



**ORDINARY COUNCIL MEETING
15 February 2022**

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ATTACHMENT – AGENDA ITEM 6.1
Confirmation of Minutes of Ordinary Meeting
of Council



COUNCIL CALENDAR

Date	Time	Meeting
15 February 2022	4.00pm	Ordinary Council Meeting
15 March 2022	4.00pm	Ordinary Council Meeting

14 December 2021 MEETING PROGRAM

2.30pm	Audit and Risk Committee
3.00pm	Councillor Discussion Forum
4.00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 14 December 2021, commencing at 4.00pm

1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.01pm

2.0 Attendance & Apologies

Attendance

Councillors

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

Officers

Mr David Blurton	Chief Executive Officer
Ms Tamara Clarkson	Executive Manager Corporate Services
Ms Salma Khan	Corporate Services Officer (Minute taker)

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

Nil

4.0 Announcements

4.1 Application for leave of absence

Nil

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 16 November 2021.

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 16 November 2021 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 7299/21 MOTION - Moved Cr.S Stirrat

Seconded Cr.T Cole

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 16 November 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 16 November 2021.

6.2 Endorse Minutes - Audit and Risk Committee

6.2.1 *Endorse* Minutes of the Audit and Risk Committee Meeting held on Tuesday 14 December 2021.

RECOMMENDATION

That the minutes of the Shire of Narembeen Audit Committee Meeting held on Tuesday 14 December 2021 be received and the following actions endorsed:

That Council:

1. Adopt the Shire of Narembeen Annual Report 2020/2021, including the Annual Financial Report and Independent Auditor's Report.
2. Advertise for the Shire of Narembeen Annual Electors Meeting to be held at 3.30pm on Tuesday 15 February 2022 in Council Chambers.

COUNCIL RESOLUTION

MIN 7300/21

MOTION - Moved Cr. A Hardham

Seconded Cr. M Currie

That the minutes of the Shire of Narembeen Audit Committee Meeting held on Tuesday 14 December 2021 be received and the following actions endorsed:

That Council:

- 1. Adopt the Shire of Narembeen Annual Report 2020/2021, including the draft Annual Financial Report and Independent Auditor's Report.*
- 2. Advertise for the Shire of Narembeen Annual Electors Meeting to be held at 3pm on Tuesday 15 February 2022 in Council Chambers.*

CARRIED 8/0

As the minutes were not available at the time of the meeting, Council endorsed the minutes from the Audit and Risk Committee meeting.

Council changed the meeting time to 3pm to allow for refreshments prior to the Council meeting.

7.0 Status Report

RECOMMENDATION:

That the Status Report for December 2021 be received.

COUNCIL RESOLUTION

MIN 7301/21

MOTION - Moved Cr. C Bray

Seconded C. W Milner

That the Status Report for December 2021 be received.

CARRIED 8/0

8.0 Reports

8.1 Chief Executive Officer

AGENDA ITEM: 8.1.1 Bendering Farm- License Agreement

Subject:	Bendering Farm Licence Agreement
Applicant:	NA
File Ref:	ADM164
Disclosure of Interest:	NA
Author:	David Blurton, Chief Executive Officer
Date:	1 November 2021
Attachments:	Nil

PURPOSE

For Council to consider the lease of an unused portion of Bendering Farm to Notting Nominees Pty Ltd, who is the current lessee of the property.

BACKGROUND

The Shires of Kondinin, Corrigin, Kulin and Narembeen purchased 64 hectares of freehold land in the Shire of Kondinin for the Bendering Tip in 2007 for \$63,000. The Shires also entered into a Licence to Use Land agreement with the former owner of the land on 1 October 2009 for the use of part of the land for a period of 10 years expiring on 1 October 2019.

Renewal of the lease was discussed at the RoeROC meeting in July 2021 and the following was decided.

1. *A market valuation be obtained for the Bendering Tip farming land;*
2. *The CEO negotiate a lease arrangement with the current occupier based on RoeROC Delegates directions;*
3. *The lease arrangement be advertised as required under Section 3.58(3)(a) of the Local Government Act 1995; and*
4. *The item be brought back to RoeROC for consideration of the lease and submissions at the next meeting.*

Following this meeting an indicative value was received indicating an amount of \$4,670 per annum.

CONSULTATION

RoeROC members

STATUTORY IMPLICATIONS

Local Government Act 1995

3.58. Disposing of property

- (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.

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

- (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 —
 - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —
 - (i) its market value is less than \$5 000; and
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;
 - or
 - (b) the land is disposed of to a body, whether incorporated or not —
 - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;
 - or
 - (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 the Commonwealth; or
 - (iii) another local government or a regional local government;
 - or
 - (d) it is the leasing of land to an employee of the local government for use as the employee's residence; or
 - (e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or

Local Government Act 1995

Section 5.43(d)

A local government cannot delegate to a CEO any of the following powers or duties —

- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph.

FINANCIAL IMPLICATIONS

Financial implications for this proposal will be advertising for the transaction and legal fees for the drafting of the agreement.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

We place value on our role as part of RoeRoc and will investigate opportunities to work collaboratively to achieve goals.

VOTING REQUIREMENTS

Simple Majority

COMMENT

In discussions with the current lessee, they are happy to continue with the value of the lease being offset by the cost of maintaining the property creating a nil balance. i.e.

Annual Lease amount (payable to RoeROC)	\$4,670
Cost to maintain firebreaks and fences (Payable to Lessee)	\$4,670
Balance of transactions	\$ 0

The consideration of the maintenance value of the property is due to the fact that the property is surrounded by the current lessee's farming land and as such, it would be difficult to get another tenant to lease the property due to small size and location. If the current lessee does not renew the lease, then RoeROC will be responsible for maintaining the rest of the land at its own cost. It is easier to make the transactions simple that they cancel each other out for a simple process.

To ensure that the provisions of the Local Government Act 1995 Section 3.58 (3)(a) are followed, advertising has taken place inviting submission on the proposed disposal and no submissions were received. Member shires now need to resolve the final transaction individually as the property is owned by each Shire as equal partners.

As the area of arable will be impacted with changes to the area used for rubbish disposal, but the final transaction value is still nil, it is recommended that the Agreement be established for a five year period with an option to renew for five years.

OFFICER RECOMMENDATION

That Council lease a 45 hectare portion of Lot 23945 on Deposit Plan 151345 on Kondinin-Narembeen Road, Kondinin (Bendering Waste Site) to Notting Nominees Pty Ltd for a period of five years with a five-year option for nil cost.

COUNCIL RESOLUTION

MIN 7302/21 **MOTION** - Moved Cr. A Hardham Seconded Cr. C Bray

That Council lease a 45 hectare portion of Lot 23945 on Deposit Plan 151345 on Kondinin-Narembeen Road, Kondinin (Bendering Waste Site) to Notting Nominees Pty Ltd for a period of five years with a five-year option for nil cost.

CARRIED 8/0

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1 - Local Government Reform – Draft Submission

Subject:	Local Government Reform – Draft Submission
Applicant:	NA
File Ref:	ADM676
Disclosure of Interest:	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services
Date:	6 December 2021
Attachments:	LG Reform – Shire draft submission and WALGA submission

PURPOSE

Provide an update on the Local Government Reform and for Council to endorse the draft submission to the Department of Local Government Sport and Cultural Industries.

BACKGROUND

In 2017, the McGowan Government announced a review of the *Local Government Act 1995*. This was the most significant and comprehensive review of the legislation that occurred in more than two decades.

There were several recommendations that have been implemented including universal training for elected members, mandatory code of conduct and best practice standards for CEO recruitment.

On 10 November 2021, the Minister for Local Government, Hon John Carey MLA announced his plan for major reforms of the *Local Government Act 1995*.

The proposed reforms have been developed on the basis of findings identified as part of the Local Government Act Review and recommendations of various reports, including the Local Government Review Panel Final Report.

Major changes to the Local Government Act and Regulations will provide for a stronger, more consistent framework for local government across Western Australia. The reform proposals have been designed to deliver significant benefits for residents and ratepayers, small business, industry, elected members and professionals working in the sector.

The proposed reforms are based on six themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

Consultation is open until 25 February 2022.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Local Government Act 1995.

FINANCIAL IMPLICATIONS

Currently there are no financial implications, however any changes to the *Local Government Act* may result in financial implications for the Shire.

POLICY IMPLICATIONS

Currently there are no policy implications, however any changes to the *Local Government Act* may result in policy implications for the Shire.

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

VOTING REQUIREMENTS

Simple Majority

COMMENT

Councillors were asked to provide comment, and this has been collated in to the draft submission with staff providing additional comment.

WALGA have finalised their submission the proposed reform, this has been attached to provide further clarification and information.

OFFICER RECOMMENDATION

That Council:

1. Endorse draft submission, and
2. A copy of this resolution together with attached submission be forwarded to the Minister for Local Government.

COUNCIL RESOLUTION

MIN 7303/21 **MOTION** - Moved Cr. W Milner Seconded Cr. M Currie

That Council:

1. *Endorse draft submission with changes, and*
2. *A copy of this resolution together with attached submission be forwarded to the Minister for Local Government.*

CARRIED 7/1

AGENDA ITEM: 8.2.2 - Schedule of Accounts for November 2021

Subject:	Schedule of Accounts for November 2021
Applicant:	NA
File Ref:	NA
Disclosure of Interest:	Nil
Author:	Kathryn Conopo, Administration Officer
Date:	6 December 2021
Attachments:	Creditors Payment List – November 2021, Credit Card Payments List 14 October – 12 November 2021

PURPOSE

For Council to review the payments made by the Shire of Narembeen in November 2021.

BACKGROUND

The Shire's schedule of accounts is to be provided to council each month pursuant to the Local Government (Financial Management) Regulation 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 2017-2027

Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

VOTING REQUIREMENTS

Simple majority

COMMENT

A schedule of accounts paid during the month of November 2021 is attached to this report and the total amount paid from the municipal fund is as follows:

Municipal Account: \$ 511,755.91
Trust Account: \$ 634.38

OFFICER RECOMMENDATION

That Council:

1. Receive the Creditors Payment List for November 2021
2. Receive the Credit Card Payment List for 14 October – 12 November 2021

COUNCIL RESOLUTION

MIN 7304/21 MOTION - Moved Cr. C Bray

Seconded Cr. M Currie

That Council:

1. *Receive the Creditors Payment List for November 2021*
2. *Receive the Credit Card Payment List for 14 October – 12 November 2021*

CARRIED 8/0

AGENDA ITEM: 8.2.3 - Financial Report period ending 31 November 2021

Subject:	Financial Report November 2021
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest:	Nil
Author:	Teresa Cousins, Finance Officer
Date:	6 th December 2021
Attachments:	November 2021 Financial Report

PURPOSE

The monthly statement of Financial Activity discloses the Shires financial activities for the period ending 30 November 2021.

BACKGROUND

The monthly financial report is 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
Executive Manager Corporate Services

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

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

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry.

Corporate Business Plan 2020/21 – 2023/24

Goal Area 1. Focus upon local economic drivers to retain and grow existing businesses, employment and to attract new industry.

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council's closing position at 30 November 2021 amounts to \$3,403,246 with current assets of \$8,441,539 and \$313,325 in reserve funds and \$4,500,000 in term deposits.

The figures contained as at 30 June 2021, will not be finalised until the annual report and an audit is completed.

OFFICER RECOMMENDATION

That Council receive the Shire of Narembreen's Financial Report for the month of November 2021.

COUNCIL RESOLUTION

MIN 7305/21 MOTION - Moved Cr. A Hardham Seconded Cr. W Milner

That Council receive the Shire of Narembreen's Financial Report for the month of November 2021.

CARRIED 8/0

RECOMMENDATION

That Council close the meeting to public, under Section 5.23 (c) of the *Local Government Act 1995*, so that it can discuss Item 8.3.1 as it relates to a potential contractual agreement.

COUNCIL RESOLUTION

MIN 7306/21 **MOTION** - Moved Cr. C Bray Seconded Cr. A Hardham

That Council close the meeting to public, under Section 5.23 (b) of the Local Government Act 1995, so that it can discuss Item 8.3.1 which relates to a contractual matter.

CARRIED 8/0

4.51pm the meeting was closed to members of the public.

8.3 Confidential Reports provided under separate cover

CONFIDENTIAL AGENDA ITEM: 8.3.1 Tender 04/2021 Narembeen-Kondinin Road SLK 10.2-13.2 widen and overlay

Subject:	Tender 04/2021 Narembeen - Kondinin widen and overlay
Applicant:	NA
File Ref:	ADM053
Disclosure of Interest:	NA
Author:	David Blurton, Chief Executive Officer
Date:	7 December 2021
Attachments:	Nil

In accordance with Section 5.23 (2) (c) it is recommended that the meeting be closed to the public to discuss a matter relating to a potential contractual agreement.

OFFICER RECOMMENDATION

That Council

1. Reject the tender submitted by WCP Civil for tender 04-2021 Narembeen-Kondinin SLK 10.2-13.2 widen and overlay
2. Direct staff to review the project scope with a view to commencing a new tender process in the 2022 year.

COUNCIL RESOLUTION

MIN 7307/21 **MOTION** - Moved Cr. C Bray Seconded Cr. A Hardham

That Council

1. *Reject the tender submitted by WCP Civil for tender 04-2021 Narembeen-Kondinin SLK 10.2-13.2 widen and overlay*
2. *Direct staff to review the project scope with a view to commencing a new tender process in the 2022 year.*

CARRIED 8/0

RECOMMENDATION

That Council re-open the meeting to public.

COUNCIL RESOLUTION

MIN 7308/21

MOTION - Moved Cr. M Currie

Seconded Cr. C Bray

That Council re-open the meeting to public.

CARRIED 8/0

5.02pm the meeting was reopened to members of the public.

9.0 Urgent business as permitted by Council

Nil

10.0 Councillor's Reports

Cr K Mortimore

Attended

- Zone Meeting
- Senior Citizens dinner
- School Concert
- Community Wellbeing Plan meeting
- Audit Exit meeting
- Shire Staff party

Cr S Stirrat

Attended

- Nil

Cr H Cusack

Attended

- Housing Working Group
- School Concert

Cr T Cole

Attended

- Nil

Cr C Bray

Attended

- Community Wellbeing Plan meeting
- General Business
- Made contact with Lawrie Short at the Rural Water Council. Next meeting March 2022

Cr A Hardham

Attended

- Housing Working Group
- Community Wellbeing Plan meeting
- School Concert
- Dance Concert

Cr M Currie

Attended

- School Concert

Cr W Milner

Attended

- Housing Working Group

General Business:

- Requested an update on the uniform orders for Council. T Clarkson advised it will be considered in the new year
- Telstra building – Looking tired and messy. Shire is liaising with Telstra to clean it up.

11.0 Date, time & place of next meeting
--

Tuesday 15 February 2022, 4.00pm at the Shire of Narembeen Council Chambers.

12.0 Closure

There being no further business the Chair declared the meeting closed at 5.14pm.

ATTACHMENT – AGENDA ITEM 6.2
Receive Minutes – Audit and Risk Committee



Minutes for the Audit and Risk Committee Meeting

COUNCIL CALENDAR		
Date	Time	Meeting
14 December 2021	2.30pm	Audit and Risk Committee Meeting

MEETING GUESTS
 Aram Madnack – Office of Auditor General



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AGENDA

**Shire of Narembeen
Audit Committee Meeting
Tuesday 14 December 2021, commencing at 2.30pm**

1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 2.30pm.

2.0 Attendance & Apologies

Attendance

Councillors

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

Staff

David Blurton	Acting Chief Executive Officer
Tamara Clarkson	Executive Manager Corporate Services

Apologies

Guests

Aram Madnack – Office of the Auditor General

3.0 Declarations of Interest

Nil

4.0 Public Question Time & Deputations (15 min)

Nil

5.0 Minutes of Previous Meetings

5.1 Confirmation of Minutes of Audit Committee Meeting – 20 April 2021

5.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Audit and Risk Committee Meeting held on Tuesday 20 April 2021.

RECOMMENDATION:

That the minutes of the Shire of Narembeen Audit Committee Meeting held on Tuesday 20 April 2021 be confirmed as a true and accurate record of the proceedings.

AUDIT & RISK COMMITTEE RESOLUTION

MIN 7309/21 **MOTION** - Moved Cr. W Milner

Seconded Cr. A Hardham

That the minutes of the Shire of Narembeen Audit Committee Meeting held on Tuesday 20 April 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED 8/0

6.0 REPORTS

AGENDA ITEM: 6.1 – Annual Report 2020/2021

Subject:	Annual Report 2020/2021
Applicant:	NA
File Ref:	ADM477
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Tamara Clarkson, Executive Manager Corporate Services David Blurton, Chief Executive Officer
Date:	8 December 2021
Attachments:	Appendix 2 - Draft Annual Report 20/21, Appendix 3 – Annual Financial Statements 20/21, Appendix 4 - Audit Management Letter

PURPOSE

Council to review the Annual Financial Report 2020/2021 and Audit Management Letter.

BACKGROUND

Each year, Local Governments are required to produce an Annual Report which includes an audited Annual Financial Report (Local Government Act 1995 s5.53).

The AOG audit opinion will be provided after the meeting, however Mr Madnack from the OAG will be present to discuss the audit.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services
Senior Finance Officer
Audit agents - Butler Settineri
Office of Auditor General

STATUTORY IMPLICATIONS

Local Government Act 1995, Part 5 Administration

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - a) a report from the mayor or president; and
 - b) a report from the CEO; and
 - e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - f) the financial report for the financial year; and
 - g) such information as may be prescribed in relation to the payments made to employees; and
 - h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and

- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require;
 - (iv) and such other information as may be prescribed.

Local Government (Financial Management) Regulations 1996, Part 4 Financial Reports

- r36. Annual financial report, content of (Act s. 6.4(2))
- r37. Trust fund, information about in annual financial report
- r38. Reserve accounts, information about in annual financial report
- r39. Rates, information about in annual financial report
- r40. Service charges, information about in annual financial report
- r41. Fees and charges, information about in annual financial report
- r42. Discounts for early payment etc., information about in annual financial report
- r43. Interest charges etc., information about in annual financial report
- r44. Fees etc. to council members, information about in annual financial report
- r45. Trading undertakings, information about in annual financial report
- r46. Major land transactions, information about in annual financial report
- r47. Completed major land transactions, information about in annual financial report
- r48. Borrowings, information about in annual financial report
- r49. Invested money, information about in annual financial report
- r50. Financial ratios to be included in annual financial report
- r51. Annual financial report to be signed etc. by CEO and given to Department

FINANCIAL IMPLICATIONS

The Shire of Narembeen is in a sound financial position as of 30 June 2021 and ended the year with a surplus of \$2.43m which is \$70,000 greater than staff had estimated as part of the 21/22 Annual Budget.

A significant amount cash was held at 30 June (\$6.24m) with the majority of funds held represented by reserve funds (\$2.8m), unspent grant funds (\$627,000) and prepayments of Council's 21-22 Federal Assistance Grants Allocation (\$1.12m).

Current Assets increased over the previous financial year on the back of additional cash held, however Current Liabilities also increased recognising the commitments relating to unspent grants held at end of year.

Employee related provisions decreased significantly with the departure of some long serving employees.

The financial ratios on page 55 are intended to inform the reader as a measure of the organisation's financial health. All measures exceed Industry benchmarks at 30 June 2021 except for a negative Operating Surplus result of (0.75) which is not unusual in the local government sector and no cause for concern. Overall, the ratios indicate a positive financial position of Council at the end of the financial year.

POLICY IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

N/A

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

VOTING REQUIREMENTS

Absolute Majority.

COMMENT

The audited Annual Financial Report for the 2020/2021 financial year has been received together and is presented to the Audit and Risk Committee as part of the Annual Report for consideration and recommendation to Council.

The OAG audit report and opinion will be issued following this meeting and will form part of the final Annual report process, however the OAG will be present to discuss findings. The Auditor's Report will advise if the Shire of Narembeen's financial report complies with the Local Government Act and associated Regulations and gives a true and fair view of the Shire's financial position and its financial performance and cash flows as at 30 June 2021 and complies with Australian Accounting Standards.

The Shire's management supplied the auditors with all required information and satisfactory explanations were obtained for all areas requiring clarification. All audit procedures were satisfactorily completed, and the asset consumption ratio and asset renewal ratio were supported by verifiable information and reasonable assumptions.

The Shire President, Chief Executive Officer and Executive Manager Corporate Services attended the close of audit meeting with the Shire's auditors and an OAG representative and all parties prior to this meeting. At time of writing, there were no significant issues raised by OAG or the Audit Agent, Butler Settineri.

As well as the Annual Financial Report the Shire's Annual Report also contains a report from the Shire President and CEO, information relating to the Strategic Community Plan and projects undertaken in 2020/2021 and projects planned for 2021/2022, and statutory compliance information relating to items such as:

- Freedom of Information
- Complaints Received
- Employee Salaries over \$100,000
- Disability Access and Inclusion
- Record Keeping
- Competitive Neutrality
- Councillor Training

The Shire had no notifiable issues or items of note to disclose for 2020/2021 financial year.

Management report

Whilst the objective of the Annual Audit process is to provide opinion as to the accuracy and content of the Annual Financial Report, the Auditor also produces a Management Letter identifying audit findings made during the audit process. These are typically compliance matters or operational issues identified for improvement and do not form part of the Annual Report.

The Management Letter for 2020/21 is presented to the Audit and Risk Committee for noting (refer attachment 2) and it is the responsibility of the CEO to ensure issues raised are appropriately addressed.

As per the LG Act, Council is required to hold an Annual Electors Meeting after adoption of the Annual Report and it is recommended this occur prior to the Council's February 2022 Ordinary Council meeting.

OFFICER RECOMMENDATION

That Council:

1. Receive Management report for the year ending 30 June 2021
2. Endorse the draft Shire of Narembeen Annual Report 2020/2021, including the Annual Financial Report.
3. Advertise for the Shire of Narembeen Annual Electors Meeting to be held at 3.30pm on Tuesday 15 February 2022 in Council Chambers.

AUDIT COMMITTEE RECOMMENDATION

MIN 7310/21 MOTION - Moved Cr. A Hardham

Seconded Cr. M Currie

That Council:

1. *Receive Management report for the year ending 30 June 2021*
2. *Endorse the draft Shire of Narembeen Annual Report 2020/2021, including the draft Annual Financial Report and Independent Auditor's Report.*
3. *Advertise for the Shire of Narembeen Annual Electors Meeting to be held at 3pm on Tuesday 15 February 2022 in Council Chambers.*

CARRIED 8/0

Reason for the change:

As the minutes were not available at the time of the meeting, Council endorsed the minutes from the Audit and Risk Committee meeting.

Council changed the meeting time to 3pm to allow for refreshments prior to the Council meeting.

AGENDA ITEM: 6.2 – Risk Report – December 2021

Subject:	Risk Report – December 2021
Applicant:	NA
File Ref:	ADM477
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	David Blurton, Chief Executive Officer
Date:	8 December 2021
Attachments:	Appendix 5 - Risk Register December 2021

PURPOSE

Council to review the Shire of Narembeen Risk Register for December 2021.

BACKGROUND

An outcome of Regulation 17 Financial Management System audit which was conducted in March 2021 was that Council review its Risk Management Framework and report on organisational risks to the Audit and Risk Committee on a regular basis.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services
Works Manager

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

The Council has a Risk Management Framework in place; however, it is overdue for review. A review will be undertaken in 2022.

RISK MANAGEMENT IMPLICATIONS

N/A

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

VOTING REQUIREMENTS

Simple Majority.

COMMENT

The attached risk register is intended to capture, classify organisational risks as well as identify mitigation actions to minimise risk. It is presented for discussion and endorsement.

OFFICER RECOMMENDATION

That Council endorse the Organisational risk register – December 2021 as presented

AUDIT COMMITTEE RECOMMENDATION

MIN 7311/21 MOTION - Moved Cr. W Milner

Seconded Cr. T Cole

That Council endorse the Organisational risk register – December 2021 as presented

CARRIED 8/0

7.0 Other Business

Nil

8.0 Next Meeting

To be advised.

9.0 Closure

There being no further business the Chair declared the meeting closed at 2:54pm

ATTACHMENT – AGENDA ITEM 6.3
Special Meeting of Council



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MINUTES

Shire of Narembeen Special Meeting of Council Monday 31 January 2022

1.0 Opening and Welcome

Cr Kellie Mortimore, Shire President welcomed everyone to the meeting and declared the meeting open at 4.00pm.

2.0 Attendance and Apologies

Attendance

Councillors

Cr Kellie Mortimore	Shire President
Cr Scott Stirrat	Deputy Shire President
Cr Holly Cusack	Member
Cr Trevor Cole	Member
Cr Chris Bray	Member
Cr Amy Hardham	Member
Cr Michael Currie	Member

Staff

David Blurton	Chief Executive Officer
Tamara Clarkson	Executive Manager Corporate Services
Arthur Cousins	Works Manager

Apologies

Cr Warren Milner	Member
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3.0 Declarations of Interest

Nil

4.0 Public Question Time and Deputation (15 minutes)

Nil

5.0 SPECIAL BUSINESS

5.1 AGENDA ITEM: Narembeen-Kondinin SLK 10.2-13.2 Road tender 04-2021

Subject:	Narembeen- Kondinin SLK 10.2-13.2 Road Tender
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	14 January 2022
Attachments:	Nil

PURPOSE

For Council to consider further information on completion of the project.

BACKGROUND

At its December Ordinary Meeting, the Council considered the outcome of tender 04-2021 Narembeen Kondinin WSNF SLK 10.2-13.2 road upgrade and the following decision was made.

MIN 7307/21 MOTION - *Moved Cr. C Bray Seconded Cr. A Hardham*

That Council

- 1. Reject the tender submitted by WCP Civil for tender 04-2021 Narembeen-Kondinin SLK 10.2-13.2 widen and overlay*
- 2. Direct staff to review the project scope with a view to commencing a new tender process in the 2022 year.*

Staff have reviewed the scope and methodology for the project and have considered alternative ways of completing the project as part of this report.

Council had budgeted for this project to be outsourced to contractors; however after discussion with staff and WSNF, the revised recommendation is that Council defer the works until 22/23 financial year.

CONSULTATION

Works Manager

SMEC Representatives

Wheatbelt Secondary Freight Network Technical Director and Project Manager

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Council's 2021-22 Annual Budget includes job 2080 Narembeen-Kondinin Road SLK 10.2-13.2 widen to 10m and overlay with a total budgeted expenditure of \$910,000 ex GST, with \$852,133 coming from the Wheatbelt Secondary Freight Network (WSNF) program as grant funding.

Council will recall that the tender submitted by WCP and submitted to Council for consideration at its December 2021 meeting totalled \$1.464m. The expected cost of the project as calculated by SMEC following design of the works totalled \$975,000 ex GST represented by:

Expected contractor cost	\$850,000
Sealing costs	\$80,000
Gravel Royalty	\$22,500
Dozer costs to push up gravel	\$22,500

Project Management costs are expected to be \$20,000 and will be funded from job 2084 which has a remaining budget of \$66,504.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Both WSN and Main Roads have advised that deferring the project to the 22-23 financial year will not jeopardize funding.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and community.

Corporate Business Plan 2020/21 – 2023/24

Road standards are above average for the region and ensure safe travel across the district for business and commuters.

VOTING REQUIREMENTS

Simple Majority

COMMENT

As reported at December meeting, the Council has several options to progress this project including re-tendering, however the recommended option following review of the specifications and works program is that Council defer the project until 22/23.

Council's works crew could complete the project in-house, however this would mean the deferral of job 2062 – Soldiers Road Gravel Re-sheeting (budget of \$510,025 and funded from Roads to Recovery Program) and elements of the winter regards program. Both projects are a higher priority than job 2080 at the present time.

The Manager of Works will be on leave towards the end of March 2022 which will present challenges should Council wish to complete job 2080 during 21/22 financial year.

For the reasons outlined, deferral of the project is recommended.

OFFICER RECOMMENDATION

That Council defer Job 2080 Kondinin-Narembeen Road SLK10.3-13.2 until the 22/23 financial year.

COUNCIL RESOLUTION

MIN 7312/22 **MOTION** - Moved Cr. M Currie Seconded Cr. A Hardham

That Council defer Job 2080 Kondinin-Narembeen Road SLK10.3-13.2 until the 22/23 financial year.

CARRIED 7/0

5.2 AGENDA ITEM: Narembeen Hall Refurbishment Tender 05/2021

Subject:	Narembeen Hall Refurbishment Tender 05/2021
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	18 January 2022
Attachments:	Scope of Works and Tenderers Relevant Experience

PURPOSE

To present tenders received from tender 05/2021 Narembeen Hall Refurbishment – Stage 1 which closed 5 January 2022.

BACKGROUND

The Local Roads and Communities (LRCI) program is a federally funded program which aims to support local Councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Phase 1 of the program was announced in May 2020 and Council was allocated \$546,842.

The Council nominated the refurbishment of the Narembeen Hall as a project with an amount of \$180,000 as well as Bows Road culvert \$200,000 and Narembeen Townsite improvements \$166,842.

Council was then allocated \$386,774 for phase 2 in early 2021 which Council nominated Walker Lake path \$250,000 and Old Church Museum restoration \$136,774 projects.

Council has also been allocated \$1,093,684 as part of round three and Council identified suitable projects during the development of the 21/22 Annual Budget process. In light of new project eligibility and criteria for phase 3, staff recommend revisiting this allocation and a separate report will be forthcoming, however it should be noted that Council's initial allocation of phase 3 included an amount of \$250,000 to Town Hall Upgrades. At time of writing, phase 3 projects have not been submitted to LRCI for approval.

The Narembeen Hall is identified as a building of significant local and state heritage so any proposed works to the building are required to be approved through the Department Planning, Lands and Heritage. To assist in this process, the Shire appointed Stephen Carrick Architects (SCA) to oversee assessments including structural and electrical and to develop a scope of works for the Departments approval. SCA also assisted with the development of technical specifications and drawings which have supported the tender process.

Restoration works are broken into two stages, with tender 05/2021 representing the first stage of works. A list of the works included in stage one is attached. Some of these works are in addition the list of proposed works approved by the LRCI program as part of phase 1.

A tender process commenced 5 December 2021 and closed 5 January 2022 and two tenders were received which are now presented to Council for consideration.

CONSULTATION

Economic Development Officer
Stephen Carrick Architects

STATUTORY IMPLICATIONS

In accordance with regulation 11 (1) of the *Local Government (Functions and General) Regulations 1996* a tender process was required to be undertaken as the project is expected to exceed \$250,000. There are exemptions to the requirement to undertake a public tender process including the use of WALGA's Equote system.

FINANCIAL IMPLICATIONS

Initial Grant funds	\$180,000
Less	
Amount Spent 20-21	(\$21,074) electrical costs
Amount Spent 21-22	(\$21,398) electrical costs and architect fees
Balance of funds	\$137,528

The preferred tenders' costs amount to \$240,258 which is \$102,730 more than budget, however Council has provisionally nominated an additional \$250,000 from phase 3 LRCI to be spent on Narembeen Town Hall refurbishment.

POLICY IMPLICATIONS

Council's policy indicates that a tender process should be undertaken for all works expected to exceed \$150,000.

RISK MANAGEMENT IMPLICATIONS

The deadline for completion of phase 1 projects is 30 June 2022. The tender documents require completion of works prior to the end of May 2022, so the risk of not meeting the 30 June deadline is considered low risk.

Occupational Health and Safety considerations have been considered as part of the tender and will be a managed during delivery of the project.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal Area 1 – focus upon local economic drivers to retain and grow existing business, employment and to attract new industry.

Corporate Business Plan 2020/21 – 2023/24

- 1.1 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council received two tenders which were assessed by the selection panel based on criteria included in the tender documentation and a scoring matrix was used to arrive at a percentage score for each submission. The table below reflects the total score percentage.

Tenderer	price \$ ex GST	total score %
Hi Constructions (Aust.) Pty. Ltd	\$ 252,563	91.6
Budo Group Pty Ltd	\$ 240,258	93.1

Both tenderers have a significant amount of experience with Heritage restoration projects in WA and demonstrated a good understanding of the requirements of the project. The difference in final scores were ultimately reflective of the difference in price. It should be noted that Hi Constructions proposal does not include cost of scaffold hire if needed, fencing, accommodation and with blue metal and sand to be supplied by the Shire.

Based on the outcome of the assessment and with positive feedback from references, it is recommended that Council appoint Budo Group Pty Ltd be appointed to undertake restoration works on stage 1 of the Narembeen Hall.

Further information on both submissions is provided for the benefit of Councillors and is attached.

OFFICER RECOMMENDATION

That Council

1. Accept the tender proposal from Budo Pty Ltd for \$240,258 ex GST for stage 1 restoration works of the Narembeen Hall;
2. Nominate an amount of \$102,730 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in tender 05/2021.

COUNCIL RESOLUTION

MIN 7313/22

MOTION - Moved Cr. S Stirrat

Seconded Cr. M Currie

That Council

1. *Accept the tender proposal from Budo Pty Ltd for \$240,258 ex GST for stage 1 restoration works of the Narembeen Hall;*
2. *Nominate an amount of \$102,730 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in tender 05/2021.*

CARRIED 6/1

5.3 AGENDA ITEM: Old Church Museum Refurbishment Tender 06/2021

Subject:	Old Church Museum Refurbishment Tender 06/2021
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	19 January 2022
Attachments:	Architectural drawings and extent of works

PURPOSE

To present tenders received from tender 06/2021 being for the Old Church Museum Refurbishment which closed 5 January 2022.

BACKGROUND

The Local Roads and Communities (LRCI) program is a federally funded which aims to support local Councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Phase 1 of the program was announced in May 2020 and Council was allocated \$546,842.

Council nominated the refurbishment of the Narembeen Hall as a project with an amount of \$180,000 as well as Bows Road culvert \$200,000 and Narembeen Townsite improvements \$166,842.

Council was then allocated \$386,774 for phase 2 which Council nominated Walker Lake path \$250,000 and Old Church Museum restoration \$136,774 projects.

Council has also been allocated \$1,093,684 as part of phase 3 and Council identified suitable projects during the development of the 21/22 Annual Budget process. In light of new project eligibility and criteria for phase 3, staff recommend revisiting this allocation and a separate report will be forthcoming. At time of writing, phase 3 projects have not been submitted to LRCI for approval.

The Old Church Museum is identified as a building of significant local and state heritage so any proposed works to the building are required to be approved through the Department Planning, Lands and Heritage. To assist in this process, the Shire appointed Stephen Carrick Architects (SCA) to oversee structural and electrical assessments and to develop a scope of works for the Departments approval. SCA also assisted with the development of technical specifications and drawings which have supported the tender process.

A tender process commenced 5 December 2021 and closed 5 January 2022 and two tenders were received which are now presented to Council for consideration. The extent of restoration works to be undertaken is attached.

CONSULTATION

Economic Development Officer
Stephen Carrick Architects

STATUTORY IMPLICATIONS

In accordance with regulation 11 (1) of the *Local Government (Functions and General) Regulations 1996* a tender process was required to be undertaken as the project is expected to exceed \$250,000. There are exemptions to the requirement to undertake a public tender process including the use of WALGA's Equote system.

FINANCIAL IMPLICATIONS

Initial Grant funds	\$136,774
Less	
Amount Spent 20-21	(\$5,518) electrical costs
Amount Spent 21-22	(\$10,740) architect fees
Balance of funds	\$120,516

The preferred tenders' costs amount to \$235,815 which is \$115,299 more than budget, however Council is yet to finalise its phase 3 LRCI allocations.

It should also be noted that the tender was based on advice from SCA on priority works which was unavailable when LRCI approved the project.

POLICY IMPLICATIONS

Council's policy indicates that a tender process should be undertaken for all works expected to exceed \$150,000.

RISK MANAGEMENT IMPLICATIONS

The deadline for completion of phase 1 projects is 30 June 2022. The tender documents require completion of works prior to the end of May 2022, so the risk of not meeting the 30 June deadline is considered low risk.

Occupational Health and Safety considerations have been considered as part of the tender and will be a managed during delivery of the project.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal Area 1 – focus upon local economic drivers to retain and grow existing business, employment and to attract new industry.

Corporate Business Plan 2020/21 – 2023/24

- 1.2 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council received two tenders which were assessed by the selection panel based on criteria included in the tender documentation and a scoring matrix was used to arrive at a percentage score for each submission. The table below reflects the total score percentage.

Tenderer	price \$ ex GST	total score %
HI Constructions (Aust.) Pty. Ltd	\$ 253,318	90.9
Budo Group Pty Ltd	\$ 235,815	93.1

Both tenderers have a significant amount of experience with Heritage restoration projects in WA and demonstrated a good understanding of the requirements of the project. The difference in final scores were ultimately reflective of the difference in price.

Based on the outcome of the assessment and with positive feedback from references, it is recommended that Council appoint Budo Group Pty Ltd be appointed to undertake restoration works on the Old Church Museum.

OFFICER RECOMMENDATION

That Council

1. Accept the tender proposal from Budo Pty Ltd for \$235,815 ex GST for restoration works of the Old Church Museum;
2. Nominate an amount of \$115,299 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in Tender 06/2021.

COUNCIL RESOLUTION

MIN 7314/22 **MOTION** - Moved Cr. A Hardham Seconded Cr. T Cole

That Council

1. *Accept the tender proposal from Budo Pty Ltd for \$235,815 ex GST for restoration works of the Old Church Museum;*
2. *Nominate an amount of \$115,299 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in Tender 06/2021.*

CARRIED 7/0

5.4 AGENDA ITEM: Local Road and Communities Infrastructure Program – Phase 3.

Subject:	Local Roads and Communities Infrastructure Program – Phase 3
Applicant:	N/A
File Ref:	ADM668
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	19 January 2022
Attachments:	Nil

PURPOSE

For Council to review its Local Roads and Communities Infrastructure Program – Phase 3 project allocations.

BACKGROUND

The Local Roads and Communities (LRCI) program is a federally funded program which aims to support local Councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. Phase 1 of the program was announced in May 2020 and Council was allocated \$546,842.

The Council nominated the refurbishment of the Narembeen Hall as a project with an amount of \$180,000 as well as Bows Road culvert \$200,000 and Narembeen Townsite improvements \$166,842.

Council was then allocated \$386,774 for phase 2 which Council nominated Walker Lake path \$250,000 and old church Museum restoration \$136,774 projects.

Council has also been allocated \$1,093,684 as part of phase 3 and Council identified suitable projects during the development of the 21/22 Annual Budget process. In light of new project eligibility and criteria for phase 3, staff recommend revisiting this allocation. At time of writing, phase 3 projects have not been submitted to LRCI for approval.

Staff have delayed the nomination of phase 3 projects given Council is currently reviewing its Community Strategic Plan, the outcome of which may give new priorities for Council.

CONSULTATION

Executive Manager Corporate Services
Works Manager
Economic Development Officer

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Phase 3 allocation

\$1,093,684

Projects allocated as part of 2021/22 Budget

job	Project	\$ ex GST
2090	Walker Lake Exercise Equipment	\$ 50,000
2093	Town Hall Upgrades	\$ 250,000
1430	Footpath Infrastructure	\$ 143,684
2092	Churchill Street Improvements – stage 2	\$ 250,000
2094	Electronic Sign Board	\$ 50,000
2091	Seal Laneway Savage St	\$ 100,000
1041102	LIA development	\$ 245,000
	Total	\$ 1,088,684

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Risk of not completing phase 3 projects by deadline of June 2023 – considered low risk as both phases 1 and 2 have extended deadlines.

Risk of projects exceeding budget, which is a regular occurrence of late. This is due to contractor shortages and can be minimised by introducing a process whereby estimated project costs are calculated once designs have been complete.

There is a risk of adding too many projects as staff have limited capacity to manage.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal Area 1 – focus upon local economic drivers to retain and grow existing business, employment and to attract new industry.

Corporate Business Plan 2020/21 – 2023/24

- a. Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community

VOTING REQUIREMENTS

Absolute Majority

COMMENT

A brief description of each of the original projects is provided below.

- Walker Lake exercise equipment \$50,000. This was an addendum to the phase 2 project of building a path around Walker Lake. Maca mining have indicated that they are willing to provide financial support to the provision of exercise equipment around the lake.
- Town hall upgrades \$250,000. This additional money which Council allocated as it was considered the original allocation in phase 1 was insufficient based on the outcome of building and electrical assessments.
- Footpath infrastructure \$143,684 was to continue to extend the dual use path network.
- Churchill Street Improvements stage 2, \$250,000. Phase 1 which is currently under construction focused on the crossover and streetscape section of Churchill Street. It is envisaged that the second stage will include development of a plan then delivery of footpath, parking and streetscape improvements for the section of Churchill Street from the current works to Thomas Street including the entry to IGA.
- Electronic Sign Board \$50,000. This was to purchase and install an electronic message board for installation outside the CRC which would communicate and promote important community events.
- Seal Laneway Savage Street \$100,000. this relates to the lane that runs behind the CRC and Doctors Surgery which becomes very muddy and therefore unsafe, during winter. Some initial design work has commenced on this project.
- Light Industrial Area Development \$245,000. This was to engage technical expertise including engineering, surveying and planning to progress the subdivision of the LIA project. This project is not considered eligible for phase 3 LRCI nomination under the revised guidelines.

Suggested changes to projects

- Addition of Hall and old church museum additional stages as discussed in item 5.2 and 5.3 of this agenda and removal of \$250,000 allocation for Hall improvements.
- Seal Savage Street Laneway – following design, this project is likely to be more expensive than initially thought, so it is suggested to increase allocation to \$250,000.
- Removal of LIA development \$245,000 as it is ineligible for funding.
- Increase Churchill Street stage 2 to \$350,000 and footpath infrastructure to \$175,725 considering increases in contractor costs.

OFFICER RECOMMENDATION

That Council nominate the following projects for funding as part of Phase 3 LRCI program;

Walker Lake Exercise Equipment	\$	50,000
Narembeen Public Hall Upgrade – stage 2	\$	102,730
Old Church Museum – stage 2	\$	115,229
Footpath Infrastructure	\$	175,725
Churchill Street Improvements – stage 2	\$	350,000
Electronic Sign Board	\$	50,000
Seal Laneway Savage St	\$	250,000

COUNCIL RESOLUTION

MIN 7315/22 **MOTION** - Moved Cr. A Hardham Seconded Cr. C Bray

That Council nominate the following projects for funding as part of Phase 3 LRCl program;

<i>Walker Lake Exercise Equipment</i>	<i>\$</i>	<i>50,000</i>
<i>Narembeen Public Hall Upgrade – stage 2</i>	<i>\$</i>	<i>102,730</i>
<i>Old Church Museum – stage 2</i>	<i>\$</i>	<i>115,229</i>
<i>Footpath Infrastructure</i>	<i>\$</i>	<i>175,725</i>
<i>Churchill Street Improvements – stage 2</i>	<i>\$</i>	<i>350,000</i>
<i>Electronic Sign Board</i>	<i>\$</i>	<i>50,000</i>
<i>Seal Laneway Savage St</i>	<i>\$</i>	<i>250,000</i>

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

RECOMMENDATION

That Council close the meeting to public, under Section 5.23 (2) (c) and (d) of the *Local Government Act 1995*, so that it can discuss Item 6.1 which relates to a contractual agreement and legal advice.

COUNCIL RESOLUTION

MIN 7316/22 **MOTION** - Moved Cr. C Bray Seconded Cr. T Coles

That Council close the meeting to public, under Section 5.23 (2) (c) and (d) of the Local Government Act 1995, so that it can discuss Item 6.1 which relates to a contractual agreement and legal advice.

CARRIED 7/0

6.0 Confidential Reports provided under separate cover

CONFIDENTIAL AGENDA ITEM: 6.1 Latham Road Tender 03/2021

Subject:	Latham Road Tender 03/2021
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	17 January 2022
Attachments:	Nil

In accordance with Section 5.23 (2) (c) and (d) it is recommended that the meeting be closed to the public to discuss a matter relating to a contractual agreement and legal advice.

OFFICER RECOMMENDATION

That in relation to the Latham Road Upgrade project tender 03-2021, Council;

1. Advise WCP Civil Pty Ltd that they are the preferred tenderer for the project;
2. Direct staff to identify and negotiate potential costs savings with WCP Civil Pty Ltd;
3. Pursue additional grant funds through the Blackspot Program for the project;
4. Report the outcome of negotiations and application for additional funding to Council prior to a contract being signed.

COUNCIL RESOLUTION

MIN 7317/22 MOTION - Moved Cr. S Stirrat Seconded Cr. A Hardham

That in relation to the Latham Road Upgrade project tender 03-2021, Council;

- 1. Advise WCP Civil Pty Ltd that they are the preferred tenderer for the project;*
- 2. Direct staff to identify and negotiate potential costs savings with WCP Civil Pty Ltd;*
- 3. Pursue additional grant funds through the Blackspot Program for the project;*
- 4. Report the outcome of negotiations and application for additional funding to Council prior to a contract being signed.*

CARRIED 7/0

Cr C Bray moved the following motion.

Reason for the motion: Dean Contracting identified cost savings during their contract for the Merredin Naremben Road and offered Council a \$50,000 refund. As Council had contracted Dean Contracting to complete the Latham Road project, Council at its meeting of 16 September 2022 moved to reject that offer of a refund and allocate that \$50,000 to the Latham Road project. As Dean Contracting have now failed to meet their obligations, Council wish to accept the original offer.

COUNCIL RESOLUTION

MIN 7318/22 MOTION - Moved Cr. C Bray Seconded Cr. M Currie

That Council direct the CEO to accept the offer made by Dean Contracting of \$50,000 that was identified as cost savings from the Merredin Naremben Road project completion.

CARRIED 7/0

RECOMMENDATION

That Council re-open the meeting to public.

COUNCIL RESOLUTION

MIN 7319/22

MOTION - Moved Cr. S Stirrat

Seconded Cr. C Bray

That Council re-open the meeting to public.

CARRIED 7/0

7.0 Urgent business as permitted by Council

Nil

8.0 Date, time & place of next meeting

Tuesday 15 February 2022, 4.00pm at the Shire of Narembeen Council Chambers.

9.0 Closure

There being no further business the Chair declared the meeting closed at 4.42pm

10.0 Certification of Meeting Minutes

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Special Meeting of Council held on Monday 31 January 2022, as show on pages 1 to 18 are confirmed as a true and correct record of the meeting.

Cr Kellie Mortimore
SHIRE PRESIDENT

Date

**ATTACHMENT – AGENDA ITEM 6.4
Plant Committee**



Minutes for the Plant Committee Meeting

Friday 28 January 2022

COUNCIL CALENDAR		
Date	Time	Meeting
Friday 28 January 2022	4.00pm	Plant Committee Meeting

MEETING GUESTS

Nil



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AGENDA

**Shire of Narembeen
Plant Committee Meeting
Friday 28 January 2022, commencing at 4.00pm**

1.0 Opening & Welcome

T Clarkson welcomed everyone to the meeting and declared the meeting open at 4.00pm.

As this is the first meeting of the Plant Committee following elections with new Councillor representatives, T Clarkson called for nominations of Chairperson.

Cr M Currie was nominated by Cr K Mortimore and he accepted the position.

2.0 Attendance & Apologies

Attendance

Councillors

Cr T Cole	Proxy Member
Cr M Currie	Member (Chairperson)
Cr K Mortimore	Member
Cr W Milner	Member

Officers

T Clarkson	Acting Chief Executive Officer
A Cousins	Works Manager

Apologies

D Blurton	Chief Executive Officer
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3.0 Declarations of Interest

Nil

4.0 Minutes of Previous Meetings

4.1 Confirmation of Minutes of Plant Committee

4.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Wednesday 11 May 2021.

RECOMMENDATION:

That the minutes of the meeting of the Shire of Narembeen Plant Committee held on Wednesday 11 May 2021 be confirmed as a true and accurate record of the proceedings.

COMMITTEE RESOLUTION

MIN 7320/22

MOTION - Moved Cr. K Mortimore

Seconded A Cousins

That the minutes of the meeting of the Shire of Narembeen Plant Committee held on Wednesday 11 May 2021 be confirmed as a true and accurate record of the proceedings.

CARRIED 6/0

5.0 REPORTS

AGENDA ITEM: 5.1 – RFQ 10/2021 – Prime Mover

Subject:	RFQ 10/2021 – Prime Mover
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Tamara Clarkson - Acting Chief Executive Officer Arthur Cousins – Works Manager
Date:	28 January 2022
Attachments:	RFQ Tender Assessment and Quotations

PURPOSE

This item advises the Plant Committee on quotations received in relation to RFQ 10/2021 – Prime Mover. The Plant Committee are asked to consider the quotation as presented and provide a recommendation to Council.

BACKGROUND

Following consultation with staff and the Plant Committee, it was agreed a request for quotation would need to be called for the replacement of a Prime Mover.

Following this, staff commenced a Request for Quotation (RFQ) process via WALGA's Equote system. At the close of the submission period, a total of one quote had been received and the quotes is presented for the Plant Committee's consideration.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services
Manager Works

STATUTORY IMPLICATIONS

WALGA's Equote system was used rather than a full tender process, which is permissible under regulation 11 of the *Local Government (Functions and General) Regulations (1996)*.

FINANCIAL IMPLICATIONS

Council's budget for the purchase of a Prime Mover is \$300,000, and \$30,000 is budgeted as a trade in for the old prime mover.

POLICY IMPLICATIONS

The following policies are relevant to this report:

Council Policy – Procurement Framework
Executive Policy – Purchasing Goods and Services

The use of the WALGA Equote system is noted in the Executive Policy – Purchasing Goods and Services. The policy also requires assessment by a panel of at least three staff members for purchases over \$150,000.

RISK MANAGEMENT IMPLICATIONS

All Council decisions are subject to risk assessment according to the Shire of Narembeen's Risk Framework.

Financial Impact – Low
Service Interruption – Major

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal 1: Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry

1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community.

1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts.

VOTING REQUIREMENTS

Simple Majority

COMMENT

One quotation was received for the Prime Move replacement with key details summarised as follows:

Submission	Model	purchase price ex GST \$	trade in price ex GST \$	meets all specs? y/n	K W	warranty	delivery	Value for Money ranking
Fuso Truck and Bus	Freightliner Cascadia 116	272,750	38,000	n		3 years or 3000 hrs	3 months	

The Acting Chief Executive Officer and Works Manager undertook a review of the quotation using a value for money assessment process which considered price, warranty, parts availability, and cost, running costs, and expected trade in at the end of useful life.

The Shire has specific unique requirements for purchase of a prime mover to accommodate the short driving periods on regional roads. Unfortunately, the prime mover quote received could not meet the needs.

Due to the covid delays in production and delivery of vehicles, it is recommended that the purchase of the prime mover be carried over to the 2022/23 financial year.

OFFICER RECOMMENDATION

That Council:

1. Carry over \$300,000 for the purchase of a prime mover to the 2022/23 financial year
2. Readvertise Request for Quote in September 2022

COMMITTEE RESOLUTION

That Council:

1. *Carry over \$300,000 for the purchase of a prime mover to the 2022/23 financial year*
2. *Readvertise Request for Quote in September 2022*

MIN 7321/22 MOTION - Moved Cr. K Mortimore

Seconded Cr. M Currie

CARRIED 6/0

6.0 Other Business

6.1 Fuel System

A Cousins provided the Committee with an update on the fuel system. Quotes are being sought on a new automated system. D Blurton and A Cousins will finalise this process in February 2022.

6.2 Decision Making

Cr K Mortimore requested that the Plant Committee is provided sufficient information and time when making decisions on the purchase of plant equipment in the future.

7.0 Next Meeting

As required.

8.0 Closure

There being no further business the Chair declared the meeting closed at 4.27pm.

ATTACHMENT – AGENDA ITEM 7.0
Status Report – February 2022

SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6826/19	18-Apr-19	ADM541	Strategic Policy Framework	That Council: 1. Adopt the Council Policy – Strategic Policy Framework as per the attachment. 2. Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.	1. Strategic Policy Framework complete and available online. 2. Polices continue to be reviewed and updated.	Ongoing	EMCS
7083/20	19-Aug-20	ADM547	Narembeen RAV Rating & 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	Complete	CEO/WM
7178/21	17-Feb-21	ADM583	Wadderin Environmental Reports	That Council:- 1. Receive the Preliminary Site Investigation & Targeted Remediation & Validation document and Ongoing Site Management Plan (OSMP) prepared by Western Environmental for the Wadderin Wildlife Reserve. 2. Arrange a meeting with WaterCorp and Western Environmental to finalise the Ongoing Site Management Plan and to clarify any concerns with the reports.	Onsite meeting held 26/2/21. Additional asbestos identified requiring clean-up. Awaiting Asbestos management to be modified and signed off by Water Corp. (August 21) Sept 21 - Updated Asbestos Management Plan reviewed by staff. Document to be sent to DWER to allow re-classification of the site and facilitate hand over. Council report presented to February 2022 meeting	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7188/21	16-Mar-21	P1091/P1019	Proposed Outbuildings - Lot 14 (No 36) and Lot 15 (No 38) Thomas St, Narembeen	That Council:- 1. Note that the application for outbuildings on Lots 14 and 15 Thomas Street, Narembeen has been advertised for public comment as they entail variations to the 'Deemed to Comply' requirements of State Planning Policy 3.1 - Residential Design Codes. Advertising closed on the 7 March 2021 and one supportive submission has been received. 2. Note that the outbuildings meet the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as 'it does not detract from the streetscape or the visual amenity of residents of neighbouring properties' and approve the Outbuilding subject to conditions. 3. Instruct staff to investigate the development of a Local Planning Policy to guide future development of outbuildings.	Point 3 - Contract Planning Staff to develop draft policy for Council consideration. Delayed due to legislative changes expected in July. Council discussion at Forum in November 2021. Policy currently being drafted.	Ongoing	CEO
7236/21	15-Jun-21	ADM478	Roe Dam Correspondence	That Council: 1. Receive the letter from the Minster for Water dated 13 May 2021 responding to issues raised by the Council at the Roe Dam site. 2. Form a working group comprising Cr. R DeLuis and Cr. S Stirrat, the CEO and Works Manager to further consider the issues identified at Roe Dam in consultation with Water Corporation and other stakeholders as identified by Council. 3. Receive a report to summarise the options developed as part of the working groups consultation with stakeholders.	Feb 2021 - meeting held with Water Corporation. Further meetings to be arranged at a convenient time for all parties. Oct 2021 - discussion with DWER who have advised that a bank will be installed closer to the dam.	Complete	CEO
7253/21	17-Aug-21	ADM123	Review of Speed Zones	That Council request the Department of Main Roads to: 1. Replace the current 80km/hr speed zone on the Narembeen-Kondinin Road with a 60km/hr zone and introduce a new 80km/hr or 90km/hr zone further south on the Narembeen-Kondinin Road. 2. Relocate the current unrestricted speed zone north past the intersection of Fricker Road/ Narembeen-Merredin Road. 3. Change the current 80km/hr speed zone to 60km/hr and introduce a new 80 or 90km/ hr zone on Mt Walker Road.	Correspondence sent Sept 2021.	Complete	CEO
7269/21	16-Sep-21	ADM491	Reserve 35856 and Lot 303 Fricker Road	That Council, in accordance with Schedule 1 of the Recycled Water Supply Agreement with Water Corporation: 1. Surrender Lot 303 Fricker Road to the Crown under Section 152 of the Planning and Development Act 2005 at nil cost on the condition that proposed Lot 101 is vested to the Council for the purposes of water supply. 2. Support the realignment of the boundary of proposed Lot 102 Fricker Road (Reserve 35856) to allow Shire staff legal access to proposed Lot 101 Fricker Road. 3. Support the amalgamation of proposed Lot 103 Fricker Road into Reserve 35856 to be vested to the Water Corporation for the purposes of wastewater treatment.	Letter sent to Department of Heritage & Lands - 24/9/21 cc. Water Corporation	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7292/21	16-Nov-21	ADM195	December 2021 and 2022 Council Meeting Dates	That Council: 1. Hold the December 2021 meeting on Tuesday 14 December at 4.00pm and directs the Chief Executive Officer to give public notice of the date, time and place. 2. Resolves to hold its Ordinary Council Meetings for 2022 on the third Tuesday of every month, with meetings commencing at 4.00pm to be held in the Council Chambers, 1 Longhurst Street, Narembeen, except for January. 3. Hold the December 2022 meeting on Tuesday 13 December at 4.00pm. 4. Directs the Chief Executive Officer to give local public notice of the date, time and place of the 2022 Ordinary Council Meetings. 5. Amends the current Policy 4.2.13 – Meetings When Held to reflect the updated meeting day and start time of 4.00pm.	Advertised in Fence Post and Website	Complete	EMCS
7292/21	16-Nov-21	ADM	Housing Strategy	That Council authorise the Chief Executive Officer to: 1. Dispose of 10 A and B Ada Street, 16 Hilton Way and 26 Thomas Street by way of sale in line with requirements of the Local Government Act 1995, and 2. Form a working group consisting of Councillors Cusack, Hardham and Milner to consider long term strategy for housing.	Initial process commenced and Working Group has met.	Ongoing	EMCS
7300/21	14-Dec-21	ADM164	Bendering Farm	That Council lease a 45 hectare portion of Lot 23945 on Deposit Plan 151345 on Kondinin-Narembeen Road, Kondinin (Bendering Waste Site) to Notting Nominees Pty Ltd for a period of five years with a five-year option for nil cost.			CEO
7300/21	14-Dec-21	ADM676	Local Government Reform	That Council: 1. Endorse draft submission, and 2. A copy of this resolution together with attached submission be forwarded to the Minister for Local Government.		Complete	EMCS
7300/21	14-Dec-21	ADM053	Kondinin Widen & overlay	That Council: 1. Reject the tender submitted by WCP Civil for tender 04-2021 Narembeen-Kondinin SLK 10.2-13.2 widen and overlay 2. Direct staff to review the project scope with a view to commencing a new tender process in the 2022 year.		Ongoing	CEO
7312/22	31-Jan-22	ADM053	Narembeen -Kondinin SLK	That Council defer Job 2080 Kondinin-Narembeen Road SLK10.3-13.2 until the 22/23 financial year.		Ongoing	CEO
7313/22	31-Jan-22	ADM053	Narembeen Hall Refurbishment	That Council 1. Accept the tender proposal from Budo Pty Ltd for \$240,258 ex GST for stage 1 restoration works of the Narembeen Hall; 2. Nominate an amount of \$102,730 ex GST from Council's phase 3 allocation of the LRCL program for additional works identified over those included as part of phase 1 and included in tender 05/2021.		Ongoing	CEO
7314/22	31-Jan-22	ADM053	Old Church Museum Refurbishment Tender	That Council 1. Accept the tender proposal from Budo Pty Ltd for \$235,815 ex GST for restoration works of the Old Church Museum; 2. Nominate an amount of \$115,299 ex GST from Council's phase 3 allocation of the LRCL program for additional works identified over those included as part of phase 1 and included in Tender 06/2021.		Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7315/22	31-Jan-22	ADM668	Local Road & Communities Infrastructure Program	That Council nominate the following projects for funding as part of Phase 3 LRCl program; Walker Lake Exercise Equipment \$50,000 Narembeen Public Hall Upgrade – stage 2 \$102730 Old Church Museum – stage 2 \$115,229 Footpath Infrastructure \$175725 Churchill Street Improvements - stage 2 \$350,000 Electronic Sign Board \$50,000 Seal Laneway Savage Street \$250,000		Ongoing	CEO
7317/22	31-Jan-22	ADM053	Latham Road Tender	That in relation to the Latham Road Upgrade project tender 03-2021, Council; 1. Advise WCP Civil Pty Ltd that they are the preferred tenderer for the project; 2. Direct staff to identify and negotiate potential costs savings with WCP Civil Pty Ltd; 3. Pursue additional grant funds through the Blackspot Program for the project;		Ongoing	CEO

**ATTACHMENT – AGENDA ITEM 8.1.1
Wadderin Reserve - DWER notification of
declassification of site**



Chief Executive Officer
Shire of Narembeen
1 Longhurst St
Narembeen WA 6369

Document: DMO 12150
Enquiries: Bianca Hoffmann
Phone: 1300 762 982
Fax: (08) 6364 7001
Email: info@dwer.wa.gov.au

Dear Sir/Madam

NOTICE OF A CLASSIFICATION OF A KNOWN OR SUSPECTED CONTAMINATED SITE GIVEN UNDER SECTION 15 OF THE *CONTAMINATED SITES ACT 2003*

The site detailed below (the site), was previously classified by the Department of Water and Environmental Regulation (the department) under the *Contaminated Sites Act 2003* (the Act) on 30 August 2016 as '*Possibly contaminated – investigation required*':

- That portion of Lot 18145 on Deposited Plan 154083 as shown as Subject A on Deposited Plan 418046 on certificate of title LR3016/880, Wadderin WA 6369

Following the submission of further information, the site has been reclassified.

This notification is being sent to you in accordance with section 15(1) of the Act on the grounds that you, as the recipient, are one or more of the following:

- (a) owner of the site (contact details sourced from the current certificate of title);
- (b) occupier of the site;
- (c) relevant public authority;
- (d) person who, in the CEO's opinion, there is particular reason to notify;
- (e) person who made the report under section 11 or 12; and
- (f) person who, in the CEO's opinion, may be responsible for remediation of a site classified as *contaminated – remediation required*.

Site Re-Classification

Category of site classification: Remediated for restricted use

Date of site classification: 14/12/2021

Reasons for classification: This site was reported to the Department of Water and Environmental Regulation (the department) as per reporting obligations under section 11 of the '*Contaminated Sites Act 2003*' (the Act), which commenced on 1 December 2006.

This site was formerly part of a larger land parcel that operated a Water Corporation water reservoir and nature reserve. The Water Corporation reservoir has been divested and the waterfilled reservoir (this site) has been separated from the parent land parcel and classified separately under the Act.

The reservoir is to be reclaimed as a wetland ecological reserve (Wadderin Wildlife Sanctuary) and managed by a local Shire Council on behalf of the local community.

An inspection carried out in June 2016, found that demolition waste, which included broken sheets of asbestos-containing material (ACM), were present in surface soils around the reserve and within discrete dumping locations in the surrounding bushland to the north. The inspection concluded that identified ACM fragments in most of the inspected dumping locations were visually observed to be present in soil at quantities in excess of those specified in 'Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia' (Department of Health, May 2009).

Remedial works were carried out around the perimeter of the site between June and July 2020 including bulk soil removal, validation and off-site disposal of ACM fragments. However, remediation was unable to be undertaken within the waterfilled reservoir.

A Site Management Plan (12 September 2021) outlines management measures in the very unlikely event that the reservoir is drained and asbestos materials are exposed. These include any activity (such as excavation of soil beneath the reservoir) that may disturb the asbestos-impacted fill.

A tier 2 risk assessment has indicated that the contamination present on the site does not pose an unacceptable risk to human health, the environment or environmental values whilst the reservoir contains water and under the current and proposed landuse. However, in the event that the reservoir is drained and redeveloped, the risk from exposure to asbestos will need to be assessed and managed, at least in accordance with the Ongoing Site Management Plan (12 September 2021), including managing of any residual asbestos encountered during future conservation and maintenance activities.

The site is contaminated and has been remediated such that it is suitable for the current and proposed land use, subject to implementation of the Ongoing Site Management Plan. Therefore, the site is classified as 'remediated for restricted use'.

A memorial stating the site's classification has been placed on the certificate of title, and will trigger the need for further investigations and risk assessment should the site be proposed for a more sensitive land use.

The department, in consultation with the Department of Health, has classified this site based on the information available to the department at the time of classification. It is acknowledged that the contamination status of the site may have changed since the information was collated and/or submitted to the department, and as such, the usefulness of this information may be limited.

In accordance with Department of Health advice, if groundwater is being, or is proposed to be abstracted, the department recommends that analytical testing should be carried out to determine whether the groundwater is suitable for its intended use.

Other Relevant Information:

Additional information included herein is relevant to the contamination status of the site and includes the department's expectations for action that should be taken to address potential or actual contamination described in the Reasons for Classification.

Where the land is part of a transaction - sale, mortgagee or lease agreement, the land owners **MUST PROVIDE WRITTEN DISCLOSURE** (on the prescribed Form 6) of the site's status to any potential owner, mortgagee (e.g financial institutions) or lessee at least 14 days before the completion of the transaction. A copy of the disclosure must also be forwarded to the department.

Action Required:

Please refer to the Restrictions on Use applicable to the site.

General Information

The nature and extent of contamination and any restrictions on the use of the land, if applicable, are listed in Attachment A.

Information in relation to the classification of the site is available free of charge as a summary of records via the Contaminated Sites Database at www.der.wa.gov.au/contaminatedsites.

In some instances the department has had to classify sites based on historical information. A site may be re-classified at any stage when additional information becomes available, for example where a new investigation or remediation report completed in accordance with the department's 'Contaminated Sites Guidelines' and the *National Environment Protection (Assessment of Site Contamination) Measure 1999*, is submitted to the department. The current site classification is the classification most recently conferred on the site.

Memorials

In accordance with sections 58 (1) and (3) of the Act, the department will give notice to Landgate to withdraw the current memorial(s) lodged against the Certificate(s) of Title relating to the site, and subsequently lodge a new memorial against the Certificate(s) of Title which will record the new site classification. Parcel(s) without a registration number or certificate of title will not have a memorial lodged against them until a certificate of title has been created. Once complete, confirmation of the lodgement of the memorial(s) will be forwarded to the following people:

- (a) each owner,
- (b) Western Australian Planning Commission;
- (c) CEO of the Department of Health;
- (d) Local Government Authority;
- (e) relevant scheme authority.

Given that memorial(s) will be lodged against the site, the Western Australian Planning Commission (WAPC) may not approve the subdivision of the land under Section 135 of the Planning and Development Act 2005, or the amalgamation of that land with any other land without seeking, and taking into account, the advice of the department as to the suitability of the land for subdivision or amalgamation. Furthermore, a responsible authority (e.g. Local Government Authorities) may not grant approval under a scheme for any proposed development of the land without seeking, and taking into account, advice from the department as to the suitability of the proposed development.

Disclosure upon sale / lease / mortgage of the site

Where the land is part of a transaction – sale, mortgage or lease agreement – and is classified as

- *contaminated – remediation required;*
- *contaminated – restricted use; or*
- *remediated for restricted use;*

land owners MUST PROVIDE WRITTEN DISCLOSURE (on the prescribed Form 6 enclosed) of the site's status to any potential owner, mortgagee (e.g. financial institutions) or lessee at least 14 days before the completion of the transaction. A copy of the disclosure must also be forwarded to the department.

Important note: Failure to provide written notice is an offence and carries a penalty of up to \$125,000 and a daily penalty of \$25,000.

Appealing the Site Classification

All site classifications given by the department are appealable. However, only certain people can lodge a valid appeal. The people who can lodge a valid appeal varies, depending on the classification category, as detailed in Fact Sheet 4: *Site classifications and appeals*. Appeals need to be lodged in writing with the Contaminated Sites Committee at Forrest Centre, Level 22, 221 St Georges Terrace, Perth WA 6000, within **45 days** of being given this notification. The appeal should set out the appellant's relationship to the site, and must include the grounds and facts upon which it is based. An appeal fee (currently \$45) applies.

To find out more about the appeal process, see the Contaminated Sites Committee website at www.csc.wa.gov.au or contact the office of the Committee on (08) 6364 7264.

For further information on all aspects of site classification, please refer to Fact Sheet 4 and the 'Contaminated Sites Guidelines', which are available from the department's website at www.der.wa.gov.au/contaminatedsites or by contacting the Contaminated Sites Information Line on 1300 762 982.

Yours sincerely



.....
Lomas Capelli, A/Manager

CONTAMINATED SITES REGULATION
Delegated Officer under section 91
of the *Contaminated Sites Act 2003*

16/12/2021

Enc. Attachment A – Nature and Extent and Restrictions on Use.

[Fact Sheet 4: Site classifications and appeals](#)

[Fact Sheet 5: Buyer beware – buying and selling contaminated land](#)

[Form 6 – Land Owner's Disclosure Before Completion of Land Transaction](#)

ATTACHMENT A – Nature and Extent and Restrictions on Use

- That portion of Lot 18145 on Deposited Plan 154083 as shown as Subject A on Deposited Plan 418046

Nature and Extent: Asbestos-containing material may be present in soil within the waterfilled reservoir.

Restriction on Use: Due to the presence of soil contamination beneath the site, the Ongoing Site Management Plan (12 September 2021) must be implemented for any intrusive works that may intercept contaminated soil.

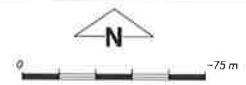
The land use of the site is restricted to the current land use as a waterfilled reservoir/wetland reserve. The site should not be drained or redeveloped for a more sensitive use such as residential use, childcare centres or recreational open space, without further contamination assessment and/or remediation.

DMO 12150



LEGEND

- ✗ Road Centrelines
- Cadastre
- --> Image Index
- WIN Groundwater Sites
- --> Image Index_1
- --> Image Index_2



Scale 1:2926
(Approximate when reproduced at A4)

Geocentric Datum Australia 1994
Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.

Prepared by: hoflmab
Prepared for:
Date: 25/11/2021 10:55:45 AM

Information derived from this map should be confirmed with the data custodian acknowledged by the agency acronym in the legend.

ATTACHMENT – AGENDA ITEM 8.1.3
Review of staff delegations
2022 Delegation register



Delegation Register
Shire of Narembreen
Adopted: February 2021

Description of Review	Council Resolution Number
February 2021	7167/21
15 June 2021 – addition of delegation to CEO to administer Animals, Environment and Nuisance Local Law 2016	7237/21

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ADMINISTRATION

Delegation A.1 - Donations

(Previously FA03)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	
Legal (Parent):		Legal (Subsidiary):	
1. Local Government Act 1995, Section 5.42			

Council delegates its authority and power to the Chief Executive Officer to grant requests for donations from Local Community Groups / Not for Profit Organisations towards community-based activities, up to an amount of \$500 per donation per annum, subject to the relevant budget allocation.

Date	Details	File Ref
4/1/22	Donation of 2x aquatic season pass and 1x gym pass as prize for Mt Walker Hospital Tennis Day 2022	ADM061
4/3/21	Donation for student entry fees for Interschool swimming carnival – est \$300 value	ADM061
17/3/21	Free caravan park cabin fees \$308 for SEDA College 3rd & 4th June 2021	ADM061

Delegation A.2 – Appointment of Authorised Persons

(Previously F&A 06)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
1. <i>Local Government Act 1995, Section 9.10</i>	

Authorisation is given to the CEO to appoint persons to exercise the powers of a Local Government under subdivisions 2, 3 and 4 of Division 3 of Part 3 and subdivisions 1 and 2 of Division 2, Part 9 of the Local Government Act 1995.

A person who is authorised to give infringement notices under Section 9.16 is not to be made an authorised person for the purposes of Section 9.17, 9.19 or 9.20. In this event the Chief Executive Officer is not an authorised person under Section 9.16 of the Local Government Act.

Date	Details	File Ref

Delegation A.3 – Execution and Affixing of Common Seal to Documents

(Previously F&A 14)

Date Adopted:		Delegate:	Shire President and CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 9.49A (3)</i>			

Council delegates its authority and power to the Shire President and Chief Executive Officer to affix the Common Seal to documents to be executed by the Shire where such documents are consistent and in accord with a resolution of Council, applicable Council Policy or a delegated power.

Date	Details	Ref
8/2/21	Power easement on lot 16224 (workers camp)	ADM592
8/3/21	Local law documents – fencing and cemeteries	7173/21
11/3/21	Easement for drainage reserve between tyre shop and Narembeen Steel property	6896/16
31/5/21	Lease agreement with DFES for emergency service building	7089/20
23/9/21	Removal of power easement from Tampia Village lease	ADM592

Delegation A.5 – Disposal of Surplus Plant, Furniture and Equipment (Previously F&A 16)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Sections 3.58, 5.42 and 5.43</i>			
2. <i>Local Government (Functions and General Regulations 1996)</i>			

Council delegates its authority and power to the Chief Executive Officer to dispose of surplus plant, furniture and equipment with a market value of less than \$10,000.

Date	Details	File Ref
12/5/21	Disposal of old metal lathe for \$50 scrap value	A16 - Disposal of surplus furniture and equipment
10/11/21	Disposal of 23 bar stools from Narembeen Recreation Centre to transfer station. Nil value	FA16 - Disposal of surplus furniture and equipment

Delegation A.6 – Tenders

(Previously F&A 18)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	Procurement Framework

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government Act 1995, Section 3.57 and Section 5.8</i>	

Legal (Subsidiary):	

Council delegates its authority and power to the Chief Executive Officer to accept tenders up to \$150,000 and to not exceed budget allocation.

Date	Details	File Ref

Delegation A.7 – Calling of Tenders

(Previously F&A 19)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:	Procurement Framework	Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 3.57 and Section 5.8</i>			

1. Council delegates its authority and power to the Chief Executive Officer to call tenders of kind prescribed within the Tender Regulations as per the Local Government (Functions and General) Regulations 1996 under which another person is to supply goods and/or services as identified program in Councils adopted budget.
2. Determine, in writing the criteria for deciding which tenders should be accepted.

Date	Details	File Ref
April 2021	Apex Park redevelopment	RFT2 -2021
December 2021	Latham road improvements	RFT3-2021
December 2021	Narembeen-Kondinin road	RFT4-2021
December 2021	Narembeen public Hall restoration	RFT5-2021
December 2021	Old Church Museum restoration	RFT6-2021

**Delegation A.8 – Sale and/or Consumption of Liquor – Council Property
(Previously HB&P 07)**

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995</i>			
2. <i>Liquor Control Act 1988</i>			

Council delegates its authority and power to the Chief Executive Officer to approve in support of applications for the sale of liquor and/or approve the consumption of liquor on property under the care, control and management of Council.

Any application to consume or sell alcohol on Shire managed land will be subject to the provisions of the Liquor Control Act 1988 and any subsidiary legislation.

Date	Details	File Ref
27/3/21	Approval for Narembeen Hockey Club to sell drinks after the Narembeen triathlon at the Narembeen swimming pool	ADM022

Delegation A.9 – Seed Collection – Wildflower Picking
(Previously W&S 05)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:	Executive Policy Flora Harvesters - Collection of Seed from Land	Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995</i>			

Authority is given to the CEO to approve applications to pick wildflowers on Council controlled reserves and to collect seeds on Council controlled reserves.

All applications to be in writing with preference given to local land care groups/businesses.

Date	Details	File Ref

Delegation A.10 – Authorised Persons

(Previously F&A 05)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	Ranger
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 9.10 (1)</i>			
2. <i>Bush Fires Act 1954, Section 59 & 59a</i>			

Council delegates its authority and power to the Chief Executive Officer Council under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954.

Council delegates its authority and power to the Chief Executive Officer under section 59 of the Bush Fires Act 1954 to issue infringements under section 59a of the Bushfires Act 1954.

Note: the CEO has authority to appoint authorised persons to administer several miscellaneous acts under section 9.10 (1) of the act. These include Dog Act 1976, Cat Act 2011, Caravan and Camping Act 1995 , Cemeteries Act 1986, Off Road Vehicle Act 1978.

Date	Details	File Ref
19/5/21	Authorised Contract Ranger – Katrina Curtis	ADM022
7/9/21	Authorised Contract Ranger – Sarah Patterson	ADM022

Delegation A.11 – Enforcement and Legal Proceedings

(Previously F&A 07)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 3.39, 9.10, 5.42</i>			
2. <i>Litter Act 1979, Section 31 (2b)</i>			

Council delegate authority to the Chief Executive Officer under section 3.39 of the Act the power to remove and impound abandoned vehicles and goods.

Council delegate authority to the Chief Executive Officer under section 9.24 of the Act the power to commence prosecutions regarding offences against the act (subsection 1) and offences against local laws (subsection 2).

Council delegate authority to the Chief Executive Officer to commence prosecutions under section 31 (2b) of the Litter Act 1979.

Date	Details	File Ref
19/5/21	Authorised Contract Ranger – Katrina Curtis	ADM022
7/9/21	Authorised Contract Ranger – Sarah Patterson	ADM022

Delegation A.12 – Withdrawal of Infringement Notices

(Previously F&A 08)

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
1. <i>Local Government Act 1995, Section 9.20</i>	
2. <i>Dog Act 1976, Bushfire Act 1954, Cat Act 2011</i>	

Authorisation is given to the CEO to withdraw infringement notices issued under the Local Government Act 1995, Dog Act 1976, Cat Act 2011, Councils Local Laws and the Bushfire Act 1954.

Date	Details	File Ref
19/5/21	Authorised Contract Ranger – Katrina Curtis	ADM022
7/9/21	Authorised Contract Ranger – Sarah Patterson	ADM022

BUSHFIRE

Delegation B.1 – Legal Proceedings – Bush Fire Act

(Previously F&A 12)

Date Adopted:	
Date Last Reviewed:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	Ranger Chief Bush Fire Control Officer
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Bush Fires Act 1954, Section 59 and 59A</i>	
2.	

Legal (Subsidiary):	

Council delegates its authority and power to the Chief Executive Officer under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954.

Council delegates its authority and power to the Chief Executive Officer to authorise that under section 59 of the Bush Fires Act 1954 to issue infringements under section 59a of the Bushfires Act 1954.

Date	Details	File Ref
19/5/21	Authorised Contract Ranger – Katrina Curtis	ADM022
7/9/21	Authorised Contract Ranger – Sarah Patterson	ADM022

Delegation B.2 – Variation of Prohibited Burning Times, Restricted Burning Times and/or Prescribed Conditions

(Previously F&A 13)

Date Adopted:		Delegate:	Shire President, Chief Executive Officer and Chief Bush Fire Control Officer (jointly)
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
1. <i>Bush Fires Act 1954, Section 17(10) and Section 18 (5)</i>	

Council grant authority under section 17(10) and 18(5) of the Bush Fires Act 1954 to the Shire President, Chief Executive Officer and Chief Bush Fire Control Officer to vary the prohibited burning times, restricted burning times and/or prescribed conditions.

Any decision to vary will be made jointly between the parties.

Date	Details	File Ref

FINANCE

Delegation F.1 – Payments From Municipal and Trust Funds

(Previously F&A 01)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	At the discretion of the CEO
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government Act 1995, Section 6.7, 6.9 and 6.10</i>	

Legal (Subsidiary):	
<i>Local Government, (Financial Management) regulations 1995 section 12, 13</i>	

Council delegates its authority and power to the Chief Executive Officer to authorise and make payments from the Municipal and Trust Funds manually and electronically, including use of credit cards, transferring funds to and from the Reserve Fund accounts as allowed for in the budget as per the following.

All cheques are signed by at least two (2) signatories drawn from the following Officer/Council Member combination:

- The Chief Executive Officer
- Executive Manager Corporate Services
- Finance Officer
- Community Economic Development Officer

A list of all payments made is to be presented to the next ordinary meeting of Council.

Delegation F.3 – Writing Off Debts

(Previously F&A 04)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
Local government Act 1995 6.12 (1) c		Local Government (Financial Management) Regulations 1995	

Council delegates its authority and power to the Chief Executive Officer to:

1. Write off debts wherein the individual debt is not more than \$500. In exercising this authority, the Chief Executive Officer is to take into consideration Council Policy and the prospects of recovering the debt.
2. Council delegates to the Chief Executive Office authority and power to write off any amount of money less than \$500, owed to the Shire of Narembeen that in his opinion are a bad debt.
3. To write off amounts raised in error on all debtor and rate accounts.

Date	Details	File Ref
20/5/21	Write off \$178.38 owing by Laura Taylor for unpaid court order relating to tenancy	Ref Memo from R Moore 20/5/21

RANGERS

Delegation R.1 – Authorised Officers – Litter Act 1979

(Previously F&A 09)

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	17/2/21	Sub-Delegate:	Ranger
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Litter Act 1979, Section 26 (1) (c)</i>			

The Chief Executive Officer is authorised to appoint “Authorised Officers” as detailed in the Litter Act 1979.

Date	Details	File Ref
19/5/21	Authorised Contract Ranger – Katrina Curtis	ADM022
7/9/21	Authorised Contract Ranger – Sarah Patterson	ADM022

Delegation R.2 – Impounding of Goods
(Previously F&A 10)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	Ranger
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government Act 1995, Section 3.39</i>	

Legal (Subsidiary):	

The Chief Executive Officer is authorised to remove and impound any goods that are involved in a contravention that can lead to impounding.

Date	Details	File Ref
19/5/21	Authorised Contract Ranger – Katrina Curtis	ADM022
7/9/21	Authorised Contract Ranger – Sarah Patterson	ADM022

Delegation R.3 – Disposing of Confiscated or Uncollected Goods
(Previously F&A 11)

Date Adopted:	
Date Last Reviewed:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government Act 1995, Section 3.47</i>	

Legal (Subsidiary):	

Council delegates its authority and power to the Chief Executive Officer to dispose of any goods that have been impounded.

Date	Details	File Ref

WORKS AND SERVICES

Delegation WS.1 – Temporary Road Closures

(Previously W&S 01)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 3.50A, 3.50[1], 3.50[1a], 3.50[4].3.50[6] and 3.50[8]</i>		1. <i>Road Traffic (Events on Roads) Regulations 1991</i>	

Council delegates its authority and power to the Chief Executive Officer to:

1. Temporarily close thoroughfares to vehicles.
2. Determine applications for the temporary closure of roads for the purpose of conducting events.

Date	Details	File Ref
15/2/21	Temporary closure of Garmony road due to water damage	Ref A. Cousins
4/3/21	Closure of all gravel roads in shire after significant rain event.	Ref A. Cousins
16/12/21	Naremben South Road will be closed for roadworks between Hedges East Road and South Kuminin East Road from 9am Sunday 19 December to 6pm Monday 20 December. This will include the intersection of Hedges East Road and Naremben South Road	Ref A Cousins
January 22	Temporary closure of Hedges Road East for mine blasting	Ref T Clarkson

Delegation WS.4 – Private Works On, Over or Under Public Places

(Previously W&S 03)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government Act 1995, Section 9.1</i>	

Legal (Subsidiary):	
1. <i>Local Government (Uniform Local Provisions) Regulation 17</i>	

Council delegates its authority and power to the Chief Executive Officer to grant permission to construct anything on, over, or under a public thoroughfare or public place that is Local Government property and impose conditions in respect to the permission.

Note: it is recommended that a policy be developed to guide the use of this delegation

Date	Details	File Ref

Delegation WS.5 – Street Verge Treatments – Individual Properties
(Previously W&S 04)

Date Adopted:	
Date Last Reviewed Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government Act 1995, Section 5.42</i>	

Legal (Subsidiary):	

Council delegates its authority and power to the Chief Executive Officer authority and power to authorise the installation of soft landscaping and/or hard paving within a road reserve.

Note: it is recommended that a policy be developed to guide the use of this delegation.

Date	Details	File Ref

HEALTH

Delegation H.01 – Powers of Local Government - (Deputy)
(Previously H01)

Date Adopted:	
Date Last Reviewed:	17/2/21
Policy Reference:	

Delegate:	CEO & EHO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Health (Miscellaneous Provisions) Act 1911</i> ; s26 Local government may appoint persons to be its 'deputy' to exercise and discharge all or any of the powers and functions of the local government	

Legal (Subsidiary):	

FUNCTION TO BE PERFORMED

In accordance with the provisions of Section 26 of the *Health (Miscellaneous Provisions) Act 1911*, the Chief Executive Officer and Environmental Health Officer are authorised to be the Shire's 'Deputy' to exercise and discharge the powers and functions under this Act and to:

1. Issue such *Health (Miscellaneous Provisions) Act 1911* and Health Local Laws notices and orders as appropriate;
2. Determine applications for licenses in accordance with the *Health (Miscellaneous Provisions) Act 1911* and Health Local Laws; and
3. Discharge the functions of Regulations 4 and 10 of the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

Date	Details	File Ref

Delegation H.02 – Designation of Authorised Officers
(Previously H02)

Date Adopted:	
Date Last Reviewed:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Public Health Act 2016</i> : s21, Local government (enforcement agency) may delegate a function conferred on it	

Legal (Subsidiary):	

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Public Health Act 2016*, s24 the Chief Executive Officer is delegated authority to designate:

1. persons to undertake the functions of the enforcement agency under the *Public Health Act 2016*, s19;
2. a person or class of persons as Authorised Officers for the purposes of the *Public Health Act 2016*, s24 subject to the provisions of the *Public Health Act 2016*, s25.

Date	Details	File Ref

Delegation H.03 – Infringement Notices (Asbestos)

(Previously H03)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Health (Asbestos) Regulations 1992; Regulation 15D(7), Local government may delegate a power or duty conferred or imposed on it by this regulation to the Chief Executive Officer of the local government</i>	

Legal (Subsidiary):	

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Health (Asbestos) Regulations 1992*, Regulation 15D(5), the Chief Executive Officer is delegated authority to appoint a person or classes of persons as:

1. Authorised officers for the purposes of issuing Infringement Notices under the *Criminal Procedure Act 2004* Part 2 for the offences specified under Schedule 1 of the *Health (Asbestos) Regulations 1992*; and
2. Approved officers for the purposes of the *Criminal Procedure Act 2004* Part 2 to extend the period to pay a modified penalty or withdraw an Infringement Notice.

Date	Details	File Ref

Delegation H.04 – Prohibition Orders

(Previously H04)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
<p>1. <i>Food Act 2008</i>: s118 (2) (b), Local government (enforcement agency) may delegate a function conferred on it, s118(3) Delegation subject to conditions (s119) and guidelines adopted (s120), s118(4) Sub-delegation only permissible if expressly provided in regulations</p>	

Legal (Subsidiary):	

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Food Act 2008*, s65(1) - Prohibition Orders, s66 - Certificate of Clearance and s67(4) - Request for Re-Inspection the Chief Executive Officer is delegated authority to:

1. Serve a prohibition order on the proprietor of a food business in accordance with s65 of the *Food Act 2008*;
2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any improvement notices; and
3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection.

Date	Details	File Ref

Delegation H.05 – Registration of Food Business

(Previously H05)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO/EHO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Food Act 2008</i> s118(2)(b) Local government (enforcement agency) may delegate a function conferred on it, s118(3) Delegation subject to conditions (s119) and guidelines adopted (s120), s118(4) Sub-delegation only permissible if expressly provided in regulations	

Legal (Subsidiary):	

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Food Act 2008*, s110(1) and (5) - Registration of food business and s112 - Variation of conditions or cancellation of registration of food businesses, the Chief Executive Officer and Environmental Health Officer are delegated authority to:

1. Register a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* and issue a certificate of registration;
2. After considering an application, determine to grant (with or without conditions) or refuse the application; and,
3. Vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the *Food Act 2008*.

Date	Details	File Ref

Delegation H.06 – Institution of Proceedings

(Previously H06)

Date Adopted:	
Date Last Reviewed:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Food Act 2008</i> s118(2)(b) Local government (enforcement agency) may delegate a function conferred on it, s118(3) Delegation subject to conditions (s119) and guidelines adopted (s120), s118(4) Sub-delegation only permissible if expressly provided in regulations	

Legal (Subsidiary):	

Cross Reference: Authorised Officers - Infringement Notices

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Food Act 2008*, s125 the Chief Executive Officer is delegated authority to institute proceedings for offences under the *Food Act 2008*.

NOTE: *It is important to note that there is no power to sub-delegate s118(2), (3) and (4) conferred.*

Date	Details	File Ref

Delegation H.07 – Appoint Authorised Officers and Designated Officers (Previously H07)

Date Adopted:	
Date Last Reviewed:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
<p>1. <i>Food Act 2008</i>: s118(2)(b) Local government (enforcement agency) may delegate a function conferred on it, s118(3) Delegation subject to conditions (s119) and guidelines adopted (s120), s118(4) Sub-delegation only permissible if expressly provided in regulations</p>	

Legal (Subsidiary):	
<p></p>	

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Food Act 2008*, s122(1) and s126(3), (6), (7) and (13) the Chief Executive Officer is delegated authority to appoint:

1. persons to undertake the functions of the enforcement agency under the *Food Act 2008*, s118(1);
2. a person to be an Authorised Officer for the purposes of the *Food Act 2008*, s122(1);
3. an Authorised Officer appointed under the *Food Act 2008*, s122(1) or the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008*, s126(13);
4. an Authorised Officer to be a Designated Officer (who is prohibited by the *Food Act 2008*, s126(13) from also being a Designated Officer for the purpose of issuing Infringement Notices), for the purpose of extending the time for payment of modified penalties under the *Food Act 2008*, s126(6) and determining withdrawal of an Infringement Notice under the *Food Act 2008*, s126(7); and
5. an Authorised Officer to be a Designated Officer for the purposes of receiving payment of a modified penalty in accordance with the *Food Act 2008*, s126(3).

Date	Details	File Ref

Delegation H.08 – Appointment of Authorised Persons

(Previously H08)

Date Adopted:		Delegate:	As listed below
Date Last Reviewed:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
<p>1. <i>Caravan Parks and Camping Grounds Act 1995: s17(1)</i> Local government may appoint such persons to be authorised persons for the purposes of this Act as the local government considers necessary</p>			

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Caravan Parks and Camping Grounds Act 1995*, s17(1) the following persons are appointed as Authorised Officers:

1. For the purposes of Division 1 of Part 2 – Regulation of caravan parks and camping grounds
 - Chief Executive Officer
 - Environmental Health Officers
 - Building Surveyors

2. For the purposes of s.18 – Powers of entry
 - Chief Executive Officer
 - Environmental Health Officers
 - Rangers
 - Building Surveyors

3. For the purposes of s.22(1) – Legal Proceedings
 - Chief Executive Officer

4. For the purposes of s.23(2) – Issue an Infringement Notice
 - Environmental Health Officers
 - Rangers
 - Building Surveyors

5. For the purposes of s.23(5) – Extend the period the modified penalty is to be paid and s23(7)
– Withdraw an Infringement Notice
Chief Executive Officer
Executive Manager Corporate Services

Date	Details	File Ref
19/5/21	Authorised Contract Ranger – Katrina Curtis	ADM022
7/9/21	Authorised Contract Ranger – Sarah Patterson	ADM022

Delegation H.09 – Administration of Animals, Environment and Nuisance Local Law 2016

Date Adopted:	June 2021
Date Last Reviewed:	June 2021
Policy Reference:	

Delegate:	As listed below
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	

Legal (Subsidiary):	

FUNCTION TO BE PERFORMED

The CEO is delegated authority to administer all provisions of the above local law on behalf of the local government. The following list records the use of this delegation.

Date	Details	File Ref

HEALTH, BUILDING, PLANNING

Delegation HBP.1 – Buildings - Demolition Licences

(Previously HB&P 01)

Date Adopted:	
Date Last Reviewed:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government (Miscellaneous Provisions) Act 1960, Section 374A; and or</i>	
2. <i>Building Act 2011</i>	
<i>(whichever of the above is in force)</i>	

Legal (Subsidiary):	

Council delegates its authority and power to the Chief Executive Officer to issue demolition licences.

Date	Details	File Ref
March 2021	Demolition permit issued for old toilet block Apex Park	HBP1 – demolition licences

**Delegation HBP.2 – Buildings - Issuing Notices Requiring Alterations
(Previously HB&P 02))**

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government (Miscellaneous Provisions) Act 1960, Section 401; and or</i>	
2. <i>Building Act 2011</i>	
<i>(whichever is in force)</i>	

Legal (Subsidiary):	

Council delegates its authority and power to the Chief Executive Officer to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.

Date	Details	File Ref

Delegation HBP.3 – Buildings – Unlawful Works and Dangerous Condition

(Previously HB&P 03)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government (Miscellaneous Provisions) Act 1960, Section 401A; and or</i>	
2. <i>Building Act 2011</i>	
<i>(whichever is in force)</i>	

Legal (Subsidiary):	

Council delegates its authority and power to the Chief Executive Officer to direct a survey of a building considered to be in a dangerous state and to issue a notice, requiring the owner or occupier to take it down, secure or repair it, as the case requires, if the survey confirms a building to be in a dangerous state.

Date	Details	File Ref

Delegation HBP.5 – Private Swimming Pool Inspections

(Previously HB&P 05)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	EHO
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government Act, 1995, Sections 5.42 & 5.44</i>	
2. <i>Local Government (Miscellaneous Provisions) Act 1960, Schedule 9.2(3) and Section 2, Section 245A (5). (6) and (7)</i>	
3. <i>Building Act 2011</i>	
<i>(whichever applies)</i>	

Legal (Subsidiary):	

Authorisation is given to appoint officer(s) of the Council as “Authorised Officers” as required in Section 245A (5), (6) & (7) of the Local Government (Miscellaneous Provisions) Act 1960 and/or the Building Act 2011 for the purposes of inspecting and enforcing private swimming pool local laws or regulations. The delegate(s) has the authority to deal with such matters relevant to this declaration.

Date	Details	File Ref

Delegation HBP.6 – Building Licences

(Previously HB&P 06)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	Building Surveyor
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government (Miscellaneous Provisions) Act 1960, Section 374</i>	
2. <i>Building Act 2011</i>	
<i>(whichever is in force)</i>	

Legal (Subsidiary):	

The appointed Building Surveyor be delegated to approve plans submitted and issue building licences.

CONDITIONS: A summary of building licenses issued to be submitted to Council monthly.

Delegation HBP.7 – Town Planning Functions

(Previously HB&P 08)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Clause 8.7.1 of the Shire of Narembeen Town Planning Scheme No 2</i>			

That Council delegate authority to the Chief Executive Officer in accordance with Town Planning Functions of the Shire as detailed below:

- (a) Determination of applications for development approval, including applications involving:
- (i) the variation of Scheme provisions, Planning Policy or provisions of the Residential Design Codes; or
 - (ii) the exercise of discretion under the Scheme, Planning Policy or the Residential

Design Codes:

- (b) Refusal of all development applications where the proposed use is not permitted by the Scheme or where the development does not comply with the non-discretionary provisions of the Residential Design Codes or any mandatory statutory requirement or adopted Council policy;
- (c) Grant an extension of development approval for up to two (2) years;
- (d) Granting variations to relevant Planning Policies and provisions of the Residential

Design Codes on Building Licence applications:

- (e) Determination of applications for development approval for buildings on land Zoned Rural Residential, including Dwellings, Sheds, Carports and other similar buildings, but excluding Transportable Buildings.
- (f) Deletion or modification of conditions of approval, whether imposed under delegated authority or not;
- (g) Making recommendations to the WA Planning Commission on:
 - i. applications for subdivision or amalgamation of land;
 - ii. minor variations to approved subdivisions;
 - iii. clearance of conditions of subdivision approval;
- (h) Determination of Applications for the relocation of Building Envelopes;
- (i) Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and WA Planning Commission requests for reconsideration;

- (j) Taking all necessary action against owners or occupiers of properties to cease illegal uses or comply with conditions of Development Approval, including pursuing prosecution through Council's Solicitors; and
- (k) Formation of any opinion and consideration of any matter in the exercise of these delegated powers that would be required of Council under the Scheme, including, but not limited to, sufficient information required for the processing of applications, referral and advertising of applications, and interpretation of Scheme provisions, relevant Planning Policies and provisions of the Residential Design Codes.

Limits to delegated powers

With the exception of delegated power 1.(b) above, all applications will be submitted to a meeting of Council for determination in the following circumstances:

- (a) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (b) Where written objection is received to the proposal from any statutory agency;
- (c) Where the proposal is inconsistent with the intent of the Town Planning Scheme, relevant Policies, Residential Design Codes, or any Outline Development Plan or Local Planning Strategy adopted by Council;
- (d) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Town Planning Scheme or any Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer:
 - (i) the proposal is for exercise of discretion under the R-Codes and is consistent with the intent of the Town Planning Scheme, Residential Design Codes and any relevant Policy; and
 - (ii) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or
 - (iii) the objection does not relate to valid planning and development issues associated with the proposal.
- (e) Where, in the opinion of the Chief Executive Officer:
 - (i) Any of the requirements of this policy are not satisfied; or
 - (ii) There is insufficient certainty as to whether the application complies with the intent of the Scheme, Residential Design Codes or any relevant Council Policy; or
 - (iii) It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or
 - (iv) The decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
 - (v) A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire.

Date	Details	File Ref
May 2021	Proposed Telecommunications Infrastructure - Lot 27217 (No 1309) Wogar East Road, Cramphorne	ADM655
Aug 21	Proposed Telecommunications Infrastructure - Lot 2286 Yeomans Rd, Mount Walker	ADM655

Aug 21	Proposed Telecommunications Infrastructure - Lot 19330 Bruce Rock East Road, Cramphorne	ADM655
Sept 21	Proposed Telecommunication infrastructure Lot 18148 Merredin-Narembeen Road, Wadderin	ADM655

Delegation HBP.8 – Management/Agreement or Lease for Council Owned Buildings, Facilities and Reserves

(Previously HB&P 09)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995 s 3.58</i>			

Council delegates its authority and power to the Chief Executive Officer to enter into a management agreement or lease for the use of Council owned buildings, facilities and reserves, subject to compliance with s3.58 of the Act and any other relevant legislation.

Regulation 30 (2) and (3) of the *Local government (functions and General) regulations 1996* identifies exempt dispositions regarding leasing.

- e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or

Date	Details	File Ref
16/3/21	Signed lease agreement with Busselton City Construction for use of office space – Function and general section 30 (2) e applies.	Ref T. Clarkson
10/6/21	Signed commercial lease agreement with Wheatbelt Ag for lease of unit 2, 10 Doreen St Narembeen	Refer lease

Delegation HBP.9 – Reserves Under Control of a Local Government
(Previously HB&P 10)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government Act 1995</i>	

Legal (Subsidiary):	

Council delegates its authority and power to the Chief Executive Officer to control and manage land that is vested or placed under the control and management of the Local Government.

Delegation HBP.10 – Use Approval of Council Controlled Buildings
(Previously HB&P 11)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government Act 1995</i>	

Legal (Subsidiary):	

Council delegates its authority and power to the Chief Executive Officer to approve functions and the ‘use’ of Council buildings, facilities and reserves.

Conditions: All applications to be received in writing. All approval/rejections to be in writing.

Note: it is recommended that Council develop a policy to guide the use of this delegation.

Date	Details	File Ref
December 2021	Use of portion of oval for Outback Experience	

Delegation HBP.11 – Subdivision Clearance

(Previously HB&P 12)

Date Adopted:	
Date Last Reviewed by Council:	17/2/21
Policy Reference:	

Delegate:	CEO
Sub-Delegate:	
Chief Executive Instruction/Procedure:	

Legal (Parent):	
1. <i>Local Government Act 1995, Sections 5.42</i>	
2. <i>Planning & Development Act 2005</i>	
3. <i>Town Planning Scheme No. 2</i>	

Legal (Subsidiary):	

Council delegates its authority and power to the Chief Executive Officer to clear conditions on WAPC subdivision/amalgamation approvals in accordance with any relevant Council Policy, Specification, and Town Planning Scheme No 2, or other relevant Act or Regulation.

Conditions: the payment of bond in lieu or completion of works in order to clear a condition of subdivision.

Date	Details	File Ref

Delegation HBP.12 – Food Provision

(Previously HB&P 13)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	17/2/21	Sub-Delegate:	EHO
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Food Act 2008 Provisions</i>			
2. <i>Food Act 2008, sections 65(1), 66, 67, 110, 112, 118(1), 122, 126(2), 126(3), 126(6) & 126(7)</i>			

Council delegates its authority and power to the Chief Executive Officer the capacity to exercise and discharge all or any of its powers and functions of the enforcement agency in regard to the following sections of the Food Act 2008:

- (a) Prosecute for breach of the food act in accordance with section 118(1)
- (b) Authority to issue a Prohibition Order where a food proprietor has not complied with an improvement notice or the order is required to mitigate a serious danger to the public in accordance with section 65(1)
- (c) Clear and remove a prohibition order in accordance with section 66
- (d) Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with sections 110 and 112
- (e) Appoint authorised officers in accordance with section 122
- (f) Appoint authorised officers to be designated officers under Part 10 Division 3 for the purposes of:
 - (i) Issuing infringement notices in accordance with section 126(2)
 - (ii) Receiving payment of modified penalties in accordance with section 126(3)
 - (iii) Extending the payment period for infringement notices or withdrawing infringement notices in accordance with sections 126(6) and 127(7)

Date	Details	File Ref

**ATTACHMENT – AGENDA ITEM 8.2.1
Code of Conduct Employees**

Objectives

Shire of Narembeen Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Narembeen's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) better decision-making by local governments;*
- (b) greater community participation in the decisions and affairs of local governments;*
- (c) greater accountability of local governments to their communities; and*
- (d) more efficient and effective local government.*

Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations.

Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Narembeen or engaged by the Shire of Narembeen under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities.

Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

Performance of Duties

While on duty, employees will give their whole time and attention to the Shire's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Narembeen.

Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

Principles affecting employment by the Shire of Narembeen

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Narembeen's employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed.*

Local Government Act 1995

Personal Behaviour

Employees will:

- act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Narembeen;
- perform their duties impartially and in the best interests of the Shire, uninfluenced by fear or favour;
- act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community;
- make no allegations which are improper or derogatory (unless true and in the public interest);
- refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- always act in accordance with their obligation of fidelity to the Shire of Narembeen.

Honesty and Integrity

Employees will:

- observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- be frank, honest and respectful in their official dealing with each other; and
- report any dishonesty or possible dishonesty on the part of any other employee to their supervisor or the CEO in accordance with this Code and the Shire's policies.

Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Supervisor, Manager or the CEO.
- (b) Employees will give effect to the lawful decisions and policies of the Shire, whether or not they agree with or approve of them.

Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Narembeen upon its creation unless otherwise agreed by separate contract.

Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire's Recordkeeping Plan.

Engagement with Other Employees

- (a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of and comply with their obligations under relevant law and the Shire's Council Policies – Human Resource Management and Occupational Safety and Health.
- (c) Employee behaviour should reflect the Shire's values and contribute towards creating and maintaining a safe and supportive workplace.

Engagement with community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire of Narembeen services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

Gifts

- (a) Application. This clause does not apply to the CEO.
- (b) Definitions. In this clause –
activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

- (i) a gift worth more than \$1 but less than \$300; or
- (ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$1 but less than \$300.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means \$300 or a lesser amount determined under regulation 19AF.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (c) **Determination**
In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined \$300 as the threshold amount for prohibited gifts.
- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.

- (f) The notification of the acceptance of a reportable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is one of two or more accepted from the same person within a period of one year:
 - (1) a description;
 - (2) the estimated value; and
 - (3) the date of acceptance,of each other gift accepted within the one year period.
- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire's official website.
- (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least five years.

Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Narembeen, its Council Members, employees or contractors, which breach this Code.
- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Professional Communications

- (a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Narembeen's activities should reflect the status, values and objectives of the Shire.
- (b) Communications should be accurate, polite and professional.

Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Narembeen's relevant policies and procedures.

Conflict of Interest

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Narembeen, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

Use of Shire of Narembeen Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Narembeen's finances.
- (b) Employees will use Shire finances only within the scope of their authority, as defined in position descriptions, policies and procedures and administrative practices.
- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) Employees exercising purchasing authority will comply with the Shire's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- (f) Employees will ensure that any use of Shire of Narembeen finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire's Recordkeeping Plan.

Disclosure of Interests Relating to Impartiality

- (a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.

- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
 - (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If: (i) to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,
 the nature of the interest is to be recorded in the minutes of the meeting.

Use and Disclosure of Information

- (a) Employees must not access, use or disclose information held by the Shire of Narembeen except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire's policies and procedures.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire.
- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or
 - (ii) is permitted or required by law.

Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

Use of Shire of Narembeen Resources

- (a) In this clause –

Shire of Narembeen resources includes local government property and services provided or paid for by the Shire;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- (b) Employees will:
 - (i) be honest in their use of the Shire of Narembeen resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - (ii) use the Shire of Narembeen resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
 - (iii) not use the Shire of Narembeen 's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Supervisor, Executive Manager Corporate Services or the Chief Executive Officer.

Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Narembeen's policies and procedures, depending on the nature of the suspected breach.

Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their supervisor or the CEO in accordance with Shire of Narembeen's Fraud and Corruption Prevention Policy.
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Narembeen's Public Interest Disclosure Procedures, published on the Shire's website.

Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Narembeen policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

HISTORY

Adopted: xxxxxxxx

MIN: xxxx/xx

**ATTACHMENT – AGENDA ITEM 8.2.2
Mid-Year Budget Review 2021/2022**

List of Budget Amendments	original budget	new budget	net change	note
closing 21/22 Surplus figure	2363237	2430458	67221	based on final audited result
<u>non operating expenditure</u>				
Electronic Payroll System	-45000	-55048	-10048	quote more expensive
Solar Panels community gym	-10000	0	10000	not worth installing
Old Church Asbestos lining switchboard	-7000	0	7000	already replaced
Walker Lake Path	-241641	-414738	-173097	as per council decision
- reserve Transfer		172359	172359	as per council decision
WSFN - slk 18.5-24.5 Merredin Narembeen Rd	-109800	0	109800	error in WSFN program. Project not funded
WSFN - slk 10.2-13.2 Kondinin Narembeen Rd	-830000	0	830000	Project deferred until 22/23
WSFN - slk 14-16 Kondinin Narembeen Rd	-530000	-583000	-53000	advice Aug 21 from WSFN of increase to allow for contingency
<u>Non Operating Income</u>				
Grant WSFN - slk 18.5-24.5 Merredin Narembeen Rd	102480	0	-102480	error in WSFN program. Project not funded
Grant WSFN - slk 10.2-13.2 Kondinin Narembeen Rd	774667	0	-774667	Project deferred until 22/23
Grant WSFN - slk 14-16 Kondinin Narembeen Rd	494667	544133	49466	advice Aug 21 from WSFN of increase to allow for contingency
<u>Operating Exenditure</u>				
Gym Operating Expenses	-10000	-22000	-12000	underbudgeted cleaning and maintenance costs
Community Shed	-600	-14600	-14000	ceiling collapse unable to be claimed on insurance
Swimming Pool Maintenance	-77590	-97590	-20000	electrical issues and new sand filter
Fuel and oil costs	-175000	-200000	-25000	additional cost of diesel
<u>Operating revenue</u>				
Federal Assistance Grants	631479	646618	15139	final allocation determined after budgeted adopted
Local Roads Grants	373110	424240	51130	final allocation determined after budgeted adopted
Rental Income U3/8 Churchill	13000	3120	-9880	error in budget
LGIS Scheme Surplus	0	14682	14682	unknown at the time of budget adoption
total adjustment			132625	

**ATTACHMENT – AGENDA ITEM 8.2.4
Financial Report December 2021
and January 2022**

SHIRE OF NAREMBEEN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 December 2021

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

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SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been

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

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

PROVISIONS

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

INVENTORIES

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Original Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1	2,363,237	2,363,237	2,363,237	0	(2,363,237)	(100%)	
Revenue from operating activities								
Governance		38,937	38,937	19,927	13,094	(6,833)	(34%)	
General Purpose Funding - All Rates		1,870,449	1,870,449	1,870,449	1,875,015	4,566	0%	
General Purpose Funding - Other		1,056,589	1,056,589	530,828	555,235	24,407	5%	
Law, Order and Public Safety		71,093	71,093	61,585	59,981	(1,604)	(3%)	
Health		12,691	12,691	0	1,930	1,930		
Housing		120,294	120,294	38,724	42,456	3,732	10%	
Community Amenities		341,604	341,604	231,824	309,461	77,637	33%	▲
Recreation and Culture		83,850	83,850	61,912	50,780	(11,132)	(18%)	
Transport		550,886	550,886	375,754	506,907	131,153	35%	▲
Economic Services		268,962	268,962	134,472	88,404	(46,068)	(34%)	▼
Other Property and Services		136,690	136,690	71,571	83,896	12,325	17%	▲
		4,552,045	4,552,045	3,397,046	3,587,159			
Expenditure from operating activities								
Governance		(231,829)	(231,829)	(232,655)	(478,436)	(245,781)	(106%)	▼
General Purpose Funding		(168,579)	(168,579)	(81,780)	(52,846)	28,934	35%	▲
Law, Order and Public Safety		(193,936)	(193,936)	(96,928)	(83,600)	13,328	14%	▲
Health		(184,767)	(184,767)	(92,324)	(72,042)	20,282	22%	▲
Housing		(226,672)	(226,672)	(88,260)	(106,423)	(18,163)	(21%)	
Community Amenities		(1,145,727)	(1,145,727)	(449,987)	(459,792)	(9,805)	(2%)	
Recreation and Culture		(1,402,106)	(1,402,106)	(651,116)	(788,804)	(137,688)	(21%)	▼
Transport		(2,970,183)	(2,970,183)	(1,485,025)	(1,958,289)	(473,264)	(32%)	▼
						0		
						0		
		(6,523,801)	(6,523,801)	(3,178,075)	(4,000,232)			
Operating activities excluded from budget								
Add back Depreciation		2,989,264	2,989,264	1,494,588	2,280,810	786,222	53%	▲
Adjust (Profit)/Loss on Asset Disposal		0	0	0	0	0		
		2,989,264	2,989,264	1,494,588	2,280,810			
Non-cash amounts excluded from operating activities								
Amount attributable to operating activities		1,017,508	1,017,508	1,713,559	1,867,737			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	6	5,261,461	5,261,461	763,322	130,116	(633,206)	(83%)	▼
Proceeds from Disposal of Assets		721,664	721,664	0	82,351	82,351		▲
Capital Acquisitions	5	(7,087,854)	(7,087,854)	(3,062,651)	(1,142,511)	1,920,140	63%	▲
Amount attributable to investing activities		(1,104,729)	(1,104,729)	(2,299,329)	(930,044)			
Financing Activities								
Self-Supporting Loan Principal		15,264	15,264	7,597	7,597	0	0%	
Transfer from Reserves		0	0	0	0	0		
Repayment of Debentures		(86,671)	(86,671)	(42,847)	(42,847)	0	0%	
Transfer to Reserves		(1,118,979)	(1,118,979)	0	0	0		
Amount attributable to financing activities		(1,190,386)	(1,190,386)	(35,250)	(35,250)			
Closing Funding Surplus(Deficit)	1	1,085,630	1,085,630	1,742,217	902,444			

KEY INFORMATION

explanation of the reasons for the variance.

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

The material variance adopted by Council for the 2021/22 year is \$25,000 or 10% whichever is the greater.

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021**

BY NATURE OR TYPE

	Ref Note	Original budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus (Deficit)	1	2,363,237	2,363,237	2,363,237	\$ 0	\$ (2,363,237)	% (100%)	▼
Revenue from operating activities								
Rates		1,870,449	1,870,449	1,870,449	1,875,015	4,566	0%	
Operating Grants, Subsidies and Contributions	6	1,930,587	1,930,587	1,065,600	1,203,082	137,482	13%	▲
Fees and Charges		570,098	570,098	368,558	445,002	76,444	21%	▲
Interest Earnings		43,059	43,059	22,872	13,431	(9,441)	(41%)	
Other Revenue		74,885	74,885	62,123	50,629	(11,494)	(19%)	
Profit on Disposal of Assets		62,968	62,968	7,444	0			
		4,552,045	4,552,045	3,397,046	3,587,159			
Expenditure from operating activities								
Employee Costs		(2,030,431)	(2,030,431)	(1,007,472)	(1,080,368)	(72,896)	(7%)	
Materials and Contracts		(1,474,803)	(1,474,803)	(600,700)	(770,783)	(170,083)	(28%)	▼
Utility Charges		(251,750)	(251,750)	(126,444)	(117,790)	8,654	7%	
Depreciation on Non-Current Assets		(2,989,264)	(2,989,264)	(1,494,588)	(2,280,810)	(786,222)	(53%)	▼
Interest Expenses		(44,108)	(44,108)	(22,279)	(11,065)	11,213	50%	
Insurance Expenses		(199,607)	(199,607)	(182,618)	(204,741)	(22,123)	(12%)	
Other Expenditure		(56,500)	(56,500)	(23,240)	(21,373)	1,867	8%	
Loss on Disposal of Assets		(98,536)	(98,536)	(48,058)	0			
		(7,144,999)	(7,144,999)	(3,505,399)	(4,486,929)			
Operating activities excluded from budget								
Add back Depreciation		2,989,264	2,989,264	1,494,588	2,280,810	786,222	53%	▲
		2,989,264	2,989,264	1,494,588	2,280,810			
Non-cash amounts excluded from operating activities								
Amount attributable to operating activities		396,310	396,310	1,386,235	1,381,039			
Investing activities								
Non-operating grants, subsidies and contributions	6	5,261,461	5,261,461	763,322	130,116	(633,206)	(83%)	▼
Proceeds from Disposal of Assets		721,664	721,664	0	82,351	82,351		▲
Capital acquisitions	5	(7,087,854)	(7,087,854)	(3,062,651)	(1,142,511)	1,920,140	63%	▲
Amount attributable to investing activities		(1,104,729)	(1,104,729)	(2,299,329)	(930,044)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		15,264	15,264	7,597	7,597			
Transfer from Reserves		0	0	0	0	0		
Repayment of Debentures		(86,671)	(86,671)	(42,847)	(42,847)	0	0%	
Transfer to Reserves		(1,118,979)	(1,118,979)	0	0	0		
Amount attributable to financing activities		(1,190,386)	(1,190,386)	(35,250)	(35,250)			
Closing Funding Surplus (Deficit)	1	464,432	464,432	1,414,894	415,746			

KEY INFORMATION

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

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

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

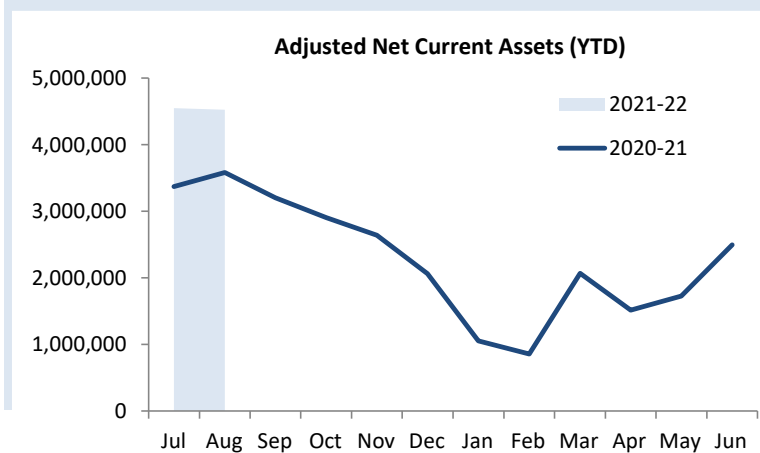
Adjusted Net Current Assets	Ref Note	Last Years	This Time Last Year	Year to Date
		Unaudited Closing 30 June 2021	31 Dec 2020	Actual 31 Dec 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	3,426,704	2,499,606	4,110,483
Cash Restricted	3	2,813,324	2,807,393	2,813,325
Receivables - Rates	4	109,967	274,720	366,018
Receivables - Other	4	28,392	268,613	49,866
Loans receivable		15,264	3,730	7,667
Interest / ATO Receivable		81,999	(23,055)	46,798
Inventories		13,371	8,324	13,372
Land held for resale - current		0	0	0
Contract Asset		0	0	0
		6,489,021	5,839,331	7,407,528
Less: Current Liabilities				
Payables		(292,113)	(31,756)	(124,256)
Provisions - employee		(309,959)	(329,178)	(309,959)
Long term borrowings		(86,671)	(38,097)	(43,824)
Contract Liability		(627,900)	(435,525)	(1,305,060)
		(1,316,643)	(834,555)	(1,783,099)
Unadjusted Net Current Assets		5,172,378	5,004,776	5,624,430
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(2,813,324)	(2,807,393)	(2,813,325)
Less: Land held for resale		0	0	0
Less: Loans receivable		(15,264)	(3,730)	(7,667)

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)
\$. M

Last Year YTD
Surplus(Deficit)
\$. M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**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 2021/22 year is \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Community Amenities	77,637	33%	overbudget	Timing	CRC Revenue is \$40k higher than YTD budget due to grants and other operating income, additional rubbish collection charges are \$9k higher than YTD budget. These items will be monitored as possible extra revenue and adjusted with the Budget review if required.
Transport	131,153	35%	overbudget		incorrect classification of non operating grant. No variance to budget
Economic Services	(46,068)	(34%)	underbudget		caravan park fees over budget by \$13k, skeleton weed income underbudget by \$30k. Water charges yet to be levied
Expenditure from operating activities					
Governance	(245,781)	(106%)	overbudget	Timing	Over budget as Administration allocations not yet run. This will occur after end of year report finalised and spread cost to other departments
Law, Order and Public Safety	13,328	14%	underbudget	Timing	admin allocations and depreciation not yet run
Recreation and Culture	(137,688)	(21%)	underbudget		pool maint over \$5k, Community benefit fund under \$10k, gym maintenance over \$7k, parks and gardens over \$32k, rec centre maintenance \$14k under, depreciation and admin allocations underbudget
Transport	(473,264)	(32%)	underbudget	Timing	Road Maintenance expenditure is \$128k higher than YTD budget, this is due to budgets being spread over 12 months. This should even out as Capital road projects commence. Depreciation costs \$270k underbudget
Economic Services	0		underbudget		Skeleton weed employee costs \$8k under, caravan park expense \$8k over, admin costs under budget
Non-operating Grants, Subsidies and Contributions	(633,206)	(83%)	underbudget	Timing	grant income brought to account when expenditure commences.
Proceeds from Disposal of Assets	82,351		overbudget	Timing	asset traded earlier than anticipated
Capital Acquisitions	1,920,140	63%	overbudget	Timing	Refer to Note 4 for variance explanations

KEY INFORMATION

Depreciation has been applied to the accounts as per the budget, once the Asset register is

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2020	31 Dec 21
	\$	\$
Opening Arrears	72,051	109,967
Levied this year	1,701,354	1,877,223
Less Collections to date	(1,663,438)	(1,621,172)
Equals Current Outstanding	109,967	366,018
Net Rates Collectable	109,967	366,018
% Collected	97.77%	86.36%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	76,003	620	1,873	3,160	81,655
Percentage	93%	1%	2%	4%	
Balance per Trial Balance					
Sundry debtors	76,003	620	1,873	3,160	81,655
Total Receivables General Outstanding					81,655

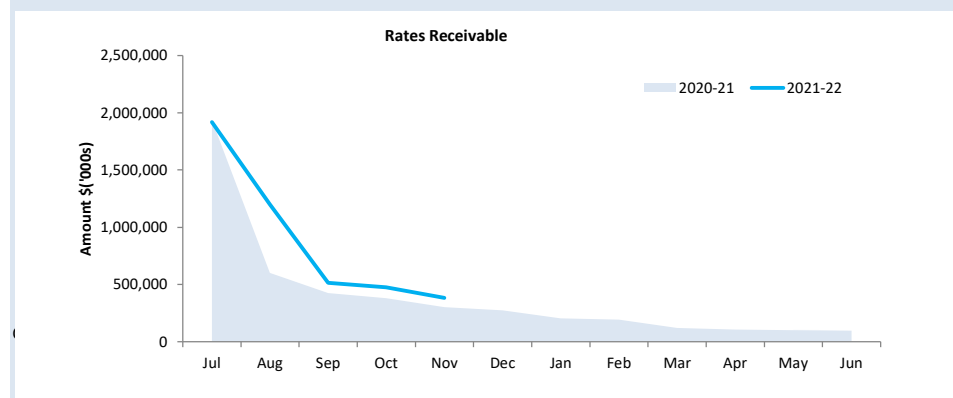
Amounts shown above include GST (where applicable)

KEY INFORMATION

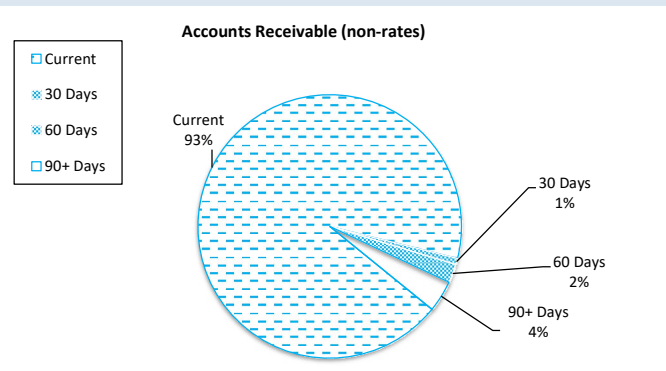
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
86%	\$366,018



Debtors Due
\$81,655
Over 30 Days
7%
Over 90 Days
4%

**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)**

	Account Number	Original Budget	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Capital Expenditure							
Land							
Buildings Specialised							
							scoping to commence early in
	Administration Office and Chambers Refurbishment - stage 1,2						new year
	2055	45,000	45,000	30,000	0	-30,000	
	LRCI stage 1 - Town Hall upgrades	1704	157,269	157,269	117,952	20,775	-97,176 out for tender
	LRCI stage 2 - Church Museum upgrades	2073	131,256	131,256	98,442	10,740	-87,702 out for tender
	Narembeen Gym - Solar panels	2077	10,000	10,000	10,000	0	-10,000 yet to commence
	St Pauls Church – asbestos lining to the power/switchboards box, front gable and veranda lining	2089	7,000	7,000	7,000	0	-7,000 complete
	LRCI Stage 3 Townhall upgrades	2093	200,000	200,000	0	0	Grant guidelines yet to be released
	Caravan Park Amenities Upgrade						
	2063	20,000	20,000	20,000	3,435	-16,565	complete
	Repalce asbestos fence (Numbats)	2088	7,000	7,000	7,000	0	-7,000 complete
		577,525	577,525	290,394	34,950	-231,878	
							yet to commence
		0	0	290,394	34,950	-231,878	
Furniture and Equipment							
	Hardware Renewal and Plan Initiatives (Admin Server)	2043	25,000	25,000	0	0	0 yet to commence
	new electronic payroll system	2096	45,000	45,000	45,000	0	-45,000 project underway
		70,000	70,000	45,000	0	-45,000	
Plant & Equipment							
	Replacement Vehicle - CEO	2029	70,000	70,000	0	0	Vehicle ordered, waiting on 0 delivery
	Replacement Vehicle - EMCS	2054	45,000	45,000	45,000	0	-45,000 Vehicle ordered, waiting on delivery
	Replacement Vehicle - Doctor	2056	45,000	45,000	45,000	0	-45,000 Vehicle ordered, waiting on delivery
	Cat Backhoe	2066	173,840	173,840	173,840	175,320	1,480 plant item purchased
	Water Tanker NB5868	2068	100,000	100,000	100,000	0	-100,000 out for tender
	LRCI stage 3 - Electronic sign board	2094	50,000	50,000	0	0	0 yet to commence
	Toyota Landcruiser - Skeleton Weed Vehicle NB7511	2041	70,000	70,000	70,000	0	-70,000 yet to commence
	Prime Mover NB7704	2086	300,000	300,000	0	0	0 out for tender
	Howard Porter Side Tipper NB3937	2087	110,000	110,000	0	0	0 out for tender
	Electronic fuel management system	2095	30,000	30,000	0	0	0 yet to commence
	Replacement Vehicle - Mechanic	2064	45,000	45,000	45,000	0	-45,000 yet to commence
		1,038,840	1,038,840	478,840	175,320	-303,520	
Infrastructure - Roads							
	R2R - Soldiers road gravel resheet						Project not commenced
	RRG Funded - Narembeen South Road slk10.90-14.62 (4170005)	2062	510,025	510,025	0	0	0 scheduled for May completion
	WSFN - Narembeen-Kondinin Road slk10-13.2 widen to 10m and overlay	2079	561,735	561,735	280,854	327,600	46,746 Project to commence start of October
	WSFN - Narembeen-Kondinin Road slk14-16 widen and overlay	2080	830,000	830,000	0	8,143	8,143 Waiting for tender to be finalised
	WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2081	530,000	530,000	0	8,488	8,488 shire job will commence feb 22
	WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 other preliminary work	2082	110,000	110,000	0	0	0 finalised
	WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc	2083	70,000	70,000	0	4,834	4,834 Waiting for tender to be finalised
	WSFN - Merredin-Narembeen Road SLK 18.5-24.5 Survey design, drawings	2084	145,000	145,000	0	55,348	55,348 finalised
	Latham road Improvements (C/F)	2015	822,281	822,281	822,281	145,740	-676,541 Advice from WSFN is that project will not proceed
	Longhurst Street Improvements - c/f	G136	90,000	90,000	90,000	4,987	-85,013 out for tender
	LRCI stage 3 - Seal Laneway Savage Street - Latham Road	2091	100,000	100,000	100,000	2,477	-97,523 consider as part of tender
		3,878,841	3,878,841	1,293,135	557,617	-735,518	
Other Infrastructure							
	LRCI stage 2 - Walker lake Dual use path	1924	241,641	241,641	181,231	729	-180,502 to commence early 2022
	Dual Use Footpath - Brown / Ada Street	2018	100,000	100,000	100,000	46,081	-53,919 to commence early 2022
	LRCI stage 3 - Footpath Infrastructure	1430	143,684	143,684	0	3,964	3,964 Awaiting approval from LRCI on projects
	LRCI stage 3 - Planning and improvements Churchill Street	2092	250,000	250,000	0	0	0 Awaiting approval from LRCI on projects
	Drought Communities funding - Apex Park Precinct Upgrade	2061	541,361	541,361	270,678	282,490	11,812 Project nearing completion
	Town Dam Fencing c/f	2070	30,000	30,000	30,000	0	-30,000 yet to commence
	LRCI stage 1 - Main Street upgrades	2071	165,962	165,962	82,980	6,410	-76,570 Awaiting approval from LRCI on projects
	LRCI stage 3 - Walker Lake exercise equipment	2090	50,000	50,000	0	0	0 Awaiting approval from LRCI on projects
		1,522,648	1,522,648	664,889	339,674	-325,215	
TOTALS		7,087,854	7,087,854	2,772,258	1,107,561	-1,641,131	

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 Operating (LG Grants Commission) - Income	631,479	631,479	315,738	429,369	113,631
Financial Assistance Grant Funding - Roads (LG Grants Com) - Income	373,110	373,110	186,554	106,060	(80,494)
	1,004,589	1,004,589	502,292	535,429	33,137
Law, order and public safety					
Emergency Services Levy (ESL) Contribution (DFES) - Income	4,000	4,000	1,998	0	(1,998)
Bush Fire Brigade Operating Grant (DFES) - Income	12,000	12,000	6,000	5,796	(204)
	16,000	16,000	7,998	5,796	(2,202)
Community Amenities					
CRC Grants and Contributions	159,000	159,000	79,500	122,723	43,223
	159,000	159,000	79,500	122,723	43,223
Recreation and Culture					
Rec & Sport - Other Income	25,000	25,000	12,498	9	(12,489)
Library - Income	1,500	1,500	750	0	(750)
Pool Operating Grant (Dept. of Finance) - Income	0	0	0	0	0
	26,500	26,500	13,248	9	(13,239)
Transport					
Direct Grant Funding (Main Roads) - Income	200,626	200,626	200,626	211,240	10,614
Economic Services					
Grant Funding - Skeleton Weed Program (DAFWA) - Income	177,612	177,612	88,806	35,518	-53,288
	177,612	177,612	88,806	35,518	(53,288)
Operating grants, subsidies and contributions Total	1,383,701	1,383,701	691,844	699,475	7,631
Non-operating grants, subsidies and contributions					
Community Amenities					
Local Road and Community Infrastructure Funding Round 3	1,093,684	1,093,684	0	0	0
	1,093,684	1,093,684	0	0	0
Recreation and Culture					
Drought Communities Funding	710,964	710,964	0	0	0
	710,964	710,964	0	0	0
Transport					
Regional Road Group Funding (Main Roads) - Income	343,337	343,337	171,666	139,334	(32,332)
Roads to Recovery Funding (FDoT) - Income	510,025	510,025	127,506	0	(127,506)
Black Spot Funding - Income	636,663	636,663	318,330	88,117	(230,213)
Footpath grants	291,641	291,641	145,820	40,000	(105,820)
Wheatbelt Secondary Freight Network	1,675,147	1,675,147	0	0	0
	3,456,813	3,456,813	763,322	267,451	(495,871)
Non-operating grants, subsidies and contributions Total	5,261,461	5,261,461	763,322	267,451	(495,871)
Grand Total	6,645,162	6,645,162	1,455,166	966,926	(488,240)

KEY INFORMATION

SHIRE OF NAREMBEEN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 January 2022

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

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These accounts are prepared with data available at the time of preparation.
As the accounts for FY21 are not yet audited, brought forward data from FY21 may change.

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

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

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

PROVISIONS

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

INVENTORIES

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Original Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1	2,363,237	2,363,237	2,363,237	2,430,461	67,224	3%	
Revenue from operating activities								
Governance		38,937	38,937	23,092	29,448	6,356	28%	▲
General Purpose Funding - All Rates		1,870,449	1,870,449	1,870,449	1,875,398	4,949	0%	
General Purpose Funding - Other		1,056,589	1,056,589	533,909	557,358	23,449	4%	
Law, Order and Public Safety		71,093	71,093	63,167	63,603	436	1%	
Health		12,691	12,691	12,691	2,037	(10,654)	(84%)	▼
Housing		120,294	120,294	45,178	52,041	6,863	15%	▲
Community Amenities		341,604	341,604	248,473	311,380	62,907	25%	▲
Recreation and Culture		83,850	83,850	65,564	52,343	(13,221)	(20%)	
Transport		550,886	550,886	404,942	548,870	143,928	36%	▲
Economic Services		268,962	268,962	156,884	95,162	(61,722)	(39%)	▼
Other Property and Services		136,690	136,690	82,415	88,304	5,889	7%	
		4,552,045	4,552,045	3,506,764	3,675,946			
Expenditure from operating activities								
Governance		(231,829)	(231,829)	(224,900)	(544,553)	(319,653)	(142%)	▼
General Purpose Funding		(168,579)	(168,579)	(95,410)	(54,466)	40,944	43%	▲
Law, Order and Public Safety		(193,936)	(193,936)	(113,186)	(91,384)	21,802	19%	▲
Health		(184,767)	(184,767)	(104,563)	(104,002)	561	1%	
Housing		(226,672)	(226,672)	(102,970)	(106,804)	(3,834)	(4%)	
Community Amenities		(1,145,727)	(1,145,727)	(771,054)	(498,436)	272,618	35%	▲
Recreation and Culture		(1,402,106)	(1,402,106)	(759,623)	(858,579)	(98,957)	(13%)	▼
Transport		(2,970,183)	(2,970,183)	(1,733,560)	(1,979,490)	(245,930)	(14%)	▼
Economic Services		(509,424)	(509,424)	(299,935)	(256,593)	43,342	14%	▲
Other Property and Services		(111,775)	(111,775)	(85,804)	(331,197)	(245,393)	(286%)	▼
		(7,144,999)	(7,144,999)	(4,291,005)	(4,825,506)			
Operating activities excluded from budget								
Add back Depreciation		2,989,264	2,989,264	1,743,686	2,280,810	537,124	31%	▲
Adjust (Profit)/Loss on Asset Disposal		35,568	35,568	28,037	0	(28,037)	(100%)	▼
Non-cash amounts excluded from operating activities		3,024,832	3,024,832	1,771,723	2,280,810			
Amount attributable to operating activities		431,878	431,878	987,482	1,131,250			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	6	5,261,461	5,261,461	844,988	130,116	(714,872)	(85%)	▼
Proceeds from Disposal of Assets		721,664	721,664	0	82,351	82,351		▲
Capital Acquisitions	5	(7,587,854)	(7,587,854)	(5,589,826)	(1,366,395)	4,223,431	76%	▲
Amount attributable to investing activities		(1,604,729)	(1,604,729)	(4,744,838)	(1,153,928)			
Financing Activities								
Self-Supporting Loan Principal		15,264	15,264	11,434	11,434	0	0%	
Transfer from Reserves		0	0	0	0	0		
Repayment of Debentures		(86,671)	(86,671)	(46,684)	(46,684)	0	0%	
Transfer to Reserves		(1,118,979)	(1,118,979)	0	0	0		
Amount attributable to financing activities		(1,190,386)	(1,190,386)	(35,250)	(35,250)			
Closing Funding Surplus(Deficit)	1	0	0	(1,429,369)	2,372,533			

KEY INFORMATION

explanation of the reasons for the variance.

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

The material variance adopted by Council for the 2021/22 year is \$25,000 or 10% whichever is the greater.

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

BY NATURE OR TYPE

	Ref Note	Original budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus (Deficit)	1	2,363,237	2,363,237	2,363,237	2,430,461	\$ 67,224	% 3%	
Revenue from operating activities								
Rates		1,870,449	1,870,449	1,870,449	1,875,398	4,949	0%	
Operating Grants, Subsidies and Contributions	6	1,930,587	1,930,587	1,126,047	1,238,362	112,315	10%	
Fees and Charges		570,098	570,098	400,478	471,642	71,164	18%	▲
Interest Earnings		43,059	43,059	25,409	14,327	(11,082)	(44%)	
Other Revenue		74,885	74,885	64,246	76,217	11,971	19%	
Profit on Disposal of Assets		62,968	62,968	20,135	0			
		4,552,045	4,552,045	3,506,764	3,675,946			
Expenditure from operating activities								
Employee Costs		(2,030,431)	(2,030,431)	(1,209,909)	(1,242,801)	(32,892)	(3%)	
Materials and Contracts		(1,474,803)	(1,474,803)	(909,495)	(929,629)	(20,134)	(2%)	
Utility Charges		(251,750)	(251,750)	(147,268)	(133,138)	14,130	10%	
Depreciation on Non-Current Assets		(2,989,264)	(2,989,264)	(1,743,686)	(2,280,810)	(537,124)	(31%)	▼
Interest Expenses		(44,108)	(44,108)	(23,249)	(11,436)	11,812	51%	
Insurance Expenses		(199,607)	(199,607)	(185,446)	(204,741)	(19,295)	(10%)	
Other Expenditure		(56,500)	(56,500)	(23,780)	(22,951)	829	3%	
Loss on Disposal of Assets		(98,536)	(98,536)	(48,172)	0			
		(7,144,999)	(7,144,999)	(4,291,005)	(4,825,506)			
Operating activities excluded from budget								
Add back Depreciation		2,989,264	2,989,264	1,743,686	2,280,810	537,124	31%	▲
Adjust (Profit)/Loss on Asset Disposal		35,568	35,568	28,037	0	(28,037)	(100%)	▼
Adjust Provisions and Accruals		0	0	0	0	0		
		3,024,832	3,024,832	1,771,723	2,280,810			
Non-cash amounts excluded from operating activities		431,878	431,878	987,482	1,131,249			
Amount attributable to operating activities		431,878	431,878	987,482	1,131,249			
Investing activities								
Non-operating grants, subsidies and contributions	6	5,261,461	5,261,461	844,988	130,116	(714,872)	(85%)	▼
Proceeds from Disposal of Assets		721,664	721,664	0	82,351	82,351		▲
Capital acquisitions	5	(7,587,854)	(7,587,854)	(5,589,826)	(1,366,395)	4,223,431	76%	▲
Amount attributable to investing activities		(1,604,729)	(1,604,729)	(4,744,838)	(1,153,928)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		15,264	15,264	11,434	11,434			
Transfer from Reserves		0	0	0	0	0		
Repayment of Debentures		(86,671)	(86,671)	(46,684)	(46,684)	0	0%	
Transfer to Reserves		(1,118,979)	(1,118,979)	0	0	0		
Amount attributable to financing activities		(1,190,386)	(1,190,386)	(35,250)	(35,250)			
Closing Funding Surplus (Deficit)	1	0	0	(1,429,369)	2,372,533			

KEY INFORMATION

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

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

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

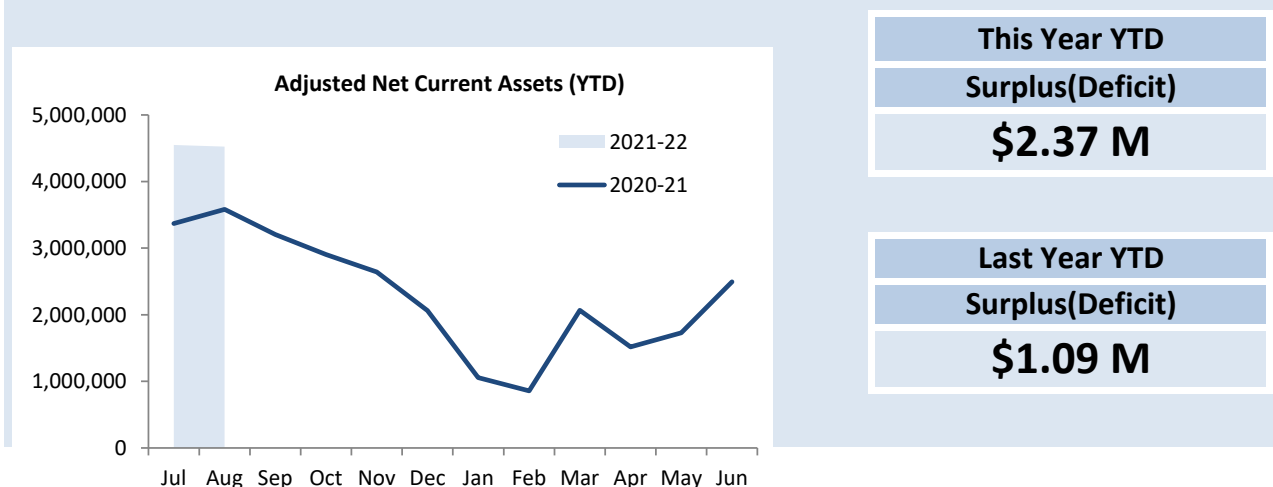
Adjusted Net Current Assets	Ref Note	Last Years		Year to Date
		Unaudited Closing 30 June 2021	This Time Last Year 31 Jan 2021	Actual 31 Jan 2022
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	3,426,704	1,344,672	3,731,771
Cash Restricted	3	2,813,324	2,808,530	2,813,325
Receivables - Rates	4	109,967	206,376	232,694
Receivables - Other	4	28,392	1,241,477	61,064
Loans receivable		15,264	3,730	3,830
Interest / ATO Receivable		81,999	(1)	89,975
Inventories		13,371	8,324	13,372
Land held for resale - current		0	0	0
Contract Asset		0	0	0
		6,489,021	5,613,109	6,946,030
Less: Current Liabilities				
Payables		(292,113)	(51,821)	(139,646)
Provisions - employee		(309,959)	(329,178)	(309,959)
Long term borrowings		(86,671)	(38,097)	(39,987)
Contract Liability		(627,900)	(1,325,198)	(1,305,060)
		(1,316,643)	(1,744,294)	(1,794,652)
Unadjusted Net Current Assets		5,172,378	3,868,815	5,151,378
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(2,813,324)	(2,808,530)	(2,813,325)
Less: Land held for resale		0	0	0
Less: Loans receivable		(15,264)	(3,730)	(3,830)
Add : Long Term Borrowings		86,671	38,097	39,987
Adjusted Net Current Assets		2,430,461	1,094,652	2,374,209

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)

\$2.37 M

Last Year YTD

Surplus(Deficit)

\$1.09 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

**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 2021/22 year is \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Community Amenities	62,907	25%	overbudget	Timing	CRC Revenue is \$40k higher than YTD budget due to grants and other operating income, additional rubbish collection charges are \$9k higher than YTD budget. These items will be monitored as possible extra revenue and adjusted with the Budget review if required.
Transport	143,928	36%	overbudget		incorrect classification of non operating grant. No variance to budget
Economic Services	(61,722)	(39%)	underbudget		caravan park fees over budget by \$13k, skeleton weed income underbudget by \$30k. Water charges yet to be levied
Expenditure from operating activities					
Governance	(319,653)	(142%)	overbudget	Timing	Over budget as Administration allocations not yet run. This will occur after end of year report finalised and spread cost to other departments
Law, Order and Public Safety	21,802	19%	underbudget	Timing	admin allocations and depreciation not yet run
Recreation and Culture	(98,957)	(13%)	underbudget		pool maint over \$5k, Community benefit fund under \$10k, gym maintenance over \$7k, parks and gardens over \$32k, rec centre maintenance \$14k under, depreciation and admin allocations underbudget
Transport	(245,930)	(14%)	underbudget	Timing	Road Maintenance expenditure is \$128k higher than YTD budget, this is due to budgets being spread over 12 months. This should even out as Capital road projects commence. Depreciation costs \$270k underbudget
Economic Services	43,342	14%	underbudget		Skeleton weed employee costs \$8k under, caravan park expense \$8k over, admin costs under budget
Other Property and Services	(245,393)	(286%)	underbudget		depreciation and admin cost under budget, fuel cost \$40k over, superannuation \$10k under budget, sick pay adjustment to former employees - will need budget amendment
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(714,872)	(85%)	underbudget	Timing	grant income brought to account when expenditure commences.
Proceeds from Disposal of Assets	82,351		overbudget	Timing	asset traded earlier than anticipated
Capital Acquisitions	4,223,431	76%	overbudget	Timing	Refer to Note 4 for variance explanations

KEY INFORMATION

Depreciation has been applied to the accounts as per the budget, once the Asset register is

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	30 June 2020	31 Jan 22
	\$	\$
Opening Arrears	72,051	109,967
Levied this year	1,701,354	1,877,223
Less Collections to date	(1,663,438)	(1,754,496)
Equals Current Outstanding	109,967	232,694
Net Rates Collectable	109,967	232,694
% Collected	97.77%	93.46%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	76,003	620	1,873	3,160	81,655
Percentage	93%	1%	2%	4%	
Balance per Trial Balance					
Sundry debtors	76,003	620	1,873	3,160	81,655
Total Receivables General Outstanding					81,655

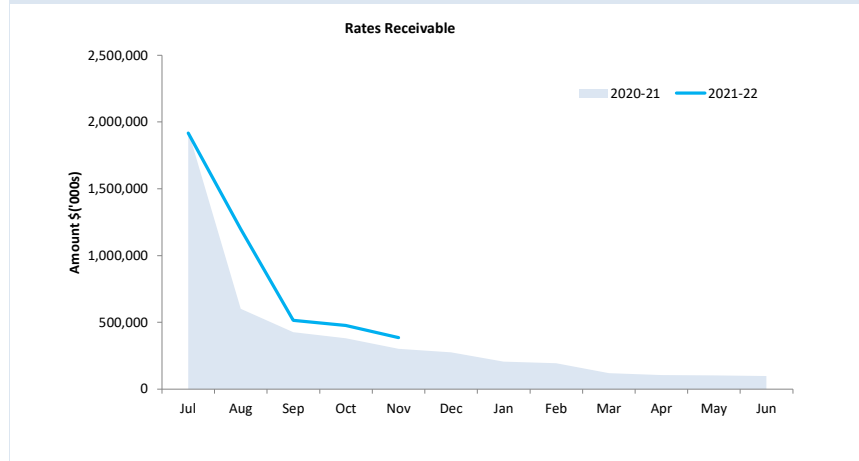
Amounts shown above include GST (where applicable)

KEY INFORMATION

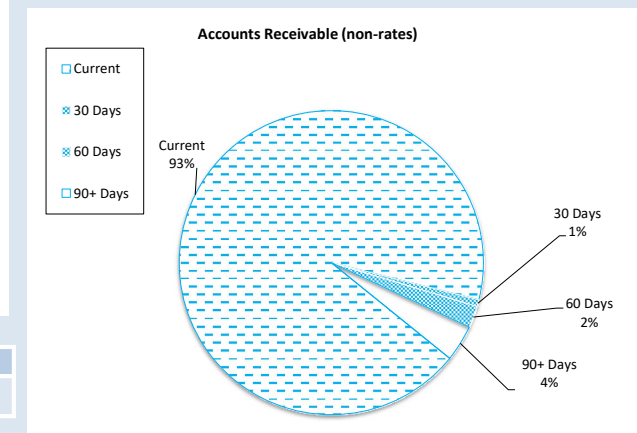
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
93%	\$232,694



Debtors Due
\$81,655
Over 30 Days
7%
Over 90 Days
4%

**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)**

	Account Number	Original Budget	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Capital Expenditure							
Land							
Buildings Specialised							
Administration Office and Chambers Refurbishment - stage 1,2	2055	45,000	45,000	45,000	0	-45,000	scoping to commence early in new year
LRCI stage 1 - Town Hall upgrades	1704	157,269	157,269	157,269	21,398	-135,871	out for tender
LRCI stage 2 - Church Museum upgrades	2073	131,256	131,256	131,256	10,740	-120,516	out for tender
Narembeen Gym - Solar panels	2077	10,000	10,000	10,000	0	-10,000	yet to commence
St Pauls Church - asbestos lining to the power/switchboards box, front gable and veranda lining	2089	7,000	7,000	7,000	0	-7,000	complete
LRCI Stage 3 Townhall upgrades	2093	200,000	200,000	200,000	0	-200,000	Grant guidelines yet to be released
Caravan Park Amenities Upgrade	2063	20,000	20,000	20,000	3,435	-16,565	complete
Repalce asbestos fence (Numbats)	2088	7,000	7,000	7,000	0	-7,000	complete
		577,525	577,525	577,525	35,572	-518,387	
Building - Non Specialised							
2 new houses Cheetham Way	2045	500,000	500,000	0	0	0	yet to commence
		500,000	500,000	577,525	35,572	-518,387	
Furniture and Equipment							
Hardware Renewal and Plan Initiatives (Admin Server)	2043	25,000	25,000	0	0	0	yet to commence
new electronic payroll system	2096	45,000	45,000	45,000	0	-45,000	project underway
		70,000	70,000	45,000	0	-45,000	
Plant & Equipment							
Replacement Vehicle - CEO	2029	70,000	70,000	70,000	0	-70,000	Vehicle ordered, waiting on delivery
Replacement Vehicle - EMCS	2054	45,000	45,000	45,000	0	-45,000	Vehicle ordered, waiting on delivery
Replacement Vehicle - Doctor	2056	45,000	45,000	45,000	23,499	-21,501	Vehicle ordered, waiting on delivery
Cat Backhoe	2066	173,840	173,840	173,840	175,320	1,480	plant item purchased
Water Tanker NB5868	2068	100,000	100,000	100,000	98,250	-1,750	out for tender
LRCI stage 3 - Electronic sign board	2094	50,000	50,000	0	0	0	yet to commence
Toyota Landcruiser - Skeleton Weed Vehicle NB7511	2041	70,000	70,000	70,000	0	-70,000	yet to commence
Prime Mover NB7704	2086	300,000	300,000	300,000	0	-300,000	out for tender
Howard Porter Side Tipper NB3937	2087	110,000	110,000	0	0	0	out for tender
Electronic fuel management system	2095	30,000	30,000	0	0	0	yet to commence
Replacement Vehicle - Mechanic	2064	45,000	45,000	45,000	0	-45,000	yet to commence
		1,038,840	1,038,840	848,840	297,069	-551,771	
Infrastructure - Roads							
R2R - Soldiers road gravel resheet	2062	510,025	510,025	0	0	0	Project not commenced scheduled for May completion
RRG Funded - Narembeen South Road slk10.90-14.62 (4170005)	2079	561,735	561,735	339,413	379,637	40,224	Project to commence start of October
WSFN - Narembeen-Kondinin Road slk10-13.2 widen to 10m and overlay	2080	830,000	830,000	830,000	8,143	-821,857	Waiting for tender to be finalised
WSFN - Narembeen-Kondinin Road slk14-16 widen and overlay	2081	530,000	530,000	0	48,441	48,441	shire job will commence feb 22
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	110,000	110,000	110,000	0	-110,000	Waiting for tender to be finalised
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 other preliminary work	2083	70,000	70,000	70,000	4,834	-65,166	Waiting for tender to be finalised
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc	2084	145,000	145,000	145,000	55,348	-89,652	Waiting for tender to be finalised
WSFN - Merredin-Narembeen Road SLK 18.5-24.5 Survey design, drawings	2097	109,800	109,800	0	0	0	Advice from WSFN is that project will not proceed
Latham road improvements (C/F)	2015	822,281	822,281	822,281	145,740	-676,541	out for tender
Longhurst Street improvements - c/f	G136	90,000	90,000	90,000	4,987	-85,013	consider as part of tender
LRCI stage 3 - Seal Laneway Savage Street - Latham Road	2091	100,000	100,000	100,000	2,477	-97,523	consider as part of tender
		3,878,841	3,878,841	2,506,694	649,607	-1,857,087	
Other Infrastructure							
LRCI stage 2 - Walker lake Dual use path	1924	241,641	241,641	241,641	729	-240,912	to commence early 2022
Dual Use Footpath - Brown / Ada Street	2018	100,000	100,000	100,000	46,081	-53,919	to commence early 2022
LRCI stage 3 - Footpath Infrastructure	1430	143,684	143,684	0	3,964	3,964	Awaiting approval from LRCI on projects
LRCI stage 3 - Planning and improvements Churchill Street	2092	250,000	250,000	250,000	0	-250,000	on projects
Drought Communities funding - Apex Park Precinct Upgrade	2061	541,361	541,361	315,791	288,890	-26,901	Project nearing completion
Town Dam Fencing c/f	2070	30,000	30,000	30,000	0	-30,000	yet to commence
LRCI stage 1 - Main Street upgrades	2071	165,962	165,962	96,810	8,910	-87,900	Awaiting approval from LRCI on projects
LRCI stage 3 - Walker Lake exercise equipment	2090	50,000	50,000	0	0	0	Awaiting approval from LRCI on projects
		1,522,648	1,522,648	1,034,242	348,574	-685,668	
TOTALS		7,587,854	7,587,854	5,012,301	1,330,823	-3,657,913	

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant Operating (LG Grants Commission) - Income	631,479	631,479	315,738	429,369	113,631
Financial Assistance Grant Funding - Roads (LG Grants Com) - Income	373,110	373,110	186,554	106,060	(80,494)
	1,004,589	1,004,589	502,292	535,429	33,137
Law, order and public safety					
Emergency Services Levy (ESL) Contribution (DFES) - Income	4,000	4,000	2,331	0	(2,331)
Bush Fire Brigade Operating Grant (DFES) - Income	12,000	12,000	7,000	9,299	2,299
	16,000	16,000	9,331	9,299	(33)
Community Amenities					
CRC Grants and Contributions	159,000	159,000	92,750	123,443	30,693
	159,000	159,000	92,750	123,443	30,693
Recreation and Culture					
Rec & Sport - Other Income	25,000	25,000	14,581	9	(14,572)
Library - Income	1,500	1,500	875	0	(875)
Pool Operating Grant (Dept. of Finance) - Income	0	0	0	0	0
	26,500	26,500	15,456	9	(15,447)
Transport					
Direct Grant Funding (Main Roads) - Income	200,626	200,626	200,626	211,240	10,614
Road Maintenance Contributions	346,260	346,260	201,985	184,534	(17,451)
	546,886	546,886	402,611	395,774	(6,837)
Economic Services					
Grant Funding - Skeleton Weed Program (DAFWA) - Income	177,612	177,612	103,607	35,518	-68,089
	177,612	177,612	103,607	35,518	(68,089)
Operating grants, subsidies and contributions Total	1,930,587	1,930,587	1,126,047	1,099,471	(26,576)
Non-operating grants, subsidies and contributions					
Community Amenities					
Local Road and Community Infrastructure Funding Round 3	1,093,684	1,093,684	0	0	0
	1,093,684	1,093,684	0	0	0
Recreation and Culture					
Drought Communities Funding	710,964	710,964	0	0	0
	710,964	710,964	0	0	0
Transport					
Regional Road Group Funding (Main Roads) - Income	343,337	343,337	200,277	139,334	(60,943)
Roads to Recovery Funding (FDoT) - Income	510,025	510,025	127,506	0	(127,506)
Black Spot Funding - Income	636,663	636,663	371,385	88,117	(283,268)
Footpath grants	291,641	291,641	145,820	40,000	(105,820)
Wheatbelt Secondary Freight Network	1,675,147	1,675,147	0	0	0
	3,456,813	3,456,813	844,988	278,357	(577,537)
Non-operating grants, subsidies and contributions Total	5,261,461	5,261,461	844,988	278,357	(577,537)
Grand Total	7,192,048	7,192,048	1,971,035	1,377,828	(604,113)

KEY INFORMATION

ATTACHMENT – AGENDA ITEM 8.2.5
Schedule of Accounts
December 2021 and January 2022

SHIRE OF NAREMBEEN
Creditors Payment List - December 2021 and January 2022

PAGE: 1

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15153	CJD Equipment Pty Ltd Depot - parts for plant maintenance		980.50
EFT15154	Christopher David Bray Councillor Sitting and Travel Fees - 3 meetings - October to November 2021		480.00
EFT15155	Cohesis Pty Ltd Cohesis CIO Services and QBIT Managed IT Services 2021/2022		10,362.83
EFT15156	Colestan Electrics Installation of sensor entry light at gym		384.12
EFT15157	Cr Amy Hardham Councillor Sitting and Travel Expenses		560.00
EFT15158	Department Of Fire And Emergency Services (FESA) 2021/2022 ESL Q2 contribution		15,492.00
EFT15159	Eastern Hills Saws And Mowers Depot - parts for plant maintenance		1,131.00
EFT15160	HOLLY ANNE CUSACK Councillor Sitting and Travel Fees - 3x meeting - October - November 2021		523.20
EFT15161	Kellie Jane Mortimore Councillor Sitting and Travel Fees - 7 meetings - June to November 2021		3,266.60
EFT15162	Lammas Pty Ltd Final invoice - installation phase		1,000.00
EFT15163	Michael Jeffrey Currie Councillor Sitting and Travel Fees - 3 meetings - October to November 2021		494.40
EFT15164	Naremben Bowling Club Community Benefit Grant - Australia Day Mens Fours Event		2,500.00
EFT15165	Naremben Swimming Club Community Benefit Grant - Wylas Timing System		7,410.00
EFT15166	Neu-Tech Auto Electrics Depot - parts for plant maintenance		278.48
EFT15167	P M Services Naremben Waste Transfer Station Management Fees November 2021		2,592.00
EFT15168	PC & JE Kennedy Fence repair - Brown/ Merredin-Naremben Road		1,826.00
EFT15169	Phill Sayers Welding Depot - trailer repair		759.00
EFT15170	Qbit Trading Company Pty Ltd Annual Services - cloud storage		2,626.80
EFT15171	Repeco a division of GPC Asia Pacific Pty Ltd Depot - parts for plant maintenance		12.65
EFT15172	Ross Diesel Service Depot - parts for plant maintenance		368.50
EFT15173	SMEC Australia PTY LTD Progress claim 16 - Consulting services 1/10/21 - 31/10/21		20,825.42
EFT15174	Scott William Stirrat Councillor Sitting and Travel Fees - 7 meetings - June to November 2021		2,592.00
EFT15175	T - Quip Depot - parts for plant maintenance		357.25
EFT15176	Taskers Airfield - replacement windsock		929.50
EFT15177	The Workwear Group Pty Ltd Admin - staff uniform		781.78
EFT15178	Toll Ipec Pty Ltd Freight charges		135.34

SHIRE OF NAREMBEEN
Creditors Payment List - December 2021 and January 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15179	Trevor Wayne Cole Councillor Sitting and Travel Fees - 3 meetings - October to November 2021		602.40
EFT15180	Trustee for J & S Baldwin Trust Depot - tyre repair		1,763.00
EFT15181	WA Distributors Pty Ltd Cleaning Supplies, Admin & CRC		171.85
EFT15182	Warren Hendy Milner Councillor Sitting and Travel Fees - 7 meetings - June to November 2021		1,040.00
EFT15183	Western Australian Treasury Corporation Loan No. 127E Interest payment -		2,475.70
EFT15184	Westrac Equipment Pty Ltd Depot - parts for plant maintenance		5,596.53
EFT15185	Active Games & Entertainment Final payment - CRC - Hire of Wet & Dry 16m obstacle course + bouncy castle for Community		1,125.00
EFT15186	All Stamps CRC - custom order		27.30
EFT15187	Associated Laundry Services CRC - Wash, Bleach & Iron Tablecloths used at Senior Luncheon		91.28
EFT15188	Aust Post Postage charges - November 2021		136.44
EFT15189	Australian Services Union Payroll deductions		49.80
EFT15190	Busselton City Construction Pty Ltd REED Narembeen (Numbats) - Maintenance and Repair work to interior and exterior		5,366.78
EFT15191	Chris Bray Electrics Pty Ltd Investigate power issue at town dam		453.75
EFT15192	Fusion Communications Services CCTV Security Maintenance Contract (Annual Fee) includes Helpdesk Access, Remote Support		4,906.00
EFT15193	Irving Holdings WA Fuel Purchases - November and December 2021		652.20
EFT15194	Jordan Sprigg Sculptures Councillor leaving gift		1,000.00
EFT15195	Landgate Gross Rental Valuations Chargable G2021/2 21 August to 12 November 2021		89.19
EFT15196	Marketforce Advertising in The West Australian - RFT 03/2021 - Latham Road Widening and Safety Improv		2,512.07
EFT15197	Narembeen IGA Council Refreshments - November 2021		929.38
EFT15198	Narembeen Hardware And Ag Supplies Pty Ltd Parks and Gardens - Assorted plants		2,285.98
EFT15199	Robinson Group Folding Tables for Shire		1,056.00
EFT15200	Sigma Chemicals Swimming Pool - chemicals		101.20
EFT15201	Tamara Clarkson Staff - PPE - Building Maintenance officer		25.89
EFT15202	The Lines Family Trust T/As Narembeen Medical Centre Medical - SFO		130.00
EFT15203	The Workwear Group Pty Ltd Shire Building staff uniforms		419.95
EFT15204	Toll Ipec Pty Ltd Delivery fees		24.85
	Town Planning Innovations		

SHIRE OF NAREMBEEN
Creditors Payment List - December 2021 and January 2022

PAGE: 3

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	Town Planning Innovations		
EFT15205	General Planning Services - November 2021		206.25
	WA Contract Ranger Services		
EFT15206	Contract Ranger Services - November 2021		561.00
	Waterman Irrigation		
EFT15207	Upgrade and repair standpipe		6,146.80
	West Coast Seafood		
EFT15208	End of year event - catering		92.00
	Willway Plumbing and Gas		
EFT15209	Caravan Park - Re-inspect and clear powered site 9 drain		297.00
	Astrotourism WA Pty Ltd		
EFT15210	Stargazing signs for Apex Park		8,140.00
	Colestan Electrics		
EFT15211	8 Cheetham Way - Weatherproof GPO for new HWS		255.17
	Henry Schein Regional Pty Ltd		
EFT15212	Dentist surgery - digital support - November 2020		105.00
	Narembeen Club Inc		
EFT15213	Catering - End of year staff party		2,235.40
	Narembeen Elders Limited		
EFT15214	Supply 60 litres Round up		441.83
	P M Services Narembeen		
EFT15215	Waste Transfer Station Management Fees - November/ December 2021		4,668.00
	QTM Eletrical and Civil		
EFT15216	Improvements and modifications required to streetlighting in Latham Street Narembeen		7,783.79
	Scavenger Supplies Pty Ltd		
EFT15217	Supply and install ETM Delta Black-7, including antenna and cable		3,148.20
	Shire Of Kellerberrin		
EFT15218	Hire of street sweeper - 3 November 2021		1,898.75
	Sophie Jane Music		
EFT15219	DEPOSIT - Sophie Jane - Live Music 2h Australia Day 2022		120.00
	The Workwear Group Pty Ltd		
EFT15220	CRC - Staff uniform		664.78
	Toll Ipec Pty Ltd		
EFT15221	Delivery charges		28.02
	WA Distributors Pty Ltd		
EFT15222	Cleaning supplies - multiple properties		735.85
	Wheatbelt Office and Business Machines		
EFT15223	CRC - Printing and copier charges		259.45
	Withers & Associates Pty Ltd		
EFT15224	Preparation of the Shire of Narembeen Public Health Plan - Stage 2 - Health and Wellbeing Rej		3,850.00
	A-Team Printing		
EFT15225	CRC - Custom order		103.40
	Australian Services Union		
EFT15226	Payroll deductions		99.60
	Australian Taxation Office		
EFT15227	BAS - November 2021		13,331.23
	Avon Waste		
EFT15228	Waste collection services - November 2021		16,670.89
	Boc Gases		
EFT15229	Depot - materials for workshop		49.52
	CJD Equipment Pty Ltd		
EFT15230	Depot - parts for plant maintenance		131.20
	Chris Bray Electrics Pty Ltd		

SHIRE OF NAREMBEEN
Creditors Payment List - December 2021 and January 2022

PAGE: 4

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15231	Chris Bray Electrics Pty Ltd Electrical Repairs to Narembeen Swimming Pool		2,407.50
EFT15232	Connelly Images 2 x Street Banners		371.80
EFT15233	Cutting Edges Pty Limited Depot - parts for plant repair		5,766.42
EFT15234	DS Agencies Apex Park - 2 x 80LT Simple Bins		2,860.00
EFT15235	Drag Family Trust CRC - Custom order		27.00
EFT15236	Fieldtech Pty Ltd Depot - parts for plant maintenance		2,910.88
EFT15237	Great Southern Fuel Supplies Depot - Adblue 1000L (fuel additive)		1,031.80
EFT15238	Hanson Construction Materials Pty Ltd Deliver 550 ton 14mm metal to Narembeen south road and south Kumminin east rd		42,862.32
EFT15239	Jedair Compressors Depot - parts for plant maintenance		4,527.60
EFT15240	Lo - Go Appointments Contracting Service - Works staff for week ending 11 December 2021		5,412.83
EFT15241	Merredin Freightlines Freight for traffic signs and cones		418.64
EFT15242	Narembeen District High School Narembeen CRC Technology Award NDHS		70.00
EFT15243	Narembeen Elders Limited Chemical for Weed spraying		2,222.00
EFT15244	Narembeen Engineering & Steel Depot - parts for plant maintenance		22.00
EFT15245	Narembeen P & C Association Catering - Council Meeting - December 2021		300.00
EFT15246	Navada Computer Services Pty Ltd CRC - IT - Annual charges - Remote monitoring		3,250.00
EFT15247	PC & JE Kennedy DEPOSIT -Concrete shared pathways on Ada and Brown Street		43,045.00
EFT15248	Prompt Safety Solutions Works - materials for OSH compliance		3,080.00
EFT15249	Repec a division of GPC Asia Pacific Pty Ltd Depot - parts for plant maintenance		1,248.50
EFT15250	Ross Diesel Service Depot - Mack Truck repair - parts and labour		20,211.41
EFT15251	Sheridans For Badges Jarrah Desk name plates for Council - Job #81427		367.40
EFT15252	Sigma Chemicals Swimming pool - chemicals		194.70
EFT15253	Sonic Boomsprays Depot - parts for plant maintenance		23.88
EFT15254	The Narembeen Cafe CRC - Event - Catering CWP Meetings		212.00
EFT15255	The Workwear Group Pty Ltd CRC - Staff Uniform		388.62
EFT15256	Toll Ipec Pty Ltd Freight charges		1,103.27
	Trustee for J & S Baldwin Trust		

SHIRE OF NAREMBEEN
Creditors Payment List - December 2021 and January 2022

PAGE: 5

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15257	Trustee for J & S Baldwin Trust Depot - tyres for plant maintenance		6,214.90
EFT15258	WA Contract Ranger Services Contract Ranger Services December 2021		1,098.63
EFT15259	Westrac Equipment Pty Ltd Depot - parts for plant maintenance		5,676.32
EFT15260	Willway Plumbing and Gas Swimming Pool - Disconnect old fountain and install a new water fountain		1,831.50
EFT15261	Adage Furniture "DO NOT USE - See Core Hospitality Group 20x charcoal chairs		3,212.00
EFT15262	Air-Born Amusements CRC - Australia Day Event - BucknBounce + Bouncy Castle Inflatable Equipment Hire 26/01/2		1,700.00
EFT15263	Australia Day Council Of WA CRC - Australia Day Hats		250.00
EFT15264	Bitutek Pty Ltd NB South Road - Supply and spray using Bituminous products		53,333.57
EFT15265	Leeuwin Ocean Adventure Foundation Limited Gap Payment DPIRD Sponsorship Leeuwin Voyage January 2022 CRC Trainee -S Garlick		525.00
EFT15266	Lo - Go Appointments Temporary casual grader driver		2,405.70
EFT15267	Marketforce Tender advertising - Hall and Church Restoration		561.72
EFT15268	Narembeen IGA Replacement oven for 21 Northmore Street		826.10
EFT15269	Narembeen Club Inc Replacement bar stools for Rec Centre - 50% contribution per council request		3,096.50
EFT15270	Office of the Auditor General Audit for Roads to Recovery and Local Roads and Communtiy Infrastructure funding		1,980.00
EFT15271	QC Ultimate Clean Admin - Annual carpet cleaning		1,491.88
EFT15272	Sigma Chemicals Liquid Chlorine 200lt and 200lt poly drum		365.20
EFT15273	Sophie Jane Music CRC - Australia Day Event - payment of balance - Sophie Jane - Live Music 2h Australia Day 2		280.00
EFT15274	State Library of Western Australia CRC - freight re-coup - mid year 2021		163.72
EFT15275	The Lines Family Trust T/As Narembeen Medical Centre Annual home maintenance payment 2022		23,650.00
EFT15276	The Workwear Group Pty Ltd CRC Uniform order		12.37
EFT15277	Tom Bennier Refund for overcharge of MC Truck licence course		100.00
EFT15278	Wayfound Design of VIB panels - hours to date		7,040.00
EFT15279	Ampac Debt Recovery (WA) Pty Ltd Commissions and Costs - December 2021		1,578.03
EFT15280	Australian Services Union Payroll deductions		49.80
EFT15281	Avon Waste Rubbish Collection Services - December 2021		14,175.60
EFT15282	EM Louise Photography Photography Australia Day 2022 (Small Event - 2hour coverage)		656.50

SHIRE OF NAREMBEEN
Creditors Payment List - December 2021 and January 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15283	Henry Schein Regional Pty Ltd Dentist - Monthly digital support service - January 2022		35.00
EFT15284	Landgate Mining Tenements - M2021/8 20/11/2021 - 15/12/2021		41.30
EFT15285	MPC Welding and Fabrication Replacement blades for vertimower		3,300.00
EFT15286	Merredin Telephone Services 5 Churchill Street - relocate lead-in socket - phone line		684.87
EFT15287	P M Services Narembeem Waste Transfer Station Management Fees December 2021/ January 2022		2,496.00
EFT15288	Prompt Safety Solutions Prepare Traffic Management Plan - Re paving works - Churchill St.		2,750.00
EFT15289	Shire Of Bruce Rock 1/2 m3 cement delivered to Naremeem - banner pole		279.50
EFT15290	Shire Of Corrigin Roe Environmental Health Services Scheme - Cotober to December 2021		9,324.70
EFT15291	Strike Drilling Pty Ltd Refund - overcharge on Caravan Park accommodation		148.50
EFT15292	Town Planning Innovations General Planning Services - December 2021		82.50
EFT15293	WA Distributors Pty Ltd Cleaning supplies		235.85
EFT15294	Willway Plumbing and Gas 5 Churchill Street - Replace HWS - materials and labour		1,323.30
EFT15295	Wongan Concrete Services Road Maintenance - Supply of concrete materials		5,038.00
EFT15296	Western Truck Sales Pty Ltd Supply and deliver 1 x new tri axle water tanker with all extras		108,075.00
EFT15297	AFGRI Equipment Australia Pty Ltd Depot - parts for plant maintenance		671.14
EFT15298	Aquatic Services WA Aquatic Centre - Replacement recirculation pumps		26,112.90
EFT15299	Boc Gases Depot - parts for plant maintenance		51.17
EFT15300	Chris Bray Electrics Pty Ltd Dentist Surgery - replace suction pump		495.00
EFT15301	Digby Slade Grading Contractor - labour and fuel		6,800.00
EFT15302	Merredin Toyota and Isuzu Ute Plant Purchase - Toyota Kluger (Doctor vehicle)		25,849.00
EFT15303	Narembeem Engineering & Steel 40 x40 SHS Galvanized Steel 2mm approx 3mt		60.00
EFT15304	Qbit Trading Company Pty Ltd Deposit - Business Continuity Plan review		5,361.79
EFT15305	Repcos a division of GPC Asia Pacific Pty Ltd Depot - materials for plant maintenance		30.25
EFT15306	Ron Bateman And Co Depot - parts for plant maintenance		1,580.14
EFT15307	Scavenger Supplies Pty Ltd 6 Monthly Servicing - Fire Equipment		3,313.46
EFT15308	T - Quip Depot - parts for plant maintenance		963.65
	Toll Ipec Pty Ltd		

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Creditors Payment List - December 2021 and January 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15309	Toll Ipec Pty Ltd Delivery Charges		70.74
EFT15310	Truckline Depot - parts for plant maintenance		626.27
EFT15311	Trustee for J & S Baldwin Trust Investigate and repair tyre on EMCS car		45.00
EFT15312	Waterman Irrigation Remote access, server access and support - Standpipes		1,233.65
EFT15313	Aquatic Services WA Swimming Pool - Annual Service per contract (PO 26032)		4,301.00
EFT15314	Australian Services Union Payroll deductions		49.80
EFT15315	Australian Taxation Office BAS December 2021		43,177.00
EFT15316	Budget Car and Truck Rental Skeleton Weed - Hire Vehicle - Summer spraying period (Nov 21 - Feb 22)		1,853.25
EFT15317	Copier Support Admin Office printing charges December 2021		933.14
EFT15318	Liberty Oil Rural Pty Ltd Depot - Fuel delivery for stock and mobile tanker		40,107.60
EFT15319	Narembeen Hardware And Ag Supplies Pty Ltd 50,000 Poly Water Tank for Bush Fire Brigade		8,563.57
EFT15320	Nutrien Ag Solutions Skeleton Weed - Chemical (Lontrel)		1,029.60
EFT15321	P M Services Narembeen Waste Transfer Station Management Fees - January 2022		2,874.00
EFT15322	Repro a division of GPC Asia Pacific Pty Ltd Depot - parts for plant maintenance		696.11
EFT15323	Sigma Chemicals Swimming Pool - repair creepy crawly		2,000.41
EFT15324	The Lines Family Trust T/As Narembeen Medical Centre Pre-employment Medical - EDO		145.00
EFT15325	Toll Ipec Pty Ltd Freight charges		116.22
EFT15326	Trustee for J & S Baldwin Trust Depot - batteries for plant maintenance		670.00
EFT15327	WA Contract Ranger Services Contract Ranger Services - January 2022		514.25
EFT15328	WA Distributors Pty Ltd Australia Day - materials and cleaning supplies		417.65
EFT15329	Western Australian Treasury Corporation Loan No. 131 Interest payment -		4,207.75
EFT15330	Westrac Equipment Pty Ltd Depot - parts for plant maintenance		6,316.64
DD11258.1	Australian Super Superannuation contributions		902.97
DD11258.2	Aware Super Payroll deductions		8,422.74
DD11258.3	Hostplus Superannuation contributions		1,272.71
DD11258.4	Laird SMSF Pty Ltd Superannuation contributions		618.31
	ANZ Smart Choice Super		

SHIRE OF NAREMBEEN
Creditors Payment List - December 2021 and January 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
DD11258.5	ANZ Smart Choice Super Superannuation contributions		368.56
DD11258.6	BT Super for Life Superannuation contributions		537.48
DD11258.7	Prime Superannuation Fund Superannuation contributions		186.80
DD11258.8	Spirit Super Superannuation contributions		1,590.06
DD11258.9	The Tudor Superannuation Fund Wogarl Pastoral Company Pty Ltd Superannuation contributions		240.00
DD11259.1	Water Corporation Water use and service charges - December 2021		4,785.14
DD11259.2	Water Corporation Water use and service charges December 2021		1,107.05
DD11259.3	Water Corporation Water use and service charges December 2021		4,942.75
DD11259.4	Water Corporation Water use and service charges December 2021		2,221.91
DD11259.5	Water Corporation Water use and service charges December 2021		2,023.59
DD11259.6	Water Corporation Water use and service charges December 2021		195.15
DD11260.1	Synergy - Western Power Power usage charges December 2021		6,824.23
DD11260.2	Synergy - Western Power Power usage charges December 2021		4,028.50
DD11260.3	Synergy - Western Power Power usage charges December 2021		1,508.34
DD11260.4	Synergy - Western Power Power usage charges December 2021		264.56
DD11260.5	Synergy - Western Power Power usage charges December 2021		1,226.10
DD11260.6	Synergy - Western Power Power usage charges December 2021		2,837.71
DD11261.1	Bankwest Credit Card Purchases 14 October - 12 November 2021		8,672.15
DD11264.1	Australian Super Superannuation contributions		910.74
DD11264.2	Hostplus Superannuation contributions		1,272.71
DD11264.3	Aware Super Payroll deductions		8,140.62
DD11264.4	Laird SMSF Pty Ltd Superannuation contributions		618.31
DD11264.5	ANZ Smart Choice Super Superannuation contributions		394.71
DD11264.6	BT Super for Life Superannuation contributions		537.48
DD11264.7	Prime Superannuation Fund Superannuation contributions		186.80
DD11264.8	Spirit Super Superannuation contributions		1,680.41

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Creditors Payment List - December 2021 and January 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	Power ICT Pty Ltd		
DD11274.1	Admin - messages on hold service - December 2021		75.90
	HBF		
DD11274.2	HBF - Health - EMCS as per Contract of Employment		159.45
	HBF		
DD11274.3	HBF - Health - Works Manager as per Contract of Employment		453.18
	Telstra		
DD11274.4	Phone charges - December 2021		2,030.33
	Telstra		
DD11274.5	CRC - phone charges December 2021		239.29
	Synergy - Western Power		
DD11275.1	Power usage charges - January 2022		219.47
	Synergy - Western Power		
DD11275.2	Power usage charges - January 2022		178.11
	Synergy - Western Power		
DD11275.3	Power usage charges - January 2022		256.03
	Synergy - Western Power		
DD11275.4	Power usage charges - January 2022		1,819.42
	Synergy - Western Power		
DD11275.5	Power usage charges - January 2022		108.87
	Commander Australia Pty Ltd		
DD11275.6	Admin - service and usage charges - January 2022 (Inv 19506164)		68.51
	Power ICT Pty Ltd		
DD11275.7	Admin - messages on hold service - January 2021 (inv 2238)		75.90
	Australian Super		
DD11277.1	Superannuation contributions		1,016.18
	Hostplus		
DD11277.2	Superannuation contributions		1,308.39
	Aware Super		
DD11277.3	Payroll deductions		8,671.33
	Laird SMSF Pty Ltd		
DD11277.4	Superannuation contributions		618.31
	ANZ Smart Choice Super		
DD11277.5	Superannuation contributions		390.04
	BT Super for Life		
DD11277.6	Superannuation contributions		537.48
	Prime Superannuation Fund		
DD11277.7	Superannuation contributions		200.26
	The Tudor Superannuation Fund Wogarl Pastoral Company Pty Ltd		
DD11277.8	Superannuation contributions		480.00
	Australian Super		
DD11284.1	Superannuation contributions		1,138.65
	The Tudor Superannuation Fund Wogarl Pastoral Company Pty Ltd		
DD11284.2	Superannuation contributions		240.00
	Aware Super		
DD11284.3	Payroll deductions		8,919.68
	Hostplus		
DD11284.4	Superannuation contributions		1,355.79
	Laird SMSF Pty Ltd		
DD11284.5	Superannuation contributions		618.31
	ANZ Smart Choice Super		

SHIRE OF NAREMBEEN
Creditors Payment List - December 2021 and January 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
DD11284.6	ANZ Smart Choice Super Superannuation contributions		521.00
DD11284.7	BT Super for Life Superannuation contributions		537.48
DD11284.8	Prime Superannuation Fund Superannuation contributions		243.35
DD11284.9	Spirit Super Superannuation contributions		1,861.09
DD11289.1	Telstra Phone Charges - January 2022		2,536.90
DD11289.2	HBF HBF - Health -Works Manager as per Contract of Employment		453.18
DD11289.3	HBF HBF - Health - EMCS as per Contract of Employment		159.45
DD11294.1	Bankwest Credit Card Purchases - 13 November - 13 December 2021		13,809.70
DD11296.1	Telstra CRC - Phone Charges - January 2022		238.04
311221	BANKFEES - BANK FEES BANK FEES REVERSE NOV ENTRY		-251.16
311221	BANKFEES - BANK FEES BANK FEES		77.20
311221	BANKFEES - BANK FEES BANK FEES LINE OF CREDIT FEE		150.00
311221	BANKFEES - BANK FEES CBA MERCHANT FEE		423.92
DD11284.10	UniSuper Superannuation contributions		162.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
MUNI	Municipal 5347926	906,006.94
TOTAL		906,006.94



Credit Card Purchases 13 November - 13 December 2021

CEO

Date	Account Code	Store	Description	Amount
15/11/2021	PE114	BP	CEO - Fuel	\$ 70.20
22/11/2021	PE114	Narembeen Roadhouse	CEO - Fuel	\$ 74.39
27/11/2021	PE114	Puma	CEO - Fuel	\$ 81.27
29/11/2021	110416000.000	Water Corporation	CEO - Service Charges - Vacant Land Lot 67 Cheetham	\$ 127.34
29/11/2021	114311010.000	Quest Innaloo	CEO - Accommodation - Admin staff - licensing training	\$ 1,070.57
1/12/2021	PE114	Primewest Motor Holdings (Lexus)	CEO - Plant maintenance	\$ 154.00
2/12/2021	PE114	Narembeen Roadhouse	CEO - Fuel	\$ 75.01
6/12/2021	PE1305	BP	CEO - Fuel	\$ 188.13
10/12/2021	4211200.000	Adobe Systems	CEO - Subscription	\$ 263.87
TOTAL CEO CREDIT CARD PAYMENTS				\$ 2,104.78

EMCS

Date	Account Code	Store	Description	Amount
15/11/2021	7511020 4211150	Officeworks	EMCS - Printer - Medical Centre (\$663.95) EMCS - Admin Stationery (\$131.42)	\$ 795.37
18/11/2021	4211150	The Stationery Store	EMCS - Admin Stationery	\$ 76.32
18/11/2021	4211150	Westfield	EMCS - Staff farewell gift	\$ 355.90
18/11/2021	4211150	Officeworks	EMCS - Admin Stationery	\$ 157.17
19/11/2021	110516500	Tradelink	EMCS - CRC parts for maintenance	\$ 113.00
20/11/2021	PE1303	BP	EMCS - Fuel	\$ 64.85
22/11/2021	4211150	Target	EMCS - office decorations	\$ 49.00
22/11/2021	4211150	Big W	EMCS - office decorations	\$ 24.50
24/11/2021	PE1303	Coles	EMCS - Fuel	\$ 87.56
5/12/2021	PE1303	Coles	EMCS - Fuel	\$ 36.44
9/12/2021	1431400	Seek	EMCS - recruitment advertising - Roller Driver	\$ 302.50
9/12/2021	1431400	Seek	EMCS - recruitment advertising - Grader operator	\$ 313.50
9/12/2021	CE2	Australia Day Council	EMCS - Australia Day Merchandise	\$ 1,606.00
10/12/2021	4211150	Narembeen IGA	EMCS - Staff End of Year Party	\$ 888.66

10/12/2021	PE1303 4211150	Narembeen Roadhouse	EMCS - Fuel (\$56.11) EMCS - Ice - Staff End of Year Party (\$12.00)	\$ 68.11
12/12/2021	PE1303	Coles	EMCS - Fuel	\$ 64.93
TOTAL EMCS CREDIT CARD PAYMENTS				\$ 5,003.81

WORKS

Date	Account Code	Store		Amount
12/11/2021	1131202 9111024	Narembeen Hardware	Works - Park and Gardens - equipment (177.00) Works - Park and Gardens - equipment (177.00)	\$ 354.00
19/11/2021	1431101	Narembeen Workers Hotel	Works - refreshments for depot staff	\$ 180.00
19/11/2021	1431101	Narembeen IGA	Works - refreshments for depot staff	\$ 31.39
23/11/2021	PE999	Narembeen Hardware	Works - plant maintenance	\$ 32.40
27/11/2021	PE1305	Tyreright	Works - plant maintenance	\$ 314.65
30/11/2021	PE137	Shire of Narembeen	Works - plate change	\$ 30.50
2/12/2021	PE137	Shire of Narembeen	Works - Vehicle licence	\$ 223.40
6/12/2021	1221105	Narembeen Hardware	Works - materials for Christmas Banner	\$ 125.40
7/12/2021	2079	Narembeen Roadhouse	Works - Fuel	\$ 70.97
8/12/2021	114318000	Quality Alterations	Works - Clothing repair	\$ 66.00
TOTAL WORKS CREDIT CARD PAYMENTS				\$ 1,428.71

Mechanic

Date	Account Code	Store		Amount
15/11/2021	PE1207	Narembeen IGA	Mechanic - Parts for plant repair	\$ 45.00
15/11/2021	PE999	Narembeen Roadhouse	Mechanic - Parts for plant repair	\$ 10.02
16/11/2021	PE3937	Narembeen Hardware	Mechanic - Parts for plant repair	\$ 13.46
16/11/2021	PE3937	Narembeen Hardware	Mechanic - Parts for plant repair	\$ 20.55
23/11/2021	PE1207	Narembeen Hardware	Mechanic - Parts for plant repair	\$ 20.50
6/12/2021	PE999	Officeworks	Mechanic - stationery	\$ 22.93
7/12/2021	PE999	Narembeen IGA	Mechanic - Parts for plant repair	\$ 12.14
TOTAL MECHANIC CREDIT CARD PAYMENTS				\$ 144.60

Skeleton Weed

Date	Account Code	Store		Amount
16/11/2021	1311102	Puma	Skeleton Weed - Fuel	\$ 121.89
14/11/2021	1311102	Narembeen Hardware	Skeleton Weed - equipment for Fire Fighter	\$ 43.20
29/11/2021	1311102	Narembeen Hardware	Skeleton Weed - equipment for pump repair	\$ 13.15
6/12/2021	1311102	J & S Baldwin (NB Tyre Service)	Skeleton Weed - Tyre repair	\$ 65.00
TOTAL SKELETON WEED CREDIT CARD PAYMENTS				\$ 243.24

CRC

Date	Account Code	Store		Amount
15/11/2021	CR11	Narembeen IGA	CRC - Seniors Luncheon - catering	\$ 14.86
15/11/2021	CE2 115112100.231	Officeworks	CRC - Australia Day event - stationery (177.39) CRC - stationery (95.36)	\$ 272.75
16/11/2021	CR11	Narembeen IGA	CRC - Seniors Luncheon - catering	\$ 12.29
17/11/2021	110511110.206	Aloft	CRC - Accommodation - CRC Coordinator - DPIRD workshop	\$ 197.93
22/11/2021	115112100.227	Narembeen Post Office	CRC - Postage	\$ 18.40
25/11/2021	MFS1	LCIS	CRC - NB Town Team - Main Street Festival - insurance	\$ 270.05
29/11/2021	110511110.206	Imperial Homestead	CRC - Leadership Training course - refreshments	\$ 24.50
30/11/2021	110511110.206	Imperial Homestead	CRC - Leadership Training course - refreshments	\$ 36.50
30/11/2021	110511110.206	Avon Terrace	CRC - Leadership Training course - Accommodation	\$ 360.00
1/12/2021	C10	Woolworths	CRC - Morning Coffee Club - Catering	\$ 10.00
1/12/2021	CPP	Coles	CRC - Community Christmas event - materials	\$ 57.50
1/12/2021	CPP	Kmart	CRC - Community Christmas event - materials	\$ 63.00
1/12/2021	Lib1	Aldi	CRC - Rhyme Time - materials	\$ 10.03
1/12/2021	CPP	The Reject Shop	CRC - Community Christmas event - materials	\$ 44.50
7/12/2021	CE2	Scouts Australia	CRC - Australia Day event - hire of climbing wall	\$ 1,793.00
8/12/2021	CE2 115112100.231	Officeworks	CRC - Australia Day event - stationery (420.00) CRC - stationery (8.44)	\$ 428.44
8/12/2021	CE2	Auspire	CRC - Australia Day event - merchandise	\$ 748.20
10/12/2021	CPP	Hyden Resource Centre	CRC - Community Christmas event - materials	\$ 12.00
10/12/2021	CE2	Super Retail Group	CRC - Australia Day Event - games	\$ 159.96
10/12/2021	CE2	Super Retail Group	CRC - Australia Day Event - games	\$ 272.65
10/12/2021	CPP	Kmart	CRC - Community Christmas event - materials	\$ 93.00
11/12/2021	CPP	Kmart	CRC - Refund - click and collect service	-\$ 15.00
TOTAL CRC CREDIT CARD PAYMENTS				\$ 4,884.56

3/08/2021 142111500.287 Bankwest

Interest & Other Charges

TOTAL CREDIT CARD PAYMENTS

\$ 13,809.70