SHIRE OF NAREMBEEN

Confirmed Minutes for the 616th Ordinary Council Meeting | **16th March 2016**

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

COUNCIL CALENDAR		
Date	**Time**	**Meeting**
20th April 2016	2.30pm	Ordinary Meeting of Council
18th May 2016	2.30pm	Ordinary Meeting of Council

MARCH MEETING PROGRAMME	
1.00pm	Lunch with Steve Thomas – Building Supervisor
2.00pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

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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 616th Ordinary Meeting of Council has been convened for:

Date: Wednesday 16th March 2016

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

Commencing: 2.30pm

Chris Jackson
Chief Executive Officer
Date: **9th March 2016**

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.

AGENDA

Shire of Narembeen Ordinary Council Meeting
Wednesday 16th March 2016, commencing at 2.30pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors
Cr Rhonda Cole - President
Cr Gina DeLuis - Deputy Shire President
Cr Greg Vaughan
Cr Bevan Thomas
Cr Amy Hardham
Cr Syd Parsons

Staff
Mr Chris Jackson - Chief Executive Officer
Mr Garry Gregan - Executive Manager Corporate Services
Mrs Sheree Thomas - Community & Economic Development Officer - Minute Taker

Apologies
Cr Stephen Padfield
Cr Bill Cowan

Approved leave of absence
Nil

3.0 Declarations of Interest

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

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 17th February 2016.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen held on Wednesday 17th February 2016 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 6147/16 **MOTION -** Moved: Cr DeLuis. 2nd Cr. Hardham

That the minutes of the meeting of the Shire of Narembeen held on Wednesday 17th February 2016 be confirmed as a true and accurate record of the proceedings.

CARRIED 6 /0

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 17th February 2016.

6.2 Confirmation of Minutes of the Audit Committee Meeting

6.2.1 Confirmation of Minutes
Confirmation of Minutes from the Shire of Narembeen Audit Committee Meeting held on Wednesday 17th February 2016.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen's Audit Committee Meeting held on Wednesday 17th February 2016 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN 6148/16 **MOTION -** Moved Cr. Deluis 2nd Cr Thomas

That the minutes of the meeting of the Shire of Narembeen's Audit Committee meeting held Wednesday 17th February 2016 be confirmed as a true and accurate record of the proceedings.

CARRIED 6/0

UNCONFIRMED AUDIT COMMITTEE MINUTES

Councillors are respectfully reminded that the Audit Committee Meeting of the Narembeen Shire Council will be held in the Council Chambers on Wednesday 17th February 2016 commencing at 1.00pm

Chris Jackson
Chief Executive Officer
Date: 11th February 2016

COUNCIL CALENDAR

17th February 2016	1.00pm	Audit Committee Meeting

AUDIT COMMITTEE MEETING OF COUNCIL
17th February 2016

AGENDA INDEX

1. Opening

    1.1 Declaration of Opening
    1.2 Recording of those Present
    1.3 Recording of Apologies
    1.4 Leave of Absence

2. Responses/answers to previous public questions

3. Public Question Time and Deputations (15 minutes)

4. Declaration of Interests
    4.1 Financial Interest
    4.2 Closely Associated
    4.3 Proximity Interest

5. Confirmation of unconfirmed Minutes of Audit Committee Meeting on 18th November 2015.

6. Staff Reports

    6.1 Chief Executive Officer

7. Other Business

8. Next Meeting

9. Meeting Closure

4.0 DECLARATION OF INTERESTS

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of:
Financial interest were made at the Council meeting held on……..

Date	Name	Item No.	Reason

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of:
Closely association person and impartially interest were made at the Council meeting held on ……..

Date	Name	Item No.	Reason

In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of:
Proximity interest were made at the Council Meeting held on
……..

Date	Name	Item No.	Reason

1. OPENING

Attendance

Cr Rhonda Cole Chairperson
Cr Gina DeLuis
Cr Bevan Thomas
Cr Bill Cowan

Mr Chris Jackson
Mr Garry Gregan
Miss Bonnie Cole (Minutes)

Mr Wen Shien Chai Moore Stephens Auditors

Apologies

Cr Greg Vaughan

2. RESPONSES/ANSWERS TO PREVIOUS PUBLIC QUESTIONS

3. PUBLIC QUESTION TIME AND DEPUTATIONS (15 MINUTES)

4. DECLARATION OF INTERESTS

4.1 Financial Interest

4.2 Closely Associated

4.3 Proximity Interest

5. CONFIRMATION OF AUDIT COMMITTEE MINUTES OF 18th November 2015

MIN **MOTION** MOVED: Cr. DeLuis 2nd: Cr. Thomas

That the Shire of Narembeen Audit Committee confirm the minutes of the Audit Committee meeting held on 18th November 2015.

CARRIED 3/0

Council's auditor Mr Wen Shien Chai, from Moore Stephens, spoke to the committee with regard to Council's Annual Financial Report for 2014/2015, specifically the Audit Report, Management Report and ratios.

2.00pm – Chai exited the meeting and did not return.
2.00pm – Mr Gregan exited the meeting.
2.01pm – Mr Gregan returned to the meeting.

6. STAFF REPORTS

6.1 Chief Executive Officer

AGENDA ITEM: 6.1.1 – Compliance Audit Return 2015

Subject:	Compliance Audit Return 2015
Applicant:	Chief Executive Officer
File Ref:	ADM-129
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	11th February 2016
Attachment/s:	Compliance Audit Return 2015

BACKGROUND

Each year all local governments across the State are required by legislation to undertake a compliance audit for the period 1 January to 31 December. This audit is performed against the requirements of the Compliance Audit Return prepared by the Department of Local Government covering the following business areas considered to be 'high risk':

- Commercial Enterprises by Local Government;
- Delegation of Power / Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Local Government Employees;
- Official Conduct; and
- Tendering for Providing Goods & Services

COMMENT

Council's consideration and endorsement of the Compliance Audit Return (addressing those areas identified as high risk) is required prior to the report being submitted to the Department of Local Government and Communities. A completed return for the year ended 31 December 2015 is due to the Department by the 31st March 2016.

Please note that the audit committee is required to review the completed CAR and report the results to the Council, prior to the CAR's adoption by Council and submission to the Department by 31 March 2015. The CAR will be presented to both the Audit committee and the Council on the same day being the 16th February 2016.

No areas of non-compliance have been identified.

The Compliance Audit Return is attached for Council's consideration. Note the report was prepared with assistance from Garry Gregan and Bonnie Cole.

STATUTORY IMPLICATIONS

Local Government Act 1995

FINANCIAL IMPLICATIONS
Nil.

POLICY IMPLICATIONS

Nil

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services
Senior Finance Officer

COMMUNITY STRATEGIC PLAN IMPLICATIONS

Nil

OFFICER RECOMMENDATION

That Council;

1. Note the comments of the Audit Committee;
2. Approve the 2015 Compliance Audit Return; and
3. Endorse the return for submission to the Department of Local Government and Communities.

COMMITTEE RESOLUTION

MIN **MOTION –** Moved: Cr. Thomas 2nd: Cr. De Luis

That Council;

1. *Approve the 2015 Compliance Audit Return; and*
2. *Endorse the return for submission to the Department of Local Government and Communities.*

CARRIED 3/0

Government of **Western Australia**
Department of **Local Government and Communities**

Narembeen - Compliance Audit Return 2015

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Chris Jackson
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Chris Jackson
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Chris Jackson
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A		Chris Jackson
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Chris Jackson

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Delegation of Power / Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Chris Jackson
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Chris Jackson
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Chris Jackson
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Chris Jackson
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	Yes		Chris Jackson
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Chris Jackson
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Chris Jackson
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Chris Jackson
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Chris Jackson
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Chris Jackson
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Chris Jackson
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes		Chris Jackson
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Chris Jackson

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Chris Jackson
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Chris Jackson

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No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Chris Jackson
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Chris Jackson
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Chris Jackson
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Chris Jackson
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Chris Jackson
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Chris Jackson
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Chris Jackson
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Chris Jackson
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Chris Jackson
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Chris Jackson
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Chris Jackson
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Chris Jackson

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No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Chris Jackson
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Chris Jackson

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Garry Gregan
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Garry Gregan

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Garry Gregan

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Bonnie Cole
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Bonnie Cole
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Bonnie Cole
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Bonnie Cole

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No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Bonnie Cole
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes		Bonnie Cole
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Bonnie Cole
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Bonnie Cole
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Bonnie Cole
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Bonnie Cole
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Bonnie Cole
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Bonnie Cole
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Bonnie Cole
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Bonnie Cole

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Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Chris Jackson
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Chris Jackson
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Chris Jackson
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Chris Jackson
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Chris Jackson

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes		Garry Gregan
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Garry Gregan
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Garry Gregan
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Garry Gregan
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occured.	Yes		Garry Gregan
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Garry Gregan

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Department of **Local Government and Communities**

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Chris Jackson
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Chris Jackson
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Chris Jackson
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Chris Jackson
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Chris Jackson
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Chris Jackson
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Chris Jackson
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Chris Jackson
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Chris Jackson
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Chris Jackson
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Chris Jackson
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Chris Jackson

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No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Chris Jackson
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Chris Jackson
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Chris Jackson
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Chris Jackson
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Chris Jackson
18	F&G Reg 24AD(6)	If the local government to sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Chris Jackson
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Chris Jackson
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Chris Jackson
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Chris Jackson
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Chris Jackson

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No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Chris Jackson
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Chris Jackson
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $150,000 or less.	Yes		Chris Jackson

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Narembeen

Signed CEO, Narembeen

7. OTHER BUSINESS

Can Council write to Paul to thank him for his presentation and we found it very informative.

8. NEXT MEETING

8.1 TBC

9. MEETING CLOSURE

The Chairperson thanked everyone for their attendance and closed the meeting at 2.06pm.

Cr DeLuis requested that catering arrangements be discussed for the opening of the Narembeen Recreation Centre.

Declaration of Interest: Everyone present both Councillors and Staff declared an impartial interest as it relates to the Narembeen Club.

COUNCIL RESOLUTION

MIN 6149/16 Motion - Moved: Cr DeLuis 2nd: Cr Parsons

That Council approve the introduction of new business to discuss catering for the official opening of the Recreation Centre on 29 April 2016.

CARRIED 6/0

COUNCIL RESOLUTION

MIN 6150/16 Motion - Moved: Cr Parsons 2nd: Cr Hardham

That Council approve that catering for the official opening of the Narembeen Recreation Centre be undertaken by the Narembeen Club.

CARRIED 5/1
Cr DeLuis requested that her vote against the motion be recorded

2.55pm: Mr Arthur Cousins entered the meeting.

7.0 Status Report

RECOMMENDATION:

That the Status Report for March 2016 be received.

COUNCIL RESOLUTION

MIN 6151/16 **MOTION -** Moved: Cr. Vaughan 2nd: Cr. Thomas

That the Status Report be received.

CARRIED 6/0

SHIRE OF NAREMBEEN - STATUS REPORT
For March 2016 Ordinary Council Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
5315/12	19-Dec-12		Transport	That the CEO instruct Civic Legal to prepare and issue correspondence to Mr. Wally Jones requesting removal of his aircraft and equipment from the Narembeen Community Hanger, with the Shire reserving the right to remedy under the Magistrates Court should the equipment (and aircraft) not be removed.	Letter of notice to be sent Jan 2016	Current	CEO
5554/13	16-Oct-13		Town Planning	That Council accepts the legal advice from Council's lawyers and issue the owner of Lot 2 Latham Road Narembeen a Notice under Section 3.25 of the Local Government Act 1995, in order to achieve removal of disused material from the premises.	As above 5315/12.	Ongoing	CEO
5664/14	19-Mar-14		Law, Order & Public Safety	1. Proceed with the Review of the following Local Laws in accordance with section 3.16 of the Local Government Act 1995; 2. Advertise the Review of the current Health Local Law and seek submissions in accordance with section 3.16 (2) of the Local Government Act 1995:	Refer 6101/15 & 6102/15	Ongoing	EHO
5682/14	16-Apr-14			That staff prepare a report based on the approved structure plan for the potential future development of Avoca Farm.	No progress	On hold	CEO
5720/14	21-May-14			1. Endorse the proposed Agreement between the Shire of Narembeen and the Narembeen Homes for the Aged Inc. 2. Authorise the Chief Executive Officer to confirm with the Narembeen Homes for the Aged Inc their acceptance of the proposed agreement. 3. Authorise the Chief Executive Officer to sign the agreement on behalf of Council	Waiting on invitation to next meeting	Current	EMCS
5797/14	27-Aug-14			That Council 1. Reaffirms the Shire of Narembeen's position to Main Roads WA that the Northern Link Section 2 Option 1 being the north link through property location 18164 to the Narembeen Merredin Road is the priority and remains the preferred option. 2. Advise CBH that the Shire of Narembeen is currently considering options for the Grain Freight network in the Narembeen townsite and ask if they have intentions to upgrade entry and exit arrangements together with the roads in and around the Narembeen bin.	Report to March 2016 meeting	In Progress	CEO
5895/15	18-Feb-15			That Council: 1. Note the findings of the survey. 2. Retain and upgrade of the Apex Park Visitor Information Bay. 3. Retain of the Merredin Road Visitors Information Bay.	Construction of new signage underway	Ongoing	CRC MGR
5918/15	18-Mar-15			1. Advertise for one month for expressions of interest for blocks in Cheetham Way to gauge interest; and 2. Advertise expressions of interest for the development of larger rural style blocks of Avoca Farms.	1. Council resolved to cease advertising Cheetham Way blocks (6046/15) 2. Avoca EOI under preparation	On Hold	EMCS
5919/15	18-Mar-15			That Council investigate outside funding sources for new entry statements for Narembeen.	Grant options to be considered	Ongoing	CRC/CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
5944/15	20-May-15			1. Reaffirm that the Shire of Narembeen will disposal of Lot 2 on Diagram 13892 Currall Street (C/T 1113/655) as a gift to Go Narembeen Association Inc. in accordance with the Local Government Functions & General Regulations Dispositions of property excluded from Act s. 3.58 Section 30 (1) (b). 2. Approve the Contract of Sale as presented. 3. Approve 'Annexure A' Special Conditions of Sale as presented. 4. Approve the Caveat as presented. 5. Enter into a long term lease with Go Narembeen Association Inc. for the continued operation of the Grain Discovery Centre.	Settlement complete, lease to be prepared		CEO
5947/15	20-May-15			1. Advise the community and develop a plan with regard to street trees on Currall Street. 2. That a report be prepared on the condition of all the trees on Currall Street and townscape options considered for future landscaping and planting along the Currall Street verge. **Reason for Change:** Council wanted to ensure Community input with regard to the future of the road verge.	Quotes received, to be discussed	Ongoing	CEO/WM
5973/15	17-Jun-15			That council instruct staff to investigate the options to have lots 6 and 7, in South Kumminin townsite vested to the Shire of Narembeen for the purpose tourism and consider the establishment and ongoing costs of the site.	Letter sent to Department of Lands - no response. Alternative options being considered	Ongoing	CEO
6017/15	19-Aug-15			That Council approve that a Blackspot application be submitted to the Regional Road Group for the section of Wogarl/Muntadgin road from slk 9.870 to slk 10.800.	Grant declined, will re-submit	Ongoing	CEO
6026/15	19-Aug-15			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.	Auction April 2016	Ongoing	CEO/SFO
6045/15	21-Oct-15			That Council reaffirm its intentions with regard to Minute Numbers 5315/12 (Aircraft) and 5554/13 (Seed cleaners) proceed with "Estate of Walter Jones".			CEO
No Motion	21-Oct-15			Sporting Clubs - Cr DeLuis would like to see a record being kept of how much money is being allocated to sporting clubs facilities. How will these be funded into the future? Also noting those groups that contribute to the reserves for renewals of infrastructure assets. CEO to follow up.	To be considered as part of the 16/17 budget	Ongoing	CEO
No Motion	21-Oct-15			Cr Vaughan - Telstra reception is getting worse. Where can we go with this? Rick Wilson/Mia Davies	Recent action taken further. Discussion required in relation to ongoing issues, recommend meeting with Melissa Price MP	Ongoing	CEO
No Motion	21-Oct-15			Cr Thomas - RV's coming to town, often staying just out of town. How can we entice people to stay here and get them to spend money in our town. Consider as a future project.	Future project		CEO
No Motion	21-Oct-15			Cr Hardham - Netball fence doesn't match, should be considered in the future.	Future funding - 16/17 Budget		CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6081/15	18-Nov-15			That Council: 1. Adopt Restricted Access Vehicles (RAV) policy as presented to allow the use of RAV Network 3 & 4 roads during harvest with conditions. 2. Write to Main Roads and WALGA to express concern about the current approved RAV network in that it does not meet the needs of current users particularly during harvest. 3. Request urgent meeting with the Minister for Transport to discuss RAV and access to CBH grain sites such as the South Kumminin Bin.	1. Completed 2. Meeting with Main Roads Regional Manager arranged 3. Matter resolved		CEO
6083/15	18-Nov-15			That Council: 1. Adopt Amendment No 6 to the Shire of Narembeen Town Planning Scheme No 2 (with a modification) pursuant to Section 75 of the Planning and Development Act 2005 to: (i) Re-zone Lot 301 (No 6) and Lot 302 (No 4) Thomas Street, Narembeen from 'Special Use' to 'Town Centre' as depicted on the Scheme Amendment map. (ii) Re-zone Lot 63 (No 1) Doreen Street, Lot 64 (No 3) Doreen Street, Lot 79 (No 10) Thomas Street and Lot 80 (8) Thomas Street, Narembeen from 'Special Use' to 'Residential' with an 'R12.5' density code as depicted on the Scheme Amendment map. (iii) Introduce scheme text provisions to allow a higher density of 'R30' to apply to corner lots zoned 'Residential' where they have access to two constructed road frontages and can be serviced with reticulated water and sewerage. 2. Modify Amendment No 6 to the Shire of Narembeen Town Planning Scheme No 2 in accordance with Section 50 (3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015 by: Retitling proposed Clause 4.2 from 'SPECIAL APPLICATION OF RESIDENTIAL DESIGN CODES' to 'MODIFICATION OF R CODES' to be consistent with the model scheme text contained in the new Planning Regulations. 3 Note that the Scheme Amendment has been advertised for 42 days and that the Environmental Protection Authority has confirmed that no environment assessment is required. 4. Note and adopt the Officer Recommendation on each submission lodged during public advertising as summarised in the attached – 'Table of Submissions'. 5. Authorise the Shire Chief Executive Officer and Shire President to execute the (modified) formal scheme amendment document(s). 6. Authorise Gray & Lewis Landuse Planners to formally lodge Amendment 6 to the Western Australian Planning Commission seeking final approval by the Minister for Planning.	Re-zoning approved	Completed	CEO
6084/15	18-Nov-15			That Council: 1. Approve that new playground equipment at the Narembeen Recreation Centre be located off the north/east corner of the recreation centre building behind the cricket nets as shown on the attached plan. 2. Confirm that the design of the playground is to minimise any impact on views from the building and use a soft fall material on the base. 3. Request that staff now proceed with an application to Lotterywest to assist with funding the project	Lotterywest grant submitted Dec 2015	Ongoing	CEO
6085/15	18-Nov-15			1. That Council endorse the actions of the Chief Executive Officer in the restructure of the Shire Parks and Gardens area and approve that the position of Grounds Curator be made redundant and removed from the current Workforce Structure; and 2. That the CEO enters into discussions with the Cricket Club as to how this maintenance will of the wicket will occur	Meeting held with Cricket Club	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6101/15	16-Dec-15	ADM044		Proposed Health Local Law 2016 A. That Council rescind the Council Resolution MIN 5664/14 made at the Ordinary Meeting of Council held in March 2014 (Absolute Majority Required); and B. That Council pursuant to Section 3.12 of the Local Government Act 1995: 1. Adopts the proposed Shire of Narembeen Health Local Law 2016 for advertising; 2. Gives Statewide public notice and stating that: I. The Shire of Narembeen propose to make the Shire of Narembeen Health Local Law 2016; II. The purpose of the proposed Shire of Narembeen Health Local Law 2016 is to provide for the regulation, control and management of day to day public health matters within the Shire of Narembeen; and III. The effect of the proposed Shire of Narembeen Health Local Law 2016 is to establish various health standards and requirements which people living and working within the Shire of Narembeen must observe. A copy of the proposed local law may be inspected or obtained at any place specified in the notice; Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than 8 weeks after the notice is given; 3. Provides a copy of the proposed local law and notice to the Hon. Minister for Local Government and the Executive Director of Public Health; and	Advertising commenced	Ongoing	CEO/EHO
6102/15	16-Dec-15	ADM044		Animals, Environment and Nuisance Local Law 2016 That Council pursuant to Section 3.12 of the Local Government Act 1995: 1. Adopts the proposed Shire of Narembeen Animals, Environment and Nuisance Local Law 2016 for advertising; 2. Gives Statewide public notice and stating that: I. The Shire of Narembeen propose to make the Shire of Narembeen Animals, Environment and Nuisance Local Law 2016; II. The purpose of the proposed Shire of Narembeen Animals, Environment and Nuisance Local Law 2016 is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the Shire of Narembeen; and III. The effect of the proposed Shire of Narembeen Animals, Environment and Nuisance Local Law 2016 is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance must comply. A copy of the proposed local law may be inspected or obtained at any place specified in the notice; Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than 8 weeks after the notice is given; 3. Provides a copy of the proposed local law and notice to the Hon. Minister for Local Government and the Executive Director of Public Health; and 4. Directs the Chief Executive Officer to prepare a report to Council detailing submissions from the community at the first Council meeting following the closure of the designated submissions period.	Advertising commenced	Ongoing	CEO/EHO
6116/15	16-Dec-15	ADM146		That Council endorse the submission to the Local Government Advisory Board.	Approval to move to an 8 member Council received	Completed	CEO
No Motion	16-Dec-15			Cr G Vaughan - water stop around Avoca Farm	To be discussed	Ongoing	

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6122/16	17-Feb-16			That Council instruct staff write to both the Minister for Communications and Federal Member, Melissa Price expressing our disappointment in the recent network outages and noting the disruption to businesses throughout the district as a result.	Letter being prepared	Ongoing	CEO
6124/16	17-Feb-16	ADM164		That Council: Resolves to endorse the Recommendation made at the RoeROC special meeting (Attachment B) held on the 19 January 2016 at the Shire of Narembeen that was moved by CEO John Read and seconded by CEO Chris Jackson of the Shire of Narembeen and carried 4/0 that: 1. Vernice is selected for the construction of 2 trenches, 60m x 12m x 5m = 7,200m3, including the construction of ramps at both ends of each trench (1 in 5 slope = 1,500m3 trench), totalling $46,783 including GST in accordance with the quotation provided; 2. Funding for the construction of the trenches and the previous test trenches to be allocated from the RoeROC budget 2015/16 with additional contributions from the Shire of Narembeen being the required quarter portion of $15,000 and contributed to the Shire of Corrigin by 29 February 2016; 3. Trenches to be constructed in Stage Area 1, with a requirement of the quote being prior to start of any works, a site meeting with RoeROC and contractors must be organised and the works to commence by 29 February 2016; and 4. Commencing from 2016/17 financial year the Shire of Narembeen is to set aside $5000 each year to go to a reserve fund for operational costs for Bendering landfill site.	Work to commence, EHO to update	Completed	EHO
6125/16	17-Feb-16	ADM164		That Council resolves to: 1. Authorise the Chief Executive Officer to offer for sale the Shire of Narembeen 25% share of the weighbridge located at the Regional Waste Site at Bendering and to carry out the process of sale as required by Section 3.58 (3) of the Local Government Act 1995; and 2. Request that the Chief Executive Officer is to discuss with the member local governments within the Roe Regional Organisation of Councils to ensure wide advertising of the weighbridge and to refer the matter back to Council at the conclusion of advertising for consideration of the weighbridge sale.	Shire of Corrigiin advised and tender process to commence	Completed	CEO
6131/16	17-Feb-16			That Council: 1. Accept the tender of $164,000 from Westrac (Multi Tyred Roller Tender 2/2015) for the supply and delivery of one (1) current model multi tyred roller as per the presented specification and required information. 2. Accept the tender of $12,000 for the disposal of NB 281 a Multipak multi tyred roller by trade on purchase of the new machine.	Order placed	Completed	CEO
6132/16	17-Feb-16	ADM137		That Council: 1. Approve an application be made to the Department of Fire and Emergency Services Local Government Grants Scheme for the construction of a new Narembeen Fire Station to house the two town fire units. 2. Approve that Lot 1 on Plan 5209, Lot 26529 on Deposited Plan 154441 24 Latham Road is developed as a shared use emergency services facility to house the Town Bush Brigade and St John ambulance. 3. Continue working with St John Ambulance and DFES to provide for a shared facility on this site looking at all the options for other funding and how the joint facility will be designed and constructed to meet the needs of both parties.	ESL Grant submitted 4/3/16	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6134/16	17-Feb-16	ADM535		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.	Letters to property owners being prepared	Ongoing	CEO
6136/16	17-Feb-16	ADM171		That Council endorse and adopt the modifications to the Strategic Community Plan 2013 – 2023. Subject to the amendments to the Councillor names, correct terminology for the airstrip and the inclusion of the Narembeen Bowling Club.	Changes sent to Caroline Robinson	Completed	EMCS
6137/16	17-Feb-16	ADM139		That Council: 1. Receive the Western Australian Community Resource Centre update; 2. Authorise the Chief Executive Officer to write to the Hon Mia Davies MLA, Member for Central Wheatbelt, seeking an update from the Minister for Regional Development on the evaluation of the Community Resource Centre by Curtin University; and 3. Express disappointment that the terms of reference for the evaluation were not made available to Community Resource Centre Management Committees and/or Shires.	Letter being prepared	Ongoing	CEO/EMCS
6138/16	17-Feb-16	ADM505		That Council: 1. Delegate to the Chief Executive Officer the authority to sign the National Stronger Regions Fund application, its associated Terms and Conditions, Deed of Agreement, Progress Reports, Activity Completion Report, Project Completion Report and any other report or document that the Commonwealth may require; and 2. Approve the contribution of additional funds if the project runs over budget.	Application in progress	Ongoing	CEO
6140/16	17-Feb-16	ADM526		That Council: 1. Support the application for $50,000 grant funding from the Royalties for Regions Community Chest Fund; 2.Authorise the Chief Executive Officer to sign all relevant documentation associated with the Royalties for Regions Community Chest Fund application.	On Hold, NSRF priority	Ongoing	CEO
6146/16	17-Feb-16			Council agrees that the kiosk at the pool needs to be cooler, options to be investigated, with the best option to be included in Council 2016/2017 budget deliberations.	Quotes sought	Ongoing	EMCS

8.0 Reports

8.1 Manager Environment Health/Building

No report presented.

AGENDA ITEM: 8.1.1 – Shire of Narembeen – Workplace Asbestos Management Plan

Subject:	Workplace Asbestos Management Plan
Applicant:	Julian Goldacre
File Ref:	ADM543
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Julian Goldacre
Date:	9 March 2016
Attachments:	Shire of Narembeen – Workplace Asbestos Management Plan

SUMMARY

Adopt the Shire of Narembeen Asbestos Management Plan 2016 document for Asbestos in the Workplace.

BACKGROUND

A legislative requirement was enacted in the mid-1990s under the *Occupational Safety and Health Act 1984* requiring workplaces to have in place a Workplace Asbestos Management Plan and Asbestos Register. The Asbestos Management Plan, field documents and Register are available as templates made available by the Local Government Insurance Service (LGIS). These templates are designed in accordance with WorkSafeWA requirements are to assist local governments to comply with their legislative requirements for the management of Asbestos Containing Material (ACM) in Shire owned or controlled buildings, infrastructure and workplaces (inclusive of dwellings provided to Shire Staff and Contractors).

Late in January 2016 the Shire of Narembeen Environmental Health Officer was contacted by WorkSafeWA regarding accessing documents and an onsite inspection of the Shire of Narembeen Workplace Asbestos Management Plan and Asbestos Register documentation. The previous EHO Mrs L Pitman and Mrs B King had conducted a workplace asbestos assessment in April 2014 and this has been documented. It is a legal requirement that Workplace Asbestos Management Plans and Asbestos Registers are made available and reviewed annually as a desktop requirement and reviewed in detail with on-site follow-up inspections every three years. During the officers review of the documents provided it revealed that the overarching corporate document that comes as part of the LGIS templates was not available; this agenda item will rectify this matter.

COMMENT

Before Council now is the required Shire of Narembeen Workplace Asbestos Management Plan 2016 which will form part of the corporate framework to enable budget considerations for repair or removal of ACM from time to time. Also for consideration is the funding of the Asbestos Register which will need to be reviewed in April 2017 within the 2016-2017 budget.

ACM in sound condition, left undisturbed, presents negligible risk to employees, building occupants and the general community. Therefore removal of asbestos may not be immediately necessary but should be taken into consideration due to possible health risks and public concern. ACM should be regularly inspected and actions taken to minimise health risk as far as is reasonably practical by non-invasive sealing or removal by a qualified person and in accordance with the requirements of the Workplace Asbestos Management Plan protocols. The Shire of Narembeen Workplace Asbestos Register when completed will provide recommendations only for the buildings and structures identified with ACM and the recommendations are able to be modified as the case may be for each building and structure.

The legislation that the Shire of Narembeen is required to comply with is the *Occupational Safety and Health Regulations 1996*, particularly Regulation 5.43 which states:

> Reg. 5.43. Identification and assessment of asbestos hazards at workplaces
> Without limiting regulation 3.1 or 5.15, a person who, at a workplace, is an employer, the main contractor, a self-employed person or the person having control of the workplace must ensure that —
>
> (a) the presence and location of asbestos at the workplace is identified; and
> (b) the process of identification referred to in paragraph (a) and the assessment of risks arising from hazards in relation to asbestos at the workplace are conducted in accordance with the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)].

Penalties do apply for a breach of Regulation 5.43. The penalties for a 'body corporate' are significant and a local government is by law a body corporate pursuant to the *Local Government Act 1995* Sec 2.5:

> Sec 2.5. Local governments created as bodies corporate –
>
> (2) The local government is a body corporate with perpetual succession and a common seal.
> (3) The local government has the legal capacity of a natural person.
> (6) Proceedings may be taken by or against the local government in its corporate name.
> (*non-relevant section clauses removed for brevity*)

In May 2014 A Newburn Company SGS Australia Pty Ltd pleaded guilty to failing to ensure that the presence and location of asbestos at the workplace was identified, and was fined in the Perth Magistrates Court to the sum of $5500 plus costs

In adopting the Shire of Narembeen Workplace Asbestos Management Plan 2016 as shown and resolving to fund the Asbestos Register review and onsite inspection of Shire assets the Shire of Narembeen will then comply with the requirements of the *Occupational Safety and Health Regulations 1996*. The Shire of Narembeen Workplace Asbestos Management Plan 2016 and Asbestos Register will form part of the corporate documentation process for asbestos in the workplace to be made available to staff and contractors working on buildings which contain ACM.

STATUTORY IMPLICATIONS

Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996
Local Government Act 1995

FINANCIAL IMPLICATIONS

There will be a requirement to conduct an onsite review of asbestos materials in and on Shire assets before May 2017 by a qualified person. It is estimated that the onsite inspections will take a full two days with one day committed to the register review and update and some reformatting. The cost is estimated at $1,100 based on the RoeHEALTH scheme funding rates.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Meets ‘Our Mission’ goal for 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. Meets ‘What we do’ initiatives by actively servicing its community in a variety of ways such as but not limited to health services such as water and food inspection, toilet facilities, noise control and animal control. Meets the ‘Action agenda’ for health. To provide good strategic decision making, governance, leadership and professional management to provide a safe, healthy and inclusive work environment.

RELATED PARTY TRANSACTIONS

Mr Chris Jackson CEO, Mr Garry Gregan DCEO, Mrs Lauren Pitman RoeHEALTH EHO and Ms Loretta Anderson WorkSafeWA inspector.

OFFICER RECOMMENDATION

That Council resolve to –

1. Adopt the Shire of Narembeen Asbestos Management Plan 2016 document for Asbestos in the Workplace as attached
2. Direct that the Chief Executive Officer ensures that the Shire of Narembeen Asbestos Management Plan 2016 and Asbestos Register are to be made available and that the required protocols of the Shire of Narembeen Asbestos Management Plan 2016 are implemented to persons working on the Shire of Narembeen public buildings, infrastructure, depots, housing and the like as listed in the Asbestos Register to ensure compliance with the Shire of Narembeen obligations as a workplace employer;
3. Direct that the Chief Executive Officer ensures that the Shire of Narembeen Asbestos Management Plan 2016 and Asbestos Register is to be reviewed annually and a full review onsite every three years by a competent person/s to be arranged by the Chief Executive Officer to ensure compliance with the Shire of Narembeen obligations as a workplace employer; and

4. Direct that the Chief Executive Officer is authorised to allocate sufficient funds in the 2016-2017 budget up to the amount but not limited to $1,100 and implement the input of the Asbestos Register information of identified ACM products in the Shire of Narembeen workplace by engagement of a suitably qualified person to conduct the required onsite inspections of the Shire of Narembeen owned public buildings, infrastructure, depots and housing and the like within the Narembeen Shire.

COUNCIL RESOLUTION

MIN6152/16 MOTION - Moved: Cr. Thomas 2nd: Cr. Hardham

That Council –

1. *Adopt the Shire of Narembeen Asbestos Management Plan 2016 document for Asbestos in the Workplace as attached*
2. *Direct that the Chief Executive Officer ensures that the Shire of Narembeen Asbestos Management Plan 2016 and Asbestos Register are to be made available and that the required protocols of the Shire of Narembeen Asbestos Management Plan 2016 are implemented to persons working on the Shire of Narembeen public buildings, infrastructure, depots, housing and the like as listed in the Asbestos Register to ensure compliance with the Shire of Narembeen obligations as a workplace employer;*
3. *Direct that the Chief Executive Officer ensures that the Shire of Narembeen Asbestos Management Plan 2016 and Asbestos Register is to be reviewed annually and a full review onsite every three years by a competent person/s to be arranged by the Chief Executive Officer to ensure compliance with the Shire of Narembeen obligations as a workplace employer; and*
4. *Direct that the Chief Executive Officer is authorised to allocate sufficient funds in the 2016-2017 budget up to the amount but not limited to $1,100 and implement the input of the Asbestos Register information of identified ACM products in the Shire of Narembeen workplace by engagement of a suitably qualified person to conduct the required onsite inspections of the Shire of Narembeen owned public buildings, infrastructure, depots and housing and the like within the Narembeen Shire.*

CARRIED 6/0
ABSOLUTE MAJORITY

Shire of Narembeen

Workplace Asbestos Management Plan

2016

At the Shire of Narembeen Ordinary Meeting of Council held on the 16 March 2016 the following was resolved:

Insert council resolution here

DOCUMENT CONTROL

Version Details	Date	Responsible officer
Version 1.1	11 November 2015	Mr C Jackson CEO & Mr G Gregan EMCS
Scheduled review date	March 2016	Gregan EMCS
Actual review date	March 2016	Gregan EMCS

ANNUAL DESKTOP REVIEW

Version Details	Date	Responsible officer
Version 1.1	9 March 2016	Mr C Jackson CEO & Mr G Gregan EMCS
Scheduled review date	April 2017	Mr G Gregan EMCS
Actual review date		

THREE YEAR REVIEW

Version Details	Date	Responsible officer
Version 1.1	9 March 2016	Mr C Jackson CEO & Mr G Gregan EMCS
Scheduled review date	April 2017 (*co-ordinated to occur when onsite inspections due*)	Mr G Gregan EMCS
Actual review date		

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1. Foreword

This plan has been developed to assist the Shire comply with legislative requirements in the management of **asbestos containing materials** (**ACM**) in Shire owned or controlled buildings and workplaces (inclusive of dwellings provided to Shire Staff and Contractors). The ultimate goal is for all Shire owned or controlled buildings and workplaces to be free of ACM. Accordingly, consideration should be given to the removal of ACM during renovation, refurbishment and/or maintenance processes in preference to other control measures such as encapsulation, enclosure or sealing.

Reasonable steps have been taken to identify all ACM within all Shire owned and/or controlled buildings and workplaces. In some instances inaccessible areas have not been subject to inspection, as detailed in the ACM register, and in these instances such areas must be presumed to contain ACM unless a competent person inspects and subsequently declares them as free of ACM.

The NOHSC Documents – National Code of Practice for the Safe Removal of Asbestos (2nd Edition) [NOHSC: 2002(2005)] and National Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018(2005)] are collectively referred to as "The National Codes of Practice" in this management plan.

This asbestos management plan must be reviewed whenever the register of ACM is reviewed. The review process should critically assess all asbestos management processes and their effectiveness in;

- Preventing exposure to airborne asbestos fibres
- Controlling maintenance workers and contractors
- Highlighting the need for action to remove or maintain ACM
- Raising awareness amongst all workers; and,
- Maintaining the accuracy of the ACM register

2. Legislative Duty

The Shire, as an employer, has a legislative duty to provide and maintain a working environment in which the employees of the employer are not exposed to hazards. This duty further extends to any other person who may be affected wholly or in part as a result of the work done or caused to be done by the Shire or the Shires employees. The legislative framework which must be complied with includes the provisions of:

- The *Occupational Safety and Health Act 1984* (WA)
- The *Occupational Safety and Health Regulations 1996* (WA) and, as invoked by the Regulations;
    - The Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres (2nd Edition) [NOHSC:3003 (2005)]
    - National Code of Practice for the Safe Removal of Asbestos(2nd Edition) [NOHSC:2002(2005)]
    - National Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]

3. Government Policy

The long-term aim is for all buildings occupied or controlled by government agencies to be free of ACM. Whilst working towards this goal, agencies also have an obligation to identify and manage ACM in their facilities in order to comply with legislative requirements.

ACM in sound condition, left undisturbed, presents negligible risk to employees, building occupants and the general community. Therefore removal of asbestos may not be immediately necessary but should take into consideration immediate health risks and be completed prior to demolition, partial demolition, renovation or refurbishment if these works are likely to disturb ACM.

Remaining ACM should be regularly inspected and actions taken to minimise health risk, as far as is

reasonably practical.

All work conducted on ACM must only be undertaken in accordance with legislative requirements and as detailed in:

- National Code of Practice for the Safe Removal of Asbestos(2nd Edition) [NOHSC:2002(2005)]
- National Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]

4. Shire Policy

NA – this document suffices.

5. Responsibilities

5.1. Shire Chief Executive Officer

The Shire Chief Executive Officer has the ultimate responsibility for ensuring that all works involving or potentially involving any disturbance or removal of ACM are conducted in accordance with all applicable legislative requirements, including the National Codes of Practice;

- National Code of Practice for the Safe Removal of Asbestos(2nd Edition) [NOHSC:2002(2005)]
- National Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]

The Shire Chief Executive Officer shall ensure that the register of ACM and associated Asbestos Management Plan is maintained, reviewed and updated at the determined intervals being a **desktop review *every year* and a full building reinspection onsite *every three years***. The Chief Executive Officer is to ensure that the register of ACM is reviewed by a person so competent to do so in order to identify any ACM or presumed ACM to the persons intending to perform works prior to the commencement of any works in any Shire owned or controlled building or workplace.

The Chief Executive Officer shall ensure that works involving ACM are undertaken by competent persons, using formal documented safe systems of work including suitably authorised **Safe Work Method Statements** and **Permits to Work**. Any such work shall be subject to adequate supervision to ensure compliance with legislative requirements, including as detailed in the National Codes of Practice relating to ACM. The nominated member of staff is responsible for the authorisation of documented **Safe Work Method Statements**, **Permits to Work** associated with ACM works, and the provision of sufficient supervision to ensure works are conducted strictly in accordance with requirements.

The nominated representative shall ensure that competencies and licences of persons involved in works removing or disturbing ACM are verified and recorded. This obligation extends to verifying and ensuring that only suitable equipment (such as vacuum cleaners compliant with AS 3544 (1988) “Industrial Vacuum Cleaners for Particulates Hazardous for Health” and AS 4260 – 1997 “High Efficiency Particulate Air Filters – Classification, Construction and Performance” is used in the performance of ACM works.

5.2. Shire Employees and Contractors

All Shire employees and contractors have a responsibility to comply with legislative provisions, the National Codes of Practice and Shire imposed safe systems of work. The employee or contractor shall consult with the member of staff arranging works and employment prior to the commencement of any works on Shire owned or controlled buildings in order that the asbestos register may be reviewed, ACM locations identified, and a safe system of work determined to complete the proposed works.

All works involving the disturbance or removal of ACM must be done by suitably trained or licensed persons, as the situation may require, in accordance with a suitably documented and authorised Safe Work Method Statement and Permit to Work.

6. Identification of Asbestos Hazards

Surveys of Shire owned buildings have been conducted by:

- Mr L Bosch (holds current ACM identification card) and Mrs B King.

These inspections formed part of the annual inspection of buildings regime initiated by the Shire in April 2014 and incorporated also the three year inspection of buildings containing asbestos review to be conducted over the **first half of 2017** period. The surveys will include a risk assessment and recommendation for future control measures. Results of surveys are recorded in the ‘Shire of Narembeen Workplace Asbestos Register 2016’ maintained by:

- Mr G Gregan Deputy Chief Executive Officer; and
- Mr S Thomas Building Supervisor.

and held at the Shire administration building located at 1 Longhurst St, Narembeen WA 6369.

7. Risk Assessment

A matrix comprising the condition of the ACM and the likelihood of disturbance have been applied to all material found or presumed to contain asbestos during the survey process. A qualitative risk ranking has subsequently been assigned to each occurrence of ACM and may be reviewed by accessing the asbestos register and associated site/location condition assessments and accompanying photographs.

8. ACM Risk Control Measures

The recommended control measures that have been considered appropriate for use by the responsible Shire of Narembeen Officers are as follows:

Category 1
Risk Ranking "**EXTREME**". Immediate isolation until remedial action completed immediate removal of asbestos containing material.

Category 2
Risk Ranking "**HIGH**". Remove source of disturbance; or isolate asbestos containing material

Category 3
Risk Ranking "**MODERATE**". Remove before possible disturbance, such as demolition, partial demolition, renovation or refurbishment to ensure potential health risks do not arise. Monitor risk until remedial action is completed

Category 4
Risk Ranking "**LOW**". Monitor and manage in accordance with the review of risk assessments.

8.1. Category 1 Risk Ranking items

Category 1 items identified in the future, through register review, prior oversight or damage, are to be reported and immediately rectified through application of the risk categorisation process. Any friable, unstable ACM must be treated as a category 1 risk.

8.2. Category 2 Risk Ranking items

Category 2 risks are characterised by an elevated risk due to likely disturbance and the control measure is designed to reduce or eliminate the possibility of disturbance. The following items were identified as Category 2 risks.

8.3. Category 3 Risk Ranking items

Category 3 items are programmed for removal prior to a time of likely disturbance during such activities such as renovation, maintenance and scheduled activities. The responsible Shire Officers formal decision is necessary as to when this should be done.

8.4. Category 4 Risk Ranking items

These items are determined as low risk due to good condition with a low probability of disturbance and need only future management and monitoring. Generally they are well bonded, for example in a cement matrix, stable and relatively inaccessible.

9. Monitoring and Management

All identified ACM locations shall be monitored and managed as required and dependant on the current or revised risk assessment and subsequent risk category assigned to the occurrence/ location of ACM. A formal review of all ACM locations and update of the ACM Register maintained by the Shire is required to be conducted before **May 2017**, or earlier where a risk assessment indicates the need for reassessment or the ACM has been disturbed or removed. Annual Shire building inspections will also asses ACM locations and condition as part of the building asset management process as well.

10. Labelling and Signage

Legend	
ID #	**Descriptor** (All works to consult ACM register for ACM locations prior to commencement.)
1	Labels in meter box/ front entrance only
2	ACM is labelled at location and/ or signs are placed at all entry points (meter box)
3	No labelling considered necessary as all areas are access controlled and remaining ACM is strongly bonded.
4	Although public access is relatively unrestricted, limited labelling or signage is considered appropriate as cautionary text may raise undue concern or lead to heightened incidence of malicious vandal damage.
5	Other

ACM Warning Label/ Signage Placement Table		
Location (Name / Address)	**Descriptor ID#**	**Placement Type/ Location**
All locations	NA	Meter Boxes, eves close to garage entry and/or front door, fencing (in isolated cases closest to normal area of viewing by person accessing property) and plumbing pipe external to building, walls external positioned close to meter box.

11. Access

It is a strict requirement that works access for identified ACM locations is only to commence after consultation of the Shire of Narembeen Workplace Asbestos Management Plan 2016 and Asbestos Register and when formally approved by the Shire Chief Executive Officer. All works must be undertaken strictly in accordance with legislative requirements and the associated National Codes of Practice related to ACM. (Refer to Section 15 - “Safe Work Methods” in this plan).

Where works are undertaken that may disturb ACM then the works area must be isolated and access restricted to essential workers only. Fencing and signage warning of the nature of the work being undertaken and site access restrictions should be employed. All fencing and warning signs must remain in place until a clearance to re-occupy has been granted by a competent person.

Areas within buildings that were unable to be inspected for the presence of ACM, such as ceiling spaces and wall cavities as indicated in the ACM Register, must be presumed to contain ACM unless formally inspected and identified as not containing ACM.

12. Work Permits

All works on sites identified as containing ACM must be in accordance with the issuance of a work permit issued by the designated Shire officer. Issued work permits will be recorded in the ACM Works Permit Logbook. All persons proposed to conduct works on sites identified in the ACM register, must have been provided with training in safe work methods and have the location of any ACM, actual or presumed, formally identified to them. This information must be recorded on the work permit and work permit log book entry.

13. Recording Work on ACM

Work done on ACM that materially changes a register entry is to be recorded in the Asbestos Register by The Shire of Narembeen Administration Staff under the supervision/signoff of Mr C Jackson CEO or M G gregan DCEO and will include details of:

- The company/ person(s) conducting the work
- The date of the work
- The scope of the work done
- Monitoring undertaken and results of tests
- Any clearance certificates
- Details of licenses required to be held and confirmation that these are held
- Record of appropriate disposal (receipt) at a site designated by the Shire of Narembeen

NOTE: Where ACM is removed from the building or has been declared by testing as not ACM material the entry in the register is to remain but highlighted in 'Green' in order to allow future users of the document to be assured that ACM has been removed and/or identified or not.

14. Maintenance of Asbestos Register

The asbestos register is to be maintained, reviewed and the locations of actual or presumed ACM identified to employees or contractors on every occasion that work may be done which could possibly disturb ACM. Reasonable requests by staff members for inspection of the asbestos register will be granted.

15. Safe Work Methods

All works that involve disturbance or removal of any ACM must be strictly undertaken in accordance with:

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA), in particular;
    - Part 3 – Workplace Safety Requirements
        - Division 12 – Construction Industry
    - Part 5 – Hazardous Substances
        - Division 2 – Hazardous Substances Generally
        - Division 4, Subdivision 1 "Asbestos"
    - Regulation 3.126 - Demolition Work Involving Asbestos
    - Regulation 5.42 – Terms Used
    - Regulation 5.43 – Identification and assessment of asbestos hazards at workplaces
    - Regulation 5.44 – Application for grant of licence
    - Regulation 5.45A – Decision to grant unrestricted asbestos licence
    - Regulation 5.45B – Decision to grant restricted asbestos licence
    - Regulation 5.45C – Application for renewal of licence
    - Regulations 5.45D - Decision to renew licence
    - Regulation 5.45E – Conditions on licence
    - Regulation 5.45F – Duration of licence
    - Regulation 5.45G – Suspension or cancellation of licence
    - Regulations 5.45H – Notifying commissioner of change of address
    - Regulation 5.45 Asbestos removal work
    - Regulation 5.46 – Commissioner to be notified of and keep register of people employed by unrestricted licence holder
    - Regulation 5.47 – Licence and Codes to be available
    - Regulation 5.48 – Commissioner may give certain directions as to asbestos at workplace
    - Regulation 5.49 – Further duties as to exposure to asbestos dust
    - Regulation 5.52 – waste asbestos material
    - Regulation 5.53A Transitional arrangements for certain licence holders and certain asbestos work
    - Schedule 5.3 – Hazardous Substances for which health surveillance is required

- National Code of Practice for the Safe Removal of Asbestos(2nd Edition) [NOHSC:2002(2005)]
- National Code of Practice for the Management and Control of Asbestos in Workplaces[NOHSC:2018(2005)]

All works involving removal or disturbance of ACM must be performed in accordance with a Shire

authorised **Safe Work Method Statement** and associated **Permit to Work**. All persons involved in the works must be suitably trained, including licensing if the scope of works require.

15.1. Equipment and techniques

Only suitable equipment and techniques shall be used in the performance of any works involving disturbance or removal of ACM. Details of considerations to be taken into account when determining suitable equipment and techniques to be employed for ACM work are detailed in the National Codes of Practice. The appendixes in these Codes contain some specific examples of safe working methods which involve:

- Drilling of ACM
- Sealing, painting, coating and cleaning of ACM products
- Cleaning leaf litter from the gutters of ACM roofs
- Replacing cabling in asbestos cement conduits or boxes
- Working on electrical mounting boards (switchboards) containing asbestos

***NOTE:** Household vacuum cleaners **must never be used** where asbestos is or may be present, even if they have a HEPA filter.
***NOTE:** High speed abrasive power and pneumatic tools such as angle grinders, sanders, saws and high speed drills **must never be used**.

The type of decontamination required will depend on the type of asbestos (friable or non-friable) and the work method employed. Details of decontamination considerations which must be taken into account are contained in the National Code(s) of Practice. All contaminated materials must be disposed of as asbestos waste in accordance with legislative requirements and as described in the National Codes of Practice.

16. Consultation, Information Sharing and Training

Advice regarding ACM is to be included in Shire induction training procedures and follow up briefings are to be conducted after each review of the ACM register, after any material change in the ACM register, or each three years after initial survey. Induction training in regards to ACM must encompass;

- The use and location of the ACM register
- The Asbestos Management Plan
- The legislative requirements
- The National Codes of Practice [NOHSC:2002 and 2018(2005)]
- The occupational safety and health consequences of exposure to asbestos and appropriate control measures
- Licensing and competency requirements
- Safe Work Methods when dealing with ACM

Induction briefings for employees or contractors who may work within, or on, the building(s) containing ACM are to be conducted prior to the commencement of any works.

All provision of training, including participants, training content and results shall be recorded and maintained in the Shire training register.

Updates, where a change to the Asbestos Management Plan, ACM Register, or extensive work to buildings is planned, are to be delivered by:

- Shire employee newsletter
- Notice placed on safety notice boards
- Toolbox safety and health meetings
- Employee training sessions

17. Shire Operational Considerations

As the definition of a ‘workplace’ includes any location where employees are likely to be in the course of their work, this plan also needs to consider and account for any work undertaken outside of the standard scope of works.

All Shire operations should be reviewed as listed in **19.1 Appendix A** of this plan, and particular precautions and control measures identified for each operation.

Aspects to be considered could include the potential for previously unidentified ACM to be discovered, such as asbestos cement water pipes, work on brake or clutch friction components containing ACM, or during external sub-contracted works that the Shire may engage in. The National Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] contains a useful listing of examples of asbestos containing materials in Appendix A of that document. Although not an exhaustive list, the listing does contain many examples of where ACM may be found and should be considered prior to the performance of works outside of the scope of ACM locations contained in the ACM register.

If potential ACM is located, then a competent person should perform a formal identification and risk assessment process and the findings included in the ACM register as appropriate.

18. REVIEW

The register of ACM is to be reviewed in desktop form in **March 2017** and fully reviewed with inspections onsite before **May 2017** or when a change to the register is necessary.

The asbestos management plan is to be reviewed in desktop form in **March 2017** or when a change to the register has been recorded, to ensure effectiveness of management processes in:

- Preventing exposure to airborne asbestos fibers;
- Controlling maintenance workers and contractors;
- Highlighting the need for action to maintain or remove ACM;
- Raising awareness among all workers; and
- Maintaining the accuracy of the register of ACM.

19. ATTACHMENTS

19.1. Attachment A - Schedule of Operational Precautions and Practices

Task	Location	Precaution	By Whom
'Right of Way' (ROW) road maintenance	Residential fencing and cement shed panels found abutting ROWs	When corrugated fencing or cement board is seen, keep machinery clear of. Request an appropriate qualified person to inspect for ACM	Mr C Jackson CEO and/or Mr S Thomas Building Supervisor

19.2. Attachment B - Health aspects of Exposure to Airborne asbestos Fibres

Extract from Code of Practice for the Management and Control of Asbestos in Workplaces INOHSC:2018(2005)] Part 6

Asbestos is a known carcinogen. The inhalation of asbestos fibers is known to cause mesothelioma, lung cancer and asbestosis.

Malignant mesothelioma is a cancer of the outer covering of the lung (the pleura) or the abdominal cavity (the peritoneum). It is usually fatal.

Mesothelioma is caused by the inhalation of needle-like asbestos fibers deep into the lungs where they can damage mesothelial cells, potentially resulting in cancer.

The latency period is generally between 35 and 40 years, but it may be longer, and the disease is very difficult to detect prior to the onset of illness.

Mesothelioma was once rare, but its incidence is increasing throughout the industrial world as a result of past exposures to asbestos. Australia has the highest incidence rate in the world. Lung cancer has been shown to be caused by all types of asbestos. The average latency period of the disease, from the first exposure to asbestos, ranges from 20 to 30 years. Lung cancer symptoms are rarely felt until the disease has developed to an advanced stage.

Asbestosis is a form of lung disease (pneumoconiosis) directly caused by inhaling asbestos fibers, causing a scarring (fibrosis) of the lung tissue which decreases the ability of the lungs to transfer oxygen to the blood. The latency period of asbestosis is generally between 15 and 25 years.

Asbestos poses a risk to health by inhalation whenever asbestos fibers become airborne and people are exposed to these fibers.

Accordingly, exposure should be prevented. The National Exposure Standard (NES) of 0.1 fibers/mL should never be exceeded, and control measures should be reassessed whenever air monitoring indicates the 'control level' of 0.01 fibers/mL has been reached. The National Code of Practice for the Safe Removal of Asbestos [NOHSC:2002(2005)] provides additional information on control levels.

ACM can release asbestos fibers into the air whenever they are disturbed, and especially during the following activities:

- Any direct action on ACM, such as drilling, boring, cutting, filing, brushing, grinding, sanding,
- Breaking, smashing or blowing, with compressed air (State and Territory legislation prohibits most of these actions, and the relevant laws should be checked before performing any activity on ACM);
- The inspection or removal of ACM from workplaces (including vehicles, plant and equipment);
- The maintenance or servicing of materials from vehicles, plant, equipment or workplaces; or the renovation or demolition of buildings containing ACM.

Non-friable ACM that has been subjected to extensive weathering or deterioration also has a higher potential to release asbestos fibers into the air.

19.3. Attachment C – Awareness Training for Employees, Contractors and Others

Extract from Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)] Part 7.2

Information and training must be provided to workers, contractors and others who may come into contact with ACM in a workplace, either directly or indirectly. Depending on the circumstances this asbestos awareness training may include:

- The purpose of the training;
- The health risks of asbestos;
- The types, uses and likely occurrence of ACM in buildings, plant and/or equipment in the workplace;
- The trainees' roles and responsibilities under the workplace's asbestos management plan;
- Where the workplace's register of ACM is located and how it can be accessed;
- The timetable for removal of ACM from the workplace;
- The processes and procedures to be followed to prevent exposure, including exposure from any accidental release of asbestos dust into the workplace;
- Where applicable, the correct use of maintenance and control measures, protective equipment and work methods to minimise the risks from asbestos, limit the exposure of workers and limit the spread of asbestos fibers outside any asbestos work area;
- The NES and control levels for asbestos; and
- The purpose of any air monitoring or health surveillance that may occur.

19.4. Attachment D - Schedule of Briefings

Date	Group/Person	Briefing By:
16 March 2016 (OMC meeting)	CEO, EMCS, Building Supervisor &	Mr G Gregan EMCS
	Council	

20. References

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 196 (WA)
- The Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres (2nd Edition) [NOHSC:3003 (2005)]
- National Code of Practice for the Safe Removal of Asbestos(2nd Edition) [NOHSC:2002(2005)]
- National Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]

8.2 Works Manager

AGENDA ITEM: 8.2.1 – Works Manager Report

Subject:	Works Manager Report
Applicant:	Arthur Cousins
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins
Date:	8th March 2016
Attachments:	Nil

SUMMARY

Council is to consider this report from the Works Manager.

BACKGROUND

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 to assist in the decision making process.

COMMENT

Shire Works Undertaken

- Bruce Rock- Narembeen Road
  - Gravel carting, 5000m^3 gravel, spread, compacted and watering 1.8km of road, including realignment & intersections. Spray and seal completed.

- Reseal – Narembeen South Rd
  - Preparation, sweep, spray, seal, roll and sweep. (2.1 km)

- Reseal – Cramphorne Rd
  - Preparation, sweep, spray, seal, roll and sweep. (1 km)

- Reseal – Mt Walker Rd
  - Preparation, sweep, spray, seal, roll and sweep. (5.8 km)

- Reseal – Soldiers Rd
  - Preparation, sweep, spray, seal, roll and sweep. (600 m)

Recreation Centre

- Install 6 solar powered lights in car park, lights increase/decrease output with movement.
- Spread gravel opposite eastern side of car park
- Sealed carpark in front of new Bowling Greens

Oval Reticulation

An update will be provided on the progress of improvements to the sprinklers and pumps and the Narembeen oval.

Private Works

S Padfield – metal dust	$350
C Kennedy – metal	$300
A Latham – edges nuts & bolts	$220
J Currie – edges	$200

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

Work policies to be reviewed in line with current work practices as and when required.

STRATEGIC PLAN REFERENCE

3. Connected communities through a safe and efficient transport network throughout the Shire.
3.1 All residents and visitors are able to move around the Shire in safety and with ease.

Our Actions
Update the Narembeen Road Plan and review Shire roads to determine their suitability yearly (maintenance, construction, preservation, road train access and parking, materials, safety)

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Work's Manager's March Report is received and actions endorsed.

COUNCIL RESOLUTION

MIN6153/16 Moved: Cr. Vaughan 2nd: Cr. Parsons

That Council receive the Works Manager's Report.

CARRIED 6/0

3.30pm: Mr Cousins left the Chambers and did not return.

8.3 Building Supervisor

AGENDA ITEM: 8.3.1 - Building Supervisor Report

Subject:	Building Supervisor's Report - March 2016
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Garry Gregan
Date:	9 March 2016
Attachments:	Nil

SUMMARY

Council is to consider this report from the Executive Manager Corporate Services on behalf of the former Building Supervisor.

BACKGROUND

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

COMMENT

The following is an overview of progress on a range of budgetary and other matters at the time of writing.

3/33 Currall Street
As a result of the property being vacated, the following works were done to make the property presentable for the new occupant:

- Internal repaint
- New window treatments
- General maintenance
- Installation of retaining wall
- levelling off rear yard for landscaping

Chambers Kitchen Upgrade
Planning is almost complete for this project and works are scheduled to commence in early April. Tim Drag has confirmed his timetable for the cabinet works.

NSRF Application
Prior to his departure, Mr Sproul was assisting the author in costing the proposed extension to the community precinct.

General
General maintenance of a minor or urgent nature on various Council properties were carried out.

Since the former Building Supervisor, Kyle Sproul, advised of his impending departure, he has mainly attended to minor repairs and maintenance.

However, as a result of advertisements for a new Building Supervisor, the author is most pleased to advise Council that a new Building Supervisor, Mr Stephen Thomas, has been appointed and will commence with the Shire after Easter.

CONSULTATION

Building Supervisor

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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 Historical 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

That Council receive the Building Supervisor's report.

COUNCIL RESOLUTION

MIN6154/16 **MOTION** - Moved: Cr. Thomas 2nd: Cr. Parsons

That Council receive the Building Supervisor's report.

CARRIED 6/0

8.4 Chief Executive Officer

AGENDA ITEM: 8.4.1- Narembeen Townsite Project

Subject:	Narembeen Townsite Project
Applicant:	Chris Jackson
File Ref:	ADM500
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	8th March 2016
Attachments:	Design Plans

SUMMARY

For council to endorse its approach to the design of the Narembeen Townsite Project.

BACKGROUND

At the December 2015 ordinary meeting Council resolved;

That Council;

1. Reaffirms endorsement of the Grain Freight Narembeen Townsite project being the North link through property location 18164 to the Merredin Narembeen Road with Latham Road to continue on to the new Fricker Road (by-pass) and that Soldiers road will have a T junction on to this new through road as per drawing 201508-1451 18/11/15.
2. Endorse that the townsite project be developed with a staged approach with the intersection on the Merredin Narembeen Road, new Fricker Road, new CBH northern access construction and CBH southern end improvements being part of stage one.
3. Instructs staff to commence the formal process of the naming of the new section road as Fricker Road.
4. Develop a strategy to approach the state government with how to best approach access to the rail corridor to allow the Narembeen Townsite project to proceed as planned.

As previously advised because of the delays with any approvals from Brookfield Rail, Main Roads have agreed with a staged approach to allow the project to begin this financial year. This includes:

- Excluding any rail crossing, as any improvements/upgrades crossing the rail will involve rail (PTA) land and thus Brookfield Rail (BR). Although not ideal, the existing private crossing will have to stay as is.
- Upgrading the southern entrance to CBH is included in the proposal.
- Latham Road, from the CBH entrance on the western side of the railway line can be reconstructed/improved only, e.g. overlay, seal widening and shoulder improvements within the current 10m road reserve.
- Vehicles travelling from the south on Latham Road and vehicles travelling from North east on Soldiers Road will follow the same pattern as current.
- Vehicles travelling from Merredin will use the new link. At the bin they will follow the same pattern as above vehicles (travel down the east side of CBH) to enter the site at the new proposed entry at the southern end.

Design work on this approach will be presented to Council at the meeting.

COMMENT

Following the December meeting an approach was made to local member MLA Mia Davies who approached the Minister for Transport. The following response has now been received.

Minister for Transport

Our Reference: 53-11671

RECEIVED
29 FEB 2016

Hon Mia Davies MLA
Member for Central Wheatbelt
PO Box 92
NORTHAM WA 6401

Dear ~~Ms Davies~~ Mia

Thank you for the email of 22 December 2015 from your Electorate Officer, Ms Kathy Brown after receiving an approach from the Shire of Narembeen regarding their Grain Freight Townsite Project.

The Public Transport Authority (PTA) has advised me that the Shire of Narembeen, with engineering support from Main Roads Western Australia (MWRA), submitted a proposal to the PTA for the upgrading and extension of Latham Road, Narembeen as part of their Grain Freight Townsite Project which required land to be excised from the freight rail corridor. Before the PTA referred the proposal to Brookfield Rail (BR) it was made clear to the Shire that although a satisfactory outcome was unlikely, the option presented, in terms of minimal taking of rail corridor land, was considered to have a better chance of acceptance by BR.

Accordingly, BR reviewed the proposal and concluded that the land could not be excised from the rail corridor and in that regard cited a number of freight Network Lease clauses. Importantly BR advised that the narrowing of the rail corridor may affect future rail operations and cause interference. The issues BR raised included the absence of an allowance for track duplication and track upgrade constraints due to the narrow clearances. BR also suggested that the Shire's proposed road design may constrain future growth of and any additional connection to the rail corridor for CBH's facility at this location. Furthermore and until the access issue to Tier 3 rail lines is resolved it would be premature to constrain the railway and the CBH rail siding, a position that the PTA supports.

While it is recognised that heavy haulage vehicles need to be removed from the town road network, hence the proposed upgrade, it must also be acknowledged that where land is subject to the Network Lease under BR's management, the State cannot compel BR to change their position. If BR was to concede and the effect and interference on their future rail operations were proven, BR could seek compensation from the State.

I understand the Shire is currently investigating alternative routes to the east of the CBH facility with MRWA and in light of the above issues I would encourage this to be further pursued.

Should you have any questions please feel free to contact Mr Rod Cousins, the PTA's Manager, Land and Property Services on 9326 2307.

Thank you for raising this matter with me.

Yours sincerely

Dean Nalder MLA
MINISTER FOR TRANSPORT

24 FEB 2016

CONSULTATION

PTA, Mainroads, Brookfield Rail, Roadswest and Kath Brown Mia Davies Office.

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Grain Freight funding of $3.5m is available for this project which needs to be spent by the 30th June 2017.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

The Shire of Narembeen Corporate Business Plan 2013/14-2016/17 includes the following strategy and actions.

3. Connected communities through a safe and efficient transport network throughout the Shire.

3.1 All residents and visitors are able to move around the Shire in safety and with ease.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council;

1. Raise the matter with the Premier the Hon Colin Barnett during his visit to Narembeen on Friday 29th April 2016.
2. The CEO write to the Premier prior to his visit to express great concern regarding the response of the Minister for Transport in that the State Government has no control over access to the rail corridor and that both the State Government and Brookfield Rail have no interest in assisting Narembeen in resolving grain freight and safety issues in the Narembeen townsite.
3. Request a meeting with Mr Paul Larsen, CEO, Brookfield Rail to discuss the Narembeen Townsite Project and the rail corridor issues.
4. Include this matter for discussion with the Main Roads Regional Manager Craig Manton when he meets with Council on Thursday 17th March 2016.
5. Proceed with the staged approach (drawing no 201608-SP01) as presented with a view to achieving the complete upgrade of the area in and around the CBH site as approved at the December 2015 ordinary meeting (drawing no 201508-1451).

CARRIED /

COUNCIL RESOLUTION

MIN6155/16 **MOTION** - Moved: Cr.Thomas 2nd: Cr. DeLuis

That Council;

1. *Raise the matter with the Premier the Hon Colin Barnett during his visit to Narembeen on Friday 29th April 2016.*
2. *The CEO write to the Premier prior to his visit to express great concern regarding the response of the Minister for Transport in that the State Government has no control over access to the rail corridor and that both the State Government and Brookfield Rail have no interest in assisting Narembeen in resolving grain freight and safety issues in the Narembeen townsite.*
3. *Request a meeting with Mr Paul Larsen, CEO, Brookfield Rail to discuss the Narembeen Townsite Project and the rail corridor issues.*
4. *Include this matter for discussion with the Main Roads Regional Manager Craig Manton when he meets with Council on Thursday 17th March 2016.*
5. *Proceed with the staged approach (drawing no 201608-SP01) as presented with a view to achieving the complete upgrade of the area in and around the CBH site as approved at the December 2015 ordinary meeting (drawing no 201508-1451).*

CARRIED 6/0

No.	DESCRIPTION	APPROVED & DATE
AMENDMENTS		

No.	DESCRIPTION	APPROVED & DATE
AMENDMENTS		

METADATA

GROUND SURVEY STANDARD:
DATE OF CAPTURE:
MAPPING SURVEY STANDARD:
DATE OF CAPTURE:
MAIN ROADS PROJECT ZONE: KONDININ94
HEIGHT DATUM: A.H.D

Government of Western Australia
mainroads WESTERN AUSTRALIA
REGIONAL SERVICES
WHEATBELT REGION
PEEL TERRACE
Telephone (08) 9622 4777
NORTHAM 6401
Fax (08) 9622 3767
MOKINE ROAD
Telephone (08) 9881 0566
Facsimile
NARROGIN 6312
Fax (08) 9881 0503

ROADSWEST
ENGINEERING GROUP WA PTY LTD
PROJECT MANAGEMENT & CIVIL ENGINEERING
SUITE 13, 6 LEIGH ST., BURSWOOD WA 6100
TELEPHONE: (08) 9472 4122
FACSIMILE: (08) 9472 4102

DESIGNED/DRAWN: N. CILLI/C. OLIVER OCT. '15
VERIFIED: N. CILLI 18/11/15
DIRECTOR
APPROVED (MRWA)
MRWA FILE No.

LATHAM ROAD/FRICKER ROAD

SOLDIERS ROAD/MERREDIN-NAREMBEEN ROAD
NAREMBEEN TOWNSITE
SCHEME PLAN

LOCAL AUTHORITY (417) SHIRE OF NAREMBEEN
MRWA DRAWING NUMBER
201508-1451

SCALES
A1

SCALES
A1

No.	DESCRIPTION	APPROVED & DATE
	AMENDMENTS	

METADATA

GROUND SURVEY STANDARD: 67-08-43
DATE OF CAPTURE:
MAPPING SURVEY STANDARD:
DATE OF CAPTURE:
MAIN ROADS PROJECT ZONE: KONDININ94
HEIGHT DATUM: A.H.D

ROADSWEST
ENGINEERING GROUP WA PTY LTD
PROJECT MANAGEMENT & CIVIL ENGINEERING
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FACSIMILE: (08) 9472 4102

DESIGNED/DRAWN N. CILLI/C. OLIVER JAN. '16
VERIFIED
DIRECTOR
APPROVED (MRWA)
MRWA FILE No.

mainroads WESTERN AUSTRALIA
REGIONAL SERVICES
WHEATBELT REGION
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Northam 6401 Fax (08) 9622 3767
Mokine Road Telephone (08) 9881 0566
Narrogin 6312 Fax (08) 9881 0503

LATHAM ROAD/FRICKER ROAD

SOLDIERS ROAD/MERREDIN-NAREMBEEN ROAD
NAREMBEEN TOWNSITE
SCHEME PLAN

LOCAL AUTHORITY (417) SHIRE OF NAREMBEEN
MRWA DRAWING NUMBER
201608-SP01

AGENDA ITEM: 8.4.2 - Chief Executive Officer's Report

Subject:	Chief Executive Officer's Report
Applicant:	Chris Jackson
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	8 March 2016
Attachments:	Mainroads Update Issue 3, Amendment 6 - Narembeen Scheme Gazettal and Narembeen Bowling Club letter

SUMMARY

To provide Council with updates on various projects and other matters.

BACKGROUND

Monthly reports by the CEO are 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

Appointment of Building Supervisor

Mr Steve Thomas of Perth has been appointed to the position of Building Supervisor. Steve has been in the building and construction industry for 30 years as a self-employed contractor, he is a bricklayer by trade, has a Diploma in Building & Construction and numerous other qualifications.

Steve his wife Sue and young family look forward to the move to Narembeen with a commencement just after Easter. Steve and family should be in town next Wednesday (Council meeting) and will be able to meet most of you.

We had a very good list of applicants and the decision was not easy but Garry & I are confident Steve will work well in this important role.

Works Supervisor

Works Manager Arthur Cousins will be taking a well-deserved break with annual leave during April, May and June 2016.

Through Lo-Go Appointments Robert (Bob) Edwards has been appointed as Acting Works Manager for the period 22nd April 2016 until the 6th July 2016. Bob has been acting in this role at the Shire of Bruce Rock recently and was the Works Manager with the Shire of Mukinbudin for many years.

Bowling Greens

The Bowling Green construction contract is now complete with Sports Base Construction and the front carpark was recently sealed. Final touches are now being made to fencing and other smaller matters.

New Disclosure Requirements for WA Councils

New legislation advice relating to online declaration of gifts and travel was distributed to Councillors.

Page 58

See attached letter from the Narembeen Bowling Club regarding shade sails and an air conditioner at the Recreation Centre at the cost of the Bowling Club. Both the Shire President and CEO have verbally advised the Club that no objection would be forthcoming on the understanding that the work is done in consultation with the Shire.

Accredited Mass Management Scheme (AMMS)
See attached update from Main Roads. Regional Manager Craig Manton will visit Narembeen shortly and will provide additional information on AMMS.

Old Narembeen Club & Greens Re-zoning
The Club owned property being the grassed bowling greens and the old Club building properties have now been re-zoned. See attached notice. The Club may now proceed to dispose of the properties as it sees fit with any future use that fits within the 'Town Centre' or 'Residential' zoning.

Tidy Towns Sustainable Communities
The Narembeen CRC has suggested that Narembeen be involved in Tidy Towns. Tidy Towns has been running nationally since 1990, and began in Western Australia in 1968 and I believe that Narembeen may have participated in the past.

These awards encourage, motivate and celebrate sustainability achievements of rural and regional communities across Australia. Each year state and territory winners are announced between August and November. They then receive a visit from the Australian Tidy Towns judge and the Australian Tidy Towns Awards are presented in April/May.

If Narembeen was to be involved we would need to look at the various criteria such as Community Action and Wellbeing, Heritage and Culture, Litter and Waste Management, Young Legends, Environmental sustainability, Water, Energy, Nature Conservation and Environmental Education. So lots of work.

It would be good to get a small group together to work up a plan for 2017 and get the whole community on board?

Recreation Centre Lighting
The CEO provided verbal advise regarding a claim for reimbursement for expenses for a shade cloth structure on the property opposite the Recreation Centre to reduce light from the Narembeen Club lights. No approval was given for any payment to be made.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
9th March 2016	Darren West MLC Member for Agricultural Region
17th March 2016	Craig Manton Mainroads RM
18th March to 8th April 2016	EMCS on leave
7th- 8th April 2016	Wheatbelt Conference Narrogin
29th April 2016	Recreation Centre opening

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

N/A

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

Nil.

OFFICER RECOMMENDATION

That the CEO's March 2016 report be received and actions endorsed.

COUNCIL RESOLUTION

MIN6156/16 MOTION - Moved: Cr. Parsons 2nd: Cr. DeLuis

That the CEO's March 2016 report be received and actions endorsed.

CARRIED 6/0

All present, both Staff and Councilors declared an impartiality interest in this matter because it relates to the Narembeen Club

COUNCIL RESOLUTION

MIN6157/16 MOTION - Moved: Cr. Thomas 2nd: Cr. DeLuis

CARRIED 6/0

That Council authorise refreshments to the value of $1,500 be made available for the opening of the Recreation Centre on 29 April 2016.

Critical Gaps in Concessional Networks

Local Government Update – Issue 3

In Issue 2 of the Local Government Update we covered the Accredited Mass Management Scheme (AMMS), which is the new concessional loading scheme introduced in April 2015.

The implementation of AMMS has seen the introduction of new concessional networks, with the scheme utilising a network approach to approved routes.

The initial concessional networks for mass levels 2 & 3 have been created from the roads that were already approved under the previous Concessional Loading Bulk Products Scheme.

Access arrangements for Local Government roads under the previous scheme have been maintained, with any access conditions that applied to a road being transferred across to the new concessional networks. For example, the network condition CA07 has been applied to all Local Government roads i.e. all operators must carry written approval from the Local Government authority permitting use of the road.

Creating the concessional networks has identified a number of critical gaps mostly related to 'last mile' connectivity where the distributor road is approved for concessional access, but the local road into a particular site is not.

Many of the sites that do not have connectivity are key infrastructure that has been there for many years, such as CBH grain bins.

Although these roads may have been used by concessional loaded vehicles in the past, the roads have not previously been approved by Main Roads and may not have been endorsed by the Local Government.

We are working closely with key stakeholders who have also identified these gaps and are taking a proactive approach to improve connectivity and overall network efficiency.

For this reason, transport operators requesting these roads to be added to the AMMS concessional networks will be required to obtain Local Government endorsement prior to Main Roads considering the application.

What does this mean for Local Governments?

It may be possible that you will receive an increase in applications from transport operators requesting roads to be added to the AMMS Concessional Networks. In some cases this may simply be a formality, as it may have been assumed the road was already approved. However, Local Governments should still consider the following:

- Is the road the primary access to a site, such as a CBH facility, fuel station/depot, mine site, etc., where concessional access would be expected?
- Has there been any history of concessional loading vehicles operating on the requested road/s in the past?
- An increase in mass will result in additional impact to pavement and culverts if a road is approved. Is the road owner about to maintain the road for the level of access being requested?

Providing the road owner supports the application, Main Roads will conduct an assessment of any bridges on the requested roads to ensure the load capacity of the bridge is suitable for the level of access being requested.

If you would like further information or have any other related enquiry please contact us.

Call our dedicated HVS Helpdesk on 138 HVO (486) and asked to speak to us, visit our website or email direct at hvoaccessplanning@mainroads.wa.gov.au

PARLIAMENT

PA401*

PARLIAMENT OF WESTERN AUSTRALIA

Royal Assent to Bills

It is hereby notified for public information that the Governor has Assented in the name and on behalf of Her Majesty the Queen, on the date shown, to the undermentioned Act passed by the Legislative Council and the Legislative Assembly during the First Session of the Thirty-Ninth Parliament.

Title of Act	Date of Assent	Act No.
Natural Gas (Canning Basin Joint Venture) Agreement Amendment Act 2016	28 February 2016	1 of 2016

NIGEL PRATT, Clerk of the Parliaments.

2 March 2016.

PLANNING

PL401*

PLANNING AND DEVELOPMENT ACT 2005

APPROVED TOWN PLANNING SCHEME AMENDMENT

City of Mandurah

Town Planning Scheme No. 3—Amendment No. 122

Ref: TPS/1420

It is hereby notified for public information, in accordance with section 87 of the *Planning and Development Act 2005* that the Minister for Planning approved the City of Mandurah Town Planning Scheme amendment on 22 February 2016 for the purpose of—

(a) Rezoning Lots 1-2, 25, 28, 30-32 and 243 Pleasant Grove Circle Falcon, from 'Residential R1' to 'Residential R2.5'.

(b) Amending the Scheme Maps accordingly.

M. VERGONE, Mayor.
M. R. NEWMAN, Chief Executive Officer.

PL402*

PLANNING AND DEVELOPMENT ACT 2005

APPROVED TOWN PLANNING SCHEME AMENDMENT

Shire of Narembeen

Town Planning Scheme No. 2—Amendment No. 6

Ref: TPS/1676

It is hereby notified for public information, in accordance with section 87 of the *Planning and Development Act 2005* that the Minister for Planning approved the Shire of Narembeen Town Planning Scheme amendment on 23 February 2016 for the purpose of—

1. Re-zoning Lot 301 (No. 6) and Lot 302 (No. 4) Thomas Street, Narembeen from 'Special Use' to 'Town Centre' as depicted on the Scheme Amendment map.
2. Re-zoning Lot 63 (No. 1) Doreen Street, Lot 64 (No. 3) Doreen Street, Lot 79 (No. 10) Thomas Street and Lot 80 (8) Thomas Street, Narembeen from 'Special Use' to 'Residential' with an 'R12.5' density code as depicted on the Scheme Amendment map.
3. Introducing a new Clause 4.2 to state as follows—

4.2 MODIFICATION OF R-CODES

4.2.1 An R30 density code may be applied to any existing corner lot zoned 'Residential' in Narembeen townsite provided that—

(a) the lot has frontage to two constructed roads; and

(b) any residence to be retained can be upgraded to a good external visual standard in the opinion of the local government; and

(c) the development can be connected to reticulated water and sewerage.

4.2.2 With the exception of minor boundary realignments, the amalgamation of two lots abutting an existing corner lot will be permitted at the higher density of R30, for the purpose of development and/or re-subdivision. The amalgamation of more than two lots abutting an existing corner lot is not consistent with the intent of the provisions of the Scheme; therefore the R-Code depicted on the Scheme map shall apply to the amalgamated lot.

4. Re-number existing Clauses 4.2 to 4.17, Clauses 4.3 to 4.18 (for consecutive numbering).

R. COLE, President.
C. JACKSON, Chief Executive Officer.

PL403*

PLANNING AND DEVELOPMENT ACT 2005

DECLARATION OF PLANNING CONTROL AREA 122

Armadale Road Deviation (Cockburn Central)

City of Cockburn

File: 835-2-23-11

General description

The Minister for Planning has granted approval to the declaration of a planning control area over land to be protected for the future primary regional road reservation for the Armadale Road deviation (section between Knock Place and Solomon Road, Jandakot), as shown on Western Australian Planning Commission (WAPC) plan number 1.7415.

Purpose

The purpose of the planning control area is to—

- protect the future Primary Regional Road reservation for the Armadale Road deviation from adverse development outcomes,
- facilitate improved land use and transport planning within Cockburn Central; and
- allow for the final road design and land requirements to be confirmed prior to a Metropolitan Region Scheme amendment being initiated.

The WAPC considers that the planning control area is required over the whole of the land to ensure that no development occurs on this land which might prejudice this purpose until it may be reserved for future primary regional road reservation in the Metropolitan Region Scheme.

Duration and effects

The declaration remains in effect for a period of five years from the date of publication of this notice in the *Government Gazette* or until revoked by the WAPC with approval by the Minister, whichever is the sooner.

A person shall not commence and carry out development in a planning control area without the prior approval of the WAPC. The penalty for failure to comply with this requirement is $200,000 and, in the case of a continuing offence, a further fine of $25,000 for each day during which the offence continues.

Compensation is payable in respect of land injuriously affected by this declaration, and land so affected may be acquired by the WAPC in the same circumstances and in the same manner as if the land had been reserved in the Metropolitan Region Scheme for a public purpose.

Display locations

- Western Australian Planning Commission, 140 William Street, Perth
- J S Battye Library, Level 3 Alexander Library Building, Perth Cultural Centre
- City of Cockburn, 9 Coleville Crescent, Spearwood

KERRINE BLENKINSOP, Secretary,
Western Australian Planning Commission.

NAREMBEEN BOWLING CLUB (Inc)

Post Office Box 259

NAREMBEEN 6369

SHIRE OF NAREMBEEN
15 FEB 2016
RECEIVED

SHIRE OF NAREMBEEN
RECEIVED:

President:		CEO:	✓
EMCS:		WM:	
EHO:		SFO:	
CRC:		Other:	
Filing:			

SHIRE OF NAREMBEEN

LONGHURST STREET

NAREMBEEN. 6369

APPROVALS FOR EXTENDED IMPROVEMENTS OF BOWLING GREEN AND OFFICE

The Narembeen bowling club seek the approval of the Shire to carry out minor works to the following:

1. The erection of shade sails to the area of paved courtyard where the erection of solid seating would have impeded general viewing of the bowling green. It is proposed that 3 sails be erected from the end of the solid seating and just beyond the light pole and the area between the veranda and the bowling green.
2. The installation of the reverse cycle air conditioner, currently situated at the club house in Wilber St, to be utilised at the allocated club office at the southern end of the building.

Both tasks have been discussed verbally by the Club President and Shire CEO and this request is to formalise those discussions.

P. A.Suckling

Secretary

15 February 2016

3.59pm - Meeting adjourned briefly
4.08pm - Meeting recommenced with all members except Cr. Vaughan present.
Cr. Vaughan did not return to the meeting.

8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 – Land Resumption

Subject:	Land Acquisition (Compensation) Policy
Applicant:	NA
File Ref:	ADM538
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Garry Gregan
Date:	2 March 2016
Attachments:	Draft Land Acquisition (Compensation) Policy

SUMMARY

Council is to consider adopting a policy that sets compensation amounts for land acquired for the purposes of public and civic works planning, development and programming.

BACKGROUND

At the Council meeting of 17 February 2016, Council resolved (MIN 6134/16) to offer $1,250 per hectare to landholders on the Kondinin-Narembeen Road, Cramphorne Road and the Merredin-Narembeen Road whose land was acquired for the purposes of road widening.

COMMENT

At the February meeting, Council discussed at length the determination of a compensation amount for the above property owners. Also discussed was the need to consider adopting a policy to guide Council on future land acquisition compensation. This report recommends that Council adopt the attached draft policy that compensates property owners $1,250 per hectare. Part hectares will be paid at a pro-rata amount.

CONSULTATION

Nil.

STATUTORY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

For consideration in each year's budget.

POLICY IMPLICATIONS

Nil, this is a new policy.

STRATEGIC PLAN REFERENCE

Corporate Business Plan
3.1.3 Complete upgrades to regionally significant roads and maintain gravel roads to a high standard.

RELATED PARTY TRANSACTIONS

Nil.

OFFICER RECOMMENDATION

That Council adopt the proposed Land Acquisition (Compensation) Policy as presented.

COUNCIL RESOLUTION

MIN 6158/16 MOTION - Moved: Cr. Hardham 2nd: Cr. DeLuis

That Council adopt the proposed Land Acquisition (Compensation) Policy as presented.

CARRIED 5/0

POLICY SECTION:	**FINANCE**
POLICY NUMBER:	**3.1.18**
POLICY TITLE:	**LAND ACQUISITION (COMPENSATION) POLICY**

POLICY
Council is to compensate land owners an amount of $1,250.00 per hectare in exchange for land acquired for public or civic works undertaken by the Shire of Narembeen.

OBJECTIVES
Where Council needs to acquire land (compulsorily or by agreement) for public or civic works, this policy provides for fair and reasonable compensation for affected land owners.

SCOPE
This Policy is not limited to road works, and may include acquisition of land for other purposes.

Application of this policy for works other than stated above is to be presented to Council for consideration.

PRINCIPLES
The guiding principle for this policy relates to recognition by Council that property owners will be fairly compensated for land exchanged that will be used for Council purposes.

GUIDELINES
Council and staff are to consider this policy when programming construction works and setting annual budgets.

The amount of compensation payable will be $1,250.00 per hectare. For part hectares, the amount payable will be pro-rated based on square metres.

POLICY REQUIREMENTS
Staff will pay affected land owners the compensation amount for land acquired, whether compulsorily or by agreement. The total amount payable will be determined by mutual agreement between the Chief Executive Officer, or his delegate, and land owner based on the total area of land acquired.

REVIEW
Chief Executive Officer

DRAFT

DELEGATED AUTHORITY
Chief Executive Officer or the Chief Executive Officer's delegate.

REVIEW
Chief Executive Officer

HISTORY

Drafted:	2 March 2016		
Adopted:	xx.xxxx.xxxx	MIN:	xxxx/xx
Reviewed:	xx.xxxx.xxxx	MIN:	xxxx/xx

DRAFT

AGENDA ITEM: 8.5.2 - Staff Policy Amendments

Subject:	Staff Policy Amendments
Applicant:	N/A
File Ref:	ADM463
Disclosure of Interest (Staff):	CEO, EMCS, SFO
Disclosure of Interest (Member):	Cr Rhonda Cole, Impartiality Interest
Author:	Miss Bonnie Cole, Senior Finance Officer
Date:	24th February 2016
Attachments:	Proposed Housing Allowance Policy, Proposed Amended Superannuation Policy

SUMMARY

Amendment and implementation of staff policies to ensure equality across the work force.

BACKGROUND

During the annual review and development of Council's 2016/2017 Salaries and Wages budget, it was uncovered that there are a number of discrepancies between Council documents in relation to housing allowances and superannuation contributions.

COMMENT

Council's current Enterprise Bargaining Agreement for 2014, 2015 and 2016 was registered on Tuesday 6th October 2014 and encompassed all staff under the Municipal Employee Award, ie: all outside staff.

The Shire of Narembeen's Enterprise Bargaining Agreement (EBA) references an amount of $50 per week to all staff under the EBA who do not reside in a Council owned property.
There is currently no documentation that indicates what housing allowance should be given for staff who do not fall under the EBA, ie: administration staff, however, in recent years an amount of $30 per week for admin staff and $25 per week for the Pool Manager have been paid.

To ensure equity across the organisation, it is suggested that a policy be adopted that states that all staff eligible for the housing allowance receive $50 per week.

The EBA also references a superannuation contribution of 5% when the staff member contributes an additional 5% of their wage to superannuation.

Council's current Policy 4.3.9 for Superannuation only references a matching of 3% when 5% is contributed from the staff member.
Council's EBA supersedes the Council policy which means that all staff employed under the EBA may be receiving a greater superannuation than benefit administration and other staff.

It is recommended that Policy 4.3.9 be amended to say that when an additional 5% superannuation is contributed by staff, Council will match this contribution to 5%.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services

Senior Finance Officer

STATUTORY IMPLICATIONS

Compliance with relevant statutes.

FINANCIAL IMPLICATIONS

Shire of Narembeen Annual Budget 2016/2017.
The proposed changes will increase the expenditure of the Council's Salaries by the following:

- Housing Allowance increase by $5,356 per annum, across 4 staff members;
- Additional Superannuation Contribution increase by $8,322 per annum, also across 4 staff members.

POLICY IMPLICATIONS

Adoption of a New Housing Allowance Policy 4.3.25
Amendment of the Superannuation Policy 4.3.21

STRATEGIC PLAN REFERENCE

Shire of Narembeen Corporate Business Plan
9.1.5 Develop and maintain Human Resource Management policies, guidelines and practices to ensure staff are adequately resourced, trained, supported and valued in the delivery of high quality responsive services to the community.

RELATED PARTY TRANSACTIONS

The Housing allowance policy directly relates to four staff members.
The Superannuation policy directly affects the superannuation of four staff members, including three managers and one administration officer.

OFFICER RECOMMENDATION

That Council;

1. Amend the Superannuation Policy 4.3.21 by increasing the matching Council superannuation contribution to 5%;
2. Adopt a New Council Policy 4.3.25 Housing Allowance as presented; and
3. Make these policies effective from 1 July 2016.

COUNCIL RESOLUTION

MIN 6159/16 MOTION - Moved: Cr. DeLuis 2nd: Cr. Parsons

That Council;

1. *Amend the Superannuation Policy 4.3.21 by increasing the matching Council superannuation contribution to 5%;*
2. *Adopt a New Council Policy 4.3.25 Housing Allowance as presented; and*
3. *Make these policies effective from 1 July 2016.*

CARRIED 5/0

POLICY SECTION:	**Employee matters**
POLICY NUMBER:	**4.3.25**
POLICY TITLE:	**Housing Allowance**

POLICY

In Order to ensure equity across the workforce, all employees who are not living in accommodation provided by Council will be paid a housing allowance of $50 per week, payable in arrears fortnightly through payroll.
Please note the following exceptions may apply:

1. If more than one staff member resides at the property, only one housing allowance can be claimed.
2. If a residence is provided for one staff member as part of their employee negotiations, the employee's spouse is NOT eligible to claim the housing allowance should they commence work with the Council.

This policy will be reviewed in line with any future amendments to the Shire of Narembeen Works Staff Enterprise Bargaining Agreement.

New

OBJECTIVES

To provide equity across the organisation in recognising staff living in non-shire owned residences.

SCOPE

Available to all staff who reside in non-shire owned residences.

PRINCIPLES

To reduce discrimination in favour of employees who reside in Shire properties.

GUIDELINES

Shire of Narembeen Corporate Business Plan

9.1.5 Develop and maintain Human Resource Management policies, guidelines and practices to ensure staff are adequately resourced, trained, supported and valued in the delivery of high quality responsive services to the community.

POLICY REQUIREMENTS

This policy is to take effect from 1 July 2016.

REVIEW

Chief Executive Officer to review in accordance with Statutory Requirements.

DRAFT

DELEGATED AUTHORITY

Chief Executive Officer and the CEO's nominated Delegates.

HISTORY

Reviewed:			
Adopted:	16/03/2016	MIN:	XXXX/16
Draft:	02/03/2016		

DRAFT

POLICY SECTION:	**Employee matters**
POLICY NUMBER:	**4.3.21**
POLICY TITLE:	**Superannuation contributions**

POLICY

That Council sets a maximum contribution for all Superannuation contributions for current and future employees (with the exception of negotiated contracts) of the statutory Superannuation Guarantee Contribution plus 5%. The additional 5% is conditional on the employee matching it with a 5% contribution.

OBJECTIVES

To standardise Council Superannuation across the whole Shire workforce.

SCOPE

Applies to all Staff.

PRINCIPLES

To provide equity in matching superannuation contributions.

GUIDELINES

Shire of Narembeen Corporate Business Plan

9.1.5 Develop and maintain Human Resource Management policies, guidelines and practices to ensure staff are adequately resourced, trained, supported and valued in the delivery of high quality responsive services to the community.

POLICY REQUIREMENTS

This policy is to take effect from 1 July 2016.

REVIEW

Chief Executive Officer to review in accordance with Statutory Requirements.

DELEGATED AUTHORITY

Chief Executive Officer and the CEO's nominated Delegates.

HISTORY

Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	16/03/2016	MIN:	

DRAFT

AGENDA ITEM: 8.5.3 - Rates Write Off – Goldmine Pty Ltd

Subject:	Rates Write Off – Goldmine Pty Ltd
Applicant:	Shire of Narembeen
File Ref:	ADM057
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Miss Bonnie Cole, Senior Finance Officer
Date:	8th March 2016
Attachments:	Nil

SUMMARY

For Council to review outstanding rates on expired mining tenements, previously owned by Goldmine Pty Ltd.

BACKGROUND

For several years Council have been carrying outstanding rates on a number of non-current assessments for mining tenements which were once owned by a company known as Goldmine Pty Ltd.

Council received notification in 2012 that five of the seven tenements were 'closed' on August 2012. This was amended on Council records in October 2012. At the time, there was still outstanding rates on these assessments and the company in question was pursued to receive payment.

One tenement was 'closed' in July 2014, also with outstanding rates.

All six assessments mentioned above have continued to accrue interest at a rate of 11% per annum despite being non-current assessments.

It has since been discovered that the company known as Goldmine Pty Ltd ACN:138 226 276 was deregistered in 2011. Staff have made several attempts since that time to make contact with the proprietors with no luck. A second Goldmine Pty Ltd has since been created, however they have no connection with the original company.

Staff were advised by Landgate that the final tenement in the name of Goldmine Pty Ltd was 'closed' on 2 February 2016. Prior to this, staff have made several attempts to discuss the tenement with Landgate and The Department of Mines and Petroleum regarding having the tenement closed as the company did not exist. Unfortunately, due to the procedures involved in closing a tenement, staff were informed it was not possible to close without a Tenement Holder.

COMMENT

Below is a breakdown of the funds owing on each of the assessments in question:

	total Owing	Rates	Interest	Non Current Since	Updated on
A5077	$ 3,294.43	$ 2,122.38	$ 1,172.05	7/08/2012	30/10/2012
A5078	$ 1,807.55	$ 1,198.63	$ 608.92	7/08/2012	30/10/2012

A5079	$ 1,822.45	$ 1,207.67	$ 614.78	7/08/2012	30/10/2012
A5080	$ 1,804.87	$ 1,196.99	$ 607.88	7/08/2012	30/10/2012
A5082	$ 1,530.32	$ 1,029.24	$ 501.08	7/08/2012	30/10/2012
A5083	$ 7,661.06	$ 5,539.28	$ 2,121.78	4/02/2016	8/03/2016
A5099	$ 1,077.27	$ 761.26	$ 316.01	1/07/2014	1/07/2014
	$ 18,997.95	$ 13,055.45	$ 5,942.50		

Of the abovementioned assessments, the rates raised are all consistent with the revaluations Council has received from Landgate. Rates have not been raised on any assessment following notification of the tenement death. Interest does continue to accrue on these amounts however.

Assessment A5083 was the tenement that until March 2016, remained 'alive' according to Landgate and as such rates continued to be applied to the assessment, despite not having a current company to send the rates to. An amount of $3,726.68 was raised in this assessment which would not have been raised had, the tenement ceased when the company Goldmine Pty Ltd did. Additionally, interest on $1,182.73 was applied to that amount.

Given the time this has gone on for and that it is now clear there is no avenue to recover these funds, it is recommended that Council write off all amounts on the mining tenements as listed.

CONSULTATION

Chief Executive Officer
Senior Finance Officer
Landgate
Department of Mines and Petroleum

STATUTORY IMPLICATIONS

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts
(1) Subject to subsection (2) and any other written law, a local government may —
(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
(b) waive or grant concessions in relation to any amount of money; or
(c) write off any amount of money, which is owed to the local government.
* Absolute majority required.
(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.
[Section 6.12 amended by No. 64 of 1998 s. 39.]

6.29. Valuation and rates on mining and petroleum interests

(1) In this section —
relevant interest means —
(a) a mining tenement held under the Mining Act 1978 (whether within the meaning given to that term by that Act or by the Mining Act 1904 3); or
(b) a permit, drilling reservation, lease or licence held under the Petroleum and Geothermal Energy Resources Act 1967.
(2) Regardless of any determination made under section 6.28(1), the basis for a rate on a relevant interest is to be the unimproved value of the land, except as provided for in subsection (3).
(3) Subsection (2) does not apply to a relevant interest in a portion of land on which capital improvements are located if —
(a) the Minister has determined under section 6.28(1) that the gross rental value of the land is to be used as the basis for a rate on that interest; and
(b) the determination expressly excludes the application of subsection (2).
(4) The Minister cannot determine under section 6.28(1) that the gross rental value of the land is to be used as the basis for a rate on a relevant interest in a portion of land if another estate in that portion of land is rateable on the basis of the gross rental value of the land.
(5) For the purpose of subsection (3)(b) a determination is to be taken to expressly exclude the application of subsection (2) if the determination —
(a) was made before the commencement of the Local Government Amendment Act 2009 section 38 1; and
(b) specifically applies to the particular relevant interest.

6.53. Land becoming or ceasing to be rateable land
Where during a financial year —
(a) land that was not rateable becomes rateable land; or
(b) rateable land becomes land that is not liable to rates, the owner of that land —
(c) is liable for rates proportionate to the portion of the year during which the land is rateable land; or
(d) is entitled to a refund of an amount proportionate to the portion of the year during which the land is not rateable land,
as the case requires.

FINANCIAL IMPLICATIONS

Shire of Narembeen 2015/2016 Financial Budget.
Account 3112000 – Rates Write Off – Expense An amount totalling $18,997.95 plus any additional interest accrued.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan
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

The Council write off all amounts owing on the following non-current assessments for mining tenements, previously held in the name of Goldmine Pt Ltd;

A5077	$3,294.43
A5078	$1,807.55
A5079	$1,822.45
A5080	$1,804.87
A5082	$1,530.32
A5083	$7,661.06
A5099	$1,077.27

COUNCIL RESOLUTION

MIN6160/16 MOTION - Moved: Cr. Thomas 2nd: Cr. Hardham

The Council write off all amounts owing on the following non-current assessments for mining tenements, previously held in the name of Goldmine Pty Ltd;

A5077	$3,294.43
A5078	$1,807.55
A5079	$1,822.45
A5080	$1,804.87
A5082	$1,530.32
A5083	$7,661.06
A5099	$1,077.27

CARRIED 5/0
ABSOLUTE MAJORITY

AGENDA ITEM 8.5.4 - February 2016 Schedule of Accounts

Subject:	February 2016 Schedule of Accounts
Applicant:	Shire of Narembeen
File Ref:	N/A
Applicant:	Shire of Narembeen
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Cordelia Parsons
Date:	8th March 2016
Attachment/s:	List of Accounts for Payment and Credit Card Statement

BACKGROUND

A schedule of accounts paid during the month of February 2016 is provided as follows:

Municipal Cheque Account	$980,125.52
Municipal Cash Management Account	$0.00
Trust Cheque Account	$2,146.00
Reserve Account	$0.00

COMMENT

The following payments >$5000.00 were made during the month of February 2016:

Chq/EFT	Date	Name	Description	Amount
EFT8291	01/02/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	$7,628.08
EFT8292	04/02/2016	AG IMPLEMENTS NAREMBEEN	service and repair water tanker (NB5868)	$10,225.78
EFT8300	04/02/2016	Bitutek Pty Ltd	supply, spray and sealing bitumen for Bruce Rock Narembeen Rd	$53,854.82
EFT8302	04/02/2016	CJB Carpentry	Installation of colour bond fencing at 26 Thomas Street, North & West Boundary. Remove 2x tree stumps, remove existing gate post & backfill holes, and remove rubbish.	$17,480.00
EFT8306	04/02/2016	Felton Industries	3x 4 sided jumbo park setting - Narembeen swimming pool	$6,125.90
EFT8318	04/02/2016	Narrogin Furnishings - Furniture Court	IRE 3/8 Churchill Street - new carpet and vinyl flooring	$16,259.00
EFT8320	04/02/2016	QUAIRADING EARTHMOVING	transport on low loader - mobilise D8t Dozer to Tank Rd North Plant hire caterpillar D8T dozer - win and stockpile apx 6000m3 gravel Tank Rd North	$5,002.25

Chq/EFT	Date	Name	Description	Amount
EFT8336	10/02/2016	WESTRAC EQUIPMENT PTY LTD	purchase new cat grader serial# b9200361	$396,000.00
EFT8337	11/02/2016	Liberty Oil Rural Pty Ltd	23000L of diesel @ $0.924 cents per litre	$21,252.00
EFT8348	15/02/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	$7,699.19
EFT8351	17/02/2016	Artra	50% DEPOSIT for commencement of manufacture of kitchen and bar cabinetry for the Narembeen shire council chambers	$17,531.25
EFT8354	18/02/2016	AUSTRALIAN TAXATION OFFICE	BAS January 2016	$18,061.00
EFT8355	18/02/2016	AVON WASTE	Rubbish services	$15,533.80
EFT8359	18/02/2016	CDA Air Conditioning & Refrigeration	2 A/C supplied and installed	$5,370.00
EFT8362	18/02/2016	COMBINED PEST CONTROL WA	spider fly & mosquito exterior only - caravan park	$5,406.50
EFT8367	18/02/2016	DAVES TREE SERVICE	trim & shape street trees in Narembeen	$8,690.00
EFT8370	18/02/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	10mm washed single size granite (2x904NB- 2xNB7645)	$11,994.35
EFT8378	18/02/2016	MERREDIN TOYOTA(RYAMAR PTY LTD)	Toyota kluger GXL 2WD	$28,411.30
EFT8382	18/02/2016	NAREMBEEN MEDICAL CENTRE	provision of medical services - quarterly fee	$8,965.68
EFT8386	18/02/2016	RSM Painting Pty Ltd	Painting Currall street	$5,500.00
EFT8415	25/02/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	$7,923.46
EFT8416	26/02/2016	DONOVAN FORD	New Utility - NB6761 engine# P4AT	$61,271.00
10778	04/02/2016	WATER CORPORATION	water charges - sport ground lot 27984 (using water for Bruce Rock Narembeen rd)	$27,696.97
10779	17/02/2016	SYNERGY -WESTERN POWER	electricity charges - Narembeen Swimming Pool estimated 15/16 portion of overdue account swimming pool estimated consumption 01/07/15 - 15/02/16	$24,046.63
		WAGES AND SALARIES	28.01.2016-10.02.2016	$54,543.45
		WAGES AND SALARIES	11.02.2016-24.02.2016	$55,771.99

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
(c) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS:

Shire of Narembeen 2015/2016 Operating Budget

POLICY IMPLICATIONS:

Nil

COMMUNITY STRATEGIC PLAN IMPLICATIONS:

Nil

OFFICER RECOMMENDATION

MIN MOTION Moved Cr 2nd Cr

1. That Council receive the Schedule of Accounts for February 2016.
2. That Council receive the Corporate Card Activity Statement for the month of February 2016.

COUNCIL RESOLUTION

MIN6161/16 MOTION Moved: Cr. Hardham 2nd: Cr. Parsons

1. That Council receive the Schedule of Accounts for February 2016.
2. That Council receive the Corporate Card Activity Statement for the month of February 2016.

CARRIED 5/0

SHIRE OF NAREMBEEN

SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 16TH MARCH 2016
MUNICIPAL ACCOUNT

Chq/EFT	Date	Name	Description	Amount
EFT8283	01/02/2016	AMP Life Limited	Superannuation contributions	$223.80
EFT8284	01/02/2016	AUSTRALIAN SUPER	Superannuation contributions	$486.44
EFT8285	01/02/2016	BT Wrap	Superannuation contributions	$214.44
EFT8286	01/02/2016	CBUS Super	Superannuation contributions	$488.66
EFT8287	01/02/2016	Concept One Superannuation	Superannuation contributions	$540.53
EFT8288	01/02/2016	Plum Super Fund	Superannuation contributions	$214.44
EFT8289	01/02/2016	Prime Superannuation Fund	Superannuation contributions	$13.05
EFT8290	01/02/2016	The Tudor Superannuation Fund Wogarl Pastoral Company Pty Ltd	Superannuation contributions	$205.20
EFT8291	01/02/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	$7,628.08
EFT8292	04/02/2016	AG IMPLEMENTS NAREMBEEN	service and repair water tanker (NB5868)	$10,225.78
EFT8293	04/02/2016	ALL WAYS FOODS	kilbac, CNC cleaner, toilet paper, hand towels, hand soap, bleach & softer - cleaning products	$636.00
EFT8294	04/02/2016	AMPAC Debt Recovery (WA) Pty Ltd	rate recovery - 33 thomas street	$290.40
EFT8295	04/02/2016	APRA LTD	narembeen shire music on hold - 1 to 5 lines	$153.75
EFT8296	04/02/2016	AUSTRALIAN SERVICES UNION	Payroll deductions	$77.40
EFT8297	04/02/2016	BK AIR AND SERVICES	supply & installation of window treatment to 15 Northmore Street	$1,589.00
EFT8298	04/02/2016	BROWNLEYS PLUMBING AND GAS	install and commission stoves at 15 Northmore Street	$1,604.90
EFT8299	04/02/2016	Best Office Systems	Toner	$375.71
EFT8300	04/02/2016	Bitutek Pty Ltd	supply, spray and sealing bitumen for Bruce Rock Narembeen Rd	$53,854.82
EFT8301	04/02/2016	CIVIC LEGAL	preofessional fees: lease to narembeen club inc	$2,598.80
EFT8302	04/02/2016	CJB Carpentry	installation of colour bond fencing at 26 Thomas Street, North & West Boundary. remove 2x tree stumps, remove existing gate post & backfill holes, remove rubbish.	$17,480.00
EFT8303	04/02/2016	CJD EQUIPMENT PTY LTD	bolt edge x1 bolt egde x 2 flange nut x 25 square neck screw x 25	$1,727.83
EFT8304	04/02/2016	CODY EXPRESS TRANSPORT	freight - pipe for bruce rock narembeen rd	$232.08
EFT8305	04/02/2016	Dave's Steam Clean Solutions	steam cleaning 2 bedrooms & loungeroom - 3/33 Currall Street	$330.00
EFT8306	04/02/2016	Felton Industries	3x 4 sided jumbo park setting - narembeen swimming pool	$6,125.90
EFT8307	04/02/2016	GRAY AND LEWIS PLANNING CONSULTANTS	professional fees- amendment 6 - lodge with WAPC for final approval (included council reports, advertising information, WAPC checklist ect)	$327.31
EFT8308	04/02/2016	IRRI-TEC	supply new parts ex victoria for reconditioning of filtomat 104LT fully automatic slef flushing filter with suggested parts required.	$4,246.00
EFT8309	04/02/2016	JR AND A HERSEY PTY LTD	6x sisalkraft 600mmx100mm 1x tigger action grease gun 1x 70cm grease flex 100x caution tape 12x spectacle w/round ploy smoke 12x wolf clear lense 2x s/vest yellow no tape XL 1x 10 side quad brush head	$1,741.81
EFT8310	04/02/2016	Landgate	land enquiry x 2	$24.60
EFT8311	04/02/2016	NAREMBEEN ENGINEERING AND STEEL SUPPLIES	2x 50mm e type couplings 2x 50mm d type couplings 2x 50mm dc type couplings	$133.10
EFT8312	04/02/2016	NAREMBEEN HARDWARE & AG SUPPLIES - BUILDING A/C	paveset and bulk screw order	$3,939.97
EFT8313	04/02/2016	NAREMBEEN HARDWARE AND AG SUPPLIES	1x ladder 3 step 1x ladder 3 step tray	$337.58
EFT8314	04/02/2016	NAREMBEEN MEDICAL CENTRE	employment medical - Glen Sands	$130.00
EFT8315	04/02/2016	NAREMBEEN RURAL NEWSAGENCY	newspaper, stationary for shire office	$275.72
EFT8316	04/02/2016	NESS GAS SUPPLIES	2x 45kg gas bottle for 15 Northmore Street	$480.00
EFT8317	04/02/2016	Narembeen Community Resource Centre	20 letter (australia day) & labels postage - 13 letters	$50.85
EFT8318	04/02/2016	Narrogin Furnishings - Furniture Court	IRE 3/8 Churchill Street - new carpet and vinyl flooring	$16,259.00
EFT8319	04/02/2016	P M Services Narembeen	waste transfer station attendance hours for Jan 16th - Jan 29th	$2,496.00
EFT8320	04/02/2016	QUAIRADING EARTHMOVING	trasport on low loader - mobilise D8t Dozer to Tank Rd North Plant hire caterpillar D8T dozer - win and stockpile apx 6000m3 gravel Tank Rd North	$5,002.25
EFT8321	04/02/2016	ROCLA PIPELINE PRODUCTS	1x 300 plastream x 6m 3x flush 300x2.44 class 4 4x sandband 300mm	$2,226.62
EFT8322	04/02/2016	Rob Roy Panelbeaters	panelbeating for 1NB	$500.00
EFT8323	04/02/2016	SHERIDANS FOR BADGES	Badge Glen Sands	$45.76
EFT8324	04/02/2016	SHIRE OF NAREMBEEN PAYROLL DEDUCTIONS	Payroll deductions	$210.00
EFT8325	04/02/2016	STS Health	service and calibrate autoclave	$886.60
EFT8326	04/02/2016	Solum Wheatbelt Business Solutions	Strategic community plan	$599.00

EFT8327	04/02/2016	TOLL IPEC PTY LTD	Freight	$32.40
EFT8328	04/02/2016	The Workwear Group Pty Ltd	Yvonne uniform	$270.60
EFT8329	04/02/2016	Truck Centre (WA) Pty Ltd	2x locking device 1x glass freight	$480.49
EFT8330	04/02/2016	WALGA	2016 WA Transport & Roads Forum - 12th February 2016 (Arthur Cousins)	$50.00
EFT8331	04/02/2016	Winstons Meat and Provisions	Australia day meat	$267.05
EFT8332	04/02/2016	aust post	shire office postage for January 2016	$147.00
EFT8333	04/02/2016	ixom	2x cyclinder 70kg chlorine	$84.57
EFT8334	04/02/2016	THE MILLER SUPERANNUATION FUND	Superannuation contributions	$28.85
EFT8335	05/02/2016	Bankwest	Mantra on Murray - Accommodationfor Cr Cole	$1,039.53
EFT8336	10/02/2016	WESTRAC EQUIPMENT PTY LTD	purchase new cat grader serial# b9200361	$396,000.00
EFT8337	11/02/2016	Liberty Oil Rural Pty Ltd	23000L of diesel @ $0.924 cents per litre	$21,252.00
EFT8338	15/02/2016	AMP Life Limited	Superannuation contributions	$223.80
EFT8340	15/02/2016	AUSTRALIAN SUPER	Superannuation contributions	$457.59
EFT8341	15/02/2016	BT Wrap	Superannuation contributions	$214.44
EFT8342	15/02/2016	CBUS Super	Superannuation contributions	$488.66
EFT8343	15/02/2016	Concept One Superannuation	Superannuation contributions	$594.12
EFT8344	15/02/2016	Plum Super Fund	Superannuation contributions	$214.44
EFT8345	15/02/2016	Prime Superannuation Fund	Superannuation contributions	$130.45
EFT8347	15/02/2016	The Tudor Superannuation Fund Wogarl Pastoral Company Pty Ltd	Superannuation contributions	$228.00
EFT8348	15/02/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	$7,699.19
EFT8351	17/02/2016	Artra	50% DEPOSIT for commencemnet of manufacture of kitchen and bar cabinetry for the narembeen shire council chambers	$17,531.25
EFT8352	18/02/2016	AG IMPLEMENTS NAREMBEEN	oil filter, filter element & fuel filter	$595.03
EFT8353	18/02/2016	AUSTRALIAN SERVICES UNION	Payroll deductions	$77.40
EFT8354	18/02/2016	AUSTRALIAN TAXATION OFFICE	BAS January 2016	$18,061.00
EFT8355	18/02/2016	AVON WASTE	Rubbish services	$15,533.80
EFT8356	18/02/2016	Ag Implements Quairading	durg & alcohol test - Glen Sands	$55.50
EFT8357	18/02/2016	BOC GASES	oxygen indust g size dissolved acetylene g size argoshield 52 g size nitrogen indust dry d size	$47.16
EFT8358	18/02/2016	Bron Hooper	Sheree's gift	$117.41
EFT8359	18/02/2016	CDA Air Conditioning & Refrigeration	2 A/C supplied and installed	$5,370.00
EFT8360	18/02/2016	CHATFIELDS	128 x trees for cramphorn rd - used KJ & C Kerse	$166.32
EFT8361	18/02/2016	CJD EQUIPMENT PTY LTD	lens for case loader NB7108	$70.79
EFT8362	18/02/2016	COMBINED PEST CONTROL WA	spider fly & mosquito exterior only - caravan park	$5,406.50
EFT8363	18/02/2016	CONCEPT MEDIA (WA) PTY LTD	have a go newspaper - January 2016 (travel page)	$699.60
EFT8364	18/02/2016	COVS	1x r clip assortment	$98.55
EFT8365	18/02/2016	Commander Australia	22/12/15 - 21/01/16 phone charges	$75.41
EFT8366	18/02/2016	Compressed Air Installation WA	onsite pressure vessel inspection - report to AS3788 and Worksafe WA registration. 18/01/2016 PV16010798 PV16010799	$1,228.68
EFT8367	18/02/2016	DAVES TREE SERVICE	trim & shape street trees in narembeen	$8,690.00
EFT8368	18/02/2016	GREAT SOUTHERN FUEL SUPPLIES	fuel for 1NB	$82.50
EFT8369	18/02/2016	Glen Sands	relocation expenses - glen sands	$1,500.00
EFT8370	18/02/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	10mm washed single size granite (2x904NB- 2xNB7645)	$11,994.35
EFT8371	18/02/2016	INTEGRA SERVICES	replace 30kw pump soft starter	$1,103.98
EFT8372	18/02/2016	IT Vision User Group Inc	it vision user group membership subscription 2015/2016	$715.00
EFT8373	18/02/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	LGMA Intergrated Planners Network PD Day - member registration (Garry Gregan)	$40.00
EFT8374	18/02/2016	Landgate	minimum charge	$37.50
EFT8375	18/02/2016	Liberty Oil Rural Pty Ltd	ecoblue x1000lt	$800.00
EFT8376	18/02/2016	MCINTOSH AND SON	radio/cd player w/ bluetooth kit	$733.07
EFT8377	18/02/2016	MERREDIN FREIGHTLINES	freight - ixom chlorine cylinder 70kg x 2	$875.07
EFT8378	18/02/2016	MERREDIN TOYOTA(RYAMAR PTY LTD)	Toyota kluger GXL 2WD	$28,411.30
EFT8379	18/02/2016	Marketforce	wednesday - local gov vacancies (the west australian) saturday - local gov vacancies	$1,000.77
EFT8380	18/02/2016	NAREMBEEN HARDWARE & AG SUPPLIES - SHIRE WORKSHOP	1x bare essential linch pin 1x drawbar pin 3/4 10x tape teflon pink 1x tool air gun 1x 1/4 adaptor 1x 1/4 nitto coupling	$137.79
EFT8381	18/02/2016	NAREMBEEN IGA	Oven	$1,528.65
EFT8382	18/02/2016	NAREMBEEN MEDICAL CENTRE	provision of medical services - quarterly fee	$8,965.68
EFT8383	18/02/2016	Narembeen Community Resource Centre	2016 rubbish collection calendars - 550 desktop publishing - edit calendar	$650.00
EFT8384	18/02/2016	Narembeen P & C Association	compensation for P&C crop @ Lot 100 Narembeen South Rd	$500.00
EFT8385	18/02/2016	P M Services Narembeen	Jan 30 - Feb 12	$2,496.00
EFT8386	18/02/2016	RSM Painting Pty Ltd	Painting Currall street	$5,500.00
EFT8387	18/02/2016	Rob Roy Panelbeaters	supply & fit windscreen	$546.29
EFT8388	18/02/2016	SHIRE OF MERREDIN	street sweeping x 9.5hrs	$2,299.00
EFT8389	18/02/2016	SHIRE OF NAREMBEEN PAYROLL DEDUCTIONS	Payroll deductions	$210.00
EFT8390	18/02/2016	STAR TRACK EXPRESS	freight - CJD equipment	$234.11
EFT8391	18/02/2016	STEPHANIE LAURIE SETTLEMENTS	Amalgamation deposited plan 72475	$1,878.40

EFT8392	18/02/2016	Shenton Pumps	repairs to gas regulator	$2,879.79
EFT8393	18/02/2016	TELSTRA PLANT DAMAGES	1 SERVICE PERSON AND EXTERNAL HIRE	$1,571.21
EFT8394	18/02/2016	TOLL IPEC PTY LTD	freight - pathwest	$8.98
EFT8395	18/02/2016	Truck Centre (WA) Pty Ltd	latch part for NB7704	$233.32
EFT8397	18/02/2016	Waterman Irrigation	4x standpipe remote access charges.	$501.60
EFT8398	18/02/2016	Worldwide Printing Solutions Bentley	Mail stamp	$233.00
EFT8399	18/02/2016	ixom	2x cyclinder 70kg chlorine gas	$956.12
EFT8400	18/02/2016	BROWNLEYS PLUMBING AND GAS	4x 150mm screw caps 4x 230mm cast iron covers narembeen bowling green	$334.40
EFT8401	18/02/2016	HOWARD PORTER PTY LTD	leaf spring 75mm	$191.40
EFT8402	18/02/2016	Narembeen Hotel	staff xmas party	$400.00
EFT8403	18/02/2016	WALGA	11x additional 2016 calendar pads	$97.50
EFT8404	18/02/2016	Worldwide Printing Solutions Bentley	Glen Sands business cards	$112.00
EFT8405	23/02/2016	Prosser Toyota	meter assy - 0NB	$823.80
EFT8406	24/02/2016	Department of Environment Regulation	Narembeen Transfer Station - Licence Renewal L8405/2009/2	$271.56
EFT8407	25/02/2016	AMP Life Limited	Superannuation contributions	$223.80
EFT8408	25/02/2016	AUSTRALIAN SUPER	Superannuation contributions	$472.02
EFT8409	25/02/2016	BT Wrap	Superannuation contributions	$214.44
EFT8410	25/02/2016	CBUS Super	Superannuation contributions	$488.66
EFT8411	25/02/2016	Concept One Superannuation	Superannuation contributions	$594.12
EFT8412	25/02/2016	Plum Super Fund	Superannuation contributions	$214.44
EFT8413	25/02/2016	Prime Superannuation Fund	Superannuation contributions	$130.45
EFT8414	25/02/2016	The Tudor Superannuation Fund Wogarl Pastoral Company Pty Ltd	Superannuation contributions	$159.60
EFT8415	25/02/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	$7,923.46
EFT8416	26/02/2016	DONOVAN FORD	New Utility - NB6761 engin# P4AT	$61,271.00
10776	04/02/2016	SYNERGY -WESTERN POWER	electricity charges for 3/8 churchill street (IRE)	$171.40
10778	04/02/2016	WATER CORPORATION	water charges - sport ground lot 27984 (using water for brucerock narembeen rd)	$27,696.97
10779	17/02/2016	SYNERGY -WESTERN POWER	electricity charges - Narembeen Swimming Pool estimated 15/16 portion of overdue account swimming pool estimated consumption 01/07/15 - 15/02/16	$24,046.63
10780	18/02/2016	Narembeen Netball Club	Christmas councillors dinner	$1,070.00
10781	18/02/2016	SYNERGY -WESTERN POWER	electricity charges for street lighting	$1,432.90
10782	18/02/2016	TELSTRA	phone charges for shire offfice phone, fax, mobiles	$1,969.41
10783	18/02/2016	WATER CORPORATION	water charges for standpipe mt walker rd	$2,796.84
10784	23/02/2016	SYNERGY -WESTERN POWER	electricity charges for narembeen rec centre	$4,378.10
DD8205.1	01/02/2016	WESTNET PTY LTD	Westnet monthly charges	$279.80
DD8207.1	02/02/2016	BUPA AUSTRALIA	DD Heath Insurance CEO	$363.25
DD8223.1	10/02/2016	HBF	HBF - Health - EMCS as per Contract of Employment	$382.45
DD8230.1	22/02/2016	Bankwest	Shire of Narembeen - Registration new Doctors CAr	$1,353.59
290216	01/02/2016	BANKFEES - BANK FEES	BANK FEES	$158.60
290216	01/02/2016	BANKFEES - BANK FEES	BANK FEES	$207.25
		WAGES AND SALARIES	28.01.2016-10.02.2016	$54,543.45
		WAGES AND SALARIES	11.02.2016-24.02.2016	$55,771.99
			TOTAL FOR MUNICIPAL FUND	$980,125.52
301	16/02/2016	John Duffy	REFUND COMMUNITY BUS BOND	$200.00
302	16/02/2016	SHIRE OF NAREMBEEN	RETAIN HOUSING BOND FOR FELICITY MCNALLY AS PER COURT ORDER MER/RSTN/51/2015	$760.00
303	16/02/2016	sharlene miller	REFUND HOUSE BOND - 1/24 DOREEN STREET NAREMBEEN (SHARLENE MILLER)	$1,086.00
EFT8349	16/02/2016	Cr KELLIE MORTIMORE	REFUND CAT TRAP BOND	$50.00
EFT8350	16/02/2016	Joshua Irving	REFUND GYM CARD BOND	$50.00
			TOTAL FOR TRUST FUND	**$2,146.00**

Bankwest Corporate MasterCard Statement

Account Number	5586 0255 5109 0002
Period	5 Jan 16 - 1 Feb 16
Monthly Spend Limit	$10,000

032BC3C 000046 (050N)

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

SUMMARY OF YOUR SPEND

Purchases	$1,014.20
Cash Advances & Balance Transfers	$0.00

MONTHLY TRANSACTION SUMMARY

Date	Description			Debit	Credit
16 JAN 16	TRUCLEEN	BOORAGOON	WA	$227.00	
21 JAN 16	SHIRE OF NAREMBEEN	NAREMBEEN	AUS	$787.20	
Total				$1,014.20	$0.00

Reviewed

Authorised

Terry Crespi
EXECUTIVE MANAGER
CORPORATE SERVICES

032BC3C 000046 000137

Bankwest, a division of Commonwealth Bank of Australia ABN 48 123 123 124 AFSL / Australian credit licence 234945

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Nest

Bankwest

Bankwest Corporate MasterCard Statement

Account Number	5586 0279 0109 9089
Period	5 Jan 16 - 1 Feb 16
Monthly Spend Limit	$10,000

032BC3C 000047 (050N)

MR GARRY JOHN GREGAN
SHIRE OF NAREMBEEN
1 LONGHURST ST
NAREMBEEN WA 6369

SUMMARY OF YOUR SPEND

Purchases	$339.39
Cash Advances & Balance Transfers	$0.00

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
18 JAN 16	GULL TAMMIN ROADHOUSE	TAMMIN	AUS	$40.22	
19 JAN 16	MANTRA ON MURRAY PERT	PERTH		$299.17	
Total				**$339.39**	**$0.00**

Review

Garry Gregan
EXECUTIVE MANAGER
CORPORATE SERVICES

Authorised

Bankwest, a division of Commonwealth Bank of Australia ABN 48 123 123 124 AFSL / Australian credit licence 234945

AGENDA ITEM: 8.5.5 - Financial Report February 2016

Subject:	Financial Report February 2016
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Miss Bonnie Cole, Senior Finance Officer
Date:	3 March 2016
Attachments:	February 2016 Financial Report, CRC February 2016 Financials, February 2016 Bank Reconciliation

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 29th February 2016.

COMMENT

Council's closing position at 29 February 2016 amounts to $2,468,267 with net current assets of $4,791,331 and $1,822,848 which is restricted cash.

CONSULTATION

Senior Finance Officer
Admin Officer
Senior Staff

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Shire of Narembeen 2015/2016 Budget

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

4.20pm - Mr Chris Jackson exited the meeting.
4.24pm - Mr Chris Jackson returned to the meeting.

That Council:

1. Receive the Shire of Narembeen's Financial Report for the month of February 2016;
2. Receive bank reconciliation for the month of February 2016 for the all Shire Bank Accounts; and
3. Receive the Narembeen Community Resource Centre Financial Report for the Month of February 2016.

COUNCIL RESOLUTION

MIN6162/16 MOTION - Moved: Cr. Thomas 2nd: Cr. DeLuis

That Council:

1. *Receive the Shire of Narembeen's Financial Report for the month of February 2016;*
2. *Receive bank reconciliation for the month of February 2016 for the all Shire Bank Accounts; and*
3. *Receive the Narembeen Community Resource Centre Financial Report for the Month of February 2016.*

CARRIED 5/0

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT

For the Period Ended 29 February 2016

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

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Statement of Financial Activity by Program

Statement of Financial Activity By Nature or Type

Statement of Capital Acquisitions and Capital Funding

Statement of Budget Amendments

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Note 2 Explanation of Material Variances

Note 3 Net Current Funding Position

Note 4 Cash and Investments

Note 5 Budget Amendments

Note 6 Receivables

Note 7 Cash Backed Reserves

Note 8 Capital Disposals

Note 9 Rating Information

Note 10 Information on Borrowings

Note 11 Grants and Contributions

Note 12 Trust

Shire of Narembeen
Compilation Report
For the Period Ended 29 February 2016

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 29 February 2016 of $2,468,267.

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

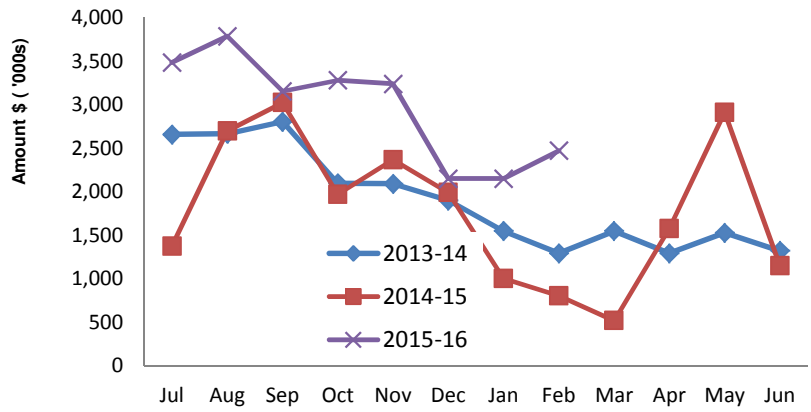
Preparation
Prepared by: Bonnie Cole
Reviewed by: Garry Gregan
Date prepared: 3-Mar-16

Shire of Narembeen

Monthly Summary Information

For the Period Ended 29 February 2016

Liquidity Over the Year (Refer Note 3)



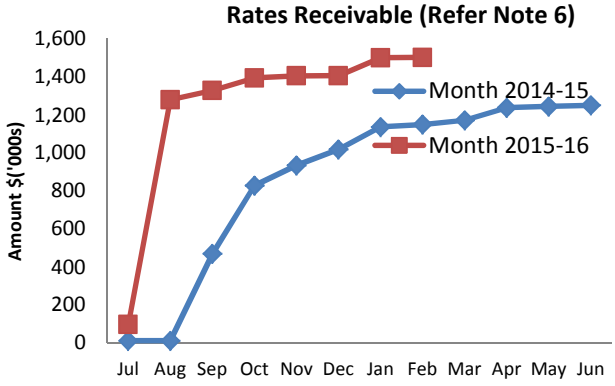
Cash and Cash Equivalents as at period end

Unrestricted	$	2,088,684
Restricted	$	2,322,848
	$	4,411,531

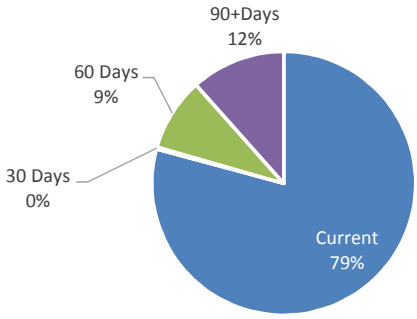
Receivables

Rates	$	222,018
Other	$	69,122
	$	291,140

Rates Receivable (Refer Note 6)



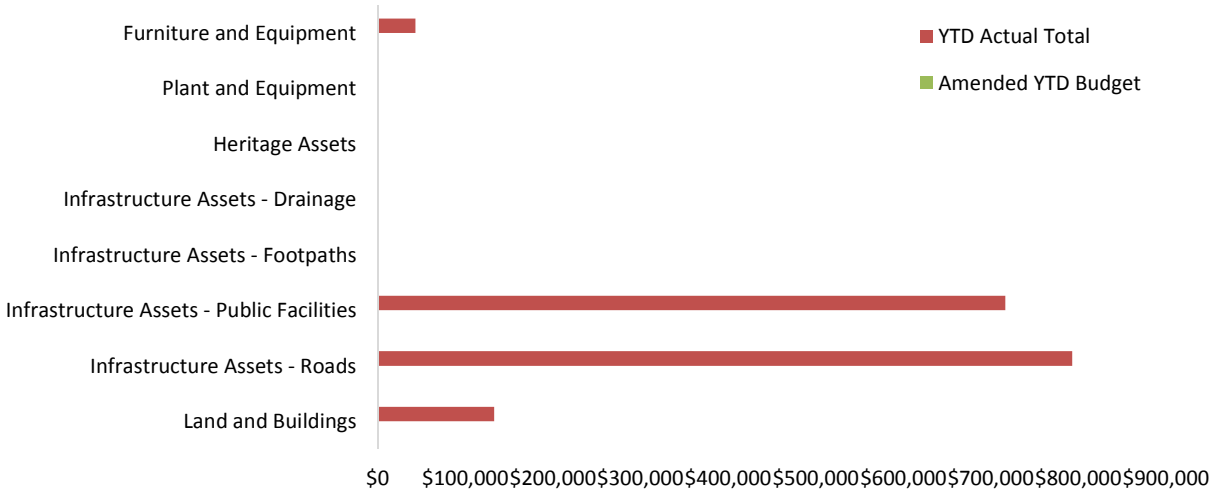
Accounts Receivable Ageing (non- rates) (Refer Note 6)



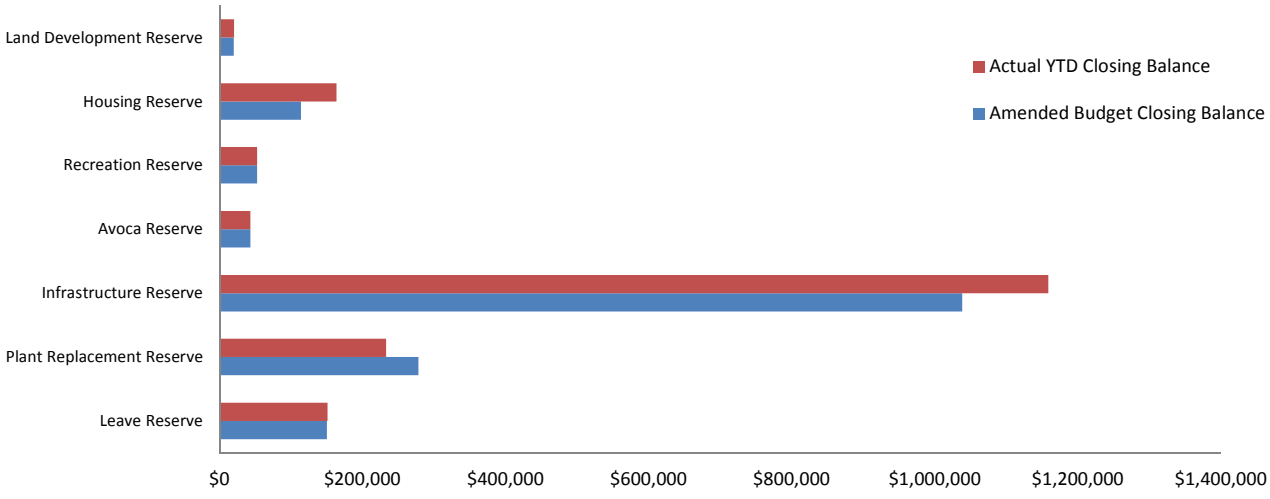
Comments

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

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

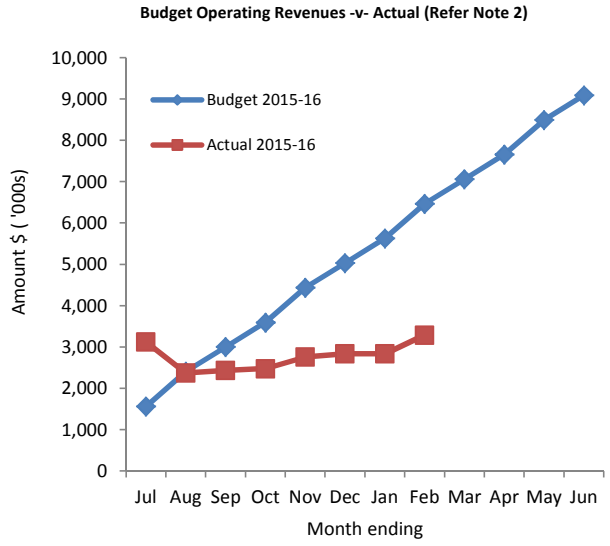
This information is to be read in conjunction with the accompanying Financial Statements and notes.

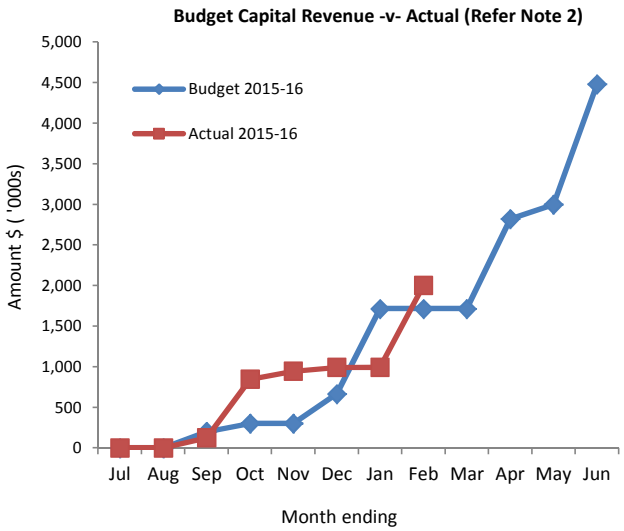
Shire of Narembeen

Monthly Summary Information

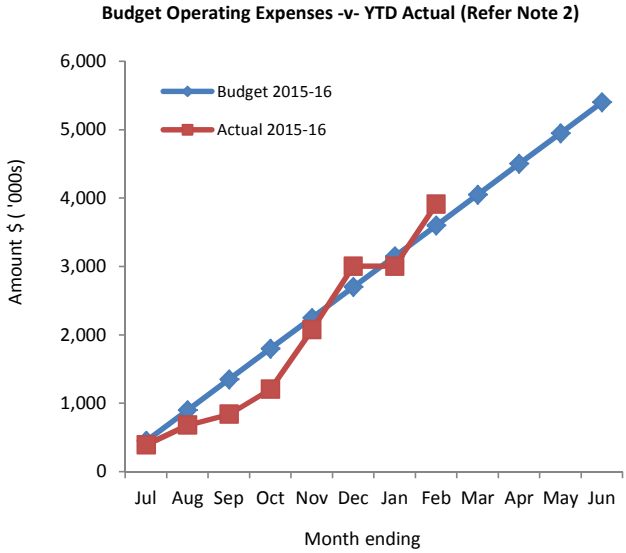
For the Period Ended 29 February 2016

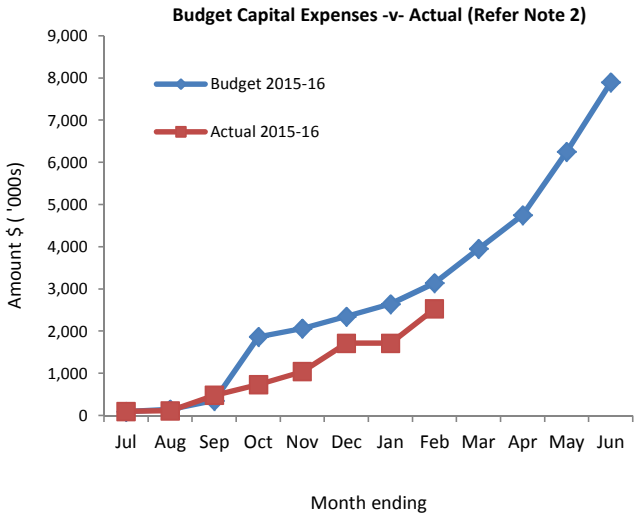
Revenues





Expenditure





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 29 February 2016

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	$	%	
Governance		55,600	41,712	41,007	(705)	(1.69%)	
General Purpose Funding - Rates	9	1,466,550	1,466,550	1,472,381	5,831	0.40%	
General Purpose Funding - Other		1,077,453	868,140	760,621	(107,519)	(12.38%)	▼
Law, Order and Public Safety		75,656	50,424	59,738	9,314	18.47%	▲
Health		0	0	2,678	2,678		
Education and Welfare		0	0	0	0		
Housing		78,842	53,216	50,846	(2,370)	(4.45%)	
Community Amenities		337,737	817,644	165,188	(652,456)	(79.80%)	▼
Recreation and Culture		72,928	138,584	28,979	(109,605)	(79.09%)	▼
Transport		168,400	2,276,000	438,604	(1,837,396)	(80.73%)	▼
Economic Services		197,300	178,184	203,008	24,824	13.93%	▲
Other Property and Services		101,154	67,068	64,615	(2,453)	(3.66%)	
Total Operating Revenue		3,631,619	5,957,522	**3,287,665**	(2,669,857)		
Operating Expense							
Governance		(481,598)	(338,380)	(326,207)	12,173	3.60%	
General Purpose Funding		(98,791)	(65,840)	(57,493)	8,347	12.68%	▲
Law, Order and Public Safety		(120,015)	(79,984)	(55,259)	24,725	30.91%	▲
Health		(215,014)	(143,306)	(146,658)	(3,352)	(2.34%)	
Education and Welfare		0	0	0	0		
Housing		(268,728)	(180,452)	(182,346)	(1,894)	(1.05%)	
Community Amenities		(608,438)	(407,336)	(318,417)	88,919	21.83%	▲
Recreation and Culture		(1,044,357)	(692,010)	(728,888)	(36,878)	(5.33%)	▼
Transport		(2,052,347)	(1,437,708)	(1,613,597)	(175,889)	(12.23%)	▼
Economic Services		(354,836)	(239,786)	(227,533)	12,253	5.11%	▲
Other Property and Services		(185,862)	(97,838)	(251,275)	(153,437)	(156.83%)	▼
Total Operating Expenditure		(5,429,985)	(3,682,640)	**(3,907,674)**	(225,034)		
Funding Balance Adjustments							
Add back Depreciation		1,928,401	1,285,520	1,529,875	244,355	19.01%	▲
Adjust (Profit)/Loss on Asset Disposal	8	156,512		**118,179**	118,179		▲
Adjust Provisions and Accruals		0	0	**33**	33		
Net Cash from Operations		**286,548**	**3,560,402**	**1,028,078**	**(2,532,324)**		
Capital Revenues							
Grants, Subsidies and Contributions	11	4,480,615	1,706,358	**1,706,358**	0	0.00%	
Proceeds from Disposal of Assets	8	272,000	293,782	**293,782**	0	0.00%	
Total Capital Revenues		4,752,615	2,000,140	**2,000,140**	0		
Capital Expenses							
Land Held for Resale		0	0		0		
Land and Buildings	13	(2,099,000)	(66,325)	**(66,325)**	0	0.00%	
Infrastructure - Roads	13	(3,902,507)	(1,087,389)	**(1,087,389)**	0	0.00%	
Infrastructure - Public Facilities	13	(857,599)	(722,045)	**(722,045)**	0	0.00%	
Infrastructure - Footpaths	13	(10,000)	0		0		
Infrastructure - Drainage	13	0	0		0		
Heritage Assets	13	0	0		0		
Plant and Equipment	13	(851,000)	(603,332)	**(603,332)**	0	0.00%	
Furniture and Equipment	13	(120,000)	(47,618)	**(47,618)**	0	0.00%	
Total Capital Expenditure		(7,840,106)	(2,526,709)	**(2,526,709)**	0		
Net Cash from Capital Activities		**(3,087,491)**	**(526,569)**	**(526,569)**			
Financing							
Proceeds from New Debentures		677,000	0				
Proceeds from Advances		0	0				
Self-Supporting Loan Principal		12,128	1,506	**1,506**			
Transfer from Reserves	7	185,000	0				
Advances to Community Groups		0	0				
Repayment of Debentures	10	(96,584)	(63,061)	**(63,061)**			
Transfer to Reserves	7	(191,260)	(132,480)	**(132,480)**			
Net Cash from Financing Activities		**586,284**	**(194,036)**	**(194,036)**			
Net Operations, Capital and Financing		**(2,214,659)**	**2,839,798**	**307,473**			
Opening Funding Surplus(Deficit)	3	**2,160,794**	**2,160,794**	**2,160,794**			
Closing Funding Surplus(Deficit)	3	**(53,865)**	**5,000,592**	**2,468,267**			

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 29 February 2016

	Note	Amended Annual Budget	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	%	
Rates	9	1,466,550	**1,472,381**			
Operating Grants, Subsidies and				0		
Contributions	11	1,511,155	**1,424,221**	1,424,221		▲
Fees and Charges		532,034	**327,551**	327,551		▲
Service Charges		0		0		
Interest Earnings		119,000	**53,785**	53,785		▲
Other Revenue		999	**10,049**	10,049		▲
Profit on Disposal of Assets	8	1,880	**(322)**			
Total Operating Revenue		3,631,618	**3,287,665**	1,815,606		▲
Operating Expense						
Employee Costs		(1,489,766)	**(1,108,158)**	(1,108,158)		▼
Materials and Contracts		(1,356,247)	**(765,785)**	(765,785)		▼
Utility Charges		(200,750)	**(142,065)**	(142,065)		▼
Depreciation on Non-Current Assets		(1,928,401)	**(1,529,875)**	(1,529,875)		▼
Interest Expenses		(68,671)	**(22,749)**	(22,749)		▼
Insurance Expenses		(210,758)	**(206,971)**	(206,971)		▼
Other Expenditure		(16,999)	**(14,214)**	(14,214)		▼
Loss on Disposal of Assets	8	(158,392)	**(117,857)**			
Total Operating Expenditure		(5,429,984)	**(3,907,674)**	(3,789,817)		▼
Funding Balance Adjustments						
Add back Depreciation		1,928,401	**1,529,875**	1,529,875		▲
Adjust (Profit)/Loss on Asset Disposal	8	156,512	**118,179**	118,179		▲
Adjust Provisions and Accruals			**33**	33		
Net Cash from Operations		**286,547**	**1,028,078**	**(326,124)**		
Capital Revenues						
Grants, Subsidies and Contributions	11	4,480,615	**1,706,358**	1,706,358		▲
Proceeds from Disposal of Assets	8	272,000	**293,782**	293,782		▲
Total Capital Revenues		4,752,615	**2,000,140**	2,000,140		
Capital Expenses						
Land Held for Resale		0	0	0		
Land and Buildings	13	(2,099,000)	(66,325)	(66,325)		▼
Infrastructure - Roads	13	(3,902,507)	(1,087,389)	(1,087,389)		▼
Infrastructure - Public Facilities	13	(857,599)	(722,045)	(722,045)		▼
Infrastructure - Footpaths	13	(10,000)	0	0		
Infrastructure - Drainage	13	0	0	0		
Heritage Assets	13	0	0	0		
Plant and Equipment	13	(851,000)	(603,332)	(603,332)		▼
Furniture and Equipment	13	(120,000)	(47,618)	(47,618)		▼
Total Capital Expenditure		(7,840,106)	**(2,526,709)**	(2,526,709)		
Net Cash from Capital Activities		**(3,087,491)**	**(526,569)**	**(526,569)**		
Financing						
Proceeds from New Debentures		677,000		0		
Proceeds from Advances		0		0		
Self-Supporting Loan Principal		12,128	**1,506**	1,506		
Transfer from Reserves	7	185,000		0		
Advances to Community Groups		0		0		
Repayment of Debentures	10	(96,584)	**(63,061)**	(63,061)		
Transfer to Reserves	7	(191,260)	**(132,480)**	(132,480)		
Net Cash from Financing Activities		**586,284**	**(194,036)**	**(194,036)**		
Net Operations, Capital and Financing		**(2,214,660)**	**307,473**	**(1,046,729)**		
Opening Funding Surplus(Deficit)	3	**2,160,794**	**2,160,794**		0.00%	
Closing Funding Surplus(Deficit)	3	**(53,866)**	**2,468,267**	**(1,046,729)**		

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

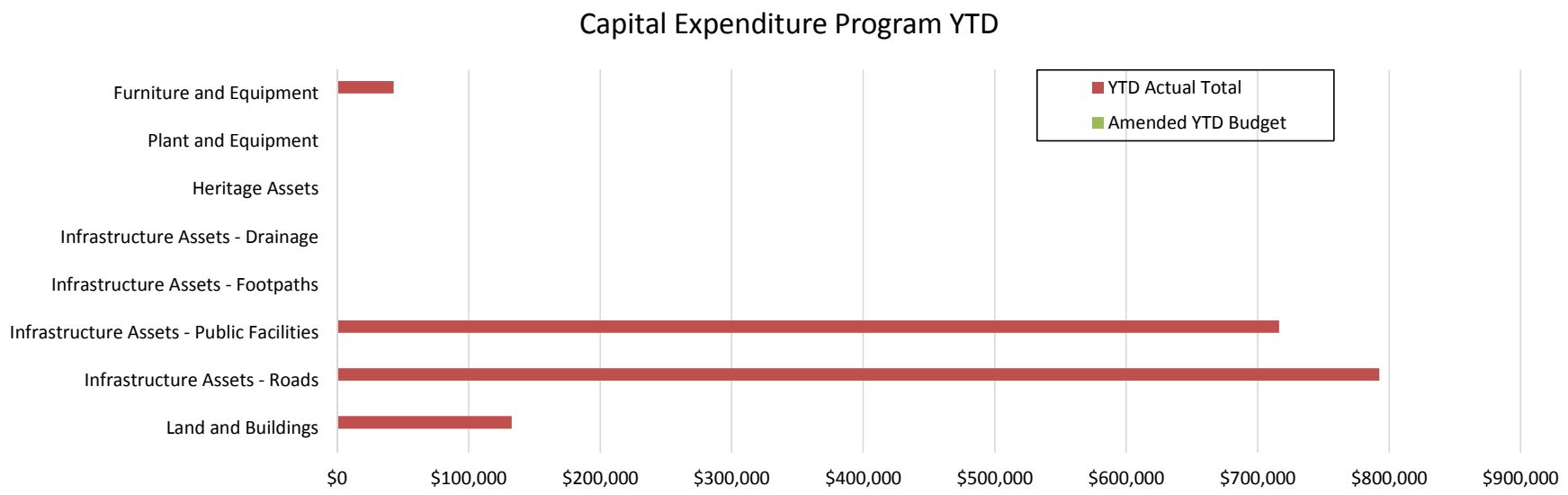
SHIRE OF NAREMBEEN
STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING
For the Period Ended 29 February 2016

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD 29 02 2016 Amended YTD Budget (d)	YTD 29 02 2016 Amended Annual Budget	Variance (d) - (c)
		$	$	$	$	$	$
Land and Buildings	13	66,325	66,325	132,650		2,116,000	132,650
Infrastructure Assets - Roads	13	792,325		792,325		3,991,057	792,325
Infrastructure Assets - Public Facilities	13	666,140	50,135	716,275		700,000	716,275
Infrastructure Assets - Footpaths	13					10,000	
Infrastructure Assets - Drainage	13						
Heritage Assets	13						
Plant and Equipment	13					964,000	
Furniture and Equipment	13	42,744		42,744		120,000	42,744
Capital Expenditure Totals		1,567,534	116,461	1,683,994		7,901,057	1,683,994

Funded By:

Capital Grants and Contributions	**4,423,715**	**1,706,358**	**4,423,715**	**2,717,357**
Borrowings	**677,000**		**677,000**	**677,000**
Other (Disposals & C/Fwd)		**293,782**	**272,000**	**(293,782)**
Own Source Funding - Cash Backed Reserves				
Infrastructure Reserve	0	0	0	
Pensioner Unit Maintenance Reserve	0	0	0	
Plant Replacement Reserve	0	0	0	
Total Own Source Funding - Cash Backed Reserves			**185,000**	
Own Source Funding - Operations	**(3,416,721)**	**(2,000,140)**	**2,343,342**	**(1,416,581)**
Capital Funding Total	**1,683,994**		**7,901,057**	**1,683,994**

Comments and graphs



SHIRE OF NAREMBEEN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 29 February 2016

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	$	$	$	$
Governance	41,600		41,600	
General Purpose Funding - Rates	1,466,550		1,466,550	
General Purpose Funding - Other	2,082,382		2,082,382	
Law, Order and Public Safety	75,656		75,656	
Health	0		0	
Education and Welfare	0		0	
Housing	78,842		78,842	
Community Amenities	1,442,737		1,442,737	
Recreation and Culture	192,928		192,928	
Transport	3,414,015		3,414,015	
Economic Services	201,300		201,300	
Other Property and Services	101,154		101,154	
Total Operating Revenue	9,097,164	0	9,097,164	0
Operating Expense				
Governance	(450,736)		(450,736)	
General Purpose Funding	(98,791)		(98,791)	
Law, Order and Public Safety	(120,015)		(120,015)	
Health	(185,627)	(3,958)	(189,585)	
Education and Welfare	0		0	
Housing	(146,765)		(146,765)	
Community Amenities	(644,305)		(644,305)	
Recreation and Culture	(993,179)	(15,000)	(1,008,179)	
Transport	(2,157,847)		(2,157,847)	
Economic Services	(354,836)		(354,836)	
Other Property and Services	(167,402)		(167,402)	
Total Operating Expenditure	(5,319,503)	(18,958)	(5,338,461)	0
Funding Balance Adjustments				
Add back Depreciation	1,919,268		1,919,268	
Adjust (Profit)/Loss on Asset Disposal	168,135		168,135	
Adjust Provisions and Accruals			0	0
Net Cash from Operations	**5,865,064**	**(18,958)**	**5,846,106**	
Capital Revenues				
Grants, Subsidies and Contributions			0	
Proceeds from Disposal of Assets	351,000		351,000	
Proceeds from Sale of Investments	0		0	
Total Capital Revenues	351,000	0	351,000	0
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings	(2,126,000)	(8,000)	(2,134,000)	
Infrastructure - Roads	(3,991,057)		(3,991,057)	
Infrastructure - Public Facilities	(700,000)		(700,000)	
Infrastructure - Footpaths	(10,000)		(10,000)	
Infrastructure - Drainage	0		0	
Heritage Assets			0	
Plant and Equipment	(964,000)		(964,000)	
Furniture and Equipment	(110,000)		(110,000)	
Total Capital Expenditure	(7,901,057)	(8,000)	(7,909,057)	0
Net Cash from Capital Activities	**(7,550,057)**	**(8,000)**	**(7,558,057)**	

Financing				
Proceeds from New Debentures	677,000		677,000	
Proceeds from Advances	0		0	
Self-Supporting Loan Principal	12,128		12,128	
Transfer from Reserves	185,000		185,000	
Purchase of Investments	0		0	
Advances to Community Groups	0		0	
Repayment of Debentures	(96,584)		(96,584)	
Transfer to Reserves	(270,260)		(270,260)	
Net Cash from Financing Activities	**507,284**		**507,284**	
Net Operations, Capital and Financing	**(1,177,709)**	**(26,958)**	**(1,204,667)**	
Opening Funding Surplus(Deficit)	**1,177,709**		1,177,709	**1,177,709**
Closing Funding Surplus(Deficit)		**(26,958)**	**(26,958)**	**1,177,709**

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

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.

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.

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.

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.

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.

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.

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 29 February 2016

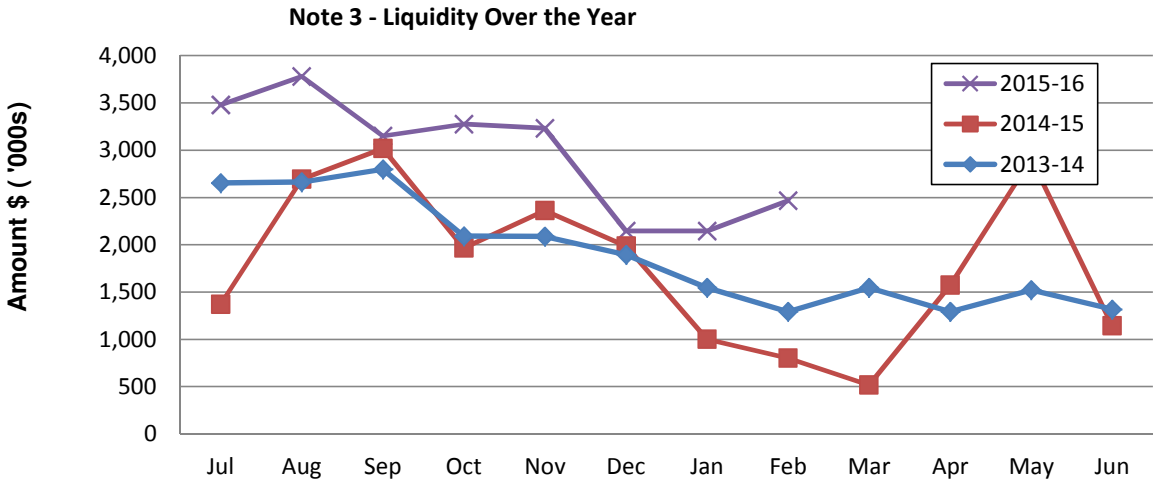
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	$	%			
Governance	(705)	(1.69%)			
General Purpose Funding - Rates	5,831	0.40%			
General Purpose Funding - Other	(107,519)	(12.38%)	▼	Timing	Budget Profile - Timing allocation
Law, Order and Public Safety	9,314	18.47%	▲		
Health	2,678				
Education and Welfare	0				
Housing	(2,370)	(4.45%)			
Community Amenities	(652,456)	(79.80%)	▼	Permanent	NSRF Funding not received
Recreation and Culture	(109,605)	(79.09%)	▼	Timing	DSR Funding not yet received
Transport	(1,837,396)	(80.73%)	▼	Timing	R2R funds rceipted as capital income
Economic Services	24,824	13.93%	▲	Timing	Skeleton Weed invoiced earlier than anticipated
Other Property and Services	(2,453)	(3.66%)			
Operating Expenditure					
Governance	12,173	3.60%			
General Purpose Funding	8,347	12.68%	▲		
Law, Order and Public Safety	24,725	30.91%	▲		
Health	(3,352)	(2.34%)			
Education and Welfare	0				
Housing	(1,894)	(1.05%)			
Community Amenities	88,919	21.83%	▲	Timing	Transfer station costs not paid to date.
Recreation and Culture	(36,878)	(5.33%)	▼		
Transport	(175,889)	(12.23%)	▼	Timing	Road Maintenance undertaken before capital works
Economic Services	12,253	5.11%	▲		
Other Property and Services	(153,437)	(156.83%)	▼	Timing	Maintenance on commercial buildings & POC not allocated.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 3: NET CURRENT FUNDING POSITION

	Note	YTD 29 Feb 2016	Previous Period	Same Period Last year
		Positive=Surplus (Negative=Deficit)		
		$	$	$
Current Assets				
Cash Unrestricted	4	2,088,684	1,762,864	572,242
Cash Restricted	4	2,322,848	2,321,922	1,685,016
Receivables - Rates	6	198,137	224,765	192,963
Receivables -Other	6	174,645	28,796	85,899
Inventories		7,017	7,017	11,811
		4,791,331	4,345,365	2,547,930
Less: Current Liabilities				
Payables		(240,363)	(180,820)	(372,106)
Provisions		(287,250)	(287,250)	(247,950)
		(527,612)	(468,069)	(620,056)
Less: Cash Reserves	7	(1,822,848)	(1,873,668)	(1,685,016)
Net Adjustment for Borrowings.		27,397	42,857	26,271
Net Current Funding Position		**2,468,267**	**2,046,484**	**269,130**



Comments - Net Current Funding Position

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted $	Restricted $	Trust $	CRC $	Total Amount $	Institution	Maturity Date
(a) **Cash Deposits**								
Municipal Account	0.01%	2,377,105				2,377,105	BankWest	At Call
Operating Account	0.01%				12,111	12,111	Bankwest	At Call
Trust Bank Account	0.01%			22,998		22,998	BankWest	At Call
Reserve Account	1.25%		1,822,848			1,822,848	BankWest	At Call
Cash Management Account	1.25%	371,735				371,735	BankWest	At Call
Loan Funds	1.25%		800,000			800,000	BankWest	At Call
						0		
(b) **Term Deposits**						0		
Gold Term Desposit	2.50%				65,000	65,000	BankWest	23-Jun-16
Total		2,748,840	2,622,848	22,998	77,111	5,471,797		

Comments/Notes - Investments

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus				
	Permanent Changes						
	Opening surplus adjustment	6141/16		983,085			983,085
1627	Repairs to Retaining Wall Admin Garden	6033/15	Capital Expenses			**(8,000)**	975,085
1111102	Interpretation Plan for Lesser Hall	6063/15	Operating Expenses			(15,000)	960,085
7511020	Additional Computer for Medical Centre	6070/15	Operating Expenses			(3,958)	956,127
3221100	FAG Grant	6141/16	Operating Revenue			(580,775)	375,352
1212500	FAG Grant	6141/16	Operating Revenue			(424,156)	(48,804)
4226000	Admin Income	6141/16	Operating Revenue		14,000		(34,804)
1312300	Skeleton Weed Grant	6141/16	Operating Revenue			(14,000)	(48,804)
1322100	Caravan Park Income	6141/16	Operating Revenue		10,000		(38,804)
1132100	Rec and Sport other Income	6141/16	Capital Revenue		10,000		(28,804)
4211021	Building Maintenance Salaries - Admin	6141/16	Operating Expenses			(7,485)	(36,289)
9111034	Building Maintenance Salaries - Staff Housing	6141/16	Operating Expenses			(18,259)	(54,548)
9226000	Building Maintenance Salaries - Other Housing	6141/16	Operating Expenses			(18,203)	(72,751)
1131203	Building Maintenance Salaries - Recreation	6141/16	Operating Expenses			(9,745)	(82,496)
1482117	Building Maintenance Salaries - Commercial Buildings	6141/16	Operating Expenses			(11,660)	(94,156)
4211300	Admin Office Computer Equipment	6141/16	Operating Expenses			(5,000)	(99,156)
4211400	Admi Telephone	6141/16	Operating Expenses			(10,000)	(109,156)
4212200	Asset Valuations	6141/16	Operating Expenses			(5,000)	(114,156)
7511020	Doctors Surgery	6141/16	Operating Expenses			(29,387)	(143,543)
1021104	Depreciation - Sanitation	6141/16	Operating Expenses			(9,133)	(152,676)
1051111	CRC Wages	6141/16	Operating Expenses		40,000		(112,676)
1131102	Rec Centre Maintenance	6141/16	Operating Expenses			(26,432)	(139,108)
4211100	Admin Printing & Stationery	6141/16	Operating Expenses			(5,000)	(144,108)
5312000	Review of Local Laws	6141/16	Operating Expenses		5,000		(139,108)
1221102	Depot Maintenance	6141/16	Operating Expenses		20,000		(119,108)
1431400	Office Costs - Depot	6141/16	Operating Expenses			(6,800)	(125,908)
1605	15 Northmore - Fence	6141/16	Capital Expenses			(5,000)	(130,908)
1615	NB1 Replace	6141/16	Capital Expenses		5,000		(125,908)
1613	1NB Replace	6141/16	Capital Expenses		60,000		(65,908)
1618	Grader	6141/16	Capital Expenses		25,000		(40,908)
1530	Sign Trailer	6141/16	Capital Expenses		3,000		(37,908)
1532	Bowling Greens	6141/16	Capital Expenses			(100,000)	(137,908)
1601	Community Bus Shed Upgrade	6141/16	Capital Expenses		30,000		(107,908)
1619	Roller	6141/16	Capital Expenses		20,000		(87,908)
1519	Netball Courts	6141/16	Capital Expenses			(17,600)	(105,508)
1625	Wogarl Muntadgin Road Resheet	6141/16	Capital Expenses		48,550		(56,958)
1426	Wilson Road Resheet	6141/16	Capital Expenses		40,000		(16,958)
1011131	Bendering Landfill Management	6124/16	Operating Expenses			(15,000)	(31,958)
				983,085	330,550	(1,330,593)	

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

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

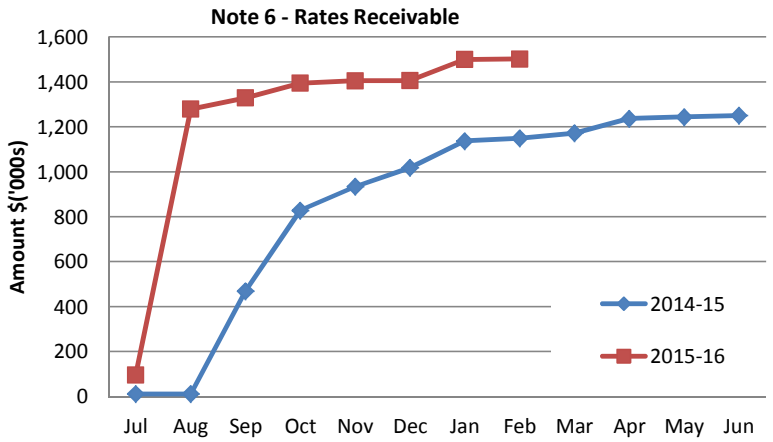
A number of additional operating actions were forecast to be undertaken during the current period of the Corporate Business Plan CBP which result in additional operating expenditure or revenue. The additional activities for the current year are summarised below along with the amount included within the 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 29 February 2016

Note 6: RECEIVABLES

Receivables - Rates Receivable	YTD 29 Feb 2016	30 June 2014
	$	$
Opening Arrears Previous Years	106,645	106,645
Levied this year	1,506,949	
Less Collections to date	(1,391,576)	
Equals Current Outstanding	**222,018**	**106,645**
Net Rates Collectable	**222,018**	**106,645**
% Collected	86.24%	0.00%

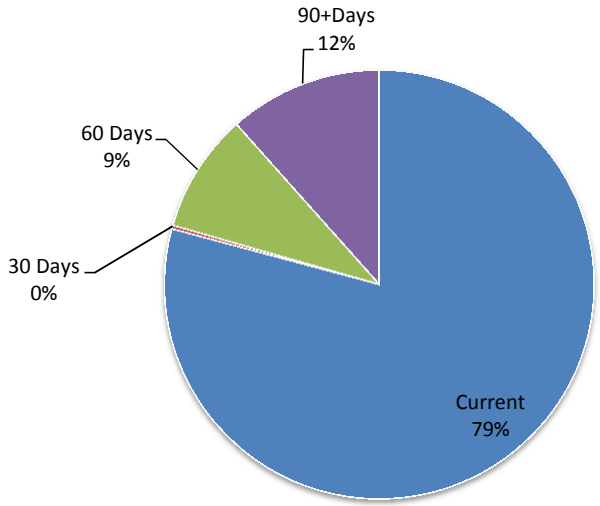


Receivables - General	Current	30 Days	60 Days	90+Days
	$	$	$	$
Receivables - General	54,729	186	6,209	7,998

Total Receivables General Outstanding **69,122**

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables Rates

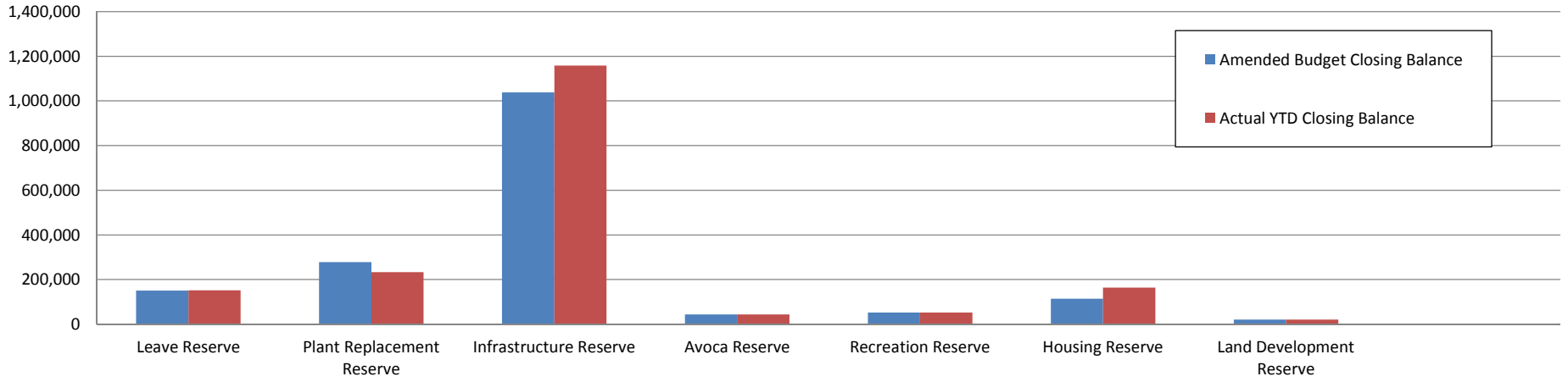
Comments/Notes - Receivables General

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 7: Cash Backed Reserve

2015-16 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	150,434	0	687		0		0		150,434	151,122
Plant Replacement Reserve	232,117	0	1,061	46,216	0		0		278,333	233,178
Infrastructure Reserve	1,153,436	0	5,271	70,044		(185,000)	0		1,038,480	1,158,708
Avoca Reserve	43,103	0	197		0		0		43,103	43,300
Recreation Reserve	52,499	0	240		0		0		52,499	52,739
Housing Reserve	38,777	0	441	75,000	124,308		0		113,777	163,527
Land Development Reserve	20,000	0	274		0		0		20,000	20,274
	1,690,368		**8,172**	**191,260**	**124,308**	**(185,000)**			**1,696,628**	**1,822,848**

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 29 February 2016

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget YTD 29 02 2016			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
$	$	$	$		$	$	$	
			0	**Land & Buildings**				
			0	Lot 12 Dale Crescent	(45,581)		45,581	
			0					
				Furniture & Equipment				
				Dual Processor Computer	(10,000)		10,000	
			0	**Plant and Equipment**			0	
			0	1NB CEO Vehicle	(11,623)	0	11,623	
			0	NB01 EMCS Vehicle	(8,977)	0	8,977	
			0	111NB Doctor's Vehicle	(3,995)	0	3,995	
			0	NB1 WM Vehicle	(4,318)	0	4,318	
			0	NB806 2011 Ford Ranger	(2,100)	0	2,100	
			0	NB175 2011 Ford Ranger	1,880	0	(1,880)	
			0	NB613 2008 Ford Ranger	(1,600)	0	1,600	
			0	Roller	(17,500)	0	17,500	
				Grader	(64,321)		64,321	
					(168,135)		**168,135**	

Comments - Capital Disposal/Replacements

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 9: RATING INFORMATION RATE TYPE	Rate in $	Number of Properties	Rateable Value $	Rate Revenue $	Interim Rates $	Back Rates $	Total Revenue $	Amended Budget Rate Revenue $	Amended Budget Interim Rate $	Amended Budget Back Rate $	Amended Budget Total Revenue $
General Rate											
GRV	0.1105	220	1,768,828	188,607		0	188,607	195,217	0	0	195,217
UV	0.0138	356	93,456,000	1,287,824	(622)	0	1,287,201	1,281,188	0	0	1,281,188
UV Mining	0.0138	2	99,151	1,366	0	0	1,583	1,366	0	0	1,366
Sub-Totals		578	95,323,979	1,477,797	(622)	0	1,477,392	1,477,771	0	0	1,477,771
	Minimum										
Minimum Payment	**$**										
GRV	425.00	37	9,905	8,075	0	0	8,075	8,075	0	0	8,075
UV	425.00	19	498,100	14,875	0	0	14,875	15,725	0	0	15,725
UV Mining	425.00	17	45,284	6,375		0	6,375	7,225	0	0	7,225
Sub-Totals		73	553,289	29,325	0	0	29,325	31,025	0	0	31,025
							1,506,717				1,508,796
Discount							(47,153)				(42,246)
Amount from General Rates							**1,459,564**				**1,466,550**
Ex-Gratia Rates							0				12,830
Specified Area Rates											
Totals							**1,459,564**				**1,479,380**

Comments - Rating Information

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual $	Amended Budget $	Actual $	Amended Budget $	Actual $	Amended Budget $
Loan 119 - CEO House & Subdivision	21,761		7,036	14,286	14,725	7,475	447	1,191
Loan 127 Homes for the Aged (SSL)	14,178		4,486	9,065	9,692	5,113	2,894	5,842
Loan 118 Community Centre	46,385		30,457	30,450	15,928	15,935	1,586	2,543
Loan 123 Tennis Club (SSL)	4,672		1,506	3,063	3,166	1,609	1,138	277
Loan 125 Swimming Pool	267,000		7,431	15,110	259,569	251,890	5,913	17,808
Loan 128 Recreation Centre	776,635		12,145	24,610	764,490	752,025	10,269	41,010
Community Centre		677,000						
	1,130,631	677,000	63,061	96,584	1,067,570	1,034,047	22,247	68,671

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 funsing is received for the project.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2015-16 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	$	$	$	$	$	$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	1,167,247	0	1,167,247	0	146,618	1,020,629
Grants Commission - Roads	WALGGC	Y	775,542	0	775,542	0	87,846	687,696
Ex Gratia Rates	CBH		12,595				12,595	
Instalment Fees			2,000				2,000	
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	26,000	0	26,000	0	0	26,000
ESL Contribution	DFES	Y	4,000		4,000		4,000	0
COMMUNITY AMENITIES								
Community Service Centre	DRD		243,100					
	Fencepost		30,000					
	CRC		65,000					
	NSRF		710,000					
CRC Service Contract Funding	DRD		82,044					
CRC Operational Funding			15,000					
RECREATION AND CULTURE								
Bowling Green Development	Dept. Sport & Recreation	Y	100,000			100,000	0	100,000
Swimming Pool	Dept. Sport & Recreation CPRP	Y	30,000			30,000	0	30,000
TRANSPORT								
Direct Grant	Main Roads	Y	168,400	0	168,400	0	168,400	0
Regional Road Group	Main Roads	Y	397,000	0	0	397,000	158,800	238,200
R2R	Dept. Infrastructure	Y	1,048,615			1,048,615	100,000	948,615
Grain Freight Network	Main Roads		1,800,000	0	0	1,800,000	720,000	1,080,000
ECONOMIC SERVICES								
Skeleton Weed Funding	DAFFWA	Y	154,000	0	154,000	0	154,000	0
TOTALS			**6,830,543**		**2,295,189**	**3,375,615**	**1,554,259**	**4,131,140**
Operating	Operating		2,406,828				575,459	
Non-Operating	Non-operating		4,423,715				978,800	
			6,830,543				1,554,259	

Level of Completion Indicators

0% ○
20% ○
40% ○
60% ◉
80% ○
100% ●

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD 31 03 2015 YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)
	Buildings						
	Community Amenities						
	Community Bus Shed Upgrade	1601	0		$0	0	0
	Community Service Centre Extension	1610	(2,000,000)		$0		
	Arcadian Concepts - Erect Fence	1609	(6,000)		$5,329		
	Community Amenities Total		**(2,006,000)**		**5,329**		
	Governance						
○	Council Kitchen Upgrade	1602	(25,000)		$16,069	16,069	0
●	Council Front Wall	1627	(8,000)	8,000	$10,310	2,310	
	Chambers Carpet Replacement	1603	(10,000)	0	$0	0	
○	**Governance Total**		**(43,000)**	**8,000**	**26,379**	**18,379**	
	Housing						
●	26 Thomas Street - Replace Asbestos Fence	1604	(10,000)		$12,494	12,494	0
●	15 Northomre Street - Replace Asbestos Fence	1605	(11,000)		$13,308	13,308	0
○	3/33 Currall street - Retaining Wall	1606	(7,000)		$0	0	
○	2/24 Doreen Street - Construct Patio	1607	(13,000)		$0	0	
●	26 Hilton Way - Enclose Patio Area	1608	(9,000)		$8,815	8,815	0
○	**Housing Total**		**(50,000)**		**34,617**	**34,617**	
	Recreation And Culture						
	Recreation Centre Completion	1309			$0		
○	**Recreation And Culture Total**						
	Transport						
○							
○	**Transport Total**						
○	Buildings Total		(2,099,000)	8,000	66,325	52,996	0
	Drainage/Culverts						
○	Drainage/Culverts Total		0	0	0	0	0
	Footpaths						
	Transport						
○	Thomas Street Footpath	1430	(10,000)		$0		
○	**Transport Total**		**(10,000)**				
○	Footpaths Total		(10,000)	0	0	0	0
	Furniture & Office Equip.						
	Governance						
○	Council Storage Area C/F	1502	(10,000)		$0	0	0
○	Upgrade Servers	1611	(30,000)		$4,874	4,874	
○	**Governance Total**		**(40,000)**		**4,874**	**4,874**	
	Recreation And Culture						
○	Recreation Centre Fitout	1518	(50,000)		$42,744	42,744	
	Pool Furniture & Gas Regulator	1612	(30,000)		$0		

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD 31 03 2015 YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)
○	**Recreation And Culture Total**		**(80,000)**		**42,744**	**42,744**	
○	Furniture & Office Equip. Total		(120,000)	0	47,618	47,618	0
	Plant , Equip. & Vehicles						
	Governance						
○	1NB CEO Vehicle	1613	0	0	$0	0	0
○	NB01 EMCS Vehicle	1614	(35,000)	35,000	$32,727	(2,273)	0
○	**Governance Total**		**(35,000)**	**35,000**	**32,727**	**(2,273)**	
	Health						
○	Doctor's Vehicle	1616	(35,000)	0	$41,738	41,738	0
○	**Health Total**		**(35,000)**		**41,738**	**41,738**	
	Transport						
○	NB1 WM Vehicle	1615	(51,000)	0	$50,898	50,898	0
○	Building Manager Vehicle		(35,000)		$0	0	
○	Forklift/Telehandler	1617	(80,000)	0	$0	0	
○	Grader NB195	1618	(360,000)	0	$360,000	360,000	0
○	Multi-tyred Roller	1619	(160,000)	0	$0	0	0
○	Sign Trailer	1530	0	0	$0	0	0
	Skeleton Week Vehicle	1415			$56,114	56,114	
○	Trade in 3 Utes	1620	(95,000)		$61,855	61,855	0
○	**Transport Total**		**(781,000)**		**528,867**	**528,867**	
○	Plant , Equip. & Vehicles Total		(851,000)	35,000	603,332	568,332	0
	Other Infrastructure						
	Recreation And Culture						
○	Bowling Green Development	1532	(750,000)		$666,140	666,140	
○	Hawk Sculpture	1628	(20,000)		$4,000	4,000	
	ANZAC Memorial	1521	(19,999)		$1,770	1,770	
◉	Completion of Netball Courts	1519	(67,600)		$50,135	50,135	
	Recreation And Culture Total		**(857,599)**		**722,045**	**722,045**	
○	Other Infrastructure Total		(857,599)	0	722,045	722,045	0
	Roads						
	Transport						
○	Townsite Grain Freight Network	1523	(1,800,000)		$93,726	93,726	
○	Cramphorne Road - Land	1421	(50,000)		$503	503	
○	Kondinin Road - Land	1524	(25,000)		$0	0	
○	Corrigin Road (2nd Seal)	1533	(71,401)		$67,738	67,738	
○	Corrigin Road R2R	1621	(1,048,615)		$614,955	614,955	
○	Bruce Rock Road - RRG	1622	(497,577)		$294,561	294,561	
○	Bruce Rock Road - (2nd Seal)	1522	(108,674)		$15,906	15,906	
○	Narembeen South Road (2nd Seal)	1326	(76,541)		$0	0	
○	Soldiers Road Reseal	1624	(19,284)		$0	0	
○	Wogarl/ Muntadgin Road Resheeting	1625	0		$0	0	
○	Cramphorne Merredin Road Intersection 2nd Seal	1427	(33,578)		$0	0	
○	Mt Walker Road 2nd Seal	134S	(144,087)		$0	0	
○	Ada/Churchill Street Intersection	1422	(12,900)		$0	0	
○	Wilson Road Resheet C/F	1426	0		$0	0	
○	Smith Road	1626	(14,850)		$0	0	
○	**Transport Total**		**(3,902,507)**		**1,087,389**	**1,087,389**	
○	Roads (Non Town) Total		(3,902,507)	0	1,087,389	1,087,389	0
○	**Capital Expenditure Total**		(7,840,106)	43,000	2,526,709	2,478,380	0

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2016

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 15	Amount Received	Amount Paid	Closing Balance 29-Feb-16
	$	$	$	$
Wadderin Reserve	2,446		-2,446	
Sundry Deposits	600	2,110	(1,150)	**1,560**
Gym Card Bonds	4,700	50	(1,100)	**3,650**
Nominations	400	720	(1,120)	
BCITF Levy	12,130	62	(12,130)	**62**
Building Services Levy	5,132	95	(5,132)	**94**
Joint Venture Bonds	8,297	640	(6,221)	**2,717**
Wheatbelt Railway Retention Alliance	8,981			**8,981**
	42,685	**3,676**	**(29,298)**	**17,063**

Shire of Narembeen

Bank Reconciliation - February 2016

		Municipal	Resticted Cash	Borrowings	Reserves	Trust
BW account #		5347926	0059637	0253235	5347900	5347934
GL Account #		11590100	1590200	1590600	1595500	1591000
Balance as per GL Cash at Bank GEN		**$ 215,987.62**	**$ 1,783,149.00**	**$ 500,000.00**	**$ 1,822,847.85**	**$ 16,851.56**
Plus						
Unpresented Cheques		11,502.99				$ 200.00
Outstanding as per Synergy report		**11,502.99**	**0.00**	**0.00**	**0.00**	**200.00**
PLUS						
Deposits	29/02/2016	$ (944.90)				
Super not processed in full		$ (594.12)				
Interest from Term Deposit	1/02/2016			$ 2,562.59		
TOTAL		(1,539.02)	0.00	2,562.59	0.00	0.00
Total		**$ 225,951.59**	**$ 1,783,149.00**	**$ 502,562.59**	**$ 1,822,847.85**	**$ 17,051.56**
Balance as per BW Statement		**$ 225,951.59**	**$ 1,783,149.00**	**$ 502,562.59**	**$ 1,822,847.85**	**$ 17,051.56**
Difference		$ -	$ -	$ -	$ -	$ -

OUTSTANDING CHEQUES

Muni		
10658	$	6.00
10659	$	6.00
10780	$	1,070.00
EFT8257	$	10,420.99
	$	11,502.99

Trust		
301	$	200.00
	$	200.00

Prepared By: Bonnie Cole

Signed: B Cole

Date: 1/3/16

Bonnie COLE
SENIOR FINANCE OFFICER

Checked By: Garry Gregan

Signed:

Date: 2/3/16

RespOf	Account	Description	Opening Bal	Movement	Balance
Division	GEN				
BANK	115901000	Municipal Account - 5347926	1,348,952.51	-1,132,964.89	215,987.62
BANK	115902000	Restricted Cash Management Account - 0059637	371,735.00	1,411,414.00	1,783,149.00
BANK	115906000	Borrowing Account - 0253235	800,000.00	-300,000.00	500,000.00
BANK	115910000	Trust Account - 5347934	42,685.38	-25,833.82	16,851.56
BANK	115955000	Reserve Bank Account - 5347900	1,690,367.53	132,480.32	1,822,847.85
Total	BANK		4,253,740.42	85,095.61	4,338,836.03
Total for division	GEN		4,253,740.42	85,095.61	4,338,836.03
Grand Total			4,253,740.42	85,095.61	4,338,836.03

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Profit & Loss Statement

February 2016

8/03/2016
11:58:04 AM

Income			
Grants and Funding			
Project/Event Funding			
Other Grants	$1,000.00		
Total Project/Event Funding		$1,000.00	
Merchandise Sales			
Souvenirs	$16.00		
Directory Sales	$52.72		
Customer Merchandise	$1,017.91		
Total Merchandise Sales		$1,086.63	
Total Grants and Funding			$2,086.63
Operational Income			
Project Income			
Triathlon	$210.00		
Everything Must Go Ticket Sale	$279.09		
Total Project Income		$489.09	
Service Income			
Printing/Photocopying	$361.54		
Photo Editing	$120.00		
Fax Service	$21.82		
Internet/Computer	$52.28		
Room Hire/Hot Office	$50.00		
Binding	$34.99		
Staff Assistance	$55.27		
Desktop Publishing	$67.50		
Laminating	$9.55		
Equipment Hire	$59.09		
Photo Lab	$34.90		
Large Format Printing	$71.37		
Interest Income	$104.61		
Total Service Income		$1,042.92	
Workshop Income			
Seniors Movie Days	$10.91		
Total Workshop Income		$10.91	
Total Operational Income			$1,542.92
Inactive Accounts			
Customer Postage		$6.55	
Total Income			$3,636.10
Cost of Sales			
Gross Profit			$3,636.10
Expenses			
Grant and Funding Expenses			
Project/Event Expenses			
Triathlon	$1,050.00		
Total Project/Event Expenses		$1,050.00	
Merchandise Purchases			
Customer Merch Purchases	$543.82		
Canvas Frames	$11.23		
Total Merchandise Purchases		$555.05	
Total Grant and Funding Expenses			$1,605.05
Operational Expenses			
Service Income Expenses			
Photocopying & Printing Costs	$1,023.48		
Total Service Income Expenses		$1,023.48	
Administrative Expenses			
Bank Charges	$91.30		
Postage	$60.63		

Narembeen Community Resource Centre

Profit & Loss Statement

February 2016

8/03/2016
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Stationery	$142.32		
Internet Costs	$281.77		
Telephone/Fax	$168.29		
Amenities	$17.36		
Licences	$71.82		
Miscellaneous	$5.82		
Total Administrative Expenses		$839.31	
Staff Expenses			
Wages & Salaries	$6,204.24		
Superannuation	$589.41		
Total Staff Expenses		$6,793.65	
Regional Price Index Costs			
Total Operational Expenses			$8,656.44
Total Expenses			$10,261.49
Net Profit/(Loss)			-$6,625.39

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Balance Sheet

As of February 2016

8/03/2016
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Assets		
Trading Cheque Account		$60,773.90
Petty Cash		$50.00
Cash Sale Float		$50.00
Term Deposit 917		$65,000.00
LSL - Business Plus Account		$18,150.00
Suspense Account		-$89.90
Withholding Credits		
Trade Debtors	$3,433.04	
Total Withholding Credits		$3,433.04
Total Assets		$147,367.04
Liabilities		
Trade Creditors		$7,239.62
Payments not Allocated		$956.40
Provision for LSL		$12,618.97
Provision for AL		$6,956.13
Gym Bonds (Trust)		$1,250.00
Gym Memberships		$7,936.34
GST Liabilities		
GST Collected	$7,755.57	
GST Paid	-$7,808.44	
Total GST Liabilities		-$52.87
Total Liabilities		$36,904.59
Net Assets		$110,462.45
Equity		
Retained Earnings		$60,610.68
Prior Year Adjustment		$40.63
Current Earnings		$49,811.14
Total Equity		$110,462.45

9.0 Councillor's Reports – including other Councillor business

Cr R Cole

- Attended Great Eastern Zone Meeting
- Attended School Faction Carnival
- Requested the Honour Boards be updated before the Premier comes and ANZAC Day.
- Congratulated the Senior Finance Officer on her successful application in the LGMA Lift Off Leadership Program.

Cr R DeLuis

- Attended Recreation Centre Opening Meeting
- Attended Great Eastern Country Zone Meeting
- Attended Zone Bowls day in Cunderdin with Cr Cowan, Halley Cowan and Arthur Cousins
- Would like Narembeen to Host the Zone Bowls in 2018 to showcase the Rec Centre and Bowling Greens.
- Meckering Club - Has a good setup in relation to how Clubs use the facility. Has the Club done anything in relation to this?
- Queried if we question the formula judging Councils' sustainability? The CEO will present a report to the April Meeting.

Attended Water Council Meeting.

Cr. B Thomas

- Attended the Meeting with Darren West.
- Attended the Roe Tourism Meeting
- Attended the Triathlon
- Historical Society has requested assistance from the Shire with regard to insurance.

Cr A Hardham

- Attended the Triathlon and presented the awards on behalf of Council
- Netball Court Surrounds are looking great
- Attended the P&C Meeting
- Attended a very successful first Swim Meet

Cr Parsons

- Met with Paul Jones

10.0 Urgent business as permitted by Council

COUNCIL RESOLUTION

MIN 6163/16 **MOTION -** Moved: Cr. Parsons 2nd: Cr. Thomas

That Council agree to discuss late agenda item for the Narembeen Club Inc - Outstanding Invoices

CARRIED 5/0

LATE AGENDA ITEM: Narembeen Club Inc - Outstanding Invoices

Subject:	Narembeen Club Inc - Outstanding Invoices Narembeen
Applicant:	Club Inc
File Ref:	ADM455
Disclosure of Interest (Staff):	Chris Jackson, Garry Gregan & Sheree Thomas, Impartiality interest
Disclosure of Interest (Member):	All Councilors - Impartiality Interest
Author:	Chris Jackson
Date:	16th March 2016
Attachments:	Profit & Loss Budget

SUMMARY

Council to consider a reduction in electricity charges for the Narembeen Recreation Centre.

BACKGROUND

The following letter has been received from the Narembeen Club Inc.

"I refer to Garry Gregan's letter dated 1st March requesting payment of the outstanding balance due for electricity reimbursement in the sum of $17,284.44

The matter has been discussed with the committee and we would like to request that consideration be given to dispensation of works during construction of the bowling greens, by way of discounting the electricity fees generated during this time.

Ultimately, we would like to work together with council in order to resolve this issue and come up with a payment plan in order to clear this outstanding debt.

Please find attached a budget forecast providing some indication as to how we expect to be trading by the end of the financial year."

COMMENT

The Narembeen Club commenced operations at the Narembeen Recreation Centre on the 2nd October 2015. Since that time works to complete the recreation centre have continue with works including the construction of fencing and the new bowling greens.

It would be reasonable for Council to consider a reduction of the electricity cost given that power has been used during this period to completion the construction of the facility. It is recommended that Council approve a 10 % reduction in the cost of electricity that has been billed to date providing a reduction of $1,728 to compensate for power used as part of construction. The power bill has now been transferred into the name of the Club.

It is also recommended that staff be authorised to negotiate a repayment plan with the club for payment of the outstanding amount.

The recreation complex will continue to have high power costs given the large cool room, other refrigerators and lighting. Serious consideration should be given to the installation of solar panels to reduce or offset the cost of power consumption and that a power usage plan/policy is introduced to look at ways to minimise the cost of electricity.

CONSULTATION

Narembeen Club, Belinda Fidge

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

$1,728 reduction in electricity costs.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

2. A Shire of excellence in accessible infrastructure and services

2.1 Inclusive sport and recreation participation, with diverse activities and facilities

RELATED PARTY TRANSACTIONS

All present are financial members of the Narembeen Club

OFFICER RECOMMENDATION

That Council

1. Approve a 10% reduction in the cost of electricity that has been billed to date providing a reduction of $1,728 to compensate for power used as part of construction.
2. That staff be authorised to negotiate a repayment plan with the club for payment of the outstanding amount.
3. That staff and Councillors in consultation with the Narembeen Club Inc investigate options for the installation of solar panels to reduce or offset the cost of power consumption at the Narembeen Recreation Centre and work with the club for the introduction of a power usage plan/policy that look at ways to minimise the cost of electricity for the facility.

COUNCIL RESOLUTION

MIN6164/16 MOTION - Moved: Cr. Parsons 2nd: Cr. Hardham

That Council;

1. *Approve a 10% reduction in the cost of electricity that has been billed to date providing a reduction of $1,728 to compensate for power used as part of construction.*
2. *That staff be authorised to negotiate a repayment plan with the club for payment of the outstanding amount.*
3. *That staff and Councillors in consultation with the Narembeen Club Inc investigate options for the installation of solar panels to reduce or offset the cost of power consumption at the Narembeen Recreation Centre and work with the club for the introduction of a power usage plan/policy that look at ways to minimise the cost of electricity for the facility.*

CARRIED 5/0

Narembeen Club Inc.

Trading As
Narembeen Recreation Centre
PO Box 35
NAREMBEEN WA 6369

Profit & Loss [Budget]

July 2015 through June 2016

15/03/2016
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	July	August	September	October	November	December	January	February	March	April	May	June	Total
Income													
BAR													
Keg Beer	$6,379.39	$6,019.30	$6,092.75	$11,888.97	$16,146.99	$12,534.59	$7,914.62	$9,880.91	$9,607.12	$10,123.52	$9,658.00	$10,624.00	$116,870.16
Package Beer	$15,579.00	$12,895.55	$14,686.40	$20,866.39	$24,351.69	$21,170.78	$20,507.72	$21,265.75	$18,915.37	$20,326.21	$19,056.00	$20,962.00	$230,582.86
Pre Mix Spirits	$3,616.33	$2,838.43	$2,489.97	$2,589.64	$3,420.52	$2,225.64	$1,867.32	$1,846.28	$2,611.75	$2,865.45	$2,637.14	$2,908.12	$31,916.59
Spirits	$4,469.77	$5,195.73	$5,415.87	$2,945.03	$4,782.09	$5,535.68	$3,090.17	$3,485.04	$4,364.87	$3,956.23	$4,324.40	$4,756.32	$52,321.20
Wine	$3,521.01	$2,590.22	$4,008.11	$3,279.17	$3,657.93	$3,696.66	$2,377.15	$2,866.67	$3,249.50	$2,987.21	$3,223.23	$3,545.85	$39,002.71
Softdrink	$1,627.33	$1,065.72	$1,336.27	$1,463.45	$2,711.61	$2,535.45	$1,760.35	$2,145.54	$1,830.62	$1,596.32	$1,807.26	$1,987.54	$21,867.46
Bar Snacks	$216.36	$235.32	$131.03	$386.74	$537.71	$347.06	$286.24	$319.21	$307.37	$296.63	$306.36	$337.30	$3,707.33
Ice	$13.67	$0.00	$4.28	$41.40	$19.59	$14.27	$16.81	$40.48	$18.75	$25.32	$19.45	$21.45	$235.47
Gift Voucher	-$32.80	$40.00	-$34.00	$26.00	$0.00	$0.00	$58.00	-$30.00	$0.00	$20.00	$15.00	$0.00	$62.20
Total BAR	$35,390.06	$30,880.27	$34,130.68	$43,486.79	$55,628.13	$48,060.13	$37,878.38	$41,819.88	$40,905.35	$42,196.89	$41,046.84	$45,142.58	$496,565.98
BISTRO													
Meals	$3,390.45	$2,363.64	$3,615.42	$4,614.27	$8,887.73	$7,911.33	$4,751.16	$7,020.38	$5,319.25	$4,865.23	$5,273.88	$5,801.20	$63,813.94
Coffee Machine	$9.55	$42.50	$3.20	$127.27	$166.40	$237.80	$42.27	$3.19	$79.00	$29.63	$45.26	$12.35	$798.42
Total BISTRO	$3,400.00	$2,406.14	$3,618.62	$4,741.54	$9,054.13	$8,149.13	$4,793.43	$7,023.57	$5,398.25	$4,894.86	$5,319.14	$5,813.55	$64,612.36
Other Revenue													
Club Subscriptions	$6,726.60	$372.72	$168.18	$377.24	$631.82	$649.99	$22.73	$0.00	$82.00	$96.32	$91.20	$0.00	$9,218.80
Bowling Club Subscriptions	$1,200.03	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,200.03
Room Hire	$0.00	$0.00	$0.00	$100.00	$100.00	$0.00	$100.00	$200.00	$200.00	$200.00	$100.00	$0.00	$1,000.00
Pool Table/Juke Box	$207.27	$0.00	$80.00	$0.00	$0.00	$169.09	$0.00	$165.00	$0.00	$185.00	$0.00	$154.00	$960.36
Credit Interest	$47.40	$196.74	$0.00	$16.87	$5.81	$19.39	$12.72	$8.18	$9.65	$14.25	$12.35	$5.62	$348.98
Total Other Revenue	$8,181.30	$569.46	$248.18	$494.11	$737.63	$838.47	$135.45	$373.18	$291.65	$495.57	$203.55	$159.62	$12,728.17
ATM Commission	$272.45	$295.77	$303.75	$190.23	$245.80	$252.82	$314.18	$184.09	$305.18	$268.45	$265.23	$289.79	$3,187.74
Total Income	$47,243.81	$34,151.64	$38,301.23	$48,912.67	$65,665.69	$57,300.55	$43,121.44	$49,400.72	$46,900.43	$47,855.77	$46,834.76	$51,405.54	$577,094.25
Cost Of Sales													
Keg Beer	$3,986.23	$5,137.54	$3,125.46	$3,737.39	$7,697.22	$3,470.81	$2,244.77	$6,263.56	$3,581.20	$3,845.26	$4,308.84	$4,739.82	$52,138.10
Package Beer	$14,713.98	$9,663.16	$7,597.15	$8,907.97	$13,745.89	$11,189.18	$8,070.01	$17,383.18	$8,542.13	$7,958.42	$10,771.23	$9,654.23	$128,196.53
Pre Mix Spirits	$2,688.22	$1,775.71	$2,463.18	$976.24	$2,227.90	$925.35	$1,754.32	$1,390.74	$1,830.25	$1,547.23	$1,757.91	$1,854.26	$21,191.31
Spirits	$2,649.18	$1,914.51	$2,963.06	$378.08	$2,008.61	$1,320.54	$2,715.65	$2,798.03	$1,992.71	$1,856.36	$2,059.67	$2,265.12	$24,921.52
Wine	$4,106.98	$2,010.97	$3,145.62	$1,828.12	$1,702.71	$1,834.09	$2,887.98	$1,064.24	$2,502.28	$1,964.23	$2,304.72	$2,535.00	$27,886.94
Softdrink	$264.14	$431.32	$231.02	$715.90	$478.72	$790.77	$1,335.89	$517.86	$606.71	$687.25	$605.95	$601.30	$7,266.83
Bar Snacks	$45.00	$147.00	$75.00	$112.96	$99.00	$295.27	$279.00	$775.60	$180.42	$194.63	$220.38	$242.45	$2,666.71
Bar Consumables	$0.00	$32.42	$0.00	$37.37	$87.12	$0.00	$14.74	$19.90	$35.28	$24.12	$21.54	$0.00	$272.49
Freight - Bar	$1,773.26	$916.18	$602.42	$734.75	$1,179.26	$947.12	$791.36	$765.43	$992.00	$812.54	$785.24	$912.35	$11,211.91
Freight - Bistro	$10.00	$5.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$15.00
Bistro - Meals	$2,604.73	$3,428.56	$2,294.43	$3,785.53	$3,589.67	$3,611.51	$4,948.84	$3,078.01	$3,466.14	$3,125.62	$3,393.02	$2,865.35	$40,191.41
Bistro - Consumables	$0.00	$96.25	$0.00	$165.91	$363.52	$128.33	$176.10	$79.76	$132.85	$123.54	$126.62	$56.35	$1,449.23
Bistro - Coffee Machine	$214.08	$214.08	$214.08	$214.08	$214.08	$214.08	$214.08	$214.08	$214.08	$214.08	$214.08	$214.08	$2,568.96
Bistro - Coffee Consumables	$0.00	$0.00	$0.00	$0.00	$0.00	$188.33	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$188.33

Narembeen Club Inc.

Profit & Loss [Budget]

July 2015 through June 2016

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Total Cost Of Sales	$33,055.80	$25,772.70	$22,711.42	$21,594.30	$33,393.70	$24,915.38	$25,432.74	$34,350.39	$24,076.05	$22,353.28	$26,569.20	$25,940.31	$320,165.27
Gross Profit	$14,188.01	$8,378.94	$15,589.81	$27,318.37	$32,271.99	$32,385.17	$17,688.70	$15,050.33	$22,824.38	$25,502.49	$20,265.56	$25,465.23	$256,928.98
Expenses													
General & Administrative Exp													
Accounting Fees	$0.00	$0.00	$0.00	$1,159.00	$500.00	$2,060.00	$500.00	$500.00	$500.00	$500.00	$500.00	$500.00	$6,719.00
Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20.00	$0.00	$50.00	$60.00	$0.00	$0.00	$130.00
Extra Trading Permit	$109.00	$109.00	$218.00	$0.00	$0.00	$0.00	$0.00	$109.00	$218.00	$109.00	$218.00	$109.00	$1,199.00
Liquor Licence Fee	$0.00	$0.00	$0.00	$0.00	$0.00	$578.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$578.00
Membership Subscriptions	$573.64	$63.64	$215.45	$70.00	$70.00	$70.00	$160.91	$70.00	$70.00	$70.00	$70.00	$70.00	$1,573.64
Licences	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$116.74	$0.00	$0.00	$0.00	$0.00	$116.74
Legal Documents	$34.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34.00
Bank Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$4.50	$0.00	$20.00	$0.00	$0.00	$0.00	$20.00	$44.50
Merchant Service Fees	$378.15	$361.48	$323.92	$329.75	$381.80	$402.10	$436.13	$277.28	$361.25	$412.54	$366.40	$386.52	$4,417.32
Postage	$0.00	$67.86	$45.72	$27.73	$27.05	$0.00	$5.45	$0.00	$21.62	$15.42	$0.00	$12.52	$223.37
Photocopying	$0.00	$0.00	$0.00	$5.91	$5.91	$0.00	$0.00	$14.64	$0.00	$0.00	$0.00	$0.00	$26.46
Office Stationary	$173.13	$97.34	$159.99	$145.50	$163.54	$0.00	$302.45	$139.43	$54.20	$46.25	$0.00	$0.00	$1,281.83
General Freight	$0.00	$0.00	$5.41	$30.00	$25.82	$0.00	$10.82	$63.50	$16.80	$16.82	$16.90	$12.40	$198.47
Telephone/Fax	$267.57	$126.04	$125.95	$275.85	$206.50	$158.77	$187.32	$295.82	$205.37	$209.52	$205.84	$212.50	$2,477.05
Internet	$209.09	$45.45	$45.45	$45.45	$45.45	$45.45	$45.45	$45.45	$45.45	$45.45	$45.45	$45.45	$709.04
Sponsorship/Donation	$250.00	$120.00	$0.00	$550.00	$150.00	$0.00	$0.00	$0.00	$150.00	$200.00	$0.00	$0.00	$1,420.00
Total General & Administrative Exp	$1,994.58	$990.81	$1,139.89	$2,639.19	$1,576.07	$3,318.82	$1,668.53	$1,651.86	$1,692.69	$1,685.00	$1,422.59	$1,368.39	$21,148.42
Repairs & Maintenance													
Club	$327.02	$0.00	$71.23	$118.52	$54.64	$0.00	$0.00	$0.00	$84.52	$0.00	$0.00	$0.00	$655.93
Football Club	$0.00	$230.00	$78.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$308.00
Hockey Club	$0.00	$52.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52.00
Total Repairs & Maintenance	$327.02	$282.00	$149.23	$118.52	$54.64	$0.00	$0.00	$0.00	$84.52	$0.00	$0.00	$0.00	$1,015.93
Operating Expenses													
Bar - Glassware	$0.00	$0.00	$350.00	$0.00	$0.00	$0.00	$0.00	$0.00	$202.00	$0.00	$0.00	$0.00	$552.00
Bar - Equipment	$230.04	$0.00	$52.00	$378.93	$253.27	$0.00	$0.00	$162.04	$56.20	$85.69	$0.00	$58.63	$1,276.80
Bistro - Crockery/Equip	$0.00	$0.00	$86.36	$33.64	$147.99	$0.00	$0.00	$0.00	$128.60	$78.62	$0.00	$0.00	$475.21
Bistro - Utensils	$12.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52.31	$0.00	$63.23	$127.54
Bistro - Consumables	$0.00	$0.00	$0.00	$41.29	$45.33	$132.00	$0.00	$51.25	$38.26	$56.24	$36.45	$45.85	$446.67
Decorations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$75.00	$0.00	$0.00	$0.00	$0.00	$75.00
Foxtel Subscription	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$400.00	$4,800.00
Office - Equipment	$0.00	$0.00	$26.36	$130.66	$0.00	$0.00	$0.00	$10.35	$0.00	$0.00	$0.00	$0.00	$167.37
Cleaning Supplies	$9.65	$85.00	$13.59	$418.84	$0.00	$0.00	$0.00	$255.72	$75.00	$0.00	$56.42	$65.35	$979.57
Total Operating Expenses	$651.69	$485.00	$928.31	$1,403.36	$846.59	$532.00	$400.00	$954.36	$900.06	$672.86	$492.87	$633.06	$8,900.16
Wages & Salaries													
Wages - Manager	$4,230.76	$4,230.76	$4,230.76	$4,230.76	$5,288.45	$4,230.76	$4,230.76	$5,288.45	$4,230.76	$4,230.76	$4,230.76	$4,230.76	$52,884.50
Wages - Bar	$2,700.57	$3,002.85	$4,267.09	$5,426.12	$6,036.90	$4,018.74	$3,360.70	$6,407.53	$4,402.25	$4,056.34	$4,369.02	$4,015.23	$52,063.34
Wages - Admin	$2,103.75	$2,003.05	$1,811.25	$1,552.50	$1,841.25	$1,541.25	$1,231.22	$1,620.00	$1,713.00	$1,542.15	$1,598.63	$1,654.23	$20,212.28
Wages - Bistro	$1,560.75	$1,127.48	$2,106.23	$2,167.04	$3,617.06	$3,617.06	$1,968.37	$2,532.95	$2,337.28	$2,156.42	$2,319.25	$3,569.32	$29,079.21
Wages - Cleaner	$489.13	$385.50	$327.50	$385.50	$385.50	$385.50	$385.50	$489.25	$489.25	$489.25	$489.25	$489.25	$5,190.38
Superannuation	$1,053.07	$1,021.21	$1,210.57	$1,307.38	$1,631.07	$1,310.36	$1,061.77	$1,552.13	$1,251.39	$1,185.11	$1,235.65	$1,326.08	$15,145.79

Narembeen Club Inc.

Profit & Loss [Budget]

July 2015 through June 2016

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Workers' Compensation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,256.00	$0.00	$0.00	$0.00	$3,256.00
Staff Rent	$600.00	$600.00	$600.00	$600.00	$600.00	$600.00	$600.00	$600.00	$600.00	$600.00	$600.00	$600.00	$7,200.00
Total Wages & Salaries	$12,738.03	$12,370.85	$14,553.40	$15,669.30	$19,400.23	$15,703.67	$12,838.32	$18,490.31	$18,279.93	$14,260.03	$14,842.56	$15,884.87	$185,031.50
Occupancy Costs													
Electricity	$4,784.46	$4,737.00	$4,587.56	$4,568.25	$4,689.86	$4,462.30	$4,306.58	$4,201.56	$4,586.21	$4,151.20	$3,956.25	$4,056.32	$53,087.55
Bathroom Consumables	$0.00	$0.00	$21.99	$75.96	$90.25	$5.88	$0.00	$116.14	$45.62	$0.00	$115.30	$35.36	$506.50
Gas	$99.79	$238.30	$36.46	$41.00	$44.69	$114.75	$108.29	$207.75	$111.37	$105.23	$107.63	$95.65	$1,310.91
Property Insurance	$0.00	$0.00	$0.00	$0.00	$3,808.95	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,808.95
Shire Rates	$0.00	$2,800.63	$0.00	$0.00	$0.00	$0.00	$300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,100.63
Waste Removal	$0.00	$0.00	$1,447.27	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,458.52	$2,905.79
Water Rates	$51.98	$0.00	$309.83	$0.00	$180.29	$0.00	$168.87	$0.00	$175.24	$0.00	$0.00	$156.32	$1,042.53
Trade Waste Permit	$0.00	$0.00	$0.00	$0.00	$0.00	$76.76	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$76.76
Total Occupancy Costs	$4,936.23	$7,775.93	$6,403.11	$4,685.21	$8,814.04	$4,659.69	$4,883.74	$4,525.45	$4,918.44	$4,256.43	$4,179.18	$5,802.17	$65,839.62
Total Expenses	$20,647.55	$21,904.59	$23,173.94	$24,515.58	$30,691.57	$24,214.18	$19,790.59	$25,621.98	$25,875.64	$20,874.32	$20,937.20	$23,688.49	$281,935.63
Operating Profit	-$6,459.54	-$13,525.65	-$7,584.13	$2,802.79	$1,580.42	$8,170.99	-$2,101.89	-$10,571.65	-$3,051.26	$4,628.17	-$671.64	$1,776.74	-$25,006.65
Other Income													
Other Expenses													
Net Profit / (Loss)	-$6,459.54	-$13,525.65	-$7,584.13	$2,802.79	$1,580.42	$8,170.99	-$2,101.89	-$10,571.65	-$3,051.26	$4,628.17	-$671.64	$1,776.74	-$25,006.65

11.0 Date, time & place of next meeting

Wednesday 20th April 2016 at Narembeen Shire Council Chambers

12.0 Closure

There being no further business the Chair declared the meeting closed at 4.59pm.

13.0 Certification of Meeting Minutes

I, Cr Rhonda Cole Presiding Person, certify that the Minutes of the meeting held on the 16th March 2016, as shown on page numbers 1 to 134 are confirmed as a true and correct record of the meeting.

_____ _____

PRESIDING PERSON DATE