



**ORDINARY COUNCIL MEETING
16 May 2023**

AGENDA ATTACHMENTS

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ATTACHMENT – AGENDA ITEM 6.1
Minutes Ordinary Council Meeting May 2023



COUNCIL CALENDAR		
Date	Time	Meeting
16 May 2023	5:00pm	Ordinary Council Meeting
20 June 2023	5:00pm	Ordinary Council Meeting

APRIL MEETING PROGRAM	
2:30pm	Council Forum
5:00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 18 April 2023, commencing at 5:00pm

1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 5:06pm

2.0 Attendance & Apologies

Attendance

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

Officers

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

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

*Cr M Currie declared an Impartiality interest in item 8.2.1 as a member of the Bowling Club
Cr T Cole declared an Impartiality interest in item 8.2.1 as a member of the Bowling Club
Cr K Mortimore declared an Impartiality interest in item 8.2.1 as a member of the Bowling Club*

Cr K Mortimore declared an Impartiality interest in item 8.2.2 as a member of the Senior Citizens Committee

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 21 March 2023

RECOMMENDATION / COUNCIL RESOLUTION

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 21 March 2023 be confirmed as a true and accurate record of the proceedings.

MIN 7572/23

MOTION - Moved Cr. Bray

Seconded Cr. Milner

CARRIED 8 / 0

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 21 March 2023

6.2 Community Benefit Fund Advisory Committee

6.2.1 Receive Minutes

Receive minutes from the meeting of the Community Benefit Fund Advisory Committee held on Wednesday 12 April 2023

RECOMMENDATION:

That the minutes of the meeting of the Community Benefit Fund Advisory Committee held on Wednesday 12 April 2023 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

That the minutes of the meeting of the Community Benefit Fund Advisory Committee held on Wednesday 12 April 2023 be received.

MIN 7573/23

MOTION - Moved Cr. Currie

Seconded Cr. Cole

CARRIED 8 / 0

- 6.2.2 Endorse Committee Recommendations
 Endorse Committee recommendation from the meeting of the Community Benefit Fund Advisory Committee held on Wednesday 12 April 2023

RECOMMENDATION/ COUNCIL RESOLUTION

That the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee recommend that the Shire of Narembeen Council approve the following grant applications:

Club/Group	Project/Event	Amount
Narembeen Hockey Club	Lighting Project	\$10,000
Narembeen High School	Disco and Leadership Workshops	\$1,800
Mt Walker Golf Club	Open Day Prizes	\$500
Narembeen Netball Club	Drink Bottle Spout for Water Fountain	\$300
Narembeen Golf Club	Motorised Golf Buggy Storage Shed	\$6,000
Narembeen CRC	Cheese, Chatter and Canvas Event	\$1,500
Narembeen CRC	Youth Leadership Forum	\$1,650
TOTAL		\$21,750

MIN 7574/23

MOTION - Moved Cr. Bray

Seconded Cr. Milner

CARRIED 8 / 0

7.0 Status Report

RECOMMENDATION/ COUNCIL RESOLUTION

That the Status Report for April be received.

MIN 7575/23

MOTION - Moved Cr. Cole

Seconded Cr. Hardham

CARRIED 8 / 0

8.0 Reports

8.1 Chief Executive Officer

AGENDA ITEM: 8.1.1 - Mt Arrowsmith Road Haulage Contribution

Subject:	Mt Arrowsmith Road Haulage Contribution
Applicant:	Tampia Operations
File Ref:	ADM547
Disclosure of Interest:	Nil
Author:	Paul Sheedy, Acting Chief Executive Officer
Date:	30 March 2023
Attachments:	Mt Arrowsmith Road haulage contributions

PURPOSE

Council to consider and agree to reimburse \$132,353.47 (in lieu of previously agreement for \$94,073), including GST, from its infrastructure reserve fund, representing road haulage contributions collected from Tampia Operations for Mt Arrowsmith Road, from July 2021 to September 2022.

BACKGROUND

May 2020

Council signed an agreement with Explaurum Pty Ltd dated 26 May 2020 relating to the proposed haulage route and haulage conditions between the proposed Tampia Hill mining operation and the Edna May processing facility in the Shire of Westonia. Refer attachment.

The agreement approves the use of Council’s Road network including 42.4km of sealed road for a financial contribution of \$0.0107 per km per tonne, which amounts to approximately \$340,260 per annum payable to the Shire of Narembeen. These funds are for the future maintenance of the sealed section of the haulage route and are being set aside in a reserve fund as they are received.

The agreement reflects that Mt Arrowsmith road was to remain a gravel road and that a routine road maintenance program for Mt Arrowsmith road was to be developed with the Shires Works Manager.

Ramelius (who subsequently purchased Explaurum) elected to seal Mt Arrowsmith Road at their costs in late 2020 and early 2021 in preparation for mining operations which commenced in April 2021 to avoid any potential road closures during wet weather. Road designs were completed by Council’s consulting engineers Roadswest Engineering Group Pty Ltd and works undertaken by Leeuwin Civil. It does not appear that this change to the agreement was approved by Council and no variation to the original traffic route proposal was affected.

Upon commencement of mining operations, Ramelius added the additional 9.5km sealed length of Arrowsmith to 42.4km (total of 51.9km) and have been paying contributions of \$0.0107 per km per tonne, in line with the rest of the haulage route.

October 2022

Council at its meeting on 18 October 2022 (Minute 7515/22) in part resolved:

‘That Council

1. *Agree to contribute \$94,073 from its infrastructure reserve towards repairs of Mt Arrowsmith road representing road haulage contributions collected on Mt Arrowsmith road to date subject to.*
 - a. *Repair works being designed and approved by Council's consulting engineers and Works Manager*
 - b. *Consulting Engineers or Works Manager overseeing the works.*
 - c. *Ramelius engaging a suitably qualified and experienced contractor in consultation with Council staff*
 - d. *Ramelius paying for the remainder of works required to be undertaken on Mt Arrowsmith Road.*

CONSULTATION

Ramelius
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

Road Maintenance Funds received to date have been transferred to the Council's Infrastructure Reserve, amounting to \$701,933.18 (ex GST) to and including January 2023.

An additional \$64,477 will be collected from Tampia as it was identified that except for July and August 2021 GST has not been charged on the monthly accounts, with Council paying GST to the ATO.

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Mt Arrowsmith is a Shire owned road and ultimate responsibility for its condition lies with the Shire of Narembreen. The shire has a responsibility to ensure roads are free from hazards and safe for public users.

The decision by Council at its March 2023 meeting to request that the sealed section of Mt Arrowsmith Road be returned to a gravel surface upon completion of haulage will assist in mitigating this risk to the Shire.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

2.2 Safe and efficient transport network enables economic growth

Corporate Business Plan 2022 - 2026

Maintain and upgrade infrastructure assets in line with plans.

VOTING REQUIREMENTS

Absolute Majority

COMMENT

The previous decision to return \$94, 073 was based on the understanding that the sealed section of Mt Arrowsmith Road was 9.5 kms for a total road usage distance of 51.9 kms. It has now been identified that in fact Tampia have been making road usage payments based on 52.7 kms being 10.5 kms for Mt Arrowsmith road and 42.2 kms for other roads.

This has resulted in an under calculation of the amount paid to the Shire by Tampia for Mt Arrowsmith Road from July 2021 to September 2022 and the new figure of \$132, 353.47 (incl GST) represents the correct amount paid to the Shire.

The previous agreement by Council in October 2022 to contribute \$94,073 back to Tampia Operations had a number of conditions attached and from my observation points 1 (a) to 1 (c) have not been complied, however a recent onsite meeting with the Acting CEO and Works Manager providing advice to the mine manager in regard to the application of aggregate/stone and emulsion to the proposed works being undertaken at this time.

Given the recent decision of Council to seek to have this section of Mt Arrowsmith Road return to gravel at the completion of mine haulage and the ongoing issues being experienced with the state of the road, additional wording has been added to the officer recommendation below (points 1 & 2), to send a very clear message to Tampia Operations, as to Council's expectation for the final gravel surface at the completion of haulage on this road. Note this does not include the installation of culverts.

It can be removed if Council chooses.

OFFICER RECOMMENDATION

That Council agrees to reimburse Tampia Operations \$132,353.47 (incl GST), in lieu previously agreed \$94,073 (October 2022), from its infrastructure reserve fund representing road haulage contributions collected for Mt Arrowsmith Road from July 2021 to September 2022 on the following conditions:

1. The reinstatement of SLK 0 to SLK 10.5 to a gravel surface shall be undertaken at the direction and supervision of the Shire of Narembeen Works Manager and completed to the satisfaction of the Shire of Narembeen Works Manager; and
2. Should the reinstatement to a gravel surface not be completed to the satisfaction of the Shire of Narembeen Works Manager, the Shire of Narembeen reserves the right to complete the reinstatement to a satisfactory standard and charge Tampia Operations for the work undertaken.

COUNCIL RESOLUTION

That Council agrees to reimburse Tampia Operations \$132,353.47 (incl GST), in lieu previously agreed \$94,073 (October 2022), from its infrastructure reserve fund representing road haulage contributions collected for Mt Arrowsmith Road from July 2021 to September 2022 on the following conditions:

- 1. The reinstatement of SLK 0 to SLK 10.5 to a gravel surface shall be undertaken at the direction and supervision of the Shire of Narembeen CEO and completed to the satisfaction of the Shire of Narembeen CEO; and*
- 2. Should the reinstatement to a gravel surface not be completed to the satisfaction of the Shire of Narembeen CEO, the Shire of Narembeen reserves the right to complete the reinstatement to a satisfactory standard and charge Tampia Operations for the work undertaken.*

MIN 7576/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Bray

CARRIED 8 / 0
BY ABSOLUTE MAJORITY

Reason: Council felt that it was more appropriate that the CEO be listed (rather than Works Manager) given the CEO reports directly to Council.

AGENDA ITEM: 8.1.2 - Delegations Review 2023

Subject:	Delegations Review 2023
Applicant:	Not applicable
File Ref:	ADM022
Disclosure of Interest:	Nil
Author:	Paul Sheedy, Acting Chief Executive Officer
Date:	3 April 2023
Attachments:	Delegations Register 2022-2023

PURPOSE

Council to review existing delegations to the Chief Executive Officer, consider new delegations and approve the Delegated Authority Register.

BACKGROUND

To assist in the effective administration of the Shire, Council has delegated some authorities to its staff to deal with certain matters.

Delegations made under the Local Government Act can only be made to the Chief Executive Officer or Committees. Where appropriate, the Chief Executive Officer delegates to other officers.

Delegations under other legislation are made directly to the officer concerned.

Under legislation, Council is to review delegations on an annual basis and the last reviewed conducted was in February 2022.

The Chief Executive Officer exercises the delegated authority in accordance with the Delegated Authority Register and Council policies.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995, sections 5.42, 5.43, 5.44 & 5.46.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

5.43. Limits on delegations to CEO²⁸

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

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;

- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the annual review of delegations, however the exercise of the delegations does incur some administration costs and potential legal costs if any legal action is taken (Delegation A.11)

POLICY IMPLICATIONS

Where a policy exists for an activity/function that has been delegated, the Chief Executive Officer is to adhere to that policy.

RISK MANAGEMENT IMPLICATIONS

Annual review of the Councils delegations is a statutory process and is an important to ensure that staff act within the authority granted to them. Review also provides the opportunity for Council to modify delegations as Council considers appropriate.

Risk of noncompliance with annual review requirement – considered low. Risk of staff acting outside delegated authority – considered low.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

Shire.

4. CIVIC LEADERSHIP: Well governed and efficiently managed local government

4.2 Compliant and resourced Local Government

Corporate Business Plan 2022 – 2026

CIVIC LEADERSHIP

4.2 Compliant and resourced Local Government

4.2 (a) continue to meet compliance with statutory and regulatory requirements.

VOTING REQUIREMENTS

Absolute Majority

COMMENT

A reviewed the current Delegated Authority Register has been undertaken with a number of amendments proposed which are shown in the attachment with proposed removals (~~strike through~~) and additions (in red).

A summary of the proposed changes are as follows:

- Delegation A.6 – minor legal wording added and amount allowing the CEO to accept tenders has been increased to \$250,000 in line with changes made to the regulations during COVID 19 and which have been retained.
- Delegation A.6 – it's recommended that this delegation be removed as the function is considered by the DLGSC as an 'Acting Through' task, being an administration matter, that the CEO will exercise as part of that person's normal responsibilities.
- Delegation B.1 – it's not recommended that the Chief Bushfire Control Officer be placed in the position of commencing legal action or issuing infringement notices for offences under the Bush fire Act. This should be a function of the CEO and relevant other employees (i.e. Rangers). The matter has been discussed with the CBFCO and he agrees with this position.
- Delegation C.1 – Is a new delegation added to allow for the CEO to undertake the powers and duties of the Cat Act 2011
- Delegation D.1 – Is a new delegation added to allow for the CEO to undertake the powers and duties of the Dog Act 1976
- Delegation F.1 - relevant employee titles have been added to the sub delegation and changes made to the wording to reflect that cheques are very rarely used with most payments now being processed online as EFT's.
- Delegation WS.1 – wording has been added to reflect that the delegation only applies to the temporary closure of throughfares for periods not exceeding four (4) weeks, which can be undertaken without the requirement to advertise the proposal and seek community comment. Periods of closure above four (4) weeks require advertising for public comment and therefore should be considered by Council for determination.
- Delegation HBP.6 – reference to the 'Building Surveyor' have been removed as a delegation can only occur if the person is an employee of the local government and Council engages an external Building Surveyor from another local government.

Several additions have been added to reflect the ability of the CEO to issue building approvals, demolition permits and stop work orders.

- Delegation HBP.9 - it's recommended that this delegation be removed as the function undertaken is considered by the DLGSC as an 'Acting Through' task, being an administration matter, that the CEO will exercise as part of that person's normal responsibilities.
- Delegation HBP.10 - it's recommended that this delegation be removed as the function undertaken is considered by the DLGSC as an 'Acting Through' task, being an administration matter, that the CEO will exercise as part of that person's normal responsibilities.

Finally, there are a number of further delegations that should be added to the current list of delegations

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council

1. Receive the 2022-23 Delegation Register as attached noting the use of Councils delegations, and
2. Approve the Delegation Register as amended, including new delegations, in the attachment for the next twelve (12) months.

MIN 7577/23

MOTION - Moved Cr. Currie

Seconded Cr. Milner

**CARRIED 8 / 0
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.1.3 - Proposed Outbuilding – Lot 6 (No 39) Thomas Street, Naremben

Subject:	Proposed Outbuilding – Lot 6 (No 39) Thomas Street, Naremben
Applicant:	Terrence Cheetham
File Ref:	P1152
Disclosure of Interest:	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Author:	Liz Bushby, Town Planning Innovations
Date:	5 April 2023
Attachments:	Nil

PURPOSE

Council is to consider a new application for an outbuilding on Lot 6 (No 39) Thomas Street, Naremben (that entails variations to the Residential Design Codes).

The application is being advertised for public comment. Letters have been sent to nearby affected landowners.

This report recommends that Council grant delegated authority to the Chief Executive Officer to determine the application once advertising has closed (on the 18 April 2023).

BACKGROUND

Lot 6 has been developed with a single house and a pool.

A location plan is included over page for ease of reference.



Above: Location Plan showing 39 Thomas Street in red outline

CONSULTATION

The application is being advertised for public comment until the 18 April 2023. At the time of writing this report, no submissions had been received.

STATUTORY IMPLICATIONS

Shire of Narembeen Town Planning Scheme No 2 –

The property is zoned ‘Residential’ under the Shire of Narembeen Town Planning Scheme No 2 (‘the Scheme’) and has a density code of R12.5. The R12.5 code dictates the site requirements that apply to residential development on the lot under the Residential Design Codes.

Clause 4.1 refers to the ‘RESIDENTIAL DEVELOPMENT: RESIDENTIAL DESIGN CODES’ and includes the following subclauses:

- 4.1.1 For the purpose of the Scheme “Residential Design Codes” means the Residential Design Codes set out in State Planning Policy 3.1, together with any amendments thereto (hereinafter called the “R-Codes”).
- 4.1.2 A copy of the R-Codes shall be kept and made available for public inspection at the offices of the local government.
- 4.1.3 Unless otherwise provided for in the Scheme the development of land for any of the residential purposes dealt with by the R-Codes shall conform to the provisions of those Codes.

4.1.4 The Residential Design Code density applicable to land within the Scheme area shall be determined by reference to the Residential Design Codes density number superimposed on the particular area shown on the Scheme maps as being contained within the solid black line borders or where such an area abuts another area having a Residential Design Code density, as being contained within the centre-line of those borders.

Planning and Development (Local Planning Schemes) Regulations 2015 - The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015, and became effective on 19 October 2015.

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Narembeen Town Planning Scheme No 2.

Clause 61(d) only exempts outbuildings from planning approval where they comply with the 'Deemed to Comply' requirements of the Residential Design Codes.

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Town Planning Innovations (TPI) for planning advice.

POLICY IMPLICATIONS

The Shire of Narembeen Local Planning Policy No 1 on outbuildings provides guidance for acceptable sizes of outbuildings on residential zoned land as follows:

	Residential <1000m2	Residential >1000m2	Town Centre
Max Aggregate Floor Area	100m2 or 12% of site whichever is less	150m2 or 12% of site areas whichever is less	250m2 or 12% of site areas whichever is less
Max Wall Height	3.5m	3.5m	6m
Max Ridge Height	4.5m	5m	9m
Setbacks	As per scheme and R-codes		
Zincalume	No	No	No

The proposed outbuilding complies with the Shires Local Planning Policy requirements. The lot has an area of 1012m² so a 121.44m² size outbuilding is permissible under the Policy.

The applicant has advised that the outbuilding will be constructed out of colorbond material, however they may also paint it so that colour matches the house more exactly.

RISK MANAGEMENT IMPLICATIONS

There are no known risk management implications associated with this report.

STRATEGIC PLAN REFERENCE

Not Applicable.

VOTING REQUIREMENTS

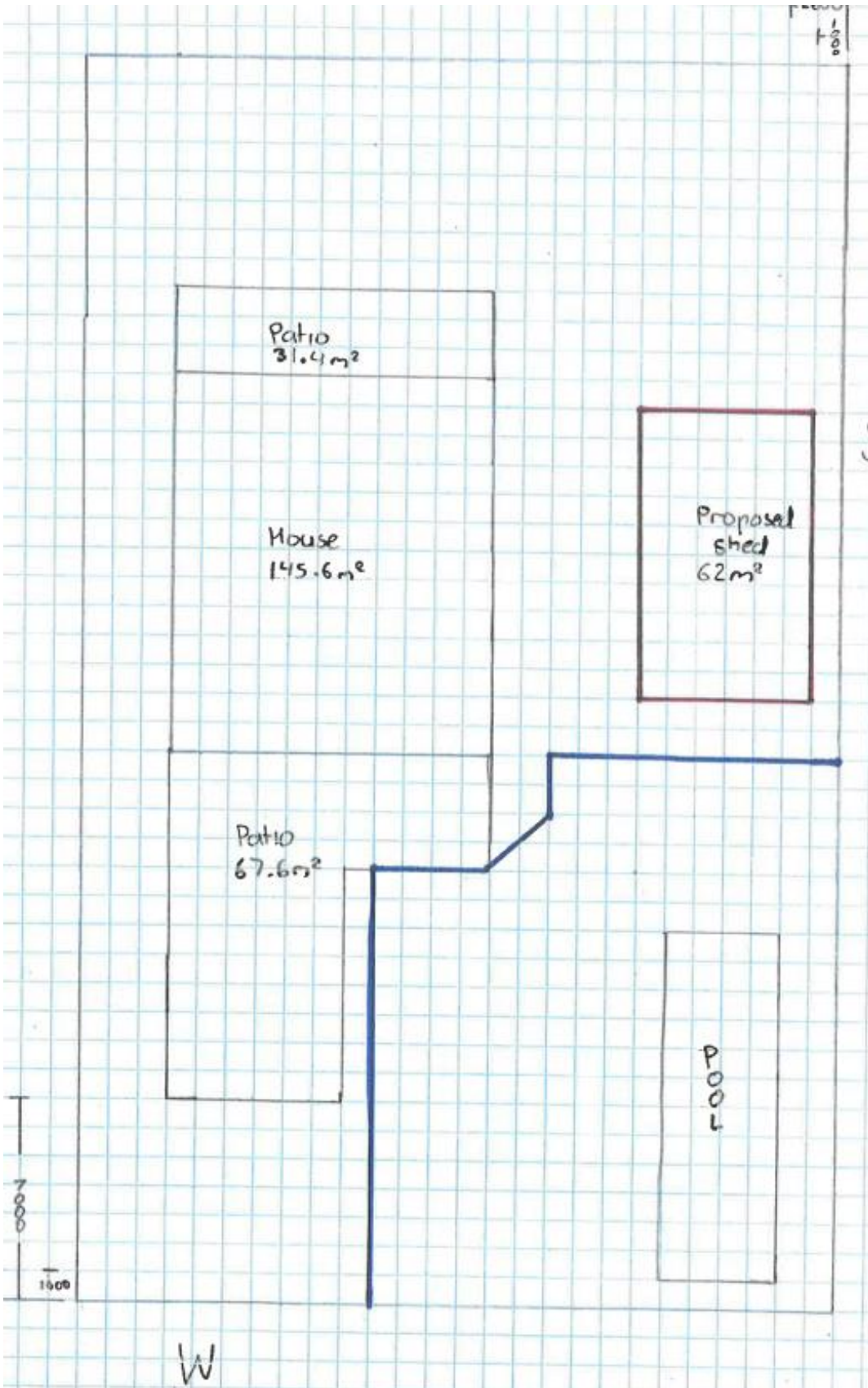
Absolute Majority (for delegated authority)

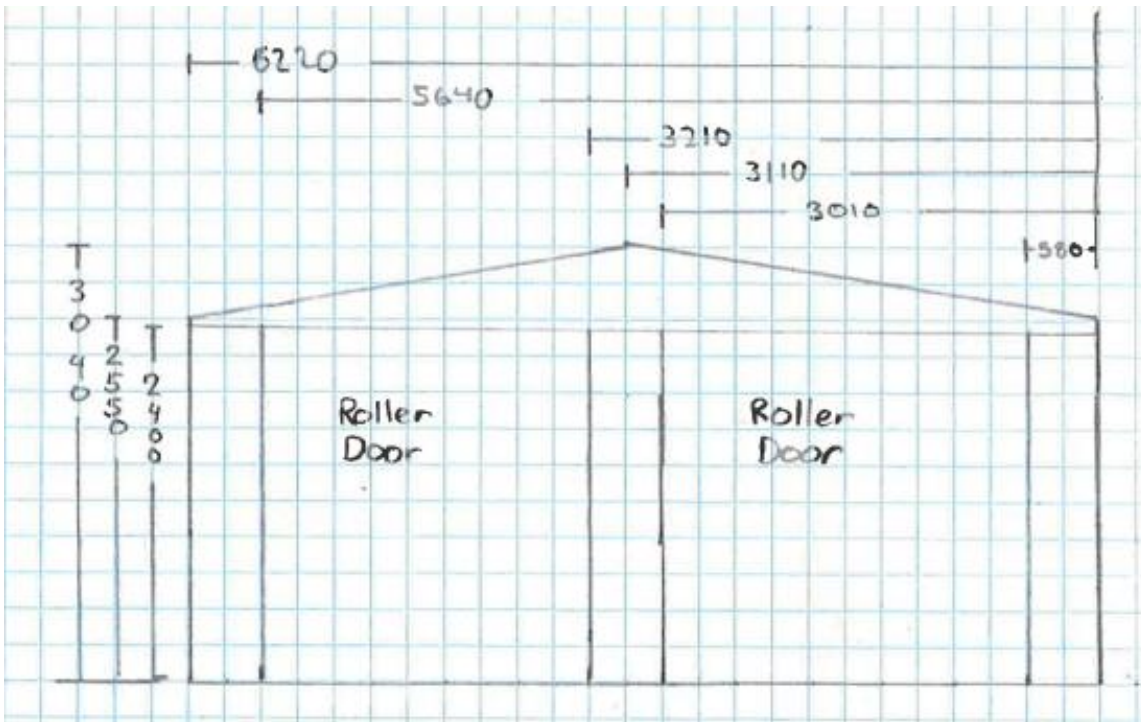
COMMENT

- ***Description of proposed development***

The application proposes a 62m² outbuilding to the south of the existing house.

A site plan and an elevation are included over page.





- Residential Design Codes ('the Codes') – Outbuilding Assessment**

The Residential Design Codes operate as State Planning Policy 3.1 and apply to residential development state wide.

The Residential Design Codes have two separate options for the assessment of development including 'Deemed to Comply' criteria and 'Design Principles'.

Where an application proposes a variation to the 'Deemed to Comply' criteria of the Codes, then planning approval is required for the development, and a more detailed subjective assessment has to be made based on 'Design Principles' in the Codes.

Under the Codes there are specific 'deemed to comply' requirements for outbuildings as summarised in the table below.

Clause 5.4.3 C3 'deemed to comply' criteria / Outbuildings that:	Officer Comment (TPI)
(i) are not attached to the building	Complies.
(ii) are non habitable	Complies.
(iii) collectively do not exceed 60sqm in area or 10 percent in aggregate of the site area, whichever is the lesser	Minor Variation. The proposed floor area is 62m ² .
(iv) do not exceed a wall height of 2.4 metres	Complies.
(v) do not exceed a ridge height of 4.2 metres	Complies.
(vi) are not within the primary street setback area;	Complies.
vi) do not reduce the open space required in table 1; and	Complies.
vii) comply with the siting and design requirements for the dwelling, but do not need to meet the rear setbacks requirements of table 1.	Variation. A 1 metre side setback to the southern boundary is proposed instead of the required 1.5 metres.

The application proposes variations to the 'Deemed to Comply' requirements of the Codes therefore irrespective of any neighbours comments the Council has to determine if the outbuilding complies with the alternative Design Principle which is:

“Outbuildings that do not detract from the streetscape or the visual amenity of residents of neighbouring properties”.

TPI generally supports the proposed outbuilding, and notes that:

1. The variations to the Residential Design Codes are minor; and
2. The outbuilding generally complies with the Shires Local Planning Policy No 1.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council:

1. Note that the application for an outbuilding at 39 Thomas Street, Narembeen is being advertised for public comment. Advertising closes on the 18 April 2023.
2. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for an outbuilding on Lot 6 (No 39) Thomas Street, Narembeen.

MIN 7578/23 MOTION - Moved Cr. Currie

Seconded Cr. Milner

**CARRIED 8 / 0
BY ABSOLUTE MAJORITY**

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1 – Narembeen Bowling Club contributions to bowling green

Subject:	Narembeen Bowling Club contributions to bowling green
Applicant:	Narembeen Bowling Club
File Ref:	ADM562
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	31 March 2023
Attachments:	Nil

PURPOSE

Council to decide what to charge the Narembeen Bowling Club for the new bowling green installed in March 2023.

BACKGROUND

As part of the 2023 annual budget Council approved an arrangement with the Narembeen Bowling Club for a new bowling green.

The original understanding of the arrangement was that Council would procure the bowling surface and claim the associated Goods and Services Tax (GST). Council would then invoice the Narembeen Bowling Club for the *net of GST* cost, thereby reducing the cost to the Narembeen Bowling Club and costing Council nothing for the new bowling green.

However, the transaction doesn't function as described above; the receipt from the Narembeen Bowls Club must include GST. Therefore, Council must decide to either charge the Narembeen Bowling Club more than was originally agreed upon, or less and wear the difference.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

A New Tax System (Goods and Services Tax) Act 1999

Section 7.1

GST and input tax credits

- (1) GST is payable on taxable supplies and taxable importations.
- (2) Entitlements to input tax credits arise on creditable acquisitions and creditable importations.

Section 9.5

You make a **taxable supply** if:

- (a) you make the supply for consideration; and
- (b) the supply is made in the course or furtherance of an enterprise that you carry on; and
- (c) the supply is connected with the indirect tax zone; and
- (d) you are registered, or required to be registered.

However, the supply is not a taxable supply to the extent that it is GST-free or input taxed.

Section 9.10

Meaning of supply

- (1) A *supply* is any form of supply whatsoever.
- (2) Without limiting subsection (1), *supply* includes any of these:
 - (a) a supply of goods;
 - (b) a supply of services;
 - (c) a provision of advice or information;
 - (d) a grant, assignment or surrender of real property;
 - (e) a creation, grant, transfer, assignment or surrender of any right;
 - (f) a financial supply;
 - (g) an entry into, or release from, an obligation:
 - i. to do anything; or
 - ii. to refrain from an act; or
 - iii. to tolerate an act or situation;
 - (h) any combination of any 2 or more of the matters referred to in paragraphs (a) to (g).

Section 9.15

Meaning of Consideration

- (1) Consideration includes:
 - (a) any payment, or any act or forbearance, in connection with a supply of anything; and
 - (b) any payment, or any act or forbearance, in response to or for the inducement of a supply of anything.
- (2) It does not matter whether the payment, act or forbearance was voluntary, or whether it was by the recipient of the supply.
- (3) It does not matter:
 - (a) whether the payment, act or forbearance was in compliance with an order of a court, or of a tribunal or other body that has the power to make orders; or
 - (b) whether the payment, act or forbearance was in compliance with a settlement relating to proceedings before a court, or before a tribunal or other body that has the power to make orders.
- (4) For the avoidance of doubt, the fact that the supplier is an entity of which the recipient of the supply is a member, or that the supplier is an entity that only makes supplies to its members, does not prevent the payment, act or forbearance from being consideration.

Section 9.20

Enterprises

- (1) An enterprise is an activity, or series of activities, done:
 - (a) in the form of a business; or
 - (b) in the form of an adventure or concern in the nature of trade; or
 - (c) on a regular or continuous basis, in the form of a lease, licence or other grant of an interest in property; or

- (d) by the trustee of a fund that is covered by, or by an authority or institution that is covered by, Subdivision 30-B of the ITAA 1997 and to which deductible gifts can be made; or
- (e) by a trustee of a complying superannuation fund or, if there is no trustee of the fund, by a person who manages the fund; or
- (f) by a charity; or
- (g) by the Commonwealth, a State or a Territory, or by a body corporate, or corporation sole, established for a public purpose by or under a law of the Commonwealth, a State or a Territory; or
- (h) by a trustee of a fund covered by item 2 of the table in section 30-15 of the ITAA 1997 or of a fund that would be covered by that item if it had an ABN.

(2) However, enterprise does not include an activity, or series of activities, done:

- (a) by a person as an employee or in connection with earning withholding payments covered by subsection (4) (unless the activity or series is done in supplying services as the holder of an office that the person has accepted in the course of or in connection with an activity or series of activities of a kind mentioned in subsection (1)); or
- (b) as a private recreational pursuit or hobby; or
- (c) by an individual (other than a trustee of a charitable fund, or of a fund covered by item 2 of the table in section 30-15 of the ITAA 1997 or of a fund that would be covered by that item if it had an ABN), or a partnership (all or most of the members of which are individuals), without a reasonable expectation of profit or gain; or
- (d) as a member of a local governing body established by or under a State law or Territory law (except a local governing body to which paragraph 12-45(1)(e) in Schedule 1 to the *Taxation Administration Act 1953* applies).

(3) For the avoidance of doubt, the fact that activities of an entity are limited to making supplies to members of the entity does not prevent those activities:

- (a) being in the form of a business within the meaning of paragraph (1)(a); or
- (b) being in the form of an adventure or concern in the nature of trade within the meaning of paragraph (1)(b).

(4) This subsection covers a withholding payment covered by any of the provisions in Schedule 1 to the *Taxation Administration Act 1953* listed in the table.

Section 9.40

Liability for GST on taxable supplies

You must pay the GST payable on any taxable supply that you make.

FINANCIAL IMPLICATIONS

1113212 – Bowling Club contribution

Currently the budget for the account is \$146,727, roughly equal to the net cost to Council for the new bowling green, after GST.

Choosing to fulfill the terms of the original agreement will result in a deficit of \$13,338.82

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2023 - 2026

Strategic goal 1.4 – Progressive achievement of the Sport and Recreation Facilities Plan

Sport and Recreation Plan 2021 – 2031

Notes the need for a replacement green and lighting for the bowls club as a long-term requirement as at 2021. The working project timeline runs to 2031 and does not note any anticipated expenditure for the bowling green

VOTING REQUIREMENTS

Simple majority

COMMENT

Confusion regarding GST on the transaction with the Narembeen Bowls Club appears to stem from three main points:

1. The Narembeen Bowls Club isn't registered (or required to be registered) for GST
2. Whether or not a 'contribution' or 'gift' should attract GST
3. Whether there are any exemptions or carve-outs for transactions involving Local Government and its land.

Whether the purchaser is registered or required to be registered has no bearing on the seller's GST obligations.

A 'contribution' will constitute consideration for the purpose of making a taxable supply, as it meets the basic criteria: "any payment, or any act or forbearance, in connection with a supply of anything;...". The contribution cannot be classified as a gift, as for a payment to truly be a gift it must be given freely without the understood, implied or potential for reciprocation.

There are no applicable carve-outs for this transaction. Local Government operations are deemed to be an 'enterprise' for the purposes of GST (see s9.20(1)(g)) and transactions involving commercial property are, by definition, commercial operations.

Therefore, Council has two options:

Option 1: Invoice the Narembeen Bowls Club for \$146,727.00 gross (*net of \$133,388.18 after \$13,338.82 GST*) as originally agreed

Option 2: Invoice the Narembeen Bowls Club for \$161,400.00 gross (*net of \$146,727.27 after \$14,672.73 GST*) in order for there to be no cost to Council.

OFFICER RECOMMENDATION

Recommend that Council adopt Option 1: invoice the Narembeen Bowls Club for \$146,727.00 including GST, as originally agreed, and wear the net cost of \$13,338.82 for the project.

COUNCIL RESOLUTION

That Council invoice the Narembeen Bowls Club for \$146,727.00 including GST, as originally agreed. Council will pay the GST component of \$13,338.82.

MIN 7579/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Stirrat

**CARRIED 7 / 1
BY SIMPLE MAJORITY**

Reason: To provide improved clarity on what was agreed to.

AGENDA ITEM: 8.2.2 – Amendment to lease agreement – Senior Citizens Centre

Subject:	Amendment to lease agreement – Senior Citizens Centre
Applicant:	Narembeen Senior Citizens Social Centre
File Ref:	ADM654
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	5 April 2023
Attachments:	Narembeen Senior Citizens Social Centre Lease 14.7.20

PURPOSE

Council to consider authorising management to amend the lease, by mutual agreement with the Narembeen Senior Citizens Social Centre, for Lot 84 Thomas Street, Narembeen.

BACKGROUND

The Shire has a peppercorn lease with the Narembeen Senior Citizens Social Centre for the use of Lot 84 Thomas Street. Confusion has arisen regarding the language of the Maintenance clause (3.3) in the lease, and the obligations that each party has.

The Narembeen Senior Citizens Social Centre has limited income and funds on hand, and the spirit of the lease is for the Shire to provide the building for their use predominantly at the cost of the Shire. However, the wording of the Maintenance clause arguably puts all non-structural repair obligations on the Lessee, including fixtures and fittings.

Further, there is an inconsistency in the language used which, together with the spirit of the agreement, leads to the conclusion that there may be an error in the final copy of the lease.

Note the following extract from the lease:

3.3 Maintenance

- (1) The Lessee will keep and maintain the Premises and every part of the Premises, in a good state of repair, order and condition. The Lessee is responsible for undertaking minor, regular or non-structural maintenance work and the costs associated with it. For the avoidance of doubt this clause also applies to fixtures and fitting at the Premises and the garden area of the Leased Area.*
- (2) To avoid doubt, the Lessor's obligation under sub clause (1) does not apply to any of the contents of the Leased Area housed within the Premises by the Lessee. All contents of the Leased Area are the sole responsibility of the Lessee.*
- (3) The Lessee must give to the Lessor immediate notice in writing of any damage to or defect in the Premises or the water or sewerage pipes, gas pipes, electrical light fixtures or any plant fittings or equipment in the Premises.*
- (4) The Lessor will be responsible for all capital or major maintenance works including structural repairs.*

Sub clause 3.3(1) purports to put all “non-structural” obligations on the Lessee, which is contradicted by the reference in sub clause 3.3(2) which seeks to clarify the “Lessor’s obligation under sub clause (1)”.

If sub clause 3.3(1) instead referred to the Lessor, the section would be more consistent with the evident intent of the lease.

CONSULTATION

Chief Executive Officer
Narembeen Senior Citizens Social Centre

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

#1481110 – Commercial Buildings

The relevant expense account has an annual budget of \$17,172 and current expenses of \$13,788.

The account is a pooled account for multiple buildings. There is no information in the annual budget as to the apportionment between each building. There is the potential for increased spending on this building to cause the cost to run over-budget by an immaterial amount.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Community strategic plan

Strategic priority:

Medium priority - provision and maintenance of community buildings, halls, and toilets.

High priority – facilities, services and care available for seniors.

High priority – support for community groups, volunteers and clubs.

Corporate Business Plan 2020/21 – 2023/24

Goal 3: We contribute to a healthy community.

VOTING REQUIREMENTS

Simple majority

COMMENT

It is management's opinion that at the very least there was oversight in the drafting of the lease with regards to the maintenance obligations of each party. In the spirit of the lease, the Shire should be responsible for all repairs required to maintain the building to the standard that it was at the inception of the lease.

OFFICER RECOMMENDATION

That Council authorise the Chief Executive Officer to engage with the Narembeen Senior Citizens Social Centre to re-write the maintenance clause of the lease to change all references to “Lessee” in sub clause 3.3(1) to “Lessor”, with all other clauses remaining unchanged.

COUNCIL RESOLUTION

That Council authorise the Chief Executive Officer to engage with the Narembeen Senior Citizens Social Centre to review the current lease agreement and bring it back to council for endorsement

MIN 7580/23

MOTION - Moved Cr. Bray

Seconded Cr. Stirrat

**CARRIED 8 / 0
BY SIMPLE MAJORITY**

Reason: It was considered that the whole lease requires a thorough review to clarify and simplify some of the wording in the document.

AGENDA ITEM: 8.2.3 - Monthly financial statements for the month ended 31 March 2023

Subject:	Monthly financial statements for March 2023
Applicant:	Shire of Narembeen
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	5 April 2023
Attachments:	Monthly financial statements – March 2023

PURPOSE

For Council to accept the financial statements for the month ended 31 March 2023.

BACKGROUND

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

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

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

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council’s closing funding surplus as at 31 March 2023 is \$2,211,193, with cash on hand of \$7,291,369 including \$4,144,745 of reserves.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council receive the monthly financial statements for the month ended 31 March 2023.

MIN 7581/23

MOTION - Moved Cr. Currie

Seconded Cr. Hardham

**CARRIED 8 / 0
BY SIMPLE MAJORITY**

AGENDA ITEM: 8.2.4 - Schedule of Accounts for Period Ended 31 March 2023

Subject:	Schedule of Accounts for Period Ended 31 March 2023
Applicant:	Not Applicable
File Ref:	ADM018
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	3 April 2023
Attachments:	Creditors Payment List – 1 March to 31 March 2023, Credit Card Payments List 13 January 2023 to 13 February 2023

PURPOSE

For Council to review the list of payments made by the Shire of Narembeen in March 2023 and the credit card payments made for January 2023 to February 2023.

BACKGROUND

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

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

CIVIC LEADERSHIP: Well governed and efficiently managed Local Government.

4.2 Compliant and resourced Local Government

We have sound financial and asset management policies and practices in place

Transparent, accountable, and integrated reporting.

VOTING REQUIREMENTS

Simple majority

COMMENT

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

Municipal Account: \$ 505,057.12

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council:

1. Receive the Creditors Payment List – 1 March to 31 March 2023
2. Receive the Credit Card Payments List 13 January 2023 to 13 February 2023

MIN 7582/23

MOTION - Moved Cr. Cole

Seconded Cr. Stirrat

**CARRIED 8 / 0
BY SIMPLE MAJORITY**

9.0 Urgent business as permitted by Council

The Shire Narembeen Standing Orders clause 5.4 in part indicates:

‘5.4 New business of an urgent nature

(1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.’

Acting CEO Comment

The Acting CEO is seeking the consideration of the following item as urgent business to allow for the appointment of the preferred candidate to the position of Chief Executive Officer

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That the following item be considered by Council as urgent business.

MIN 7583/23 **MOTION** - Moved Cr. Scott Seconded Cr. Cole **CARRIED 8 / 0**

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council closes the meeting to the public in accordance with the Local Government Act s.5.23(2)(a) as this item relates to a matter that if disclosed would reveal information of a matter affecting an employee or employees.

MIN 7584/23 **MOTION** - Moved Cr. Cole Seconded Cr. Hardham **CARRIED 8 / 0**

*5.55pm - The meeting was closed to the public.
B Forbes and K Conopo left the meeting*

AGENDA ITEM: 9.1 - Appointment of Chief Executive Officer

Subject:	Appointment of Chief Executive Officer
Applicant:	Not Applicable
File Ref:	Employee Personal File
Disclosure of Interest:	N/A
Author:	Paul Sheedy – Acting Chief Executive Officer
Date:	17 April 2023
Attachments:	Proposed Total Remuneration Package (Confidential) Assessment of Applicants & Interviewees (Confidential) Referee Report on Preferred Candidate (Confidential)

PURPOSE

Endorse the recommendation of the CEO Selection Panel to appoint Ms Rebecca McCall as Chief Executive Officer of the Shire of Narembeen for a period of five (5) year and approves the terms of the CEO Employment Contract, including the Total Remuneration Package (TRP) of \$193,245 per annum, with a proposed commencement date on/after 18 September 2023.

BACKGROUND

December 2022

The current CEO provided a letter of resignation to the Shire President affective from 13 January 2023.

February 2023

Council at its meeting on 21 February resolved (minute 7550/23 & 7551/23):

‘That Council:

- *Appoints the Shire President, Cr Mortimore, Deputy Shire President, Cr Stirrat, and Councillors Currie and Milner as the CEO Recruitment Selection Panel.*
- *Appoints Ms R (Rhonda) Cole as the Independent Person to the CEO Recruitment Selection Panel.*
- *Approves the Job Description (Position Description) as detailed in Schedule 1 of the Employment Contract (attached) that includes:*
 - *the qualifications and selection criteria for the position; and*
 - *duties and responsibilities of the position*
- *Approves the draft Employment Contract and Total Reward Package as detailed in the attachment.’*

‘That Council appoint Fitz Gerald Strategies to assist Council/Selection Panel in the recruitment of a new Chief Executive Officer.’

March 2023

The vacant position of CEO was advertised in the Western Australian newspaper on Saturday 4 March 2023, LG Assist, Local Government Job Directory, Shire website and Facebook, Fence Post, and public notice board to comply with the Local Government Act and Regulations requirements.

April 2023

Following the closing of the CEO applications, five (5) application were received for the position. The consultant then assessed each application against the selection criteria which was then reviewed by the CEO Selection Panel on the 5 April 2023 who assessed each applicant’s knowledge, experience, qualifications, and skills against the adopted selection criteria. The CEO Selection Panel then shortlisted suitable applicants for interviews on 14 April 2023’.

The shortlisted applicants were interviewed by the CEO Selection Panel on 14 April 2022. At that meeting, the Panel assessed the candidates based on their interviews and identified a preferred applicant subject to due diligence checks, including referee reports, being undertaken by the consultant.

The Consultant completed reference checks, on behalf of the Council relating to the preferred applicant and completed the due diligence which included a current police clearance and qualification checks and negotiated a suitable Total Remuneration Package (TRP).

CONSULTATION

CEO Selection Panel, Acting CEO, Consultant, and preferred candidate.

STATUTORY IMPLICATIONS

Local Government Act 1995, sections 5.36, 5.39

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

** Absolute majority required.*

- (4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

5.39. Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
- (1a) Despite subsection (1) —
 - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and
 - (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.
- (2) A contract under this section —
 - (a) in the case of an acting or temporary position, cannot be for a term exceeding one year;
 - (b) in every other case, cannot be for a term exceeding 5 years.
- (3) A contract under this section is of no effect unless —
 - (a) the expiry date is specified in the contract; and
 - (b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and
 - (c) any other matter that has been prescribed as a matter to be included in the contract has been included.

- (4) A contract under this section is to be renewable and subject to subsection (5), may be varied.
- (5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.
- (6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.
- (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7A.
- (8) A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.

FINANCIAL IMPLICATIONS

The cash components of the CEO TRP, other allowances and relocation expenses will be included in the 2023/24 budget.

POLICY IMPLICATIONS

Council Policy ‘CEO Standards for Recruitment, Performance and Termination.’ In parts states as follows:

‘9. Recommendation by selection panel

- (1) *Each applicant’s knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.*
- (2) *Following the assessment referred to in subclause (1), the selection panel must provide to the local government —*
 - (a) *a summary of the selection panel’s assessment of each applicant; and*
 - (b) *unless subclause (3) applies, the selection panel’s recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.*
- (3) *If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —*
 - (a) *that a new recruitment and selection process for the position be carried out in accordance with these standards; and*
 - (b) *the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.*
- (4) *The selection panel must act under subclauses (1), (2) and (3) —*
 - (a) *in an impartial and transparent manner; and*
 - (b) *in accordance with the principles set out in section 5.40 of the Act.*
- (5) *The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —*
 - (a) *assessed the applicant as having demonstrated that the applicant’s knowledge, experience, qualifications and skills meet the selection criteria; and*
 - (b) *verified any academic, or other tertiary level, qualifications the applicant claims to hold; and*
 - (c) *whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant’s character, work history, skills, performance and any other claims made by the applicant.*

- (6) *The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.*

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) *the making of the offer of employment to the applicant; and*
(b) *the proposed terms of the contract of employment to be entered into by the local government and the applicant.'*

RISK MANAGEMENT IMPLICATIONS

The CEO recruitment process has followed the requirements of the Local Government Act 1995, Local Government (Administration) Regulations and Council policy so the risk implications are considered to be low.

STRATEGIC PLAN REFERENCE

Not applicable

VOTING REQUIREMENTS

Absolute Majority

COMMENT

Following the interviews on the 14 April 2023 and determination of the preferred candidate the consultant, as requested by the CEO Selection Panel, has undertaken the various due diligence checks and negotiated a suitable TRP with the preferred applicant (see attached Schedule 2).

The SAT TRP requested by Ms McCall is slightly higher than suggested by the CEO Selection Panel (\$190,000), whilst additional benefits (Items 11-14) of the Employment Contract sit outside the SAT TRP and are not included in TRP indicated in the Officer Recommendation below.

There have been some changes to the Draft Employment Contract included in the advertised package as follows.

- Mandatory superannuation contributions will increase from 10.5% to 11.0% from the 1 July 2023
- FBT included in the TRP has been reduced to \$7,000 (was \$13,600) on the basis that the CEO will be responsible for the payment of any FBT liability above \$7,000.
- Utilities Allowance has increased to \$3,500 (was \$3,000)
- Professional membership of \$600 has been added.
- Regional/Isolation Allowance has increased to \$5,500 (was \$5,000)

As there has been no changes to the general terms and conditions of the draft Employment contract approved by Council at its meeting on 21 February 2023, I have not included it in the attachments but a copy will be available at the meeting if required to be viewed.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council endorses the recommendation of the CEO Selection Panel and:

1. Approves the making of an offer of employment to Ms Rebecca McCall to the position of Chief Executive Officer with the Shire of Narembeen for a period of five (5) years, with a commencement date on/after 18 September 2023.
2. Approves the proposed terms of the CEO Employment Contract to be entered into with Ms Rebecca McCall with a Total Reward Package (SAT) of \$193,245 per annum, calculated in accordance with the 2023 Salaries and Allowances Tribunal Local Government Determination Band 4 Range.
3. Is of the belief that Ms Rebecca McCall is suitably qualified for the position of Chief Executive Officer.
4. Authorises the Shire President to execute and affix the common seal to the Chief Executive Officer Employment Contract in accordance with section 9.49A (1) & (2) of the Local Government Act 1995.

MIN 7585/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Cole

CARRIED 8 / 0
BY ABSOLUTE MAJORITY

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That the meeting be re-opened to the public

MIN 7586/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Bray

CARRIED 8 / 0

*6.13pm The meeting was re-opened to the public
B Forbes and K Conopo re-entered the meeting*

10.0 Councillor's Reports

Cr K Mortimore

Attended

- Zone Conference Merredin
- Narembeen DHS Faction Swimming Presentations
- 7CWP meeting
- Met with Rick Wilson
- ROEROC meeting
- Emergency Management Training - Kellerberrin
- ANZAC Day meeting
- CEO selection panel meeting
- Zone Executive meeting
- Community Grants meeting
- CEO interviews
- GECZ meeting - Merredin
- Narembeen Shire Centenary meeting

Cr S Stirrat

Attended

- Bio security
- CEO selection panel meeting
- CEO interviews

Cr H Cusack

Attended

- Housing Working Group meeting
- CEACA meeting

Cr T Cole

Attended

- Nil

Cr C Bray

Attended

- LEMP Training

Cr A Hardham

Attended

- Housing Working Group meeting
- CEACA meeting

Cr M Currie

Attended

- CEO selection panel meeting
- CEO interviews

Cr W Milner

Attended

- Housing Working Group meeting
- CEACA meeting
- CEO selection panel meeting
- CEO interviews

11.0 Date, time & place of next meeting

Tuesday 16 May 2023, 5.00pm at the Shire of Narembeen Council Chambers.

12.0 Closure

There being no further business the Chair declared the meeting closed at 6.16pm.

13.0 Certification of Meeting Minutes

I, Cr _____, _____ certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 18 April 2023, as shown on pages 1 to 40 are confirmed as a true and correct record of the meeting.

SHIRE PRESIDENT

Date

ATTACHMENT – AGENDA ITEM 7.0
Status Report – May 2023

SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7083/20	ongoing since 2020	ADM547	RAV Working Group	<p>Previous status report item is complete. Details here -</p> <p>7083/20 19-Aug-20 ADM547 Narembeen RAV Rating and Conditions Review</p> <p>That Council:</p> <ol style="list-style-type: none"> Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads. Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager. Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network. Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting. Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated. <p>Discussed with Council December 2021. Assistance will be sought from consulting engineers to progress</p> <p>20.09.2022 - Cr Stirrat advised no changes or upgrades identified. Is there any capacity for a temporary RAV permit? CEO advised yes - will seek more information from main roads</p>	<p>July 22 - Main roads engaged to review 4 roads RAV status. Howson Project Management preparing assesment of additional roads for upgraded RAV status</p> <p>Cr. Stirrat provided update. 4 roads assessed 3 roads assesed as R7 Unconditional - Statchevich -Chapman Road, Georgeff Road and Merredin-Narembeen Road. Cramphorne Road has increased from 60 to 80</p>	This item to remain on the status report moving forward	CEO
7315/22	31-Jan-22	ADM668	Local Road & Communities Infastructure Program	<p>That Council nominate the following projects for funding as part of Phase 3 LRCl program;</p> <ol style="list-style-type: none"> Walker Lake Exercise Equipment \$50,000 Narembeen Public Hall Upgrade – stage 2 \$102730 Old Church Museum – stage 2 \$115,229 Footpath Infrastructure \$175725 Churchill Street Improvemenbts - stage 2 \$350,000 Electronic Sign Board \$50,000 Seal Laneway Savage Street \$250,000 	<p>Projects Approved</p> <ol style="list-style-type: none"> COMPLETED COMPLETED COMPLETED COMPLETED Ongoing COMPLETED Awaiting design and will be seeking deferral until 23/24 	Ongoing	CEO
7324/22	15-Feb-22	ADM	Wadderin Reserve	<p>That Council:</p> <ol style="list-style-type: none"> Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembeen for the purposes of "water and conservation" with the power to lease. Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive. 	<p>Engaged lawyer to develop lease. Met with President to progress. Confirm to DLPH agreement to accept management order for Reserve, CEO and EMCS to meet with WWG President to discuss lease.</p>	Ongoing	EMCS
7420/22	19-Apr-22	P5294	Write off debt - Deceased Estate A5294 Saunders	<p>That Council:</p> <ol style="list-style-type: none"> Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and Direct the CEO to commence the process to return the land to the Crown. 	<ol style="list-style-type: none"> Debt written off. Ongoing 	Ongoing	EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7489/22	20-Sep-22	ADM172	Housing Strategy	That Council: 1. Agree to investigate building a mix of smaller two or three bedroom properties for employee housing; 2. Identify Lot 104 (27) Currall Street, Naremben as the preferred location of the employee housing project, subject to further site investigation; 3. Direct the CEO to approach Go Naremben as a potential partner to the project in the first instance followed by CEACA and report outcomes; 4. Allocate \$15,000 in the February 2023 Budget Review for improvements to 16 Hilton Way, Naremben 5. Council and CEO actively lobby the State to invest in new housing stock for public servants in the region in collaboration with Roe Regional Councils.	1) Housing working group recommended. 2) Doctors house be a priority before staff and Currall St lot be offered to CEACA Agenda item at May Council Meeting 3) Go Naremben have declined to be involved 4) \$100,000 allocated in February '23 Budget Review	COMPLETED	CEO
7542/22	13-Dec-22	ADM053	Multipurpose Sports Facility Feasibility and Concept Design	That Council: 1) Resolve not to proceed with the seeking of funding and construction of the Multipurpose Sports Facility project due to the estimated costs being substantially higher than the budget, no guarantee of successful grant funding and the withdrawal of support by the sporting clubs. 2) Instruct the CEO to undertake discussions with local Tennis and Hockey clubs regarding future improvements to their facilities	2) Discussion with sporting groups yet to be held	Ongoing	CEO
7552/23	21-Feb-23	ADM547	Traffic Route Proposal – Variation of Agreement	That Council endorse the proposed variations to the original Traffic Route Proposal Letter of Agreement dated 26 May 2020 as follows: 1. References to “Explaurum Operations Pty Ltd” are to be replaced with “Tampia Operations Pty Ltd” to reflect a name change. 2. Condition 2 is amended to read “That Mt Arrowsmith Road SLK 0.00 to SLK 9.50, having been sealed with a 2 coat seal in 2021 pursuant to an agreement between the Council and Tampia Operations Pty Ltd, be maintained by Tampia Operations Pty Ltd, not subject to the financial contribution of \$0.0107 per kilometre per tonne as set out in Condition 15. 3. Upon the cessation of haulage, Mt Arrowsmith Road SLK 0.00 to SLK 9.50 be returned to a gravel road subject to a gravel overlay treatment being undertaken to the satisfaction of the Shire of Naremben Works Manager and the Councils Engineering consultant.” 4. Condition 11 is deleted. 5. All other terms of the Letter (dated 26 May 2020) remain unchanged.	Letter sent to Ramelius/ Tampia requesting Variation of Agreement to be amended Awaiting Variation letter from Tampia for signing.	Ongoing	CEO
7555/23	21-Feb-23		Health and Safety Compliance Representative	That Council request that the CEO investigate the appointment of a full time Work Health and Safety Compliance Officer, commencing in the 2023/24 financial year, to oversee and implement the new Work Health and Safety Act 2020 and Regulations 2022, including the sharing of the position with other RoeROC local governments, or other identified local government/s, and provide a report back to the April 2023 Council meeting	Include on ROERoc meeting on 16 March 2023	Ongoing	CEO
7574/23	18-Apr-23	ADM 681	Ramelius Resources and Shire of Naremben Community Benefit Fund Advisory Committee	That the Ramelius Resources and Shire of Naremben Community Benefit Fund Advisory Committee recommend that the Shire of Naremben Council approve the following grant applications: Club/Group - Project/Event - Amount Naremben Hockey Club - Lighting Project - \$10,000 Naremben High School - Disco and Leadership Workshops - \$1,800 Mt Walker Golf Club - Open Day Prizes -\$500 Naremben Netball Club - Drink Bottle Spout for Water Fountain - \$300 Naremben Golf Club - Motorised Golf Buggy Storage Shed - \$6,000 Naremben CRC - Cheese, Chatter and Canvas Event - \$1,500 Naremben CRC - Youth Leadership Forum - \$1,650 TOTAL - \$21,750	Letters sent to various groups advising of grant success	COMPLETE	EDO
7576/23	18-Apr-23	ADM 547	Mt Arrowsmith Road Haulage Contribution	That Council agrees to reimburse Tampia Operations \$132,353.47 (incl GST), in lieu previously agreed \$94,073 (October 2022), from its infrastructure reserve fund representing road haulage contributions collected for Mt Arrowsmith Road from July 2021 to September 2022 on the following conditions: 1.The reinstatement of SLK 0 to SLK 10.5 to a gravel surface shall be undertaken at the direction and supervision of the Shire of Naremben CEO and completed to the satisfaction of the Shire of Naremben CEO; and 2.Should the reinstatement to a gravel surface not be completed to the satisfaction of the Shire of Naremben CEO, the Shire of Naremben reserves the right to complete the reinstatement to a satisfactory standard and charge Tampia Operations for the work undertaken	Letter still to sent to Tampia	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7577/23	18-Apr-23	ADM022	Delegations Review 2023	That Council 1.Receive the 2022-23 Delegation Register as attached noting the use of Councils delegations, and 2.Approve the Delegation Register as amended, including new delegations, in the attachment for the next twelve (12) months	Register updated Subregulations reviewed and letters sent out	COMPLETE	CEO
7578/23	18-Apr-23	P1152	Proposed Outbuilding – Lot 6 (No 39) Thomas Street, Naremben	That Council: 1. Note that the application for an outbuilding at 39 Thomas Street, Naremben is being advertised for public comment. Advertising closes on the 18 April 2023. 2.Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for an outbuilding on Lot 6 (No 39) Thomas Street, Naremben.	Application approval letter sent to applicant	COMPLETE	CEO
7579/23	18-Apr-23	ADM562	Naremben Bowling Club contributions to bowling green	That Council invoice the Naremben Bowls Club for \$146,727.00 including GST, as originally agreed. Council will pay the GST component of \$13,338.82	Invoice sent out	COMPLETE	EMCS
7580/23	18-Apr-23	ADM654	Amendment to lease agreement – Senior Citizens Centre	That Council authorise the Chief Executive Officer to engage with the Naremben Senior Citizens Social Centre to review the current lease agreement and bring it back to council for endorsement	Meeting booked for late May to discuss lease	Ongoing	EMCS
7586/23	18-Apr-23	EMP	Appointment of Chief Executive Officer	That Council endorses the recommendation of the CEO Selection Panel and: 1.Approves the making of an offer of employment to Ms Rebecca McCall to the position of Chief Executive Officer with the Shire of Naremben for a period of five (5) years, with a commencement date on/after 18 September 2023. 2.Approves the proposed terms of the CEO Employment Contract to be entered into with Ms Rebecca McCall with a Total Reward Package (SAT) of \$193,245 per annum, calculated in accordance with the 2023 Salaries and Allowances Tribunal Local Government Determination Band 4 Range. 3.Is of the belief that Ms Rebecca McCall is suitably qualified for the position of Chief Executive Officer. 4.Authorises the Shire President to execute and affix the common seal to the Chief Executive Officer Employment Contract in accordance with section 9.49A (1) & (2) of the Local Government Act 1995.	1. Offer made to Rebecca McCall and was accepted 2 No Action 3. No action 4. Employment contract signed by all parties	COMPLETE	CEO

**ATTACHMENT – AGENDA ITEM 8.1.4
Council Policy – Gratuity Payments to
Finishing Employees**

Council Policy

Gratuity Payments to Finishing Employees



POLICY OBJECTIVES

To comply with section 5.50(1) of the Local Government Act 1995 and set out the circumstances in which the Shire may pay to an employee whose employment with the Shire is finishing, an amount in addition to any amount which the employee is entitled to under a contract of employment or Enterprise Agreement, and the manner of assessment of the additional amount.

POLICY SCOPE

All employees.

POLICY DETAIL

Gratuity Payments

This policy outlines the circumstances in which gratuity payments may be made to a finishing employee. These payments, when made, are in addition to any amount that the employee is entitled to under a contract of employment or Enterprise Agreement.

The imposition of this parameter does not form a contractual entitlement under employment relationships and as such the Council may choose to modify this position by way of resolution.

When an employee's services are ceasing with the Shire, the employee will be entitled to a gratuity as outlined below based on completed years of service. The gratuity payment identified within this policy does not apply to an employee who has been dismissed by the Shire for any reason.

The idea of a gratuity payment is that it is a way of the Shire honouring and thanking employees who have made long term contributions towards the Shire successfully meeting its objectives. Council reserves the right to resolve to increase the value of gifts to employees whose commitment and contribution to the community is of an exemplary level.

Years of Service

Amount of Gratuity

0 - 2 years' service	\$50 (gift or contribution) + function at discretion of CEO
2+ - 5 years' service	\$100 (gift or contribution) + function to value of \$200
5+ - 10 years' service	\$250 (gift or contribution) + function to value of \$250
10+ - 15 years' service	\$350 (gift or contribution) + function to value of \$500
15+ - 20 years' service	\$450 (gift or contribution) + function to value of \$750
20+ years' service	\$550 (gift or contribution) + function to value of \$1,000

Council Policy

Gratuity Payments to Finishing Employees



For Council's designated senior employees, the value of any finishing gift will be at the above prescribed amount plus an extra \$50 for each year of service, in recognition of the level of responsibility and influence associated with their role.

For the purpose of this policy, continuous service shall be deemed to include:

- a) Any period of absence from duty of annual leave, long service leave, accrued paid bereavement leave, accrued paid personal leave and public holidays.
- b) Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.
- c) Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of one year.

For the purpose of this policy, continuous service shall not include:

- a) Any period of unauthorised absence from duty unless the Shire determines otherwise.
- b) Any period of unpaid leave unless the Shire determines otherwise.

No gratuity payment to any employee shall exceed one year's salary or the limits set as per regulations.

This Policy at initial adoption and upon any significant amendment will be subject to a period of Local Public Notice in line with provisions of the Local Government Act.

DEFINITIONS

CEO – the Shire of Narembreen's Chief Executive Officer or an officer subsequently delegated to manage this function by the Chief Executive Officer.

Council – the Shire of Narembreen Council

Councillor – a person duly elected to the office of Councillor on a Council by way of a free election.

RELATED LEGISLATION

Local Government Act 1995 Division 4 Section 5.36, 5.37, 5.40, 5.41
Work, Health and Safety Act (WA) 1984

OTHER RELATED POLICIES/KEY DOCUMENTS

1. Policy 4.3.17 Severance Pay Policy

DELEGATED AUTHORITY

NA

REVIEW DATE

December 2024

Council Policy

Gratuity Payments to Finishing Employees



HISTORY

Adopted:	16/09/1998	MIN:	781/98
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17
Reviewed:	10/11/2020	MIN:	7125/20
Reviewed:	18/05/2023	MIN:	

**ATTACHMENT– AGENDA ITEM 8.1.5
Council Policy – Continuing Professional
Development of Council Members**

Council Policy

Council Member Professional Development



POLICY OBJECTIVES

To ensure that Council Members meet and comply with the prescribed professional development requirements under the Local Government Act 1995, and to further encourage participation in other conferences and training specifically designed to enhance skills and knowledge relating to roles and responsibilities, as a Council Member.

POLICY SCOPE

Provides a framework to facilitate continuing professional development of Council Members.

POLICY DETAIL

Council Member Professional Development

An annual budget allocation will be made for:

- Each Council Member to be used for individual Continuing Professional Development
- **Training specifically aimed at the development of the Shire President**
- Mandatory training for newly elected Council Members will be budgeted for outside of regular annual allocations.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Requests for Continuing Professional Development may be initiated by the Councillor and should be forwarded to the CEO prior to enrolment or registration.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred to Council for a decision. Alternatively, the Council Member may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

Mandatory Council Member Training

Council Members are required to complete the Council Member Essentials Course within 12-months from the day on which they are elected, unless exempt under Regulation 36 of the Local Government (Administration) Regulations 1996.

Council's preferred provider for the training is WALGA (WA Local Government Association). It is Council's preference that the training is undertaken via the eLearning method, which is the most cost-efficient form of delivery.

All mandatory training units and associated costs will be paid for by the Shire.

Council Policy

Council Member Professional Development



It is acknowledged that there may be Councillors who prefer to undertake the mandatory training units face-to-face and/or opportunities to attend training, which is being delivered in the region or in the Perth metropolitan area, this training must be authorised by the CEO as being within budgetary constraints and practical.

Formats and providers

The continuing professional development format must be reasonable and provided by a relevant industry recognised training provider, peak body, or professional organisation.

Continuing Professional Development must be relevant to the role of a Council Member and offer demonstrable benefit to the Council as a governing body, the Shire as an organisation, and the broader community.

Request for Approval

Council Members who wish to attend training or professional development (not conferences) may make an application by providing the following details to the CEO in writing:

- Course or event title, provider or organiser name, location, and date.
- Copy of, or link to program, course outline or other summary of content.
- Total estimated costs including accommodation, travel, and sundry expenses.

Applications are to be submitted in reasonable time for registration. The Shire will seek to take advantage of reduced prices for early registration.

Approval

Approval for Council Member attendance may be granted by the Chief Executive Officer where:

- the application complies with this policy.
- the event is to be held within Western Australia; and
- Council Member has sufficient funds available in their professional development allocation to meet all costs of attendance.

A resolution of the Council where:

- the application has been refused by the Chief Executive Officer.
- the application does not comply with this policy.
- the estimated costs of attendance exceed the available balance of the Council Member's annual professional development allocation; or
- the event is to be held outside of Western Australia.
- The application is for attendance at a conference.

Council Policy

Council Member Professional Development



Event Registration and Bookings

Travel (by air), registration fees and accommodation are to be arranged directly by the Shire administration, generally through the office of the Chief Executive Officer. Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

Travel

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

Travel arrangements are to be by the most cost effective and reasonably convenient mode. Air travel is to be by Economy Class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance, and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost-effective mode of travel.

A Council Member may choose to upgrade the mode of travel, however additional costs incurred are to be paid to the Shire by the Council Member before the Shire confirms the booking(s)

Accommodation

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

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

Meals and Incidental Expenses

Meals and incidental expenses will be paid by the Shire with reasonable meal expenses including the purchase of breakfast, lunch, and dinner where these meals are not provided otherwise provided. When meals are included and have been paid for as part of the registration

Council Policy

Council Member Professional Development



fee or accommodation costs, claims for alternative meals at venues other than the event will not to be paid by the Shire.

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

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

Travel Insurance – Intrastate and Interstate

Subject to policy wording and conditions, Council Members are covered by the Shire's corporate travel protection for the duration of their travel relevant to attendance at the approved event, including any incidental private travel taken either side or during the event.

Council Members should review the conditions of the Shire's corporate travel protection policy and member certificate to determine whether it is adequate for their personal needs and circumstances, and so that the Shire and/or the Council Member can make any necessary alternative arrangements.

Accompanying persons/entertainment costs

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

Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of Shire funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the Shire.

WALGA Conference

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

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

Council Policy

Council Member Professional Development



Report on training

The Shire is required to produce a report detailing the training completed by Council Members during each financial year, in accordance with s.5.127 of the Act. And place it on the Shire's website within one month of the end of the financial year.

Policy Review

In accordance with s.5.128 of the Act, this policy will be provided for the Council's review following each ordinary election. The Shire will ensure the policy review occurs within the first six (6) months following each ordinary election.

DEFINITIONS

CEO – the Shire of Narembreen's Chief Executive Officer or an officer subsequently delegated to manage this function by the Chief Executive Officer.

Council – the Shire of Narembreen Council

Council Member – a person duly elected to the office of Councillor for the Shire of Narembreen.

RELATED LEGISLATION

Local Government Act 1995

Local Government Legislation Amendment Act 2019 Section 5.127 & 5.128

OTHER RELATED POLICIES/KEY DOCUMENTS

- Councillor Code of Conduct April 2021
- Councillor, Chief Executive Officer, and Employee Attendance at Events

DELEGATED AUTHORITY

NA

REVIEW DATE

December 2023

HISTORY

Adopted:	15 July 2020	MIN: 7079/20
Reviewed:	16 May 2023	MIN:
Reviewed:		MIN:

ATTACHMENT – AGENDA ITEM 8.2.2
Monthly Financial Statements April 2023

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 April 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Note 6 Grants and Contributions

Note 7 Budget Amendments

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

* Statutory Report

STATUTORY REPORT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

BY NATURE OR TYPE

	Ref Note	Original budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	2,708,224	2,708,224	2,708,224	2,568,614	(139,610)	(5%)	
Revenue from operating activities								
Rates		1,942,098	1,942,098	1,942,953	1,955,115	12,162	1%	
Operating Grants, Subsidies and Contributions	6	1,478,268	1,436,059	1,196,515	1,435,421	238,906	20%	overbudget
Fees and Charges		596,442	578,442	509,813	532,260	22,447	4%	
Interest Earnings		37,193	87,193	72,640	145,841	73,201	101%	overbudget
Other Revenue		76,000	123,150	102,620	106,115	3,495	3%	
Profit on Disposal of Assets		199,288	199,288	199,288	0			
		4,329,289	4,366,230	4,023,829	4,174,751			
Expenditure from operating activities								
Employee Costs		(2,108,259)	(2,079,530)	(1,746,752)	(1,549,725)	197,027	11%	underbudget
Materials and Contracts		(1,782,263)	(1,708,084)	(1,472,310)	(1,234,955)	237,355	16%	underbudget
Utility Charges		(289,750)	(306,250)	(261,580)	(214,962)	46,618	18%	underbudget
Depreciation on Non-Current Assets		(3,122,135)	(3,118,514)	(2,598,750)	(2,430,377)	168,373	6%	
Interest Expenses		(40,201)	(40,201)	(33,480)	(30,384)	3,097	9%	
Insurance Expenses		(224,400)	(224,400)	(218,150)	(216,439)	1,711	1%	
Other Expenditure		(17,000)	(92,000)	(64,150)	(31,700)	32,450	51%	underbudget
Loss on Disposal of Assets		(24,320)	(24,320)	(24,320)	0	24,320	100%	
		(7,608,328)	(7,593,299)	(6,419,492)	(5,708,541)			
Operating activities excluded from budget								
Add back Depreciation		3,122,135	3,118,514	2,598,750	2,430,377	(168,373)	(6%)	
Adjust (Profit)/Loss on Asset Disposal		(174,968)	(174,968)	(174,968)	0	174,968	(100%)	
Movement in Local Government House Trust		0	0	0	(3,686)	(3,686)		
Non-cash amounts excluded from operating activities		2,947,167	2,943,546	2,423,782	2,426,691			
Amount attributable to operating activities		(331,872)	(283,523)	28,119	892,901			
Investing activities								
Non-operating grants, subsidies and contributions	6	6,060,601	6,060,601	6,060,598	1,485,410	(4,575,188)	(75%)	underbudget
Proceeds from Disposal of Assets		370,000	370,000	0	0	0		
Capital acquisitions	5	(8,819,611)	(8,851,112)	(8,196,109)	(3,015,038)	5,181,071	63%	underbudget
Amount attributable to investing activities		(2,389,010)	(2,420,511)	(2,135,511)	(1,529,628)			
Financing Activities								
Self-Supporting Loan Principal		15,546	15,546	13,495	13,495	0	0%	
Transfer from Reserves		909,737	909,737	0	0	0		
Repayment of Debentures		(74,876)	(74,876)	(72,825)	(72,825)	0	0%	
Transfer to Reserves		(837,749)	(837,749)	(84,756)	(84,756)	0	0%	
Amount attributable to financing activities		12,658	12,658	(144,086)	(144,086)			
Closing Funding Surplus (Deficit)	1	0	16,848	456,746	1,787,801			

KEY INFORMATION

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

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

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

STATUTORY REPORT
 NOTES TO THE STATEMENT OF FINANCIAL
 FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
 NOTE 1
 ADJUSTED NET CURRENT ASSETS

	Ref Note	UNAUDITED 30 June 2022	This Time Last Year 30 Apr 2022	Year to Date Actual 30 Apr 2023
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	4,514,147	4,173,011	3,078,471
Cash Restricted	3	4,133,569	2,818,838	4,218,323
Receivables - Rates	4	100,263	103,161	98,986
Receivables - Other	4	157,446	655,934	121,567
Loans receivable		15,546	1,967	2,051
Interest / ATO Receivable		54,667	49,692	172,363
Inventories		13,371	13,372	13,372
		8,989,009	7,815,974	7,705,133
Less: Current Liabilities				
Payables		(723,705)	(72,478)	(223,838)
Provisions - employee		(340,620)	(309,959)	(340,620)
Long term borrowings		(74,875)	(1,967)	(2,051)
Contract Liability		(1,206,955)	(450,584)	(1,132,498)
		(2,346,155)	(834,987)	(1,699,006)
Unadjusted Net Current Assets		6,642,854	6,980,987	6,006,127
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(4,133,569)	(2,818,838)	(4,218,323)
Less: Loans receivable		(15,546)	(1,967)	(2,051)
Add : Long Term Borrowings		74,875	1,967	2,051
Adjusted Net Current Assets		2,568,614	4,162,149	1,787,801

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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

This Year YTD

Surplus(Deficit)

\$1.79 M

Last Year YTD

Surplus(Deficit)

\$4.16 M

STATUTORY REPORT

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

NOTE 2

EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2022/23 year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Operating Grants, Subsidies and Contributions	238,906	20% overbudget		Timing	Operating grants received sooner than budgeted
Interest Earnings	73,201	101% overbudget		Permanent	Interest earnings are higher than YTD budget due to higher interest rates on invested funds than budgeted. This additional revenue will be addressed with the budget review.
Expenditure from operating activities					
Employee Costs	197,027	11% underbudget		Timing	Variance predominantly due to delays in road maintenance works.
Materials and Contracts	237,355	16% underbudget		Timing	Variance due to land development expenditure for commercial plots not going ahead.
Utility Charges	46,618	18% underbudget		Timing	Variance predominantly due to underspending on oval and pool water.
Other Expenditure	32,450	51% underbudget		Timing	Variance due to underspend on community benefit fund. Should be resolved shortly
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(4,575,188)	(75%) underbudget		Timing	R2R deficit - \$867k LRCI deficit - \$1.73m WSFN deficit - \$1.96m Management anticipates that some R2R will be received by the end of the year, in addition to some LRCI funding. WSFN funding pushed back to 2024.
Capital Acquisitions	5,181,071	63% underbudget		Timing	Refer to Note 5 for project details.
Financing Activities					

KEY INFORMATION

Actual depreciation will be applied from the Assets Register after the finalisation of F22 Audit processes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

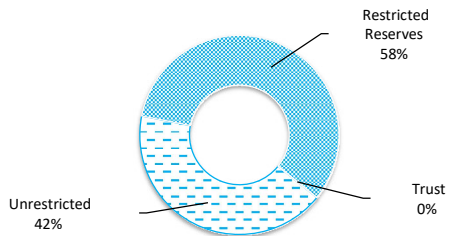
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
At Call Deposits	\$	\$	\$	\$			
Municipal Fund	3,078,471	218,323	0	3,296,794	Bankwest	0.10%	
Term Deposits							
Reserve Investment - Term Deposit CBA 38420506		4,000,000		4,000,000	CBA	4.00%	15/06/2023
Total	3,078,471	4,218,323	0	7,296,794			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$7.3 M	\$3.08 M

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

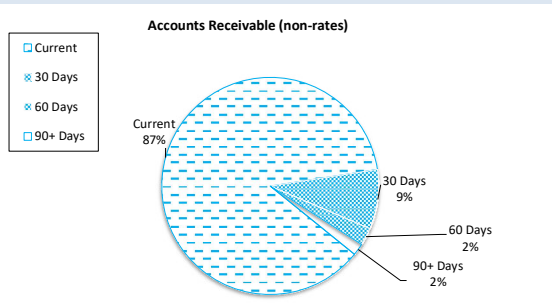
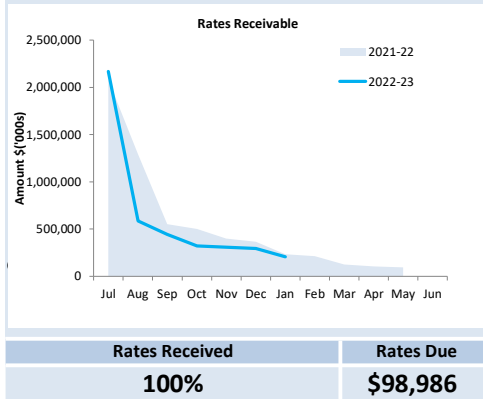
Rates Receivable including ESL and Rubbish	30 Apr 23	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$		\$	\$	\$	\$	\$
Opening Arrears	100,263	Receivables - General	108,426	11,067	3,244	2,237	124,974
Levied this year	2,133,835	Percentage	87%	9%	3%	2%	
Less Collections to date	(2,135,112)	Balance per Trial Balance					
Equals Current Outstanding	98,986	Sundry debtors	108,426	11,067	3,244	2,237	124,974
		Other receivable	(3,407)	0	0	0	(3,407)
Net Rates Collectable	98,986	Total Receivables General Outstanding					121,567
% Collected	100.06%	Amounts shown above include GST (where applicable)					

KEY INFORMATION

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

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$121,567
Over 30 Days
13%
Over 90 Days
2%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

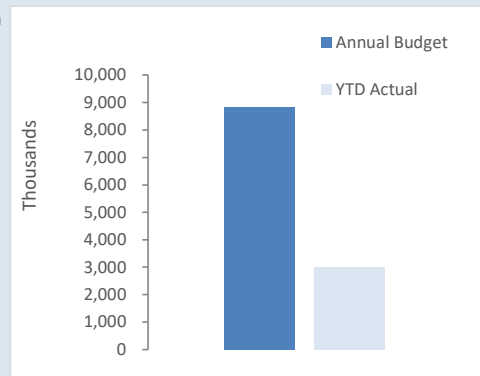
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	Current		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Buildings	986,459	986,459	915,370	206,293	(709,077)
Plant & Equipment	1,154,180	1,154,180	1,008,340	41,243	(967,097)
Furniture & Equipment	276,842	276,842	275,172	36,090	(239,082)
Infrastructure - Roads	5,582,597	5,614,098	5,272,990	2,347,857	(2,925,133)
Parks, Gardens, Recreation Facilities	769,533	769,533	674,237	383,554	(290,683)
Other Infrastructure	50,000	50,000	50,000	0	(50,000)
Capital Expenditure Totals	8,819,611	8,851,112	8,196,109	3,015,038	(5,181,071)
Funding of Capital Acquisitions:					
		\$	\$		
Capital grants and contributions	6,060,601	6,060,601	6,060,598	1,485,410	(4,575,188)
Borrowings	370,000	370,000	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0	0
Contribution from Rates and other revenue	2,389,010	2,420,511	2,135,511	1,529,628	(605,883)
Capital Funding Total	8,819,611	8,851,112	8,196,109	3,015,038	(5,181,071)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$8.85 M	\$3.02 M	34%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$6.06 M	\$1.49 M	25%

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Buildings Specialised							
Administration Office and Chambers Refurbishment - stage 1	2055	120,000	120,000	100,000	21,048	(78,952)	Project delayed.
Hall Accessibility Upgrades LRCI phase 3A	2119	75,000	75,000	62,500	0	(62,500)	Project delayed.
Townhall upgrades LRCI phase 3	2093	116,230	116,230	96,850	60,564	(36,286)	
Old Church Hall Stage 2 Phase 3	2101	115,229	115,229	96,020	124,340	28,320	Project completed sooner than budgeted. Overall spend accurate
Depot Amenities Upgrade	2117	30,000	30,000	30,000	260	(29,740)	Project delayed.
Stormwater Harvesting Project	2116	30,000	30,000	30,000	56	(29,944)	Project delayed.
Sub Total		486,459	486,459	415,370	206,268	(209,102)	
Building - Non Specialised							
Shire Staff Housing Construction formally Cheetham way New Residence	2045	500,000	500,000	500,000	26	(499,974)	Project delayed. Only planning-related expenditure likely to occur before 30 June 2023
Sub Total		500,000	500,000	500,000	26	(499,974)	
Total Buildings		986,459	986,459	915,370	206,293	(709,077)	
Furniture and Equipment							
Administration Server	2043	10,000	10,000	8,330	2,194	(6,136)	
Altus payroll package	2096	0	0	0	31,997	31,997	Complete.
Vehicle Charging Station	2123	116,842	116,842	116,842	0	(116,842)	Project delayed.
Swimming Pool Heating LRCI phase 3A	2121	150,000	150,000	150,000	1,900	(148,100)	Project delayed.
Total Furniture and equipment		276,842	276,842	275,172	36,090	(239,082)	
Plant & Equipment							
Electronic sign and trailer	2094	50,000	50,000	41,660	41,243	(417)	
Replace Skeleton Weed ute	2041	70,000	70,000	70,000	0	(70,000)	Project sold to Goomalling - expense won't be incurred
Prime Mover NB7704	2102	315,000	315,000	262,500	0	(262,500)	Ordered, expected to arrive by June 2023
Prime Mover NB6079	2103	315,000	315,000	262,500	0	(262,500)	Ordered, expected to arrive by June 2023
Howard Porter Side Tipper	2087	120,000	120,000	120,000	0	(120,000)	Ordered, expected to arrive by June 2023
Electronic fuel management system	2095	30,000	30,000	0	0	0	Not ordered yet - expected to arrive by June 2023
Replacement Vehicle - Mechanic	2064	50,000	50,000	50,000	0	(50,000)	Ordered, expected to arrive by June 2023
Toyota Prado - Works Manager	2115	60,000	60,000	60,000	0	(60,000)	Ordered, delivery delayed due to supply chain issues.
Pohlner roller modifications	2105	15,000	15,000	12,500	0	(12,500)	Ordered, expected to arrive by June 2023
Toro Reelmaster Mower	2106	64,010	64,010	64,010	0	(64,010)	Ordered, expected to arrive by June 2023
Heavy Duty Car Trailer	2107	15,000	15,000	15,000	0	(15,000)	Ordered, expected to arrive by June 2023
Tri-Axle Dolly	2108	35,000	35,000	35,000	0	(35,000)	Ordered, expected to arrive by June 2023
Ute Mounted Boom Spray	2109	15,170	15,170	15,170	0	(15,170)	Ordered, expected to arrive by June 2023
Fire Prevention Plant & Equipment Purchases	5124030	0	0	0	0	0	
Total Plant and equipment		1,154,180	1,154,180	1,008,340	41,243	(967,097)	

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Infrastructure - Roads							
Soldiers Road R2R slk 10-65.66 (C/F)	2062	914,207	914,207	767,074	315,001	(452,073)	Roadworks in progress. Invoices due April
Narembeen South Road (RRG) SLK10.90-14.62 Second Coat Seal (4170005)	2079	179,481	179,481	179,481	115,341	(64,140)	Roadworks in progress. Invoices due April
WSFN - Narembeen-Kondinin Road slk10-13.2 widen to 10m and overlay	2080	913,000	913,000	913,000	385,883	(527,117)	Currently ongoing
WSFN - Narembeen-Kondinin Road slk14-16 widen and overlay	2081	145,987	145,987	145,987	69,677	(76,310)	Currently ongoing
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	110,000	110,000	91,660	55,312	(36,348)	Currently ongoing
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 other preliminary work	2083	0	0	0	14,089	14,089	Currently ongoing
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc	2084	35,815	35,815	29,840	5,361	(24,479)	Currently ongoing
Townsite intersection Latham, Churchill, Currall and Longhurst Streets - Blackspot	2015	718,499	750,000	718,499	705,748	(12,751)	Completed.
Longhurst Street improvements - Drainage	G136	90,000	90,000	75,000	79,246	4,246	In progress
Seal Laneway Savage street to Latham Road LCRI Phase 3	2091	241,065	241,065	200,880	10,231	(190,649)	Project delayed, only some planning costs likely to be incurred
Culvert on Corrigin/Narembeen Road LCRI phase 3a	2122	120,000	120,000	120,000	0	(120,000)	Project delayed, only some planning costs likely to be incurred
Cramphorne Road (RRG) SLK32.29-37.29 reconstruct and primerseal	2114	520,000	520,000	437,028	470,160	33,132	Completed December 2022.
WSFN - Corrigin - Narembeen Road South Kumminin Intersection Reconstruct	2110	267,697	267,697	267,697	594	(267,103)	Delayed to 2024
WSFN - Narembeen- Kondinin SLK 19.5 - 23 Widen, Overlay	2111	1,035,871	1,035,871	1,035,869	2,928	(1,032,941)	Delayed to 2024
WSFN - Narembeen-Kondinin SLK 4.8-5.4 widen, overlay	2112	186,224	186,224	186,224	76,089	(110,135)	Currently ongoing
WSFN - Narembeen-Kondinin SLK 6-6.3 widen, overlay	2113	104,751	104,751	104,751	42,197	(62,554)	Currently ongoing
Total Roads		5,582,597	5,614,098	5,272,990	2,347,857	(2,925,133)	
Other Infrastructure							
Signage Strategy	2118	50,000	50,000	50,000	0	(50,000)	Delayed to 2024
Total Other Infrastructure		50,000	50,000	50,000	0	(50,000)	
Infrastructure - Parks & Gardens							
Footpath Infrastructure	1430	171,761	171,761	143,130	140,105	(3,025)	
Churchill Street improvements LCRI phase 3	2092	350,000	350,000	291,660	26,417	(265,243)	Bulk of project likely to occur in 2024
Town Dam land and surrounds (DAM FENCING)	2070	16,090	16,090	16,090	17,700	1,610	
Walker Lake exercise equipment LRCI phase 3	2090	49,955	49,955	41,630	44,225	2,595	
Cemetery Shade/Seating LRCI phase 3A	2120	35,000	35,000	35,000	0	(35,000)	
Narembeen Bowling Club Resurfacing	2046	146,727	146,727	146,727	155,107	8,380	
Total Parks & Gardens		769,533	769,533	674,237	383,554	(290,683)	
TOTAL CAPITAL ACQUISITIONS		8,819,611	8,851,112	8,196,109	3,015,038	(5,181,071)	

Grants and Contributions

	Annual Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant - General portion	330,828	330,828	248,121	386,940	138,819
Financial Assistance Grant - Roads portion	146,696	146,696	110,022	96,507	(13,515)
	<u>477,524</u>	<u>477,524</u>	<u>358,143</u>	<u>483,447</u>	<u>125,304</u>
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	9,860	-14,360	-11,970	16,414	28,384
	<u>9,860</u>	<u>-14,360</u>	<u>-11,970</u>	<u>16,414</u>	<u>28,384</u>
Community Amenities					
CRC Grants and Contributions	165,000	200,000	166,660	215,103	48,443
SOCK Week Grant	0	0	0	0	0
	<u>165,000</u>	<u>200,000</u>	<u>166,660</u>	<u>215,103</u>	<u>48,443</u>
Recreation and Culture					
Recreation and sport funding	20,045	20,045	20,045	0	(20,045)
Library operating grants	750	750	620	0	(620)
	<u>20,795</u>	<u>20,795</u>	<u>20,665</u>	<u>0</u>	<u>(20,665)</u>
Transport					
Main Roads Direct Grant	217,577	217,577	217,577	231,826	14,249
Airfield Contributions	0	0	0	4,321	4,321
Heavy Vehicle Road Maintenance Contributions	400,000	400,000	333,330	351,901	18,571
	<u>617,577</u>	<u>617,577</u>	<u>550,907</u>	<u>588,048</u>	<u>37,141</u>
Economic Services					
Skeleton weed grant funding	183,012	105,803	88,170	105,803	17,633
	<u>183,012</u>	<u>105,803</u>	<u>88,170</u>	<u>105,803</u>	<u>17,633</u>
Operating grants, subsidies and contributions Total	1,473,768	1,407,339	1,172,575	1,408,816	236,241
Non-operating grants, subsidies and contributions					
Recreation and Culture					
Recreation and Culture Grant Funding	1,733,857	1,733,857	1,733,857	0	(1,733,857)
Contributions received (Narembeen Bowling Club)	146,727	146,727	146,727	141,753	(4,974)
	<u>1,880,584</u>	<u>1,880,584</u>	<u>1,880,584</u>	<u>141,753</u>	<u>-1,738,831</u>
Transport					
Wheatbelt Secondary Freight Network grant funding	415,333	415,333	415,333	361,359	(53,974)
Roads to Recovery grant funding	867,841	867,841	867,840	0	(867,840)
Black Spot Funding - Income	332,801	332,801	332,801	382,401	49,600
Wheatbelt Secondary Freight Network	2,564,042	2,564,042	2,564,040	599,896	(1,964,144)
	<u>4,180,017</u>	<u>4,180,017</u>	<u>4,180,014</u>	<u>1,343,657</u>	<u>(2,836,357)</u>
Non-operating grants, subsidies and contributions Total	6,060,601	6,060,601	6,060,598	1,485,410	(4,575,188)
Grand Total	7,534,369	7,467,940	7,233,173	2,894,226	(4,338,948)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 7
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Increase in surplus	Decrease in surplus	Amended Budget Surplus Running Balance
						\$	\$	\$
			Opening Surplus			-		-
5123000	ESL contributions	7563/22		4,500	-	-	4,500	(4,500)
5124000	ESL contributions	7563/22		9,860	14,360	4,500	-	-
1052120	CRC grants	7563/22		165,000	200,000	35,000	-	35,000
1312300	Grant funding	7563/22		183,012	105,803	-	77,209	(42,209)
1131218	Community benefit fund	7563/22		40,000	50,000	10,000	-	(32,209)
9221011	Housing income	7563/22		18,000	-	-	18,000	(50,209)
3323000	Interest earnings	7563/22		20,000	70,000	50,000	-	(209)
3320002	Fair value adjustment	7563/22		-	3,686	3,686	-	3,477
4122000	Reimbursement of fees (Roe ROC conference)	7563/22		-	2,555	2,555	-	6,032
4211021	Admin building maintenance	7563/22		(38,202)	(2,988)	35,214	-	41,246
9111034	Building maintenance (employee housing)	7563/22		(6,822)	(90)	6,732	-	47,978
1311101	Skeleton weed employee costs	7563/22		(96,843)	(97,855)	-	1,012	46,966
1431170	Employee housing allowance	7563/22		(47,320)	(31,900)	15,420	-	62,386
4211300	Admin office computer expense	7563/22		(30,000)	(15,000)	15,000	-	77,386
4217000	Admin office staff recruitment	7563/22		-	(7,000)	-	7,000	70,386
4212200	Asset revaluation	7563/22		(45,000)	(65,000)	-	20,000	50,386
9111035	15 Northmore (staff)	7563/22		-	(5,000)	-	5,000	45,386
9111027	15 Northmore	7563/22		(4,500)	(859)	3,641	-	49,027
1041102	CRC projects	7563/22		(51,100)	(75,000)	-	23,900	25,127
1151104	Community events	7563/22		(7,500)	(17,500)	-	10,000	15,127
1131125	Ski Lake planning and development	7563/22		(50,000)	(80,000)	-	30,000	(14,873)
1311102	Skeleton weed operating costs	7563/22		(87,250)	(8,996)	78,254	-	63,381
1321101	Caravan park maintenance	7563/22		(128,434)	(160,000)	-	31,566	31,815
1361100	Standpipe maintenance	7563/22		(18,500)	(35,000)	-	16,500	15,315
1441400	Parts and repairs	7563/22		(147,500)	(100,000)	47,500	-	62,815
1311400	Skeleton weed depreciation	7563/22		(10,464)	(6,843)	3,621	-	66,436
1511211	Grant funding disbursed	7563/22		-	(15,000)	-	15,000	51,436
1133101	Community benefit fund	7563/22		(50,000)	(60,000)	-	10,000	41,436
1042400	Sale of land	7563/22		-	30,909	30,909	-	72,345
2124	26 Hilton Way	7563/22		-	(10,000)	-	10,000	62,345
2125	16 Hilton Way	7563/22		-	(100,000)	-	100,000	(37,655)
2041	Skeleton weed vehicle replacement	7563/22		(70,000)	-	70,000	-	32,345
2015	Latham street	7563/22		(707,586)	(750,000)	-	42,414	(10,069)
2126	Narembeen oval	7563/22		-	(10,000)	-	10,000	(20,069)
House Reserves	Housing reserve	7563/22		-	(30,000)	-	30,000	(50,069)
						412,032	462,101	(50,069)

KEY INFORMATION

ATTACHMENT – AGENDA ITEM 8.2.3
Schedule of Accounts – April 2023

SHIRE OF NAREMBEEN
1 April 2023 - 30 April 2023

PAGE: 1

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16600	Aquatic Services WA Swimming Pool - Exchange dosing pump		5,295.40
EFT16601	Aust Post Postage Charges - March 2023		270.74
EFT16602	Australian Services Union Payroll Deductions/Contributions		23.90
EFT16603	Boc Gases Depot - workshop consumables		55.55
EFT16604	Chris Bray Electrics Pty Ltd Dentist Surgery - Check air compressor & toilet lights		711.70
EFT16605	Corsign WA PTY LTD Works - Signs from separate sign plan		9,634.35
EFT16606	Drag Family Trust CRC - customer merchandise		55.00
EFT16607	John & Vera DeLuis REFUND - Rates charged incorrectly		8,536.66
EFT16608	Landgate Landgate - Rural UV Valuation Shared - 29/10/2022 - 17/03/2023		71.80
EFT16609	Narembeen Freightlines Cartage - Deliver from Doodlakine quarry to Koolberrin rd		15,887.52
EFT16610	Narembeen Hardware And Ag Supplies Pty Ltd Parks and Gardens - minor supplies		171.70
EFT16611	P M Services Narembeen Waste Transfer Station Management - 18/03 - 31/03/2023		2,592.00
EFT16612	Powerhouse Holdings T/As Powerhouse Midland Depot - parts for plant maintenance		151.90
EFT16613	Repeco a division of GPC Asia Pacific Pty Ltd Depot - parts for plant maintenance		671.93
EFT16614	The Lines Family Trust T/As Narembeen Medical Centre Medical Centre - Quarterly Payment April - June 2023		10,450.00
EFT16615	The Trustee for T.J & D. Clements Family Trust T/A D Clements Smash Repairs Excess & Contribution for Vehicle Repair - Estimate no 13406		500.00
EFT16616	Town Planning Innovations General Planning services - March 2023		577.50
EFT16617	Trustee for J & S Baldwin Trust Depot - parts for plant maintenance		760.00
EFT16618	WA Composts T/A C-wise Works - Mushroom Mulch		5,346.00
EFT16619	WA Contract Ranger Services WA Contract Ranger Weekly Services - 1/03/2023 - 23/03/203		1,045.00
EFT16620	WALGA Reversing credit raised by WALGA for Minutes and Agandas training that was cancel		264.00
EFT16621	Wcp Civil Pty Ltd Works - Latham Road - Line marking removal		6,213.24
EFT16622	West Coast Shade Pty Ltd Swimming Pool - Repair of Shade Sail		220.00
EFT16623	Western Australian Treasury Corporation Loan No. 128 Interest payment -		32,570.63
EFT16624	Wheatbelt Uniforms Signs and Safety Councillors - Uniforms		3,168.56
	Willway Plumbing and Gas		

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16625	Willway Plumbing and Gas 8 Cheetham Way - plumbing maintenance and repairs		1,361.80
EFT16626	Asphalt in a bag Roads - 100x 20kg bag asphalt in a bag		3,575.00
EFT16627	Associated Laundry Services Cleaning of tablecloths		243.55
EFT16628	Australian Services Union Payroll Deductions/Contributions		23.90
EFT16629	Bruce Rock Volunteer Fire and Emergency Services T/A Bruce Rock VES Unit LLL 2023 Event - Portable cool room trailer hire		100.00
EFT16630	Evergreen Synthetic Grass Supply and install gold flec synthetic bowling green - Installation completed		16,141.62
EFT16631	Hersey's Safety Pty Ltd Roads - Supply and deliver 220 Pro link briquets		2,337.72
EFT16632	LGIS - Contract - Walga Municipal Liability Scheme Excess for skin screening		357.50
EFT16633	Merredin Community Resource Centre CRC Coordinator Job Advertisement		320.00
EFT16634	Mint Sweeping T/As Kalamunda Sweeping Street sweeping 1 of 3 - 6/4/2023		1,900.00
EFT16635	Narembeen IGA Admin Office Consumables - March 2023		400.77
EFT16636	P M Services Narembeen Waste Transfer Station Management - 1/04/2023 - 14/04/2023		2,592.00
EFT16637	Prestige Lock Service Additional SALTO access fobs		806.24
EFT16638	Ron Underwood REFUND - Gym card bond		50.00
EFT16639	Rural Traffic Services PTY LTD Roads - Traffic control and meal reimbursement		32,210.53
EFT16640	SMEC Australia PTY LTD Design and documentation - Savage St to Latham Rd Laneway - progress claim 27		32,734.95
EFT16641	Shire Of Corrigin Roe Regional Environmental Health Services Scheme - March 2023		2,707.44
EFT16642	Stabilised Pavements of Australia Pty Ltd Roads - stabilisations services - March 2023 progress claim		350,245.93
EFT16643	WA Composts T/A C-wise Parks - Supply and deliver 30m3 mushroom mulsh		2,772.00
EFT16644	WA Distributors Pty Ltd Caravan Park - Cleaning Supplies (back ordered)		53.85
EFT16645	Western Australian Treasury Corporation Loan No. 125 Interest payment - Swimming Pool		16,348.64
DD11747.1	Building and Energy Department of Mines,industry regulation and safety Variation of Security Bond for Sherwood - 40626/22		225.00
DD11756.1	Beam Precision Superannuation Superannuation Payments for 300323 - 120423		11,886.69
DD11761.1	Synergy - Western Power Power Usage and Service Charges - April 2023		4,437.99
DD11761.2	Synergy - Western Power Power Usage and Service Charges - April 2023		1,843.40
	Synergy - Western Power		

SHIRE OF NAREMBEEN
1 April 2023 - 30 April 2023

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
DD11761.3	Synergy - Western Power Power Usage and Service Charges - April 2023		1,089.86
DD11761.4	Synergy - Western Power Power Usage and Service Charges - April 2023		245.67
DD11763.1	HBF HBF - Works Manager - April 2023		452.09
DD11763.2	Commander Australia Pty Ltd Admin - Phone Usage and Service Charges - April 2023		68.51
DD11763.3	Power ICT Pty Ltd Admin - message on hold services - April 2023		75.90
DD11767.1	Beam Precision Superannuation Superannuation Payments for 13/4 - 26/4		13,028.47
DD11769.1	Water Corporation Water Usage and Service Charges - April 2023		48.96
DD11769.2	Water Corporation Water Usage and Services Charges - April 2023		8,770.88
DD11769.3	Water Corporation Water Usage and Service Charges - April 2023		11,733.43
DD11769.4	Water Corporation Water Usage and Service Charges - April 2023		2,420.32
DD11770.1	Telstra Telephone Usage and Service Charges - April 2023		1,586.59
DD11770.2	Synergy - Western Power Power Usage and Service Charges - April 2023		161.31
DD11770.3	Water Corporation Water Usage and Service Charges - April 2023		187.40

REPORT TOTALS

Bank Code	Bank Name	TOTAL
MUNI	Municipal 5347926	630,790.99
TOTAL		630,790.99



Credit Card Purchases 14 February - 15 March 2023

CEO				
Date	Account Code	Store		Amount
27/02/2023	42111500	QR-Code-Generator.com (191.88 USD)	CEO - QR-Generator Pro - Advanced Plan	\$ 286.55
3/03/2023	9111026	Ikea	CEO - 21 Northmore - Furniture	\$ 205.00
4/03/2023	9111026	IGA	CEO - 21 Northmore - Cleaning Supplies	\$ 6.30
7/03/2023	142170000	ALGJD PTY LTD	CEO - Advertising - CEO	\$ 252.60
14/03/2023	9111026.000	Narembreen Hardware	CEO - 21 Northmore - Plumbing Supplies	\$ 11.75
TOTAL CEO CREDIT CARD PAYMENTS				\$ 762.20

EMCS				
Date	Account Code	Store		Amount
23/02/2023	4211150.000	Zoom.US	EMCS - Zoom - Annual Subscription	\$ 209.90
24/02/2023	PE221	Narembreen Roadhouse	EMCS - Fuel	\$ 61.35
25/02/2023	PE221	Coles Express	EMCS - Fuel	\$ 58.24
28/02/2023	9111026.24	Synergy	EMCS - 21 Northmore Synergy Bill - Missed Bill wasn't set up DD	\$ 71.56
1/03/2023	421115000	ADOBE	EMCS - SAO Adobe Pro 1 year Subscription	\$ 347.82
1/03/2023	PE221	BP	EMCS - Fuel	\$ 66.03
2/03/2023	42111500	ADOBE Acropro Subs	EMCS - Accounts Adobe Pro 1 year Subscription	\$ 347.82
12/03/2023	PE221	BP	EMCS - Fuel	\$ 76.73
TOTAL EMCS CREDIT CARD PAYMENTS				\$ 1,239.45

Works Manager

Date	Account Code	Store		Amount
20/02/2023	PE999	Officeworks	Works - Stationary	\$ 151.88
22/02/2023	14218000.209	Shire of Narembreen	Works - Staff MDL Renewal	\$ 46.85
23/02/2023	142121000.231	Wheatbelt Uniforms and Signs	Works - Staff Uniforms	\$ 140.25
14/03/2023	1051132	Narembreen Hardware	Works - Pump Shed Storm water - insecticide	\$ 39.95
TOTAL WORKS MANAGER CREDIT CARD PAYMENTS				\$ 378.93

Mechanic				
Date	Account Code	Store		Amount

Date	Account Code	Store		Amount
15/02/2023	PE1204	EBAY	Mechanic - parts for plant maintenance	\$ 68.62
15/02/2023	PE999	EBAY	Mechanic - Pestrol foldable pigeon trap	\$ 149.90
17/02/2023	PE184	EBAY	Mechanic - parts for plant maintenance	\$ 21.14
22/02/2023	PE999	EBAY	Mechanic - parts for plant maintenance	\$ 89.70
24/02/2023	PE999	EBAY	Mechanic - REFUND parts for plant maintenance	-\$ 7.90
24/02/2023	PE999	Church of Christ Narembeen	Mechanic - bag of rags	\$ 12.00
1/03/2023	PE184/1204/6789	EBAY	Mechanic - parts for plant maintenance	\$ 23.66
2/03/2023	2080	Narembeen Roadhouse	Mechanic - fuel for water pumping/roadworks	\$ 81.85
6/03/2023	4212200	EBAY	Mechanic - Ebay - used wrong card and reimbursed Shire	\$ 2.41
9/03/2023	PE999	EBAY	Mechanic - mouse traps	\$ 13.99
9/03/2023	2080	Narembeen Roadhouse	Mechanic - fuel for water pumping/roadworks	\$ 45.75
10/03/2023	PE999	EBAY	Mechanic - parts for plant maintenance	\$ 63.76
TOTAL MECHANIC CREDIT CARD PAYMENTS				\$ 564.88

CRC

Date	Account Code	Store		Amount
14/02/2023	CR11	IGA	CRC - Morning Coffee Club - catering February	\$ 25.32
14/02/2023	110511110.206	EZI*Linkwest	CRC - Linkwest Conference - CRC Manager	\$ 495.00
17/02/2023	CRC0	IGA	CRC - Art Expo Event - catering	\$ 28.87
20/02/2023	115112100.2	Officeworks	CRC - Stationery	\$ 464.02
22/02/2023	CR11	IGA	CRC - Morning Coffee Club - catering	\$ 36.51
23/02/2023	CR11	SQ Gather York	CRC - Aged Care Games Event - catering	\$ 414.00
23/02/2023	CR11	Narembeen Roadhouse	CRC - Fuel Charges for Aged Care Games	\$ 150.02
27/02/2023	CRC1	Educational Art Supplies	CRC - LLL Event - Paper Fans	\$ 462.99
27/02/2023	CRC1	Educational Art Supplies	CRC - LLL Event - Paper Fans additional	\$ 20.79
3/03/2023	115112100.230	Officeworks	CRC -crc	\$ 67.37
5/03/2023	CRC1	Aldi	CRC - Thank you Gifts	\$ 20.05
7/03/2023	CRC1	Narembeen Hardware	CRC - Thank you Gifts	\$ 275.00
7/03/2023	CRC1	Kmart	CRC - LLL Event - candles	\$ 27.00
8/03/2023	CRC1	The CO-OP Narembeen	CRC - LLL Meeting - catering	\$ 11.50
10/03/2023	115112100.288	Officeworks	CRC - Client Merchandise - envelopes	\$ 43.35
14/03/2023	115112100.231	AP Narembeen LPO	CRC - blue tac	\$ 3.69
TOTAL CRC CREDIT CARD PAYMENTS				\$ 2,545.48

	142111500.287	Bankwest	Interest & Other Charges	\$ 94.66
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TOTAL CREDIT CARD PAYMENTS **\$ 5,585.60**