Chief Executive Officer to sign and affix the seal to the Kids Central Sub-Lease between the Darkan and Districts Sports Club Inc “the sub- lessor” and the Shire of West Arthur “as sub-lessee” to allow the provision of long day care services for children from the Darkan Sport and Community Centre commencing 1 October 2016.

**CARRIED 5/0**

**ATTACHMENT 3:**

Kids Central Sub-Lease Agreement.

THE DARKAN & DISTRICT SPORTING CLUB INC  
("the Sub-Lessor")

And

SHIRE OF WEST ARTHUR  
Licensee for Kids Central Childcare  
("the Sub-Lessee")

To allow the provision of long  
day care services for children as  
a commercial operation from the  
Darkan Sport & Community  
Centre at a commercial Lease  
Rental

## **SUB-LEASE AGREEMENT**

THIS AGREEMENT FOR SUB-LEASE is made on the \_\_\_\_ day of \_\_\_\_\_ 2016.

**BETWEEN**

The DARKAN & DISTRICTS SPORTING CLUB INC of Darkan, a Club incorporated pursuant to the provisions of the Associations Incorporation Act (hereinafter called "DDSC", the sub-lessor, which shall include its successors) on the one part, and

**AND**

The Shire of West Arthur , a Local Government pursuant to the provisions of the Local Government Act 1995, hereinafter called "the Shire", the sub-lessee, which shall include its successors" of the other part.

**DEFINITIONS**

The Shire of West Arthur is the licensee for "Kids Central Childcare". This agreement reflects only the service of childcare.

**WHEREBY**

The DDSC agrees for the Shire to operate "Kids Central Childcare", a Department for Communities licensed childcare service, from the Darkan Sport and Community Centre located at Darkan South Road, Darkan.

The area exclusively occupied by Kids Central Childcare (hereinafter referred to as "The Premises") is indicated on attached plan and consists of centre main room, kitchen, laundry/toilets, staff respite room, sleep room, admin/committee room, store room and Playground A. Additionally, Kids Central Childcare has non-exclusive access to disabled toilet, toy library, community kid zone and playground B.

*Appendix A - Darkan Sport & Community Centre Floor plan*

**WITNESSES as follows**

**1. TERM**

The SUB-LEASE AGREEMENT shall be for a period of five (5) years from 1 October 2016 to 30 September 2021.

The occupancy of The Premises is for the specified business working days of each and every Tuesday, Wednesday, Thursday and Friday, between 8.00 am and 5.00 pm, of the full 52 weeks of the calendar year.

The occupancy of the referred Premises by Kids Central Childcare is a permanent and ongoing arrangement with the DDSC for as long as a licensed Child Care Service is provided and in accordance with this SUB-LEASE AGREEMENT.

**2. TERMINATION.**

PROVIDE ALWAYS and it is hereby agreed as follows:-

- a) If the reserved rent or any part thereof having been demanded shall be in arrears for twenty-eight days or if there shall be a breach of any stipulation or provision contained in the sub-lease hereto or if the Lessee shall cease to exist, the Lessor may re-enter on the demised property and thereupon the term hereby created shall forthwith determine without prejudice to the Lessor's right and remedies in respect of any such breach.
  - i) The sub-lessor may give notice of termination of this Agreement to the sub-Lessee upon the grounds that the sub-lessee has breached a term of this agreement, after a notice requiring the remedy of that breach within no less than 28 days has been given and the breach has not been remedied in accordance with the terms of that notice.
  - ii) The sub-lessee may give 28 days' notice of termination of this Agreement to the lessor upon the grounds that the sub-lessee cannot meet its obligations in respect of this Agreement.
- c) If, during the lease term, buildings and sporting surfaces subject to this agreement shall be damaged or destroyed by fire, storm and tempest, earthquake, explosion so as to become unfit for occupation or use then the term hereby created shall thereupon terminate, subject to agreement by both parties.
- d) The Lease may be terminated by the mutual negotiation of both parties with a minimum time frame of 6 months to allow for community consultation. All lease money payable and other liabilities will be settled by the Lessee within 28 days if not settled immediately on the day of lease termination.
- e) The Premises as indicated on the attached plan may be vacated as and when agreed to by both parties, through cooperation and consultation between the DDSC and Kids Central Childcare.

### 3. RIGHTS

The DDSC may exercise the right to use The Premises in accordance with the following Clauses:

*Clause 2.1 Written notification of not less than (6) six weeks to Kids Central Childcare;*

*Clause 2.2 the Shire is remunerated from the DDSC for any loss of Kids Central Childcare earning; and*

*Clause 2.3 DDSC and Kids Central Childcare mutually agree that the event is of significant economic and social benefit to the whole community of West Arthur and surrounding areas.*

### 4. CONDITIONS

#### 4.1 Use of The Premises

The Premises are to be used for those purposes relating to the operation of a licensed Child Care Service. The Shire may not further sub-lease the Premises without first obtaining the permission of the DDSC or the Minister for Lands.

#### 4.2 Telephone Charges

The Shire will set up a telephone account and install an ADSL enabled telephone line in the Kids Central Admin Office for the use of Kids Central. Kids Central Childcare will be responsible to the Shire for its telephone service and associated costs.

#### 4.3 Outgoings

All costs associated with outgoings including water rates, water consumption, gardening and power are the responsibility of the DDSC.

*Refer to Appendix C - Outgoings Schedule*

#### 4.4 Maintenance and Repair

The DDSC will be responsible for all costs associated with repairs and maintenance of The Premises. Kids Central Childcare shall keep The Premises in good condition and will notify DDSC through the Shire any maintenance or repairs required.

DSCC agrees to paint and replace floor coverings as and when deemed necessary in consultation with the Shire .

#### **4.5 Cleaning**

The DSCC will employ a cleaner and provide cleaning services for The Premises. The DDSC will provide general cleaning supplies. The Shire will provide specific cleaning supplies for Kids Central Childcare that are required under childcare regulations

The Shire will reimburse to the DSCC all cleaner wage costs relating to the Childcare Service sessions only (on a mutually agreed sum) on receipt of an invoice.

Kids Central Childcare shall not allow any rubbish, produce or accumulation of useless property within The Premises or in the vicinity thereof and not leave rubbish bins and or other containers outside The Premises except in areas designated by the DDSC.

#### ***Appendix C - Cleaning Schedule***

#### **4.6 Gardening**

To ensure a uniform appearance to the landscaping and gardening, the DDSC will be responsible for the grounds upkeep for the total premises.

The Shire shall notify DDSC of any gardening related issues that may impact on the safety and wellbeing of children that require action.

Kids Central Childcare with written consent from DSCC, may enhance or improve gardens located within The Premises.

#### **4.7 Alterations and Installations**

No structural alterations shall be made by Kids Central Childcare to The Premises, its grounds or the electrical, telephone, ducting, fixtures and fittings without written consent of the DDSC or agent representing the DDSC. Any such consent shall clearly state whether or not rehabilitation of The Premises to their original state shall be necessary, or whether such alterations remain the DDSC property at the end of the agreed term or extension of this sub- lease agreement.

The Shire will be responsible for the maintenance, repair or replacement of any alterations and installations made in relation to Kids Central Childcare during the period of tenancy.

**4.8 Insurance**

**a) Third Party Indemnity**

The Shire shall indemnify and keep the DDSC indemnified against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against or incurred by the childcare service provided by Kids Central Childcare.

**b) Insurance**

The DDSC is responsible for ensuring that an insurance policy is in place for loss or damage to The Premises by fire, storm, tempest, earthquake and any other risk in the full replacement of The Premises.

The Shire is responsible for any appropriate insurance associated with the activities of Kids Central Childcare service which may include but is not limited to public liability, childcare staff workers compensation and contents cover for property owned by the Shire including personal property and contents at The Premises.

DSCC is responsible for maintaining an insurance policy for Public Liability for all activities and its participants other than the Child Care Service.

DSCC is not responsible for any contents insurance that is the property of the Shire or Kids Central Childcare.

**c) Indemnity and Insurance Inspection**

The Shire shall pay all premiums necessary for the purpose of Kids Central Childcare service and provide to the DDSC certificates of currency for public liability, workers compensation and contents insurance on request.

DSCC shall provide to the Shire certificates of currency for Building (loss or damage), public liability, workers compensation and contents insurance on request.

**d) Breach of Insurance Condition**

The DSCC and Kids Central Childcare shall not do any act or bring or keep anything in The Premises which might render the Insurance on The Premises void.

**4.9 Power to View**

The Premises shall be open to inspection by a representative of the DSCC during childcare session times in accordance with "Kids Central Childcare Visitors - Policy and Procedure". To ensure that emergency access is available to The Premises, a Master Key or copies of all keys are to be retained in the Management Office of the DDSC.



**4.10 Use of Extra Area**

Kids Central Childcare service may utilise the Community Playground B and Community Kidzone if unoccupied during the childcare service operating hours.

Kids Central Childcare service will vacate as promptly as possible from the Community Playground B and Community Kidzone upon occupation by another user.

**4.11 Statutory Obligation**

The Shire, Kids Central Childcare and DDSC shall both comply with and obey the provisions of all laws, regulations, notices, orders, and by-laws which may from time to time be made or given with respect to or affecting The Premises or any part thereof under the provisions of any statute, order, regulation, or by-law made or given by any Minister, Department, Health Board, Municipal Council, Water Board or any other competent authority or person.

**4.12 Payments**

The Shire will pay direct to the DDSC payment of monies due in accordance with those indicated in the Schedule.

The Sub-Lease Agreement is to be reviewed annually in consultation between the DSCC and the Shire.

**4.13 Special Conditions**

Minister for Lands Consent. This Lease is made subject to and is conditional upon the granting of consent by the Minister for Lands pursuant to the Land Administration Act (if necessary), and shall be applied for by the Shire at the cost in all things of the Shire. The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor or the Minister for Lands, or brought, maintained or made against the Lessor.

**SCHEDULE**

**Item 1**

**Party** Darkan District Sports Club Inc

**Item 2**

**Party** Shire of West Arthur

**Item 3**

**The Premises** This SUB LEASE AGREEMENT is in respect to the area known as the building attached to the Darkan Sport and Community Centre located at Darkan South Road, Darkan (area as indicated on attached plan) portion of Reserve 39163.

**Item 4**

**The Term** Five (5) Years

The occupancy of The Premises by Kids Central Childcare service is a permanent and ongoing arrangement (for as long as a licensed childcare service is provided) with the DSCC between fixed hours on a set number of days per week as set out in Clause 1 of the sub-lease:

**Item 5**

**Commencement Date** 1 August 2016

**Item 6**

**Payment Details** The Shire will pay an annual fee of \$5,000.00 plus GST in quarterly instalments to the DDSC on receipt of invoice.

EXECUTION BY REPRESENTATIVES

This sub-lease is executed by signature on behalf of the Parties by their duly authorised representatives under seal.

DARKAN AND DISTRICTS SPORTING CLUB (INC)

THE COMMON SEAL OF )

DARKAN AND DISTRICTS )

SPORTING CLUB (INC) )

Was hereunto affixed by a resolution

Of Committee in the presence of )

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

SHIRE OF WEST ARTHUR

THE COMMON SEAL OF )

THE SHIRE OF WEST ARTHUR )

Was hereunto affixed by a resolution )

Of the Council in the presence of )

\_\_\_\_\_  
Signature of Authorised Officer

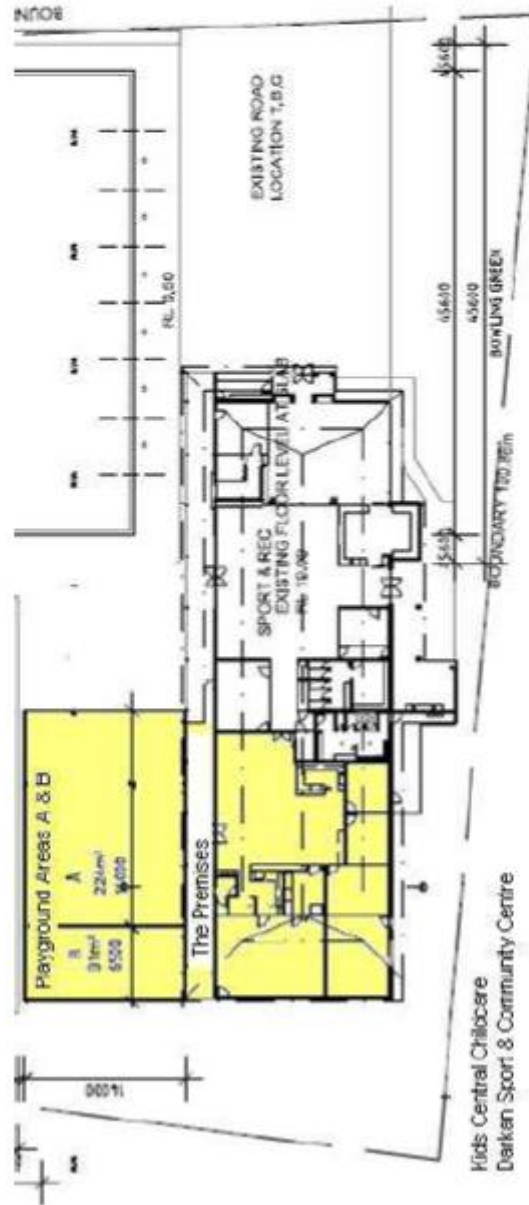
\_\_\_\_\_  
Signature of Authorised Officer

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

Appendix A - Darkan Sport & Community Centre Floor Plan



Appendix B - Outgoings Schedule

**The Darkan and Districts Sporting Club Inc. is responsible for the following Charges and Expenses-**

**Statutory Charges**

Water & Sewerage

Land Tax

Council Rates

**Expenses**

Gas

Electricity

Water

Building Insurance

Public Liability Insurance

Fire Maintenance

Pest Control

Building Repairs

Building Maintenance

Gardening

Appendix C - Cleaning Schedule

**CLEANING SCHEDULE: DDSC CLEANER**

Areas	Daily	Weekly	Monthly	As needed
<b>Bathrooms/Laundry</b>				
Sinks	✓			
Bench tops	✓			
Change mat	✓			
Stools	✓			
Toilets & toilet bowls	✓			
Door Handles	✓			
Bins: empty, clean & air dry	✓			
Replace toilet paper				✓
Mirror				✓
Sweep tiled floors	✓			
Mop tiled floors	✓			
<b>Main Activity Room</b>				
Sign in Desk	✓			
Bench and sinks	✓			
Bins: empty, clean & air dry	✓			
Wipe lockers		✓		
Vacuum floor, rugs, carpet	✓			
Mop floor	✓			
<b>Kitchen</b>				
Benches	✓			
Put away dishes/empty dishwasher				✓
Bin: empty, clean & air dry	✓			
Vacuum floor	✓			
Mop floor	✓			
<b>Respite Room</b>				
Tables/benches	✓			
Vacuum floor/mat	✓			
Wipe shelves		✓		
Mop floor	✓			
<b>Cot Room</b>				
Wipe shelves/window sill		✓		
Vacuum carpet	✓			
<b>Office</b>				
Wipe meeting table/window sill		✓		
Vacuum carpet		✓		
<b>Other</b>				
Door handles		✓		
Couches		✓		
Fridges: clean inside/outside			✓	
Steam clean carpet/rugs			✓	
Replace hand towels				✓
Doors: spot clean				✓
Windows: spot clean				✓
Walls: spot clean				✓

Appendix C - Cleaning Schedule

**CLEANING SCHEDULE: KIDS CENTRAL CHILDCARE STAFF**

Areas	After each use	Daily	Weekly	As needed	Other
<b>Bathrooms/laundry</b>					
Sinks		✓			
Bench tops		✓			
Change mat	✓	✓			
Stools		✓			
Toilets & toilet bowls		✓			
Replace toilet paper				✓	
Mirror		✓			
Sweep tiled floors		✓			
Mop tiled floors		✓			
<b>Main Activity Room</b>					
Tables/high chairs	✓				
Chairs		✓			
Bench & sinks		✓			
Sweep floor	✓				
Mop floor		✓			
Toys & shelves		✓			
<b>Kitchen</b>					
Benches	✓				
Dishes/dishwasher	✓				
Bench top appliances		✓			
Sweep floor		✓			
Mop floor		✓			
<b>Beds/bedding</b>					
Cot mattresses/sleep mats	✓				
Sheets			✓		
Blankets					6 weekly
Cots			✓		
<b>Office</b>					
Desks/in trays/shelves			✓		
<b>Outdoor Area</b>					
Toys/equipment					monthly
Sweep pavement/bike path		✓			
Rake sandpit		✓			
<b>Other</b>					
Baby gates		✓			
Fridges: discard food			✓		
Replace hand towels				✓	
Bins: empty and/or clean				✓	
Doors: spot clean				✓	
Windows: spot clean				✓	
Walls: spot clean				✓	

## Appendix C - Cleaning Schedule

**CLEANING SCHEDULE: MEMBERS**

Tasks	Daily	As needed
Clean tables/high chairs	✓	
Clean kitchen sink/benches	✓	
Dishes	✓	
Carpet and rugs: vacuum	✓	
Floors: sweep/vacuum	✓	
Empty bins	✓	
Clean chairs		✓
Bathroom/laundry floors: sweep		✓
Mop up spills		✓
Fridges: discard members' food		✓
Sweep paving outside		✓

Duties may arise that are currently not listed on the cleaning schedule of either the DDSC Cleaner or Kids Central Staff. Therefore any new duties that need to be added or removed from the cleaning schedule will be done in consultation between both parties.



**8.4 REPORTS OF ELECTED MEMBERS**

Cr Karlene Goss advised that she had attended a West Arthur Cottage Homes meeting and Cr Rod Hulse advised that he had attended a West Arthur Community Resource Centre meeting.

**9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil.

**11. CONFIDENTIAL ITEMS**

Nil.

**12. CLOSURE OF MEETING**

Cr Hulse declared the meeting closed at 6.27 pm.