



SHIRE OF NAREMBEEN

Agenda for the 632nd Ordinary Council Meeting 16th August 2017

Our Mission: A rural community working together to create a great place to live, attain a safe, healthy and creative environment, which achieves sustainable and innovative development and economic opportunities.



Our Values: Respect, Inclusiveness, Fairness & Equity, Communication

WEDNESDAY 16 TH AUGUST MEETING PROGRAMME	
2.00pm	Afternoon Tea
2.30pm	Ordinary Council Meeting

COUNCIL MEETING CALENDAR		
Date	Time	Meeting
Wednesday 20 th September 2017	2.30pm	Ordinary Council Meeting
Wednesday 18 th October 2017	2.30pm	Ordinary Council Meeting
Wednesday 15 th November 2017	2.30pm	Ordinary Council Meeting
Wednesday 20 th December 2017	2.30pm	Ordinary Council Meeting

MEETING GUESTS
Nil

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NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 632nd Ordinary Meeting of Council has been convened for:

Date: Wednesday 16th August 2017

At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen

Commencing: 2.30pm

Bonnie Cole
Acting Chief Executive Officer
Date: 9th August 2017

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Narembeen for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Narembeen disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Narembeen during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narembeen. The Shire of Narembeen warns that anyone who has an application lodged with the Shire of Narembeen must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Narembeen in respect of the application.



DECLARATION OF INTEREST FORM

TO: CHIEF EXECUTIVE OFFICER

AS REQUIRED BY SECTION 5.65 OF THE LOCAL GOVERNMENT ACT 1995,

I _____ HEREBY DISCLOSE MY INTEREST IN THE FOLLOWING MATTERS OF THE AGENDA PAPERS FOR THE COUNCIL COMMITTEE MEETING DATED _____

FINANCIAL INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALLY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

PROXIMITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

SIGNATURE: _____ DATE: _____

NOTES:

1. For the purposes of the financial interest provisions you will be treated as having a financial interest in a matter if either you, or a person with whom you are closely associated, have a direct or indirect financial interest or a proximity interest in the matter.
NB: It is important to note that under the Act you are deemed to have a financial interest in a matter if a person with whom your are closely associated has a financial interest or a proximity interest. It is not necessary that there be a financial effect on you.
2. This notice must be given to the Chief Executive Officer prior to the meeting.
3. It is the responsibility of the individual Councillor or Committee Member to disclose a financial interest. If in doubt, seek appropriate advice.
4. A person who has disclosed an interest must not preside at the part of the meeting relating to the matter, or participate in, be present during any discussion or decision-making procedure relating to the matter unless allowed to do so under Section 5.68 or 5.69 of the Local Government Act 1995.

OFFICE USE ONLY:

1. PARTICULARS OF DECLARATION GIVEN TO MEETING
2. PARTICULARS RECORDED IN MINUTES
3. PARTICULARS RECORDED IN REGISTER

CHIEF EXECUTIVE OFFICER: _____ DATED: _____

AGENDA

Shire of Narembeen Ordinary Council Meeting Wednesday 16th August 2017, commencing at 2.30pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Councillors

Apologies

Approved leave of absence

Cr Gina DeLuis

Cr Syd Parson

3.0 Declarations of Interest

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Wednesday 19th July 2017.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 19th July 2017 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

That the minutes of the meeting of the Shire of Narembeen held Wednesday 19th July 2017 be confirmed as a true and accurate record of the proceedings.

CARRIED /

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 19th July 2017.

7.0 Status Report

RECOMMENDATION:

That the Status Report for August 2017 be received.

COUNCIL RESOLUTION

MIN **MOTION** - Moved Cr. 2nd Cr.

That the Status Report be received.

CARRIED /

SHIRE OF NAREMBEEN - STATUS REPORT
Following July 2017 Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6026/15	19-Aug-15		33 Thomas Street	That Council authorise the Chief Executive Officer to commence the process of selling 33 Thomas Street, Narembeen, for non-payment of rates by, auction or private sale. Should the property not sell within twelve months from the date of advertising, Council authorise the Chief Executive Officer to have the property transferred into the Shire's name.	Paperwork signed and sent	Ongoing	CEO/EMCS
No Motion	21-Oct-15		Netball Courts	Cr Hardham - Netball fence doesn't match, should be considered in the future.	Included in 17/18 Budget.	Completed	CEO
6134/16	17-Feb-16	ADM535	Kondinin and Cramphorne Roads land acquisitions	Road Widening's/Land Resumption: 1. That Council make an offer of \$1,250 per hectare in exchange for the resumption of land into the Kondinin Narembeen Road and the Cramphorne Road reserves from the above property owners, as well as the rerouting of the Merredin Road land resumption. 2. That staff continue the process of amalgamation of land from these property owners in to the road reserve with the West Australian Planning Commission with the completion of the required Form 1A Application for Approval of Freehold or Survey Strata Subdivision.	Cramphorne - Approved Kondinin - Approved Awaiting approval for issue of new titles.	Ongoing	CEO
6190/16	18-May-16	ADM420 ADM568	Merredin Road Information Bay	That Council: In consultation with any Tourism Group that may exist in Narembeen remove the Roadside Information Bay 5km out on the Merredin Road.	Information Bay complete	Completed	CEO/EMCS
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.	Ongoing	CEO
6278/16	21-Sep-16	ADM10	Emu Hill Public Cemetery	1. That Council establish a Cemetery Working Group that will meet to consider the development of an Emu Hill Public Cemetery Master Plan. 2. The plan is to take into account future land needs for grave sites, redevelopment of the Niche Wall to meet the required size requirements, signage and grave number plates, condition of the sealed entry and driveways, condition of vegetation on the site, future landscaping options, updating of the gazebo/shelter signage, consider the advantages of establishment of a Friends of the Cemetery Group and any other matters considered relevant to the appearance and operation of the cemetery. 3. The Working Group is to be made up of the following members; Cr Padfield, Cr Parsons, the Chief Executive Officer and two community members; 4. The Working Group is to prepare a report for Council to be tabled no later than June 2017.	Funding included in the 17/18 Budget.	Completed	CEO
6300/16	19-Oct-16	ADM505	Narembeen Community Precinct	2. Establish a community precinct extension working group for the purposes of recommending a final design, tender specifications and project manager and appoint Councillors Cole, Parsons, Cowan and Hardham to the working group.	Staff working with Architect to finalise working drawings.	Ongoing	CEO
6309/16	19-Oct-16	ADM557	Lesser Hall Interpretation Plan	1. Authorise the Chief Executive Officer to engage suitable consultants to prepare grant applications for the implementation of the Narembeen Lesser Hall Interpretation Plan; 2. Commission local artist Jordan Sprigg to sculpt the entry statement for the Interpretation Plan.	1. Second grant application for draught horse sculpture unsuccessful. 2. Horse sculpture near completion.	Completed	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
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.	Stephen Carrick has provided suggestions for concepts and location options for signage and the intersections of Latham Rd & Longhurst St as well as the Latham Rd, Currall St, Churchill St intersection. Staff met with Tony Saurello, Roadswest he will be providing a fee proposal to re-design the intersection, along with a few other intersections in town. Until these works are undertaken the upgrade to signage will be put on hold.	Ongoing	CEO/CED
6356/17	15-Feb-17	ADM591	Grain Discovery Centre & Roadhouse Lease	Item to lay on the table until March Meeting. REASON FOR CHANGE: The draft lease agreement had a number of changes required on it.	CEO to re-draft	Ongoing	CEO
6360/17	15-Feb-17	ADM171	Integrated Planning & Reporting (IPR)	That Council: 1. Commence a major review of the Shire of Naremben Integrated Planning and Reporting (IPR) including the strategic community plan. 2. Approve that the review is to include a Council workshop, community survey, a community meeting and regular updates in "From the Chief". 3. Approve the following timeline: • March 2017 - Councillors/staff workshop • April 2017 - Community survey "letter drop" • June/July 2017 - Community workshop • March/December 2017 - Regular updates in "From the Chief" • October 2017 - draft updated Integrated Planning and Reporting documents presented • November 2017 - Council to adopt updated Integrated Planning and Reporting Documents • Updated Integrated Planning and Reporting Documents advertised 4. Engage Caroline Robinson to assist with the community consultation and preparation of the updated documents.	Agenda Item to August Council meeting. Council to digest the Consultation Report presented to Council at August meeting with a view to a working meeting being held in September to discuss the Shire's strategies for the Strategic Plan.	Ongoing	CEO
6362/17	15-Feb-17	ADM495	Sporting Club Memorabilia - NB Club	That Council offer in principle support to the Club for the sporting clubs to display some memorabilia.	Shire CEO working with Naremben Club Secretary on the display of sporting club memorabilia.	Completed	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6386/17	15-Mar-17	ADM194	Historical Society	That Council invite the Historical Society as a collective to meet with Council to:- 1. Acknowledge the hard work they all do on preservation of our history, and 2. To discuss the long term future of preservation of history as part of our integrated planning process to be facilitated by Caroline Robinson.	Council staff and C Robinson working with Historical Society Executive on a Collections Policy with a view to streamlining museum collections. CRC assisting with grant funding applications for small equipment items. C Jackson & S Thomas to provide support to Executive at next Historical Society meeting on presentation of Collections Policy.	Ongoing	CEO/CEDO
6387/17	15-Mar-17	ADM8	Secondary Freight Route Project	That Council:- 1. Supports up to Phase 5 of the Secondary Freight Route Project ("Project") with Regional Development Australia (Wheatbelt) seeking funding through the Federal Governments 'Building Better Regions Fund'. 2. Support the required co-contributions for the Project to originate from MRWA allocations to the Wheatbelt South and Wheatbelt North Regional Road Groups or any other funding source. 3. Should the allocation referred to in 2. above not be forthcoming, Council consider an allocation in the Shire of Narembeen's 17/18 Budget for up to \$20,000, with the final amount dependent upon the required co-contribution and assuming that no other sources of funding are identified (i.e. worst case scenario).	Application process underway.	Ongoing	CEO
6404/17	19-Apr-17	ADM058	Estate of W Jones	That Council:- 1. Proceed with legal advice to issue a notice pursuant to section 26 of the Uncollected Goods Act to Paul Jones directing that he remove the goods and aircraft left by the deceased Walter Jones at the hangar at the Narembeen Airstrip within one month of the date of the notice or that we will seek an order in the Magistrates Court to sell or dispose of the goods and aircraft 2. Request that Repacholi Aviation be requested to remove all items from the aircraft hangar at the Narembeen Airstrip and or discuss entering into formal negotiations for lease of the hangar. 3. Not proceed with any further action on clean-up of Lot 2 Latham Road, Narembeen. 4. Lodge caveats on 5 Doreen Street Narembeen and Lot 2 Latham Road Narembeen for unpaid rates and request that staff commence the process of recovery in accordance with section 6.64 of the Local Government Act.	Caveats on properties have been lodged with Landgate	Ongoing	CEO
NA	19-Apr-17		Central Churchill St Garden/Shade Precinct Project	Discussion held at April 2017 meeting to place this onto the Status Report. Council's direction will be required in relation to the future development of the area currently occupied by the Apex Cake Stall Shed and timber pergola structure in Churchill St	Included in 17/18 budget for consideration. Plan for area to be discussed by Council.	Ongoing	CEO/CED
6422/17	17-May-17	ADM466	Curral Street - Streetscape Plan	That Council:- 1. Accept the quote for services from Zana Sheary, Arboricultural Consultant, Paperbark Technologies Pty Ltd to undertake a Tree Survey Report of trees along Curral Street, to be included in the 17/18 budget. 2. Following point 1 above, obtain quotes from suitable consultants to develop a Verge Plan for Curral Street that would be included in the 2017/2018 budget considerations. 3. Staff to investigate funding options for the project.	Staff reviewing prepared Tree Survey Report.	Ongoing	CEO/CEDO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6428/17	17-May-17	NA	Future Project - Combined Turf Field	Shire to initiate a meeting with the the Tennis Club, Hockey Club and Go Narembeen to discuss a new joint hockey/tennis field.	Meeting held	Superseded See Item 6292/17	CEO
NA	17-May-17	NA	Fox Baiting	Cr Cowan - could Shire do promotion to encourage residents to bait foxes responsibly?	CEDO working with EWBG on a letter landholders to ascertain if there is an issue with fox numbers and on fox reporting methods.	Ongoing	CEO/CEDO
NA	17-May-17	NA	Roads	Cr Padfield - could we look at the Narembeen South Road from Mt Walker Rd to Cemetery - making it a 7m seal.	Currently being investigated.	Ongoing	CEO/WM
6253/17	21-Jun-17	NA	Disposal of Items	That Council agrees to dispose of the following items:- - Large Vertical Milling Machine - Miniarc 66 Arc Welder - Transmig 275 Mig Welder - Transarc 300 Arc Welder - Jones & Lamson Turret Lathe - Maximat Compact Lathe - 1200L Fiberglass Water Tank - 24 x 8ft Dual Axel Low Loader - Landcruiser Clutch Kit HZJ 78,79, 105 To be advertised on Buy & Sell Pages, Fencepost & Website	Completed	Completed	CEO/CEDO
6257/17	21-Jun-17	ADM500	Narembeen Townsite Project	1. Approve entering into a Licence to Use and Occupy Corridor Land Agreement with Brookfield Rail Pty Ltd for the purpose of the construction of the Narembeen Townsite Project that realigns Fricker Road with Latham Road (Public Road) and Fricker Road with Soldiers Road as per the attached draft agreement; subject to the CEO seeking advice from WALGA and potential consulting negotiators (if required) on the form of the agreement and that minor amendments to the document can be made, the finalised map of the area clearly defining the licensed area is included and if major amendments are proposed that the matter be presented back to Council for approval. 2. Approve that with amendment subject to point 1, the common seal be affixed to the agreement and be signed by the Shire President and the Chief Executive Officer. 3. Approve that the new section of Road be named Latham Road as it will replace the existing section of Latham Road and that Soldiers Road would then intersect with Fricker Road after crossing the new rail crossing (refer attached plan marked in yellow)	Licence Agreement being reviewed. Agreement sent to Lawyers for comment.	Ongoing	CEO
6258/17	21-Jun-17	P2826	Holiday House Application - 32 Brown Street	1. Determine by Absolute Majority that the proposed holiday house use may be consistent with the objectives and purpose of the Residential zone and thereafter follow the "SA" advertising procedures of clause 6.3 in considering an application for planning approval. 2. Determine by Absolute Majority to delegate authority to the Chief Executive Officer to determine the application for a holiday house on Lot 29 (No 32) Brown Street, Narembeen in accordance with Clause 8.8.1 of the Shire of Narembeen Town Planning Scheme No 2 and Regulation 82 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015. 3. Advise the applicant that if approved under delegated authority, a Shire of Narembeen Notification/Registration Form under the Food Act 2008 will be required to be completed.	Letter sent 24/7/17, awaiting completed documentation by applicant.	Ongoing	CEO
6261/17	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.	To be investigated.	Ongoing	CEO/EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6279/17	19-Jul-17		Caravan Park Tenancy	That Council approve the reduction of weekly rental of a powered site at the Caravan Park to \$80 for a period of 12 months to Mr Brad Butler.	Letter sent to Mr Brad Butler 24/7/17	Completed	CEO
6280/17	19-Jul-17	ADM467	Lease of Crown Land – Avon Location 21952, Reserve 18080 Narembeen Airfield	That Council instruct the CEO to investigate a new lease that deals with issues such as rent, area of space used and utility charges, as well as other matters that may arise.	?		CEO
6281/17	19-Jul-17	ADM27	Local Government Elections 2017	<ol style="list-style-type: none"> 1. Elect an 'in Person Voting' process for its Local Government Elections 2017. 2. Appoint the Chief Executive Officer as the Returning Officer for the Shire of Narembeen Elections. 3. Nominates the Shire of Narembeen Administration Building to conduct the 2017 Local Government Election process including for polling of votes and the counting of votes. 4. Reconfirms its adoption of the Shire of Narembeen Electoral Code of Conduct as presented 	Completed	Completed	CEO
6282/17	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.	MOU documentation complete, awaiting signature from CEO		CEO
6284/17	19-Jul-17	ADM455	Narembeen Recreation Centre – Narembeen Club Inc. Rent Review	<ol style="list-style-type: none"> 1. Authorise the rent review of the Lease for the Recreation Centre and Item 7 (a) of Schedule 1 of the lease agreement be amended to read: "From the 2nd October 2017 until the second anniversary of this date, the rent is \$25,000 per annum plus GST but such rent will be off-set against the genuine pre-estimate of the operating cost that the Shire would have otherwise spent if the Lease had not been granted to the Lessee. For the avoidance of any doubt, the effect of this clause is that the Tenant is not required to make any rent payment to the Lessor for a further two years of the lease." 2. This lease to be reviewed again in two (2) years' time. 3. Instruct staff to discuss with the Club the power charges for the netball, bowling and oval lighting and to have the Club invoice regularly as per the sub-metres 4. Authorise the invoices to the Club totalling \$17,185.43 for electricity from 02/10/2015 to 04/03/2016 be 50% reversed so \$8,592.71 is payable by both parties; 5. Continue to cover the cost of gas for the facility. 	4. Complete		CEO/EMCS
6286/17	19-Jul-17		SOCK Week	That Council write to Leanne to congratulate her on her efforts with S.O.C.K. Week.	Completed	Completed	CEO
6287/17	19-Jul-17	ADM19	Write Off Outstanding Debtors	That Council authorises the Chief Executive Officer to write off the debt of \$1,101.70 for the late Harold Walter Jones for water and power usage.	Completed	Completed	CEO
6291/17	19-Jul-17		IRE/Visa Changes	Council write to our federal member expressing concerns with the Visa changes and the significant impact it is likely to have on our area and industry.	Completed	Completed	CEO
6292/17	19-Jul-17	NA	Future Project - Combined Turf Field	Council create a working group and instruct staff to commence a feasibility study on a combined tennis, hockey synthetic surface. Cr. Thomas, Cr. Cole, Cr. Padfield and Cr. DeLuis plus members of the clubs be part of the Working Committee.	No action at this stage.	Ongoing	CEO

8.0 Reports

8.1 Manager Environment/Building

AGENDA ITEM: 8.1.1 - Environmental Health Officer Activity Report for August 2017

Subject:	Environmental Health Officer (EHO) Activity Report
Applicant:	Mr J Goldacre
File Ref:	Nil
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Mr J Goldacre
Date:	9 th August 2017
Attachments:	Nil

SUMMARY

That Council accepts the Environmental Health Officers report for the period of August 2017.

BACKGROUND

Each month the EHO will present to Council the activities, issues at hand, delegated authority and progress on matters undertaken by the Environmental Health Officer to inform Council.

COMMENT

Emergency Services Building

The EHO supervised the penetrometer testing of the compaction of the sand pad for the proposed emergency services building. This is a requirement to ensure the building is built on a firm foundation. The EHO drew up the report and submitted this to the nominated engineering service who provided the required report. The application, site test and approval to construct the apparatus for the treatment of sewerage has been completed. The EHO has consulted with the local plumber and Building Supervisor to ensure the set out of the septic tank, sullage tank, pump and alarm as well as the drains is achieved to specification.

Private Swimming Pool Safety Barrier

A non-complaint pool safety barrier on Thomas Street ongoing since December 2015 has unfortunately resulted in the issuing of a modified penalty of \$750. This matter has been ongoing through negotiation for too long now and the penalty issued is expected to get the results by fact the CEO can rescind if the works are done within 21 days of the issue of the Notice.

Food Act Registration

The Post Office was inspected and given a Food Act Notification form due to the food items being sold there. Review of the Regulations can exempt food business from Registration of the food that is pre-packaged and not potentially hazardous (require temperature control). Whilst the food business can be exempted they still must comply with the Food Standards Code thus the animals in the shop will need to be removed or the food stopped being sold from the premises. This is being followed up.

Transfer Station

The annual reporting documentation has been collated, completed and signed off and submitted to comply with the license conditions. This activity is made possible due to the proper and timely waste volume statistics provided by the transfer station attendant whose efforts are praiseworthy.

Waste Water Reuse

Waste Water Reuse Recycled Water Quality Management Plan is near completion in draft form. This documentation is required to support the license issued by the Dept of Health to be able to use treated waste water. Appendices required for the Plan have been completed in detail.

The main area of concern is the location of the children's playground at the oval edge that whilst noted as not a desirable placement of such a structure the local government of Narembeen will need to ensure under most conditions that reuse water does not contact the playground. This can be achieved by replacing further reuse irrigation sprinklers with potable water supply.

CONSULTATION

Mr C Jackson CEO
Mr A Cousins WM

STATUTORY IMPLICATIONS

Health (Miscellaneous Provisions) Act 1911
Public Health Act 2016
Food Act 2008
Building Act 2011

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Clause 9: Provide good strategic decision making, governance, leadership and professional management. Sub clause 9.3: Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council accepts the Environmental Health Officers report for the period of August 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.1.2 - Registration of a Lodging House - Lot 75 (No 18) Thomas Street Narembeen and Approval of Forms

Subject:	Lodging House Registration Lot 75 (N ^o 18) Thomas Street and Approval of Forms.
Applicant:	Rawinia Reedy & Joshua Tui Irving
File Ref:	P1242
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Mr J Goldacre
Date:	16 August 2017
Attachments:	Application for Registration of a Lodging House, Certificate of Registration of a Lodging House, Registers for Lodgers

SUMMARY

That Council approve the registration of a lodging house at Lot 75 (No 18) Thomas Street Narembeen and approves the Keeper and the Manager to reside off site of the lodging house with conditions and approves the required Forms for registration of a lodging house and register of lodgers.

BACKGROUND

On the 25 January 2017, the Shire of Narembeen Health Local Law 2016 (Local Law) was gazetted which gives this local government the ability to register lodging-houses. A 'lodging-house' as defined in the Health (Miscellaneous Provisions) Act 1911 means any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof. Ms R Reedy and Mr J Irving have submitted an application to register their lodging house being the Motel located at Lot 75 Thomas Street (Premises), Narembeen (**ATTACHMENT A**).

COMMENT

The Environmental Health Officer J Goldacre (EHO) has worked with Ms R Reedy over the last four weeks to assist in preparing this lodging-house application. The EHO has conducted an inspection of the lodging-houses at the premises and found them to be fit for purposes when measured against the requirements of the Local Law Part 8 Lodging Houses. The lodging-house is made up of two associated buildings able to accommodate a maximum of 17 persons. As the two managers as stated on the application being Ms R Reedy and Mr J Irving will not be residing in the lodging-house they are seeking Council approval to not be residing in the lodging-house.

Managers and keepers of lodging-houses pursuant to the Local Law Part 8 have a duty to comply with all relevant requirements. A fee is set of \$180 per annum to facilitate inspections of the lodging-house to ensure compliance. Keeping of a register of names of lodgers, duplicate key sets for all rooms used for lodging is required. Maintenance of the lodging-house is detailed in Part 8 of the Local Law to ensure safe and suitable accommodation.

Council is required to approve 'Forms' as stated in Part 8 of the Local Law and are attached as **ATTACHMENT B** 'Certificate of Registration of a Lodging-House' to be issued by the Shire of Narembeen and **ATTACHMENT C** 'Register of Lodgers' which is to be kept by the manager of the lodging-house.

CONSULTATION

Mr C Jackson CEO

STATUTORY IMPLICATIONS

Health (Miscellaneous Provisions) Act 1911
Shire of Narembeen Health Local Law 2016

FINANCIAL IMPLICATIONS

Annual fee of \$180 for the keeping of a lodging-house.

POLICY IMPLICATIONS

Nil.

STRATEGIC PLAN REFERENCE

Clause 9: Provide good strategic decision making, governance, leadership and professional management. Sub clause 9.3: Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

RELATED PARTY TRANSACTIONS

Nil.

OFFICER RECOMMENDATION

That Council approves:

1. This registration for a lodging-house located on Lot 75 (N^o 18) Thomas Street Narembeen with the Keepers name of Mr Joshua Tui Irving and the Managers name Ms Rawinia Reedy for a maximum accommodation of 17 persons only;
2. That the Manager, Ms Rawinia Reedy and the Keeper, Mr Joshua Tui Irving who are applying to not be residing themselves at the lodging-house are so permitted by Council to do so provided that the following conditions are strictly maintained being –
 - I. A 24 hour accessible contact phone or mobile number of the Manager and/or Keeper is provided in clear view in all lodging-rooms and on the outside of the lodging-houses along with all suitable emergency services contact phone and/or mobile numbers together with a local contact address with map to show location of the Manager and/or Keepers place of residence;
 - II. That the Keeper, Manager or other suitably nominated person must be available within a reasonably practicable period of time so as to assist any lodging-house lodgers on request.
3. **ATTACHMENT B** 'Certificate of Registration of a Lodging-House' as the approved Form pursuant to *Shire of Narembeen Health Local law 2016* Part 8 clause 8.4; and

4. **ATTACHMENT C** 'Register of Lodgers' as the approved Form pursuant to *Shire of Narembeen Health Local law 2016* Part 8 clause 8.23.

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /



SHIRE OF NAREMBEEN

ATTACHMENT A

ABN 48 322 867 806

1 LONGHURST STREET, NAREMBEEN, W.A.

OUR REF. PF - 20 Thomas St LHR

6369 TELEPHONE (08) 9064 7308, (08) 9064 7367

YOUR REF. Lodging House Registration

FACSIMILE (08) 9064 7037

WEB www.narembeen.wa.gov.au

APPLICATION FOR REGISTRATION OF A LODGING HOUSE

(Local Law 8.3)

Health Act 1911

Shire of Narembeen Health Local Law 2016

To: Chief Executive Officer, Shire of Narembeen

I/We, Ravina Reedy & Joshua Tui Irving
(Full name of applicant/s)

of 29 Churchill Street Narembeen + 18 Seagate Terrace Kunross
(Residential address of applicant/s)

applying for registration of premises situated at (or to be situated) at 18 Thomas Street
Narembeen

as a lodging house to be classified as (Specify which is to apply):

- a lodging house
- a short term hostel
- recreational campsite or;
- serviced apartments

and for my name to be entered in the register as the keeper of the lodging house.

DESCRIPTION OF LODGING HOUSE

Number of storeys .../....

Maximum number of lodgers (based on beds -single = 1; double/queen/king = 2).....

Rooms for Private Use (not for use by lodgers)

	Number	Area
Laundries	1	
Toilets		
Bathrooms		
Bedrooms		
Dining Rooms		
Kitchens		
Sitting Rooms		
Other (Specify)		

Rooms for Lodgers

	Number	Area
Bedrooms	6	
Dining Rooms	3	
Kitchens	3	
Sitting Rooms	3	
Other (Specify)	NA	

Sanitary Conveniences for Lodgers

	Number
Toilets	6
Urinals	NA
Baths	NA
Showers	6
Wash Hand Basins	6

Sanitary Conveniences for Lodgers Male & Female

	Number - Male	Number - Female
Toilets		
Urinals		
Baths	NA	
Showers		
Wash Hand Basins		

Laundry Facilities

	Number
Washtroughs	1
Washing Machine/s	1
Electric drying cabinet <i>and/or</i> not less than 30 metres of clothes line	1 dryer / clothes line

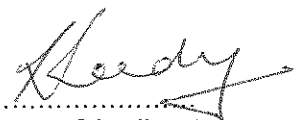
Fire prevention and control

	YES/NO
Provision in each passage (as applicable) emergency lighting	NA
Fire blanket positioned within 2 metres of the cooking area	N/A
Exit sign/s is clearly visible, accessible and maintained in good working order	Still working on this
fire-fighting appliance/s is clearly visible, accessible and maintained in good working order	Yes
Fire detection and alarm system/s in place and operational in accordance with the Building Code of Australia	Yes

Additional details (delete if not applicable)

- (a) Lodger's meals will be provided by the manager/keeper/lodgers. *No*
- (b) The keeper ~~will~~ will not reside continuously on the premises.
- (c) Name and occupation of proposed manager if keeper resides elsewhere:
Rawinia Reedy
- (d) There will be *NO* family members residing on the premises with the keeper/manager.

Application fee of \$180.00 is attached


 Signature of Applicant
 Date: *13.7.17*

'A Great Place To Live'



SHIRE OF NAREMBEEN

ABN 48 322 867 806
1 LONGHURST STREET, NAREMBEEN, W.A.
6369 TELEPHONE (08) 9064 7308, (08) 9064 7367
FACSIMILE (08) 9064 7037
WEB www.narembeen.wa.gov.au

Shire of Narembeen
Health Act 1911

Shire of Narembeen Health Local law 2016 Part 8 clause 8.4

CERTIFICATE OF REGISTRATION OF A LODGING HOUSE

This is to certify that the premises situated at

Is registered as a Lodging House and classified as—

- a lodging house;
 - a short term hostel;
 - recreational campsite; or
 - serviced apartments
- (Specify which above is to apply)

Until 30 June....., on the following conditions—

- 1) That....., whose name is entered on the register of keepers of the Shire of Narembeen, continues to be the keeper of the lodging house;
- 2) That....., appointed by the keeper to be the manager of the lodging house, continues to be the manager of the lodging house;
- 3) That this Certificate of Registration is not cancelled or revoked;
- 4) That the maximum number of rooms to be used as sleeping apartments for lodgers is.....; and
- 5) That the maximum number of lodgers accommodated on the premises shall not exceed.....

This certificate of registration is issued subject to the *Health Act 1911* and the *Shire of Narembeen Health Local Law 2016* and is not transferable.

Dated.....

.....
Environmental Health Officer

Fee received: \$.....

This certificate to be affixed in a prominent position at the lodging house

'A Great Place To Live'

8.2 Works Manager's Report

AGENDA ITEM: 8.2.1 - Work's Manager's Report – August 2017

Subject:	Works Manager's Report
Applicant:	Arthur Cousins
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins
Date:	8 th August 2017
Attachments:	Nil

SUMMARY

Monthly reports by the Works Manager are now presented in the agenda template format to allow a clear set of information to be presented to Council and to assist in the decision making process.

COMMENT

Winter Re-grades

Full winter re-grades including culverts, white post offshoots and where necessary back slopes have taken place on the following roads:-

Calzoni Rd, Anderson Rock Rd ,Coker Rd, Chick Rd, Humps Rd, Williamson Rd, Sedgewick Rd, Langs Rd, Gibb Rock Rd, Triangle Rd, Williamson Rd, Bagshaw Rd, Emu Fence Rd, Roe Dam and Mt Walker North Rd, Narembreen South Rd ,South Kumminin East Rd, Fiegert Rd, Lehoar Rd, Hyden Mt Walker North Rd Hyden North Rd, Yeomans Rd, Bailey Rd, Coverley Rd, Hall Rd and Wadderin-Graball Rd.

Gravel Sheeting

Gravel sheeting has taken place on Hyden North Rd – spread and compact 600m.
150m of gravel sheeting on Mt Walker North Road.
800 metres of gravel sheeting on Metcalf Rd, between Dixon and Wogar East Rd.

Miscellaneous

The Railway Shed clean out was undertaken.
Staff attended a Strategic Planning Session facilitated by Caroline Robinson.

Private Works

Private works undertaken totalling \$1,386.
Cape Utilities - repair damaged roads after pipes put in ground \$4,200

Total: \$5,586,00

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

8.3 Building Supervisor

AGENDA ITEM: 8.3.1 - Building Supervisor's Report

Subject:	Building Supervisors Report - August 2017
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Klint Stone
Date:	9 th August 2017
Attachments:	Nil

SUMMARY

Council is to consider this report from the Building Supervisor for August 2017.

BACKGROUND

Each month the Building Supervisor will present to Council the activities and issues at hand and provide progress on matters undertaken for Councils information.

COMMENT

The following is an overview of the Building Supervisor's activities for the past month:

Caravan Park

The Caravan Park has had various vandalism repairs completed and has also had uniform commercial grade soap holders installed. We are now looking at new water proofing to the showers.

Emergency Services Facility

The bus shelter and veranda pads have been poured. After relocating the bus shelter to allow a sufficient turning circle for the bus we now have a drive in drive out situation.

The St John's and the Bus Shelter kits have arrived with the remainder of the build to follow. The build will commence the week of 13th August 2017.

Depot Storage Shed

The depot shed has had two 7.3 x 12.1 bays successfully poured with reinforced concrete which will give us a much more substantial area of dry-clean storage.

Council Chambers

The Chambers glass lights underwent a much overdue polish and globe replacement. After extensive scaffolding and labour input provided by Shire staff, we were able to access the light balls to discover they are fixed in place by gravity alone. With the assistance of all staff we were able to complete the police and globe replacement, a team effort by all and a job well done!

Shire Staff Carpark

The Shire staff carpark works will commence the week of 13th August, the carpark will be adjusted to a suitable level and then concrete will be poured.

Narembeen Aquatic Centre

We are in the process of obtaining quotes for overdue maintenance on the pool.

The job will involve emptying the pool so that top quality sealants and grouts may be used to fill cracks and replace old grout. At the same time drainage will be reinforced and resealed. This work is required as soon as possible to avoid major issues in the future.

General Maintenance

Maintenance on various town properties has begun and we are looking forward to the results.

CONSULTATION

Acting Chief Executive Officer
Community & Economic Development Officer

STATUTORY IMPLICATIONS

Compliance with the Residential Tenancies Act and Commercial Tenancies Act.

FINANCIAL IMPLICATIONS

As per the Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan
9.2 Manage the organisation in a responsible, accountable and consultative manner

Corporate Business Plan

1.1.13 Protect the heritage across the shire of Narembeen

1.1.14 Support the Narembeen Historic Society as well as other groups to capture and protect the stories of the community, subject to the annual budget

2.1.4 Maintain the Town Hall (and Roads Board Building) and demolish the lesser Hall

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

Council to receive the Building Supervisor's Report for August 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.4 Chief Executive Officer

No report due to illness.

AGENDA ITEM: 8.4.1 - Lot 16240 Narembeen South Road (Pony Club Grounds)

Subject:	Lot 16240 Narembeen South Road (Pony Club Grounds)
Applicant:	Jacqui Cook
File Ref:	ADM617
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas
Date:	7 th August 2017
Attachments:	Photos of Pony Club Grounds, Quote Kennedy's

SUMMARY

On 21st July 2017, the Shire of Narembeen received an email from Mrs Jacqui Cook (applicant) requesting that the Shire of Narembeen consider leasing the Pony Club Grounds located at Lot 16240 Narembeen South Rd to her for the purpose of agisting two horses.

The property is no longer used as a Pony Club and to get the property up to a leasable standard, considerable works would need to be undertaken.

The applicant advised that she would be responsible for any ongoing maintenance of the grounds, including fencing.

COMMENT

On 25th July 2017, Shire staff inspected the property Lot 16240 Narembeen South Road (see map below) to ascertain the condition of the property and buildings.



Items located at the property include:-

- 2 tin sheds
- 1 Nissan Hut – old club house (could contain asbestos)
- 1 Ablution block (contains asbestos)
- Oil drums – used for hacking, but some contain oil
- Pile of glass sand
- Old tyres
- Septic tank – installed in 1989

The sheds are dilapidated and contain a variety of rubbish, old furniture and paint tins. The sheds, ablution block and the Nissan hut are unsafe and a risk to the public.

It is evident that there are vermin and feral cats present in the sheds.

The ablution block contains asbestos and removal would need to be by a professional.

Works required and approximate costings are as follows:-

	Cost \$
Replace Entry Gate, Repair Fencing, Demolition & Removal of Buildings, Asbestos Removal (Kennedy's Quote attached)	10,780
Shire Assistance	1,000
Total	\$11,780

Council to consider an appropriate amount to lease the property to Mrs Jacqui Cook.

Council to determine the recovery of utility costs ie: water, power. If the applicant is responsible, splitting the costs may be cumbersome and so a set amount could be included in the lease agreement.

CONSULTATION

Chris Jackson, Chief Executive Officer
Arthur Cousins, Works Manager
Klint Stone, Building Supervisor
Bonnie Cole, Executive Manager Corporate Services

STATUTORY IMPLICATIONS

9.68. Local government to be notified of disposal of land

- (1) When a person, whether as principal or agent, sells or otherwise disposes of rateable land in the district of a local government, the principal or the agent, is required to give to the local government, within 21 days after the sale or disposal, written notice of the sale or disposal.
- (2) The notice is to include a plan or description of the land and the name and address of the person to whom the person giving the notice disposed of the land.
- (3) If the sale or disposal is effected by an agent, the principal is not required to give notice under subsection (1) if the agent has done so, but the principal is to ensure that the notice is given.
- (4) A person who does not comply with the requirements of this section commits an offence.

- (5) If the notice is not given as required by this section, the local government may recover rates accruing until the required notice is given as if the sale or disposal had not taken place but this subsection does not affect —
- (a) the principal's liability to be punished for an offence against this section; or
 - (b) the liability of the principal or of the new owner for rates under section 6.55.

FINANCIAL IMPLICATIONS

As per quote above. Should the property be leased, income will be received for the property, this income is not included in the 2017/18 budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

A sense of place and pride in who we are

1.1 An inclusive, safe, considerate and welcoming community

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Approve the following works to take place to tidy the property located at Lot 16240 Narembreen South Road in order for the property to be safe for the public:-

	Cost \$
Replace Entry Gate, Repair Fencing, Demolition & Removal of Buildings, Asbestos Removal (Kennedy's Quote attached)	10,780
Shire Assistance	1,000
Total	\$11,780

2. Approve the lease of the Pony Club Grounds located on a portion of Lot 16240 Narembreen South Road to Mrs Jacqui Cook for the purpose of agistment of 2 horses at a cost of \$_____ per week. Mrs Jacqui Cook is to be advised of this decision in writing.
3. Approve that any ongoing maintenance costs would be the responsibility of the Applicant (Mrs Jacqui Cook).
4. Approve staff to prepare a lease agreement between Mrs Jacqui Cook and the Shire of Narembreen to lease the property located at Lot 16240 Narembreen South Road for the purpose of agistment.
5. Instruct staff to advertise the disposal of the property as per Section 9.68 of the Local Government Act 1995.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

PHOTO'S - REAR OF LOT 16240 NAREMBEEN SOUTH ROAD, NAREMBEEN



Nissan Hut – Old Clubhouse



Inside Nissan Hut – Old Clubhouse



Inside Nissan Hut – Old Clubhouse



Ablution Block



Shed 1



Shed 2



Oil Drums



Glass Sand



Tyres



Drums & Tyres



Fencing – Needs Replacing



Gate – Needs Replacing

KENNEDY'S

31 CHURCHILL STREET
 PO BOX 107
 NAREMBEEN, WA 6369

ESTIMATE

DATE	Quote/Estimate
08/08/2017	250

NAME / ADDRESS
Shire of Narembeen 1 Longhurst St Narembeen W.A. 6369

P.O. NO.

DESCRIPTION	QTY	TAX	TOTAL
Att Arthur Cousins Polocross grounds Labour to demolish and remove material for 3 buildings Asbestos Remove - remove all asbestos and dispose of in a correct manner Labour on Fencing - to repair a cock fence		GST GST GST	0.00 0.00 10,780.00
This is a estimate/quote only		Subtotal	\$9,800.00
		Tax	\$980.00
		TOTAL	\$10,780.00

AGENDA ITEM: 8.4.2 - Community Strategic Plan

Subject:	Community Strategic Plan
Applicant:	Caroline Robinson, WBN
File Ref:	ADM171
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas & Caroline Robinson
Date:	7 th August 2017
Attachments:	Project Management Plan, Consultation Report (to be emailed to Councillors prior to meeting)

SUMMARY

Council are required to develop and adopt a Strategic Community Plan which is informed and supported by resourcing and delivery strategies.

The Strategic community planning is a way of coordinating the development of communities so that resources are used effectively, that necessary services are available and that the community may function properly.

BACKGROUND

To assist Council with the Strategic Planning process, Council engaged Caroline Robinson of the WBN.

Caroline has formulated two plans including a Project Management Plan as well as a Community Engagement Plan to assist with the Strategic Planning process. Both plans were presented to Council in June 2017 and progress has been provided regularly through the Chief Executive Officer's Report.

COMMENT

Caroline Robinson has undertaken engagement with the community through a variety of community engagement strategies through a variety of mediums including social media, workshops, listening posts, random phone calls, community conversations, workshops and projects targeting a good cross section of the community

The updated Project Management Plan showing community engagement progress is attached for Council's information and perusal.

A Community Consultation Report will be emailed to Councillors prior to the meeting.

It is suggested that Council members consider the Community Consultation Report and thinks about the Shire's strategies moving forward in readiness for a separate meeting to be held prior to the Council meeting in September, date and time to be advised.

CONSULTATION

Chris Jackson, Chief Executive Officer

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As included in Consultation charges of the 2017/18 budget.

POLICY IMPLICATIONS

The Strategic Community Plan will align with the Shire of Narembeen policies.

STRATEGIC PLAN REFERENCE

Upon adoption, the Strategic Community Plan will formally guide all plans by the Shire of Narembeen

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council accepts the Consultation Report provided by Caroline Robinson from the WBN.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

PROJECT MANAGEMENT PLAN

Shire of Narembeen

Strategic Community Plan

TASK	STATUS
Community Engagement Summary	Completed
Community Engagement Consultant	Completed Caroline Robinson
Planning and Design	Completed
Media Release	Completed
Research / Data sets	Completed
Council and Administration Staff Workshop 1	Completed
Online and Hard Copy Survey	Completed
Listening Post 1	Completed
Listening Post 2	
Community Conversations	
Community groups, sporting clubs, arts etc	Completed
Narembeen DHS Principal and Chair	Completed
Narembeen Hospital	Completed
Roe Tourism	Completed
Narembeen Club	Completed
Progress Association	Completed
Dorcas	Completed
Narembeen Numbats	Completed
Narembeen Playgroup Mums	Completed
Narembeen Toy Library	Completed
Narembeen CRC	Completed
St Johns Ambulance	Completed
Narembeen Police	Completed
Businesses	Completed
20 Phone Calls	Completed
Advisors to the District	Completed
CEO and Consultant Meeting to discuss SCP use and final presentation	Completed
CEO and Consultant Meeting to discuss Risk Register and Projects in the pipeline	
Works and Administration Staff Workshop	Works - Completed
Councillors - 1 on 1 with C Robinson	Completed (all but three Councillors)
Community Consultation Summary Presented to Council	
Council Workshop – Vision and Develop goals	
CEO and Manager of Finance Informing Strategies	
Community Workshop – Refine goals	
Media Release	
Draft SCP Presented for Comment	
Community Feedback Open	
Adoption	
Schedule of Reporting	

Implementation Roles	
Media Release	
Risk Assessment	
Prepare Corporate Business Plan	
Budget forecasting, scheduling and programming	

8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 - Executive Manager Corporate Services Report

Subject:	Executive Manager Corporate Services Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Bonnie Cole
Date:	9 August 2017
Attachments:	Nil

SUMMARY

Consider the report from the Executive Manager Corporate Services and endorse any actions as appropriate.

BACKGROUND

Provide monthly reports in a format that provides information with a view to assist in the decision making process.

COMMENT

Wheatbelt South RRG Meeting

Together with the President I attended the WSRRG meeting in Wickepin. Lots of discussion regarding WANDRRA claims and the equity between using contractors and in house staff to complete the works.

Post Seeding Get Together

On Wednesday 26th July I attended the CRC's post seeding get together. This event was once again well supported and a very enjoyable evening given the reason the event was held. Congratulations to Leanne and the staff at the CRC for once again putting on a great event. It was able to bring the community together for a night and highlight the importance of supporting one another through difficult times.

Reduction in Direct Grants

Council has been made aware that the disallowance motion for the cancellation of Concession 511 for Shire Vehicles was passed on the 27th June 2017. Council has now been informed by Main Roads WA that the financial gap this motion has caused will now be filled by a 42% reduction in the Direct Grant Funding each Council receives each year. For the Shire of Narembeen this has resulted in a reduction of \$78,148 to our roads funding.

At this stage, Council will be able to carry the funding deficit and it will be taken into account during the budget review process that will be undertaken in February 2018.

Disposal of unused items

Following the adoption of the 2017/2018 budget, a new photocopier was ordered and received. The old Ricoh copier is now excess to our needs and it is suggested that we advertise this for sale.

It has also been suggested that the old bar which was replaced in the Council Chambers also be advertised for sale, as it is currently in the builders shed taking up room.

If Council agrees, these items will be advertised for sale by tender with the successful tenders to be presented to the September 2017 Ordinary Meeting of Council.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Narembeen Strategic Community Plan

9. Provide good strategic decision making, governance, leadership and professional management.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

The Council received the Executive Manager Corporate Services Report for August 2017 and endorses the associated actions.

COUNCIL RESOLUTION

MIN

MOTION – Moved: Cr.

2nd: Cr.

CARRIED /

AGENDA ITEM 8.5.2: Narembeen Community Resource Centre Report – August 2017

Subject:	Narembeen Community Resource Centre Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Leanne Brooke-Mee
Date:	09 August 2017
Attachments:	Nil

SUMMARY

Council is to consider the Community Resource Centre report for August 2017.

BACKGROUND

The Narembeen Community Resource Centre (CRC) provides a report to Council each month highlighting events, projects and activities undertaken by them during the preceding month and any upcoming events, projects and activities.

COMMENT

The report has been prepared for Council with a view to reporting on the Outcome Areas associated with the Department of Regional Development's funding for the CRC's Business and Action Plans.

The Outcome Areas are specified in the CRC's Action Plan and identify a range of funded activities.

The report is set out below for Council's consideration.

Community Training

The CRC has had an influx of requests for a wide range of training for the community. We will continue to source trainers that can deliver these services to a high level.

Narembeen Fencepost

The Narembeen CRC continues to assist with the production of the local community newspaper and to provide the required support to the Fencepost volunteers.

Facebook Page – Social Media Tool

The CRC is utilising their Facebook page with status updates and photos on a regular basis, which continues to keep the community and Facebook readers informed. We find that Facebook is our biggest asset in reaching the community and we are constantly seeking new ways to keep the community interested in what we do.

Business Training

The CRC continues to provide training opportunities for the business community. We recently held a forklift License and will be holding a truck licence course soon.

Post Seeding Get Together

70 community members attended the event, we had guest speakers: Shire President Rhonda Cole, Councillor Bill Cowan and Brendon Nichols from Men's Regional Health.

Feedback was mostly positive although some expressed that they felt we could have made the evening a little bit more positive and not focus on the negative, we have taken this on board. Peter Rampellini and Celia Loot from the Department of Primary Industries and Regional Development attended the event and were impressed by the Narembeen community's "togetherness".

Country Arts WA Show – Barbara and Barry

The show presented by Country Arts WA was a success in the sense of those who attended really enjoyed it and have expressed their desire to have more Arts and Culture events.

Unfortunately due to timing of the show falling between other town events, numbers were low, this was to be expected but we were unable to have a say in the date.

Tender Outcome

The Narembeen CRC was awarded the tender with no need to renegotiate. A meeting will be held in the next few weeks in order to transition into the new contract.

CONSULTATION

Sheree Thomas, Community & Economic Development Officer

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

- 1 A sense of place and pride in who we are
- 1.1 An inclusive, safe, considerate and welcoming community
- 1.2 A community that supports and provides opportunities for our families
- 1.3 A creative community accompanied by engaging and innovative events and celebrations
- 6 Access to lifelong learning for all stages of life
- 6.1 The local economy is growing and prosperous, offering a diverse range of job opportunities

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Shire Council receives the CRC Co-ordinator's Report for August 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.3 – July 2017 Schedule of Account

Subject:	July 2017 Schedule of Accounts
Applicant:	Shire of Narembreen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Ashlyn Savin
Date:	8 th August 2017
Attachments:	List of Payments and Credit Card Statements

SUMMARY

For Council to review the payments made in July 2017.

BACKGROUND

A schedule of accounts paid during the month of July 2017 is provided as follows:

Municipal Cheque Account	\$578,525.93
Trust Cheque Account	\$0.00

COMMENT

The following payments >\$5,000.00 were made during the month of July 2017:

Chq/EFT	Date	Name	Description	Amount
EFT10055	20/07/2017	LGIS Insurance Broking	Insurance 2017/2018 - WorkCare	79,129.94
EFT9992	05/07/2017	Bitutek Pty Ltd	Bituminous Spray Seal Works	68,847.90
EFT10000	05/07/2017	Great Southern Fuel Supplies	20,000 litres diesel	21,500.60
EFT10001	05/07/2017	Hanson Construction Materials Pty Ltd	110.32 tonne 7mm washed single size granite	11,882.33
EFT10011	05/07/2017	Narembreen Engineering And Steel Supplies	Repairs to workshop sliding doors at the Depot and repairs to fire truck	10,450.00
EFT10012	05/07/2017	Narembreen Hardware and Ag Supplies	Generator, Tarp x2, 8 Outdoor Chairs, 2 Shade Shelters, 3 Lithium Jump Packs, fluro light, hunter body pro spray and rugged kit bag	6,277.60
EFT10018	05/07/2017	Paperbark Technologies Pty Ltd	Arboricultural Tree Survey, assessments, Helliwell Valuation, Recommendations and Tree Pruning report carried out for 58 trees on Currall St	5,500.00
EFT10020	05/07/2017	Precise Property Maintenance	Building repairs to gym building. Including Painting internal walls and work to entry	7,880.00

EFT10021	05/07/2017	RAMM Software Pty Ltd	RAMM Annual Support and Maintenance Fee for 17/18	6,839.14
EFT10022	05/07/2017	Rhonda Cole	Presidents allowance and sitting fees	7,800.00
EFT10033	05/07/2017	Core Business Australia Pty Ltd	AGRN743 claim 4	43,740.77
EFT10034	07/07/2017	Dallcon	Supply and delivery of pipes and culverts	16,335.00
EFT10040	20/07/2017	Australian Taxation Office	BAS June 2017	33,758.00
EFT10042	20/07/2017	Avon Waste	Rubbish collection for July 2017	14,757.96
EFT10043	20/07/2017	CDA Air Conditioning & Refrigeration	Supply and install solar panels at the Shire Office Building	27,266.00
EFT10045	20/07/2017	Core Business Australia Pty Ltd	AGRN743 Claim 5	36,279.61
EFT10047	20/07/2017	Fire & Safety WA	PPE for Fire Brigade	6,404.34
EFT10051	20/07/2017	IT Vision Australia Pty Ltd	Synergysoft & Universe Annual License Fee for 17/18	20,716.30
EFT10056	20/07/2017	LGIS Insurance Cover	Insurance 2017/2018	40,059.00
EFT10064	20/07/2017	Narembeen Medical Centre	Provision of Medical Services Quarterly Fee	8,965.68
DD9091.1	13/07/2017	WA Local Government Superannuation Plan	Payroll deductions	8,414.82
DD9115.1	27/07/2017	WA Local Government Superannuation Plan	Payroll deductions	9,614.90
10946	13/07/2017	Department of Planning, Lands and Heritage	Subdivision payments for grain freight program Plan numbers: 407493, 407493, 412139, 412141, 412143, 407492, 412138, 412140, 412142	5,459.00
10948	20/07/2017	Synergy - Western Power	Electricity charges 10/05/17 - 10/07/17	7,018.60

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996 (FMR)

Reg 11. Payment of accounts

1. A local government is to develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for and properly authorised use of:

- (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - (b) Petty cash systems.
2. A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
 3. Payments made by a local government
 - (a) subject to sub regulation (4), are not to be made in cash; and
 - (b) are to be made in a manner which allows identification of -
 - (i) the method of payment;
 - (ii) the authority for the payment; and
 - (iii) the identity of the person who authorised the payment.
 4. Nothing in sub regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

Reg 12. Payments from municipal fund or trust fund

1. A payment may only be made from the municipal fund or the trust fund –
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council
2. The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Reg 13. Lists of accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
2. A list of accounts for approval to be paid is to be prepared each month showing:
 - (a) for each account which requires council authorisation in that month -
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.

3. A list prepared under sub regulation (1) or (2) is to be -
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Shire of Narembeen 2017/2018 Operating Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

9 Provide good strategic decision making, governance, leadership and professional management

9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council

9.2 Manage the organisation in a responsible, accountable and consultative manner

9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

RELATED PARTY TRANSACTIONS

There are no known related party transactions at this time.

OFFICER RECOMMENDATION

That Council:-

1. Receives the Schedule of Accounts for July 2017; and
2. Receives the Credit Card Statements for July 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /



SHIRE OF NAREMBEEN

SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 16 August 2017

Chq/EFT	Date	Name	Description	Amount
EFT9989	05/07/2017	Ampac Debt Recovery (WA) Pty Ltd	Rate Recovery Costs for the month of June 2017	1,558.44
EFT9990	05/07/2017	Australian Services Union	Payroll deductions	26.35
EFT9991	05/07/2017	Australian Taxation Office Child Support Agency	Payroll deductions	344.61
EFT9992	05/07/2017	Bitutek Pty Ltd	Bituminous Spray Seal Works	68,847.90
EFT9993	05/07/2017	Boc Gases	Gas for Shire Depot	70.87
EFT9994	05/07/2017	Breathalyser Sales & Service	Calibration of breathalyser	93.50
EFT9995	05/07/2017	Central Regional TAFE	Enrolment Fees 2017 - Full Year for A Savin Cert IV in Business	1,630.40
EFT9996	05/07/2017	Covs	NB7399 - Turbo Charger and Pad Set-disc brake 4WD	1,712.88
EFT9997	05/07/2017	Cr Amy Hardham	Monthly Councillor sitting fees from November 2016 to June 2017	960.00
EFT9998	05/07/2017	Cr Bevan Thomas	Monthly Councillor sitting fees from November 2016 to June 2017	1,822.00
EFT9999	05/07/2017	Glenn Roberts Auto Electrical & Air Conditioning Services Pty Ltd	Solenoid assembly to suit JD Grader hydraulic drive air compressor system	484.00
EFT10000	05/07/2017	Great Southern Fuel Supplies	20,000 litres diesel	21,500.60
EFT10001	05/07/2017	Hanson Construction Materials Pty Ltd	110.32 tonne 7mm washed single size granite	11,882.33
EFT10002	05/07/2017	Henry Schein Regional Pty Ltd	Size 2 Sensor Kit for Dental Surgery	35.00
EFT10003	05/07/2017	Hitachi Construction Machinery Pty Ltd	Hydraulic solenoid for John Deere grader	220.00
EFT10004	05/07/2017	Jason Signmakers	Curve left road on right sign, curve right on left sign and street name plates	295.80
EFT10005	05/07/2017	Kellie Jane Mortimore	Monthly Councillor sitting fees from November 2016 to June 2017	1,321.60
EFT10006	05/07/2017	Kleenheat Gas	Gas for Recreation Centre	1,362.49
EFT10007	05/07/2017	Local Government Professionals Australia WA	LG Support Partner - LG Professionals Women's Forum - Corporate Partner	1,600.00
EFT10008	05/07/2017	Mcintosh And Son	Glass for PE130 Case front end loader	961.36
EFT10009	05/07/2017	Narembeen IGA	Set top box and HDMI Cable for 4/33 Currall St, mop/handle, milk, water, refreshments for July Council meeting, cleaning supplies for Caravan Park, supplies for Town Hall, two-way mic for Depot and 2 x set top box for cabin 2 & 3	1,537.95

EFT10010	05/07/2017	Narembeen Community Resource Centre	Desktop Publishing - sign design	165.00
EFT10011	05/07/2017	Narembeen Engineering And Steel Supplies	Repairs to workshop sliding doors at the Depot and repairs to fire truck	10,450.00
EFT10012	05/07/2017	Narembeen Hardware and Ag Supplies	Generator, Tarp x2, 8 Outdoor Chairs, 2 Shade Shelters, 3 Lithium Jump Packs, fluoro light, hunter body pro spray and rugged kit bag	6,277.60
EFT10013	05/07/2017	Narembeen Hardware and Ag Supplies - Building A/C	Selley's no more gaps and paint, water tap, 1/2 inch brass hose, inox spray lubricant, 1L white spirit and refill tape, window seal foam tape, dustpan set, gym flyscreen and paint gun spray	515.30
EFT10014	05/07/2017	Narembeen Hardware and Ag Supplies - Shire Workshop	cut off wheel and cutting disc, bolts & washes, drawbar pin and switch toggle	191.50
EFT10015	05/07/2017	Narembeen Rural Newsagency	Newspapers for June 2017 and Office Stationery	691.25
EFT10016	05/07/2017	Narembeen Tyre service	PE161 - tyre repair, PE95 - replace tyres, PE173 - Replace tyre and repair tyre tube	1,709.00
EFT10017	05/07/2017	P M Services Narembeen	Waste Transfer Station manned hours from July 17th 2017 to July 30th 2017 - 6 hours each day	2,523.00
EFT10018	05/07/2017	Paperbark Technologies Pty Ltd	Arboricultural Tree Survey, assessments, Helliwell Valuation, Recommendations and Tree Pruning report carried out for 58 trees on Curral St	5,500.00
EFT10019	05/07/2017	Perfect Computer Solutions Pty Ltd	Add computer into scanner. Set up EMCS on a spare PC, saved profile or EMCS from current PC to old installs on the server	297.50
EFT10020	05/07/2017	Precise Property Maintenance	Building repairs to gym building. Including Painting internal walls and work to entry	7,880.00
EFT10021	05/07/2017	RAMM Software Pty Ltd	RAMM Annual Support and Maintenance Fee for 17/18	6,839.14
EFT10022	05/07/2017	Rhonda Cole	Presidents allowance and sitting fees	7,800.00
EFT10023	05/07/2017	Ross Diesel Service	Air cleaner	163.34
EFT10024	05/07/2017	Star Track Express	Freight from Kenworth Forrestfield to Narembeen Shire Depot	154.65
EFT10025	05/07/2017	Toll Ipec Pty Ltd	Freight for library books, freight from Truckline, Daimler Trucks, PCs, McIntosh & Son, Plastics Plus, truck Centre WA and freight for new gym signs	197.09
EFT10026	05/07/2017	Truckline	Wheel stud, rim clamp	241.70
EFT10027	05/07/2017	WA Contract Ranger Services	Ranger Services 21/06/17 and 29/06/17	641.00
EFT10028	05/07/2017	WA Fire Protection	Inspect and Service fire equipment	2,069.82
EFT10029	05/07/2017	West Coast Asbestos Registers	Remove Asbestos Fence at 10 Hilton Way	484.00

EFT10030	05/07/2017	Western Australian Treasury Corporation	WATC Guarantee Fee for June 2017	3,733.18
EFT10031	05/07/2017	Wongan Concrete Services	4 x 450 headwalls & 4 x 375 headwalls	2,772.00
EFT10032	05/07/2017	Wurth Australia Pty Ltd	Installation tape, 10 x halogen bulbs, brake cylinder paste & Silicone sealing compound high temp	259.94
EFT10033	05/07/2017	Core Business Australia Pty Ltd	AGRN743 claim 4	43,740.77
EFT10034	07/07/2017	Dallcon	Supply and delivery of pipes and culverts	16,335.00
EFT10035	20/07/2017	Ag Implements Narembreen	Cylinder for John Deere tractor, 2 hydraulic hoses, fix stuck on brake pedal for PE1408, PE21 - 3 mower blades, hydraulic hose and a pulley	1,788.42
EFT10036	20/07/2017	All Ways Foods	Kilbac, toilet rolls, hand towels	694.47
EFT10037	20/07/2017	Aust Post	June 2017 admin office postage charges	156.45
EFT10038	20/07/2017	Australian Mineral Fertilisers	Comprehensive soil test for town oval and hockey field	465.00
EFT10039	20/07/2017	Australian Services Union	Payroll deductions	27.45
EFT10040	20/07/2017	Australian Taxation Office	BAS June 2017	33,758.00
EFT10041	20/07/2017	Australian Taxation Office Child Support Agency	Payroll deductions	344.61
EFT10042	20/07/2017	Avon Waste	Rubbish collection for July 2017	14,757.96
EFT10043	20/07/2017	CDA Air Conditioning & Refrigeration	Supply and install solar panels at the Shire Office Building	27,266.00
EFT10044	20/07/2017	Chris Bray Electrics Pty Ltd	Repair and replace faulty power point in kitchen at the Rec Centre and install new power point at the bar	539.00
EFT10045	20/07/2017	Core Business Australia Pty Ltd	AGRN743 Claim 5	36,279.61
EFT10046	20/07/2017	Daimler Trucks Perth	Rubber Cushion, Engine mount, hose, radiator	1,190.45
EFT10047	20/07/2017	Fire & Safety WA	PPE for Fire Brigade	6,404.34
EFT10048	20/07/2017	Fitz Gerald Strategies	Annual Subscription for IR & HR Services	3,300.00
EFT10049	20/07/2017	Great Southern Fuel Supplies	Fuel for CEO's car	240.47
EFT10050	20/07/2017	Hutton And Northey Sales	Greased pin and freight	457.11
EFT10051	20/07/2017	IT Vision Australia Pty Ltd	Synergysoft & Universe Annual License Fee for 17/18	20,716.30
EFT10052	20/07/2017	IT Vision User Group Inc	IT Vision User Group subscription 2017/2018	715.00
EFT10053	20/07/2017	ixom	Service Fee - Chlorine for Swimming Pool	40.92
EFT10054	20/07/2017	Jason Signmakers	Signs for Gym and 2 street name plates for Garmany Road	723.80
EFT10055	20/07/2017	LGIS Insurance Broking	Insurance 2017/2018 -WorkCare	79,129.94
EFT10056	20/07/2017	LGIS Insurance Cover	Insurance 2017/2018	40,059.00
EFT10057	20/07/2017	Landgate	Minimum Valuation charge	345.00
EFT10058	20/07/2017	Mcintosh And Son	Glass and freight for Case front end loader	632.68
EFT10059	20/07/2017	Merredin Washing Machine Service	Service and repair Caravan Park washing machine	311.00

EFT10060	20/07/2017	Naremben Club Inc	14 bottles Jacob Creek 2 x bottles water 6 x bottles Promised Land Cab Sav	351.60
EFT10061	20/07/2017	Naremben Community Resource Centre	Business Women's Networking Sponsorship	200.00
EFT10062	20/07/2017	Naremben Engineering And Steel Supplies	Stainless steel plate and pressings for Town Hall	127.60
EFT10063	20/07/2017	Naremben Hotel	Beverages for meeting	941.00
EFT10064	20/07/2017	Naremben Medical Centre	Provision of Medical Services Quarterly Fee	8,965.68
EFT10065	20/07/2017	Ness Gas Supplies	4 x 45kg Gas Bottles for the Caravan Park	460.00
EFT10066	20/07/2017	P M Services Naremben	01/07/17-14/07/17 wages	2,496.00
EFT10067	20/07/2017	Pagoda Resort & Spa	Accommodation for Rachael for 10th May 2017	209.00
EFT10068	20/07/2017	Perfect Computer Solutions Pty Ltd	Fix EMCS Computer, Set up local printer DOTPC and test working, IA Client Software, install, test assist Waterman IA with setup	1,020.00
EFT10069	20/07/2017	Star Track Express	Freight for grader blades from Cutting Edge	585.04
EFT10070	20/07/2017	System Maintenance	Meeting at Rec Centre and deliver requirements of AS1851-2012 relevant to the Fire Systems located within the facilities	1,375.00
EFT10071	20/07/2017	Total Country Landscaping	Hire of bobcat	550.00
EFT10072	20/07/2017	Tyreright Merredin	Wheel alignment NB7298	110.00
EFT10073	20/07/2017	WA Contract Ranger Services	Ranger services 06/07/17 & 14/07/17	818.12
EFT10074	20/07/2017	WALGA	Short Course Booking for A Savin - Effective Letter & Report Writing in Local Government	567.00
EFT10075	20/07/2017	Winstons Meat And Provisions	Bread rolls, scones and sausages	110.05
EFT10076	21/07/2017	Town Planning Innovations	Consolidation - Amendment 8	1,302.52
			Total for EFTs	530,431.45
Chq/EFT	Date	Name	Description	Amount
10940	05/07/2017	Cr Syd Parsons	Monthly Councillor sitting fees from November 2016 to June 2017 and travel	1,788.00
10941	05/07/2017	Cr Regina DeLuis	Monthly Councillor sitting fees from November 2016 to June 2017 and travel	3,512.50
10942	05/07/2017	Cr Stephen Padfield	Monthly Councillor sitting fees from November 2016 to June 2017 and travel	1,248.00
10943	05/07/2017	Cr William Cowan	Monthly Councillor sitting fees from November 2016 to June 2017 and travel	1,640.00

10944	05/07/2017	Shire Of Kalamunda	May Building Services	37.50
10945	05/07/2017	Synergy - Western Power	Electricity Charges for Loc 23795 Mt Arrowsmith Road, South Kuminin	68.70
10946	13/07/2017	Department of Planning, Lands and Heritage	Subdivision payments for grain freight program Plan numbers: 407493, 407493, 412139, 412141, 412143, 407492, 412138, 412140, 412142	5,459.00
10947	20/07/2017	Clinicare Pcy Naremben	20 x Influenza vaccinations	659.00
10948	20/07/2017	Synergy - Western Power	Electricity charges 10/05/17 - 10/07/17	7,018.60
10949	20/07/2017	Telstra	Admin office phone charges for June 2017	1,882.64
10950	20/07/2017	Water Corporation	Water usage for storm water drains	461.22
			Total for Cheques	23,775.16
Chq/EFT	Date	Name	Description	Amount
DD9086.1	03/07/2017	Westnet Pty Ltd	Westnet monthly charges	219.85
DD9089.1	11/07/2017	Commander Australia Pty Ltd	Admin telephone charges 22/05/17 - 21/06/17	68.51
DD9091.1	13/07/2017	WA Local Government Superannuation Plan	Payroll deductions	8,414.82
DD9091.2	13/07/2017	IOOF Employer Super	Superannuation contributions	274.04
DD9091.3	13/07/2017	BT Super for Life	Superannuation contributions	327.37
DD9091.4	13/07/2017	Concept One Superannuation	Superannuation contributions	544.51
DD9091.5	13/07/2017	CBUS Super	Superannuation contributions	361.15
DD9091.6	13/07/2017	Prime Superannuation Fund	Superannuation contributions	221.35
DD9091.7	13/07/2017	Plum Super Fund	Superannuation contributions	221.35
DD9091.8	13/07/2017	BT Wrap	Superannuation contributions	221.35
DD9091.9	13/07/2017	Australian Super	Superannuation contributions	430.32
DD9110.1	13/07/2017	Nib Health Insurance	EMCS health insurance	186.27
DD9111.1	24/07/2017	Bankwest	Direct Debit - Bankwest	134.60
DD9115.1	27/07/2017	WA Local Government Superannuation Plan	Payroll deductions	9,614.90
DD9115.2	27/07/2017	IOOF Employer Super	Superannuation contributions	274.04
DD9115.3	27/07/2017	BT Super for Life	Superannuation contributions	327.37
DD9115.4	27/07/2017	Concept One Superannuation	Superannuation contributions	544.51
DD9115.5	27/07/2017	CBUS Super	Superannuation contributions	361.15
DD9115.6	27/07/2017	Prime Superannuation Fund	Superannuation contributions	221.35
DD9115.7	27/07/2017	Plum Super Fund	Superannuation contributions	221.35

DD9115.8	27/07/2017	BT Wrap	Superannuation contributions	221.35
DD9115.9	27/07/2017	Australian Super	Superannuation contributions	446.11
DD9091.10	13/07/2017	AMP Life Limited	Superannuation contributions	230.85
DD9115.10	27/07/2017	AMP Life Limited	Superannuation contributions	230.85
			Total for Direct Debits	24,319.32
			Total for MUNI	578,525.93



Credit Card Purchases - 4 July 2017 to 1 August 2017

EMCS

Date	Store	Description	Amount
16/07/2017	BP Express	NB01 Fuel	\$ 66.13
17/07/2017	The Murray Hotel	Meals for A Savin at Training	\$ 35.00
24/07/2017	Brandconnect	Shire Pens	\$ 1,050.50
28/07/2017	Shire of Narembeen	MDL for Staff	\$ 42.50
		EMCS Credit Card Payments	\$ 1,194.13

CEO

Date	Store	Description	Amount
14/07/2017	Caltex Melville	1NB Fuel	\$ 63.96
		CEO Credit Card Payments	\$ 63.96



Account Number 5586 0207 8811 5284

Period 4 Jul 17 - 1 Aug 17

Monthly Spend Limit \$10,000

SUMMARY OF YOUR SPEND

Purchases	\$63.96
Cash Advances & Balance Transfers	\$0.00

213BC3C 000061 (050N)

MR CHRISTOPHER G JACKSON
SHIRE OF NAREMBEEN
1 LONGHURST ST
NAREMBEEN WA 6369

YOUR TRANSACTION SUMMARY

Date	Description	Debit	Credit
14 JUL 17	CALTEX WOOLWORTHS MELV MELVILLE	\$63.96	
Total		\$63.96	\$0.00



213BC3C 000061 000309



213BC3C 000062 (050N)

MISS BONNIE MADELINE COLE
SHIRE OF NAREMBEEN
1 LONGHURST ST
NAREMBEEN WA 6369

Account Number **5586 0203 0212 1909**

Period **4 Jul 17 - 1 Aug 17**

Monthly Spend Limit **\$10,000**

SUMMARY OF YOUR SPEND

Purchases	\$1,194.13
Cash Advances & Balance Transfers	\$0.00

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
16 JUL 17	BP EXPRESS ASCOT 2244	BELMONT	WA	\$66.13	
17 JUL 17	THE MURRAY HOTEL	WEST PERTH	WA	\$35.00	
24 JUL 17	BRANDCONNECT (WA)	BIBRA LAKE		\$1,050.50	
28 JUL 17	SHIRE OF NAREMBEEN	NAREMBEEN		\$42.50	
Total				\$1,194.13	\$0.00

213BC3C 000062 000315

AGENDA ITEM: 8.5.4 - Financial Report July 2017

Subject:	Financial Report July 2017
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Bonnie Cole, Executive Manager Corporate Services
Date:	7 August 2017
Attachments:	July 2017 Financial Report, Bank Reconciliation for July 2017, CRC Financial Report and Outstanding Rates Report

SUMMARY

To review Council finances as required by legislation.

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31 July 2017.

COMMENT

Council's closing position at 31 July 2017 amounts to \$5,074,505 with current assets of \$7,780,364 and \$2,049,866 which is restricted cash.

CONSULTATION

Finance Officer
Administration Officer
Senior Staff

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations
Reg 34 Financial Activity Statement

FINANCIAL IMPLICATIONS

Shire of Narembeen 2017/2018 Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:

1. Receive the Shire of Narembeen's Financial Report for the month of July 2017;
2. Receive the bank reconciliation for the month of July 2017 for the all Shire Bank Accounts;
3. Receive the Narembeen Community Resource Centre Financial Report for the Month of July 2017; and
4. Receive the Outstanding Rates Report as at 1 August 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

SHIRE OF NAREMBEEN
MONTHLY FINANCIAL REPORT
For the Period Ended 31 July 2017

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

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Note 12	Trust

Shire of Narembeen

Compilation Report

For the Period Ended 31 July 2017

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 31 July 2017 of \$5,074,505.

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

Preparation

Prepared by: Bonnie Cole

Reviewed by:

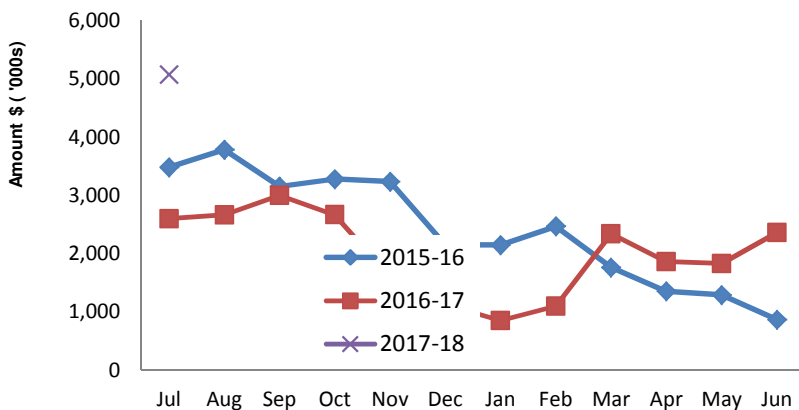
Date prepared: 7-Aug-17

Shire of Narembeen

Monthly Summary Information

For the Period Ended 31 July 2017

Liquidity Over the Year (Refer Note 3)



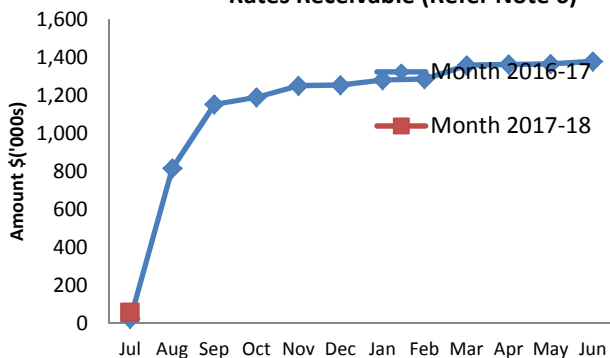
**Cash and Cash Equivalents
as at period end**

Unrestricted	\$ 2,204,343
Restricted	\$ 2,049,866
	\$ 4,254,209

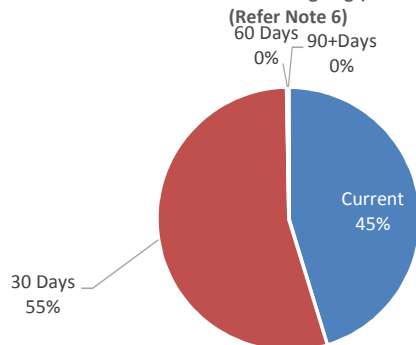
Receivables

Rates	\$ 1,502,924
Other	\$ 1,657,002
	\$ 3,159,926

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non-rates)

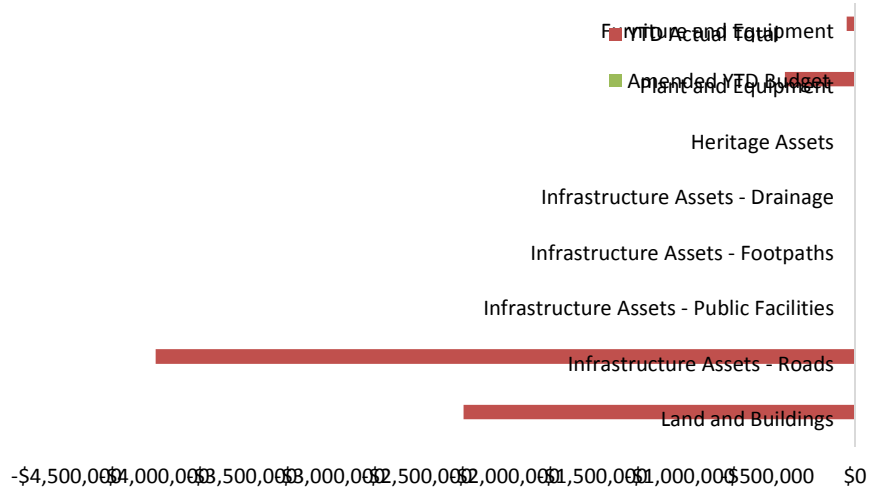


Comments

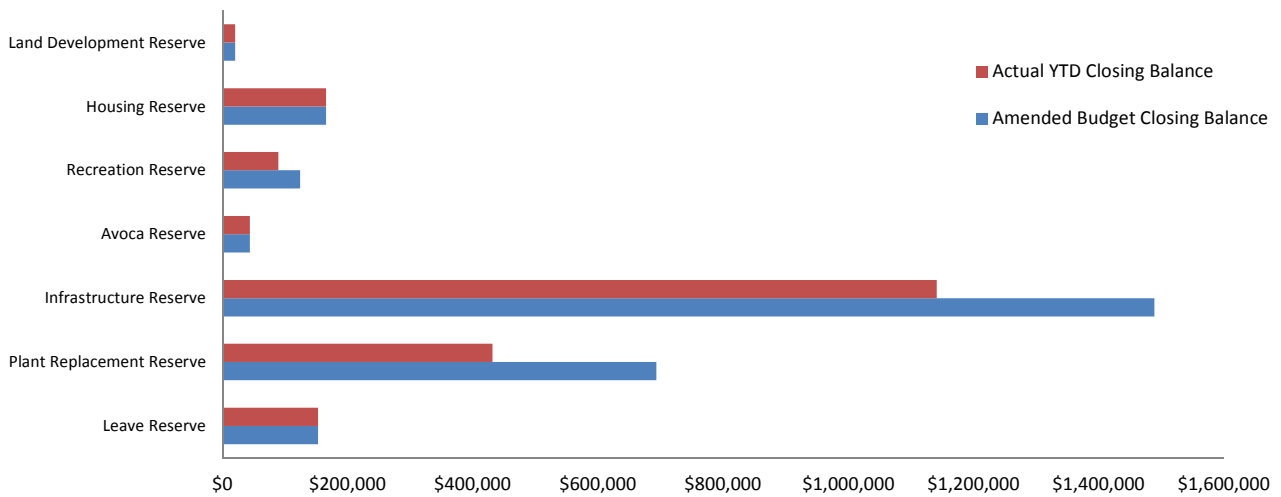
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Narembeen
Monthly Summary Information
 For the Period Ended 31 July 2017

Capital Expenditure Program YTD (Refer Note 13)



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.

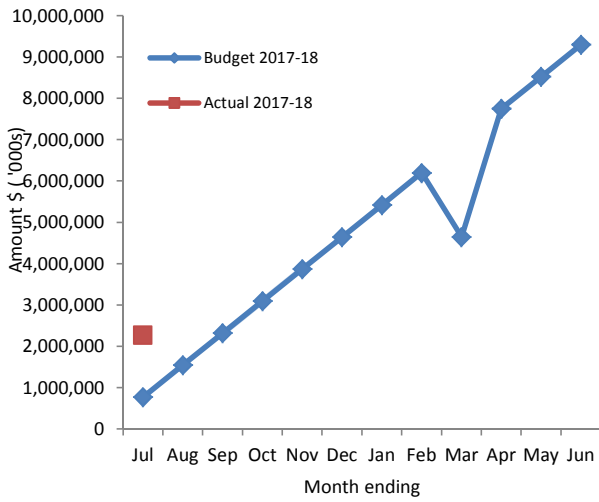
Shire of Narembeen

Monthly Summary Information

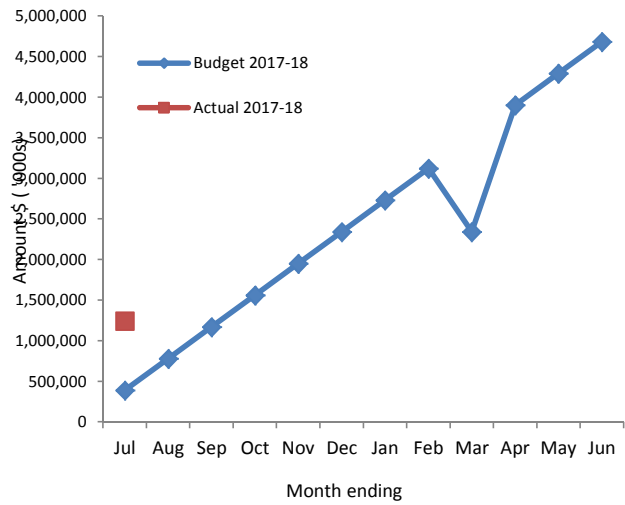
For the Period Ended 31 July 2017

Revenues

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

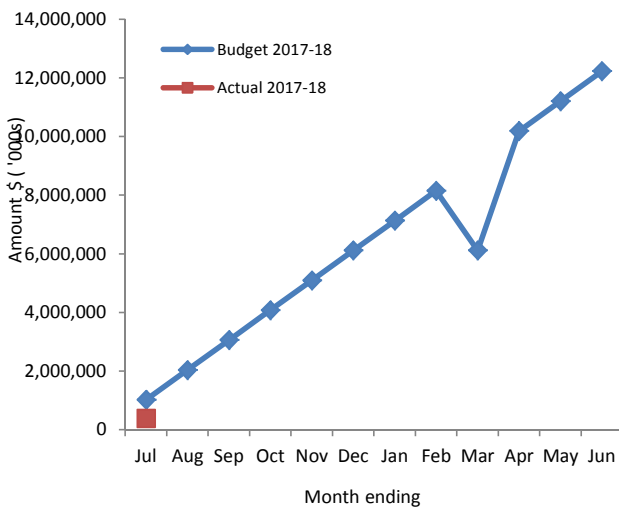


Budget Capital Revenue -v- Actual (Refer Note 2)

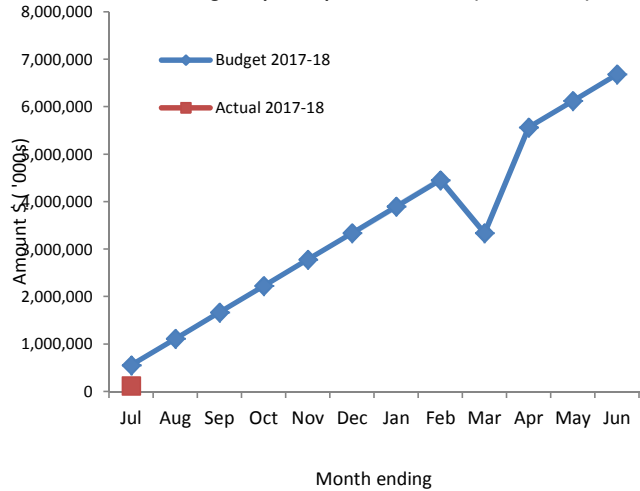


Expenditure

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
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		43,500	3,623	4,329	706	19.50%	▲
General Purpose Funding - Rates	9	1,555,560	1,555,650	1,647,537	91,887	5.91%	▲
General Purpose Funding - Other		1,162,170	779,040	21,087	(757,953)	(97.29%)	▲
Law, Order and Public Safety		77,300	43,940	176,342	132,402	301.32%	▼
Health		0	39,766	0	(39,766)	(100.00%)	▼
Education and Welfare		0	0	0	0		
Housing		79,881	6,655	7,970	1,315	19.76%	▲
Community Amenities		527,175	93,128	116,937	23,809	25.57%	▼
Recreation and Culture		56,942	13,663	8,552	(5,111)	(37.41%)	▼
Transport		4,386,699	701,227	106,125	(595,102)	(84.87%)	▼
Economic Services		242,800	20,231	169,371	149,140	737.19%	▲
Other Property and Services		102,601	8,544	12,161	3,617	42.33%	▲
Total Operating Revenue		8,234,627	3,265,467	2,270,412	(995,055)		
Operating Expense							
Governance		(321,196)	(26,744)	(118,952)	(92,208)	(344.78%)	▼
General Purpose Funding		(105,342)	(8,776)	(1,447)	7,329	83.52%	▲
Law, Order and Public Safety		(167,768)	(13,976)	(2,886)	11,090	79.35%	▼
Health		(162,978)	(13,572)	(19,919)	(6,347)	(46.76%)	▲
Education and Welfare		0	0	0	0		
Housing		(169,376)	(14,081)	(17,540)	(3,459)	(24.56%)	▲
Community Amenities		(725,590)	(60,440)	(25,325)	35,115	58.10%	▲
Recreation and Culture		(1,202,210)	(100,149)	(31,128)	69,021	68.92%	▲
Transport		(8,800,628)	(733,367)	(135,270)	598,097	81.56%	▲
Economic Services		(436,438)	(36,356)	(20,335)	16,021	44.07%	▲
Other Property and Services		(141,859)	(11,789)	(9,009)	2,780	23.58%	▲
Total Operating Expenditure		(12,233,385)	(1,019,250)	(381,810)	637,440		
Funding Balance Adjustments							
Add back Depreciation		3,516,500	293,035	0	(293,035)	(100.00%)	▲
Adjust (Profit)/Loss on Asset Disposal	8	44,000		0	0		▼
Adjust Provisions and Accruals		0		0	0		
Net Cash from Operations		(438,258)	2,539,252	1,888,602	(650,650)		
Capital Revenues							
Grants, Subsidies and Contributions	11	5,652,723	1,241,296	1,241,296	0	0.00%	
Proceeds from Disposal of Assets	8	99,000	0	0	0		
Total Capital Revenues		5,751,723	1,241,296	1,241,296	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(2,236,385)	(96,331)	(96,331)	0	0.00%	
Infrastructure - Roads	13	(3,993,010)	(24,652)	(24,652)	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	(403,000)	0	0	0		
Furniture and Equipment	13	(50,500)	0	0	0		
Total Capital Expenditure		(6,682,895)	(120,983)	(120,983)	0		
Net Cash from Capital Activities		(931,172)	1,120,313	1,120,313	0		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,701	0	0	0		
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(66,066)	0	0	0		
Transfer to Reserves	7	(683,630)	(2,602)	(2,602)	0		
Net Cash from Financing Activities		(741,995)	(2,602)	(2,602)	0		
Net Operations, Capital and Financing		(2,111,425)	3,656,963	3,006,313			
Opening Funding Surplus(Deficit)	3	2,111,425	2,111,425	2,068,192			
Closing Funding Surplus(Deficit)	3	0	5,768,388	5,074,505			

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 31 July 2017

	Note	Amended Annual Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
Rates	9	\$ 1,603,936	\$ 1,647,537	\$	%	
Operating Grants, Subsidies and Contributions	11	7,044,732	411,458	411,458		▲
Fees and Charges		593,023	202,349	202,349		▲
Service Charges		0	0	0		
Interest Earnings		55,300	6,580	6,580		▲
Other Revenue		0	(0)	(0)		
Profit on Disposal of Assets	8	5,000	0	0		
Total Operating Revenue		9,301,991	2,267,925	620,387		▲
Operating Expense						
Employee Costs		(1,207,716)	(155,603)	(155,603)		▼
Materials and Contracts		(6,944,061)	(107,893)	(107,893)		▼
Utility Charges		(247,900)	(19,891)	(19,891)		▼
Depreciation on Non-Current Assets		(3,516,500)	0	0		▼
Interest Expenses		(59,056)	12,747	12,747		▼
Insurance Expenses		(180,587)	(108,936)	(108,936)		▼
Other Expenditure		(28,565)	252	252		▼
Loss on Disposal of Assets	8	(49,000)	0	0		
Total Operating Expenditure		(12,233,385)	(379,323)	(379,323)		▼
Funding Balance Adjustments						
Add back Depreciation		3,516,500	0	0		▲
Adjust (Profit)/Loss on Asset Disposal	8	44,000	0	0		▼
Adjust Provisions and Accruals		0	0	0		
Net Cash from Operations		629,106	1,888,602	241,065		
Capital Revenues						
Grants, Subsidies and Contributions	11	4,585,359	1,241,296	1,241,296		▲
Proceeds from Disposal of Assets	8	99,000	0	0		▲
Total Capital Revenues		4,684,359	1,241,296	1,241,296		
Capital Expenses						
Land Held for Resale		0	0	0		
Land and Buildings	13	(2,236,385)	(96,331)	(96,331)		▼
Infrastructure - Roads	13	(3,993,010)	(24,652)	(24,652)		▼
Infrastructure - Public Facilities	13	0	0	0		▼
Infrastructure - Footpaths	13	0	0	0		
Infrastructure - Drainage	13	0	0	0		
Heritage Assets	13	0	0	0		
Plant and Equipment	13	(403,000)	0	0		▼
Furniture and Equipment	13	(50,500)	0	0		▼
Total Capital Expenditure		(6,682,895)	(120,983)	(120,983)		
Net Cash from Capital Activities		(1,998,536)	1,120,313	1,120,313		
Financing						
Proceeds from New Debentures		0	0	0		
Proceeds from Advances		0	0	0		
Self-Supporting Loan Principal		7,701	0	0		
Transfer from Reserves	7	0	0	0		
Advances to Community Groups		0	0	0		
Repayment of Debentures	10	(66,066)	0	0		
Transfer to Reserves	7	(683,630)	(2,602)	(2,602)		
Net Cash from Financing Activities		(741,995)	(2,602)	(2,602)		
Net Operations, Capital and Financing		(2,111,425)	3,006,313	1,358,776		
Opening Funding Surplus(Deficit)	3	2,111,425	2,068,192	(43,233)	(2.05%)	
Closing Funding Surplus(Deficit)	3	0	5,074,505	1,315,543		

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 CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 July 2017

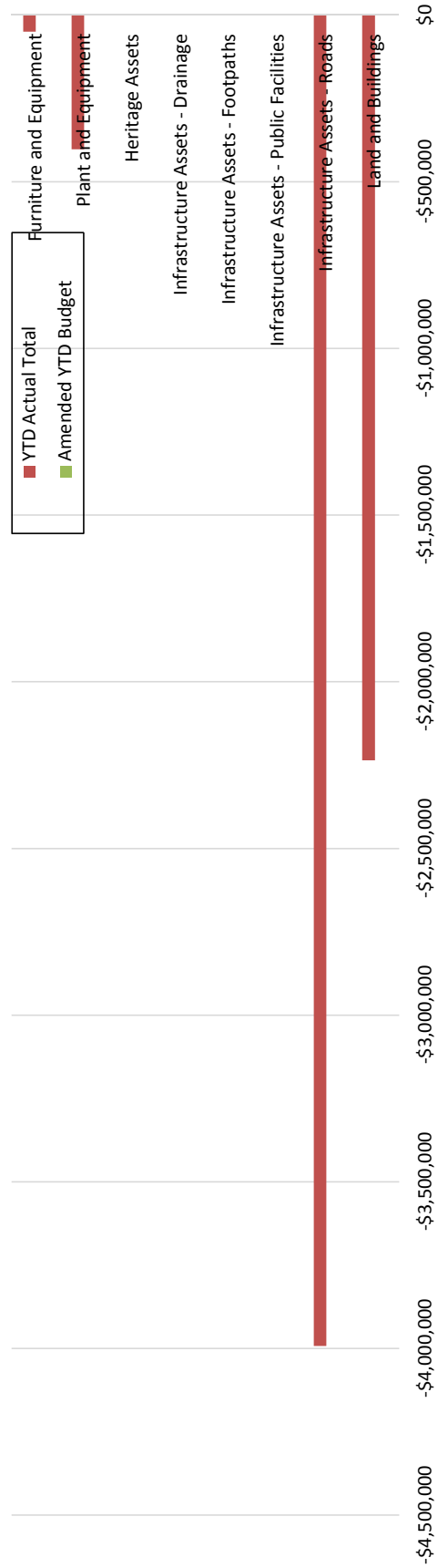
Capital Acquisitions	Note	YTD 31 07 2017				YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	YTD 31 07 2017 Amended Annual Budget	Variance (d) - (c)
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	YTD 31 07 2017 Amended Annual Budget				
Land and Buildings	13	\$ (2,036,385)	\$ (200,000)	\$ (2,236,385)	\$	\$	\$	\$ (2,236,385)	
Infrastructure Assets - Roads	13	(2,818,236)	(1,174,774)	(3,993,010)				(3,993,010)	
Infrastructure Assets - Public Facilities	13	0	0	0				0	
Infrastructure Assets - Footpaths	13			0				0	
Infrastructure Assets - Drainage	13			0				0	
Heritage Assets	13			0				0	
Plant and Equipment	13	(161,000)	(242,000)	(403,000)				(403,000)	
Furniture and Equipment	13	(20,000)	(30,500)	(50,500)				(50,500)	
Capital Expenditure Totals		(5,035,621)	(1,647,274)	-6,682,895	0	0	0	(6,682,895)	

Funded By:

Capital Grants and Contributions	4,684,359		4,684,359	4,684,359
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	0	99,000	0
Own Source Funding - Cash Backed Reserves				
Infrastructure Reserve	0	0	0	0
Pensioner Unit Maintenance Reserve	0	0	0	0
Plant Replacement Reserve	0	0	0	0
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations	(11,367,254)	0	(4,562,859)	(11,367,254)
Capital Funding Total	(6,682,895)	0	0	(6,682,895)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF NAREMBEEN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 July 2017

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	43,500		43,500	
General Purpose Funding - Rates	1,603,936		1,603,936	
General Purpose Funding - Other	1,113,794		1,113,794	
Law, Order and Public Safety	77,300		77,300	
Health	0		0	
Education and Welfare	0		0	
Housing	79,881		79,881	
Community Amenities	457,175		457,175	
Recreation and Culture	64,005		64,005	
Transport	5,517,000		5,517,000	
Economic Services	242,800		242,800	
Other Property and Services	102,600		102,600	
Total Operating Revenue	9,301,991	0	9,301,991	0
Operating Expense				
Governance	(321,196)		(321,196)	
General Purpose Funding	(105,342)		(105,342)	
Law, Order and Public Safety	(167,768)		(167,768)	
Health	(162,978)		(162,978)	
Education and Welfare	0		0	
Housing	(169,376)		(169,376)	
Community Amenities	(725,590)		(725,590)	
Recreation and Culture	(1,202,210)		(1,202,210)	
Transport	(8,800,628)		(8,800,628)	
Economic Services	(436,438)		(436,438)	
Other Property and Services	(141,859)		(141,859)	
Total Operating Expenditure	(12,233,385)	0	(12,233,385)	0
Funding Balance Adjustments				
Add back Depreciation	3,516,500		3,516,500	
Adjust (Profit)/Loss on Asset Disposal	44,000		44,000	
Adjust Provisions and Accruals			0	0
Net Cash from Operations	629,106	0	629,106	0
Capital Revenues				
Grants, Subsidies and Contributions	4,585,359		4,585,359	
Proceeds from Disposal of Assets	99,000		99,000	
Proceeds from Sale of Investments	0		0	
Total Capital Revenues	4,684,359	0	4,684,359	0
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings	(2,236,385)		(2,236,385)	
Infrastructure - Roads	(3,993,010)		(3,993,010)	
Infrastructure - Public Facilities	0		0	
Infrastructure - Footpaths	0		0	
Infrastructure - Drainage	0		0	
Heritage Assets	0		0	
Plant and Equipment	(403,000)		(403,000)	
Furniture and Equipment	(50,500)		(50,500)	
Total Capital Expenditure	(6,682,895)	0	(6,682,895)	0
Net Cash from Capital Activities	(1,998,536)	0	(1,998,536)	0

Financing				
Proceeds from New Debentures			0	
Proceeds from Advances	0		0	
Self-Supporting Loan Principal	7,701		7,701	
Transfer from Reserves	0		0	
Purchase of Investments	0		0	
Advances to Community Groups	0		0	
Repayment of Debentures	(66,066)		(66,066)	
Transfer to Reserves	(683,630)	0	(683,630)	
Net Cash from Financing Activities	(741,995)	0	(741,995)	0
Net Operations, Capital and Financing	(2,111,425)	0	(2,111,425)	0
Opening Funding Surplus(Deficit)	2,111,425		2,111,425	2,111,425
Closing Funding Surplus(Deficit)	0	0	0	2,111,425

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

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

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

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

(i) Fixed Assets

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

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

Buildings	25 to 50 years
Construction other than Buildings (Public Facilities)	5 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Heritage Assets	25 to 50 years
Roads	25 years
Footpaths	50 years
Sewerage Piping	75 years
Water Supply Piping and Drainage Systems	75 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

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

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

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

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

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"

The Strategic Community Plan defines the key objectives of the Shire as:

"Economic: A strong, resilient and balanced economy.

Environment: Our unique natural and built environment is protected and enhanced.

Social: Our community enjoys a high quality of life.

Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

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

GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, boat ramps, foreshore, public halls and Shark Bay Recreation Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services, caravan parks and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 2: EXPLANATION OF MATERIAL VARIANCES

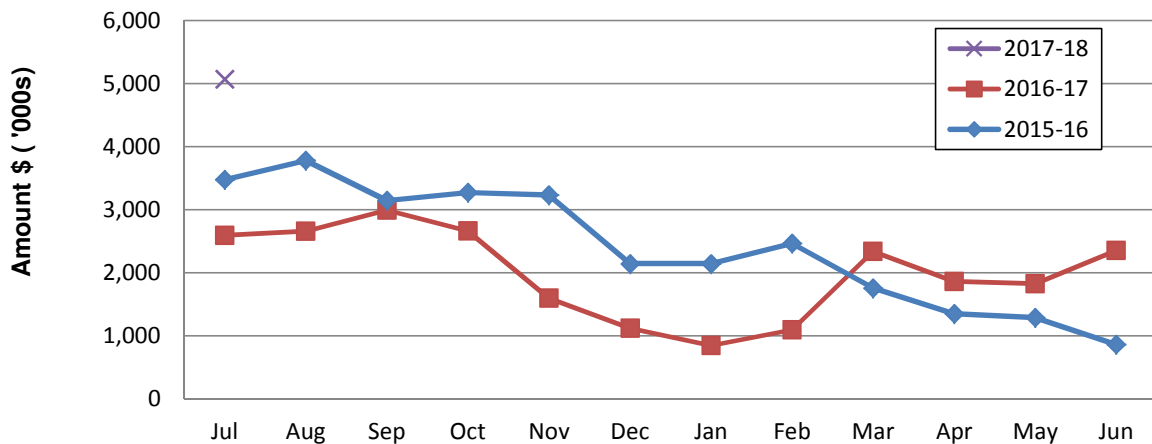
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	706	19.50%	▲		
General Purpose Funding - Rates	91,887	5.91%	▲		rates issued
General Purpose Funding - Other	(757,953)	(97.29%)	▼	Timing	ESC Invoiced raised
Law, Order and Public Safety	132,402	301.32%	▲	Timing	
Housing	1,315	19.76%	▲	Timing	Rubbish charges invoiced with rates
Community Amenities	23,809	25.57%	▼	Timing	
Recreation and Culture	(5,111)	(37.41%)	▼	Timing	Capital invoices raised
Transport	(595,102)	(84.87%)	▼	Timing	
Economic Services	149,140	737.19%	▲	Timing	
Other Property and Services	3,617	42.33%	▲		
Operating Expenditure					
Governance	(92,208)	(344.78%)	▼	Timing	Insurances paid
General Purpose Funding	7,329	83.52%	▲		
Law, Order and Public Safety	11,090	79.35%	▼	Timing	Insurances paid
Health	(6,347)	(46.76%)	▲		
Housing	(3,459)	(24.56%)	▲		
Community Amenities	35,115	58.10%	▲	Timing	Budget Profiling
Recreation and Culture	69,021	68.92%	▲		
Transport	598,097	81.56%	▲		
Economic Services	16,021	44.07%	▲		
Other Property and Services	2,780	23.58%	▲		

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
Note	YTD 31 Jul 2017	Previous Period	Same Period Last year	
	\$	\$	\$	
Current Assets				
Cash Unrestricted	4	2,204,343	2,407,064	1,059,252
Cash Restricted	4	2,049,866	2,047,258	1,826,962
Receivables - Rates	6	1,736,003	87,332	1,719,567
Receivables -Other	6	1,774,639	263,429	269,574
Inventories		15,513	15,513	19,457
		7,780,364	4,820,595	4,894,811
Less: Current Liabilities				
Payables		(476,053)	(525,199)	(210,825)
Provisions		(238,310)	(238,310)	(243,257)
		(714,362)	(763,508)	(454,083)
Less: Cash Reserves	7	(2,049,861)	(1,873,668)	(1,826,962)
Net Adjustment for Borrowings.		58,365	58,365	65,341
Net Current Funding Position		5,074,505	2,241,784	2,679,107

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	CRC \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Account	0.01%	1,064,223				1,064,223	BankWest	At Call
Operating Account	0.01%				46,331	46,331	Bankwest	At Call
Trust Bank Account	0.01%			19,747		19,747	BankWest	At Call
Reserve Account	1.25%		2,049,861			2,049,861	BankWest	At Call
Cash Management Account	1.25%	404,791				404,791	BankWest	At Call
(b) Term Deposits								
Gold Term Deposit	2.50%				65,000	65,000	BankWest	23-Jun-17
Total		1,469,014	2,049,861	19,747	111,331	3,649,954		

Comments/Notes - Investments

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 5 (a): BUDGET AMENDMENTS - CORPORATE BUSINESS PLAN LINKAGE

A number of additional operating actions were forecast to be undertaken during the current period of the Corporate Business Plan CBP which result in additional operating expenditure or revenue. The additional activities for the current year are summarised below along with the amount included within the budget and budget amendments.

Strategy Ref	Strategy	Action Ref	Action	2015-16 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
				-			
	Total			-		-	-

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 July 2017

Note 6: RECEIVABLES

Receivables - Rates Receivable

Opening Arrears Previous Years	87,332
Levied this year	(1,647,537)
Less Collections to date	57,282
Equals Outstanding	(1,502,924)

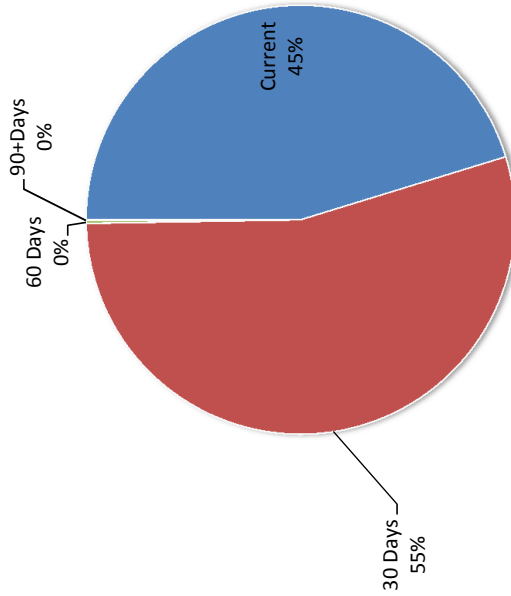
Net Rates Collectable
 % Collected

	YTD 31 Jul 2017	30 June 2017
	\$ 87,332	\$ 87,332
	(1,502,924)	87,332
	3.67%	0.00%

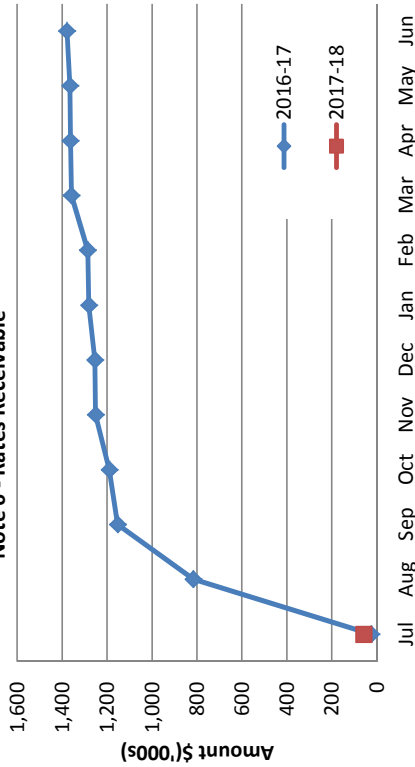
	YTD 31 Jul 2017	30 June 2017
Receivables - General	\$ 749,937	\$ 902,479
Receivables - General	3,491	1,095
Total Receivables General Outstanding	1,657,002	

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Note 6 - Rates Receivable



Comments/Notes - Receivables Rates

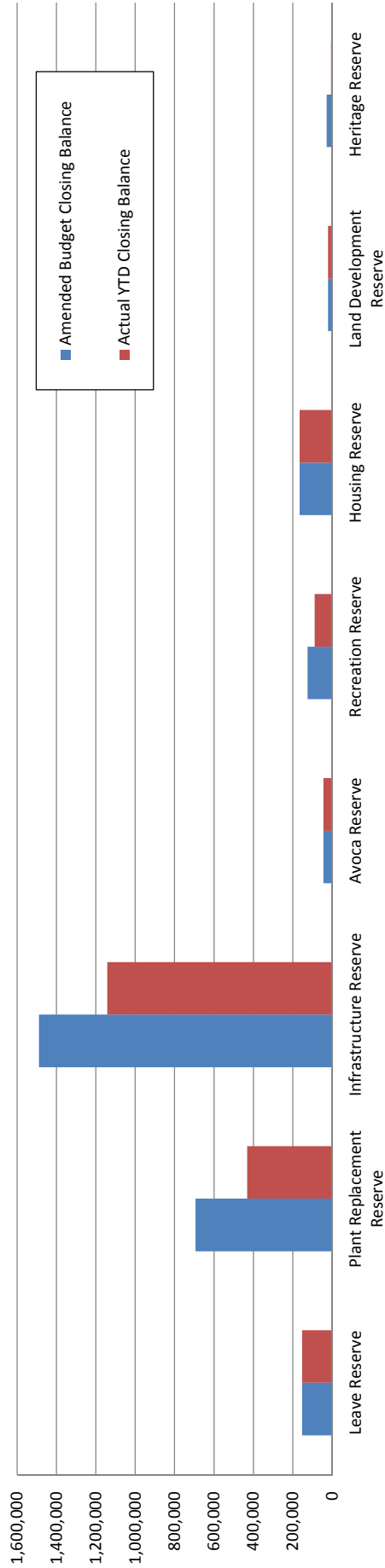
Comments/Notes - Receivables General

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 7: Cash Backed Reserve

2017-18 Name	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	\$ 152,771	\$ 0	\$ 195	\$ 0	\$ 0	\$ 0	\$ 0		\$ 152,771	\$ 152,965
Plant Replacement Reserve	430,722	0	549	262,386	0	0	0		693,108	431,271
Infrastructure Reserve	1,139,945	0	1,452	349,244	0	0	0		1,489,189	1,141,397
Avoca Reserve	43,773	0	56	0	0	0	0		43,773	43,828
Recreation Reserve	89,241	0	114	35,000	0	0	0		124,241	89,355
Housing Reserve	165,311	0	211	0	0	0	0		165,311	165,522
Land Development Reserve	20,497	0	26	0	0	0	0		20,497	20,523
Heritage Reserve	5,000	0	0	22,000	0	0	0		27,000	5,000
Medical Service Support Reserve	0	0	0	15,000	0	0	0		15,000	0
	2,047,260	0	2,602	683,630	0	0	0		2,730,890	2,049,861

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 31 July 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 127 Homes for the Aged (SSL)	93,648			7,701	93,648	85,947		3,881
Loan 125 Swimming Pool	235,753			17,232	235,753	218,521		15,465
Loan 128 Recreation Centre	726,105			27,303	726,105	698,802		37,839
Loan 129 Solar Panels	73,000			13,830	73,000	59,170		1,871
	1,128,506	0	0	66,066	1,128,506	1,062,440	0	59,056

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 31 July 2017

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2017-18 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
GENERAL PURPOSE FUNDING			\$	\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	Y	421,975	0	421,975			421,975
Grants Commission - Roads	WALGGC	Y	612,412	0	612,412			612,412
Ex Gratia Rates	CBH		13,907		13,907			13,907
Instalment Fees			2,200		2,200			2,200
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	24,000	0	24,000			24,000
ESL Contribution	DFES	Y	4,000		4,000			4,000
Emergency Services building			450,000		450,000			0
Health								
Doctor Surgery	NSRF	Y	477,200		477,200			477,200
COMMUNITY AMENITIES								
Community Service Centre	Fencepost		30,000		30,000			30,000
	CRC		65,000		65,000			65,000
	DRD		252,300		252,300			252,300
	NSRF		243,100		243,100			243,100
RECREATION AND CULTURE								
Lesser Hall	Lotterywest		100,000		100,000			100,000
Pool grant	DSR		32,000		32,000			32,000
TRANSPORT								
Direct Grant	Main Roads	Y	180,000	0	180,000		106,125	73,875
Regional Road Group	Main Roads	Y	345,571	0	345,571		138,228	207,343
Regional Road Group 16/17 balance	Main Roads	Y	66,800		66,800			66,800
R2R	Dept. Infrastructure	Y	733,888		733,888			733,888
Black Spot Funding	Main Roads	Y	51,500					0
WANNDRRA	Main Roads	Y	4,601,112		4,601,112			4,601,112
Grain Freight Network	Main Roads	Y	1,700,000		1,700,000			1,700,000
ECONOMIC SERVICES								
Skeleton Weed Funding	DAFFWA	Y	154,000	0	154,000			154,000
TOTALS			10,560,965	0	6,045,606	4,463,859	244,353	9,815,112

Operating 106,125
Non-Operating 138,228
244,353

Operating 6,045,606
Non-Operating 4,463,859
10,509,465

Operating
Non-Operating

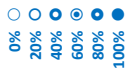
SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

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 17	Amount Received	Amount Paid	Closing Balance 31/07/2017
Wadderin Reserve	\$ 0	\$	\$ 0	\$ 0
Sundry Deposits	1,400			1,400
Gym Card Bonds	5,300	1,150	(50)	6,400
Nominations	0			0
BCITF Levy				0
Building Services Levy	829			829
Joint Venture Bonds	2,508			2,508
Wheatbelt Railway Retention Alliance	8,981			8,981
	19,018	1,150	(50)	20,118

Level of Completion Indicators



SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	YTD 31/07/2017				
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)
	Buildings					
	Governance					
	Office Car Park	(41,035)		\$0	41,035	
	Administration Patio	(10,000)		\$0	10,000	
	Governance Total	(51,035)		0	51,035	
	Community Amenities					
	Community Service Centre Extension	(590,400)		\$0	590,400	
	Community Bus Shed	(25,000)		\$0	25,000	
	Cemetery Upgrade - Front Fencing, Pergola and Niche Wall	(89,750)		\$0	89,750	
	Community Amenities Total	(705,150)	0	0	615,400	0
	Law, Order and Public Safety					
	Emergency Services Buildings	(688,000)		\$96,331	591,669	
	Health Total	(688,000)	0	96,331	591,669	
	Health					
	Doctor Surgery Extension	(477,200)		\$0	477,200	
	Health Total	(477,200)	0	0	477,200	
	Housing					
	8 Cheetham Way - Replace Flooring	(8,500)		\$0	8,500	0
	3/31 Curral Street - Replace Flooring	(7,000)		\$0	7,000	0
	18 Hilton Way Renovations	(19,000)		\$0	19,000	0
	Housing Total	(34,500)	0	0	34,500	0
	Recreation And Culture					
	Netball Fence Installation	(30,000)		\$0	30,000	
	Lesser Hall Interpretation Centre	(100,000)		\$0	100,000	
	Rec Centre - Modwood bin Bay	(10,500)		\$0	10,500	
	Rec Centre - Forklift Ramp	(10,000)		\$0	10,000	
	Apex Park Cake Stall Refurbishment	(10,500)		\$0	10,500	
	Roads Board Building	(60,000)		\$0	60,000	
	Recreation And Culture Total	(221,000)		0	161,000	
	Transport					
	Depot - Replace gutters and Downpipes	(6,000)		\$0	6,000	
	Depot - Replace Timbers eastern but White Ants	(7,500)		\$0	7,500	
	Depot - Relocate office self contained ATCO	(6,000)		\$0	6,000	
	Depot - New Washdown Bay Regulations Requirements	(25,000)		\$0	25,000	
	Depot Storage Shed Concrete Floor	(15,000)		\$0	15,000	
	Transport Total	(59,500)	0	0	25,000	0
	Buildings Total	(2,236,385)	0	96,331	1,904,769	0
	Drainage/Culverts					
	Drainage/Culverts Total	0	0	0	0	0

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2017

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	YTD 31/07/2017			
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
	Furniture & Office Equip.				
	Governance				
○	Photocopier			\$0	10,500
○	Governance Total	(10,500)	0	0	10,500
	Recreation And Culture				
○	Electronic Shire Sign	(20,000)	0	\$0	20,000
○	Recreation And Culture Total	(20,000)	0	0	20,000
	Economic Services				
○	Upgrade Standpipe Controllers	(20,000)	0	\$0	20,000
○	Economic Services Total	(20,000)	0	0	20,000
○	Furniture & Office Equip. Total	(50,500)	0	0	20,000
	Plant , Equip. & Vehicles				
○	Community Amenities				
○	Community Bus	(140,000)	0	\$0	140,000
○	Community Amenities Total	(140,000)	0	0	140,000
	Transport				
○	Cable/Pipe Locator	(8,000)	0	\$0	8,000
○	Sign Trailer	(3,000)	0	\$0	3,000
○	Tractor Slasher	(38,000)	0	\$0	38,000
○	Trade in NB175 & NB806	(64,000)	0	\$0	64,000
○	New Tractor	(150,000)	0	\$0	150,000
○	Transport Total	(263,000)	0	0	113,000
○	Plant , Equip. & Vehicles Total	(403,000)	0	0	113,000
	Other Infrastructure				
●	Recreation And Culture				
○	Pool Bow/ Repairs			\$0	0
○	Recreation And Culture Total	0	0	0	0
○	Other Infrastructure Total	0	0	0	0
	Roads				
	Transport				
○	BK - NB Road 0-4slk RRG	(518,236)	0	\$8,418	509,818
○	BK NB Second Seal 10.63-5.9slk (RRG 16/17)	(112,239)	0	\$8,008	104,231
○	Cr Road Reseal 0,995	(49,647)	0	\$0	49,647
○	Kn Road Second Seal	(159,000)	0	\$0	159,000
○	Townsite Realignment - State Initiative	(1,700,000)	0	\$8,226	1,691,774
○	Townsite Grain Freight - Fricker Road	(600,000)	0	\$0	600,000
○	Cranthorne Road 1.5km R2R	(436,263)	0	\$0	436,263
○	Mt Walker Road Culvetry R2R	(45,000)	0	\$0	45,000
○	MD NB Road 5km from NB R2R	(65,035)	0	\$0	65,035
○	Kn NB Road 4km from NB R2R	(115,590)	0	\$0	115,590
○	Wogarl Muntry Road Black Spot	(120,000)	0	\$0	120,000
○	Mt Walker South Road Pipes R2R	(45,000)	0	\$0	45,000
○	Hyden North Road R2R	(15,000)	0	\$0	15,000
○	Mt Walker Road Reseal R2R	(12,000)	0	\$0	12,000
○				\$0	0
○				\$0	0
○	Transport Total	(3,993,010)	0	24,652	3,968,358
○	Roads (Non Town) Total	(3,993,010)	0	24,652	3,968,358
○	Capital Expenditure Total	(6,682,895)	0	120,983	6,006,127

Shire of Narembeen

Bank Reconciliation - July 2017

	Municipal	Restricted Cash	Reserves	Trust
BW account #	5347926	0059637	5347900	5347934
GL Account #	11590100	1590200	1595500	1591000
Balance as per GL Cash at Bank GEN	\$ 1,479,940.48	\$ 604,791.00	\$ 2,049,865.96	\$ 20,167.87
Plus				
Unpresented Cheques/EFT	2,038.00			50.00
Outstanding as per Synergy report	2,038.00	0.00	0.00	50.00
PLUS				
Term deposit		(600,000.00)		
Banking not deposited	(1,038.89)			
31/07/2017				
TOTAL	(1,038.89)	(600,000.00)	0.00	0.00
Total	\$ 1,480,939.59	\$ 4,791.00	\$ 2,049,865.96	\$ 20,217.87
Balance as per BW Statement	\$ 1,480,939.59	\$ 4,791.00	\$ 2,049,865.96	\$ 20,217.87
Difference	\$ -	\$ -	\$ -	\$ -

OUTSTANDING CHEQUES

Muni

10923 \$ 250.00
10940 \$ 1,788.00

\$ 2,038.00

Trust

312 \$ 50.00

\$ 50.00

Prepared By: Rachael Moore

Checked By:

Signed: _____

Signed: _____

Date: _____

Date: _____

Shire of Narembreen Outstanding Rates as at 1 August 2017

Property Ass	Address	Outstanding Amount	Notes
A1008	46 Ada Street	\$ 214.36	Sent final notice 17/01/17 owner advised 19/01/17 that payment increased to \$250 per fortnight - regular payments made
A1052	33 Thomas Street	\$ 14,724.50	3 years unpaid. No sale at Auction. No further action
A1058	17 Doreen Street	\$ 2,911.02	Owner rang on 22/11/16 advising to set up weekly repayments of \$100. No repayments demand letter sent 10/02/17 Contact made payments recommenced
A1069	28 Thomas Street	\$ 565.26	Agreed to pay \$50 per fortnight. 14/01/17 sent final notice
A1075	5 Doreen Street	\$ 3,569.93	In Estate - Caveat on property
A1076	Lot 2 Latham Road	\$ 3,358.97	In Estate - Caveat on property
A1084	11 Thomas Street	\$ 373.24	Reminder Letter sent 25/10/16, 17/01/17 sent final notice, Payment plan \$50 per fortnight 20/01/17
A1089	1 Northmore Street	\$ 1,381.60	Owner has spoken to CEO with intention to set up repayment plan, Payed \$550 to date - 17/01/17 sent final notice - no contact to date
A1151	4 Northmore Street	\$ 213.61	To be paid in full end of May 2017
A1249	11 Wakeman Street	\$ 1,513.59	Reminder Letter sent 25/10/16, 17/01/17 sent final notice - 10/11/16 payment plan- no payments Demand letter sent 10/02/17 Sent to Ampac 09/03/17 15/05/17 plan to pay \$100 per fortnight
A1254	9 Northmore Street	\$ 888.82	Reminder Letter sent 25/10/16, 17/01/17 sent final notice 10/02/17 sent to AMPAC 02/03/2017 contacted to advise will email a payment plan 02/03/17 agreement to pay \$100 per fortnight -
A1261	11 Northmore Street	\$ 1,477.67	Reminder Letter sent 25/10/16, 17/01/17 sent final notice- 01/02/17 advised will pay \$500 per fortnight Reminder of plan sent 22/03/17 Final notice 04/04/17 Sent to AMPAC.
A2015	Coverley Road	\$ 6,644.29	sent to AMPAC. Agreement entered into
A2048	Dixon Road	\$ 7,573.99	sent to AMPAC. Agreement entered into
A2086	Dixon Road	\$ 365.94	SFO has emailed owner advising of incorrect payment amount, 17/01/17 sent final notice
A2092	1287 Wadderin-Graball Road	\$ 11,370.31	Sent to AMPAC. Agreement entered into
A3038	281 Church Road	\$ 199.58	Interest owing - reminder sent, 17/01/17 sent final notice Reminder 04/04/17
A3075	2792 Dixon Road	\$ 506.70	SFO has emailed owner advising of incorrect payment amount, 17/01/17 sent final notice
A3083	Soldiers Road	\$ 13,045.28	Sent to AMPAC. Agreement entered into
A3098	Soldiers Road	\$ 10,854.44	Sent to AMPAC. Agreement entered into
A4047	Narembreen Boundary Road	\$ 1,047.34	Reminder Letter sent 25/10/16 - Email received After harvest payment, email sent requesting payment plan 03/03/17 emailed regarding commencement of payment plan - confirmed payments to commence
A5086	Kondinin Narembreen Road	\$ 23.93	Interest
A5114	Narembreen	\$ 9,974.74	sent to AMPAC. Agreement entered into
A5122	Narembreen	\$ 287.21	sent to AMPAC. Agreement entered into
A5124	Narembreen	\$ 2,638.93	sent to AMPAC. Agreement entered into
A5126	Yeomans Road	\$ 146.19	sent to AMPAC. Agreement entered into
A5128	Soldiers Road	\$ 175.53	sent to AMPAC. Agreement entered into
A5195	Narembreen South Road	\$ 5,608.84	Waiting to hear from owner regarding dispute over sale
A5197	Lot 18341 Narembreen	\$ 16,782.06	sent to AMPAC. Agreement entered into
		\$ 118,437.87	
	With AMPAC	\$ 83,308.66	
	Repayment Plan	\$ 5,755.16	
	Other	\$ 29,374.05	
	Deferred Rates	\$ -	
	Instalments		
		\$ 118,437.87	

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Balance Sheet

As of July 2017

9/08/2017
10:27:14 AM

Assets		
Trading Cheque Account		\$55,171.51
Petty Cash		\$100.00
Cash Sale Float		\$50.00
Undeposited Funds		\$411.70
Term Deposit 917		\$65,000.00
Withholding Credits		
Trade Debtors	\$7,869.75	
Total Withholding Credits	<u>7,869.75</u>	\$7,869.75
Leasehold Improvements		
Electronic Clearing Account	\$0.00	
Total Leasehold Improvements	<u>0.00</u>	\$0.00
Total Assets		<u>\$128,602.96</u>
Liabilities		
Trade Creditors		\$15.00
Gym Bonds (Trust)		\$550.00
Gym Memberships		-\$519.99
GST Liabilities		
GST Collected	\$12,400.20	
GST Paid	<u>-7,842.94</u>	
Total GST Liabilities	<u>4,557.26</u>	\$4,557.26
Total Liabilities		<u>\$4,602.27</u>
Net Assets		<u>\$124,000.69</u>
Equity		
Retained Earnings		\$98,032.16
Prior Year Adjustment		\$40.63
Current Earnings		<u>\$25,927.90</u>
Total Equity		<u>\$124,000.69</u>

Narembeen Community Resource Centre

Unit 2

19 Churchill Street
Narembeen 6369

Profit & Loss Statement

July 2017 through June 2018

Income		
Grants and Funding		
Service Contract Funding		
DRD Govt & Community Info	\$9,559.42	
DRD Economic & Business Dev	\$9,667.04	
DRD Hot Office Service	\$454.55	
DRD Social Development	\$4,545.45	
Dept Human Services	\$4,881.90	
Total Service Contract Funding	\$29,108.36	
Project/Event Funding		
Other Grants	\$2,209.09	
Ladies Long Lunch	\$7,654.58	
Total Project/Event Funding	\$9,863.67	
Merchandise Sales		
Souvenirs	\$60.91	
Directory Sales	\$450.95	
Customer Merchandise	\$1,568.06	
Total Merchandise Sales	\$2,079.92	
Total Grants and Funding	\$41,051.95	
Operational Income		
Memberships Income		
Membership	\$1,740.00	
Total Memberships Income	\$1,740.00	
Project Income		
Ladies Long Lunch	\$1,004.53	
Country Arts WA Shows	\$709.07	
Total Project Income	\$1,713.60	
Service Income		
Credit Card Charges	\$14.38	
Printing/Photocopying	\$429.42	
Fax Service	\$20.01	
Internet/Computer	\$108.19	
Room Hire/Hot Office	\$327.27	
Customer Postage	\$4.55	
Binding	\$10.46	
Staff Assistance	\$111.41	
Desktop Publishing	\$107.05	
Laminating	\$81.81	
Photo Lab	\$8.00	
Large Format Printing	\$229.55	
Miscellaneous	\$518.24	
Donations	\$22.40	
Interest Income	\$81.17	
Total Service Income	\$2,073.91	
Workshop Income		
Adult Workshops	\$2,532.17	
Seniors Movie Days	\$17.27	
Children's Workshops	\$31.82	
Total Workshop Income	\$2,581.26	
Total Operational Income	\$8,108.77	
Total Income	\$49,160.72	
Cost of Sales		
Gross Profit	\$49,160.72	

Narembeen Community Resource Centre

Profit & Loss Statement

July 2017 through June 2018

Expenses		
Grant and Funding Expenses		
Operational Expenses		
Staff Training	\$276.00	
Total Operational Expenses		\$276.00
Project/Event Expenses		
Other Grant Costs	\$779.38	
Ladies Long Lunch	\$2,027.28	
Country Arts WA Shows	\$2,855.00	
Total Project/Event Expenses		\$5,661.66
Merchandise Purchases		
Directory Purchases	\$1,452.00	
Customer Merch Purchases	\$1,067.18	
Total Merchandise Purchases		\$2,519.18
Total Grant and Funding Expenses		\$8,456.84
Operational Expenses		
Photocopying & Printing Costs		\$201.56
Workshop Expenses		
Adult Workshops	\$3,196.33	
Children's Workshops	\$23.23	
Seniors Movie Day	\$6.04	
Total Workshop Expenses		\$3,225.60
Administrative Expenses		
Bank Charges	\$127.33	
Electricity	\$589.09	
Postage	\$90.91	
Stationery	\$14.94	
Internet Costs	\$81.77	
Telephone/Fax	\$183.26	
Amenities	\$14.08	
Newspapers	\$3.63	
Total Administrative Expenses		\$1,105.01
Staff Expenses		
Wages & Salaries	\$10,299.17	
Superannuation	\$1,305.80	
Total Staff Expenses		\$11,604.97
Regional Price Index Costs		
Total Operational Expenses		\$16,137.14
Total Expenses		\$24,593.98
Net Profit/(Loss)		\$24,566.74

9.0 Councillor's Reports – including other Councillor business

Cr R Cole

Cr W Cowan

Cr S Padfield

Cr K Mortimore

Cr A Hardham

10.0 Urgent business as permitted by Council

11.0 Date, time & place of next meeting

Wednesday 20th September 2017 at Narembreen Shire Council Chambers

12.0 Closure

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