



**ORDINARY COUNCIL MEETING
15 AUGUST 2023**

AGENDA ATTACHMENTS

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ATTACHMENT – AGENDA ITEM 6.1
Minutes Ordinary Council Meeting July 2023



COUNCIL CALENDAR

Date	Time	Meeting
15 August 2023	5.00pm	Ordinary Council Meeting
19 September 2023	5.00pm	Ordinary Council Meeting

JULY MEETING PROGRAM

2.30pm	Council Forum
5.00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 18 July 2023, commencing at 5.00pm

1.0 Opening & Welcome

Presiding Person, Cr Scott Stirrat welcomed everyone to the meeting and declared the meeting open at 5.00pm

2.0 Attendance & Apologies

Attendance

Councillors

Cr Scott Stirrat	Deputy Shire President, Presiding Person
Cr Chris Bray	Member
Cr Amy Hardham	Member
Cr Trevor Cole	Member
Cr Michael Currie	Member
Cr Warren Milner	Member
Cr Holly Cusack	Member

Officers

Paul Sheedy	Acting Chief Executive Officer
Ben Forbes	Executive Manager Corporate Services
Kathryn Conopo	Administration Officer (Minute Taker)

Apologies

Nil

Approved leave of absence

Cr Kellie Mortimore Shire President

3.0 Declarations of Interest

Cr W Milner declared a financial interest in item 8.1.3

4.0 Announcements

4.1 Application for leave of absence

Cr Milner requests a leave of absence for the August 2023 Ordinary Council Meeting.

COUNCIL RESOLUTION

That Cr Milners request for Leave of Absence for the August 2023 Ordinary Meeting of Council be approved.

MIN 7619/23 **MOTION** - Moved Cr. Hardham

Seconded Cr. Cole

CARRIED 7 / 0

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings
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6.1 **Confirmation of Minutes of Ordinary Meeting of Council**

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembreen Ordinary Meeting held on Tuesday 20 June 2023

RECOMMENDATION/ COUNCIL RESOLUTION

That the minutes of the meeting of the Shire of Narembreen Ordinary Meeting held on Tuesday 20 June 2023 be confirmed as a true and accurate record of the proceedings.

MIN 7620/23 **MOTION** - Moved Cr. Cole

Seconded Cr. Currie

CARRIED 7 / 0

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembreen Ordinary Meeting held Tuesday 20 June 2023.

6.2 **Receive Minutes - Plant Committee**

6.2.1 Receive Minutes – Plant Committee Meeting held on Tuesday 18 July 2023

RECOMMENDATION / COUNCIL RESOLUTION

That the minutes of the Shire of Narembreen Plant Committee meeting held on Tuesday 18 July 2023 be received.

MIN 7621/23 **MOTION** - Moved Cr. Currie

Seconded Cr. Cole

CARRIED 7 / 0

6.2.2 Committee recommendations

COUNCIL RESOLUTION

That Council:

- Adopt the recommendation of the Shire of Narembeen Plant Committee meeting held on 20 June 2023 and
- Adopt the recommendation of the Shire of Narembeen Plant Committee meeting held on the 18 July 2023

MIN 7622/23 MOTION - Moved Cr Hardham

Seconded Cr. Bray

CARRIED 7 / 0

7.0	Status Report
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RECOMMENDATION / COUNCIL RESOLUTION

That the Status Report for July be received.

MIN 7623/23 MOTION - Moved Cr. Currie

Seconded Cr. Milner

CARRIED 7 / 0

8.0 Reports

8.1 Chief Executive Officer

AGENDA ITEM: 8.1.1 - WALGA Local Government Convention 2023

Subject:	WALGA Local Government Convention 2023
Applicant:	WA Local Government Association
File Ref:	ADM609
Disclosure of Interest:	Nil
Author:	Paul Sheedy – Acting Chief Executive Officer
Date:	27 June 2023
Attachments:	Convention Program

PURPOSE

Council is requested to consider the endorse:

1. Attendance of Councillors at the WALGA Local Government Convention 2023 in Perth on 17 to 19 September 2023, meeting all registration, accommodation, and ancillary costs.
2. Voting delegates for the WALGA AGM on 18 September 2023.
3. Rescheduling of the September 2023 Councillor Discussion Forum and Ordinary Council meeting from 19 September to 26 September 2023.

BACKGROUND

The Local Government Convention is held annually in Perth each year but in recent times the dates have varied from year to year. The date set for the 2023 convention clashes with the September Council meeting.

CONSULTATION

Councillors and Acting Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government (Administration) Regulations 1996, section 12 (3)

12. Publication of meeting details (Act s. 5.25(1)(g))

- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government’s official website as soon as practicable after the change is made.

FINANCIAL IMPLICATIONS

The annual budget includes an allocation for ‘Councillor Conference Costs’ under the Members of Council, Schedule 4, account 4112000 of \$15,000.

Indicative costs for each delegate (assuming partners attend) to attend the conference are as follows, depending on events they choose to attend.

Full conference registration	\$1178
Gala cocktails (delegate and partner)	\$ 250
Tuesday Breakfast (Guest speaker)	\$ 85

Accommodation (3 nights)	\$1000
Meals & sundry	\$ 600
Travel reimbursement	\$ 550
Total	\$3663

POLICY IMPLICATIONS

Council Policy 'Council Member Professional Development' with the relevant sections being as follows:

Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the Shire in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Accommodation

Reasonable accommodation will be booked for the Council Member at, or in proximity, to the event venue. If it is not reasonable to expect travel to occur on the day of the event, the booking may allow for arrival the day prior to commencement, and departure the day following the close of the event.

A Council Member may choose to upgrade their accommodation standard or extend their visit for personal reasons, however additional costs are to be paid to the Shire by the Council Member (including any additional associated or travel costs) prior to the Shire confirming the booking.

Meals and Incidental Expenses

Meals and incidental expenses will be paid by the Shire with reasonable meal expenses including the purchase of breakfast, lunch, and dinner where these meals are not provided otherwise provided. When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event will not to be paid by the Shire.

Incidental taxi, economy ride-share or public transport modes of transport (i.e.to/from airport, event venue) may be claimed for reimbursement on submission of receipts.

Incidental expenses incurred from accessing products in the accommodation /room mini bar will not be paid by the Shire and should be paid for by the Council Member on departing the venue.

Accompanying persons/entertainment costs

Where partners accompany the Council Member the Shire will cover the cost of accommodation, breakfast, lunch and dinners and conference related dinners attended by partners. Costs associated with attendance at 'partners program' events will not be paid for by the Shire, with the Council Member reimbursing the Shire these costs.

WALGA Conference

Council wishes to have representation at the WALGA Annual Local Government Week Conference each year. It is Council's preference that this conference is attended by the President, Deputy President, CEO and one other councillor to ensure representation but limit costs to a reasonable level, however actual attendees will be determined each year.

Councillors are encouraged to attend the WALGA Annual Local Government Week Conference at least once during their four (4) year term.

RISK MANAGEMENT IMPLICATIONS

The only potential risk is 'financial' in that if a Councillor is nominated to attend and withdraws close to the conference date the Shire could forfeit any conference costs. The risk is considered low and would be assessed as minor.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government

4.2. Compliant and resourced Local Government

‘Elected members are supported in their role through provision of training’.

VOTING REQUIREMENTS

Simple majority

COMMENT

Details of the conference program are detailed in the attachment and with the WALGA AGM being on the Monday two of the delegates attending would be nominated as council's voting delegates, whilst all those attending are permitted to attend the AGM.

As indicated in the background section of this report if Council agrees to nominate Councillors to attend the conference, then the Council meeting currently listed for the 19 September 2023 is recommend being moved to Tuesday 26 September 2023 at the usual times.

The CEO has not been included in the recommendation below as it's assumed that that person will attend if Councillors are attending, the CEO's attendance does not require a decision of Council and a separate budget allocation is provided for the CEO.

WALGA is still finalising the accommodation options, but it's presumed that the Councillors would be staying at one of the Crown hotels which will be booked once the information has been provided by WALGA.

Finally, Shire of Kulin has advised that they are organising the annual ROEROC dinner during the conference, so an indication of numbers attending is also required for this dinner, which presumably includes partners if attending the conference.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. Nominate Councillors Cusack and Stirrat to attend the WALGA Local Government Convention 2023 and meet conference registration, accommodation, meals and travel costs for delegates and partners as per Council policy.
2. Nominates Councillors Stirrat and Cusack as its voting delegate for the WALGA AGM on Monday 18 September 2023
3. Reschedules its September 2023 Councillor Discussion Forum and Ordinary Council meeting to Tuesday 26 September 2023 at the previously endorsed times (2.30pm and 5.00pm)

MIN 7624/23

MOTION - Moved Cr. Bray

Seconded Cr. Hardham

CARRIED 7 / 0

AGENDA ITEM: 8.1.2 - Waiving of Caravan Park Chalet Fees

Subject:	Waiving of Caravan Park Chalet Fees
Applicant:	Narembreen Homes for the Aged
File Ref:	ADM471
Disclosure of Interest:	Nil
Author:	Paul Sheedy – Acting Chief Executive Officer
Date:	29 June 2023
Attachments:	Nil

PURPOSE

Council is being requested to consider waiving or granting a concession for the Caravan Park chalet fees amounting to \$3,640, being for a period of twenty-six (26) nights during July and August 2023.

BACKGROUND

The Narembreen Homes for the Aged Group (NHAG) have provided the following information in support of their request.

'The Narembreen Homes for the Aged are having the six bathrooms renovated at Gum Tree Place in Hilton Way commencing on the 12 July 2023. Most of the Residents are more than happy to relocate to family or friends for the duration of the renovation to their bathroom. We do have 2 residents who are unable to go to family or friends at the time of the renovation. We have organised that these two units are done at separate times so that we only have to house them one at a time. I am writing to request if we could get some financial assistance from the Shire to relocate the two residents concerned in the self-contained units at the Caravan Park. The renovations are commencing on 12th July which will be before your meeting. I have booked the unit in 2, 2-week blocks.

The cost of the renovation is a total of \$160,000 excluding GST, which will be paid by funds from the Aged Homes Committee. These renovations were to be done 3 years ago and then Covid came along. They really are in need of some work and if not addressed now the cost will only keep going up.'

CONSULTATION

Shire President, Secretary NHAG and Acting Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995, section 6.12

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

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,which is owed to the local government.

FINANCIAL IMPLICATIONS

Approval by Council this request would see a reduction in the annual caravan park income.

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

The financial implications and risk due to the loss of income is rated as low and minor.

The reputational risk to the Shire in not agreeing to this request is rated as 'Likely' with the consequences rated as 'Minor resulting in a risk rating of 'Moderate'.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

1. COMMUNITY: Happy, safe, healthy and inclusive community

1.5 Support volunteer organisations through initiatives that reduce volunteer fatigue and strength their resilience.

VOTING REQUIREMENTS

Simple Majority

COMMENT

The Narembeen Homes for the Aged have booked one chalet (2-bedroom self-contained) at the Caravan Park for a period of twenty-six (26) days as follows:

- 12 July – 24 July 2023 (12 nights)
- 26 July – 9 August 2023 (14 nights)

They are seeking the waiving of the total chalet hire fees for this period or a concession from Council by reducing the hire fee.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council waive the Caravan Park chalet hire fees of \$3,640, as requested by the Narembeen Homes for the Aged.

MIN 7625/23

MOTION - Moved Cr. Currie

Seconded Cr. Hardham

CARRIED 7 / 0

5.22pm Cr Milner left the meeting

AGENDA ITEM: 8.1.3 - Narembeen Medical Services

Subject:	Narembeen Medical Services
Applicant:	Not applicable
File Ref:	ADM053
Disclosure of Interest:	Nil
Author:	Paul Sheedy – Acting Chief Executive Officer
Date:	29 June 2023
Attachments:	Nil

PURPOSE

Council to consider the tender submitted and endorse a preferred provider of Medical Services in Narembeen

BACKGROUND

A tender advertisement, RFT 01/2023, was placed in the West Australian newspaper on Saturday 17 June 2023 calling for tender submission for the provision of a General Practice medical service in Narembeen, closing on Monday 3 July 2023.

CONSULTATION

Councillors and Acting Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995, section 3,57

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Function and General) Regulations 1996, clause 11

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.

FINANCIAL IMPLICATIONS

The tender submission indicates a substantial increase in the annual cost to the Shire to support a Medical Service in Narembeen.

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

There is a potential significant risk that the annual cost of supporting the medical service could impact the annual budget. This can be mitigated by establishing a 'Medical Service' Reserve fund with the allocation of funds from annual surpluses and then transferring some of these funds back into the Municipal fund each year to limit the impact on the budget.

If the medical service was to cease in Narembeen the reputational risk to the Shire could be Moderate to Major. This is being mitigated with the Council's action to endeavour to recruit a new medical practitioner.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

1. COMMUNITY: Happy, safe, healthy and inclusive community

1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire.
'Retention of the GP services, hospital and allied health'.

VOTING REQUIREMENTS

Simple Majority

COMMENT

Only one tender was received at the close of the tender process that being the Medical Provider that had previously expressed an interest as part of the Acting CEO's informal EOI process and met with the Shire resident and Deputy Shire President recently.

Whilst the annual costs, submitted in the tender, will be significantly higher than the Shire currently incurs, the proposal has the benefit of being an all-inclusive annual financial contribution by the Shire for the provision of medical and hospital services in Narembeen with the provider meeting all medical service costs including the management of staff, provision of a locum, operating costs of the medical centre, upgrading and replacement of equipment as required, as well as bringing a whole range of new medical services to the community.

The only additional annual costs to the Shire will be the provision of housing, motor vehicle, and building and maintenance costs at the medical centre and accommodation, which the Shire currently meets with the existing doctor.

Once the Council has made its final decision arrangements will be made by the Shire President and Acting CEO for the Medical Provider to visit Narembeen to inspect the Medical Centre, accommodation and the town before confirming their acceptance of the Shire's offer.

As they are currently overseas it's expected that this visit will not occur until early August 2023.

A draft 'General Practice Agreement' has been provided to the Acting CEO by Rural Health West and will form the basis of negotiations with the Medical Provider.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That in relation to RFT 01/2023 'Provision of Medical Services to the Narembeen Community' Council accepts the tender proposal from Livingstone Medical Pty Ltd and authorise the Shire President and Acting Chief Executive Officer to negotiate a potential commencement date and the terms of the General Practice Agreement, with the final document being brought back to Council for approval.

MIN 7626/23 **MOTION** - Moved Cr. Cole Seconded Cr. Bray

CARRIED 6 / 0

5.28pm Cr Milner reentered the meeting.

AGENDA ITEM: 8.1.4 - RFQ Doctors House

Subject:	RFQ Doctors House
Applicant:	Not Applicable
File Ref:	ADM688
Disclosure of Interest:	Nil
Author:	Paul Sheedy – Acting Chief Executive Officer
Date:	4 July 2023
Attachments:	RFQ Quote Assessment Modular WA RFQ 3/2023 Confidential

PURPOSE

Council to consider the RFQ submissions received for the construction of a doctor's house at lot 69 (24) Cheetham Way, Narembeen and endorse the proposal received from Modular WA for \$533,024 (ex GST).

BACKGROUND

September 2022

Council at its ordinary meeting on 20 September 2022, in considering the report from the Housing Working Group in part resolved (Min 7489/22):

'That Council:

- 4. Allocate \$15,000 in the February 2023 Budget Review for improvements to 16 Hilton Way, Narembeen.'*

March 2023

Council at its ordinary meeting on 21 March 2023, as part of its 2022/23 Budget review, in part endorsed (Min 7563/23) the allocation of \$100,000 for internal renovations to 16 Hilton Way.

At the meeting of the Housing Working Group on 29 March 2023 various housing needs were discussed including, employee, CEACA and doctor's housing. As a result, it was agreed that the priority should be a new doctor's residence to be constructed on a Shire lot in Cheetham Way, utilising the funds previously allocated in the 2022/23 budget for employee housing, and not spend the \$100,000 allocated in the budget review on 16 Hilton Way for internal refurbishment.

Once a new doctor's residence was constructed the Working Group supported 16 Hilton Way being sold with funds utilised to support the construction of employee housing on Shire owned lots in Thomas Street.

Funding and support for CEACA to construct houses in Narembeen was also supported by the Working Group.

April 2023

The recommendations of the Housing Working Group were considered and discussed at the Councillor Discussion Forum on the 18 April 2023

An RFQ was placed on the WALGA 'Preferred Supplier Program' on 13 June 2023 and closing on 28 June 2023, with nine (9) suppliers notified of this request. Only three (3) were received being those included in the Comment section of this report

May 2023

Council at its ordinary meeting on 16 May 2023 (Min 7594/23) resolved:

'That Council approves:

- 1. The construction of a new 4/2 doctor's residence on a Shire owned lot (Lot 69) in Cheetham Way.*

2. *The allocation of unbudgeted expenditure of \$500,000 in the 2022/23 budget, with funds being reallocated from the 'shire staff housing construction' budget allocation and a budget amendment to reflect this change.*
3. *The sale of 16 Hilton Way once the construction of the new doctor's residence is completed.'*

CONSULTATION

Chief Executive Officer, Executive Manager Corporate Services, Economic Development Officer

STATUTORY IMPLICATIONS

Local Government (functions and General) Regulations, clause 11(2)

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (aa) the supply of the goods or services is associated with a state of emergency or a COVID-19 declaration; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;

FINANCIAL IMPLICATIONS

The 2023/24 draft budget has an allocation of \$600,000.

Any additional costs will be considered as part of the 2023/24 budget review in early 2024.

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

The major risk assessment is financial, with Western Power and Water Corporation being the unknown costs. however, given that the services run past the lot the risk is rated to be 'Minor'. With funds included in the 2023/24 budget, these risks can be mitigated and reviewed at the midyear budget review.

Not having a modern executive style house available will also increases the risk of not being able to attract and retain a doctor to the town.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

1. Community: Happy, safe healthy and inclusive community

1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire.

‘Retention of GP services, hospital and allied health.’

VOTING REQUIREMENTS

Absolute Majority

COMMENT

As indicated in the Background section of this report only three (3) proposals were submitted and these were assessed by the Acting CEO, EMCS and EDO against the Qualitative Criteria included in the RFQ, with the average of these three assessments shown in the attachment.

The RFQ requested proposals for the supply of a 4x2 Modular steel framed house at ‘turnkey stage’ and to include the following.

- Built in robes and split air conditioning.
- Quality fittings
- Alfresco/outdoor entertainment area
- Porch/patio/entrance
- Transport and installation
- Earthworks and landscaping including reticulation.
- Driveway and fencing
- Double carport
- Service connections
- Building approvals
- Time frame of 12 months from signing contract
- Twelve-month defect period
- High energy rating (min 6 star -desirable)

Additional cost that will be incurred include, utility connections, fill for the lot, planning application fees and any additional headworks costs from Western Power and Water Corporation.

A provision sum of \$166,176 (incl GST), or \$153,070 (ex GST) has been included in the quotation for various works (site works, site survey, earthworks, plumbing, electrical, fencing and gates, concrete hardscape, landscaping etc.) and will be adjusted once the final scope of work has been determined, so overall cost could decrease or increase.

The following are not included in the contract and so there will potentially be some increase costs for variations.

- Replacement of carport with double garage
- Stormwater connection to road
- Lawn at rear of property (front is to be low maintenance plants)
- Small shed
- Upgrading of external cladding to painted Duraplank.
- Other minor upgrades to internal areas (see attachment)

Modular WA have provided the following indicative timeframes for various stages of the project, however given that the EDO is on leave until 14 August 2023 these time frames are expected to be extended.

- Design document and approvals – 3/10/23
- Preliminary site works – 9/01/24
- House construction and transport to site – 24/01/24
- Installation and practical completion – 12/03/24

Modular WA have previously provided houses for the Shire of Wiluna, Shire of Bruce Rock and Town of Port Hedland and as can be seen from the quotations received their quotation is substantially less than the other two received.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council accept the quotation received from Modular WA for \$533,024 (Ex GST) to construct a 4x2 modular steel framed house on lot 69 (24) Cheetham Way, Narembeen with the CEO authorised to approved minor variations, which are to be reported to the next Councillor Discussion Forum.

MIN 7627/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Currie

CARRIED 7 / 0

AGENDA ITEM: 8.1.5 - Bushfire Notice 2023/24

Subject:	Bushfire Notice 2023/24
Applicant:	Not applicable
File Ref:	ADM136
Disclosure of Interest:	Nil
Author:	Paul Sheedy – Acting Chief Executive Officer
Date:	5 July 2023
Attachments:	Shire of Narembreen Bushfire Notice 2023/24

PURPOSE

Council to consider and endorse the annual Bushfire Notice that is provided to all landowners and is to be included in the rate notice mailing.

BACKGROUND

Council is required to give all landowners within the Shire notice of their responsibilities to undertake fire mitigation actions by set dates each year.

CONSULTATION

Chief Bushfire Control Officer and Acting Chief Executive Officer

STATUTORY IMPLICATIONS

Bush Fires Act 1954, section 33

33. Local government may require occupier of land to plough or clear fire-break

- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, **give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area** requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;
- (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,

and the notice may require the owner or occupier to do so —

- (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
- (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.

- (2) **A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may**

be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the *Local Government Act 1995*, as his address for the service of rate notices.

FINANCIAL IMPLICATIONS

If the notice is included with the rate notice the only cost incurred is photocopy printing costs. However, if it's posted out separately there would also be additional postage costs.

The alternative as per the Bush Fires Act is to publish the notice in the government gazette and local newspaper which would incur significant additional costs (government gazette)

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Failure to issue the notice in compliance with the Bush fires act could potentially restrict the ability of the Shire to enforce firebreak and fire hazard removals in a timely manner prior to the summer period.

The risk of landowners, especially those in residential areas, not undertaking adequate fire mitigation/reduction without receiving a notice is considered to be 'Possible' with consequence being from 'Minor' to 'Major' depending on the damage caused to property and or buildings.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

1. COMMUNITY: Happy, safe, healthy, and inclusive community

1.6 Support emergency services planning, risk mitigation, response and recovery

VOTING REQUIREMENTS

Simple Majority

COMMENT

As outlined in the 'Statutory Implications' section of this report there are two ways that a local government can provide an annual notice to landowners of their requirement to undertake fire mitigation measures (firebreaks, clearing inflammable material). One is relatively easy and inexpensive (notice with rates), whilst the other is significantly expensive (publishing in government gazette) and achieves nothing as a majority if not all landowners would not see or read the government gazette.

From what has been ascertained, in past years the Bushfire Notice is considered by the Bushfire Advisory Committee in September, then endorsed by Council and published on the Shire website and local newspaper (Fence Post).

This method does not comply with the requirements of the Bushfires Act 1954 in regard to providing notice to the owners or occupier of land and any prosecutions run the risk of being dismissed for this non-compliance. So the Acting CEO has discussed this with the Chief Bushfire Control Officer and it has been agreed that this new process to allow for the notice to be included with the rates is the appropriate way to go. If the Bushfire Advisory Committee wish to make changes, they can do this, and it would be incorporated into the following year's notice.

There has been a several changes made to the previous Bushfire Notice, in discussion with the Chief Bushfire Control Officer and are detailed as follows:

Definitions

A definition for Inflammable material has been included.

Townsite Land

The previous wording appeared to be confusing, so new wording has been included in relation to land 2000^m2 or less and land more than 2000^m2.

Restricted/Prohibited Burning Periods

The second Restricted Burning Period date has been amended from 15 April to 15 March as that is the date previously included in the Government Gazette, so it can't be permanently extended by the Shire. The Shire is permitted to vary this date up to a maximum of two (2) weeks either way.

Permit Issuing Officers

Phone details have been updated to mobile phone numbers only.

OFFICER RECOMMENDATION

That Council endorse the 'Bushfire Information, SHIRE OF NAREMBEEN BUSHFIRE NOTICE – 2023/2024 SEASON' as detailed in the attachment.

COUNCIL RESOLUTION

That Council endorse the 'Bushfire Information, SHIRE OF NAREMBEEN BUSHFIRE NOTICE – 2023/2024 SEASON' as detailed in the attachment with minor changes.

MIN 7628/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Bray

CARRIED 6 / 1

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1 - Adoption of budget for the year ended 30 June 2024

Subject:	Adoption of budget for the year ended 30 June 2024
Applicant:	Not applicable
File Ref:	ADM465
Disclosure of Interest:	Nil
Author:	Ben Forbes - EMCS
Date:	5 July 2023
Attachments:	Annual budget for the year ended 30 June 2024 Schedule of fees and charges for year ended 30 June 2024

PURPOSE

For Council to review the annual budget and supporting documentation and to endorse the following for the year ended 30 June 2024:

- statutory budget
- schedule of fees and charges
- minimum rates and the rate in the dollar for general rate categories
- interest rates and administration charges on rates paid via instalments
- interest rates on overdue rates
- instalment option due dates
- early payment discount terms and percentage
- Council's materiality threshold.

BACKGROUND

The 2024 draft budget has been prepared after consultation with staff and Councillors, including a budget workshop for Councillors to provide feedback on all budget requests received and management's planned capital and operating expenditure for the 2024 financial year.

The budget has been prepared in accordance with the principles and planned works of the Shire's Strategic Community Plan, Corporate Business Plan and Sport and Recreation Plan (where applicable).

The proposed plant replacement program has been reviewed by the Plant Committee and endorsed by Council.

In accordance with the Corporate Business Plan a 5% increase in rate revenue has been budgeted for to cover the proposed budget deficiency.

CONSULTATION

Councillors
Members of the public
Staff

STATUTORY IMPLICATIONS

Local Government Act 1995 Section 6.2:

6.2. *Local government to prepare annual budget*

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to*

prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
 - (a) the expenditure by the local government; and*
 - (b) the revenue and income, independent of general rates, of the local government; and*
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) The annual budget is to incorporate —*
 - (a) particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) the amount it is estimated will be yielded by the general rate; and*
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*

and

 - (c) the fees and charges proposed to be imposed by the local government; and*
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) such other matters as are prescribed.*
- (5) Regulations may provide for —*
 - (a) the form of the annual budget; and*
 - (b) the contents of the annual budget; and*
 - (c) the information to be contained in or to accompany the annual budget.*

[Section 6.2 amended by No. 49 of 2004 s. 42(8) and 56.]

FINANCIAL IMPLICATIONS

The budget will govern all income and expenditure incurred by the Shire for the 2024 financial year, pending any amendments throughout the year.

As noted in the Rate Setting Statement in the attached annual budget document, the proposed budget for the year ended 30 June 2024 will fully utilise the brought forward surplus of \$3,711,604 whilst maintaining the previously established rating policy in the Corporate Business Plan.

It should be noted that the budgeted 2024 performance is significantly impacted by:

- multiple large capital expenditure projects being fully funded by municipal funds
- assumed 98% prepayment of 2024 Federal Assistance Grants in 2023
- increases to provisions for several operational expenses.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

The annual budget proposes a risk to the overall strategic direction and management of the Shire.

Key areas of risk are addressed by Councillor and staff collaboration and community consultation in the budget preparation process, in addition to the guiding principles of the Shire's strategic planning documents.

STRATEGIC PLAN REFERENCE

Shire of Narembeen – Strategic Community Plan Strategic Community Plan 2022 – 2032

Strategic priority #1: Happy, safe, healthy and inclusive community.

Objective #1.2: facilitate and advocate for quality health services, health facilities and programs in the Shire.

Objective #1.4: Recreational, social and heritage spaces are safe and encourage active and healthy lifestyles.

Strategic priority #2: retain and grow existing business, employment and attract new industry.

Objective #2.2: safe and efficient transport network enables economic growth.

Objective #2.4: retain and grow our local skills base.

Strategic priority 4: well governed and efficiently managed Local Government.

Objective 4.1: compliant and resourced Local Government.

In addition to required operational expenditure, the budget for the year ended 30 June 2024 includes provisions for:

- facilitation of health services to the residents of the district
- new and improved recreational areas
- significant roadworks and road maintenance
- new Shire housing
- additional resources to grow the skills-base of the Local Government.

VOTING REQUIREMENTS

Absolute majority

COMMENT

The attached annual budget for the year ended 30 June 2024 contains 5 distinct parts:

1. budget introduction and statutory reports as required by the Local Government Act 1995
2. notes to the statutory reports
3. notes regarding non-operating activities, including:
 - capital expenses categorised by the type of asset acquired (property, plant and equipment or infrastructure) and whether or not the acquisition is grant funded
 - all secured non-operational grant funding
 - assets to be disposed of
4. detailed operational expenditure by program
5. the schedule of Fees and Charges for the year ended 30 June 2024 – to be adopted as part of the annual budget as per the Local Government Act 1995 requirements.

As per the Rate Setting Statement, the Shire has budgeted for net rates (after budgeted discount) of \$2,046,893 to fund the Shire's 2024 budget deficit, including ex-gratia rates of \$24,089.00. Refer to Note 1(a): Rates and Service Charges (page 9) for the estimated rates revenue based on assessment categories. Staff have prepared the budget based on a 5% overall increase in gross rating revenue for both categories, as per the below:

Category	2024 budgeted rate in the dollar	2024 budgeted minimum rate	Budgeted rate income
Townsite (GRV)	\$0.12871	\$510.00	\$261,683.00
Rural and mining (UV)	\$0.01072	\$510.00	\$1,796,722.00
Budgeted gross rate revenue			\$2,058,405.00

Due to receipt of the majority of the 2024 Financial Assistance Grant in June 2023, operating income for 2024 has been receipted in 2023, which is shown as opening surplus as opposed to budgeted income.

Several key operating costs have seen significant increases in the budget, based on projections as at the time of preparation. These include provisions for 3 additional staff and increases to costs for community amenities and services.

As previously mentioned, a large portion of the extensive capital works program is own source funded, which requires the opening surplus to be fully utilised. Several of the own source funded projects are one-off to address areas of imminent concern to Council; there are no current plans for such extensive own source funded capital works programs to continue in future years.

It should be noted that the budgeted movements in reserves essentially reverse contributions of surplus funds from the year ended 30 June 2023. Across the 2023 and 2024 financial years, reserves are budgeted to grow from \$4,133,569 to \$4,392,480; most of the interest earnings on reserves are being reinvested.

The closing surplus for the year ended 30 June 2024 is an estimate which relies on several assumptions as at the time of preparation. The surplus is likely to change following the reconciliation of the accounts as at 30 June 2024 as part of the preparation of the annual report. It is management's expectation that the surplus will increase following the recognition of revenue currently categorised as 'contract liabilities'. These adjustments will be reflected in the revised surplus estimates in the February 2024 budget review.

Overall, the 2024 annual budget represents a response by the Shire to changes in its operational environment and in the availability and cost of necessary community amenities and services.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

The Council endorse the following:

1. The Shire of Narembreen annual budget for the year ended 30 June 2024, as attached, as per s.6.2(1) of the Local Government Act 1995
2. Levying a Rate in the Dollar of \$0.12871 for all GRV-based townsite assessments, noting that all non-mining and non-rural assessments are categorised as 'townsite'
3. Levying a Rate in the Dollar of \$0.01072 for all UV-based rural and mining assessments
4. Levying a minimum rate of \$510 for all rateable GRV and UV assessments
5. Setting the following repayment options for rates as per with s.6.45(1)(a) of the Local Government Act 1995:

Option	Due By
Option A – One Payment	31 August 2023
Option B – Four Instalment Options	31 August 2023
	31 October 2023
	31 December 2023
	28 February 2024

6. No instalment option being offered for rubbish charges
7. An instalment plan administration fee of \$10.00 per reminder rate notice issued, as per s6.45(3) of the Local Government Act 1995
8. Instalment interest to be levied at 5.50% as per s6.45(3) of the Local Government Act 1995
9. Late payment penalty interest to be levied at 7.00% for all rates and Emergency Services Levies that are overdue by 31 August 2023 (including partially) unless otherwise on the endorsed instalment plan as per s6.51(1) of the Local Government Act 1995
10. An early payment discount of 2% for all assessments paid in full on or before 31 August 2023 as per s6.46 of the Local Government Act 1995
11. The Schedule of Fees and Charges for the year ended 30 June 2024, as attached, as per s6.16(3)(a) of the Local Government Act 1995
12. A materiality threshold of 10% or \$25,000, whichever is greater, in accordance with Local Government (Financial Management) Regulations 1996 section 34(5).

MIN 7629/23 **MOTION** - Moved Cr. Milner Seconded Cr. Cole

CARRIED 7 / 0

AGENDA ITEM: 8.2.2 - Disposal of properties held in joint venture with Department of Communities

Subject:	Disposal of joint venture properties
Applicant:	Not applicable
File Ref:	ADM125
Disclosure of Interest:	Nil
Author:	Ben Forbes – Executive Manager Corporate Services
Date:	5 July 2023
Attachments:	Joint venture agreement – 31 Currall St Joint venture agreement – 33 Currall St Joint venture agreement – 24 Doreen St

PURPOSE

For Council to consider and endorse the disposal of 9 properties to Department of Communities which are currently jointly held via joint venture agreements.

BACKGROUND

The Shire of Narembeen is currently party to 3 separate joint venture agreements with the Department of Communities (the Department) which cover 9 residential properties in Narembeen, as follows:

Street address	Number of properties	Agreement ending
31 Currall Street, Narembeen	3	31 May 2025
33 Currall Street, Narembeen	4	15 September 2044
24 Doreen Street, Narembeen	2	10 September 2029

The ownership percentage split between the Shire and the Department is, as per the joint venture agreements, based on the input into the initial capital costs. Because the Shire only provided the land and nominal cash contributions, the Shire only has a minimal ownership of each property.

The joint venture agreement stipulates that the Shire will be responsible for all administration and ongoing costs associated with each property, and that the Shire must appoint tenants in accordance with the Department of Communities criteria, in exchange for receiving the rent from each property. In recent history, this arrangement has netted the Shire an immaterial profit or a small loss each financial year.

At the April 2023 discussion forum, following a meeting held by the Housing Committee, Council agreed that if the Department was not willing to sell the properties on an unrestricted basis to Council, that Council would be open to disposing of the properties to the Department.

Following this, staff met with representatives of the Department, and were advised that the Department has no appetite to sell the properties to Council but *may* buy Council out of its share. In order for the Department to commence their internal processes to buy out Council's share, they require a formal resolution of Council.

Although there is significant variance in the end date of each agreement, the Department has maintained that they intend to deal with all agreements in the same manner, at the same time.

CONSULTATION

Councillors
Housing Committee
Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 3.58

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) *Except as stated in this section, a local government can only dispose of property to —* (a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
(a) it gives local public notice of the proposed disposition —
(i) describing the property concerned; and
(ii) giving details of the proposed disposition; and
(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
(a) the names of all other parties concerned; and
(b) the consideration to be received by the local government for the disposition; and (c) the market value of the disposition —
(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Local Government (Functions and General) Regulations 1996, Section 30

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
..
(c) *the land is disposed of to —*
i) the Crown in right of the State or the Commonwealth; or
ii) a department, agency, or instrumentality of the Crown in right of the State or iii) the Commonwealth; or
another local government or a regional local government;
- (3) *A disposition of property other than land is an exempt disposition if —*
(a) *its market value is less than \$20 000; or*

(b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

FINANCIAL IMPLICATIONS

Disposing of the properties to the Department will realise Council's share of the market value and remove the ongoing net rental profit or loss.

In accordance with the terms of the joint venture agreements, the properties will need to be revalued prior to the sale by a valuer approved of by the Department. If there is a dispute over the valuation, the Shire may engage another valuer and the average valuation will be binding as the sale price. The Shire will then receive its proportionate share of the equity as sale proceeds, with the final profit or loss determined by the written down value of the property as at the time of disposal.

Two of the agreements state additional costs shall "be negotiated between the parties", whilst one stipulates that all additional costs will be paid for by the Shire. It should be assumed that the Shire will incur the valuation costs as part of the process.

The properties were last revalued by the Shire as at 30 June 2022 as part of regular accounting compliance obligations. Based on these valuations, management estimates that the Shire's share of the equity is approximately \$150,000.00.

There are unlikely to be any financial implications in the 2024 financial year, as the process will take an extended period; there are no provisions in the 2024 annual budget for the outcome of this resolution.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

VOTING REQUIREMENTS

Simple Majority

COMMENT

Managing property on behalf of the Department is not a core business of Council. As there is no longer a financial incentive, reducing the administrative workload and realising Council's share of the equity of the properties will allow Council to reallocate these resources to other, more appropriate areas.

In the event that it seems likely for the properties to be sold to the Department in the 2024 financial year, the budget review will include a provision for the sale proceeds to be transferred into the housing reserve.

OFFICER RECOMMENDATION

That Council:

- Agree to dispose of all properties located at 31 Currall Street, 33 Currall Street and 25 Doreen Street to the Department of Communities in accordance with the terms of the respective Joint Venture Agreements
- Authorise the Shire President and the Chief Executive Officer to affix the common seal and execute any future sale contracts with the Department of Communities, as per this resolution.

COUNCIL RESOLUTION

- *Agree to dispose of all properties located at 31 Currall Street, 33 Currall Street and 24 Doreen Street to the Department of Communities in accordance with the terms of the respective Joint Venture Agreements*
- *Authorise the Shire President and the Chief Executive Officer to affix the common seal and execute any future sale contracts with the Department of Communities, as per this resolution.*

MIN 7630/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Milner

CARRIED 7 / 0

AGENDA ITEM: 8.2.3 - Lease agreement for 1/8 Churchill Street, Narembeen

Subject:	Lease agreement for 1/8 Churchill Street, Narembeen
Applicant:	WA Country Health Services Wheatbelt
File Ref:	ADM090
Disclosure of Interest:	Nil
Author:	Ben Forbes – Executive Manager Corporate Services
Date:	5 July 2023
Attachments:	Lease agreement (2020) – 1/8 Churchill Street (unsigned) Draft lease agreement (2023) – 1/8 Churchill Street

PURPOSE

For Council to consider and endorse the proposed lease terms from WA Country Health Services Wheatbelt for 1/8 Churchill Street, Narembeen.

BACKGROUND

The WA Country Health Services Wheatbelt (WACHS) provides an essential service for the districts aged residents, working out of the Shire-owned commercial unit 1/8 Churchill Street Narembeen.

The current agreement expired on 30 June 2023; in negotiating a new agreement, WACHS has been allowed to continue for an additional month (July 2023) on the same terms.

Due to budget constraints, Shire staff have been advised that WACHS is unable to continue offering services at 1/8 Churchill Street under the terms of the current lease, but that they can continue to do so if the agreement is changed to WACHS only paying for outgoings.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 3.58

- (5) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (6) *Except as stated in this section, a local government can only dispose of property to —* (a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (7) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
(a) it gives local public notice of the proposed disposition —
(i) describing the property concerned; and
(ii) giving details of the proposed disposition; and
(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

- (8) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) the names of all other parties concerned; and*
 - (b) the consideration to be received by the local government for the disposition; and (c) the market value of the disposition —*
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

Local Government (Functions and General) Regulations 1996, Section 30

- (2) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*

- (2) A disposition of land is an exempt disposition if —*

..

- (c) the land is disposed of to —*
- i) the Crown in right of the State or the Commonwealth; or*
 - ii) a department, agency, or instrumentality of the Crown in right of the State or iii) the Commonwealth; or*
 - another local government or a regional local government;*

...

- (4) A disposition of property other than land is an exempt disposition if —*
- (a) its market value is less than \$20 000; or*
 - (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.*

FINANCIAL IMPLICATIONS

The previous lease agreement (which has been budgeted for) provided for rent at a rate of \$60.00 a week.

By Council agreeing to the proposed terms, there will be a \$3,120.00 deficit to the annual budget.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

Strategic priority #1: Happy, safe, healthy and inclusive community.

Objective #1.2: facilitate and advocate for quality health services, health facilities and programs in the Shire.

Strategic priority #2: retain and grow existing business, employment and attract new industry.

Objective #2.4: retain and grow our local skills base.

VOTING REQUIREMENTS

Simple Majority

COMMENT

WACHS provides an essential service to the elderly residents of the district, and their request has minimal financial impact on the Shire. The potential cost to the Shire to secure similar services via other channels would likely far exceed the cost of agreeing to a nil value lease.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council agree to WACHS proposed lease terms of the tenant paying \$0.00 annual rent and all variable outgoings associated Unit 1, 8 Churchill Street, Narembreen.

MIN 7631/23

MOTION - Moved Cr. Cole

Seconded Cr. Milner

CARRIED 7 / 0

AGENDA ITEM: 8.2.4 - Monthly financial statements for the month ended 30 June 2023

Subject:	Monthly financial statements for month ended 30 June 2023
Applicant:	Shire of Narembreen
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Ben Forbes – Executive Manager Corporate Services
Date:	4 July 2023
Attachments:	Monthly financial statements – June 2023

PURPOSE

For Council to accept the financial statements for the month ended 30 June 2023.

BACKGROUND

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity Report summarises the Shire's financial activities.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

- Compliance risk - low.
Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring
- Financial Impact risk - moderate.
Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

Strategic priority 4.2: “We have sound financial and asset management policies and practices in place”

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council’s closing funding surplus as at 30 June 2023 is \$3,711,605, with cash on hand of \$9,787,133 including \$4,252,582 of reserves.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council receive the monthly financial statements for the month ended 30 June 2023.

MIN 7632/23 **MOTION** - Moved Cr. Bray Seconded Cr. Hardham

CARRIED 7 / 0

AGENDA ITEM: 8.2.5 - Schedule of accounts for the month ended 30 June 2023

Subject:	Schedule of accounts for the month ended 30 June 2023
Applicant:	Not Applicable
File Ref:	ADM018
Disclosure of Interest:	Nil
Author:	Kathryn Conopo – Senior Administration Officer
Date:	6 July 2023
Attachments:	Creditor payments – 1 June to 30 June 2023, Credit Card Payments List 15 April to 15 May 2023

PURPOSE

For Council to review and endorse the payments made by the Shire of Narembreen in June 2023.

BACKGROUND

The Shire's schedule of accounts is to be provided to council each month pursuant to the Local Government (Financial Management) Regulations 1996.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.
3. A list prepared under sub regulation (1) or (2) is to be –
 - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
 - b. Recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

CIVIC LEADERSHIP: Well governed and efficiently managed Local Government.

4.2 Compliant and resourced Local Government

We have sound financial and asset management policies and practices in place
Transparent, accountable, and integrated reporting.

VOTING REQUIREMENTS

Simple majority

COMMENT

A schedule of accounts paid during the month of June 2023 is attached to this report and the total amount paid from the municipal and trust fund is as follows:

Municipal Account: \$ 544,554.23
Trust Account: \$ 2,004.11

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. Receive the Creditors Payment List – 1 June to 30 June 2023
2. Receive the Credit Card Payments List 15 April to 15 May 2023

MIN 7633/23 **MOTION** - Moved Cr. Currie Seconded Cr. Hardham

CARRIED 7 / 0

8.3 Confidential Items

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council close the meeting to public, under Section 5.23 (2) (c) of the Local Government Act 1995, so that it can discuss contractual matters.

MIN 7634/23

MOTION – Moved Cr. Currie

Seconded Cr. Cole

CARRIED 7 / 0

The meeting was closed to public.

CONFIDENTIAL AGENDA ITEM: 8.3.1 - Variation to service agreement

Subject:	Variation to services agreement
Applicant:	PM Services
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Ben Forbes – Executive Manager Corporate Services
Date:	5 July 2023
Attachments:	DRAFT Transfer Station Service Agreement – July 2023 Transfer Station Service Agreement – August 2020 RFT 01/2020 – Provision of Waste Transfer Station Operation and Management RFT 01/2020 – PM Services submission

PURPOSE

For Council to consider and endorse a variation to the existing services agreement for the management of the Shire's transfer station.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

- agree to the extend the contract term, as per Section 10 of the Service Agreement
- endorse the varied service agreement, as attached
- authorise the CEO to execute the varied agreement, as attached.

MIN 7635/23

MOTION – Moved Cr. Hardham

Seconded Cr. Currie

CARRIED 7 / 0

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council re-open the meeting to public.

MIN 7636/23

MOTION – Moved Cr. Cole

Seconded Cr. Hardham

CARRIED 7 / 0

The meeting was re-opened to the public.

9.0 Urgent business as permitted by Council

Nil

10.0 Councillor's Reports

Cr K Mortimore

Attended

-

Cr S Stirrat

Attended

-

Cr H Cusack

Attended

- Meeting with CEACA CEO

Cr T Cole

Attended

- SOCK Week
- Plant Committee Meeting

Cr C Bray

Attended

- SOCK Week

Cr A Hardham

Attended

-

Cr M Currie

Attended

- Plant Committee Meeting

Cr W Milner

Attended

- SOCK Week
- Plant Committee Meeting

11.0 Date, time & place of next meeting

Tuesday 15 August 2023, 5.00pm at the Shire of Narembeen Council Chambers.

12.0 Closure

The Chair acknowledged that this was the last meeting for the Acting Chief Executive Officer, and thanked Paul for his time and experience, and offering stability for the past eight months.

There being no further business the Chair declared the meeting closed at 6.09pm.

ATTACHMENT – AGENDA ITEM 7.0
Status Report – August 2023

SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7083/20	ongoing since 2020	ADM547	RAV Working Group	Previous status report item is complete. Details here - 7083/20 19-Aug-20 ADM547 Narembreen RAV Rating and Conditions Review That Council: 1. Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads. 2. Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager. 3. Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network. 4. Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting. 5. Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated. Discussed with Council December 2021. Assistance will be sought from consulting engineers to progress 20.09.2022 - Cr Stirrat advised no changes or upgrades identified. Is there any capacity for a temporary RAV permit? CEO advised yes - will seek more information from main roads	July 22 - Main roads engaged to review 4 roads RAV status. Howson Project Management preparing assesment of additional roads for upgraded RAV status Cr. Stirrat provided update. 4 roads assessed 3 roads assesed as R7 Unconditional - Statchevich -Chapman Road, Georgeff Road and Merredin-Narembreen Road. Cramphorne Road has increased from 60 to 80	This item to remain on the status report moving forward	CEO
7315/22	31-Jan-22	ADM668	Local Road & Communities Infastructure Program	That Council nominate the following projects for funding as part of Phase 3 LRCl program; 1) Walker Lake Exercise Equipment \$50,000 2) Narembreen Public Hall Upgrade – stage 2 \$102730 3) Old Church Museum – stage 2 \$115,229 4) Footpath Infrastructure \$175725 5)Churchill Street Improvemenbts - stage 2 \$350,000 6)Electronic Sign Board \$50,000 7) Seal Laneway Savage Street \$250,000	Projects Approved 1) COMPLETED 2) COMPLETED 3) COMPLETED 4) COMPLETED 5) Ongoing 6) COMPLETED 7) Deferred and included in adopted 2024 budget	Ongoing	CEO
7324/22	15-Feb-22	ADM	Wadderin Reserve	That Council: 1. Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembreen for the purposes of “water and conservation” with the power to lease. 2. Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive.	Engaged lawyer to develop lease. Met with President to progress. Confirm to DLPH agreement to accept management order for Reserve, CEO and EMCS to meet with WWG President to discuss lease.	Ongoing	EMCS
7420/22	19-Apr-22	P5294	Write off debt - Deceased Estate A5294 Saunders	That Council: 1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and 2. Direct the CEO to commence the process to return the land to the Crown.	1) Debt written off. 2) EMCS to progress once budget adoption and annual audit completed	Ongoing	EMCS
7542/22	13-Dec-22	ADM053	Multipurpose Sports Facility Feasibility and Concept Design	That Council: 1) Resolve not to proceed with the seeking of funding and construction of the Multipurpose Sports Facility project due to the estimated costs being substantially higher than the budget, no guarantee of successful grant funding and the withdrawal of support by the sporting clubs. 2) Instruct the CEO to undertake discussions with local Tennis and Hockey clubs regarding future improvements to their facilities	2) EMCS meting with clubs to assess lighting needs, expecting a more detaied report in September 2023	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7552/23	21-Feb-23	ADM547	Traffic Route Proposal – Variation of Agreement	That Council endorse the proposed variations to the original Traffic Route Proposal Letter of Agreement dated 26 May 2020 as follows: 1. References to “Explaurum Operations Pty Ltd” are to be replaced with “Tampia Operations Pty Ltd” to reflect a name change. 2. Condition 2 is amended to read “That Mt Arrowsmith Road SLK 0.00 to SLK 9.50, having been sealed with a 2 coat seal in 2021 pursuant to an agreement between the Council and Tampia Operations Pty Ltd, be maintained by Tampia Operations Pty Ltd, not subject to the financial contribution of \$0.0107 per kilometre per tonne as set out in Condition 15. 3. Upon the cessation of haulage, Mt Arrowsmith Road SLK 0.00 to SLK 9.50 be returned to a gravel road subject to a gravel overlay treatment being undertaken to the satisfaction of the Shire of Narembreen Works Manager and the Councils Engineering consultant.” 4. Condition 11 is deleted. 5. All other terms of the Letter (dated 26 May 2020) remain unchanged.	Letter sent to Ramelius/ Tampia requesting Variation of Agreement to be amended Awaiting Variation letter from Tampia for signing. Part 3 now replaced by April '23 Council decision (7576/23) An in-principal agreement has been made pending costings by Works	Ongoing	CEO
7576/23	18-Apr-23	ADM 547	Mt Arrowsmith Road Haulage Contribution	That Council agrees to reimburse Tampia Operations \$132,353.47 (incl GST), in lieu previously agreed \$94,073 (October 2022), from its infrastructure reserve fund representing road haulage contributions collected for Mt Arrowsmith Road from July 2021 to September 2022 on the following conditions: 1.The reinstatement of SLK 0 to SLK 10.5 to a gravel surface shall be undertaken at the direction and supervision of the Shire of Narembreen CEO and completed to the satisfaction of the Shire of Narembreen CEO; and 2.Should the reinstatement to a gravel surface not be completed to the satisfaction of the Shire of Narembreen CEO, the Shire of Narembreen reserves the right to complete the reinstatement to a satisfactory standard and charge Tampia Operations for the work undertaken	An in-principal agreement has been made pending costings by Works Manager	Ongoing	CEO
7580/23	18-Apr-23	ADM654	Amendment to lease agreement – Senior Citizens Centre	That Council authorise the Chief Executive Officer to engage with the Narembreen Senior Citizens Social Centre to review the current lease agreement and bring it back to council for endorsement	Lease sent to Senior Citizens Group for signing	COMPLETE	EMCS
7594/23	16-May-23	Nil	Doctors Residence	That Council approves: 1.The construction of a new 4/2 doctor’s residence on a Shire owned lot (Lot 69) in Cheetham Way. 2.The allocation of unbudgeted expenditure of \$500,000 in the 2022/23 budget, with funds being reallocated from the ‘shire staff housing construction’ budget allocation and a budget amendment to reflect this change. 3.The sale of 16 Hilton Way once the construction of the new doctor’s residence is completed	1) RFQ complete, contract pending. Pre start date due when new CEO starts 2) Completed 3) Ongoing	Ongoing	CEO
7609/23	20/06/2023	ADM127	Health and Safety Compliance Representative	That appointment of a Work, Health and Safety Officer is not pursued at this time to allow the incoming Chief Executive Officer to consider the position as part of an overall future organisational structure.	Part of new CEO Organisational Review	Ongoing	CEO
7611/23	20-Jun-23	ADM674	Local Roads and Community Infrastructure (LRCI) Phase 3 – Churchill Street Improvements	That Council: 1.Endorse the following components of the Churchill Street Improvement project, noting that the components will be undertaken in the priority order listed, with completion of all components depending on final costings and available funding: a)Pavement/Footpath Repairs – Churchill Street b)New Pedestrian Pathways c)Wayfinding Signage d)Caravan Parking Bay e)Historical Interpretation/Signage f)Lighting Improvements g)Resealing (asphalt) and Line Marking 2.That should sufficient funding not be available from the LRCI Phase 3 allocation of \$350,000 to complete the asphalt and line marking then funding be utilised from the LRCI Phase 4 part B allocation of \$315,430	1) RFQ seeking EOI closing mid August '23 2) CEO to report to Council once costs for 1(g) are known	Ongoing	1) EDO 2) CEO
7612/23	20-Jun-23	ADM668	Local Roads and Community Infrastructure (LRCI) Phase 4	That Council: 1.Endorse the allocation of the LRCIP Phase 4 Part A funding of \$546,842 to the following project: ☐ Swimming Pool Heating\$100,000 ☐ Hall accessibility Upgrades\$ 75,000 ☐ Culvert on Corrigin/Narembreen Road\$120,000 ☐ Townsite Drainage\$251,842 2.Defer making a decision on the allocation of the LRCI Phase 4 Part B funding of \$315,430 until the final total costs for the ‘Churchill Street Improvements’ is known.	1) Complete 2) CEO to report to Council once cost are known for 1(g) in decision 7611/23 are known	Ongoing	EDO/ WM CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7624/23	18-Jul-23	ADM609	WALGA Local Government Convention 2023	That Council: 1.Nominate Councillors Cusack and Stirrat to attend the WALGA Local Government Convention 2023 and meet conference registration, accommodation, meals and travel costs for delegates and partners as per Council policy. 2.Nominates Councillors Stirrat and Cusack as its voting delegate for the WALGA AGM on Monday 18 September 2023 3.Reschedules its September 2023 Councillor Discussion Forum and Ordinary Council meeting to Tuesday 26 September 2023 at the previously endorsed times (2.30pm and 5.00pm)	1) Complete 2) Complete 3) To be minuted August 2023, Website updatedm and Fencepost advert to be done.	Ongoing	CEO
7625/23	18-Jul-23	ADM471	Waiving of Caravan Park Chalet Fees	That Council waive the Caravan Park chalet hire fees of \$3,640, as requested by the Narembeen Homes for the Aged.		COMPLETE	
7626/23	18-Jul-23	ADM053	Narembeen Medical Services	That in relation to RFT 01/2023 'Provision of Medical Services to the Narembeen Community' Council accepts the tender proposal from Livingstone Medical Pty Ltd and authorise the Shire President and Acting Chief Executive Officer to negotiate a potential commencement date and the terms of the General Practice Agreement, with the final document being brought back to Council for approval.	Dr attending Shire on Friday 11 August 2023	Ongong	CEO
7627/23	18-Jul-23	ADM688	RFQ Doctors House	That Council accept the quotation received from Modular WA for \$533,024 (Ex GST) to construct a 4x2 modular steel framed house on lot 69 (24) Cheetham Way, Narembeen with the CEO authorised to approved minor variations, which are to be reported to the next Councillor Discussion Forum.	Variations noted	Ongoing	CEO/ EDO
7628/23	18-Jul-23	ADM136	Bushfire Notice 2023/24	That Council endorse the 'Bushfire Information, SHIRE OF NAREMBEEN BUSHFIRE NOTICE – 2023/2024 SEASON' as detailed in the attachment with minor changes.		COMPLETE	
7629/23	18-Jul-23	ADM465	Adoption of budget for the year ended 30 June 2024	The Council endorse the following: 1. The Shire of Narembeen annual budget for the year ended 30 June 2024, as attached, as per s.6.2(1) of the Local Government Act 1995 2. Levying a Rate in the Dollar of \$0.12871 for all GRV-based townsite assessments, noting that all non-mining and non-rural assessments are categorised as 'townsite' 3. Levying a Rate in the Dollar of \$0.01072 for all UV-based rural and mining assessments 4. Levying a minimum rate of \$510 for all rateable GRV and UV assessments 5. Setting the following repayment options for rates as per with s6.45(1)(a) of the Local Government Act 1995: Option			

ATTACHMENT – AGENDA ITEM 8.1.1

Regional Road Group 5 Year Program

2023/2024 - 2027/2028

Last Updated: Thursday, 25 May 2023

	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
	720,000	720,000	720,000	720,000	720,000

	Preservation as % of Total Program			
Improvement/Expansion as % of Total Program	100.00.00%	100.00.00%	100.00.00%	100.00.00%

****P** Preservation
****I** Improvement
******* Enter \$ amounts as RRG Pool Contribution
Calculated Cells

ATTACHMENT – AGENDA ITEM 8.2.3
Monthly Financial Statements July 2023

SHIRE OF NAREMBEEN
MONTLY
FINANCIAL STATEMENTS

JULY 2023



SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

For the Period Ended 31 July 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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- * Statement of Financial Activity by Nature or Type

Statement of Financial Activity by Program

- * Note 1 Net Current Assets

- * Note 2 Explanation of Material Variances

Note 3 Cash and Investments

Note 4 Receivables

Note 5 Capital Acquisitions

Note 6 Grants and Contributions

Note 7 Budget Amendments

These accounts are prepared with data available at the time of preparation.

- * Statutory Report

STATUTORY REPORT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	3,711,589	3,711,589	3,697,890	(13,699)	(0%)	
Revenue from operating activities							
Rates		2,046,893	2,057,446	2,057,600	154	0%	
Operating Grants, Subsidies and Contributions	6	731,743	280,216	278,500	(1,716)	(1%)	
Fees and Charges		604,679	230,125	239,051	8,926	4%	
Interest Earnings		198,049	16,503	6,823	(9,680)	(59%)	
Other Revenue		74,600	6,214	5,188	(1,026)	(17%)	
Profit on Disposal of Assets		170,000	14,166	0	(14,166)		
		3,825,964	2,604,670	2,587,162			
Expenditure from operating activities							
Employee Costs		(2,052,097)	(170,966)	(223,135)	(52,169)	(31%)	overbudget
Materials and Contracts		(1,604,354)	(146,056)	(209,194)	(63,138)	(43%)	overbudget
Utility Charges		(231,113)	(19,244)	(4,784)	14,460	75%	
Depreciation on Non-Current Assets		(3,100,700)	(258,383)	(270,315)	(11,932)	(5%)	
Interest Expenses		(36,582)	(3,046)	(315)	2,731	90%	
Insurance Expenses		(239,698)	(119,849)	(122,698)	(2,849)	(2%)	
Other Expenditure		(163,482)	(13,619)	0	13,619	100%	
Loss on Disposal of Assets		(39,500)	(3,291)	0	3,291	100%	
		(7,467,526)	(734,454)	(830,439)			
Operating activities excluded from budget							
Add back Depreciation		3,100,700	258,383	270,315	11,932	5%	
Adjust (Profit)/Loss on Asset Disposal		(130,500)	(10,875)	0	10,875	(100%)	
Movement in Local Government House Trust		(3,500)	0	0	0		
Non-cash amounts excluded from operating activities		2,966,700	247,508	270,315			
Amount attributable to operating activities		(674,862)	2,117,724	2,027,038			
Investing activities							
Non-operating grants, subsidies and contributions	6	3,189,736	218,505	218,505	(0)	(0%)	
Proceeds from Disposal of Assets		663,500	0	0	0		
Proceeds from self-supporting loans		15,835	0		0		
Capital acquisitions	5	(7,169,458)	(544,520)	(68,718)	475,802	87%	underbudget
Amount attributable to investing activities		(3,300,387)	(326,015)	149,787			
Financing Activities							
Transfer from Reserves		726,907	0	0	0		
Repayment of Debentures		(78,676)	(3,893)	(3,893)	0	0%	
Transfer to Reserves		(384,571)	0	0	0		
Amount attributable to financing activities		263,660	(3,893)	(3,893)			
Closing Funding Surplus (Deficit)	1	0	5,499,405	5,870,822			

KEY INFORMATION

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

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

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

STATUTORY REPORT
NOTES TO THE STATEMENT OF FINANCIAL
FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

	Ref Note	UNAUDITED 30 June 2023	This Time Last Year 31 Jul 2022	Year to Date Actual 31 Jul 2023
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	5,038,228	3,675,521	5,055,024
Cash Restricted	3	4,734,815	4,135,441	4,252,582
Receivables - Rates	4	58,781	2,170,223	2,270,312
Receivables - Other	4	115,095	77,396	521,154
Loans receivable		0	11,690	(3,893)
Net GST receivable/(payable)		40,339	49,506	64,789
Inventories		13,371	13,372	13,372
		10,000,629	10,133,149	12,173,340
Less: Current Liabilities				
Payables		(94,807)	(29,195)	(94,587)
Provisions - employee		(340,620)	(340,620)	(340,620)
Long term borrowings		0	(71,020)	3,893
Contract Liability		(1,132,498)	(1,132,498)	(1,132,498)
		(1,567,924)	(1,573,332)	(1,563,812)
Unadjusted Net Current Assets		8,432,705	8,559,817	10,609,528
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(4,734,815)	(4,135,441)	(4,252,582)
Less: Loans receivable			(11,690)	
Add : Long Term Borrowings		0	71,020	(3,893)
Adjusted Net Current Assets		3,697,890	4,483,705	6,353,051

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

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

This Year YTD

Surplus(Deficit)

\$6.35 M

Last Year YTD

Surplus(Deficit)

\$4.48 M

STATUTORY REPORT

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2023

NOTE 2

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 2022/23 year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Expenditure from operating activities					
Employee Costs	(52,169)	-31% overbudget		Timing	Variance due to emphasis of works crew on maintenance grading, given the time of year.
Materials and Contracts	(63,138)	-43% overbudget		Timing	Multiple bulk fuel purchases in July puts expense ahead of projections.
Investing Activities					
Capital Acquisitions	475,802	87% underbudget		Timing	See note 5. Capital works delayed in July whilst awaiting budget adoption. Budgeted capital costs averaged over the year, which will level out the variance over time.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

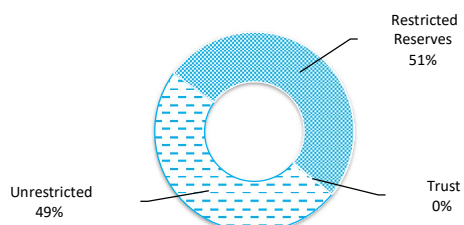
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
At Call Deposits							
Municipal Fund	4,572,791	617,674	0	5,190,465	Bankwest	0.10%	
Term Deposits							
Term Deposit - CBA #38420506	0	4,117,141	0	4,117,141	CBA	5.13%	15/09/2023
Total	4,572,791	4,734,815	0	9,307,606			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash

\$9.31 M

Unrestricted

\$4.57 M

All Restricted Reserve funds held are restricted by this Council. There are no funds held in this Category that are restricted by other legislation.

NOTES TO THE STATEMENT OF FINANCIAL
ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable including ESL and Rubbish	31 Jul 23
	\$
Opening Arrears	58,781
Levied this year	2,133,835
Less Collections to date	77,701
Equals Current Outstanding	2,270,312
Net Rates Collectable	2,270,312
% Collected	-3.64%

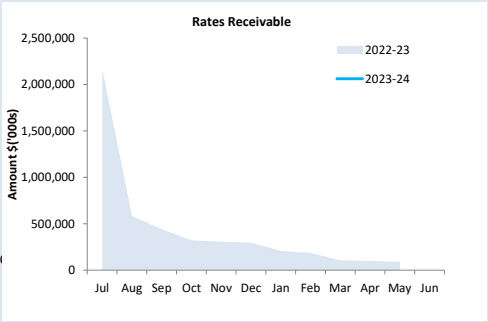
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	516,513	4,426	119	2,111	523,169
Percentage	99%	1%	0%	0%	
Balance per Trial Balance					
Sundry debtors	516,513	4,426	119	2,111	523,169
Other receivable	(2,015)	0	0	0	(2,015)
Total Receivables General Outstanding					521,154

KEY INFORMATION

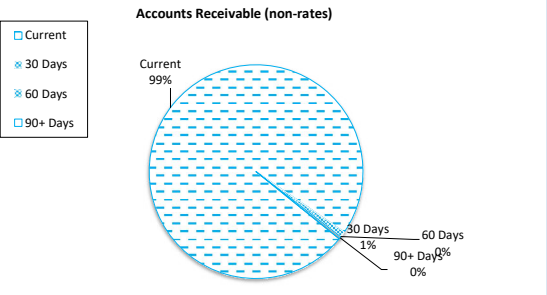
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Rates Received	Rates Due
-4%	\$2,270,312



Debtors Due
\$521,154
Over 30 Days
1%
Over 90 Days
0%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023**

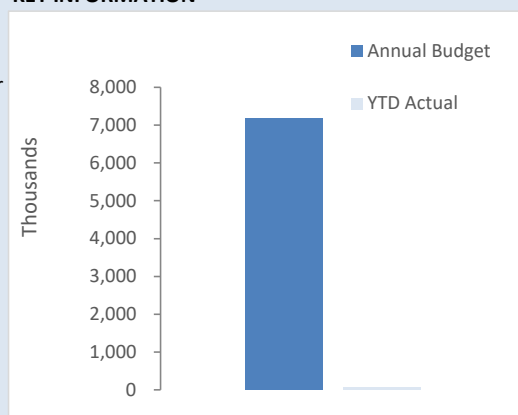
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Current		YTD Actual	YTD Budget Variance
	Annual Budget	YTD Budget	Total	
	\$	\$	\$	\$
Buildings	1,588,137	132,341	4,708	(127,633)
Plant & Equipment	1,769,580	94,543	64,010	(30,533)
Furniture & Equipment	70,000	5,832	0	(5,832)
Road Infrastructure	2,629,338	219,108	0	(219,108)
Other Infrastructure	1,112,403	92,696	0	(92,696)
Capital Expenditure Totals	7,169,458	544,520	68,718	(475,802)
Funding of Capital Acquisitions:				
	\$	\$		
Capital grants and contributions	3,189,736	218,505	218,505	(0)
Borrowings	663,500	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0
Contribution from Rates and other revenue	3,316,222	326,015	0	(326,015)
Capital Funding Total	7,169,458	544,520	218,505	(326,015)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.17 M	\$.07 M	1%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.19 M	\$.22 M	7%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

	Account Number	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Buildings Specialised					
Townhall upgrades LRCI phase 3	2093	20,000	1,666	0	(1,666)
LRCI 4 - Town Hall upgrades	2128	75,000	6,250	0	(6,250)
Administration Office and Chambers Refurbishment - stage 1	2055	88,137	7,344	0	(7,344)
Industrial plot development	2131	250,000	20,833	0	(20,833)
Administration Office, tank and pump for reticulation	2132	5,000	416	0	(416)
Recreation Centre, generator	2133	80,000	6,666	0	(6,666)
Mt Arrowsmith tennis club, 3-phase power installation	2164	10,000	833	0	(833)
Sub Total		528,137	44,008	0	(44,008)
Building - Non Specialised					
Shire Staff Housing Construction formally Cheetham way New Residence	2045	450,000	37,500	0	(37,500)
26 Hilton Way - landscaping	2129	10,000	833	0	(833)
New house - 24 Cheetham Way	2130	600,000	50,000	4,708	(45,292)
Sub Total		1,060,000	88,333	4,708	(83,625)
Total Buildings		1,588,137	132,341	4,708	(127,633)
Furniture and Equipment					
New phone system (admin & CRC)	2146	5,000	416	0	(416)
Hardware Renewal and Plan Initiatives (Admin Server)	2043	15,000	1,250	0	(1,250)
Video conferencing equipment for Council Chambers	2147	30,000	2,500	0	(2,500)
Starlink internet equipment and installation	2148	20,000	1,666	0	(1,666)
Total Furniture and equipment		70,000	5,832	0	(5,832)
Plant & Equipment					
Toyota Prado - Works Manager	2115	80,000	6,666	0	(6,666)
Toyota Prado - replace 2021 Toyota Prado (CEO vehicle)	2135	80,000	6,666	0	(6,666)
Toyota Hilux - replace 2016 Toyota Hilux (mechanic's vehicle)	2136	50,000	4,166	0	(4,166)
Ford Ranger - replace 2020 Nissan Navara	2137	35,000	2,916	0	(2,916)
Ford Ranger - replace 2020 Nissan Navara	2138	42,000	3,500	0	(3,500)
Volvo Loader - replace 2013 model	2134	450,000	37,500	0	(37,500)
Replace Prime Movers	2086	630,000	0	0	0
CAT vibrating drum roller	2139	200,000	16,666	0	(16,666)
Tri-axle dolly	2140	35,000	2,916	0	(2,916)
Toro Reelmaster Mower	2141	64,010	5,334	64,010	58,676
Ute-mounted boom spray	2142	15,170	1,264	0	(1,264)
Vertimower reel	2143	18,400	1,533	0	(1,533)
Skidsteer loader with attachments	2144	65,000	5,416	0	(5,416)
Fuso Rosa bus - vinyl wrap	2145	5,000	416	0	(416)
Total Plant and equipment		1,769,580	94,543	64,010	(30,533)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

	Account Number	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Infrastructure - Roads					
LRCI 3 - Seal Laneway Savage street to Latham Road	2091	226,540	18,878	0	(18,878)
LRCI 4 - Corrigin/Narembeen Road culvert	2122	120,000	10,000	0	(10,000)
Blackspot - Townsite intersection Latham, Churchill, Currall and Longhurst Streets	2015	10,000	833	0	(833)
R2R - Soldiers Road gravel resheeting SLK 10-65.66	2062	545,509	45,459	0	(45,459)
R2R - Soldiers Road, resealing works	2151	150,000	12,500	0	(12,500)
R2R - Yeomans Road, gravel resheeting (SLK 8.70 - 11.70)	2152	150,000	12,500	0	(12,500)
R2R - Sloss Road, gravel resheeting (SLK 0.00 - 4.30)	2153	150,000	12,500	0	(12,500)
RRG - Cramphorne Road, reconstruct to 9m and seal (SLK 37.29 - 42.29)	2154	620,000	51,666	0	(51,666)
RRG - Cramphorne Road, second coat seal (SLK 11.64 - 12.20 13.33 - 14.41 16.24 - 17.31)	2155	100,000	8,333	0	(8,333)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 10.00 - 13.20)	2080	327,546	27,295	0	(27,295)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 14.00 - 16.00)	2081	47,744	3,978	0	(3,978)
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	54,688	4,557	0	(4,557)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 4.80 - 5.40)	2112	85,597	7,133	0	(7,133)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 6.00 - 6.30)	2113	41,714	3,476	0	(3,476)
Total Roads		2,629,338	219,108	0	(219,108)
Other Infrastructure					
LRCI 3 - Electronic sign and trailer	2094	8,000	666	0	(666)
LRCI 4 - Swimming Pool Heating	2149	100,000	8,333	0	(8,333)
LRCI 4 - Townsite drainage improvements	2150	251,842	20,986	0	(20,986)
LRCI 3 - Footpath Infrastructure	1430	30,000	2,500	0	(2,500)
LRCI 3 - Churchill Street improvements	2092	307,561	25,630	0	(25,630)
Cemetery shade structures and seating	2120	15,000	1,250	0	(1,250)
Stormwater Harvesting Project	2116	30,000	2,500	0	(2,500)
Townsite drainage survey and design	2156	60,000	5,000	0	(5,000)
Townsite kerb replacement	2157	150,000	12,500	0	(12,500)
Airfield lighting upgrades	2158	20,000	1,666	0	(1,666)
Netball and basketball court shade structure, design and QS	2159	50,000	4,166	0	(4,166)
Walker Lake signage	2160	25,000	2,083	0	(2,083)
Community Directory website development	2161	5,000	416	0	(416)
BMX track, survey and design	2162	10,000	833	0	(833)
Ski Lake planning and development	2163	50,000	4,167	0	(4,167)
Total Other Infrastructure		1,112,403	92,696	0	(92,696)
TOTAL CAPITAL ACQUISITIONS		7,169,458	544,520	68,718	(475,802)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

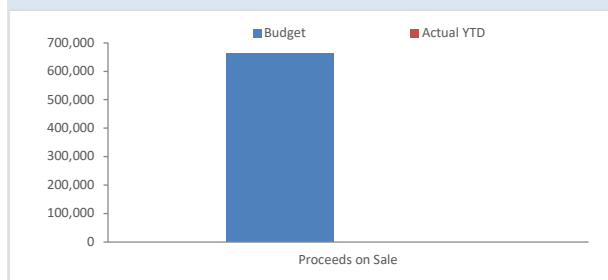
NOTE 6
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Annual Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant - General portion	30,500	30,500	0	0	0
Financial Assistance Grant - Roads portion	19,500	19,500	0	0	0
	50,000	50,000	0	0	0
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	7,820	-7,820	-651	0	651
	7,820	-7,820	-651	0	651
Community Amenities					
CRC Grants and Contributions	185,000	185,000	15,415	28,696	13,281
SOCK Week Grant	25,000	-25,000	-2,083	0	2,083
	185,000	185,000	15,415	28,696	13,281
Recreation and Culture					
Recreation and sport funding	15,000	15,000	1,250	0	(1,250)
Library operating grants	0	0	0	0	0
	15,000	15,000	1,250	0	(1,250)
Transport					
Main Roads Direct Grant	243,717	243,717	243,717	249,552	5,835
Airfield Contributions	0	0	0	0	0
Heavy Vehicle Road Maintenance Contributions	205,206	205,206	17,100	0	(17,100)
	448,923	448,923	260,817	249,552	(11,265)
Economic Services					
Skeleton weed grant funding	0	0	0	0	0
	0	0	0	0	0
Operating grants, subsidies and contributions Total	706,743	691,103	276,831	278,248	1,417
Non-operating grants, subsidies and contributions					
Recreation and Culture					
LRCI Grant Funding	1,068,222	1,068,222	0	0	0
Contributions received (Narembene Bowling Club)	0	0	0	0	0
	1,068,222	1,068,222	0	0	0
Transport					
Regional Road Group Grant funding	480,000	480,000	218,505	218,505	(0)
Roads to Recovery grant funding	995,509	995,509	0	0	0
Black Spot Funding - Income	0	0	0	0	0
Wheatbelt Secondary Freight Network	646,005	646,005	0	0	0
	2,121,514	2,121,514	218,505	218,505	(0)
Non-operating grants, subsidies and contributions Total	3,189,736	3,189,736	218,505	218,505	(0)
Grand Total	3,896,479	3,880,839	495,336	496,753	1,417

Asset Ref.	Asset Description	Original Budget				YTD Actual			
		Net Book Value	Proceeds	Amended Proceeds	Profit (Loss)	Net Book Value	Proceeds	Profit (Loss)	
		\$	\$		\$	\$	\$	\$	\$
PE116	Toyota Prado (CEO's car)	40,000	55,000		15,000	0	0	0	0
PE1305	Toyota Prado (WM's car)	45,000	55,000		10,000	0	0	0	0
PE613	Nissan Navara	20,000	20,000		0	0	0	0	0
PE7298	Nissan Navara	20,000	20,000		0	0	0	0	0
NB6079	Mack Granite prime mover	100,000	105,000		5,000	0	0	0	0
NB7704	Mack Granite prime mover	100,000	100,000		0	0	0	0	0
PE1203	Cat vibrating roller	90,000	55,000		0	0	0	0	0
PE1207	Volvo Loader	110,000	250,000		140,000	0	0	0	0
PE156	Toro Reelmaster mower	8,000	3,500		0	0	0	0	0
		533,000	663,500	0	170,000	(39,500)	0	0	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$663,500	\$0	0%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

FINANCING ACTIVITIES

NOTE 8

BORROWINGS

Information on Borrowings Particulars	30 Jun 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 125 - Swimming Pool	113,134	0	0	0	(25,560)	113,134	87,574	-	594
Loan 128 - Recreation Centre	538,853	0	0	0	(37,282)	538,853	501,571	-	2,321
	651,986	0	0	0	(62,841)	651,986	589,145	0	2,915
Self supporting loans									
Housing									
Loan 127 - Aged Homes	18,046	0	0	0	(4,232)	18,046	13,814	-	75
Recreation and Culture									
Loan 130 - Mt Walker Tennis Club	7,639	0	0	0	(3,799)	7,639	3,840	-	6
Loan 131 - Narembeen Bowling Club	64,616	0	0	3,893	(7,805)	60,723	56,811	315	50
	90,301	0	0	3,893	(15,835)	86,408	74,466	315	131
Total	742,287	0	0	3,893	(78,676)	738,394	663,611	315	3,046

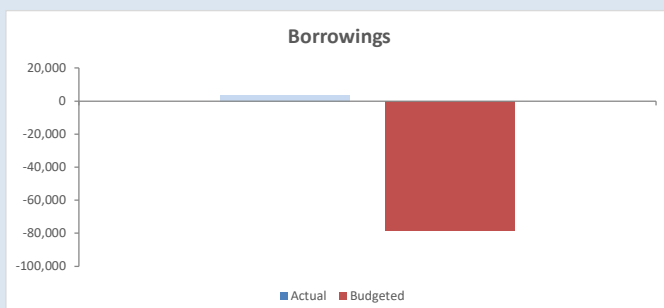
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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.

KEY INFORMATION

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.



Principal Repayments

\$3,893

Interest Earned

\$6,823

Reserves Bal

\$4.13 M

Interest Expense

\$315

Loans Due

\$.74 M

ATTACHMENT – AGENDA ITEM 8.2.4
Schedule of Accounts – July 2023



Shire of Narembreen
Schedule of accounts paid
For the month ended 31 July 2023

Chq/EFT	Date	Name	Description	Amount
0723	03/07/2023	BANKFEES - BANK FEES	BANK FEES OVER THE COUNTER FEE	6.80
0723	03/07/2023	BANKFEES - BANK FEES	BANK FEES MAINTENANCE FEE	20.00
0723	03/07/2023	BANKFEES - BANK FEES	BANK FEES ELECTRONIC TRANSACTION FEES	41.00
0723	03/07/2023	BANKFEES - BANK FEES	BANK FEES PAPER TRANSACTION FEE	7.00
EFT16856	03/07/2023	P M Services Narembreen	Waste Transfer Station Management 10 June - 23 June 2023	2,592.00
	04/07/2023	Bankwest	Credit card balance	10,051.96
EFT16857	13/07/2023	AMAC Mechanical	Depot - Drivers door window replaced	665.50
EFT16858	13/07/2023	Aust Post	Admin - Postage Charges	22.41
EFT16859	13/07/2023	Australasian Performing Right Association	Annual Licence - One Music	364.00
EFT16860	13/07/2023	Australian Services Union	Payroll Deductions/Contributions	24.68
EFT16861	13/07/2023	Australian Taxation Office	May 2023 BAS (GST Payable)	44,789.00
EFT16862	13/07/2023	Avon Waste	Avon Waste - Domestic Rubbish Collection	14,656.62
EFT16863	13/07/2023	Boc Gases	Depot - Workshop Consumables - Gas	53.76
EFT16864	13/07/2023	Chris Bray Electrics Pty Ltd	Unit 1/33 Currall Street - supply and install fornt and rear sensor lights	396.00
EFT16865	13/07/2023	Copier Support	Amin - Copy/Printing Services - 01/07/2022 - 30/06/2023	926.09
EFT16866	13/07/2023	Cutting Edges Pty Limited	Depot - Parts for plant maintenance	2,786.74
EFT16867	13/07/2023	EASTERN DISTRICTS PANEL BEATERS	EMCS Vehicle - towing - Perth to Merredin December 2022	1,430.00
EFT16868	13/07/2023	Element Advisory Ptd Ltd	EDO - Mainstreet Revitalisation Concept Plan (LCRI Phase 3)	2,033.63
EFT16869	13/07/2023	Excellence Pty Ltd T/A CycleSense	CRC - SOCK Week - Bike Education Workshop	1,826.00
EFT16871	13/07/2023	Industrial Automation Group Pty Ltd	Works - Annual Standpipe Suppore Charges	1,392.05
EFT16872	13/07/2023	JLT Risk Solutions Pty Ltd	Insurance - Salary Continuance 2023/2024	6,266.63
EFT16873	13/07/2023	Jason Signmakers	Works - 500 white posts plactic with reflectors	12,855.15
EFT16874	13/07/2023	LGIS - Contract - Walga Municipal Liability Scheme	LGIS - Insurance Public Liability Membership 30/06/2023 - 30/06/2024 - Payment Part 1 of 2	128,700.78
EFT16875	13/07/2023	Landgate	Landgate - Valuation Services 2022/20223	570.35
EFT16876	13/07/2023	Linkwest Incorporated	CRC - Linkwest Membership 2023/2024	389.00
EFT16877	13/07/2023	Local Government Professionals Australia WA	LG Professionals - CRC Coordinator Recruitment Advertising	165.00
EFT16878	13/07/2023	Marketforce	Advertising - RFT01/2023 - Provision of Medical Services	558.44
EFT16879	13/07/2023	Narembreen Hardware And Ag Supplies Pty Ltd	Caravan Park - Maintenance	59.78
EFT16880	13/07/2023	Narembreen IGA	Depot - Parts of plant maintenance	1,028.48
EFT16881	13/07/2023	Ness Gas Supplies	Caravan Park - Gas Bottles	720.00
EFT16882	13/07/2023	P M Services Narembreen	Waste Transfer Station 24 June - 07 July 2023	2,592.00
EFT16883	13/07/2023	PBF Australia Ltd	CRC - School Presentations	2,297.86
EFT16884	13/07/2023	PC & JE Kennedy	Works - Spread bluemetat at Church	300.00
EFT16885	13/07/2023	Petchell Mechanical	Depot - Parts for plant maintenance	890.84
EFT16886	13/07/2023	Prime Television (Southern) Pty Limited	CRC - SOCK Poem TV Campaign 26/6 - 2/7/23	3,775.20
EFT16887	13/07/2023	Reinforced Concrete Pipes Australia (WA) Pty Ltd	Works - Concrete grate with flush wave grate	1,397.00
EFT16888	13/07/2023	Repco a division of GPC Asia Pacific Pty Ltd	Depot - Parts for plant maintenance	238.72
EFT16889	13/07/2023	SLR Consulting Australia Pty Ltd	Veggation Clearing Permit Application	5,101.80
EFT16890	13/07/2023	Sling Lift and Rigging Pty Ltd	Works - heavy duty tie down chain and heavy duty binder ratchet	192.50
EFT16891	13/07/2023	T - Quip	Works - New Lawn Mover - Toro Reelmaster 3100-D	70,411.00
EFT16892	13/07/2023	Talis Consultants	Consultancy Services - 5 year revaluation of Council's Road network ending 30/06/2023	27,208.82
EFT16893	13/07/2023	Team Digital	CRC - Epson photo printer paper and ink	333.34
EFT16894	13/07/2023	Team Global Express Pty Ltd	Freight Charges - Depot	119.49
EFT16895	13/07/2023	The Lines Family Trust T/As Narembreen Medical Centre	Medical Center - Quarterly Payment July - October 2023	22,000.00
EFT16896	13/07/2023	The Trustee for The Nalder Family Trust T/A Employment Training Solutions	CRC CRC - Empolyment Training - Forklift Licence	16,650.00
EFT16897	13/07/2023	The Trustee for WA FUEL BROKERS T/A Dun Direct PTY LTD	Works - Supply and deliver 25000ltrs low sulphur diesel	40,392.10
EFT16898	13/07/2023	Trustee for J & S Baldwin Trust	Depot - Roller tyre repair	210.00
EFT16899	13/07/2023	WA Contract Ranger Services	WA Contract Ranger Weekly Services for 12/06/2023 & 21/06/2023	940.50



Shire of Narembeen
Schedule of accounts paid
For the month ended 31 July 2023

Chq/EFT	Date	Name	Description	Amount
EFT16900	13/07/2023	WA Distributors Pty Ltd	Shire Properties - Cleaning Supplies	613.30
EFT16901	13/07/2023	Westrac Equipment Pty Ltd	Depot - Parts for plant maintenance	1,522.63
EFT16902	13/07/2023	Wheatbelt Business Network Inc.	CRC - WBN Membership	2,000.00
EFT16903	13/07/2023	Willway Plumbing and Gas	Caravan Park - Laundry repairs drain blockage	566.50
EFT16904	27/07/2023	AFGRI Equipment Australia Pty Ltd	Depot - Parts for plant maintenance	220.00
EFT16905	27/07/2023	Australian Services Union	Payroll Deductions/Contributions	26.50
EFT16906	27/07/2023	Australian Taxation Office	ATO - BAS - June 2023	33,567.68
EFT16907	27/07/2023	Baileys Fertilisers	Works - Narembeen Oval - Soil Samples	275.00
EFT16908	27/07/2023	Bruce Rock Engineering	Depot -Parts for plant maintenance	202.26
EFT16909	27/07/2023	Building and Energy Department of Mines,industry regulation and safety	Building Services Levy - BA23-11 Parsons Shed	56.65
EFT16910	27/07/2023	CJD Equipment Pty Ltd	Depot - Parts for plant maintenance	642.35
EFT16911	27/07/2023	COERCO	Town Dam & Reticulation Maintenance	1,164.90
EFT16912	27/07/2023	Central East Accommodation and Care Alliance Inc (CEACA)	Accommodation and Care Alliance - Annual Member Contribution Levy - 2023/2024	16,500.00
EFT16913	27/07/2023	Chris Bray Electrics Pty Ltd	Longhurst Street - Check storm water pump	151.25
EFT16914	27/07/2023	Copier Support	Admin - printing and copier - 26/06/2023-24/07/2023	928.67
EFT16915	27/07/2023	Daves Tree Service	Street tree trimming	24,508.00
EFT16916	27/07/2023	Fowler Surveys	Works - Spot marking Kondinin Narembeen Road	1,925.00
EFT16917	27/07/2023	GSG WA Pty Ltd (Narembeen Roadhouse)	Roadhouse fuel purchases - May 2023	432.28
EFT16918	27/07/2023	Gurjeet Singh	REFUND - Gym Card Bond	50.00
EFT16919	27/07/2023	Helga Nyorai Goche	REFUND - Gym card bond	50.00
EFT16920	27/07/2023	Local Government Works Association WA Inc	Registration to 26th Annual Works Conference 2023 - Works Manager	198.00
EFT16921	27/07/2023	Merredin Freightlines	Works - general delivery	389.13
EFT16922	27/07/2023	Moore Australia (WA) Pty Ltd	Workshop - Financial Reporting Workshop - May 2023	2,090.00
EFT16923	27/07/2023	Narembeen P & C Association	Council - Council Meetings - May & June 2023	480.00
EFT16924	27/07/2023	Narembeen Shire Council	Buidling Services Levy - BA23-11 Parsons Shed	5.00
EFT16925	27/07/2023	Narembeen Spraying Service	Air Strip & Walker Lake Spraying	8,470.00
EFT16926	27/07/2023	Narembeen Workers Hotel Bar and Bistro	CRC - Morning Coffee Club July - Lunch	544.00
EFT16927	27/07/2023	Nutrien Ag Solutions	Works - 2 ton cement in 20kg bags	1,373.68
EFT16928	27/07/2023	P M Services Narembeen	Waste Transfer Station - 8 July-21 July 2023	2,592.00
EFT16929	27/07/2023	Qbit Trading Company Pty Ltd	Admin - IT Managed Services - August 2023	4,043.49
EFT16930	27/07/2023	RAMM Software Pty Ltd	RAMM Transport Asset Annual Support and Maintenance Fee - 01/07/2023-30/06/2023	9,144.43
EFT16931	27/07/2023	RG Gilbert and KJ Hindmarsh	REED - painting of bottom of exterior walls	2,950.00
EFT16932	27/07/2023	Repco a division of GPC Asia Pacific Pty Ltd	Depot - Parts for plant maintenance	508.35
EFT16933	27/07/2023	Scavenger Supplies Pty Ltd	Gym - Bacterial Wipes	541.20
EFT16934	27/07/2023	Shire Of Kalamunda	Building Consultant Services - 25/05/2023-30/06/2023	221.95
EFT16935	27/07/2023	St John Ambulance Western Australia Ltd	Refund - Caravan Park - Double Cabin	840.00
EFT16936	27/07/2023	Swastik Shree Pty Ltd (ALLSTAMPS)	CRC - Selfinking Black Stamp	32.80
EFT16937	27/07/2023	Town Planning Innovations	General Planning Services - June 2023	123.75
EFT16938	27/07/2023	Trustee for J & S Baldwin Trust	Depot - Parts for plant maintenance	762.00
EFT16939	27/07/2023	WA Contract Ranger Services	WA Contract Ranger Weekly Services - 07/07/2023 & 10/07/2023	679.25
EFT16940	27/07/2023	WA Distributors Pty Ltd	Shire Properties - Cleaning Supplies - Caravan park, Public Toilets, Admin	296.60
EFT16941	27/07/2023	Western Australian Treasury Corporation	Loan No. 131 Interest payment -	6,869.80
EFT16942	27/07/2023	Willway Plumbing and Gas	Recreation Centre - repair leaking shower in male change room, repair basin in male bathroom	1,351.94
DD11853.1	06/07/2023	Beam Precision Superannuation	Superannuation Payments for Payroll 39 22/6/23 - 05/7/23	13,817.94
DD11867.1	14/07/2023	Synergy - Western Power	Power Usage and Service Charges - July 2023	172.31
DD11867.2	17/07/2023	Synergy - Western Power	Power Usage and Service Charges - July 2023	706.64
DD11867.3	20/07/2023	Synergy - Western Power	Power Usage and Service Charges - July 2023	507.77
DD11867.4	21/07/2023	Synergy - Western Power	Power Usage and Service Charges - July 2023	272.00
DD11867.5	24/07/2023	Synergy - Western Power	Power Usage and Service Charges - July 2023	1,201.70
DD11868.1	17/07/2023	Telstra	Phone Usage and Services - July 2023	1,477.14
DD11868.2	03/07/2023	Telstra	CRC - Phone Usage and Servic Charges - July 2023	228.20
DD11868.3	12/07/2023	Commander Australia Pty Ltd	Admin - Phone and Usage Service Charges - July 2023	68.51
DD11868.4	18/07/2023	Power ICT Pty Ltd	Admin - Message on hold services - July 2023	75.90



Shire of Narembeen
Schedule of accounts paid
For the month ended 31 July 2023

Chq/EFT	Date	Name	Description	Amount
DD11868.5	11/07/2023	HBF	HBF - Health - Works Manager - As per contract of employment - July 2023	452.09
DD11877.1	31/07/2023	Telstra	CRC - Phone usage and service charges - July 2023	230.00
Total payments for July 2023				<u>579,570.56</u>



Credit Card Purchases 16 May - 14 June 2023

Payment Date 4 July 2023

CEO

Date	Account Code	Store	Amount
19/05/2023	PO3038	Bunnings Midland	\$ 7.59
29/05/2023	PO3105	Water Corporation	\$ 255.88
2/06/2023	PO3038	Bunnings Midland	(\$ 106.50)
2/06/2023	PO3038	Bunnings Midland	\$ 440.00
TOTAL CEO CREDIT CARD PAYMENTS			\$ 596.97

EMCS

Date	Account Code	Store	Amount
12/05/2023	PO3098	BP	\$ 67.49
15/05/2023	PO3073	Officeworks	\$ 184.72
16/05/2023	PO2996	SEEK	\$ 357.50
19/05/2023	PO3098	BP	\$ 110.13
20/05/2023	PO2943	Wilson Parking	\$ 40.50
23/05/2023	PO3096	Jason	\$ 118.98
23/05/2023	PO3113	NB Workers Hotel	\$ 267.21
28/05/2023	PO3098	AMPOL	\$ 108.58
30/05/2023	PO3135	CA ANZ	\$ 837.00
1/06/2023	PO3098	BP	\$ 62.59
3/06/2023	PO3098	Coles	\$ 98.99
12/06/2023	PO3178	Adobe Creative	\$ 527.87
TOTAL EMCS CREDIT CARD PAYMENTS			\$ 2,781.56

Mechanic

Date	Account Code	Store	Amount
22/05/2023	PO3166	Narrogin Glass	\$ 1,760.00
TOTAL MECHANIC CREDIT CARD PAYMENTS			\$ 1,760.00

CRC

Date	Account Code	Store	Amount
18/05/2023	PO3067	Amazon	\$ 99.39
21/05/2023	PO3075	Kmart	\$ 28.00
23/05/2023	PO3072	Australian Fundraising	\$ 293.50

23/05/2023	PO3071	Ecocarebags Pty Lts	CRC - SOCK Week - kids activity materials	\$ 454.41
23/05/2023	PO3102	www.everythingbranded.con	CRC - SOCK Week - kids activity materials	\$ 399.30
23/05/2023	PO3103	Budget Screen printing	CRC - SOCK Week - kids activity materials	\$ 739.87
23/05/2023	PO3068	Pretty Bites	CRC - SOCK Week - branded cookies	\$ 1,129.95
24/05/2023	PO3111	Narembbeen IGA	CRC - Story time - craft activity materials	\$ 4.90
24/05/2023	PO3112	Narembbeen Hardware	CRC - Pest control	\$ 10.50
26/05/2023	PO3122	Narembbeen IGA	CRC - Stationery	\$ 9.90
29/05/2023	PO3131	Narembbeen Hardware	CRC - SOCK Week - kids activity materials	\$ 11.40
29/05/2023	PO3129	Cancer Council	CRC - Biggest Morning Tea - donation	\$ 677.00
30/05/2023	PO3138	Narembbeen Hardware	CRC - Youth Forum - presenter gifts	\$ 300.20
30/05/2023	PO3136	Ikea	CRC - SOCK Week - memorial event candles	\$ 65.00
30/05/2023	PO3040	Narembbeen Roadhouse	CRC - Budget Meeting - catering	\$ 200.00
31/05/2023	PO3163	Peterkin Paper	CRC - Custom order	\$ 249.84
1/06/2023	PO3144	The Co-Op Narembbeen	CRC - Youth Forum - catering	\$ 60.50
12/06/2023	PO3182	Party Source	CRC - SOCK Week - fluro Friday materials	\$ 176.84
TOTAL CRC CREDIT CARD PAYMENTS				\$ 4,910.50
Interest & Other Charges				\$ 2.93
TOTAL CREDIT CARD PAYMENTS				\$ 10,051.96

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Bankwest