



**ORDINARY COUNCIL MEETING
15th MAY 2019**

AGENDA ATTACHMENTS

Contents - Attachments

Agenda Item 6.2 – Roe Tourism Association Minutes	3
Agenda Item 7.0 – Status Report	16
Agenda Item 8.4.1 – Chief Executive Officer’s Report.....	20
Agenda Item 8.4.3 – Narembeen Volunteer Fire and Emergency Services (Narembeen VFES) Memorandum of Understanding (MOU)	37
Agenda Item 8.4.7 – Construction of the Narembeen Lesser Hall Precinct and Interpretation Project Tender 01/2019	47
Agenda Item 8.5.3 – Council Policy – Debt Management – Approval for Public Consultation	73
Agenda Item 8.5.4 – April 2019 Schedule of Accounts.....	77
Agenda Item 8.5.5 – Financial Report April 2019	83

ATTACHMENT - AGENDA ITEM 6.2 Roe Tourism Association Minutes

MINUTES

General Meeting Monday 15 April 2019 at Shire of Narembeen

1. **MEETING OPENED** *Time:10:37am*

2. **ATTENDENCE RECORD**

2.1. Attendees:

President – *Cr Bevan Thomas*

Vice President – *Cr Janeane Mason*

Executive Officer – *Heather Ives*

Shire Representatives:

- Bruce Rock – *Ashleigh Waight, Jennie Gmiener*
- Corrigin -
- Kondinin – *Tory Young*
- Kulin – *Cr Robbie Bowey*
- Lake Grace – *Cr Allan Marshall*
- Narembeen – *Sheree Thomas*

Associate Members: *Carly Kenny*

2.2. Apologies: *Sharyn McAdams, Wayne Monks, Gary Repacholi, Natalie Manton, Cr Mikaela Spurr, Cr Gerard Lynch, Cr Kent Mouritz, Cr Deb Clarke, Alana Rosenthal*

2.3. Guests: *Cindy Miller- Dept. of Biodiversity, Conservation & Attractions*

3. **PREVIOUS MINUTES**

3.1. Confirmation – General Meeting

RESOLUTION

That the Minutes of the Roe Tourism Association General Meeting held in the Shire of Lake Grace on Monday 18 February 2019 be confirmed as a true and accurate record of proceedings.

Moved Cr Robbie Bowey

Seconded Janeane Mason

CARRIED

3.2. Business Arising from Previous General Meeting Minutes

4. CORRESPONDENCE

4.1 Inwards

- 4.1.1 WDC – WRGS Acquittal Acceptance Letter
- 4.1.2 Caravanning Australia – Winter 2019 Advertising Booking Order Form
- 4.1.3 The West Aust. Newspaper – Wheatbelt Travel Magazine Ad (multiple emails)
- 4.1.4 CWVC – 2019 Perth Caravan & Camping Show – stand & roster (multiple emails)
- 4.1.5 Tourism Council WA - 2019 Newsletters (Feb & Mar) + Industry Updates
- 4.1.6 B&W Studio – RTA Ad artwork + quote + Invoice (Caravanning Aust Winter 2019)
- 4.1.7 B&W Studio – Brochure Reprinting Quote
- 4.1.8 Have a Go News – Kalgoorlie/Goldfields Focus; Newspapers working together
- 4.1.9 Wheatbelt Way (Linda Vernon) – Social Media Strategy & Training info
- 4.1.10 Wheatbelt Way (Linda Vernon) – WA Farmers CEO, Farm Weekly link to article, “Time to look beyond the rats at Rotto”
- 4.1.11 Wheatbelt Way (Linda Vernon) – Perth Now Digital Campaign 2018 info
- 4.1.12 CWVC – FACET Forum “Connecting Tourism Industry with Student Internship
- 4.1.13 CWVC – Trails WA website upgrade – temporary outage
- 4.1.14 CWVC – Tourism Council WA Workshops
- 4.1.15 CWVC – 17th Coromal Winsor Caravan Clubs’ Rally – Advertising Promo flyer
- 4.1.16 CWVC – Windy Hill B&B (Kondinin) change of ownership
- 4.1.17 CWVC – Wheatbelt Travel Feature Guide – 16 March 2019 (scanned pages)
- 4.1.18 Marnie Tonkin – Google earth Flyover follow up from meeting
- 4.1.19 Fresh Promotions – RTA Number Plate Frames (multiple emails) + Invoice
- 4.1.20 Spinel (JoMc Designs) – 2019 Associate M/ship Form + payment advice
- 4.1.21 Wave Rock Country Cottage (Chloe Tienhoven) 2019 Asso M/ship Form + payment
- 4.1.22 Gary Repacholi - 2019 Associate Membership Form + payment advice
- 4.1.23 Hello Perth (Sarah Clozza) – WA Map Ad Booking (Apr-Sept 2019) + Invoice
- 4.1.24 Albany Visitor Centre – Request for brochures
- 4.1.25 CIAWA Members - Update details request + Form
- 4.1.26 CIAWA - Members eUpdates (Mar & Apr 2019)
- 4.1.27 CIAWA – 2019 Perth Caravan & Camping Show, Complimentary Tickets x 2
- 4.1.28 AGO Holiday Planner 2019 – Printed Brochure sample
- 4.1.29 Visage Productions (Lee Lorraine) One Road Great Aust. Road Trips TV Series
- 4.1.30 The Senior WA Newspaper – Media Kit 2018
- 4.1.31 Peter Martin – Graphic Designer – Introduction & Bio
- 4.1.32 Matt Schmook – Kulin Tin Horse hi-res photos (*supplied for RTA editorial*)
- 4.1.33 Wanderlust Communications – Social Media Training Workshop Quote
- 4.1.34 WBN (Caroline Robinson) RTA Strategic Plan update and structure proposal
- 4.1.35 Dept. Biodiversity, Conservation & Att (Cindy Miller) confirm RTA April meeting
- 4.1.36 CWVC – FACET Wildflower Workshop 22.05.19 at Kings Park, Perth
- 4.1.37 Wayne Monks – Eco/Agri Tour update, Holland Track trip-Jun ‘19, new website

4.2 Outwards

- 4.2.1 Caravanning Australia Winter 2019 (George Christou) RTA Booking & Ad Artwork
- 4.2.2 The West Aust. Newspaper – Wheatbelt Travel Magazine Ad (multiple emails)
- 4.2.3 CWVC – 2019 Perth Caravan & Camping Show – stand & roster (multiple emails)
- 4.2.4 Fresh Promotions – Number Plate Frames Order x 250 (multiple emails)
- 4.2.5 Cindy Miller (Dept. Bio, Conservation & Attractions) – F/Up re. RTA April Meeting
- 4.2.6 Hello Perth WA Map – RTA Ad Booking (Apr-Sept 2019)
- 4.2.7 Albany Visitor Centre – Brochure delivery arrangements
- 4.2.8 B&W Studio – Ad artwork amendment quote request - Caravan Aust Winter 2019
- 4.2.9 B&W Studio – Brochure Reprinting Quote request
- 4.2.10 Wheatbelt Way (Linda Vernon) Social Media, Training & Strategy info request
- 4.2.11 CWVC – Social Media Training Workshop enquiry
- 4.2.12 Wanderlust Communications - Social Media Training Workshop enquiry
- 4.2.13 Spinel (JoMc Designs) request for business details
- 4.2.14 Wave Rock Country Cottage (Chloe Tienhoven) - request for business details
- 4.2.15 The Mains Guest House (Carly Kenny) – follow up new accommodation business

- 4.2.16 The Senior WA Newspaper (Patrick Allison) – RTA advertising decline
- 4.2.17 Peter Martin – Graphic Designer – thank you for email
- 4.2.18 WBN (Caroline Robinson) - RTA Strategic Plan progress update for April meeting
- 4.2.19 Mikaela & Merv Spurr – Baby Congratulations - card from RTA committee

RESOLUTION

That the Roe Tourism Association Inward correspondence and Outward correspondence be endorsed.

Moved Ashleigh Waight
Seconded Sheree Thomas

CARRIED

4.3 Business Arising from Correspondence

5 FINANCIAL REPORT

RTA Financial Report February 2019 – March 2019.

RESOLUTION

That the RTA Financial Report for February 2019 – March 2019 be accepted as a true and accurate report.

Moved Jennie Gmiener
Seconded Tory Young

CARRIED

6 REPORTS

6.1 Presidents Report

- Attendance at 2019 Perth Caravan & Camping Show, assisted on Wheatbelt stand.
- Met with Gabby Simoni - AGO Marketing Coordinator, to discuss working with RTA.
- To extend invitation to AGO Marcus Falconer, CEO to attend 17 June RTA meeting.
- Discussions with WBN Caroline Robinson, regarding development and progress of RTA Strategic Plan. (Further discussion in General Business).
- Linda Vernon (Wheatbelt Way) & CWVC (Robyn and Carina) strong allies for RTA.
- Increased numbers of 2019 RTA Associate Members through local promotion.
- Formation of town 'Tourism Groups' involving invested local community members, suggested driven through CRC's.
- Increased interest in visitation over ANZAC & Easter through ads / social media.

6.2 EO Report

- **2019 Perth Caravan & Camping Show**



Thank you to RTA members, Bevan & Gerard who volunteered their time to assist on the Wheatbelt stand, at the Claremont Showgrounds. From Wed 20 March to Sun 24 March.

I was able to spend Thursday on the stand, with a steady amount of enquiries and brochures handed out. Carina MacDonald from CWVC was invaluable on the stand, with her extensive knowledge on the attractions within the Wheatbelt and beyond. Questions focused on 'free' camping sites for RVs, rocks and salt lakes, best time of year to visit area and short road trips. Definitely an interesting and worthwhile first time experience.

○ **New RTA Promotional Number Plate Frames**

- 250 x customised Number Plate Frames were ordered and brought to April meeting for distribution.



○ **Website**

- New 2019 Associate Members details have been added to website:
 - *Wave Rock Country Cottage ('The Silos' and 'The Cottage');* *Spinel by JoMc Designs;* *Silo Wheatbelt Artefacts;* *The Mains Guest House B&B (Coming Soon);* *Bruce Rock Chalet.*
- Kondinin Art Trail details and link to Art Trail brochure were added to the website.
- Reminder to committee members Community Events information can be uploaded into the RTA website at <http://www.roetourism.com.au/events/>. Or send through to EO.

● **Social Media – Facebook**



- Series of Facebook posts were scheduled to feature Shire attractions, facilities and promote 2019 Associate Members.
- Page followers are steadily increasing: 278=Dec '18 ; 340=Feb '19 ; 493=Mar '19
- Best performing posts and engagement over Feb / Mar 2019:

- Bruce Rock Chalet = 3,654 (organic reach)
- Kondinin Lake = 2,170 (organic reach)
- Silo Wheatbelt Artefacts = 4,754 (organic reach)
- Corrigin Hotel = 3,206 (organic reach)
- Kokerbin Rock = 3,802 (organic reach)

○ **RTA Advertising (Print Media)**



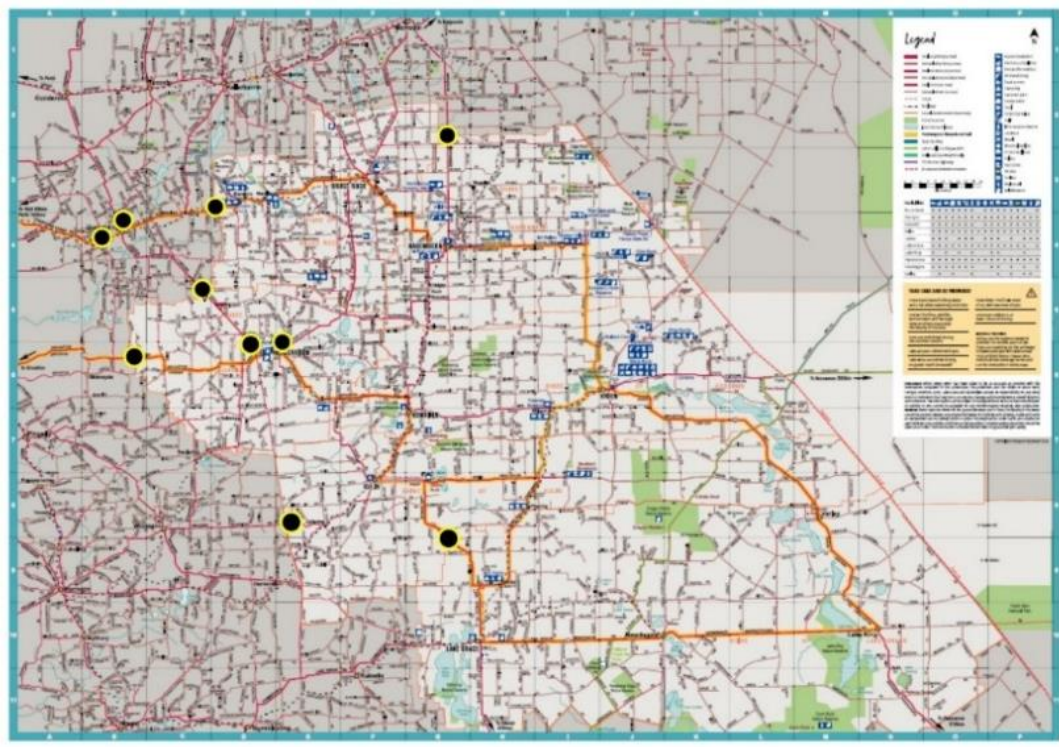
- Weekend West 'Wheatbelt' feature – RTA Small Strip Ad in Sat 16 March 2019 publication
- 2019 WA Caravan & Camping Guide – Quarter page Ad
- Caravan Club Newsletter #14 - Article in Caravan Club Newsletter



- Upcoming RTA advertising:
 - Caravanning Australia Winter 2019 – Half Page Ad + Half Page Editorial
 - Hello Perth WA Map– PTWR Ad for April-September 2019.

○ **RTA Signage**

Signs and Locator Map provided at meeting for committee to review and discuss.



7 GENERAL BUSINESS

7.1 Perth Caravan & Camping Show 2019

Bevan Thomas, Gerard Lynch and Heather Ives volunteered on the shared Wheatbelt stand from Wednesday 20 March - Sunday 24 March 2019, at the Claremont Showgrounds. Carina MacDonald from the CWVC worked on the stand over the 5 days and coordinated set-up and pack-up at this year's Wheatbelt display. Members from WEROC, Wheatbelt Way and Pioneers Pathways also assisted on the shared stand, ensuring the Wheatbelt was well represented. A total of 47,317 people attended the 2019 Perth Caravan & Camping Show.

- *EO to send thank you letter to CWVC & Carina McDonald for coordination of 2019 Show stand.*

7.2 RTA Marketing and Associated Signage

At the 18 February meeting in Lake Grace, a number of new marketing and promotional projects were presented for the committee's consideration:

- 1. 'Pathways to Wave Rock' Rubbish Bin Panels**
 - *Tory updated the committee on cost estimates following on from presentation at last meeting.*
 - *600 x 900mm corflute panel = approx. \$30 per side (3 x sides = \$90, leaving 4th side for Bin type i.e. Recycle or Rubbish)*
 - *Tory to also obtain quote for bin sticker as option*
 - *Costs for rubbish bin panel proposal to be compiled for inclusions in letter sent to member Shire CEO's for 2019/20 budget considerations.*

- 2. RTA Promotional Number Plate Frames**
 - *125 x (pairs) RTA Number Plate Frames were ordered from Fresh Promotions.*
 - *Total unit cost was \$4.895 incl.GST per frame (i.e. \$9.79 per pair).*
 - *Committee discussed distribution:*
 - *15 x pairs to member Shire's for display on Councillors and Shire vehicles (CEO, DCEO, Wks Mgr, Community Bus etc) = 90 pairs*
 - *1 x set to RTA 2019 Associate Members = 16 pairs*
 - *1 x set to RTA Committee Members = 14 pairs*
 - *Remainder retain by EO for new RTA Assoc. members = 5 pairs*

- 3. RTA Road & Information Bay Signage**
 - *EO has prepared an audit of current RTA Signage throughout the Shire roads and Visitor Information Bays.*
 - *An RTA Signage Location Map was provided at meeting for committee to discuss locations.*
 - *Committee members to request Shire Works Managers to assist with locations of any further signs on local roads (not currently listed).*
 - *EO to keep updated Road Sign list for future RTA signage project*

7.3 RTA 2019 Associate Membership

The following businesses have joined as 2019 Associate Members (as at 31 March 2019).

1. Central Wheatbelt Visitor Centre
2. Holland Track Eco Tours – *Wayne Monks*
3. Silo - Wheatbelt Cultural Artefacts – *Kondinin (Marnie Tonkin)*
4. Ameli Cottage – *Kulin (Sharyn McAdam)*
5. Kulin Bush Races (*Sharyn McAdam*)
6. Corrigin Hotel (*Scott & Rachelle Coppen*)
7. Corrigin Windmill Motel (*Scott & Rachelle Coppen*)
8. Corrigin Roadhouse (*Scott & Rachelle Coppen*)
9. Mallee Tree Café & Gallery – *Corrigin (Anne Marie & Jim O'Donohue)*
10. Corrigin Caravan Park (*John & Gwen Reynolds*)
11. Dawns Delights Café – *Corrigin (Glynis & Neville Turner)*
12. The Mains Guest House B&B Farm Stay – *Corrigin (Carly & Warren Kenny)*
13. Bruce Rock Chalet (*Nina McGellin*)
14. Spinel – *Jo Mc Designs – Kondinin (Jo McCubbing)*
15. Wave Rock Country Cottage – *Hyden (Chloe Tienhoven)*
16. Gary Repacholi - *Kondinin*
17. Shackleton Progress Association (*Jennie Gmiener*)

- *Sheree provided details of 3 x new Associate Members (Narembeen Café; Go Narembeen; Narembeen Club) and will follow-up Membership Forms and payments for these new RTA members - provide to EO.*
- *Tory will discuss Associate Memberships with Cr Kent Mouritz*
- *Committee members to advise EO of any additional businesses interested or who need assistance with 2019 RTA Associate Membership.*

7.4 RTA 2018-2019 Budget – 6 Month Review

The 2018-2019 RTA Budget was provided at the April meeting for committee to review.

- *EO highlighted where actual costs had increased for new projects & initiatives*
- *Committee suggested 'Have a Go News' advertising budget be reallocated to other RTA priority areas.*

7.5 Coromal Windsor 17th National Caravan Clubs' Rally

Background:

500+ Caravans are to descend on Albany and the South-West for the National Caravan Club Rally from 14th – 22nd October 2019. It is estimated 350 inter-state vans, plus 150 vans from WA will be wandering around the state prior to and following this Rally.

Comment:

CWVC have approached AGO regarding a Co-Op marketing opportunity to promote the Wheatbelt self-drive trails, with advertising in either the Caravan Club Newsletters and/or Event Guide. Advertising rates start at \$200, colour Ad (quarter A4 page)

- *CWVC is currently awaiting response from AGO and will advise when further information is available.*

7.6 'Pathways to Wave Rock' Brochures

Brochures were delivered to Perth Hills VC, Narrogin VC and Albany VC through Feb & March. Thank you to members who distributed brochures.

We currently have 1,800 brochures on-hand (5 x boxes). A Quote was obtained from B&W Studio for the reprint of 10,000 and 20,000, PTWR brochures, with the cost based on no artwork alterations. If any content needs updating, an artwork revision cost has been included on a \$ per hour basis.

Comment:

To ensure we don't run out of brochures through the high visitor period Sept/Oct/Nov. and with a 4 week print lead time, a reprint order would need to be placed within the next 2 months, to guarantee delivery and distribution before Spring 2019.

- *Quoted costs from B&W Studio were provided at meeting for committee to discuss quantities and reprinting.*

RESOLUTION

- EO to order reprinting of Pathways to Wave Rock brochures, with no artwork changes x 10,000 copies, as per B&W Studio Quote of \$3,496.02.

Moved Jennie Gmiener

Seconded Ashleigh Waight

CARRIED

7.1 Dept. of Biodiversity Conservation and Attractions (DBCA)

Cindy Miller, Acting District Operations Officer attended the April meeting to update the committee on new developments, DBCA projects and to find out about upcoming Shire projects.

The talk covered Camping strategies, Wilderness Trails (Holland Track), new roads, illegal camping and strategies to educate rather than prosecute, Wiki Camps, Dogs, camping and National Parks. There were opportunities for questions and Cindy expressed she is keen to attend at least one RTA meeting per year, to stay in touch, offer DBCA support and opportunities to work together on future projects.

7.2 RTA Strategic Plan

Following on from the initial Strategic Planning workshop session held with WBN at the 18 Feb meeting, Caroline Robinson has been working on development of the RTA Strategic Plan.

As Caroline was unable to attend the April meeting, President Bevan updated the committee on progress to date. A Worksheet was provided for committee discussion, based on RTA developing storylines (which came from the first workshop session), the aim being to get some storylines consistent across the Shires, for promotion and development and then helping inform the Social Media Strategy. Storylines are just one aspect of the strategic planning process, the other being an improved governance structure.

Committee members spent 15-20 mins discussing the Worksheet and talking about the current structure model and if any changes were required.

Key points from the April Worksheet session were;

- *EO role to continue as admin/governance, with committee to look at reviewing in approx. 12 months and possible role change/evolve into Tourism Officer - how this would impact on current structure and necessitate for additional hours/financial support.*
- *Look at formation of 'Town Tourism Groups' to identify key promotions and activities at a local level, feeding back to RTA. (Bruce Rock CRC discussed as example model).*
- *Involvement of CRC's to become the Tourist Information Centre for towns, where no established/dedicated Visitor Centre.*
- *Committee general feeling was the current structure is working well at this time but open to look if there are ways we can implement improvements going forward.*

Bevan will provide the committee feedback to Caroline Robinson at WBN.

8 **NEXT MEETING** 17 June 2019, Shire of Bruce Rock at 10:30am

9 **CLOSE OF MEETING** *Time 1:00pm*

10 **MEMBER SHIRE REPORTS** (*Post Meeting*) Bruce Rock; Corrigin; Kondinin; Kulin; Lake Grace; Narembeen

Thank you to the Shire of Narembeen for hosting today's meeting and to guest, Cindy Miller - DBCA for her attendance and informative talk.

CONFIRMATION

I, Bevan Thomas, certify that the minutes of the General Meeting held on the 18 February 2019 as shown, were confirmed as a true record at the meeting held on the 10 December 2018

Roe Tourism Association President

Date

ROE TOURISM 'DASHBOARD'

Workflow planning for RTA priorities and projects.

Short Term Projects (within 2 months)				
TASK	PREVIOUS STATUS	CURRENT STATUS	WHO	DEADLINE
Website		Update Community Events on website	EO	Ongoing
Website	RTA Associate Membership	>Add new 2019 Associate Members business details and links to website	EO	Ongoing
RTA 2019 Associate Members	>Update RTA 2019 Associate Membership Form (after AGM) >Prepare members Renewal Invitation Letters x 11. >EO send Renewal Letter & 2019 Form to current RTA Assoc. Members >Prepare list of Accom. + Food & Drink businesses (who are advertised on new website) for committee members to approach	>Committee members to advertise/approach local businesses and invite to become RTA 2019 Associate Members >EO to provide Tax Invoices & info for businesses as required	Committee members / EO	Ongoing
Perth 2019 Caravan & Camping Show	AGO Wheatbelt stand 20-24 March 2019 at Claremont Showgrounds	>EO to finalise names of RTA members to assist on stand and provide to CWVC for roster. Bevan Thomas - SUN Gerard Lynch - SAT Heather Ives - THUR Jen Gmiener (TBC)	CWVC / EO	Completed
RTA Advertising		Weekend West 'Wheatbelt Travel Magazine' >Publication to be included in The Weekend West on Sat 16 th March	EO	Completed
RTA Advertising		Hello Perth WA Map (Apr-Sept 2019) >Book Ad >Approve proof	EO	Completed
RTA Advertising		Caravanning Australia Winter 2019 >Book Half Pg RTA Ad & Half Pg Editorial >Supply Ad artwork and editorial (Max. 200 words) > Approve Ad proof	EO	In Progress

PTWR Facebook Page	<p>>Added new Profile picture (RTA logo), cover photo (Wave Rock by Kristo) Text - "Which pathway will you take"; stylised map.</p> <p>>Schedule posts</p>	<p>>Schedule posts using content & photos from brochure</p> <p>>Create Photo Collages for 2019 Associate Member businesses</p> <p>>Curate/share posts from other relevant FB pages</p>	EO	Ongoing
RTA Marketing & Associated Signage – <i>'Pathways to Wave Rock' Customised Number Plate Frames</i>	<p>EO to look into production costs/min. numbers for RTA customised number plate frames as Assoc. member giveaway or sell @ cost recovery – promoting RTA and PTWR website www.pathwaystowavero.com.au"</p>	<p>EO to order 250 x promotional number plate frames (Black with white print) from Fresh Promotions, as per supplied quote.</p> <p>>Committee to discuss distribution at April '19 meeting</p>	EO / Committee	Completed
RTA Marketing & Associated Signage – <i>Street Banners</i>	<p>Design concept idea presented for PTWR Street Banners (Corrigin example).</p> <p>>Committee member reps to discuss Street Banners with respective Shires for consideration (note each town has different banner sizes)</p>		EO	Completed
RTA Marketing & Associated Signage – <i>Road & Information Bay Signs</i>	<p>Design concept idea presented for Info Bay Signage (Corrigin example).</p> <p>> EO to liaise with Jen G and conduct RTA Road Signage audit, log locations on map for committee review at Apr meeting.</p>	<p>>Committee reps to engage assistance from their Shire Works Managers to locate further RTA signage on local roads and advise EO.</p> <p>>EO to update signage location spreadsheet for use on future RTA re-signage project.</p>	Shire reps / EO	Ongoing
RTA Marketing & Associated Signage – <i>'Pathways to Wave Rock' Rubbish Bin Panels</i>	<p>Shire of Kondinin to investigate design and production costs and arrange mock-up (B&W Studio).</p> <p>>Committee to discuss ideas presented at Feb meeting</p>	<p>>Tory to provide costs for 'Pathways to Wave Rock' Rubbish Bin panel/sleeve.</p> <p>>Draft Letter to member Shire's with rubbish bin panel proposal for 2019/20 Budget considerations.</p>	Tory / EO	May 2019
PTWR Brochures	<p>>EO to obtain quote to reprint x 10,000 & 20,000 brochures (B&W Studio)</p>	<p>> EO to order reprint of PTWR brochure x 10,000 (as per B&W quote)</p>	EO	May 2019

Australia's Golden Outback (AGO)	Invite CEO, Marcus Falconer to attend 17 June 2019 RTA meeting, at Shire of Bruce Rock		President	May 2019
CWVC "Thank You" Letter	EO to send letter of thanks to CWVC and Carina McDonald, for coordination of Perth 2019 Cara & Camp Show stand.		EO	May 2019
Website - Google Analytics	MC will charge \$500. Look into what's involved (time/who)? EO to check with Sheree at Narembeen for assistance with Google Analytics.	>Set up Google Analytics on PTWR website	EO	May/Jun 2019
Medium Term Projects (within 6 months)				
RTA Strategic Plan & Social Media Strategy	>President to contact WBN (Caroline Robinson) re. development of RTA Strategic Plan & Social Media Strategy. >WBN to attend 18 Feb meeting to strat planning process.	>Caroline to liaise with President re. Strategic Plan further development (after April meeting). >WBN to update committee at 17 June meeting re. Strategic Plan.	WBN / President / EO	May 2019
Long Term Projects (within 12 months)				
Pathways to Wave Rock Digital App				

ATTACHMENT - AGENDA ITEM 7.0

Status Report

SHIRE OF NAREMBEEN - STATUS REPORT
For May 2019 Ordinary Meeting of Council

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6275/16	21-Sep-16	ADM541	Repeal By Laws and Review of Local Law	That Council commence the 8 year Local Law Review process in accordance with Section 3.16 of the Local Government Act 1995 and authorise the Chief Executive Officer to give public notice as required.	Revised Local Laws to be prepared. Cemetery Laws to be considered first.	Ongoing	CEO
6339/16	21-Dec-16	ADM461	Directional Signage - Cnr Longhurst St & Latham Road	That Council approve the concept for new signage and request the staff investigate the location options before proceeding. Reason for Change: Council want to ensure the signs are placed in the best possible location which may not be all at the intersection of Latham Road and Longhurst Street.	Blackspot Application submitted for 2019/2020 round of funding.	Ongoing	CEO/CED
6441/17	21-Jun-17		Narembeen Recreation Centre	Staff engage a qualified consultant to examine the use of the gas in the Narembeen Recreation Centre and provide a full report back to Council.	Blackwalls Plumbing to replace circulation pump and switch to be used when hot water not required.	Ongoing	CEO
6461/17	19-Jul-17	ADM616	Water Corporation Waterwise Council Program	That Council enters into a Memorandum of Understanding with the Water Corporation and the Department of Water to become a Waterwise Council.	Signed MOU received. Staff to formulate Shire of Narembeen Waterwise Action Plan.	Ongoing	CEO/CEDO
6685/18	15-Aug-18	ADM583	Wadderin Reserve 20022	That Council subject to advice received from LGIS instruct staff to continue with the process of taking legal control of the Wadderin Dam and Reserve 20022 Cusack Drive, Wadderin as per council motion 5929/15 moved 15 April 2015.	Asbestos remediation works have commenced.	Ongoing	CEO
6686/18	15-Aug-18	ADM008	Secondary Freight Route Project	That Council:- 1. Notes the Secondary Freight Routes Project Development report; 2. Supports the strategic intent of the Secondary Freight Routes project; 3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and 4. Endorses an allocation of \$6,000 in 2018/19 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.	Funding of \$70M approved by Federal Government for 42 Shires. Agenda Item prepared for May 2019.	Superseded	CEO
6693/18	15-Aug-18		Carpark Adjacent to IGA	That Council acknowledge (in writing) receipt of the letter received from Mrs Janice Hills. Staff to look into the costs associated with fixing the current surface with consideration being given to possible sealing of the surface in the future, subject to budget considerations.	Engineer preparing design options for budget consideration 2019/20.	Ongoing	CEO
6702/18	18-Sep-18		Apex Park Public Toilet	That Council:- 1. Approve for staff to undertake an investigation into the possible future redevelopment of the Apex Park public toilets with options to be considered to include a fully costed upgrade and or replacement of the existing building. 2. Requires that the Apex Park Public Toilets Redevelopment report be presented to Council no later than 19 December 2018. 3. Will give consideration to making an allocation to this project as part of the February 2019 budget review.	Design options to be presented prior to 2019/20 budget.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6712/18	18-Sep-18	ADM490	Mobile Black Spot Program	That Council:- 1. Consider making application to the Federal Mobile Black Spot Programme for the blackspot areas as presented in the attachment and to also include South Kuminin. 2. Contact the Hon Melisa Price MP Minister for the Environment, Federal Member for Durack seeking support for the application.	Required information sent and Melisa Price advised.	Ongoing	CEO
6725/18	17-Oct-18	ADM573	Narembeen Alliance Agreement	That Council meet with representatives from Go Narembeen to discuss the draft Alliance Agreement and future development opportunities.	Alliance Agreement presented to the Go Narembeen committee meeting on Monday 18 March 2019. Shire to work with Go Narembeen to formalise the Agreement to be presented at the next Go Narembeen meeting.	Ongoing	CEO
6754/18	21-Nov-18	ADM479	New Standpipe Classifications and Charges	That Council advise the Water Corporation that it reconfirms its decision of September 2018 to keep all standpipes open and have them reclassified as follows:- 1. South Kuminin, Cramphome and Wadderin-Graball Road Standpipes are to be reclassified as firefighting standpipes and retain swipe card infrastructure; 2. Soldiers Road standpipe is to be reclassified as a firefighting and to be locked off except for emergencies. 3. The Depot Standpipe will be reclassified to a commercial standpipe and only be accessible via swipe card access. 4. The Standpipe on Latham Road, the wash down bay will be reclassified as commercial, be locked off with access only by key at this stage and entering into discussions with current users to determine usage and payment.	Water Corporation notified . Latham Rd standpipe discussions continue.	Ongoing	EMCS
6771/18	19-Dec-18	ADM644	Tampia Hill Mine - Accommodation Village - Lease	Given the notification of the takeover of Explaurum Operations Pty Ltd by Ramelius Resources, Council put this matter on hold and no further action is to be taken until such time that Council is approached by representatives of Ramelius Resources. REASON FOR CHANGE: The takeover of Explaurum means that the proposed plans for the Tampia Mine Village may change significantly.	Meeting held with Ramelius. Further work being undertaken by Ramelius to ascertain whether ore will be processed on site or carted.	On Hold	CEO
6778/18	19-Dec-18	ADM467	Lease of Crown Land - Avon Location 21952, Reserve 18080	That Council:- 1. Advertise its intention to lease a portion of Avon Location 2192, Reserve 18080 to DNA Aviation for a period of five (5) years with an option to extend to DNA Aviation, subject to approved valuation of property as per Section 3.58 of the Local Government Act 1995; 2. Subject to the feedback from the public notice period, instruct the CEO and Shire President to execute the lease; 3. Instruct the CEO to write to the Department of Planning, Lands and Heritage to seek permission for the lease of Crown Land. 4. Approves that one of the community hangars be included in the Lease.	Discussion has commenced with Dennis Repacholi. Property Market Valuation received by the shire. Awaiting a meeting date with Dennis Repacholi to discuss an agreeable rent given market value.	Ongoing	EMCS
6793/19	20-Feb-19	ADM557	Lesser Hall Precinct	That Council:- 1. Proceed to tender for the Narembeen Lesser Hall Precinct & Interpretation Project (Tender RFT 01/2019) for construction based on the drawings provided by Stephen Carrick Architects with tenders closing on the 15th March 2019. 2. Approve the Request for Tender as presented that includes the design brief and selection criteria for the Narembeen Lesser Hall Precinct Project (Tender RFT 01/2019) to be prepared by Stephen Carrick Architects 3. Approve the Scope of works as prepared by Stephen Carrick Architects.	Agenda Item for Tender included in May 2019 Agenda	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6794/19	20-Feb-19	ADM153	Future Project - Combined Turf Field - Surface Options Analysis Report and Assessment	That Council:- 1. Subject to the outcomes of the meeting to be held with the Narembeen Tennis and Hockey Clubs to be held following the Council meeting, approve all the recommendations made in the Surface Options Analysis for the Narembeen Tennis and Hockey Clubs report. 2. Acknowledge the work of Caroline Robinson and the WBN in preparing this important analysis report.	Work on options commenced.	Ongoing	CEO
6795/19	20-Feb-19	P3101	Solar Farm on portion of Avoca Farm - Lease	That Council proceed with signing of the lease agreement as per Council resolution December 2018.	Hawks Renewable Energy have requested some alterations to the draft lease.	Ongoing	CEO
6796/19	20-Feb-19	ADM645	Emu Hill Public Cemetery Tender 05/2018	That Council:- 1. Appoint Phoenix Landscaping Services as the preferred contractor for the Emu Hill Public Cemetery RFT 05/2018. 2. Commence discussions with Phoenix Landscaping Services with a view to entering into a contract for the Emu Hill Public Cemetery RFT 05/18 subject to minor variations being considered and agreed to by all parties.	Site works have been undertaken and construction of Niche Wall commenced on Monday 8th April 2019.	Ongoing	CEO
6811/19	20-Mar-19	ADM648	Industrial Land Subdivision	That Council:- 1. Authorise the Chief Executive Officer to recommence the Narembeen South Road Industrial Land Subdivision and engage the required consultants to support this process. 2. Review the previous approved subdivision design and make changes as required. 3. Consult with Go Narembeen with a view to working in partnership on the proposed subdivision. 4. Request that the Chief Executive Officer investigate funding options for the development of an approved industrial land subdivision.	Town Planner advised and process commenced.	Ongoing	CEO
6813/19	20-Mar-19	ADM621	Narembeen St John Ambulance	That Council:- 1. Consent to St John Ambulance WA Ltd making an addition of insulation and lining to the leased premise, 24 Latham Road. 2. Undertake improvements to the premise, 24 Latham Road, for the purpose of including a dust suppression system in both garages.	Work undertaken, project complete.	Complete	CEO
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. Complete and available online. 2. In Progress	Ongoing	EMCS
6827/19	18-Apr-19	File Ref Required	Donation of Bedford Fire Engine - Narembeen Fire Brigade Unit No 1	That Council: 1. Approve the CEO to make the necessary arrangements to donate the Bedford Fire Engine to the W.A. Volunteer Bush Fire Brigades Historical Group for the purpose of preservation and restoration subject to the branding Narembeen Fire Brigade Unit No. 1 being maintained at all times. 2. Direct the CEO to discuss with the W.A. Volunteer Bush Fire Brigades Historical Group the option to provide further historical information on the Shire's bushfire brigade and the possibility of the vehicle being loaned to the Shire in the future for use at community events of significance.	Letter written to WA Volunteer Bush Fire Brigades Historical Group requesting plans be made to collect Fire Truck.	Ongoing	CEO/EMCS

ATTACHMENTS - AGENDA ITEM 8.4.1

Chief Executive Officer's Report



Minister for Transport; Planning

Our ref: 72-17943

Cr Rhonda Cole
President
Shire of Narembeen
ceo@narembeen.wa.gov.au

Dear Cr Cole

2019-21 REGIONAL AIRPORTS DEVELOPMENT SCHEME SUBMISSION

I am pleased to advise that the Shire of Narembeen has been allocated up to \$55,240 (ex GST) to upgrade the Royal Flying Doctor Service patient transfer facility and reseal aircraft turning areas, taxiway and aircraft parking area at Narembeen Airstrip under the 2019-21 Regional Airports Development Scheme funding round.

Should you wish to accept the amount offered, a funding deed outlining the terms and conditions of the grant will need to be signed by the Shire and the Department of Transport (DoT). Once the funding deed has been signed by both parties, works as stipulated in the deed can proceed.

Please note that payment of the grant will be made following acceptance by DoT that the completed works are consistent with the terms and conditions outlined in the funding deed.

It is a condition of the grant that the Shire undertake the works to allow completion of the project by 11 May 2020, as payment is scheduled for the 2019-20 financial year. In addition, your organisation is required to seek approval from DoT for all press releases and public announcements relating to the award and use of the grant.

Please respond in writing within two weeks of receipt of this letter to DoT at GPO Box C102, Perth WA 6839 or email rads@transport.wa.gov.au to accept this grant in order to progress the execution of the funding deed.

I look forward to the successful completion of your project.

Yours sincerely

**HON RITA SAFFIOTI MLA
MINISTER FOR TRANSPORT**

06 MAY 2019

Local Government
**RENEWAL
PRACTICAL**

Information and Registration



**2019 WA Local
Government Convention**

Wednesday 7 - Friday 9 August 2019
Perth Convention and Exhibition Centre,
21 Mounts Bay Road, Perth

PRESENTED BY



Shire of Narembeen

FOUNDING
CORPORATE
PARTNER



Ordinary Meeting of Council - 15th May 2019 - Attachments

22 of 103

Event partners



Founding Corporate Partner

LGIS is proud to partner with WALGA at the WA Local Government Convention. We understand the importance of this major annual event and the exceptional opportunities it delivers for the WA Local Government sector.

LGIS is focused on the long term protection of Western Australian Local Government through a member-owned industry based self-insurance scheme. A comprehensive risk management support program is provided as a complimentary benefit of LGIS membership in the areas of professional risks, liability risks, property risks, occupational safety and health, human resource risks, and allied health services.

The local LGIS team look forward to meeting Local Government representatives at the conference to talk about how we might be able to support the Sector in delivering services and protecting communities, with a range of protection solutions that go beyond just insurance.



CIVIC LEGAL

Principal Sponsor

Civic Legal is pleased to be the Principal Sponsor of the WA Local Government Convention again this year. We are looking forward to another excellent conference organised by WALGA.

This is the second year of Civic Legal's unique governance support service, Project Aware, which aims to build capacity within Local Governments. This is a response to the new auditing regime under the Office of the Auditor General.

Drop by our booth to find out more, and to chat with our specialist Local Government team. They are all trained in using clear legal English and can help you with planning, litigation, complex contracts, or any other issue your Local Government may face.

Enjoy the conference, and see you soon!

Best regards

Anthony Quahe
Managing Principal

Supporting Sponsors



Convention Breakfast Sponsor



An invitation



It is my pleasure to invite all Elected Members, CEOs and Senior Managers to attend the 2019 WA Local Government Convention, scheduled for Wednesday, 7 – Friday, 9 August at the Perth Convention & Exhibition Centre (PCEC).

The theme for the 2019 Convention is Local Government: Re**NEW**al Pr**ACT**ical and will take place against the backdrop of the development of the new Local Government Act for WA – new legislation for Local Government that will enable the sector to reach its full potential and deal with the vast and diverse range of wants and needs of our communities.

A stimulating line up awaits us, with Lord Sebastian Coe, President of the International Association of Athletics Federations (IAAF) and Olympic Gold Medalist, our Opening Keynote Speaker. The concurrent sessions will discuss contemporary and sometimes controversial topics, while the overarching conference format provides opportunity to converse, debate, discuss and share ideas in a welcoming and professional forum.

The event gets underway with WALGA's AGM, followed by two days of plenary and concurrent sessions. We are again offering a number of field trips alongside our concurrent sessions, and this year are introducing a plenary session dedicated to showcasing WA Local Government initiatives.

A significant contingent of industry suppliers will make up the trade exhibition to demonstrate their latest offerings to the Local Government sector. I encourage you to take this once a year opportunity to meet with these valuable suppliers and be updated on what is currently available.

This year, I am pleased to announce that we have introduced a discount for Councils registering more than four (4) Full Delegates. Registrants 1-4 will be charged the standard Full Delegate rate, and each registrant thereafter (5+) will be eligible for the discounted Full Delegate registration fee. Any applicable discounts will be applied to the final invoice, following the event.

Finally, I would like to express appreciation for the valuable support provided by the Convention Founding Partner, LGIS, and Principal Sponsor, Civic Legal. I also wish to thank our Supporting Sponsors Synergy and the Department of Local Government, Sport and Cultural Industries.

I look forward to seeing you in August.

Cr Lynne Craigie OAM
President

About the event

Who should attend?

The WA Local Government Convention and Trade Exhibition is presented specifically for those engaged in the Local Government sector:

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by Executive Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

Optional events

Thursday, 8 August

- Australian Local Government Women's Association (ALGWA) AGM and Breakfast (\$60pp)
- Local Government Policy Awards Breakfast – visit phaiva.org.au for more information
- Gala Dinner (\$140pp – Full Delegates and their Partners)

Friday, 9 August

- Convention Breakfast with Rodney Eade (\$88pp)

Social activities

The Partner Program offers an interesting range of options for accompanying guests, including a full day tour of the Swan Valley. Social networking functions include the Opening Welcome Reception on Wednesday evening and the Gala Dinner on Thursday evening.

Elected Member training

WALGA Training has scheduled a selection of its Elected Member training opportunities prior and post-Convention for your convenience. Full details are available at walga.asn.au/Training



2019 #showCase in Pixels Competition:

2018 Overall Winner - Shire of Harvey

Formerly known as the Banners in the Terrace Competition, the annual exhibition of artwork from Local Governments will be displayed in a new format and venue this year – on the iconic digital tower at the heart of Yagan Square in Perth City. Traditionally, the artwork, in the form of physical banners, were hung on the poles along St Georges and Adelaide Terrace. This year, WALGA has the opportunity to display digital artwork designs on the 45-metre high tower at Yagan Square, which features a circular screen with 14 columns, representing the 14 Noongar language groups.

- Artwork will be displayed in Yagan Square from Monday, 29 July to Sunday, 18 August.

Opening keynote speaker



Lord Sebastian Coe CH, KBE

President of the International Association of Athletics Federations (IAAF) and the Executive Chairman of CSM Sport & Entertainment

Lord Coe is the President of the International Association of Athletics Federations (IAAF) and the Executive Chairman of CSM Sport and Entertainment. As an athlete he won Olympic gold medals in the 1500 meters in 1980 and 1984 and set 12 middle-distance world records. He went on to become the Member of Parliament for Falmouth and Camborne and later chaired the London Organising Committee of the Olympic and Paralympic Games (LOCOG).

Sebastian Coe was born in London in 1956 and then his family moved to Sheffield. It was there that he joined the athletics team at Hallamshire Harriers, specialising in middle distance events. On leaving school, Coe studied Economics and Social History at Loughborough University and in 1977 made his first mark as athlete, winning the 800m at the European Indoor Championship.

The following year he set a new United Kingdom 800m record and in 1979 he broke the 800m, 1500m and mile world records in the space of 41 days. At the Olympic Games in Moscow in 1980, Coe won the gold medal in the 1500m, having won silver in the 800m. Four years later in Los Angeles he also won silver in the 800m before becoming the only man to successfully defend the 1500m title.

Coe retired from athletics in 1990 and two years later was elected as Member of Parliament for Falmouth and Camborne, a seat he held until 1997, when he became Private Secretary to William Hague, the Leader of the Opposition. In 2000 he was appointed a life peer and took the title of Lord Coe of Ranmore.

In 2004 Coe took over as Chairman of the London bid to host the 2012 Olympic and Paralympic Games. London was appointed as host city in July 2005 and Coe chaired LOCOG, which successfully delivered the Games in the summer of 2012. Following the London Games Coe became Chairman of the British Olympic Association and Executive Chairman of CSM Sport & Entertainment. He was elected President of the IAAF in 2015, having been a Vice President since 2007.

Coe has received numerous honours throughout his career. He was the BBC's sports personality of the year in 1979 and in 1982 he was appointed a Member of the Order of the British Empire (MBE). Eight years later he was promoted to Officer of the same order (OBE). Following his appointment as a life peer, Coe was promoted to Knight Commander of the Order of the British Empire (KBE) for his services to sport and in the 2013 New Year's Honours List he was appointed to the Order of the Companions of Honour (CH).

Lord Sebastian Coe CH, KBE appears by arrangement with Michael Cassel Group, represented by Saxton Speakers Bureau.

Plenary speakers



Professor Roberta Ryan

Institute for Public Policy and Governance, Centre for Local Government, UTS

Professor Roberta Ryan is a leading public policy, evaluation and research analyst with over 30 years' experience. An expert in a range of public policy areas including Local Government, she has worked with and for over 100 Local Governments in NSW, nationally and internationally.

Specialising in new approaches in the application of research to policy, community engagement and sustainability, social and strategic planning, Roberta was formerly Director of the UTS Institute for Public Policy and Governance and the UTS Centre for Local Government and a partner in a national professional services firm.

Roberta is actively engaged with all levels of government, academia, the private sector and the non-government sector across all major arenas of public policy, with particular experience and expertise in Local Government, disability, planning cities, citizen engagement and sustainability. She has strong partnerships and client relationships and is a trusted advisor to all three levels of government.

Hugh Riminton

Author, television news presenter and radio broadcaster

Hugh's career includes more than twenty years as a foreign correspondent for CNN and the Nine Network. Hugh has reported from numerous war and conflict zones, from Afghanistan and Iraq to Somalia, Rwanda, South Sudan, East Timor, the Balkans and Israel's wars with its neighbours, among others. He reported the Port Arthur massacre, the Thredbo disaster, China's Sichuan earthquake, and once bought hundreds of slaves in Africa in order to set them free. He was also the Canberra-based political editor for the TEN Network.

He is currently Senior Journalist and Presenter for TEN, frequently presenting TEN Eyewitness News, The Project and Studio 10 as well as contributing to TEN Daily and other print and online outlets. Hugh also presents "Sunday Extra" – a radio current affairs show heard every week on ABC RN.

Hugh Riminton appears by arrangement with Saxton Speakers Bureau.





Dale Williams ONZM JP

**Porirua City Councillor Northern Ward (New Zealand);
Chair, Porirua Youth to Work Movement AG**

Dale began his career in the New Zealand Motor Industry, serving an apprenticeship after leaving school. A very proud Trade Certified Motorcycle Engineer by profession, he began his first franchised dealership in Otorohanga aged 23, owning several successful businesses, employing and training many young people.

Dale served 18 years on Otorohanga District Council including three terms as Mayor (re-elected unopposed), during which he led community initiatives to support young people transition from school to work, which achieved full youth employment and a vibrant local economy.

Dale chaired the NZ Mayors Taskforce for Jobs for six years which released a Youth to Work Strategy based on the Otorohanga experience, for all communities to follow.

He is currently an elected representative on Porirua City Council and Chair of the Porirua Youth to Work Movement. His experience, passion and practical approach resonates with industry, employers and communities facing skills and labour shortages, and aging population pressures.

Gary Adshead

**Award winning journalist, broadcaster,
former State Political Editor - The West Australian**

Gary Adshead has been a journalist in print, radio and television for the past 30 years including ten years with The West Australian as one of WA's leading investigative journalists. He joined Radio 6PR as host of their morning current affairs program for three years before returning to The West Australian as their State Political Editor in 2016.

His regular columns pull together more than three decades of experience. Gary often uses humour to dissect current affairs, but takes no prisoners on either side of politics in finding the truth.

He began his career after finishing at Balcatta Senior High School and moving to New Zealand where he worked voluntarily for an Auckland radio station. During the same year (1984) he was employed at a regional newspaper and after almost 12 months he moved back to Auckland where he joined the Sunday News.

He returned to Perth via an eventful yacht trip in 1986 and went to work for Community Newspapers and then The West Australian.

In 1990, he began a television career that included Channel 10, Channel 9 and Channel 7, both as a reporter and Chief of Staff.

Over almost three decades Gary has won numerous awards for breaking exclusive stories about organised crime, politics, sport and business in Western Australia.

In 2014, he was part of The West Australian's team of reporters to win the WA Media Awards Print Prize for their exclusive on the identity of the man whose head was found inside a plastic bag on Rottnest Island.





Andy Dexterity

Performer and Sign-Dancer

Andy Dexterity is a Green Room Award-nominated performer specialising in a truly unique concept; a fusion of dance, theatre and sign language. Fascinated by the way people interact and communicate, he's created works that empower and delight audiences through creative choreography. Andy has performed in award-winning shows for the Melbourne Theatre Company, Sydney Theatre Company, Opera Australia and Belvoir Street Theatre.

Passionate about making the world a more inclusive place, his 'sign dancing' is giving people new tools to express themselves, encouraging conversation that transcends linguistic barriers. His performance at TEDxSydney left audiences in awe of his unique ability to communicate through body language.

Andy Dexterity appears by arrangement with Saxton Speakers Bureau.

Convention Breakfast – Rodney Eade

Former AFL Player and Coach

Rodney's longevity as a senior coach at the highest level of Australian Rules Football for 17 years is a testament not only to his talent, people management, and strategic prowess, but his ability to transform culture. Amongst his many achievements, Rodney is a four time premierships player and was awarded AFL Coach of the year in 1996.

Inducted as an inaugural legend in Tasmanian Football's official Hall of Fame in 2005, Rodney Eade began his football career with Glenorchy in 1975, where he made an immediate impact, catching the eye of mainland talent scouts and being voted the best first year player in the Tasmanian Football League.

The following year, Eade moved to Hawthorn where he remained until 1987 for a return of 229 games with 46 goals. During this time he played in the 1978 premierships win over North Melbourne, and also figured prominently in the 1983 grand final win over Essendon. It was in 1983 that Rodney was made a life member of the Hawthorn Football Club.

In 1996, Rodney took over the reins from Ron Barassi as Head Coach at Sydney, and was the most successful coach of the Swans since Jack Bissett in the 1930's. During his tenure the club made the finals in 1996-1999 and again in 2001, losing the grand final in 1996 to the Kangaroos.

2003 saw Rodney serve as media writer and commentator for the Western Bulldogs before being appointed Coach for the 2005 season. In his first season, he took an under-achieving Bulldogs team within a goal of the finals series, having finished with less than five wins in the previous two years. In 2006 Rodney then took the team to a final series for the first time since Terry Wallace in 2000.

Rodney remained with the Bulldogs until 2011 when he was appointed Football and Coaching Strategist by the Collingwood Football Club, replacing outgoing coach Mick Malthouse. Eade coached the Australian International Rules football team in October/November 2011. He was appointed Gold Coast Suns coach in October 2014 until the end of 2017.



The program

Tuesday, 6 August (Pre-Convention)

- 9.00am – 3.30pm** **Local Government Forum: Engaging with Aboriginal Communities**
([separate registration](#))
- 9.00am – 12.00pm** **Workshop: Emergency Management: Before-During-After**
([separate registration](#))
- 3.30pm – 5.30pm** **Mayors and Presidents' Forum** (separate registration – by invitation only)
- 5.30pm – 7.00pm** **Mayors and Presidents' Reception** (separate registration - by invitation only)

Wednesday, 7 August (Pre-Convention)

- 7.30am – 8.45am** **Breakfast with Hon David Templeman MLA, Minister for Local Government; Heritage; Culture and the Arts** ([separate registration](#))
Join Minister Templeman over breakfast to explore the importance of diversity in Local Government.
- 9.00am – 11.00am** **State & Local Government Forum** ([separate registration](#))
- 10.00am** **Delegate Service Desk open for Convention Registration (PCEC Level 2)**
- 12.00pm – 1.15pm** **Luncheon for 2019 WALGA Honours Recipients**
- 1.30pm – 5.00pm** **WALGA Annual General Meeting** (includes presentation of Honours Awards)
- 5.00pm – 6.30pm** **Convention Opening Welcome Reception**
A welcoming space to network your way through an evening of food, beverages, music and friendly conversation. Included in Full Delegate Registration.

Thursday, 8 August

- 7.00am** **Delegate Service Desk open for Registration (PCEC Level 2)**
- 7.00am – 8.30am** **ALGWA (WA) AGM and Breakfast**
Register online via Delegate Registration. Other enquiries to Cr Karen Wheatland, City of Melville on M: 0401 335 642 or E: CRKaren.Wheatland@melville.wa.gov.au
- 7.00am – 8.45am** **Local Government Policy Awards: Children – Health – Environment**
For more information or to register for this breakfast please visit www.phaiwa.org.au.
Other enquiries to lg-reportcard@curtin.edu.au
- 9.00am** **SESSION I Opening Keynote Presentation**
Lord Sebastian Coe CH, KBE
President of the International Association of Athletics Federations (IAAF) and the Executive Chairman of CSM Sport & Entertainment
Lord Sebastian Coe CH, KBE appears by arrangement with Michael Cassel Group, represented by Saxton Speakers Bureau

10.30am – 11.15am Refreshments**11.15am****SESSION 2 Strengthening Local Government**

A brief look at Local Government's role from federation through to the modern era, having progressed from traditional roads, rates and rubbish to providing a multitude of community services; and how do you frame legislation that has the flexibility to move forward to meet the pace of change in the 21st Century?

Professor Roberta Ryan

Institute for Public Policy and Governance, Centre for Local Government, UTS

Panel Discussion

Professor Roberta Ryan Institute for Public Policy and Governance, Centre for Local Government, UTS

Hon David Templeman MLA Minister for Local Government; Heritage; Culture and the Arts

Hon Cr Paul Omodei President, Shire of Manjimup

Anthony Quahe Managing Principal, Civic Legal

Moderated by Liam Bartlett 60 Minutes reporter; award winning broadcaster and journalist
Liam Bartlett appears by arrangement with Cheri Gardiner & Associates

12.30pm – 1.30pm Lunch**1.30pm****SESSION 3 CONCURRENT SESSIONS****Community Opportunity on Common Ground**

Sporting clubs and facilities can be the backbone to social cohesion in any community. Local Government is a key stakeholder for local recreation and sporting clubs, therefore better understanding the strategic and funding environment will assist Councils in continuing to provide low or no cost facilities and assist in supporting and developing the range of programs available for recreation organisations.

This session will include information from peak representative groups on guidelines, sports tourism, events and visitor activation, economic development for sporting associations, employment pathways, and working in remote communities.

Outcomes Measurement and Cultural Infrastructure

Strategic investment in cultural infrastructure leads to a vibrant State, empowered communities and stronger economies. The relationship between vibrancy and economic development is intimately linked through people, place and value. State Government has produced the first Cultural Infrastructure Strategy for Western Australia providing a framework to Local Government for effective planning and investment. Measuring the outcomes of creative place making provides tangible analysis on the impact to community and return on investment to Council.

This session will provide the audience with the latest information on high level strategic frameworks and key projects, recent developments to Lotterywest funding streams as aligned to measuring these outcomes, and a showcase of a digital measurement platform for measuring cultural impact to enable Council to succeed in delivering facilities and services to community.

Embracing the Future of Transport: Mobility as a Service

A revolution in transport modes and services are upon us and Local Governments need to prepare. Mobility as a Service focuses on individuals' needs to get quickly and conveniently from place to place without the need to personally own any particular transport device. Technology is the driving force behind these new transport services.

This session will provide an overview of Mobility as a Service and the important role Local Governments will play in developing supporting policies and local laws to embrace these services. The ways in which Local Governments worldwide are rapidly introducing these services to their communities will offer sound examples of learnings for WA Local Governments.

Field Trip: City of Perth Surveillance Centre

(Maximum 15 participants)**

Perth is a very safe and liveable city, but like any city, Perth can be affected by antisocial and criminal activity. In an effort to address these concerns, the City of Perth has developed an extensive CCTV system as part of its overall crime prevention strategy. This tour will provide a behind-the-scenes look at the City of Perth's Surveillance Centre, the largest public CCTV centre run by a Local Government in Australia.

Field Trip: MRWA Road Network Operations Centre

(Maximum 15 participants)**

The Road Network Operations Centre (RNOC) is a purpose-built, world-class facility designed to optimise road network safety, performance and congestion management. It enables close collaboration with critical first responders to manage real-time operations, emergency incidents and events on the road network.

This tour provides the opportunity to observe the new nerve centre for Perth's road network, which manages traffic across 18,500km of WA roads - one of the largest road networks in the world.

***Due to limited space, registration for field trips will be conducted using a ballot system. Following the close of registration on Tuesday, 16 July, all registered delegates interested in attending a Field Trip(s), will be placed into a draw and notified.*

3.00pm – 3.45pm

Refreshments

3.45pm

Song Division

4.00pm

SESSION 4 Local Government Showcase

Presentation on a number of WA Local Government initiatives.

7:00pm – 11:00pm

Pre-Dinner Drinks and Gala Dinner, PCEC BelleVue Ballroom

Put aside business for the night and enjoy a three-course meal, beverages, dancing, and after-dinner entertainment.

Friday, 9 August

7.00am

Delegate Service Desk open

7.45am – 9.00am

Convention Breakfast with Rodney Eade (\$88)

9.15am

SESSION 5 State and Federal Political Insights

A conversation centred on the landscape post the Federal Election; key insights from the campaign; and challenges for the new Government as well as State Government's performance mid-way through the term; the state of opposition; and emerging issues.

Hugh Riminton Author; Television News Presenter and Radio Broadcaster
Hugh Riminton appears by arrangement with Saxton Speakers Bureau

Gary Adshead former State Political Editor; The West Australian

10.15am **SESSION 6 Local Solutions for Local Issues****Dale Williams** Porirua City Councillor (New Zealand)**11.00am – 11.45am** **Refreshments****11.45am** **SESSION 7 CONCURRENT SESSIONS****Collaboration for Prosperity**

What is the key to the success of local economic development initiatives? While there are many factors that can lead to success, studies have consistently recognised the importance of collaboration between all levels of Government, business and the community to delivering favourable economic outcomes.

However, in Western Australia, collaboration is often occurring in an ad hoc or piecemeal fashion, and in some cases, it is not happening at all.

This session will focus on the opportunities for Local Governments to work with the State Government to drive positive economic outcomes for their local community, and showcase practical examples of Local Governments working with others to deliver on their economic development program.

Reframing Rural Fire

This session will explore the role of the new Rural Fire Division, which was established following recommendations from the Special Enquiry into the Waroona Harvey bushfire.

Speakers will include Executive Director Murray Carter who will share the division's achievements to date, including the establishment of the Bushfire Centre of Excellence and ongoing funding for the Bushfire Risk Management Program that directly works with Local Governments in bushfire prone areas.

With Local Government playing a significant role in bushfire management this is your opportunity to hear directly from this key State partner:

Integrity and Local Law-Making

This Parliamentary function of scrutinising delegated legislation which includes Local Laws, has been delegated by Parliament to the Joint Standing Committee on Delegated Legislation. Accordingly Parliament has established functions and powers for the operation of the Committee and scrutiny of Local Laws. In addition to scrutiny, both the Committee and Local Governments share equal responsibility for ensuring that integrity is evident in the local law-making process. But what is integrity, why is it important and how do we know it has been applied in making a local law?

Former Chief Justice of New South Wales The Honourable James Spigelman AC QC has defined 'integrity' as:

"... the maintenance of fidelity to the public purpose for the pursuit of which the institution is created and the application of public values, including procedural values, which the institution was expected to obey."

A particular Local Law is most likely to fail the integrity test for reasons of unreasonableness, improper purpose, misapplication of local law-making powers and compliance with local law-making procedures. The Delegated Legislation Committee will provide commentary on its role and past issues identified with the integrity of local laws, and provide guidance on how Local Governments can learn from these experiences to ensure integrity is evident in the local law-making process..

Field Trip: Sustainable Infill

(Maximum 30 participants)**

In recent years, the redevelopment of existing residential areas has seen an increase in density, but the significant clearing of the land has generally resulted in a massive loss of tree canopy in the suburbs. Many developers indicate that this method of redevelopment is 'what the market wants', so they provide the clear site on which to build. Is it time that this method of redevelopment is challenged? Is there a better way of retaining trees and still achieving an increase in density?

This tour will provide insights in the planning process for a medium density (R40) sustainable development as Perth sustainability expert, Chris Ferreira, opens his renowned sustainable home in Hamilton Hill and is on hand to share his plans for sustainable infill development, showcasing how he plans to have four homes & 40 trees all on the one site.

Field Trip: City of Perth Surveillance Centre

(Maximum 15 participants)**

Perth is a very safe and liveable city, but like any city, Perth can be affected by antisocial and criminal activity. In an effort to address these concerns, the City of Perth has developed an extensive CCTV system as part of its overall crime prevention strategy. This tour will provide a behind-the-scenes look at the City of Perth's Surveillance Centre, the largest public CCTV centre run by a Local Government in Australia.

****Due to limited space, registration for field trips will be conducted using a ballot system. Following the close of registration on Tuesday, 16 July, all registered delegates interested in attending a Field Trip(s), will be placed into a draw and notified.**

1.15pm – 2.00pm

Lunch

2.00pm

SESSION 8 CONCURRENT SESSIONS

Government's WARR on Waste

In early 2019, the Government released the Waste Avoidance and Resource Recovery (WARR) Strategy and Action Plan outlining the pathway for improvements to waste management in WA. The Strategy is a first in that it requires action from State and Local Government, industry, producers and the community to achieve the Targets.

This session will focus on key implementation challenges and solutions for the Strategy, with industry and government experts sharing knowledge and expertise. Find out what the Strategy will mean for your Local Government and community.

More on Community Engagement

Community engagement a key principle of good governance, with a significant focus on this area being developed through legislative reform. This session aims to enhance public leaders' capacities to activate their communities, and promote and improve the practice of public participation in an environment that has been tainted with a high level of risk aversion. Learn more on the values, tools and quality assurance standards required to achieve successful outcomes in a safe and effective manner, and how to drive these processes through a simple digital platform that provides tactical and effective methods for online social engagement.

Social Media and Local Government: How to Balance the Risks and Rewards!

Using social media can be an overwhelming experience. Whilst it presents incredible opportunities for Local Governments and Elected Members to better connect and engage with their communities, the dark side of social media means online forums can be places where criticism, negativity, mistruths and even bullying is the norm, often without any accountability.

This session will provide the audience with insights into the power of social media (the good, bad and ugly) and tips on how to manage interaction with communities and residents who might not always play by the rules!

3.00pm

SESSION 9

3.00pm

#shoWcAse in Pixels Winners Announced

3.15pm

SongDivision

3.25pm

Closing Speaker: Andy Dexterity

Andy Dexterity appears by arrangement with Saxton Speakers Bureau

4.00pm

Official Close of the 2019 Local Government Convention and Refreshments

Partner activities

Registration is required for all activities – prices include GST. Please contact WALGA for more information should your partner be interested in attending a particular conference session.

Wednesday, 7 August

High Tea at C-Restaurant

1.30pm – 4.00pm

There is always time for High Tea and especially in a venue where location, location and location is the key.

Includes: High Tea and guide

\$95 (minimum 15 – maximum 30)

Opening Welcome Reception in the Trade Exhibition (at the PCEC)

5.00pm – 6.30pm

\$70

Thursday, 8 August

Swan Valley Gourmet Degustation

8.45am – 4.00pm

Time to savour more delights of the Swan Valley. We will introduce you to some hidden gems of the Swan Valley that you may not know about.

Includes: Coach, morning tea, various tastings around the valley, lunch and guide.

\$170 (minimum 10 – maximum 12)

Progressive Mystery Lunch in the CBD

11.00am – 2.30pm

Your chance to wine and dine in some of Perth's divine restaurants.

Includes: Guide, entrée, main course, a glass of wine or beer, dessert; and tea or coffee.

\$120 (minimum 10 – maximum 30)

Gala Dinner Hair & Makeup (at the PCEC)

2.00pm – 4.30pm

Take the fuss out of getting ready for the Convention Gala Dinner by allowing the Makeup and Hair students (fully supervised) from Perth College of Beauty take care of you.

Includes: Hair and Make-up (Ladies must come with clean hair & no makeup on)

\$65 (minimum 10 – maximum 35)

Convention Gala Dinner (at the PCEC)

7.00pm – 11.00pm

\$140 for partners of Full Delegates and Life Members

\$190 for all other guests

Friday, 9 August

Breakfast with Rodney Eade (at the PCEC)

7.45am – 9.00am

\$88

I Sentence You To...

9.15am – 11.15am

Step back in time to the original Law Courts, the first court house built when WA was settled. Hear amazing tales and explore the new exhibition about Dom Rosendo Salvado, a well-known old monk from New Norcia Monastery.

Includes: Walking tour and morning tea.

\$40 (minimum 10 – maximum 30)

General information

Online Convention Registrations

Visit www.walga.asn.au/lgc19 to complete your registration online.

Full Delegate fees cover the daily conference program, lunches, refreshments, and the Opening Reception on **Wednesday, 7 August**. The Convention Gala Dinner on Thursday evening and Convention Breakfast on Friday morning are optional, and a ticket fee applies.

Convention fees

Prices are per person and are all inclusive of GST.
Deadline for all Registrations is **Tuesday, 16 July 2019**.

Convention Registration

Full Delegate - Local Government	
1-4 Registrations	\$1,475
5+ Registrations	\$1,300
Full Delegate - Corporate	\$1,800
WALGA Life Members	Complimentary

Day Delegate Registration

Thursday, 8 August
Local Government \$845

Friday, 9 August
Local Government \$720

Optional Extras

Gala Dinner

Full Delegate & Partner	\$140 each
WALGA Life Member & Partner	\$140 each
Gala Dinner Only	\$190 each

Breakfast

ALGWA Breakfast (Thursday)	\$60
Convention Breakfast with Rodney Eade (Friday)	\$88

Partners/Guests

Opening Reception (Wednesday)	\$70
Lunch (Thursday)	\$50
Lunch (Friday)	\$50
Partner Tours	Individual tour fees as listed

Please contact WALGA for more information should your partner like to attend a particular conference session.

Changes to your registration

You can modify your online booking at any time before the close of registrations. Once you have completed your registration, an email with your confirmation number will be emailed to you. Click on the link and enter your confirmation number to make any changes or additions to your reservation.

Registration cancellations must be advised in writing prior to the deadline date of **Tuesday, 16 July 2019**. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

Special requirements

Special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

Accommodation

Hotel information and booking forms are available at www.walga.asn.au/lgc19. Reservations are to be made direct with hotel. Please note that city hotels have limited guest parking so clarify these arrangements when booking.

Inter-venue transfers

Due to low take up, there will be no private bus transfer service available from the PCEC this year.

The convenient, free and frequent bus services operating within the CBD are recommended for transfers between city hotels and the PCEC – for detailed information on these services go to www.transperth.wa.gov.au – and hotel staff can offer some local advice to guests.

PCEC Parking

For those requiring daily parking, WALGA can arrange for a multi-entry (24 hour access) parking space in the underground car park at the PCEC at a daily cost of \$39. Parking space requests must be indicated when registering – please note the non-extendable deadline for these requests is **Tuesday, 9 July 2019**.



Enquiries

Ulla Prill, WALGA Marketing and Events Officer

T 08 9213 2043

E registration@walga.asn.au

Information in this brochure is correct at time of printing but may be subject to change.

**ATTACHMENT - AGENDA ITEM 8.4.3
Narembeen Volunteer Fire and Emergency
Services (Narembeen VFES) Memorandum of
Understanding (MOU)**



MEMORANDUM OF UNDERSTANDING

between the

**NAREMBEEN VOLUNTEER
FIRE AND EMERGENCY SERVICES**

and

SHIRE OF NAREMBEEN

and

**DEPARTMENT OF FIRE AND EMERGENCY
SERVICES**

for

**THE MAINTENANCE AND SUPPORT OF THE
NAREMBEEN VOLUNTEER FIRE & EMERGENCY
SERVICES**

1. PURPOSE

- 1.1 This Memorandum of Understanding (MOU) is intended to identify and document the respective roles and responsibilities of the Narembeen Volunteer Fire and Emergency Services (Narembeen VFES), the Shire of Narembeen (Shire) and the Department of Fire and Emergency Services (DFES) to manage the Narembeen VFES.
- 1.2 This MOU outlines the responsibilities and undertakings of the Shire, the Narembeen VFES and DFES (the parties), for the delivery of volunteer fire and emergency services in accordance with DFES' best practices.
- 1.3 This MOU does not constitute or create and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of any party.

2. DEFINITIONS

DFES	Department of Fire and Emergency Services.
MOU	Memorandum of Understanding. The documented arrangement between the parties who are signatories to the document
FES	Fire & Emergency Services
Party/Parties	means DFES, the Shire of Narembeen and the Narembeen VFES, in their individual right, as well as collectively
The Act	<i>Fire and Emergency Services Act 1998</i>
VFES	A FES unit approved under section 18M of the Act.

3. MOU OBJECTIVES

- 3.1 To detail specific responsibilities with respect to the management, administration and duties of the Narembeen VFES.
- 3.2 This MOU establishes a mutual understanding between the Shire of Narembeen and DFES, to ensure the Narembeen VFES are supported, trained, equipped and capable of providing emergency services roles in their community and surrounding areas.
- 3.3 To clearly identify the responsibilities and obligations to be undertaken by all parties identified in the MOU.

4. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

4.1 Support Group

DFES will support the Narembeen VFES Support Group. The Support Group will be responsible for determining operational, financial and administration requirements for the Narembeen VFES.

4.2 Financial and Compliance Requirement

DFES will:

- undertake all financial obligations associated with the operations, maintenance and management of the Narembeen VFES
- maintain all Narembeen VFES assets
- provide fuel cards to cover the fuel costs associated with the use of Narembeen VFES vehicles, when the vehicles are used for Narembeen VFES activities. DFES will reimburse the Shire where they have provided fuel because there are no commercial fuel refilling facilities available
- provide and maintain operational and non-operational uniforms for the use of Narembeen VFES volunteers. The specific design, style and colour of the uniforms, and the wording or logos used on the uniforms, will be consistent with those of all other Western Australian VFES units. DFES is responsible for ordering and purchasing the uniforms
- provide and maintain signage to all new and existing equipment, vehicles and buildings that are used by the Narembeen VFES for emergency services purposes
- cover the cost of utilities used at the Narembeen VFES premises for the purpose of Narembeen VFES activities including telephone calls, electricity and gas
- provide all capital requirements on a replacement basis
- provide relevant insurance policies where necessary, including personal accident cover for all registered volunteers of the Narembeen VFES, motor vehicle cover for all vehicles registered in the name of the Narembeen VFES and insurance for the Narembeen VFES premises
- reimburse the Shire for payment of insurance for the Narembeen VFES premises, which are owned by the Shire and ~~leased/licenced~~ to use by DFES
- coordinate and obtain all relevant concessions applicable to the Narembeen VFES including exemptions where appropriate
- provide the Narembeen VFES with guidance in relation to the administration and financial management of its affairs through appropriate policies and procedures.

4.3 Training

Appropriate emergency services training will be provided to ensure the Narembeen VFES volunteers are capable of fulfilling the emergency services roles as authorised by the FES Commissioner.

The training requirements will be determined by agreement with the Narembeen VFES Support Group and the training will be facilitated by DFES.

DFES will ensure at least two members of the Narembeen VFES are trained in DFES' incident dispatch system and post incident reporting system.

4.4 Register of VFES Volunteer Members

DFES will maintain a register containing the details of the Narembeen VFES members. This register will include personal, training and incident attendance information.

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRE OF NAREMBEEN

- 5.1 The Shire agrees the VFES premises at 1 Latham Road, Narembeen will be made available for use by the VFES for the purposes of emergency incident management, training courses and other relevant activities.
- 5.2 The Shire will actively promote the Narembeen VFES and its activities within the Shire through local media, community events and general information dissemination.
- 5.3 The Shire will provide a representative to sit on the Narembeen VFES Support Group who will participate in the Support Group activities and assist it to fulfil its functions and objectives.
- 5.4 Where appropriate, the Shire will assist DFES to provide the VFES members with required training.

6. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE NAREMBEEN VFES MEMBERS

- 6.1 The members of the Narembeen VFES agree to provide emergency services support as authorised by the FES Commissioner. Duties are to include:
 - road accident rescue
 - communications
 - structural firefighting
 - bush firefighting
 - community safety education
 - hazardous materials.
- 6.2 According to community needs, appropriate training and the provision of resources, Narembeen VFES roles may be expanded in profile during the life of this MOU. However, this will only occur through consultation with Narembeen VFES members, the Shire and DFES.
- 6.3 Members will ONLY be allowed to attend an emergency incident when they have been appropriately trained to combat the type of incident and ONLY when they are wearing the appropriate personal protective clothing and/or equipment.
- 6.4 Members agree to be bound by the duty of care requirements under the *Occupational Safety and Health Act 1984*, and under no circumstances will they attend an incident under the supervision of another trained member, if they have not been trained themselves.
- 6.5 Members will undertake and comply with all operational, financial and administration requirements necessary to operate the VFES.

6.6 The members agree to attend emergency services training when provided by DFES. The date and time of the training will be agreed between DFES and the Narembeen VFES Support Group.

7. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE NAREMBEEN VFES SUPPORT GROUP

7.1 The Narembeen VFES Support Group will comprise of:

- Narembeen VFES Captain
- Narembeen VFES 2IC Lieutenant
- Narembeen VFES Apparatus Officer
- Narembeen VFES Training Officer
- Narembeen VFES Administration Officer (Secretary / Treasurer)
- Shire of Narembeen representative
- DFES District/Area Officer/s.

7.2 The Narembeen VFES Support Group will meet annually in order to determine:

- budgeting requirements for the Narembeen VFES
- operational and non-operational reporting structures and procedures
- vehicle and equipment requirements
- training profiles, courses, availability, schedules and other training requirements
- other issues raised.

8. DURATION AND AMENDMENT

8.1 The MOU will take effect from the date of the last signature and will remain in force for a period of five (5) years with an option to extend for a further five (5) years by written agreement of all parties or until it is terminated.

8.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing from all parties.

9. DISPUTE RESOLUTION

9.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU by way of conference and negotiation. The parties must confer and negotiate within seven (7) days of receiving a notice from the other party setting out the nature of the dispute.

9.2 If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the FES Commissioner, the Shire of Narembeen, Shire CEO and the Captain of the Narembeen VFES, or their nominated delegate/s.

10. NOTICES

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

Mr Darren Klemm AFSM

FES Commissioner
Department of Fire and Emergency Services
Emergency Services Complex,
20 Stockton Bend
COCKBURN CENTRAL WA 6164
(Postal)
PO Box 1174
PERTH WA 6844

Captain

Narembeen VFES
1 Latham Road
NAREMBEEN WA 6369

Chief Executive Officer

Shire of Narembeen
1 Longhurst Street
NAREMBEEN WA 6369

11. ASCENDANCY OF LEGISLATION

The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made

BETWEEN THE

Narembeen Volunteer Fire and Emergency Services
1 Latham Road
NAREMBEEN WA 6369

AND

Shire of Narembeen
1 Longhurst Street
NAREMBEEN WA 6369

AND

Department of Fire and Emergency Services
20 Stockton Bend
COCKBURN CENTRAL WA 6164

and will take effect from the date of the last signature and remain in place for 5 years.

SIGNED for and on behalf of the Narembeen VFES by:

MURRAY DIXON
CAPTAIN

Signature

Date

SIGNED for and on behalf of the Shire of Narembeen by:

CHRIS JACKSON
CHIEF EXECUTIVE OFFICER

Signature

Date

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

DARREN KLEMM AFSM
COMMISSIONER

Signature

Date

NAREMBEEN VOLUNTEER FIRE AND EMERGENCY SERVICES MEETING

HELD AT THE NAREMBEEN EMERGENCY SERVICES FACILITY

13TH FEBRUARY 2019

Meeting was declared open at 5:20pm by Chris Jackson.

Attendees: Joel Deluis, Brendan Parsons, Cody Duncan, Cameron Taylor, Murray Dixon, Gary Sprigg, John McCummiskey, Stephen Welsh, Eric Tenardi, Seb Cowan, Justin Corrigan, Chris Jackson, Thomas Dwight, Danny Gray, James King, Dylan Cole, Colin Ogilvie, Andrew Hardham, Paul Wanless, Mitch Miolini, Adam Miolini, Byron Lynch, Renee Lynch, Jeremy Padfield.

Apologies: Syd Parsons, Trent Davies, Jessie Davies, Clint Butler.

Election of Office Bearer's

Captain

Murray Dixon nominated by Brendan Parsons.

Seconded by Andrew Hardham.

Murray accepted.

Lieutenant

Andrew Hardham nominated by Byron Lynch.

Seconded by Gary Sprigg.

Andrew accepted.

Secretary/Treasurer

Renee Lynch nominated by Murray Dixon.

Seconded by Brendon Parsons.

Renee accepted.

Apparatus Officers

Dylan Cole nominated by Andrew Hardham.

Seconded by Gary Sprigg.

Dylan accepted.

Brendan Parsons nominated by Byron Lynch.

Seconded by Andrew Hardham.

Brendan accepted.

General Business

Murray Dixon introduced Justin Corrigan from DFES as Narembeen's new VFES coordinator. Justin provided the group with an update on the transition to VFES.

- The new Narembeen VFES unit has been approved by the Commissioner.
- The brigade will be formed in approximately 3 weeks.
- A Memorandum of Understanding is being formulated to establish what our unit will participate in.
Current consideration is:
 - o Bush Fire
 - o Structural
 - o Road Crash Rescue
 - o Hazmat
 - o Community Engagement
 - o Search and Rescue may be considered at a later date.
- Justin will:
 - o Contact the Narembeen Shire to negotiate an agreement to use the Emergency Services building.
 - o Arrange PPE gear
- We will:
 - o Have our volunteers sign up as VFES
 - o Formulate a training plan utilising pathways training.

Mount Walker Bush Fire Brigade

Mount Walker will be retained as a Bush Fire Brigade under the administration of the Shire. Murray will hold dual positions as Chief Bush Fire Officer and Captain of VFES.

Appliances

We will receive a HSR 3.4 in the coming months. In the interim we are to receive a rescue trailer for temporary use.

Murray emphasised the importance of retaining our rural appliance. This is necessary so to avoid potentially damaging the new HSR 3.4 while fighting bush fires. The understanding that we are to retain our rural appliance is the reason we have agreed to the use of the interim rescue trailer.

Insurance

DFES will provide insurance for VFES volunteers, the Shire will provide insurance for Bushfire Brigade volunteers.

Merit Payments

Payments are made as a 'thank you' and can be used to run the group. Payments will be increased by having more volunteers registered and engaging in community activities. For a group our size we may receive approximately \$4,000 annually.

Meeting was declared closed by Murray at 5:55pm.

ATTACHMENT - AGENDA ITEM 8.4.7
Construction of the Narembeen Lesser Hall
Precinct and Interpretation Project Tender
01/2019

3 TENDERER'S OFFER

3.1 OFFER FORM

I/We **PHOENIX LANDSCAPING SERVICES PTY LTD**
(BLOCK LETTERS)
Of **P.O Box 255 BEECHBORO W.A 6063**
(ADDRESS)
ABN/GST Status - **16 166 772 390** ACN (if any)
Telephone No: **0417 950 096** Facsimile No:
E-mail (if any): **phoenixls @ live . com . au.**

In response to RFT 05/2018



Construction of the Narembeen Lesser Hall Precinct & Interpretation Project, Narembeen

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to sixty (60) calendar days from the date of the tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this **23** day of **APRIL** 20**19**
Signature of authorised signatory of Tenderer: 
Name of authorised signatory (BLOCK LETTERS): **ROB BALL**
Position: **DIRECTOR.**
Address: **17 BRIDGES RISE, KIARA.**
Witness Signature: 
Name of witness (BLOCK LETTERS): **DENISE FISHWICK**
Address: **P.O. BOX 963, CLAREMONT, 6910**

3.2 TENDERER'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 3 are to be completed and returned to the Principal as they form part of your Tender submission).

3.2.1 QUALITY ASSURANCE

Does your organisation have any quality assurance or quality assurance systems?	<input type="checkbox"/> Yes / No <input type="checkbox"/>	
If you propose to subcontract, does your subcontractor have a "third party" quality management system in place?	<input type="checkbox"/> Yes / No <input type="checkbox"/>	
Supply evidence or details of your quality assurance position and where relevant of your supplier's or subcontractor's position, in an attachment labelled "Quality Assurance".	"Quality Assurance"	Tick if attached <input checked="" type="checkbox"/>

3.2.2 INSURANCE COVERAGE

The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled "Insurance Coverage". A copy of the Certificate of Currency is to be provided to the Principal within 14 days of acceptance.			"Insurance Coverage"	Tick if attached <input checked="" type="checkbox"/>
Type	Insurer – Broker	Policy Number	Value (\$)	Expiry Date
Public Liability				
Workers Compensation				
(Other)				
(Other)				

3.3 SELECTION CRITERIA

3.3.1 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Tenderers must note the following:

- All information relevant to your answers to each criterion are to be contained within your Tender;
- Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Tenderers are to address each issue outlined within a qualitative criterion.

<p>A) Relevant Experience Describe your experience in completing /supplying similar Tenderers must, as a minimum, address the following information attachment and label it “Relevant Experience”:</p> <p>(a) Provide details of similar work;</p> <p>(b) Provide scope of the Tenderer's involvement including outcomes;</p> <p>(c) Provide details of issues that arose during the project and how were managed;</p> <p>(d) Demonstrate sound judgement and discretion; and</p> <p>(e) Demonstrate competency and proven track record of outcomes.</p>	<p>Weighting 30%</p>	
	<p>“Relevant Experience”</p>	<p><input checked="" type="checkbox"/> Tick if attached</p>
<p>B) Key Personnel skills and experience Tenderers should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p> <p>(a) Their role in the performance of the Contract;</p> <p>(b) Curriculum vitae;</p> <p>(c) Membership to any professional or business association;</p> <p>(d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and</p> <p>(e) Any additional information.</p> <p>Supply details in an attachment and label it “Key Personnel”.</p>	<p>Weighting 20%</p>	
	<p>“Key Personnel”</p>	<p><input checked="" type="checkbox"/> Tick if attached</p>
<p>C) Tenderer's Resources Tenderers should demonstrate their ability to supply and sustain the necessary:</p> <p>(a) Plant, equipment and materials; and</p> <p>(b) Any contingency measures or back up of resources including personnel (where applicable).</p> <p>As a minimum, Tenderers should provide a current commitment schedule in an attachment and label it “Tenderer's Resources”.</p>	<p>Weighting 20%</p>	
	<p>“Tenderer's Resources”</p>	<p><input checked="" type="checkbox"/> Tick if attached</p>

D) Demonstrated Understanding Tenderers should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include: <ul style="list-style-type: none"> (a) Project Design Documentation and Budget; (b) A project schedule/timeline must be provided; (c) The process for the delivery of the goods/services; (d) A willingness to employ local and regional trades persons; (e) A demonstrated understanding of the scope of work; and (f) Provide details of any Manufacturing / Supplier Warranties applicable. Supply details and provide an outline of your proposed methodology in an attachment labelled " Demonstrated Understanding ".	Weighting 30%	
	"Demonstrated Understanding"	<input checked="" type="checkbox"/> Tick if attached

3.4 PRICE INFORMATION

Tenderers **must** complete the following "Price Schedule". Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

3.4.1 DISCOUNTS

Are you prepared to allow a discount for prompt settlement of accounts?	<input checked="" type="checkbox"/> Yes / No <input type="checkbox"/>	
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled " Discounts ".	"Discounts"	Tick if attached <input checked="" type="checkbox"/>

3.4.2 TOTAL TENDERED PRICE

Total Tendered Price (including GST) for the Construction of the Narembeen Lesser Hall Precinct & Interpretation Project, Narembeen	\$ 225797.00
---	--------------

3.4.3 SCHEDULE OF PAYMENTS

Schedule of Payment as pursuant to Standard Building Contracts	
--	--



CGU Workers Compensation

CGU Workers Compensation
46 Colin Street
West Perth WA 6005
GPO Box M929 PERTH WA 6843
Telephone: 1300 307 952
Facsimile: (08) 9264 2899

**EMPLOYERS' INDEMNITY INSURANCE
CERTIFICATE OF CURRENCY**

Elliott Australia Group Pty Ltd (AI)
PO Box 1136
Nedlands WA 6909

1. STATEMENT OF COVERAGE

The following insurance policy covers the employer's liability under the Workers' Compensation and Injury Management Act 1981.

This certificate is valid from:

4.00pm on 1/07/2018

to

4.00pm on 1/07/2019

The information provided in this certificate is correct at:

2/07/2018

2. EMPLOYER'S INFORMATION

Policy Number	State	Work Cover Number	ABN
O/14-7204	Western Australia	WC09887683	16166772390

Legal Name

Phoenix Landscaping Services Pty Ltd

Trading Name

Phoenix Landscaping Services

Premium (Industry) Classifications

32910 Landscape Construction Services

3. IMPORTANT INFORMATION

Other Interested Parties

Common Law Cover

\$50,000,000 (Limited to any one person or number of persons arising out of one event).

Greg Mathews
CGU Workers Compensation

EIL1008

Employers are required to ensure a valid certificate is available for inspection at their principal office or place of business.



BUSINESS INSURANCE

Certificate of Currency

Issue Date
2 July 2018

INSURER: Insurance Australia Limited
ABN 11 000 016 722
AFSL 227681
Trading as CGU Insurance
181 WILLIAM ST,
MELBOURNE VIC 3000

The policy referred to is current as at the date of issue of this certificate and whilst an expiry date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Policy Number: 15T1796335
Type of Policy: Business Insurance
Expiry Date: 1 July 2019
Insured: Phoenix Landscaping Services Pty Ltd

Section 5 - Liability	Sum Insured
Public Liability	\$ 10,000,000
Products Liability	\$ 10,000,000
Section 9 - General Property	Sum Insured
Tools of Trade - Trades (excl on site o'night) - TOOLS OF TRADE	\$1,000

This is to certify cover has been granted in terms of the Company's Standard Policy, a copy of which is available on request. This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extent of your insurance cover.



PLS

PHOENIX LANDSCAPING SERVICES



ABN ~~88 600 804 938~~ 16 166 772 390.
Mobile : 0417 950 096

ADDRESSED ITEMS.

3.2.1 QUALITY ASSURANCE.

- 1 SHIRE OF KULIN GEO WHISSON
- 2 SUBIACO BUILDING COMPANY PAT WELCH

3.3.1

(A)

- a) SHIRE OF KULIN
SUBIACO BUILDING COMPANY.

(B)

- a) VARIOUS CONTRACTORS. LOCAL = PERTH.
- b) ALL HAVE QUALIFICATIONS

(C)

- a) PLANT EQUIPMENT LOCAL.
- b) MATERIALS LOCAL + OUTSOURCE.
- b) PERSONNEL BACK-UP IN PERTH.

(D)

- a) DO IF SELECTED FOR CONTRACT.
- b) AS ABOVE
- c) AS ABOVE
- d) WILL BE USING AS MUCH LOCAL AS POSSIBLE
- e) VERY COMPETENT
- f) DO IF SELECTED FOR CONTRACT.



PLS PHOENIX LANDSCAPING SERVICES



ABN ~~60000994510~~
Mobile : 0417 950 096

3.4.1

DISCOUNTS.

5% DISCOUNT IF YOU PAY :

25% ON COMMENCEMENT

50% AFTER 20 DAYS.

25% ON COMPLETION



PHOENIX LANDSCAPING SERVICES PTY LTD

QUALIFIED HORTICULTURIST

Mobile : 0417 950 096

Email: phoenixls@live.com.au

ABN: 16 166 772 390

QUOTE No

6157

TO SHIRE OF NAREMBEEN

1 LONGHURST STREET

NAREMBEEN TEL 90 647 308

DATE 22-4-19

QTY	DESCRIPTION	PRICE
	RE: NAREMBEEN LESSER HALL PRECINCT AND INTERPRETATION PROJECT.	
L-01	<u>BRICKPAVING</u> : 153m ² - BRICKS - FREIGHT - Yellow Sand (Purchased off shire) - Labour - Accomodation (Caravan Park) SUB TOTAL	\$16640 00
L-02	<u>SOIL</u> 50m ² - SOIL (Purchased off shire) - Labour - Accomodation (Caravan Park) SUB TOTAL	3760 00



PHOENIX LANDSCAPING SERVICES PTY LTD

QUALIFIED HORTICULTURIST

Mobile : 0417 950 096

Email: phoenixls@live.com.au

ABN: 16 166 772 390

QUOTE No

6158

TO _____

TEL _____

DATE _____

QTY	DESCRIPTION	PRICE
L-03	<u>SOIL CONDITIONER :</u> - 8 m^3 Bags Soil Conditioner - FREIGHT - Labour - Accomodation (Caravan Park)	
	SUB TOTAL	\$5940 00
L-04	<u>BLUE METAL :</u> 1m^2 - SUPPLY BLUE METAL (purchased off) shire - Labour - Accomodation	
	SUB TOTAL	\$3190 00
L-05	<u>CRUSHED LIMESTONE:</u> 20m^2 - 5 m^3 BAGS OF CRUSHED LIMESTONE - FREIGHT - Labour - Accomodation (Caravan Park)	
	SUB TOTAL	\$4450 00



PHOENIX LANDSCAPING SERVICES PTY LTD

QUALIFIED HORTICULTURIST

Mobile : 0417 950 096

Email: phoenixls@live.com.au

ABN: 16 166 772 390

QUOTE No

6159

TO _____

TEL _____

DATE _____

QTY	DESCRIPTION	PRICE
L-06	<u>PEA GRAVEL:</u> 400m ² - Local Gravel Purchased from He Shire - Labour - Accomodation (Carawan Park) SUB TOTAL \$ 7610 00	
L-07	<u>CORTEN STEEL:</u> 93 linear meters. - SUPPLY METAL - FREIGHT - Labour - Accomodation (Carawan Park) SUB TOTAL \$ 6360 00	
L-08	<u>KERBWG.</u> 40 linear meters - KERBWG - Labour - Accomodation (Carawan Park) SUB TOTAL. \$ 5620 00	



PHOENIX LANDSCAPING SERVICES PTY LTD

QUALIFIED HORTICULTURIST

Mobile : 0417 950 096

Email: phoenixls@live.com.au

ABN: 16 166 772 390

QUOTE No

6160

TO _____

TEL _____

DATE _____

QTY	DESCRIPTION	PRICE
LF-01	<u>CANTILEVERED BENCH</u> : 3 ITEMS.	
	- SUPPLY 3 BENCHES.	
	- FREIGHT	
	- Labour TO INSTALL.	
	- Concrete for FOOTINGS (LOCAL)	
	- Labour for FOOTINGS.	
	- Accomodation (Caravan Park)	
	SUB TOTAL	\$ 11770 00
LF-02	<u>TABLE & BENCH</u> : 1 ITEM	
	- SUPPLY TABLE & BENCHES.	
	- FREIGHT	
	- Labour TO INSTALL	
	- Concrete for FOOTINGS (LOCAL)	
	- Labour for FOOTINGS.	
	- Accomodation (Caravan Park)	
	SUB TOTAL	\$ 7750 00



PHOENIX LANDSCAPING SERVICES PTY LTD

QUALIFIED HORTICULTURIST

Mobile : 0417 950 096

Email: phoenixls@live.com.au

ABN: 16 166 772 390

QUOTE No

6161

TO _____

_____ TEL _____

DATE _____

QTY	DESCRIPTION	PRICE
L-01	<u>PLANTS</u>	
to	- SUPPLY 60 Plants in Sit POTS	
L-08	- SUPPLY 4 Xanthorea EXTRA LARGE.	
	- FREIGHT	
	- Labour	
	- Accomodation (Carawan Park)	
	SUB TOTAL	\$ 9400 00
L-09	<u>RETICULATION</u>	
	- SUPPLY ALL MATERIALS	
	- Electrician / PLUMBER.	
	- Labour	
	- Accomodation (Carawan Park)	
	SUB TOTAL	\$ 5830 00
ITEM 1	<u>MULCH</u>	
	- 7 Bags 1m ³ of Pinebark Mulch	
	- FREIGHT	
	- Labour	
	- Accomodation (Carawan Park)	
	SUB TOTAL	\$ 4450 00



PHOENIX LANDSCAPING SERVICES PTY LTD

QUALIFIED HORTICULTURIST

Mobile : 0417 950 096

Email: phoenixls@live.com.au

ABN: 16 166 772 390

QUOTE No

6162

TO _____

TEL _____

DATE _____

QTY	DESCRIPTION	PRICE
ITEM 2	<u>EARTHWORKS:</u>	
	- BOBCAT	
	- Labour	
	- Accomodation (Carawan Park)	
	SUB TOTAL	\$ 5330 00
ITEM 3	<u>TREE LOPPING:</u>	
	- TREE LOPPERS.	
	- Labour	
	- Accomodation (Carawan Park)	
	SUB TOTAL	\$ 4400 00
ITEM 4	<u>TEMPERARY FENCING:</u>	
	- Hire	
	- Labour	
	- Accomodation (Carawan Park)	\$ 900 00
	SUB TOTAL	



PHOENIX LANDSCAPING SERVICES PTY LTD

QUALIFIED HORTICULTURIST

Mobile : 0417 950 096

Email: phoenixls@live.com.au

ABN: 16 166 772 390

QUOTE No

6163

TO _____

TEL _____

DATE _____

QTY	DESCRIPTION	PRICE
ITEM 5	<u>SIGNS:</u>	
	- SUPPLY SIGNS - FIXINGS.	
	- FREIGHT.	
	- INSTALL SIGNS.	
	- FOOTINGS.	
	- DIGGER } Local Supplies	
	- Concrete }	
	- REO	
	- Labour.	
	- Accommodation (Carawan Park)	
	SUB TOTAL	\$ 86670 00
ITEM 6	<u>ELECTRICS</u>	
	- SUPPLY & INSTALL LIGHTS (Local Contractor)	
	- OVERSEEING INSTALLATION	
	- Accommodation	
	SUB TOTAL	\$ 15200 00



PHOENIX LANDSCAPING SERVICES PTY LTD

QUALIFIED HORTICULTURIST

Mobile : 0417 950 096

Email: phoenixls@live.com.au

ABN: 16 166 772 390

QUOTE No

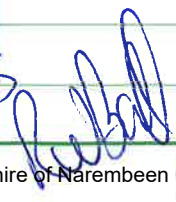
6164

TO _____

TEL _____

DATE _____

QTY	DESCRIPTION	PRICE
	SUB TOTAL	
L-01	BRICKPAVING.	16640 00
L-02	SOIL	3760 00
L-03	SOIL CONDITIONER	5940 00
L-04	BLUE METAL	3190 00
L-05	CRUSHED LIMESTONE	4450 00
L-06	PEA GRAVEL	7610 00
L-07	CORTEN STEEL	6360 00
L-08	KERBING	5620 00
LF-01	CANTILEVERED BENCH	11770 00
LF-02	TABLE + BENCH	7750 00
L-01/L-08	PLANTS.	9400 00
L-09	RETICULATION	5830 00
ITEM 1	MULCH	6450 00
ITEM 2	EARTHWORKS	5330 00
ITEM 3	TREE LOPPING.	4400 00
ITEM 4	TEMPORARY FENCE	900 00
ITEM 5	SIGNS.	86670 00
ITEM 6	ELECTRICS	15200 00
	SUB TOTAL	205270 00
	+ 10% GST	20527 00
	TOTAL DUE \$	225797 00

Regards


Rob Ball.

Sheree Thomas

From: Relief
Sent: Friday, 3 May 2019 1:17 PM
To: Sheree Thomas
Subject: FW: Construction of the Narembeen Lesser Hall Precinct and Interpretation Project

From: Vanessa Wittstock [<mailto:admin@narembeen.wa.gov.au>]
Sent: Monday, 29 April 2019 8:35 AM
To: Relief
Subject: FW: Construction of the Narembeen Lesser Hall Precinct and Interpretation Project

From: Adrian Sigglekow[SMTP:ADRIAN@BARRETTEXHIBITIONGROUP.COM.AU]
Sent: Monday, April 29, 2019 8:35:18 AM
To: Vanessa Wittstock
Subject: Construction of the Narembeen Lesser Hall Precinct and Interpretation Project
Auto forwarded by a Rule

Hi Vanessa

Please find attached in our Drop Box Link below our signage quote for the Narembeen Lesser Hall Precent project, as discussed with you I will be sending this through acknowledging this will be viewed as a non-conforming tender submission, as this is, in my view, a specialised signage project which there are few companies in this region would could produce this level of signage expertise, if you were to consider our quotation and take on Barrett Exhibition Group to manufacture these works separate to the tender, we would be more than happy to working in with any construction company to supply the signage for this project.

For your information also in the link, I have attached some of our latest projects using Corten Steel.

Any queries please don't hesitate to contact me.

<https://www.dropbox.com/sh/w1psnl7yj4a4dgc/AAABN-DQrLUANAuLlmycOBha?dl=0>

Kind Regards,

Adrian Sigglekow
Sales Manager



Barrett Exhibition Group Pty Ltd
T: 08 9244 2431 | M: 0415 720 966 | F: 08 9244 2421
E: adrian@barrettexhibitiongroup.com.au | W: www.barrettexhibitiongroup.com.au

BARRETT

EXHIBITIONS | SIGNS | DESIGN | GENERAL FABRICATION

18 King Edward Road, Osborne Park WA 6017

Ph: (08) 9244 2431 Fx: (08) 9244 2421

Email: accounts@barrettexhibitiongroup.com.au

ABN: 99 160 708 681

Shire of Narembeen
1 Longhurst Street, Narembeen WA 6369

26 April 2019

Pages 4 Our Ref: 18595

Attention: Vanessa Wittstock

Ph: 9064 7308

Mobile:

Dear Vanessa,

Ref.: Narembeen Lesser Hall Precinct and Interpretation Project

Thank you for the opportunity to quote for this signage project, any queries regarding this quotation please don't hesitate to contact me.

To authorise us to proceed with this proposal, please sign this letter and (if required) 'Artwork Approvals' where indicated and return to our office by email or fax. Work can only proceed upon receipt of your authorisation and approval(s).

Regards,



Adrian Siggelkow

Sales Manager

adrian@barrettexhibitiongroup.com.au

0415 720 966

Pricing Schedule

Client: Shire of Narembeen

Project: Narembeen Lesser Hall Precinct and Interpreta

Our Ref: 18595 Adrian Sigglekow

26 April 2019

Item	Description	Qty	Rate	Total
1	<p>SHIRE OF NAREMBEEN - ITEM C3 SIGN 2 x Sign Panel & 2 x Rear Panel Manufacture 2 x front and 2 x rear Corten frame panels using 25x25 SHS galv box frames clad with 3mm Corten Sheet to cover face and edges of each frame. Corten clad frames installed to both sides of the Portico I Beam columns (with the I Beam ends painted buy others on site), Corten Panels secured to the I Beam Frame via mounting tabs welded @ 600 centres up each side (by others) and secured with anti theft stainless screws through the sides of the Corten Frames.</p> <p>LASER CUT SIGNAGE: Feature laser cut 6mm aluminium header (Narembeen Our Story) and lower Pattern work, powder coated black, installed flush to the Corten via 6mm stainless screws (from the rear).</p> <p>A Timeline - SIGNAGE PANEL: Sign face to be 3mm Aluminium, 2pac painted to specific colour (TBA) Graphics to be sandblasted and paint filled black to finish. Panel to be finished with a matt antigraffiti coating. Sign face fixed to the Corten via a10mm acrylic spacing panel, inset 10mm all round with black edges, 6 x 5 gauge counter sunk anti-theft stainless screws.</p>	2	16,791.10	33,582.20

2	<p>SHIRE OF NAREMBEEN ITEM C2A FREE STANDING SIGN Manufacture 4 x 750mm W x 1950mmH 75x50 SHS galv box frames. Supplied with additional 500mm side leg extensions for concrete footings.</p> <p>CORTEN CLADDING 3mm Corten face and rear panels to wrap 35mm around each side (11mm negative detail, SHS exposed painted black) and fixed to the SHS frame with counter sunk anti theft stainless screws.</p> <p>LASER CUT SIGNAGE: Feature laser cut 6mm aluminium header (Our Place) and lower Pattern work, powder coated black, installed flush to the Corten via 6mm stainless screws (from the rear).</p> <p>Naming Roles - SIGNAGE PANEL: Sign face to be 3mm Aluminium, 2pac painted to specific colour (TBA) Graphics to be sandblasted and paint filled black to finish. Panel to be finished with a matt anti-graffiti coating. Sign face fixed to the Corten via a 10mm acrylic spacing panel, inset 10mm all round with black edges. 6 x 5 gauge counter sunk anti-theft stainless screws.</p>	4	4,517.62	18,070.47
3	<p>SHIRE OF NAREMBEEN ITEM C2B FREE STANDING SIGN SIGN CONSTRUCTION 2 x 3mm Corten panels 450mmW x 750mmH folded to angle and welded to internal frame work 40x10 flat bar, flat bar painted black on sides exposed.</p> <p>1890 - SIGN PANEL: Sign face to be 3mm Aluminium, 2pac painted to specific colour (TBA) Graphics to be sandblasted and paint filled black to finish. Panel to be finished with a matt antigrffiti coating. Sign face fixed to the Corten via a 10mm acrylic spacing panel, inset 10mm all round with black edges. 6 x 5 gauge counter sunk anti-theft stainless screws.</p> <p>BASE PLATE FOOTINGS 1 x 450mm x 250mm x 10 plate steel welded to base of sign panel.</p>	3	1,888.86	5,666.57

4	<p>SHIRE OF NAREMBEEN ITEM C1 CANTILEVER SEAT Cantilever Seat with Corten side panels (supplied by others)</p> <p>Tis The Magic Hour - SIGNAGE PANEL: Sign face to be 3mm Aluminium, 2pac painted to specific colour (TBA) with all edges to be smooth. Graphics to be sandblasted and paint filled black to finish. Panel to be finished with a matt antigraffiti coating. Sign face fixed to the Corten installed flush with black edges. 6 x 5 gauge counter sunk anti-theft stainless screws.</p> <p>LASER CUT SIGNAGE: Feature laser cut 7mm aluminium, powder coated black, installed flush to the Corten via 6mm stainless screws (from the rear).</p> <p>PLEASE NOTE: Cantilever set to be delivered to Barrett Exhibition Group for signage installation.</p>	4	1,666.93	6,667.72
			Total :	63,986.96
			GST:	6,398.70
			Total + GST:	\$70,385.66

This quotation is subject to the following:

- TERMS:** Unless we agree in writing - no additional terms contained on any purchase order or other documents submitted by you will form part of the contract.
- PAYMENT:** Terms to be advised
Late Payment may incur a fee of 1.5% per month
- GST:** Individual items above exclude GST (provided as a separate item above).
- INSTALLATION & DELIVERY:** Deliver Only
- ARTWORK:** Client will supply
- VALIDITY:** This quotation is valid for 30 days from date of issue after which prices and conditions require reconfirmation.

INSTALLATION ITEMS:

Should you wish to proceed with a quotation that includes installation, please note all installation location(s) must be ready for the sign(s) to be installed prior to the agreed installation date(s). Additional installation visits necessitated by on-site delays beyond our control are a chargeable extra.

Authority To Proceed

Date:



NEW NORCIA HOTEL

The hotel was originally intended as a hostel for parents visiting students at St. Gertrude's and St. Elephanus' Colleges and was built during the time of Abbot Catalan.

The architect was P. J. Collins and the building was completed in 1911. The building was destroyed by fire in 1914 and the site was left vacant for many years. The building was reconstructed in 1914.

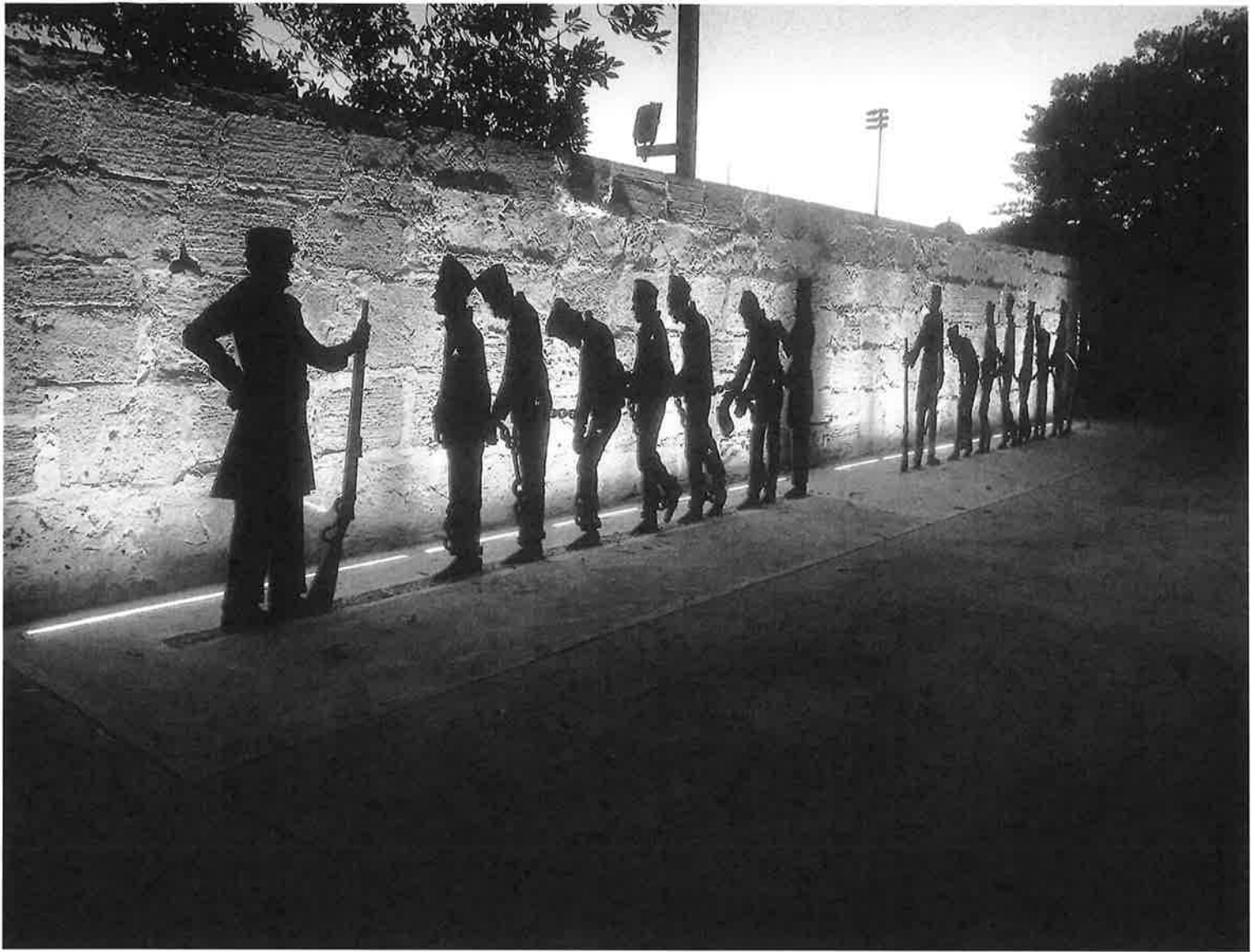
In 1955 the hotel was converted for use as a hotel. The building was destroyed by fire in 1914 and the site was left vacant for many years. The building was reconstructed in 1914.



"It would best monks should not drink wine at all, but since the monks of our day cannot be convinced of this, let them at least learn to drink moderately, and not to the point of excess."

M





**ATTACHMENT - AGENDA ITEM 8.5.3
Council Policy – Debt Management –
Approval for Public Consultation**

POLICY OBJECTIVES

To ensure the Shire conducts debt collection in a clear, efficient and consistent manner to improve transparency and reduce the likelihood of unrecoverable debts.

This policy provides scope for recovery procedures to facilitate effective and flexible payment arrangements in order to achieve Council's budgetary objectives, whilst giving all due consideration and assistance to ratepayers and debtors who display a genuine commitment to clearing their debt.

POLICY SCOPE

This policy applies to any person or organisation owing rates, charges, fees or other debts to the Shire of Narembeen.

POLICY DETAIL

In order for the Shire of Narembeen to operate effectively it must manage and control over overdue accounts to reduce the likely occurrence of unrecoverable debts and to ensure consistency across all debt collection activities.

Council directs the CEO to administer debt recovery practices in line legislation and with due regard to ensuring that debt collection is carried out in a fair and equitable manner.

The Shire of Narembeen must separate practices used for the collection of general debts and those attributed to outstanding rates.

General Debts

The CEO must establish an Executive Policy related to debtor management outlining the Shire's credit terms and debt collection practices. The Shire must make at least two attempts to contact a debtor before submitting the debt to the Shire's debt collection agency.

All general debts older than 180 days and over \$5,000 must be presented to Council with a report outlining actions taken by the administration to recover the debt and proposing a way forward in terms of debt recovery.

Outstanding Rates

Rates notices are due 35 days from the issue date in accordance with the Local Government Act 1995.

Amounts that remain outstanding past the prescribed due date will have daily interest applied as detailed on the rates notice.

The CEO must set a policy to allow the administration to determine what portion of the full rates bill being paid would constitute a rate payers intention to pay by instalments if they

have not paid the full first instalment amount by the due date – this portion must be at least 20% of the first instalment amount listed on the rates notice.

Ratepayers who have provided evidence of their pensioner or seniors rebate eligibility have until 30 June to make payment on their rates without incurring any interest penalties under the Rates and Charges (Rebates and Deferments) Act 1992, however their ESL and waste service charges must still be paid in full by the due date.

If it is determined that the ratepayer is not a pensioner/senior and has not made a suitable payment to be deemed to be paying by instalments, and rates remain outstanding then:

- I. 14 days after the rates notice due date, the ratepayer must be issued with a final notice requesting they contact the Shire to make payment or enter into a payment arrangement.
- II. 30 days after issuing final notices the Shire must review all outstanding rates and issue a letter of demand to all ratepayers with no payment arrangement or evidence of suitable payments being made to the Shire.
- III. Within 14 days of issuing letters of demand the Shire must attempt to make contact with the ratepayer via phone, email or another method that may involve consulting other agencies, to try and facilitate payment.
- IV. 60 days after the rates being due the Shire must instruct their debt collection agency to issue letters of demand to all ratepayers with overdue rates and no approved payment arrangement.

The CEO must develop an Executive Policy to manage how the Shire will pursue rates overdue for more than 60 days.

Council directs the CEO to issue notices to lessees/tenants, where the property owner of a leased or rented property on which rates and service charges have been outstanding for more than 90 days, cannot be located or refuses to settle rates and service charges owed. This is in line with the provisions under Section 6.60 of the Local Government Act 1995. The lessee or tenant would be required to pay to the Shire the rent due that they would otherwise pay under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid.

Details of outstanding rates do not need to be presented to Council each month.

The CEO must present a report to Council on all rates that are overdue by more than 36 months or in excess of \$5,000. This report must detail all actions taken by the Shire to recover the debt and provide Council with a proposed way forward, noting that provisions exist under Section 6.64 of the Local Government Act 1995 for the recovery of unpaid rates.

DEFINITIONS

Debt – a sum of money owed or due to the Shire

Rates – amounts owed to a local government based on charges laid upon the rateable land within its district

Payment Arrangement – a bilateral agreement between the Shire and an individual/organisation to facilitate the repayment of overdue money owed to the Shire.

ESL – emergency services levy

RELATED LEGISLATION

Local Government Act 1995: Part 6, Division 4, Clause 6.13 – Interest on money owing to local governments

Local Government Act 1995: Part 6, Division 6, Subdivision 4, Clause 6.45 – Options for payment of rates and service charges

Local Government Act 1995: Part 6, Division 6, Subdivision 4, Clause 6.51 - Accrual of interest on overdue rates or service charges

Local Government Act 1995: Part 6, Division 6, Subdivision 5, Clause 6.56 - Rates or service charges recoverable in court

Local Government Act 1995: Part 6, Division 6, Subdivision 5, Clause 6.60 - Local government may require lessee to pay rent

Local Government Act 1995: Part 6, Division 6, Subdivision 6, Clause 6.64 - Actions to be taken

Local Government (Financial Management) Regulations 1996

Rates and Charges (Rebates and Deferments) Act 1992

OTHER RELATED POLICIES/KEY DOCUMENTS

Executive Policies to be developed

DELEGATED AUTHORITY

Delegated Authority 04 – Writing Off Debts

REVIEW DATE

HISTORY

Adopted:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	xxxxxxx	MIN:	xxxx/xx

ATTACHMENT - AGENDA ITEM 8.5.4 April 2019 Schedule of Accounts

SHIRE OF NAREMBREEN

SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 15 MAY 2019

Chq/EFT	Date	Name	Description	Amount
EFT12035	01/04/2019	Dalton	Supply & delivery of 15x end pipes & 2x headwalls for road construction at Mt Walker Road	\$ 31,774.60
EFT12036	01/04/2019	Synergy - Western Power	Electricity Charges	\$ 138.25
EFT12037	01/04/2019	Western Australian Treasury Corporation	Loan No. 128 interest payment - Rec Centre	\$ 32,570.63
EFT12038	03/04/2019	Identity Matters Pty Ltd	2x new Logo mats for Shire Office with new Shire Logo incl. fabric protection	\$ 1,188.00
EFT12039	03/04/2019	Rob Roy Panelbeaters	Supply and install windscreen building supervisor ute	\$ 522.78
EFT12040	12/04/2019	All Ways Foods	Cleaning Materials for Admin Office & Caravan Park	\$ 307.40
EFT12041	12/04/2019	Arthur Cousins	Reimbursement for Message Transfer Licence	\$ 33.90
EFT12042	12/04/2019	Asphalt in a bag	30x bags of red asphalt	\$ 1,633.50
EFT12043	12/04/2019	Australian Services Union	Payroll deductions	\$ 49.80
EFT12044	12/04/2019	CJD Equipment Pty Ltd	2x hose assembly's + square ring for wheel loader	\$ 1,014.83
EFT12045	12/04/2019	Chefmaster Australia	100ltr + 36ltr bin liners for Admin Office & Caravan Park	\$ 363.75
EFT12046	12/04/2019	Copier Support	Printing Charges 22/02 - 25/03/19 for black and colour copies	\$ 350.81
EFT12047	12/04/2019	Covs	2x P951411 filters for DAF 3 AXLE PRIME MOVER	\$ 197.19
EFT12048	12/04/2019	Easifleet	Payroll deductions	\$ 664.84
EFT12049	12/04/2019	Eastern Hills Saws And Mowers	2x Stihl BG 86 C-E blowers for gardeners	\$ 842.00
EFT12050	12/04/2019	Fulton Hogan	5 tonnes asphalt	\$ 3,718.00
EFT12051	12/04/2019	GJ & WJ Wilson & Sons	Pushing up gravel at Gray's property	\$ 16,940.00
EFT12052	12/04/2019	Gas-It Pipe Contracting	Provision of Traffic Management Plan for works at Mt Walker Rd	\$ 1,320.00
EFT12053	12/04/2019	Henry Schein Regional Pty Ltd	Monthly Digital IT Support	\$ 35.00
EFT12054	12/04/2019	Jason Signmakers	Various Traffic Signs	\$ 1,805.60
EFT12055	12/04/2019	Liberty Oil Rural Pty Ltd	23,900 litres of Diesel @ \$1.3419 for Depot	\$ 32,071.41
EFT12056	12/04/2019	Market Creations	Business Cards & Name Badge for new employee - Scott Wildgoose	\$ 231.00
EFT12057	12/04/2019	Merredin Freightlines	Delivery of 1x Chlorine Cylinder from IXOM to Narembreen Pool	\$ 338.10
EFT12058	12/04/2019	Narembreen IGA	Catering for various receptions + equipment for new CRC/Medical building	\$ 4,410.37
EFT12059	12/04/2019	Narembreen Club Inc	1x Great Northern + Emu Export for Fire Brigade	\$ 103.80
EFT12060	12/04/2019	Narembreen Tyre service	Repair tyres + tyre patch for wheel loader	\$ 238.00
EFT12061	12/04/2019	Narrogin South Regional TAFE	AusChem Work Book	\$ 154.00
EFT12062	12/04/2019	Ness Gas Supplies	2x 45kg Gas Bottles for Caravan Park	\$ 260.00
EFT12063	12/04/2019	P M Services Narembreen	Waste Station Management Wages 23/03 - 05/04/19	\$ 2,496.00
EFT12064	12/04/2019	Perfect Computer Solutions Pty Ltd	New hard drive set-up + Seagate 600gb	\$ 2,020.00
EFT12065	12/04/2019	Shire Of Bruce Rock	Training Course Expenses - Down to earth training & assessing 3 attendees	\$ 1,743.74
EFT12066	12/04/2019	Synergy - Western Power	Electricity Charges	\$ 1,547.35
EFT12067	12/04/2019	Toll Ipec Pty Ltd	Freight of traffic signs from Jason Signmakers	\$ 299.78

EFT12068	12/04/2019	Total Mobility	2x low back Barclay chairs for new Medical centre	\$	1,060.00
EFT12069	12/04/2019	WA Contract Ranger Services	Ranger Services 18/03 + 25/03/19	\$	561.00
EFT12070	12/04/2019	WA Library Supplies	New book shelves for children's section in new CRC library	\$	1,669.29
EFT12071	12/04/2019	WALGA	Short Course: Understanding financial reports & budgets - Councillor	\$	515.00
EFT12072	12/04/2019	Westrac Equipment Pty Ltd	1x fuel cap for Caterpillar Roller	\$	239.13
EFT12073	12/04/2019	Wurth Australia Pty Ltd	24x brake cleaner, 12x tar remover, 12x cockpit cleaner, 1x package cable tie	\$	709.03
EFT12075	26/04/2019	Australian Services Union	Payroll deductions	\$	49.80
EFT12076	26/04/2019	Avon Waste	Avon Waste rubbish and recycling charges	\$	12,933.16
EFT12077	26/04/2019	Busseon City Construction Pty Ltd	CRC MEDICAL 01/04/19 - 05/04/19 ASSEMBLE ALL FURNITURE	\$	4,895.21
EFT12078	26/04/2019	Chris Bray Electrics Pty Ltd	Check of Emergency Lights & Exit signs - Town Hall, Community Shed, Emergency Service Centre, Rec Centre & Swimming Pool	\$	995.50
EFT12079	26/04/2019	Cody Express Transport	Transport - Furniture	\$	1,504.25
EFT12080	26/04/2019	Colestan Electrics	Air conditioner repair at mechanic office	\$	210.65
EFT12081	26/04/2019	Covs	Truck wash and glass cleaner	\$	91.44
EFT12082	26/04/2019	Daves Tree Service	Tree Trim - Western Power Lines	\$	22,880.00
EFT12083	26/04/2019	Easifleet	Payroll deductions	\$	664.84
EFT12084	26/04/2019	Eastern Hills Saws And Mowers	Advance Universal Harness	\$	217.00
EFT12085	26/04/2019	Great Southern Fuel Supplies	Fuel charges	\$	173.33
EFT12086	26/04/2019	Hanson Construction Materials Pty Ltd	10mm Washed Single Size Granite Collect Own Trucks for road construction at Bruce Rock-Narembreen Road	\$	12,594.92
EFT12087	26/04/2019	Irving Holdings WA	Fuel costs March 2019	\$	1,093.02
EFT12088	26/04/2019	Ixom	Monthly service fee for Chlorine at Pool	\$	126.85
EFT12089	26/04/2019	Jason Signmakers	'Event Ahead' Signs	\$	29.81
EFT12091	26/04/2019	Landgate	UV revaluation 2019	\$	7,044.60
EFT12092	26/04/2019	Lions Club Of Narembreen	SENIOR CITIZENS DINNER 2018 CONTRIBUTION	\$	610.00
EFT12093	26/04/2019	Mcintosh And Son	2 x Cab Filters 2005 Case Front End Loader	\$	280.08
EFT12094	26/04/2019	Mineral Crushing Services (WA) Pty Ltd	Gabion Stone supplied and delivered	\$	2,514.60
EFT12095	26/04/2019	Moore Stephens	Audit costs year ended 30th June 2019 as per agreement	\$	11,583.26
EFT12096	26/04/2019	Narembreen Club Inc	Refreshments for various Shire events/functions	\$	803.60
EFT12097	26/04/2019	Narembreen Community Resource Centre	Goodnight Nurse sponsorship	\$	3,000.00
EFT12098	26/04/2019	Narembreen Engineering And Steel Supplies	Supply and fit hand rail	\$	1,100.00
EFT12099	26/04/2019	Narembreen Hardware and Ag Supplies	Cement	\$	3,367.74
EFT12100	26/04/2019	Narembreen Hardware and Ag Supplies - Building A/C	Caulk in earth colours	\$	461.60
EFT12101	26/04/2019	Narembreen Hardware and Ag Supplies - Shire Workshop	Rainbird	\$	4,152.53
EFT12103	26/04/2019	Safety Barriers WA Pty Ltd	ET2000 TL3 terminals at Mt Walker Road	\$	14,619.00
EFT12104	26/04/2019	Sling Lift and Rigging Pty Ltd	Lifting clutch and sling	\$	1,546.60
EFT12105	26/04/2019	Supercivil Pty Ltd	Supply and lay asphalt for carpark at Doctors/CRC Extension	\$	41,295.10
EFT12106	26/04/2019	Synergy - Western Power	Electricity supply	\$	2,830.10
EFT12107	26/04/2019	Toll Ipec Pty Ltd	Freight from Slinglift	\$	26.95

EFT12108	26/04/2019	Town Planning Innovations	General planning services - 30 Hilton Way	\$	123.75
EFT12109	26/04/2019	Truck Centre (WA) Pty Ltd	Seat valve kit and filter	\$	523.03
EFT12110	26/04/2019	Turfcare Australia	Soil tests, water tests and leaf issue tests	\$	643.50
EFT12111	26/04/2019	Wacker Neuson Pty Ltd	Rubber Boot	\$	358.60
EFT12112	26/04/2019	Western Australian Treasury Corporation	Loan No. 125 interest payment - Swimming Pool	\$	16,348.64
EFT12113	26/04/2019	Work Clobber	Safety Helmet & Hard Hat Brim	\$	227.50
TOTAL EFT PAYMENTS				\$	318,058.44

Chq/EFT	Date	Name	Description	Amount
11084	12/04/2019	Water Corporation	Water Charges	\$ 19,829.82
TOTAL CHEQUE PAYMENTS				\$ 19,829.82

Chq/EFT	Date	Name	Description	Amount
DD9929.2	04/04/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 182.69
DD9940.2	11/04/2019	Synergy - Western Power	Electricity Charges	\$ 3,207.80
DD9950.1	04/04/2019	Australian Super	Superannuation contributions	\$ 936.75
DD9950.2	04/04/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 9,199.55
DD9950.3	04/04/2019	CBUS Super	Payroll deductions	\$ 471.51
DD9950.4	04/04/2019	Prime Superannuation Fund	Superannuation contributions	\$ 204.34
DD9950.5	04/04/2019	Plum Super Fund	Superannuation contributions	\$ 229.71
DD9950.6	04/04/2019	AMP Life Limited	Superannuation contributions	\$ 241.11
DD9963.1	18/04/2019	Australian Super	Superannuation contributions	\$ 928.33
DD9963.2	18/04/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 9,183.92
DD9963.3	18/04/2019	CBUS Super	Payroll deductions	\$ 349.98
DD9963.4	18/04/2019	Prime Superannuation Fund	Superannuation contributions	\$ 229.71
DD9963.5	18/04/2019	Plum Super Fund	Superannuation contributions	\$ 229.71
DD9963.6	18/04/2019	AMP Life Limited	Superannuation contributions	\$ 241.11
DD9972.1	18/04/2019	Power ICT Pty Ltd	Monthly on hold music charges	\$ 75.90
DD9973.1	23/04/2019	Bankwest	Direct Debit - Bankwest	\$ 1,251.10
DD9974.1	10/04/2019	Commander Australia Pty Ltd	Admin Office phone charges	\$ 68.51
DD9975.1	01/04/2019	BUFA Australia	DD Health Insurance CEO	\$ 433.40
DD9988.1	30/04/2019	BUFA Australia	DD Health Insurance CEO	\$ 452.55
DD9990.1	15/04/2019	Telstra	Phone charges to 24/03/19	\$ 4,237.71
TOTAL DIRECT DEBIT PAYMENTS				\$ 32,355.39
TOTAL MUNICIPAL PAYMENTS				\$ 370,243.65

Chq/EFT	Date	Name	Description	Amount
EFT12114	30/04/2019	Ashleigh Hunter	REFUND BUS HIRE BOND	\$ 100.00
EFT12115	30/04/2019	Kandi Hebbermann	GYM CARD BOND REFUND	\$ 50.00

TOTAL TRUST PAYMENTS \$ 150.00

TOTAL TRUST PAYMENTS

Chq/EFT	Date	Name	Description	Amount
00023377	03/04/2019	Bernie Drag	Canvas Framing	\$ 81.82
00023379	05/04/2019	A Team Printing	Client Purchase	\$ 67.00
00023381	16/04/2019	Shire of Narembreen	Reimbursement of Saleries and Superanuation March 2019	\$ 12,044.39
00023382	16/04/2019	Telstra	Phone Charges	\$ 173.72
00023383	18/04/2019	Emma Pollard	Good night Nurse workshop Participants book	\$ 350.00
TOTAL CRC PAYMENTS				\$ 12,716.93



Credit Card Purchases - 2 April 2019 - 1 May 2019

CEO

Date	Store	Description	Amount
03-Apr	QC Ultimate Clean	Rec Centre carpet clean	\$ 775.72
08-Apr	Shire of Narembeen	Licence renewal G Dowsett	\$ 44.05
10-Apr	Ross's Diesel	Bus inspection	\$ 195.15
12-Apr	Officeworks	Stationery	\$ 102.23
17-Apr	Officeworks	Medical Centre corkboards	\$ 820.95
17-Apr	Dan Murphy's	Alcohol for Anzac Day	\$ 189.45
17-Apr	Shire of Narembeen	Plate remake NB6079	\$ 33.50
23-Apr	Environmental Health	Dentist radiation safety licence	\$ 380.00

CEO Credit Card Payments	\$ 2,541.05
---------------------------------	--------------------

EMCS

Date	Store	Description	Amount
03-Apr	Happytel	Chris phone cover and charger	\$ 123.40
17-Apr	Winc Australia	Medical Centre bins	\$ 245.00

EMCS Credit Card Payments	\$ 368.40
----------------------------------	------------------

ATTACHMENT - AGENDA ITEM 8.5.5 Financial Report April 2019

SHIRE OF NAREMBEEN
MONTHLY FINANCIAL REPORT
For the Period Ended 30 April 2019

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

TABLE OF CONTENTS

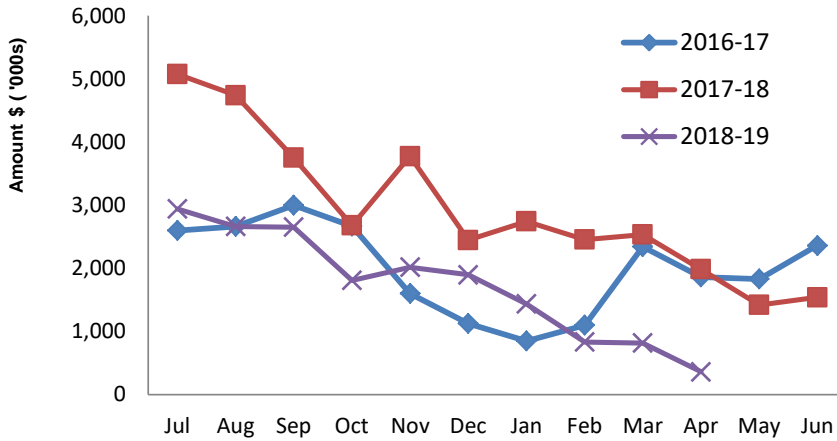
Compilation Report	
Monthly Summary Information	
Statement of Financial Activity by Program	
Statement of Financial Activity By Nature or Type	
Statement of Budget Amendments	
Note 2	Explanation of Material Variances
Note 3	Net Current Funding Position
Note 4	Cash and Investments
Note 5	Budget Amendments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals
Note 10	Information on Borrowings
Note 12	Trust
Note 13	Capital Expenditure

Shire of Narembeen

Monthly Summary Information

For the Period Ended 30 April 2019

Liquidity Over the Year (Refer Note 3)



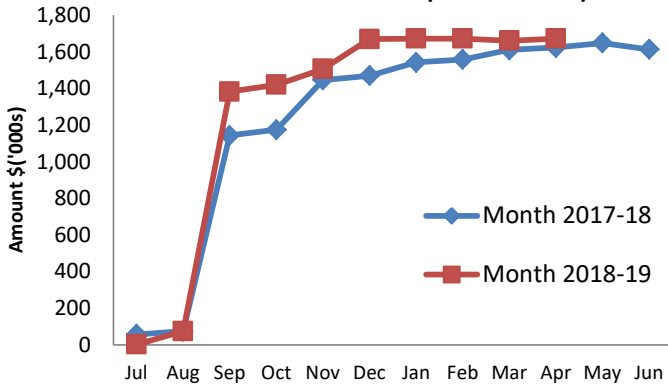
Cash and Cash Equivalents as at period end

Unrestricted	\$	611,311
Restricted	\$	2,472,672
	\$	<u>3,083,983</u>

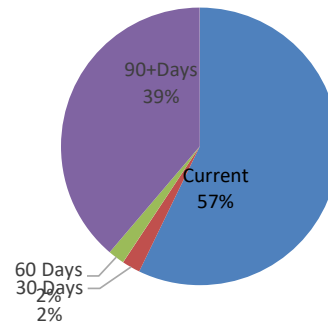
Receivables

Rates	\$	90,638
Other	\$	37,297
	\$	<u>127,935</u>

Rates Collected (Refer Note 6)



Accounts Receivable Ageing (non-rates) (Refer Note 6)

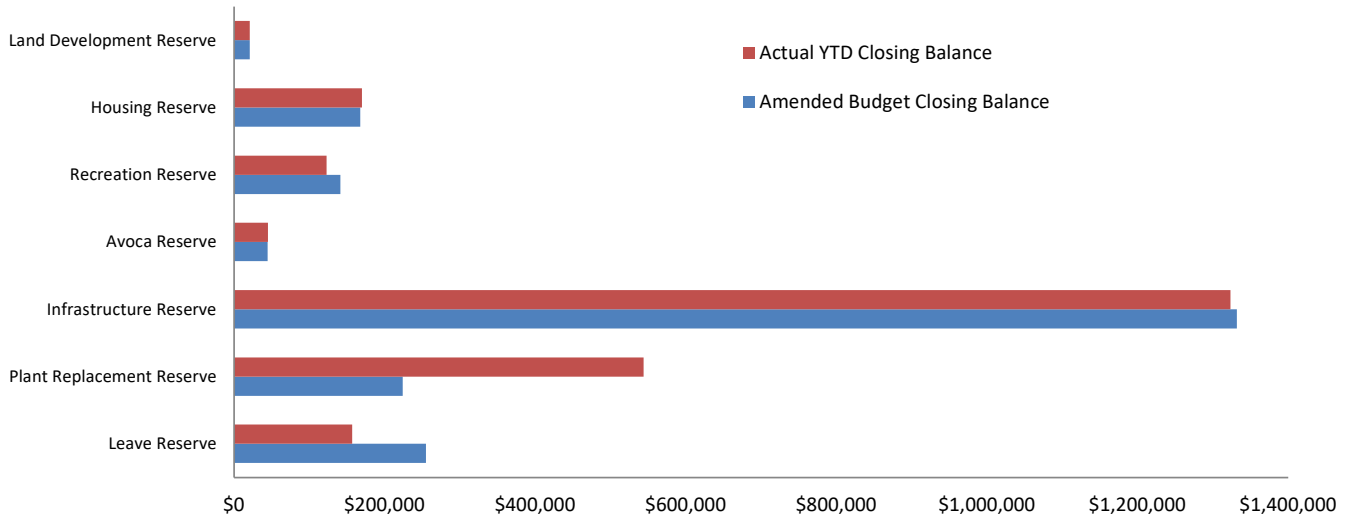


Comments

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

Shire of Narembeen
Monthly Summary Information
 For the Period Ended 30 April 2019

Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



Comments

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

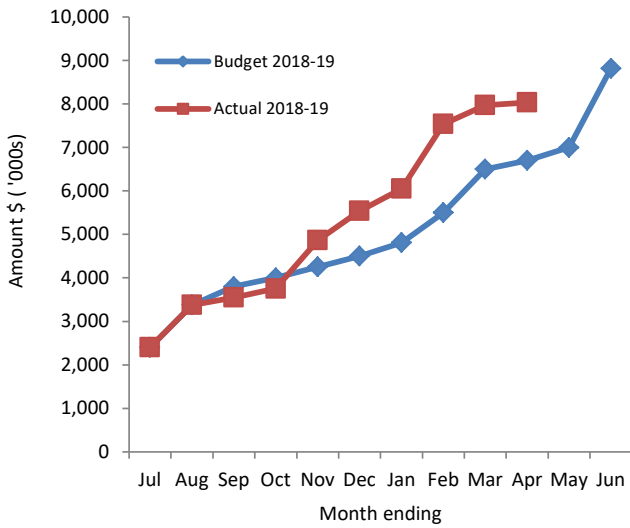
Shire of Narembeen

Monthly Summary Information

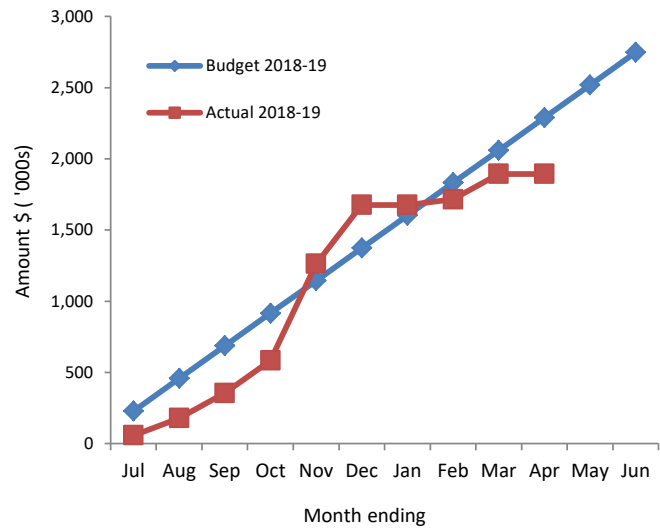
For the Period Ended 30 April 2019

Revenues

Budget Operating Revenues -v- Actual (Refer Note 2)

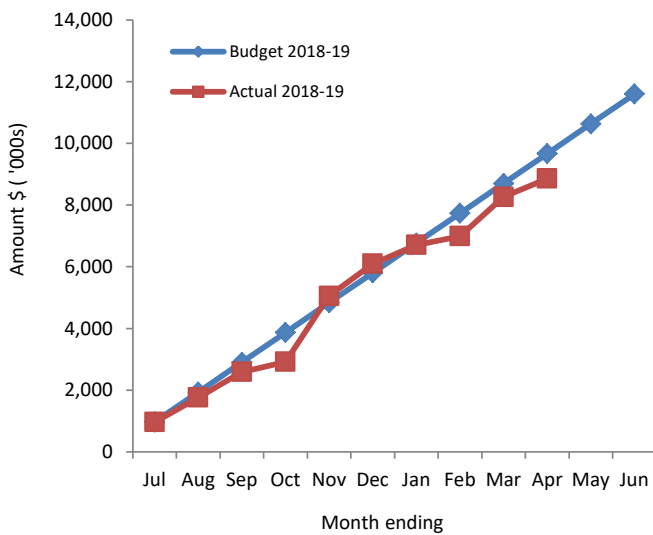


Budget Capital Revenue -v- Actual (Refer Note 2)

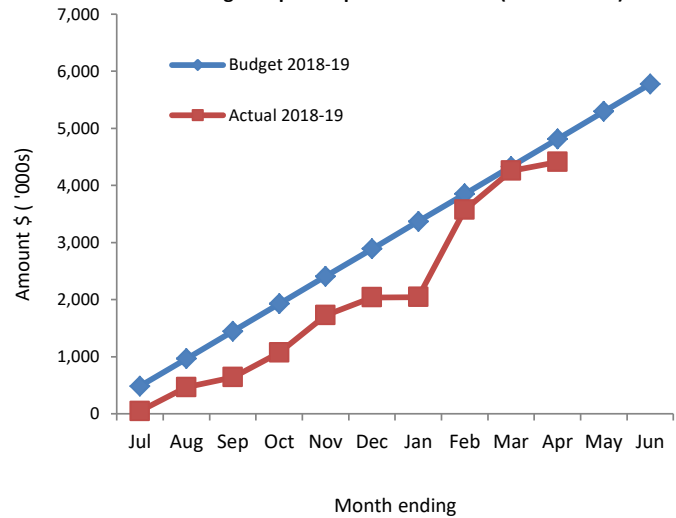


Expenditure

Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



Comments

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

Shire of Narembeen

Compilation Report

For the Period Ended 30 April 2019

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 April 2019 of \$336,019.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

Prepared by: Rachael Moore

Reviewed by: Scott Wildgoose

Date prepared: 8-May-19

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 April 2019

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		44,000	36,650	75,929	39,279	107.17%	▲
General Purpose Funding - Rates	9	1,669,192	1,669,192	1,672,396	3,204	0.19%	
General Purpose Funding - Other		1,170,654	699,665	842,433	142,768	20.41%	▲
Law, Order and Public Safety		71,166	81,260	72,232	(9,028)	(11.11%)	
Health		0	0	0	0		
Housing		120,793	101,150	92,717	(8,433)	(8.34%)	
Community Amenities		462,747	377,170	266,085	(111,086)	(29.45%)	▼
Recreation and Culture		20,619	58,825	29,834	(28,991)	(49.28%)	▼
Transport		4,330,833	3,897,890	3,554,785	(343,105)	(8.80%)	
Economic Services		276,800	237,300	231,089	(6,211)	(2.62%)	
Other Property and Services		667,007	555,780	1,194,982	639,202	115.01%	▲
Total Operating Revenue		8,833,811	7,714,882	8,032,483	317,600		
Operating Expense							
Governance		(404,779)	(343,100)	(561,764)	(218,664)	(63.73%)	▼
General Purpose Funding		(117,860)	(98,200)	(43,048)	55,152	56.16%	▲
Law, Order and Public Safety		(210,201)	(175,198)	(162,233)	12,965	7.40%	
Health		(171,933)	(143,282)	(94,180)	49,102	34.27%	▲
Housing		(198,966)	(166,090)	(161,419)	4,671	2.81%	
Community Amenities		(814,547)	(681,418)	(401,390)	280,028	41.09%	▲
Recreation and Culture		(1,236,074)	(1,032,856)	(934,604)	98,252	9.51%	
Transport		(7,188,632)	(5,999,428)	(5,652,107)	347,321	5.79%	
Economic Services		(507,202)	(424,912)	(302,932)	121,980	28.71%	▲
Other Property and Services		(465,417)	(377,078)	(545,070)	(167,992)	(44.55%)	▼
Total Operating Expenditure		(11,315,611)	(9,441,562)	(8,858,747)	582,815		
Funding Balance Adjustments							
Add back Depreciation		3,825,297	3,187,670	2,376,904	(810,766)	(25.43%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(36,698)	0	(120,434)	(120,434)		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		1,306,799	1,460,990	1,430,206	(30,785)		
Capital Revenues							
Grants, Subsidies and Contributions	11	2,747,016	2,319,677	1,695,850	(623,827)	(26.89%)	
Proceeds from Disposal of Assets	8	200,280	0	198,660	198,660		▲
Total Capital Revenues		2,947,296	2,319,677	1,894,510	(425,167)		
Capital Expenses							
Land Held for Resale		0	0	0	0		▲
Land and Buildings	13	(1,752,373)	(1,270,797)	(1,270,797)	0	0.00%	
Infrastructure - Roads	13	(2,795,393)	(2,347,509)	(2,347,509)	0	0.00%	
Infrastructure - Public Facilities	13	0	0	0	0		▲
Infrastructure - Footpaths	13	0	0	0	0		▲
Infrastructure - Drainage	13	0	0	0	0		▲
Heritage Assets	13	0	0	0	0		▲
Plant and Equipment	13	(1,136,249)	(717,167)	(717,167)	0	0.00%	
Furniture and Equipment	13	(90,000)	(72,540)	(72,540)	0	0.00%	
Total Capital Expenditure		(5,774,015)	(4,408,012)	(4,408,012)	0		
Net Cash from Capital Activities		(2,826,719)	(2,088,335)	(2,513,503)	(425,167)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,275	0	2,111	2,111		
Transfer from Reserves	7	572,373	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(63,475)	(63,475)	(63,475)	0	0.00%	
Transfer to Reserves	7	(222,011)	(30,780)	(30,780)	0	0.00%	
Net Cash from Financing Activities		293,162	(94,256)	(92,145)	2,111		
Net Operations, Capital and Financing		(1,226,758)	(721,601)	(1,175,442)	(453,841)		
Opening Funding Surplus(Deficit)	3	1,493,384	1,493,384	1,511,461	18,077		
Closing Funding Surplus(Deficit)	3	266,626	771,783	336,019	(435,764)		

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.

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 April 2019

	Note	Amended Annual Budget	YTD Actual (b)
Operating Revenues		\$	\$
Rates	9	1,669,192	1,672,396
Operating Grants, Subsidies and Contributions	11	5,917,036	4,658,254
Fees and Charges		1,151,926	1,509,625
Service Charges		0	
Interest Earnings		79,800	73,783
Other Revenue		0	2
Sale of assets			(4,545)
Profit on Disposal of Assets	8	46,743	122,967
Total Operating Revenue		8,864,697	8,032,483
Operating Expense			
Employee Costs		(1,929,582)	(1,663,467)
Materials and Contracts		(5,310,774)	(4,395,046)
Utility Charges		(253,550)	(191,675)
Depreciation on Non-Current Assets		(3,825,297)	(2,376,904)
Interest Expenses		(54,949)	(42,810)
Insurance Expenses		(195,262)	(183,103)
Other Expenditure		(29,500)	(3,210)
Loss on Disposal of Assets	8	(10,045)	(2,533)
Total Operating Expenditure		(11,608,959)	(8,858,747)
Funding Balance Adjustments			
Add back Depreciation		3,825,297	2,376,904
Adjust (Profit)/Loss on Asset Disposal	8	(36,698)	(120,434)
Adjust Provisions and Accruals		0	0
Net Cash from Operations		1,044,337	1,430,206
Capital Revenues			
Grants, Subsidies and Contributions	11	2,747,016	1,695,850
Proceeds from Disposal of Assets	8	200,280	198,660
Total Capital Revenues		2,947,296	1,894,510
Capital Expenses			
Land Held for Resale		0	0
Land and Buildings	13	(1,752,373)	(1,270,797)
Infrastructure - Roads	13	(2,795,393)	(2,347,509)
Infrastructure - Public Facilities	13	0	0
Infrastructure - Footpaths	13	0	0
Infrastructure - Drainage	13	0	0
Heritage Assets	13	0	0
Plant and Equipment	13	(1,136,249)	(717,167)
Furniture and Equipment	13	(90,000)	(72,540)
Total Capital Expenditure		(5,774,015)	(4,408,012)
Net Cash from Capital Activities		(2,826,719)	(2,513,503)
Financing			
Proceeds from New Debentures		0	0
Proceeds from Advances		0	0
Self-Supporting Loan Principal		6,275	2,111
Transfer from Reserves	7	572,373	0
Advances to Community Groups		0	0
Repayment of Debentures	10	(63,475)	(63,475)
Transfer to Reserves	7	(222,011)	(30,780)
Net Cash from Financing Activities		293,162	(92,145)
Net Operations, Capital and Financing		(1,489,220)	(1,175,442)
Opening Funding Surplus(Deficit)	3	1,493,384	1,511,461
Closing Funding Surplus(Deficit)	3	4,164	336,019

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

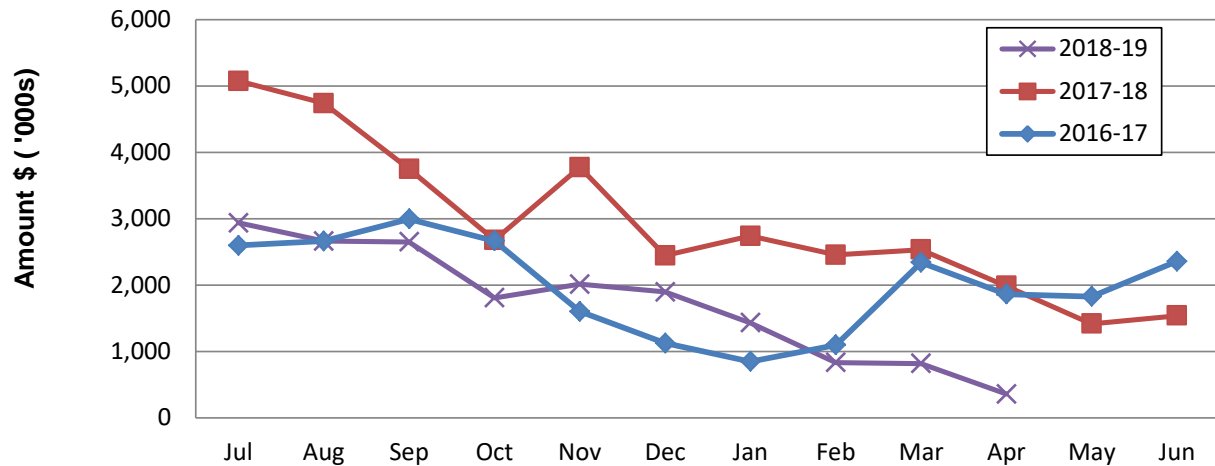
Note 2: EXPLANATION OF MATERIAL VARIANCES BY REPORTING PROGRAM

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	39,279	107.17%	▲	permanent	insurance reimbursements
General Purpose Funding - Rates	3,204	0.19%			
General Purpose Funding - Other	142,768	20.41%	▲	Timing	Timing profile error
Law, Order and Public Safety	(9,028)	(11.11%)			
Health	0				
Housing	(8,433)	(8.34%)			
Community Amenities	(111,086)	(29.45%)	▼	Timing	Rubbish raised with rates
Recreation and Culture	(28,991)	(49.28%)	▼	Timing	Lesser Hall grant income not received
Transport	(343,105)	(8.80%)			
Economic Services	(6,211)	(2.62%)			
Other Property and Services	639,202	115.01%	▲	Timing	Private Works - Grain freight income
Operating Expenditure					
Governance	(218,664)	(63.73%)	▼	Timing	Reallocations not performed
General Purpose Funding	55,152	56.16%	▲	Timing	Discount allowed allocated
Law, Order and Public Safety	12,965	7.40%			
Health	49,102	34.27%	▲	Timing	Administration Allocations not run
Housing	4,671	2.81%			
Community Amenities	280,028	41.09%	▲	Timing	CRC expenses not included yet.
Recreation and Culture	98,252	9.51%			
Transport	347,321	5.79%			
Economic Services	121,980	28.71%	▲	Permanent	Admin Allocations not yet run.
Other Property and Services	(167,992)	(44.55%)	▼		Private Works Undertaken - GFN Program

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 3: NET CURRENT FUNDING POSITION

				Positive=Surplus (Negative=Deficit)		
Note	YTD 30 Apr 2019	Previous Period	Same Period Last year			
	\$	\$	\$			
Current Assets						
Cash Unrestricted	4	611,311	984,599	1,453,379		
Cash Restricted	4	2,472,672	2,469,425	2,155,614		
Receivables - Rates	6	90,638	141,990	118,311		
Receivables -Other	6	19,606	17,213	136,583		
Inventories		14,932	14,932	15,513		
Land held for Resale		370,000	370,000	370,000		
		3,579,159	3,998,158	4,249,400		
Less: Current Liabilities						
Payables		(59,764)	(32,579)	(8,418)		
Provisions		(340,705)	(340,705)	(302,889)		
		(400,468)	(373,284)	(311,308)		
<i>Unadjusted Funding Position</i>						
		3,178,691	3,624,874	3,938,093		
Less: Cash Reserves						
Net Adjustment for Borrowings.	7	(2,472,674)	(1,873,668)	(2,155,614)		
Adjust for Land held for resale		0	23,918	0		
Adjusted Net Current Funding Position		336,017	1,405,124	1,412,479		

Note 3 - Liquidity Over the Year**Comments - Net Current Funding Position**

The Spike in funding in November was due to the receipt of Financial Assistance Grants, Road Project grants and Grants for the Emergency Services Building

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	CRC \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Account	0.01%	881,995				881,995	BankWest	At Call
Operating Account	0.01%				74,815	74,815	Bankwest	At Call
Trust Bank Account	0.01%			20,331		20,331	BankWest	At Call
Reserve Account	1.25%		2,469,425			2,469,425	BankWest	At Call
Cash Management Account	1.25%	4,791				4,791	BankWest	At Call
(b) Term Deposits								
Gold Term Deposit	2.50%				65,000	65,000	BankWest	16-Jul-19
Total		511,918	2,472,672	20,431	139,815	3,516,357		

Comments/Notes - Investments

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						1,511,461
	New Entry Statements as per rebranding		Capital Expenses			1,511,461	1,511,461
4211300	Admin Computer Charges - Upgrade Website	6711/18	Operating Expenses			(30,000)	1,481,461
1221192	Traffic Signs Other	6711/18	Operating Expenses			(16,188)	1,465,273
	New Entry Statements as per rebranding	6797/19	Operating Expenses			(7,000)	1,458,273
1917	Skeleton Weed Sprayer	6797/19	Capital Expenses		30,000		1,488,273
1312300	Skeleton Wee Grant income		Operating Revenue			(20,000)	1,468,273
1222200	Road project grants		Operating Revenue		20,000		1,488,273
4218000	Admin Salaries and wages		Operating Expenses			(28,687)	1,459,586
1221140	Storm damage		Operating Expenses			(40,000)	1,419,586
1431101	Training		Operating Expenses		400,408		1,819,994
New capital	Dentist - upgrade compressor		Operating Expenses			(15,000)	1,804,994
1112100	Hall fees - income		Operating Revenue			(5,500)	1,799,494
1815	Roads Board Building		Operating Revenue			(19,186)	1,780,308
			Capital Expenses			(30,000)	1,750,308
				0	450,408	1,299,900	

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

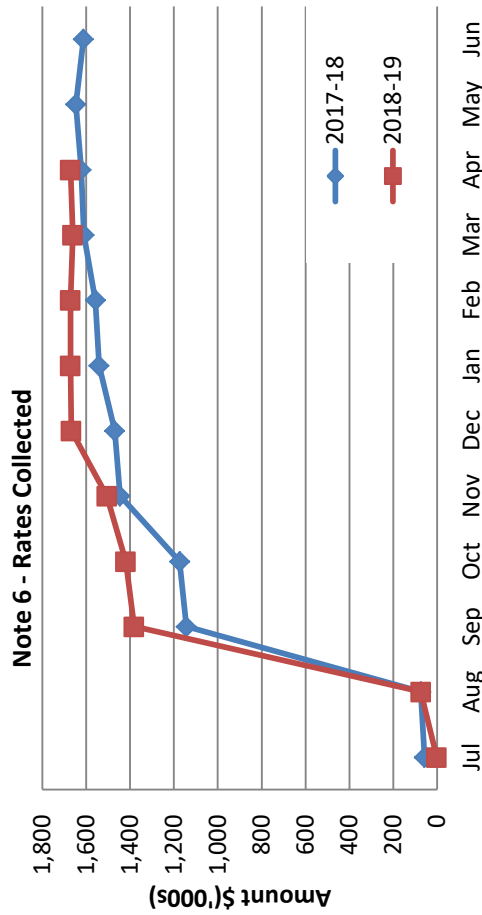
Note 6: RECEIVABLES

Receivables - Rates Receivable

Opening Arrears Previous Years	
Levied this year	
<u>Less Collections to date</u>	
Equals Outstanding	

Net Rates Collectable
 % Collected

	YTD 30 Apr 2019	30 June 2018
\$	82,539	\$ 87,332
	1,720,816	
	(1,712,717)	
	90,638	87,332
	(90,638)	87,332
	99.53%	0.00%

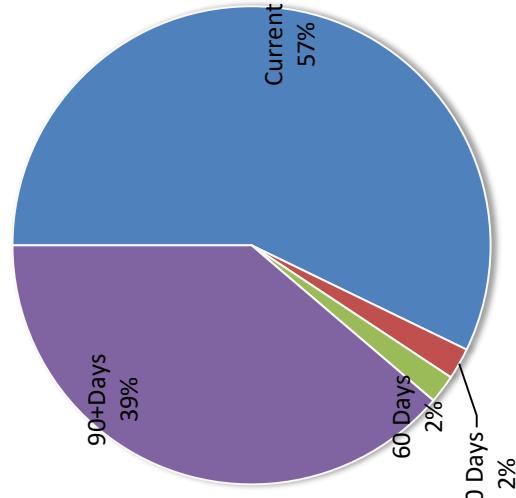


Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+Days
\$	21,328	792	720	14,457
Total Receivables General Outstanding				37,297

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



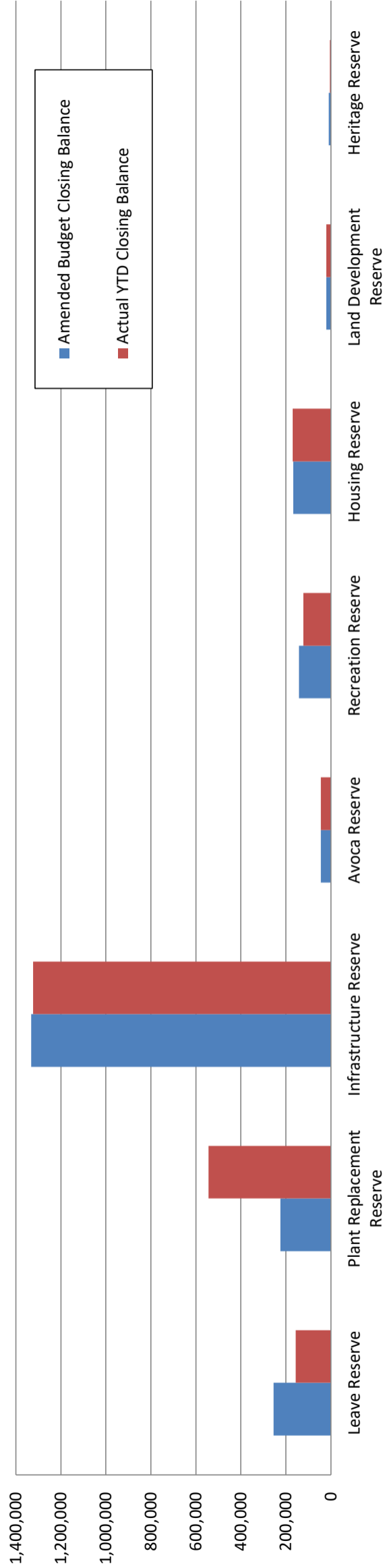
Comments/Notes - Receivables General

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 7: Cash Backed Reserve

2018-19	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 155,077	\$ 0	\$ 1,955	\$ 100,000	\$ 0	\$ 0	\$ 0		\$ 255,077	\$ 157,031
Plant Replacement Reserve	537,223	0	6,772	62,011	0	(375,000)	0		224,234	543,995
Infrastructure Reserve	1,307,151	0	16,477	25,000	0	0	0		1,332,151	1,323,628
Avoca Reserve	44,433	0	560	0	0	0	0		44,433	44,994
Recreation Reserve	121,459	0	1,531	20,000	0	0	0		141,459	122,990
Housing Reserve	167,806	0	2,115	0	0	0	0		167,806	169,922
Land Development Reserve	20,807	0	262	0	0	0	0		20,807	21,069
Heritage Reserve	5,075	0	64	5,000	0	0	0		10,075	5,139
Medical Service Support Reserve	82,861	0	1,044	10,000	0	0	0		82,861	83,906
Bendering Landfill Renewal Reserve										
	2,441,893	0	30,780	222,011	0	(375,000)	0	0	2,278,904	2,472,674

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 8 CAPITAL DISPOSALS

Cost	Actual YTD Profit/(Loss) of Asset Disposal			Disposals	Amended Current Budget			Comments
	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$					
130,000	(103,783)	110,000	83,783	Plant and Equipment	20,631	-2,533	(23,164)	
52,015	(9,092)	50,000	7,077	Grader NB880	3,600	7,077	3,477	
45,000	(38,447)	38,660	32,107	Works Manager Vehicles NB1	0	32,107	32,107	
			0	Canter Truck NB56	17,500	0	(17,500)	
			0	Prime Mover NB109	(10,045)	0	10,045	
			0	Prime Mover NB6789	5,012	0	(5,012)	
			0	Side Tipper NB5766		0	0	
2,600	(67)	0	(2,533)	Netball Fencing		-2,533	0	
229,615	(151,389)	198,660	120,434		36,698	34,119	(46)	

Comments - Capital Disposal/Replacements

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 127 Homes for the Aged (SSL)	67,155		2,111	2,111	35,045	60,881	786	2,773
Loan 125 Swimming Pool	218,521		18,402	18,402	200,119	200,119	14,295	14,295
Loan 128 Recreation Centre	698,802		28,758	28,758	670,045	670,044	36,384	36,384
Loan 129 Solar Panels	59,170		14,205	14,205	44,965	44,965	1,497	1,497
	1,043,648	0	63,475	63,475	950,173	976,009	52,961	54,949

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

The proposed new loan will assist in the extension of the Community Centre. This loan will only be drawn upon if other grant funding is received for the project.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 18	Amount Received	Amount Paid	Closing Balance 30-Apr-19
Wadderin Reserve	\$ 0	\$	\$	\$ 0
Sundry Deposits (SD)	1,800	700	(650)	1,850
Gym Card Bonds (T68)	6,538	2,300	(900)	7,938
Nominations	0			0
BCITF Levy	0	515		515
Building Services Levy	0	2,615	(2,263)	352
Joint Venture Bonds (JV)	2,350	1,867	(2,367)	1,850
Wheatbelt Railway Retention Alliance	8,981			8,981
	19,669	7,997	(6,181)	21,486

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 13: CAPITAL ACQUISITIONS

Infrastructure Assets		Amended Annual Budget	YTD Actual	Variance Under/(Over)
Buildings				
Law Order & Public Safety emergency Services Facility	1702		9,185	(9,185)
		0	0	0
Law & Order Total		0	9,185	(9,185)
Community Amenities				
Cemetery Entrance and Niche Wall upgrade	1817	(137,373)	11,492	125,881
Community Shed - Replace Apron, Flashing & Roof Repairs	1905	(7,000)	6,049	951
Community Amenities Total		(144,373)	17,541	126,832
Health				
CRC & Medical Centre Extension	1701	(1,250,000)	1,181,198	68,802
Health Total		(1,250,000)	1,181,198	68,802
Housing				
10A Ada Street - Replace carpets	1901	(5,000)	146	4,854
Housing Total		(5,000)	146	4,854
Recreation And Culture				
Netball Fence Installation	1801	(30,000)	23,705	6,295
Lesser Hall Interpretation Centre	1802	(185,000)	0	185,000
Recreation Centre - Upgrade Gas HWS	1904	(40,000)	0	40,000
Roads Board Building	1815	(60,000)	0	60,000
Recreation And Culture Total		(315,000)	23,705	231,295
Transport				
Depot Storage Shed Concrete Floor	1818	(23,000)	25,338	48,338
Transport Total		(23,000)	25,338	0
Other Property and Services				
Fire prevention			0	
Numbats - Replace Floor	1902	(15,000)	13,683	1,317
Other Property and Services Total		(15,000)	64,359	0
Buildings Total		(1,752,373)	1,270,797	422,597

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2019

Note 13: CAPITAL ACQUISITIONS

Infrastructure Assets		Amended Annual Budget	YTD Actual	Variance Under/(Over)
Furniture & Office Equip.				
Law, Order & Public Safety	1906	(70,000)	54,069	15,931
CCTV Systems			54,069	15,931
Governance Total		(70,000)	54,069	15,931
Recreation And Culture				
Town Hall Lighting Upgrade	1907	(5,000)	0	5,000
Recreation And Culture Total		(5,000)	0	5,000
Other Property & Services				
Churchill street - Community Outdoor area seating	1908	(15,000)	18,471	(3,471)
Recreation And Culture Total		(15,000)	18,471	(3,471)
Furniture & Office Equip. Total		(90,000)	72,540	20,931
Plant , Equip. & Vehicles				
Transport				
Grader NB880	1909	(375,000)	373,770	1,230
Bus ONB	1824	(171,710)	167,803	3,907
Works Manager Vehicle NB1	1912	(70,000)	56,421	13,579
Side Tipper NB5766	1913	(100,000)	0	100,000
Dolly	1914	(26,500)	0	26,500
Canter Crew Cab	1915	(103,450)	99,160	4,290
Prime Mover NB109 NB6789	1916	(250,900)	0	250,900
Transport Total		(1,097,560)	697,154	118,716
Economic Services				
Skeleton Weed Spray Unit - Balance Payment	1917	(20,000)	20,013	(13)
Upgrade Standpipe Controllers	1821	(18,689)	0	18,689
Economic Services Total		(38,689)	20,013	18,676
Plant , Equip. & Vehicles Total		(1,136,249)	717,167	137,392
Roads				
Transport				
Bruce Rock Naremben Road 17/48 RRG	1828	(107,526)	19,357	88,169
Townsite Project - State Initiative	1523	(1,700,000)	1,720,449	(20,449)
Cumminin Road Floodway	1918	(19,433)	1,368	18,065
Cramphorne Road slk 25.06-28.5 RRG 18/19	1919	(470,468)	419,733	50,735
Naremben South Road slk 0-3.25 R2R	1920	(360,700)	175,641	185,059
Ada Street slk 0-0.2	1921	(18,232)	0	18,232
Wakeman Street slk 0.15-0.12	1922	(18,232)	0	18,232
Soldiers Road - Bailey to Schwartz Floodways	1923	(27,802)	1,418	26,384
Kondinin Road GFN - Land Settlement Fees	1524	(73,000)	9,543	(9,543)
Footpath Construction	1924		0	73,000
	1421		0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
Transport Total		(2,795,393)	2,347,509	447,884
Roads (Non Town) Total		(2,795,393)	2,347,509	447,884
Capital Expenditure Total		(5,774,015)	4,408,012	1,028,805

Shire of Narembreen

Bank Reconciliation - April 2019

	<u>Municipal</u>	<u>Restricted Cash</u>	<u>Reserves</u>	<u>Trust</u>
BW account #	5347926	0059637	5347900	5347934
GL Account #	11590100	1590200	1595500	1591000
Balance as per GL Cash at Bank GEN	\$ 508,707.04	\$ 4,791.00	\$ 2,472,671.99	\$ 21,247.68
Plus				
Unpresented Cheques/EFT	5.52			
Outstanding as per Synergy report	5.52	0.00	0.00	0.00
PLUS				
Building trust to be transferred	866.42			(100.00)
B Thomas bus bond	100.00			(866.42)
Incorrect posting period	2,496.00			
Trust payment transfer	(325.65)			
Cash not deposited	68.51			
Commander				150.00
TOTAL	3,205.28	0.00	0.00	(816.42)
Total	\$ 511,917.84	\$ 4,791.00	\$ 2,472,671.99	\$ 20,431.26
Balance as per BW Statement	\$ 511,917.84	\$ 4,791.00	\$ 2,472,671.99	\$ 20,431.26
Difference	\$ -	\$ -	\$ -	\$ -

OUTSTANDING CHEQUES

Muni 11034 \$ 5.52

\$ 5.52

Trust

\$ -

Prepared By: Rachael Moore
 Signed: 
 Date: 8-5-19

Checked By: SCOTT WILDGOOSE
 Signed: 
 Date: 8/5/2019

Narembeen Community Resource Centre

Profit & Loss [Budget Analysis]

	YTD	Budgeted	\$ Difference	% Difference	Apr-19	Budgeted	\$ Difference	% Difference	Comments
Income									
Grants and Funding									
Service Contract Funding	\$142,115.68	\$140,967.66	\$1,148.02	0.80%	\$24,656.06	\$24,230.79	\$425.27	1.80%	
Project/Event Funding	\$14,982.75	\$3,500.00	\$11,482.75	328.10%	\$0.00	\$500.00	-\$500.00	-100.00%	
Merchandise Sales	\$6,365.09	\$6,901.96	-\$536.87	-7.80%	\$418.62	\$600.00	-\$181.38	-30.20%	
Total Grants and Funding	\$163,463.52	\$151,369.62	\$12,093.90	8.00%	\$25,074.68	\$25,330.79	-\$256.11	-1.00%	
Operational Income									
Memberships Income	\$3,920.90	\$4,800.00	-\$879.10	-18.30%	\$0.00	\$480.00	-\$480.00	-100.00%	
Project Income	\$1,904.51	\$1,210.00	\$694.51	57.40%	\$185.00	\$500.00	-\$315.00	-63.00%	
Service Income	\$19,490.83	\$16,829.09	\$2,661.74	15.80%	\$1,332.15	\$1,640.00	-\$307.85	-18.80%	
Workshop Income	\$16,664.06	\$7,000.00	\$9,664.06	138.10%	\$4,587.92	\$700.00	\$3,887.92	555.40%	
Total Operational Income	\$45,580.30	\$38,139.09	\$7,441.21	19.50%	\$6,105.07	\$4,150.00	\$1,955.07	47.10%	
Total Income	\$209,043.82	\$189,508.71	\$19,535.11	10.30%	\$31,179.75	\$29,480.79	\$1,698.96	5.80%	
Expenses									
Grant and Funding Expenses									
Operational Expenses	\$4,170.80	\$4,397.50	-\$226.70	-5.20%	\$0.00	\$25.00	-\$25.00	-100.00%	
Capital Funding Purchases	\$697.12	\$2,100.00	-\$1,402.88	-66.80%	\$0.00	\$210.00	-\$210.00	-100.00%	
Project/Event Expenses	\$14,897.86	\$6,120.00	\$8,777.86	143.40%	\$0.00	\$500.00	-\$500.00	-100.00%	
Merchandise Purchases	\$7,258.69	\$4,300.00	\$2,958.69	68.80%	\$498.82	\$430.00	\$68.82	16.00%	
Total Grant and Funding Expenses	\$27,024.47	\$16,917.50	\$10,106.97	59.70%	\$498.82	\$1,165.00	-\$666.18	-57.20%	
Workshop Expenses	\$16,874.40	\$5,860.00	\$11,014.40	188.00%					
Administrative Expenses	\$7,268.72	\$12,190.00	-\$4,921.28	-40.40%	\$357.52	\$728.00	-\$370.48	-50.90%	
Staff Expenses	\$128,985.52	\$125,020.00	\$3,965.52	3.20%	\$12,044.39	\$12,352.00	-\$307.61	-2.50%	
Total Operational Expenses	\$156,810.04	\$146,820.00	\$9,990.04	6.80%	\$12,401.91	\$14,041.00	-\$1,639.09	-11.70%	
Total Expenses	\$183,834.51	\$163,737.50	\$20,097.01	12.30%	\$12,900.73	\$15,206.00	-\$2,305.27	-15.20%	
Net Profit/(Loss)	\$25,120.65	\$25,771.21	-\$650.56	-2.50%	\$18,279.02	\$14,274.79	\$4,004.23	28.10%	April was quiet due to us getting ready to relocate