



**ORDINARY COUNCIL MEETING  
16 September 2021**

# **AGENDA ATTACHMENTS**

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**ATTACHMENT – AGENDA ITEM 6.2  
Ramelius Resources and Shire of Narembeen  
Community Benefit Fund Advisory Committee  
Meeting**



## **MINUTES**

### **RAMELIUS RESOURCES & SHIRE OF NAREMBREEN**

### **COMMUNITY BENEFIT FUND ADVISORY COMMITTEE**

**WEDNESDAY 8 SEPTEMBER 2021, 1.00PM  
VIA TEAMS OR IN PERSON AT THE NAREMBREEN CRC**



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# AGENDA

## Ramelius Resources & Shire of Naremben Community Benefit Fund Advisory Committee Meeting Wednesday 8 September 2021, commencing at 1.00pm

### 1.0 Opening & Welcome

Cr Rhonda Cole, President of the Shire of Naremben welcomed everyone to the meeting and declared the meeting open at 1.00pm.

### 2.0 Election of Chairperson

Discussion was held regarding the election of a Chairperson. A decision was made to appoint Cr Kellie Mortimore from the Shire of Naremben as the Chairperson of the Community Benefit Fund Advisory Committee.

### 3.0 Attendance & Apologies

#### Attendance

Cr Rhonda Cole	President Shire of Naremben (in person)
Cr Kellie Mortimore	Deputy President, Shire of Naremben (in person)
Mr David Blurton	Chief Executive Officer, Shire of Naremben (via Teams)
Sheree Thomas	Economic Development Officer, Shire of Naremben (in person)
Hugh Trivett	Ramelius Resources (in person)
Claire Weeber	Ramelius Resources (via Teams)
Mark Zeptner	Ramelius Resources (via Teams)
Richard Jones	Ramelius Resources (via Teams)
Aaron Lyon	President, Go Naremben Progress Association Inc. (in person)

#### Apologies

Nil

### 3.0 Declarations of Interest

Nil

### 4.0 Committee Member Responsibilities

#### Committee Representatives

Hugh Trivett is to be the Ramelius Resources representative.

Cr Kellie Mortimore is to be the Shire of Naremben representative.

Aaron Lyon is to be the Go Naremben representative.

#### Code of Conduct (see attachment)

The Code of Conduct provides Council Members, Committee members and Candidates in Local Government with consistent guidelines for an acceptable standard of professional conduct. Members of committees of Council are to abide by the Code of Conduct to ensure ethical and professional behaviour. All members of this advisory committee are required to sign the Code of Conduct.

The above three members of the committee agreed to sign the Code of Conduct and return it to the Shire of Naremben.

## Operation of Advisory Committee

A local government may establish committees of 3 or more persons to assist Council and to exercise the powers and discharge the duties of the local government. This advisory committee must operate as per the *Local Government Act 1995*.

## 5.0 Other Business

### Funding Parameters

Attendees discussed the funding rounds for 21/22.

S Thomas advised the meeting that the current Shire annual Community Grant rounds attract no more than three or four applications. She also commented that given this it would be a better to perhaps run two rounds per year or potentially an all year round open fund.

H Trivett liked the idea of an open funding round. This was discussed and the Committee decided the fund would have more structure and meaning if there were two set rounds per year.

### Suggested first grant round application timeline

The timeline was discussed and alterations made and confirmed as follows:

Applications Open – 1 October 2021

Applications Close – 31 October 2021

Assessment Panel Meet – 1 November 2021

Agenda Item Prepared for Council – 8 November 2021

Recommendation Presented to Council – 16 November 2021

Applicants Notified – 22 November 2021

Acquittal Due – prior to the commencement of the second round (date to be determined)

Cr R Cole suggested that the committee set the acquittal date at the Assessment Panel meeting – all agreed.

A Lyon – will there be a monetary limit per application. M Zeptner commented that the value should be assessed as part of the grant application assessment process. C Weeber – if the value exceeds a particular amount, the committee could determine to only partially fund the event/project.

Dates for the next round to commence March/April are to be determined.

### Grant Assessment

Committee discussed whether the grant applications should be assessed on a matrix basis as per the example criteria below or on a more informal basis eg: each member ranks the submission 1 - 3.

- **Project Eligibility** – the project must address at least one of the eligibility criteria
- **Project Benefits** - who will benefit from the project/activity/event
- **Evidence of Need/Demand** – assess whether the project has been devised on evidence of a clear and quantified need or demand
- **Project Category** – does the project/activity/event address the relevant categories of the grant
- **Project Location** – where will the project/event/activity be held
- **Project Costs** – are the costs reasonable
- **Prior Funding** - Has the organisation received a grant from the fund in the past 3 years

M Zeptner – suggested that the matrix could be too difficult and too formal. He suggested that perhaps ranking each application 1 to 3 might be a better approach to assessing applications. K Mortimore advised that she preferred a matrix system to assess applications. R Cole suggested that the committee should still give consideration on the matrix criteria above when determining applications and also suggested that the grant assessment process is something that could be developed along the way. M Zeptner agreed.

### **Grant Funding Agreement/Grant Acquittal**

D Blurton asked if grant funding agreement/grant acquittal paper work had been developed. C Weeber advised that Mt Magnet have an agreement/acquittal and she had requested a copy but had not yet received it. C Weeber will try to get a copy. R Cole suggested that for some groups it might be appropriate to have a grant agreement, but for others it may not. R Cole suggested we keep it simple. K Mortimore had recently received funding for a group from Collgar Windfarms and she would look at their agreement/acquittal process. M Zeptner agreed that it should be kept simple as long as the Shire has evidence that the money has been spent.

### **Promotional material**

The Shire of Narembeen will advertise the grant programme through a variety of avenues including website, local newspaper and social media. Example promotional material is as follows, please note dates are just an example.

**NAREMBEEN**  
**COMMUNITY BENEFIT FUND**

Shire of Narembeen  
Together we grow

RAMELIUS  
RESOURCES

**OPEN - 1 OCTOBER 2021**  
**CLOSES - 31 OCTOBER 2021**

APPLICATION FORMS AVAILABLE FROM  
SHIRE OF NAREMBEEN OR [WWW.NAREMBEEN.WA.GOV.AU](http://WWW.NAREMBEEN.WA.GOV.AU)  
FOR MORE INFORMATION CONTACT SHEREE THOMAS 9064 7308

C Weeber – suggested that all advertising material should be reflective of the agreement between Tampia Operations and the Shire of Narembeen and the fund should be called “Ramelius Resources & Shire of Narembeen Community Benefit Fund” on all promotional/advertising material. K Mortimore agreed that the advertising needed to reflect the name of the fund. All present agreed. S Thomas to make alterations to the advertisement.

R Cole - discussion around other parties who may like to come on board to donate funds into the Community Benefit Fund. M Zeptner agreed that for example if Macca come on board there needs to be space for their logo.

R Cole - suggestion to move the horse to a more prominent position – S Thomas to edit.

Discussion around further promotion eg: email to clubs as well, website, social media and local newspaper promotion.

#### **C Weeber – Income/Expenditure Report**

C Weeber requested that an income/expenditure report should be provided at future meetings – S Thomas to arrange.

#### **C Weeber – Invoice**

Requested invoice from the Shire of Narembreen for \$40K – D Blurton to arrange.

#### **Other Contributors to the Fund**

Cr K Mortimore – how will we approach other businesses that might like to put money in?

M Zeptner suggested the Committee discuss this with potential donors.

Cr K Mortimore – do we have anyone we would like to approach.

H Trivett – suggested that other mining contracts could be approached as well as local businesses.

A Lyon – approaching local businesses certainly has merit, it will relieve businesses of the individual applications they receive on a regular basis throughout the year.

M Zeptner – may have more money than projects – which wouldn't be a bad problem.

#### **Other Business**

Cr R Cole commented that it would be worth promoting the Community Benefit Fund through a media release and Cr R Cole suggested that Ramelius could facilitate this.

M Zeptner agreed with the media release but suggested it would be more powerful coming from the Shire and Ramelius would be happy to provide comment. M Zeptner requested the Shire take the lead and send a draft media release to Ramelius – S Thomas to arrange. R Cole agreed that it would definitely be in both parties' interests to put out to the media.

Cr R Cole as the outgoing Shire President thanked H Trivett and Ramelius with her dealings with them in her time as President. Cr R Cole advised that the community meeting held last week was great and thanked H Trivett for providing an update on the mine. The power point presentation from this meeting is in this week's Fencepost so as to provide a further update to the community. M Zeptner agreed that it sounded like the presentation came across quite well. Cr K Mortimore said the meeting wasn't well attended, which could be a good thing because perhaps the commencement of the mine hasn't affected that many people – if they were not happy they would have been at the meeting. M Zeptner agreed that regular mine updates are important to keep the community informed. R Cole suggested that H Trivett keep the community further updated through the local newspaper. H Trivett agreed and said he is also happy to continue to attend Council meetings.

M Zeptner commenced that he appreciated the positive feedback on the mine. Ramelius knew this would be the case – hopefully you are seeing the benefits in town already.

### **6.0 Next Meeting**

Monday 1 November 2021, time to be confirmed.

### **7.0 Closure**

There being no further business the Chairperson declared the meeting closed at 1.42pm.

**ATTACHMENT – AGENDA ITEM 7.0**  
**Status Report**

**SHIRE OF NAREMBEEN - STATUS REPORT**  
**For September 2021 Council Meeting**

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6826/19	18-Apr-19	ADM541	Strategic Policy Framework	That Council: 1. Adopt the Council Policy – Strategic Policy Framework as per the attachment. 2. Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.	1. Strategic Policy Framework complete and available online. 2. Polices continue to be reviewed and updated - in progress.	Ongoing	EMCS
7083/20	19-Aug-20	ADM547	Narembeen RAV Rating & Conditions Review	That Council:- 1. Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads. 2. Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager. 3. Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network. 4. Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting. 5. Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated.	Advice received from Main Roads Department that modifications to RAV Network are complete.  Corrigin-Narembeen Rd and Yawlerin Creek Road require full assessment to increase from 4 to 7 - Feb 2021.  Email 20/5/21 - advising revised RAV conditions forwarded to Councillors.  Sept 21 - Meeting requested to explain rationale for assessment of local roads.	Ongoing	CEO/WM
7176/21	17-Feb-21	ADM143	Disposal of Shire Owned Land and Property	That Council:- 1. Reject the offer to purchase 10 Ada Street, Narembeen. 2. Direct staff to develop a strategy identifying priority Shire owned houses to dispose and the process for disposal and report to Council.	Item 2 in Progress	Ongoing	EMCS
7178/21	17-Feb-21	ADM583	Wadderin Environmental Reports	That Council:- 1. Receive the Preliminary Site Investigation & Targeted Remediation & Validation document and Ongoing Site Management Plan (OSMP) prepared by Western Environmental for the Wadderin Wildlife Reserve. 2. Arrange a meeting with WaterCorp and Western Environmental to finalise the Ongoing Site Management Plan and to clarify any concerns with the reports.	Onsite meeting held 26/2/21.  Additional asbestos identified requiring clean-up. Awaiting Asbestos management to be modified and signed off by Water Corp. (August 21)  Sept 21 - Updated Asbestos Management Plan received by staff, to be reviewed	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7188/21	16-Mar-21	P1091/P1019	Proposed Outbuildings - Lot 14 (No 36) and Lot 15 (No 38) Thomas St, Narembeen	That Council:- 1. Note that the application for outbuildings on Lots 14 and 15 Thomas Street, Narembeen has been advertised for public comment as they entail variations to the 'Deemed to Comply' requirements of State Planning Policy 3.1 - Residential Design Codes. Advertising closed on the 7 March 2021 and one supportive submission has been received. 2. Note that the outbuildings meet the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as 'it does not detract from the streetscape or the visual amenity of residents of neighbouring properties' and approve the Outbuilding subject to conditions. 3. Instruct staff to investigate the development of a Local Planning Policy to guide future development of outbuildings.	Contract Planning Staff to develop draft policy for Council consideration.  Delayed due to legislative changes expected in July.	Ongoing	CEO
7236/21	15-Jun-21	ADM478	Roe Dam Correspondence	That Council: 1. Receive the letter from the Minster for Water dated 13 May 2021 responding to issues raised by the Council at the Roe Dam site. 2. Form a working group comprising Cr. R DeLuis and Cr. S Stirrat, the CEO and Works Manager to further consider the issues identified at Roe Dam in consultation with Water Corporation and other stakeholders as identified by Council. 3. Receive a report to summarise the options developed as part of the working groups consultation with stakeholders.	2/7/21 - meeting held with Water Corporation.  Further meetings to be arranged at a convenient time for all parties.	Ongoing	CEO
7244/21	21-Jul-21	ADM550	Preliminary Report - Proposed Rural Industry (Temporary Emergency Bulkhead) on Lot 278 Hyden Mount Walker Road, Mount Walker	That Council: 1. Note that CBH has advised of an intention to lodge a future development application seeking a temporary two year approval for an emergency storage bulkhead application (Rural Industry) on Lot 278 Hyden Mount Walker Road, Mount Walker. 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 any formal application lodged for the proposed temporary CBH development on Lot 278.	Development application received 30/8/21, referred to Consultant Planner for assessment.	Ongoing	CEO
7249/21	17-Aug-21		Approved Leave of Absence	That Council approve the leave of absence for Cr. R DeLuis for the September 2021 Ordinary Meeting of Council.	Noted for September Meeting	Complete	President
7253/21	17-Aug-21	ADM123	Review of Speed Zones	That Council request the Department of Main Roads to: 1. Replace the current 80km/hr speed zone on the Narembeen-Kondinin Road with a 60km/hr zone and introduce a new 80km/hr or 90km/hr zone further south on the Narembeen-Kondinin Road. 2. Relocate the current unrestricted speed zone north past the intersection of Fricker Road/ Narembeen-Merredin Road. 3. Change the current 80km/hr speed zone to 60km/hr and introduce a new 80 or 90km/ hr zone on Mt Walker Road.	Correspondence sent Sept 2021.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7254/21	17-Aug-21	ADM542	Community Benefit Fund	<p>The Council:</p> <ol style="list-style-type: none"> <li>By ABSOLUTE MAJORITY and in accordance with section 5.8 of the WA Local Government Act 1995 establish the Community Benefit Fund Advisory Committee with membership to comprise of the following persons: <ol style="list-style-type: none"> <li>Shire President or his or her nominee</li> <li>The Mine Manager of Tampia Gold Mine or his or her nominee and</li> <li>A Go Narembeen representative who acts as a community member.</li> </ol> </li> <li>Adopt the draft Deed of Agreement between the Shire of Narembeen and Tampia Operations Pty Ltd as per attachment.</li> <li>Authorise the use of staff resources to support the administration of the Community Benefit Fund.</li> </ol> <p>REASON FOR CHANGE: The composition of the committee was changed to more accurately reflect the deed of agreement.</p>	First Community Benefit Fund Advisory Committee Meeting held on 8 September 2021	Complete	CEO
7255/21	17-Aug-21	P3112/ADM655	Proposed Telecommunications Infrastructure - Lot 2286 Yeomans Rd, Mount Walker	<p>That Council:</p> <ol style="list-style-type: none"> <li>Determine by Absolute Majority that the proposed telecommunications infrastructure use may be consistent with the objectives and purpose of the (Farming) zone and thereafter follow the "SA" advertising procedures of Clause 64 of the deemed provisions in considering an application for development approval.</li> <li>Note that the application is being advertised until the 23 August 2021 as required by the Planning and Development (Local Planning Schemes) Regulations 2015.</li> <li>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 development application for telecommunications infrastructure (sea container / equipment shelter) on Lot 2286 Yeomans Road, Mount Walker.</li> </ol>	Notice of Determination issued to Applicant.	Complete	CEO
7256/21	17-Aug-21	ADM655	Proposed Telecommunications Infrastructure - Lot 19330 Bruce Rock East Road, Cramphorne	<p>That Council:</p> <ol style="list-style-type: none"> <li>Determine by Absolute Majority that the proposed telecommunications infrastructure use may be consistent with the objectives and purpose of the (Farming) zone and thereafter follow the "SA" advertising procedures of Clause 64 of the deemed provisions in considering an application for development approval.</li> <li>Note that the application is being advertised until the 23 August 2021 as required by the Planning and Development (Local Planning Schemes) Regulations 2015.</li> <li>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 development application for a telecommunications tower Lot 19330 Bruce Rock East Road, Cramphorne.</li> </ol>	Notice of Determination issued to Applicant.	Complete	CEO
7257/21	17-Aug-21	ADM171	Community Strategic Plan and Corporate Business Plan Review	That Council appoint 150 Square as the lead consultant to undertake a review of its Community Strategic Plan and Corporate Business Plan documents.	Consultant notified, kick off meeting to be held 8 September 2021.	Ongoing	CEO
7258/21	17-Aug-21	NA	Annual Report - Training Undertaken by Elected Members 20/21	That Council acknowledge the receipt of the Shire of Narembeen Annual Report of Training Undertaken by Elected Members of the Shire of Narembeen 2020-2021 and that the Chief Executive Officer is now required to post the report on the Shire of Narembeen website.	Uploaded to Website	Complete	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7259/21	17-Aug-21	ADM053	RFQ 04/2021 - Construction of Walker Lake Principal Shared Pathway	<p>That Council by ABSOLUTE MAJORITY:</p> <p>Part A</p> <ol style="list-style-type: none"> <li>1. Appoint Luxworks Estimating and Civils as successful contract with the alternative quote for grey concrete for \$414,737 ex GST for the construction of the Walker Lake Principal Shared Pathway.</li> <li>2. Staff negotiate potential savings including earth works being completed by Shire of Narembeen works staff.</li> <li>3. Fund the project shortfall of \$173,096 with the use of LRCI round three funding if possible.</li> <li>4. Reduce the LRCI Phase 3 budget allocation for Churchill Street Planning and improvements by \$29,412 to \$220,588.</li> </ol> <p>Part B</p> <p>That Council fund the project from its Infrastructure Reserve should the Department of Infrastructure, Transport, Regional Development and Communications decline the application to access funding from LRCI Phase 3 Funding.</p> <p>REASON FOR CHANGE: Council considered that any potential saving that can be achieved by using Council's own workforce for part of the works should be investigated.</p>	Negotiations with contractor in progress	Ongoing	CEO

**ATTACHMENT – AGENDA ITEM 8.1.2**  
**Churchill Street Narembeen (Main Street)**  
**Town Square Revitalisation**



## CHURCHILL STREET (MAIN STREET) – NAREMBEEN TOWN SQUARE REVITALISATION

### 1.1 SCOPE OF WORKS

#### 1.1.1 General Scope of Works

The Scope of Works includes components identified in the Churchill Street - Town Square Revitalisation and Activation Plan (“the Plan”) and as contained within this Specification.

#### 1.1.2 Scope of Works

The Works include but are not limited to the following items:

- Supply and installation of materials for upgraded contrasting crossover and gradient to ensure safe mobility scooter and pedestrian access, including paving and mountable kerbing as nominated within this specification.
- Repaint road markings and speed limits on Churchill Street.
- Remove and relay existing pavers on Churchill Street as identified by Shire of Narembeen. To include, but not limited to raised town square area approx. 270m<sup>2</sup> and footpath paving approx. 900m<sup>2</sup>. Pavers to town square area to be trafficable.
- Supply of pavers to replace broken / damaged existing pavers as above.
- High pressure hose cleaning of existing paving in Churchill Street, once job is complete.
- Removal of existing planter boxes and replacement with steel cut out barriers as identified in the Plan to tie in with existing town signage (design and procurement with Shire of Narembeen) to be placed on the current drainage covers.
- Supply and installation of street furniture, tree guards and bins as nominated within this specification, see 1.9.
- Supply and replacement of tree guards and bins as nominated within the scope of works
- Supply and installation of tree planters with or without seating as per Plan.
- Upgraded compacted gravel access to public toilet on Churchill Street and to Lesser Hall Precinct.
- Supply and installation of all plants including trees as specified in the Plan, including battery operated irrigation system
- Provision for installation and replacement of current directional signage. Design and procurement responsibility of Shire of Narembeen.

- Installation of local electronic events board, procurement by Shire of Narembeen.

## **1.2 DOCUMENTATION**

### **1.2.1 General Landscape Documentation**

Landscape Documentation includes Plans, Specification and Schedules attached.

No variation or amendment to the quotation/tender documents shall be recognised unless in the form of a written addendum thereto issued by the Chief Executive Officer.

Any questions regarding the Landscape Documentation should be addressed to the Chief Executive Officer, Shire of Narembeen

### **1.2.2 Documentation Plans**

Figured dimensions shall be taken in preference to scale. The Landscape Contractor shall check all dimensions on-site before proceeding with the work under the Contract.

Any item that is usual or necessary or is reasonably inferred but not specifically documented is deemed to be included in the work under the Contract.

## **1.3 MATERIALS AND LABOUR**

### **1.3.1 Summary**

All materials and equipment shall be new unless otherwise specified.

The Contractor shall provide and be responsible for all necessary materials, labour and equipment to carry out the Contract.

### **1.3.2 Material Storage**

All materials liable to deteriorate by exposure to the weather shall be kept under cover and the Contractor shall be held responsible for loss or deterioration occurring in the course of loading, unloading, transit or storage, no matter what the cause.

The Contractor shall properly store all materials delivered at a nominated location as agreed by the Shire of Narembeen. Keep storage areas neat and tidy to minimise hazards to residents and park users.

Prior to the commencement of works under this Contract, advise the Chief Executive Officer as to the Contractor's storage requirements. The Chief Executive Officer shall advise the Contractor as to those areas that have been approved for use.

All materials stored on any of the sites shall be stored at the Contractors risk and Shire of Narembeen will not provide or guarantee the security of any item stored.

### **1.3.3 Material Handling**

When delivering, handling or storing any materials, the Contractor shall use correct procedures in accordance with manufacturer recommendations on loading, unloading, storing, transporting, and preparing of all materials to be used in the works.

The Contractor shall avoid rough handling which could affect the useful life of the equipment.

#### 1.3.4 Material Samples

The Chief Executive Officer may require the Contractor to provide material samples prior to the Chief Executive Officer's acceptance and approval of any materials.

Samples of all materials will be subject to inspection by and approval of the Chief Executive Officer.

### 1.4 **PROTECTION OF TREES**

#### 1.4.1 Summary

Before commencing work on site, assess and identify all existing trees which are indicated to be retained. Identify which trees may need partial cutting back or other work to ensure trees have the best possible chance of survival. Notify Chief Executive Officer immediately if it's deemed an existing tree needs to be removed to gain construction access.

Clearly mark all trees to be retained and ensure removal of existing tree surrounds and installation of new surrounds does not damage any of the trees.

**Notify the Chief Executive Officer if any trees have been damaged before commencement of works and arrange site inspection.**

Existing trees outside the line of works shall be retained and protected during construction. Do not remove or cut back any trees for site storage, or access unless approved before in writing by the Chief Executive Officer.

Provide temporary protection to all trees in close proximity to construction work, which may be damaged by such work. Protection may include fencing, barricades or other suitable procedures.

### 1.5 **USE & PROTECTION OF SERVICES**

#### 1.5.1 Summary

It is the Contractors responsibility to determine and verify the location of all underground services prior to excavation.

**Contact 'Dial Before You Dig - lodge enquiry [www.1100.com.au](http://www.1100.com.au).**

#### 1.5.2 Light and Power

Any existing lighting and electrical power supply points where not required for use by the occupants of the site, may be used for work under the Contract at no cost to the Contractor.

All costs associated with temporary connections shall be at Contractor's own cost.

#### 1.5.3 Fire Extinguishers

The Contractor shall provide fully charged and accessible fire extinguishers as are necessary for the care and safety of the works.

### 1.6 **PUBLIC ACCESS**

Inconvenience to the general public shall be kept to a minimum at all times and access to existing businesses within the street is to be kept clear by the Contractor allowing for public access around the works area.

## **1.7 PLANT ESTABLISHMENT, MAINTENANCE & DEFECTS LIABILITY PERIOD**

### **1.7.1 General**

The Contractor shall establish the soft landscape works and rectify any defects that may arise for a period 12 weeks, following the date of the issue of the Certificate of Practical Completion by the Chief Executive Officer any defects shall be rectified immediately.

Establishment period shall not commence until the works have achieved Practical Completion and been approved by the Chief Executive Officer.

Establishment shall include the care of the contract areas by accepted horticultural practices, as well as rectifying any defects that become apparent in the works under normal use.

This shall include, but shall not be limited to, the following items where and as required:

**WATERING, TURFING, MOWING, FERTILISING, CULTIVATION, AERATING, WEEDING, PESTS AND DISEASE CONTROL, STAKING, REPLACEMENT OF PLANT MATERIALS, REPLANTING, PRUNING, AND KEEPING THE SITE NEAT AND TIDY.**

Any soil subsidence or erosion which may occur after the soil filling and preparation operations shall be made good. All garden areas shall be protected from casual pedestrian traffic as specified herein.

All mulched surfaces shall be kept in a clean and tidy condition and be reinstated or topped up where necessary.

### **1.7.2 Insecticide Spraying**

The Contractor shall spray against insect and fungus infestation as required, if considered necessary by the Chief Executive Officer. All spraying shall be carried out in accordance with the manufacturer's directions.

The Contractor shall report any occurrence of insect attack or evidence of disease amongst the plant material. The Chief Executive Officer shall be notified prior to spraying work being carried out.

### **1.7.3 Plant Maintenance**

Water as necessary to ensure healthy growth. Any plants found to be dead, damaged or missing through any cause whatsoever until the planting is completed shall be replaced at the Contractor's expense.

Notify the Chief Executive Officer immediately all planting is completed. Following a site inspection the Contractor liability for plant replacement is limited to once only in the case of loss by malicious damage or vandalism. This clause does not limit the Contractor responsibility for replacement if the loss is brought about by any other cause.

The Contractor shall report any such malicious damage to the Chief Executive Officer who shall inspect the damage prior to replacement. Immediately after the replanting, notify Chief Executive Officer who will record any such replacement.

### **1.7.4 Watering**

Trees are to be watered regularly so as to ensure continuous healthy growth.

- 1.7.5 Pruning  
Trees shall be pruned as directed by the Chief Executive Officer. Pruning shall be as directed for the establishment of dense foliage or miscellaneous pruning as beneficial to the condition of the plants. Any damaged growth shall be pruned.
- 1.7.6 Expiry Of The Defects Liability & Maintenance Period  
On expiry of the 12 week Establishment, Defects, Liability & Maintenance Period, the Contractor shall arrange an inspection with the Chief Executive Officer. On approval of the works, and rectification of any defects, the Establishment Period shall be deemed completed.
- 1.8 DESIGN/CONSTRUCT IRRIGATION**
- 1.8.1 Scope Of Works  
The contractor shall provide a design construct package for a stand alone battery powered automatic irrigation system to water all trees There will be a requirement for 2 x battery powered automatic irrigation systems for each side of the street.  
Note: The Contractor shall supply a scaled or dimensioned plan of proposed irrigation system showing complete system This drawing shall be submitted with the request for quote and ensure compliance with the specification prior to awarding of the contract  
Watered areas must be compliant with any current Water Restrictions within Shire of Narembeen
- 1.8.2 Water Supply Connection  
A tapping point for connection to the existing water supply is available at the location indicated on the landscape drawings.  
It is the responsibility of the Contractor to ensure that this supply is adequate for the proposed irrigation design.
- 1.8.3 As Laid Drawings  
The Contractor shall maintain one set of plans to document the "As Laid" changes during the progress of installation. The contractor will use no landmarks that may not be permanent or visible in the future. "As Laid" changes are to be documented on a daily basis. Failure to do so will be cause enough to halt the project until they are updated. Handover will certainly not be approved until the "As Laid" Drawings are complete.
- 1.8.4 The Contractor  
The work is to be provided by an experienced, reputable and approved irrigation contractor.
- 1.8.5 The Authorities  
The irrigation contractor shall be responsible for determining water pressure, flow rate and locations of water and electrical supply. The Contractor is also responsible for complying with the requirements of all associated authorities.
- 1.8.6 Conduits  
Compliant conduits for electrical and irrigation lines shall be located under the proposed works
- 1.8.7 Flushing And Testing  
No sprinklers or drippers shall be installed until all pipework is thoroughly flushed and tested to ensure no leaks occur. The Chief Executive Officer or his

representative is to inspect the commissioning of the irrigation system prior to backfilling of trenches. If any leaks do occur, either during installation or within the warranty period that are attributable to faulty workmanship, they shall be rectified by the Contractor at no charge to the client.

1.8.8 Excavation & Backfill

Trenches for plastic pipe shall be excavated to sufficient depth and width to permit proper handling and installation of the pipe and fittings. The backfill shall be thoroughly compacted and evened off with the adjacent soil level. Selected fill dirt or sand shall be used if soil conditions are rocky. The remainder of the backfill shall contain no lumps or rocks larger than 50mm. The top 150mm of backfill shall be free of rocks over 25mm.

The Contractor shall be responsible for ensuring subsidence does not occur. If any digging is to occur over structures – hand digging is required

No extras will be permitted if rock is struck during excavation as determined by the Chief Executive Officer.

1.8.9 Sprays

All potted plants to be watered with 8 litre per hour boreline or Toro Shrubblers. All advanced trees to be watered with Toro shrubblers.

Over spraying of pathways, roadways or buildings to be avoided.

1.8.10 Warranty Period

The Contractor shall warrant the complete system against faulty materials and workmanship for a period of 6 months from the date of Practical Completion. All repairs and replacements during this period shall be made by the Landscaper at no additional costs to the owner.

Emergency repairs may be carried out by Shire of Narembeen without relieving the Contractor of their responsibility. During the Warranty Period, the Contractor shall respond to a request for service within 2 days or the owner may authorise repairs or replacements as deemed necessary at the expense of the Contractor

The specification is provided as a guide to the standards and nature of performance, not the method of completion. The Contractor assumes the total responsibility for the method of performing and installing the work.

Suggestions as to methods for construction contained in these documents shall be deemed as advisory only and shall not affect the Contractor liability under this contract.

**1.9 NOMINATED STRUCTURES AND FURNITURE**

The following structural and furniture items are to be manufactured and supplied by other trades and installation organised by the contractor.

The contractor is to liaise with these suppliers to arrange timing and delivery to site:

ITEM	SUPPLIER	QUANTITY
Hamilton Square Planter with seats	Draffin	2
Hamilton Square Planter without seats	Draffin	4

Tall Rectangle Concrete Planters (800 x 2200 x 1000)	CityScape (colour TBD - Liaise with Shire of Narembeen)	2
Steel Cut Out Barriers	Shire of Narembeen to design & supply	4
Mall Table, 2100mm long x 805mm high, wheelchair accessible to one end, monument powder coated aluminium support frame and post legs with cast base plate, spotted gum woodgrain aluminium battens, surface fixed	DS Group	2
Standard FFSB009000 (KF502W) Cascade drink fountain with tap and dog bowl, bolt down attachment	Landmark	1
*Simple 80Lt Bin, spun stainless lid with restraint wire, powder coated wave perforated body, polished aluminium saucer base, poly liner, surface fixed Colour TBA	DS Group	10
Square Line Tree Guards Galvanised, powder coated black	Landmark	20
*Family Mall DDA bench seats with arm rests 2100L x 585W x 84H, monument powder coated aluminium support frame and post legs with cast plate, spotted gum woodgrain aluminium battens, surface fixed	DS Group	8

\*NB – additional bins and benches are requested to be supplied to replace old bins and benches in Churchill Street, some are not identified in the Plan.

## 1.10 HARD LANDSCAPE WORKS

### 1.10.1 Upgraded Crossover

Town square area to be repaved with trafficable brick paving and mountable kerb to Australian Standards. Contrasting crossover for pedestrian / mobility access to be incorporated.

### 1.10.2 Repairs to existing paving in areas as nominated by Shire of Narembeen

Remove and relay approximately 900m<sup>2</sup> existing pathway pavers. Supply pavers to replace existing broken pavers.

### 1.10.3 Removal of existing planter boxes

To remove and dispose of existing square concrete planter boxes in road verge area. To dispose at a licensed refuse site.

- 1.10.4 Installation of nominated furniture  
As per clause 1.9 installation of all items outlined in the table. To include filling tree planters with Premium Australian Standards potting mix and lining the planters with butyl rubber liner. Ensure adequate drainage for sufficient plant growth to prevent water logging.  
  
Concrete Planters to be located in road reserve at location nominated on the landscape drawing and to be filled with Premium Australian Standards potting mix.
- 1.10.5 Removal and disposal of existing tree surrounds  
Existing tree surrounds to be removed and those beyond repair are to be disposed of at a licensed refuse site. Those surrounds that are considered 'good' serviceable quality to be reused by Shire of Narembeen and stored at works yard at a mutually agreed location.
- 1.10.6 Replacement of existing street furniture as nominated in schedule  
As nominated in Schedule at 1.9
- 1.10.7 Removal of old bins and replacement of new bins – x 10  
6 have been marked on the landscape plan, liaise with Shire of Narembeen for the location of the additional 4 bins. New bins to be anchored to ground through recommended fixing method on Bin specification. Fixing method to be approved by Shire of Narembeen.
- 1.10.8 Installation of tree planters with or without seating  
To be installed at locations as marked on the landscape plan. Must be installed level and tree planter be lined with butyl rubber lining with adequate drainage for the tree or other approved lining. Planters must be filled with premium standards planting mix and irrigation installed to ensure adequate watering of the tree, as nominated in this specification under Item 1.8
- 1.10.9 Installation of steel cut out barriers  
Design and installation of steel cut out barriers as per design concept on Main street revitalisation document. Barriers act as a visual barrier to identify the town centre area and prevent vehicle access to the footpath area. Final detail design to be approved by Shire of Narembeen
- 1.10.10 Installation of new directional signage  
Installation of additional/upgraded directional signage at locations nominated by the Shire of Narembeen. Upgraded signage supplied by the Shire of Narembeen. Fixing method and use of existing poles (uprights) as nominated by Shire of Narembeen.
- 10.10.11 Installation of new electronic events board  
Installation of new electronic events board, procurement by Shire of Narembeen.

**ATTACHMENT – AGENDA ITEM 8.1.3**  
**Financial Report Ending 31 August 2021**

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

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

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

As the accounts for FY21 are not yet audited, brought forward data from FY21 may change.

### SIGNIFICANT ACCOUNTING POLICIES

#### CURRENT AND NON-CURRENT CLASSIFICATION

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

#### EMPLOYEE BENEFITS

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

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

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

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

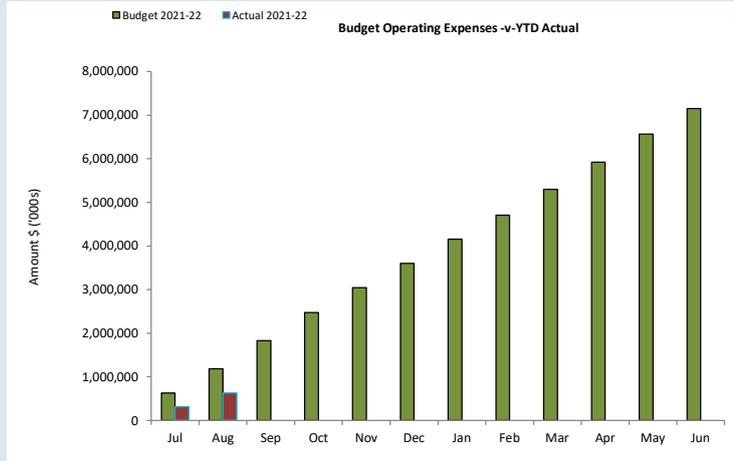
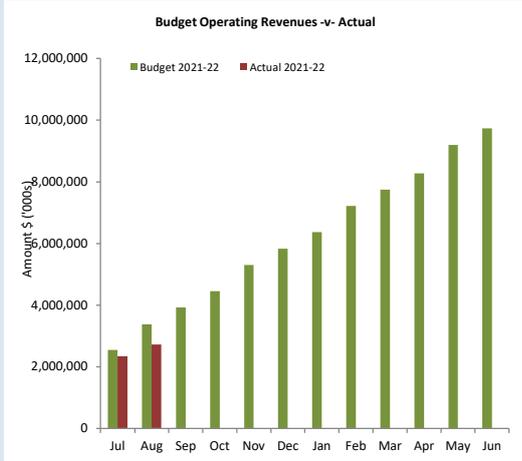
The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected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

#### PROVISIONS

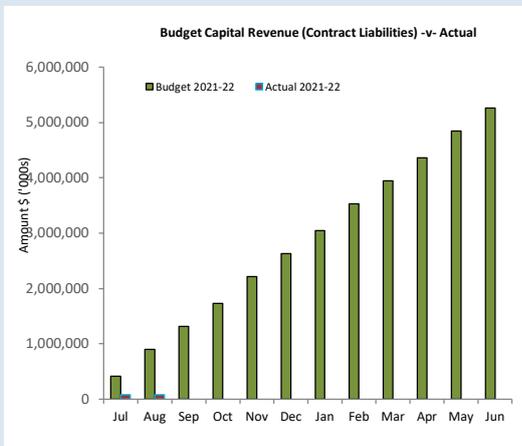
Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future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

#### INVENTORIES

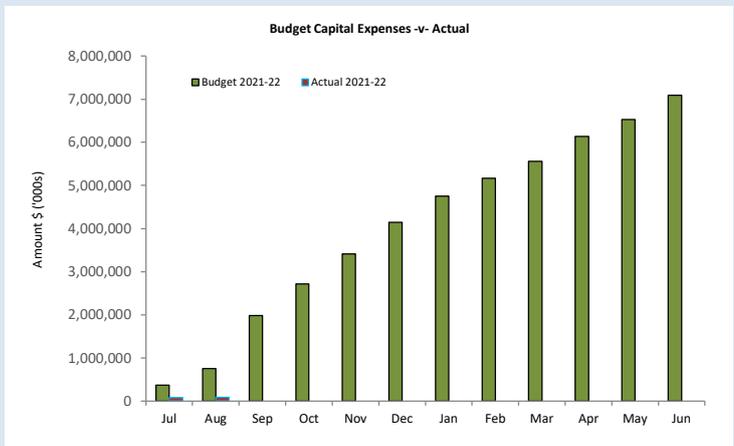
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.



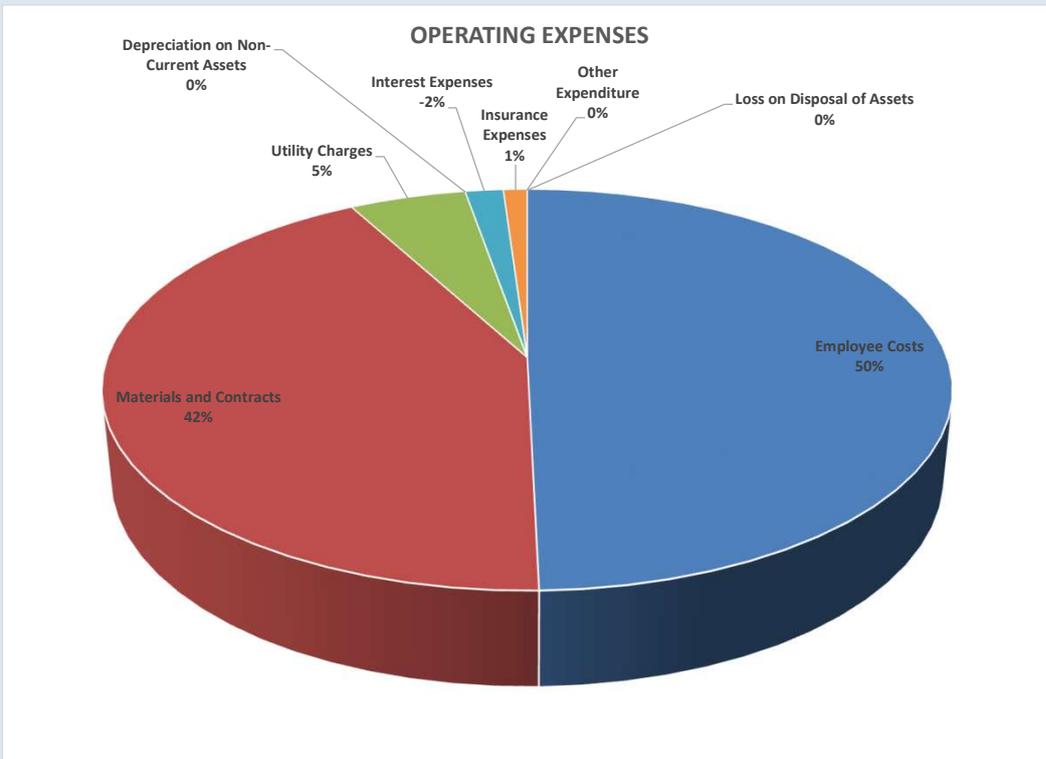
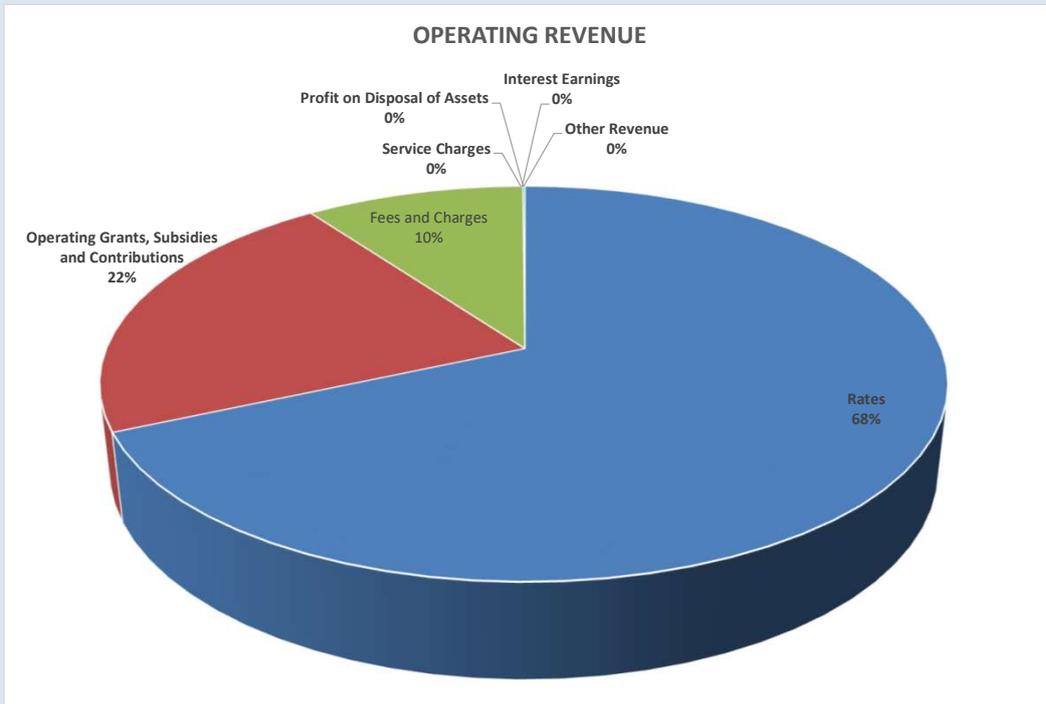
CAPITAL REVENUE



CAPITAL EXPENSES



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



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Original Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1	2,363,237	2,363,237	2,363,237	<b>2,473,611</b>	110,374	5%	
<b>Revenue from operating activities</b>								
Governance		38,937	38,937	6,330	<b>2,820</b>	(3,510)	(55%)	
General Purpose Funding - All Rates		1,871,921	1,871,921	1,857,240	<b>1,862,830</b>	5,590	0%	
General Purpose Funding - Other		2,927,038	2,927,038	262,208	<b>272,923</b>	10,715	4%	
Law, Order and Public Safety		71,093	71,093	11,846	<b>53,009</b>	41,163	347%	▲
Health		12,691	12,691	12,691	<b>1,716</b>	(10,975)	(86%)	▼
Housing		120,294	120,294	12,908	<b>11,759</b>	(1,149)	(9%)	
Community Amenities		341,604	341,604	52,076	<b>194,731</b>	142,655	274%	▲
Recreation and Culture		83,850	83,850	13,970	<b>2,550</b>	(11,420)	(82%)	
Transport		550,886	550,886	259,002	<b>243,313</b>	(15,689)	(6%)	
Economic Services		268,962	268,962	44,824	<b>54,427</b>	9,603	21%	▲
Other Property and Services		136,690	136,690	21,688	<b>25,876</b>	4,188	19%	▲
		<b>6,423,966</b>	<b>6,423,966</b>	<b>2,554,782</b>	<b>2,725,955</b>			
<b>Expenditure from operating activities</b>								
Governance		(231,829)	(231,829)	(78,313)	<b>(20,021)</b>	58,292	74%	▲
General Purpose Funding		(168,579)	(168,579)	(27,260)	<b>(18,440)</b>	8,820	32%	▲
Law, Order and Public Safety		(193,936)	(193,936)	(32,392)	<b>(11,236)</b>	21,156	65%	▲
Health		(184,767)	(184,767)	(30,922)	<b>(15,512)</b>	15,410	50%	▲
Housing		(226,672)	(226,672)	(29,420)	<b>(13,812)</b>	15,608	53%	▲
Community Amenities		(1,146,227)	(1,146,227)	(191,949)	<b>(119,933)</b>	72,016	38%	▲
Recreation and Culture		(1,402,106)	(1,402,106)	(210,209)	<b>(78,526)</b>	131,684	63%	▲
Transport		(2,970,183)	(2,970,183)	(495,833)	<b>(314,276)</b>	181,557	37%	▲
Economic Services		(509,424)	(509,424)	(87,044)	<b>(65,799)</b>	21,245	24%	▲
Other Property and Services		(111,775)	(111,775)	(5,878)	<b>27,808</b>	33,686	573%	▲
		<b>(7,145,499)</b>	<b>(7,145,499)</b>	<b>(1,189,220)</b>	<b>(629,746)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		2,989,264	2,989,264	498,196	<b>0</b>	(498,196)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal		35,568	35,568	(12,463)	<b>0</b>	12,463	(100%)	
Bond liability		0	0	0	<b>0</b>			
<b>Non-cash amounts excluded from operating activities</b>								
		<b>3,024,832</b>	<b>3,024,832</b>	<b>485,733</b>	<b>0</b>			
<b>Amount attributable to operating activities</b>		<b>2,303,299</b>	<b>2,303,299</b>	<b>1,851,295</b>	<b>2,096,209</b>			
<b>Investing Activities</b>								
Non-operating Grants, Subsidies and Contributions	5	5,261,461	5,261,461	901,212	<b>82,538</b>	(818,674)	(91%)	▼
Proceeds from Disposal of Assets		721,664	721,664	0	<b>0</b>	0		
Capital Acquisitions	4	(7,587,854)	(7,587,854)	(756,461)	<b>(86,002)</b>	670,459	89%	▲
<b>Amount attributable to investing activities</b>		<b>(1,604,729)</b>	<b>(1,604,729)</b>	<b>144,751</b>	<b>(3,464)</b>			
<b>Financing Activities</b>								
Self-Supporting Loan Principal		0	0	5,671	<b>5,671</b>	0	0%	
Repayment of Debentures		0	0	(5,671)	<b>(5,671)</b>	0	0%	
Transfer to Reserves		(1,138,979)	(1,138,979)	0	<b>0</b>	0		
<b>Amount attributable to financing activities</b>		<b>(1,138,979)</b>	<b>(1,138,979)</b>	<b>0</b>	<b>0</b>			
<b>Closing Funding Surplus(Deficit)</b>	1	<b>1,922,828</b>	<b>1,922,828</b>	<b>4,359,283</b>	<b>4,566,356</b>			

KEY INFORMATION

explanation of the reasons for the variance.

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

The material variance adopted by Council for the 2020/21 year is \$25,000 or 10% whichever is the greater.

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

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

**BY NATURE OR TYPE**

	Ref Note	Original budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus (Deficit)</b>	1	2,363,237	2,363,237	2,363,237	<b>2,473,611</b>	\$ 110,374	% 5%	
<b>Revenue from operating activities</b>								
Rates		1,870,449	1,870,449	1,857,240	1,862,830	5,590	0%	
Specified Area Rates	5	0	0	0	0	0		
Operating Grants, Subsidies and Contributions	5	1,930,587	1,930,587	572,666	591,400	18,734	3%	
Fees and Charges		570,098	570,098	91,700	269,196	177,496	194%	▲
Service Charges		0	0	0	0	0		
Interest Earnings		43,059	43,059	9,574	2,529	(7,045)	(74%)	
Other Revenue		74,885	74,885	10,912	(1)	(10,913)	(100%)	
Profit on Disposal of Assets		62,968	62,968	12,691	0			
		<b>4,552,045</b>	<b>4,552,045</b>	<b>2,554,783</b>	<b>2,725,955</b>			
<b>Expenditure from operating activities</b>								
Employee Costs		(2,030,431)	(2,030,431)	(353,944)	<b>(323,419)</b>	30,525	9%	
Materials and Contracts		(1,475,303)	(1,475,303)	(203,231)	<b>(276,672)</b>	(73,441)	(36%)	▼
Utility Charges		(251,750)	(251,750)	(41,648)	<b>(33,756)</b>	7,893	19%	
Depreciation on Non-Current Assets		(2,989,264)	(2,989,264)	(498,196)	0	498,196	100%	▲
Interest Expenses		(44,108)	(44,108)	(2,412)	<b>11,005</b>	13,417	556%	
Insurance Expenses		(199,607)	(199,607)	(88,481)	<b>(6,905)</b>	81,576	92%	▲
Other Expenditure		(56,500)	(56,500)	(1,080)	0	1,080	100%	
Loss on Disposal of Assets		(98,536)	(98,536)	(228)	0			
		<b>(7,145,499)</b>	<b>(7,145,499)</b>	<b>(1,189,220)</b>	<b>(629,746)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		2,989,264	2,989,264	498,196	0	(498,196)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal		35,568	35,568	(12,463)	0	12,463	(100%)	
Adjust Provisions and Accruals			0	0		0		
Adjust Provisions and Accruals NC LSL								
Bond liability		0	0	0				
Sale of Assets		0	0	0	0			
Bring to Account CRC Accounts								
<b>Non-cash amounts excluded from operating activities</b>		<b>3,024,832</b>	<b>3,024,832</b>	<b>485,733</b>	<b>0</b>			
<b>Amount attributable to operating activities</b>		<b>431,378</b>	<b>431,378</b>	<b>1,851,296</b>	<b>2,096,209</b>			
<b>Investing activities</b>								
Non-operating grants, subsidies and contributions	5	5,261,461	5,261,461	901,212	<b>82,538</b>	(818,674)	(91%)	▼
Proceeds from Disposal of Assets		721,664	721,664	0	0	0		
Land held for resale		0	0	0	0	0		
Capital acquisitions	4	(7,587,854)	(7,587,854)	(756,461)	<b>(86,002)</b>	670,459	89%	▲
<b>Amount attributable to investing activities</b>		<b>(1,604,729)</b>	<b>(1,604,729)</b>	<b>144,751</b>	<b>(3,464)</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	5,671	<b>5,671</b>			
Transfer from Reserves		0	0	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures		0	0	(5,671)	<b>(5,671)</b>	0	0%	
Transfer to Reserves		(1,138,979)	(1,138,979)	0	0	0		
<b>Amount attributable to financing activities</b>		<b>(1,138,979)</b>	<b>(1,138,979)</b>	<b>0</b>	<b>0</b>			
<b>Closing Funding Surplus (Deficit)</b>	1	<b>50,907</b>	<b>50,907</b>	<b>4,359,283</b>	<b>4,566,356</b>			

**KEY INFORMATION**

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

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

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

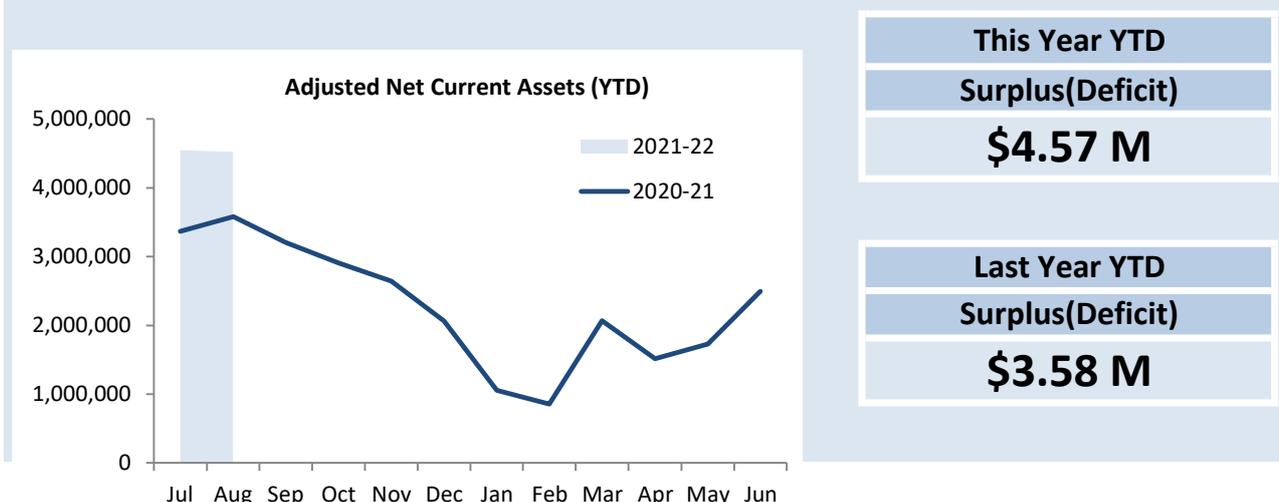
Adjusted Net Current Assets	Ref Note	Last Years	This Time Last Year 31 Aug 2020	Year to Date
		Closing 30 June 2021		Actual 31 Aug 2021
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	3,426,704	3,742,152	4,715,892
Cash Restricted	3	2,813,324	2,802,625	2,813,325
Receivables - Rates	3	113,926	601,423	1,288,955
Receivables - Other	3	564,546	254,518	260,813
Loans receivable		15,264	5,577	17,247
Interest / ATO Receivable		14,356	(50,854)	14,356
Inventories		13,371	8,324	13,372
Land held for resale - current		303,628	303,628	303,628
Contract Asset		0	0	0
		7,265,119	7,667,392	9,427,588
<b>Less: Current Liabilities</b>				
Payables		(206,507)	(62,419)	(82,544)
Provisions - employee		(339,427)	(329,178)	(339,427)
Long term borrowings		(86,671)	(73,452)	(81,000)
Contract Liability		(1,113,358)	(581,330)	(1,305,060)
		(1,745,963)	(1,046,378)	(1,808,030)
<b>Unadjusted Net Current Assets</b>		<b>5,519,156</b>	<b>6,621,014</b>	<b>7,619,557</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Restricted cash	3	(2,813,324)	(2,802,625)	(2,813,325)
Less: Land held for resale		(303,628)	(303,628)	(303,628)
Less: Loans receivable		(15,264)	(5,577)	(17,247)
Add : Long Term Borrowings		86,671	73,452	81,000
<b>Adjusted Net Current Assets</b>		<b>2,473,611</b>	<b>3,582,636</b>	<b>4,566,357</b>

**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)**

**\$4.57 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$3.58 M**

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

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020/21 year is \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Law, Order and Public Safety	41,163	347%	▲	Timing	ESL was raised with rates levy.
Health	(10,975)	(86%)	▼	Timing	Budgeted profit on sale of asset
Community Amenities	142,655	274%	▲	Timing	Rubbish revenue raised with rates
Economic Services	9,603	21%	▲	Permanent	Building application fees not budgeted
Other Property and Services	4,188	19%	▲	Timing	Fuel rebate income over budget
<b>Expenditure from operating activities</b>					
Governance	58,292	74%	▲	Timing	Depreciation not run as yet and annual subscription profiling error
General Purpose Funding	8,820	32%	▲	Timing	Profiling error
Law, Order and Public Safety	21,156	65%	▲	Permanent	ESL payment not made as yet
Health	15,410	50%	▲	Timing	Depreciation not run
Housing	15,608	53%	▲	Timing	Depreciation not run as yet
Community Amenities	72,016	38%	▲	Timing	Depreciation not yet run for 20/21
Recreation and Culture	131,684	63%	▲	Timing	Depreciation not run as yet
Transport	181,557	37%	▲	Timing	Depreciation not run as yet
Economic Services	21,245	24%	▲	Timing	Skeleton Weed and tourism expenditure profiling error
Other Property and Services	33,686	573%	▲	Timing	Salaries expenditure down
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(818,674)	(91%)	▼	Timing	Money received but set as contract liability
Capital Acquisitions	670,459	89%	▲	Timing	Projects yet to commence still in planning or tendering stages
<b>Financing Activities</b>					

**KEY INFORMATION**

Depreciation has not been applied to the accounts from the Asset register for July 2021, pending finalisation of the Asset register for Fy21

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

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates Receivable	30 June 2020	31 Aug 21
	\$	\$
Opening Arrears	69,496	113,926
Levied this year	1,701,354	1,877,826
Less Collections to date	(1,656,924)	(702,797)
<b>Equals Current Outstanding</b>	<b>113,926</b>	<b>1,288,955</b>
<b>Net Rates Collectable</b>	<b>113,926</b>	<b>1,288,955</b>
% Collected	97.39%	37.43%

**KEY INFORMATION**

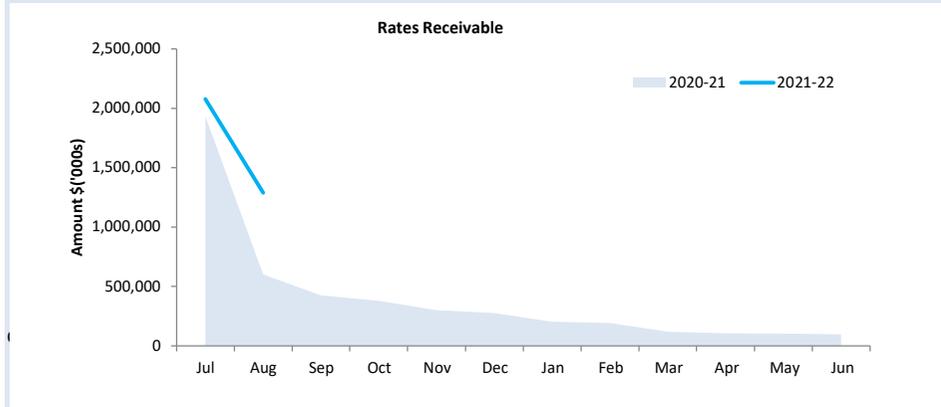
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	234,997	2,401	986	7,345	245,730
Percentage	96%	1%	0%	3%	
<b>Balance per Trial Balance</b>					
Sundry debtors	234,997	2,401	986	7,345	245,730
<b>Total Receivables General Outstanding</b>					<b>245,730</b>

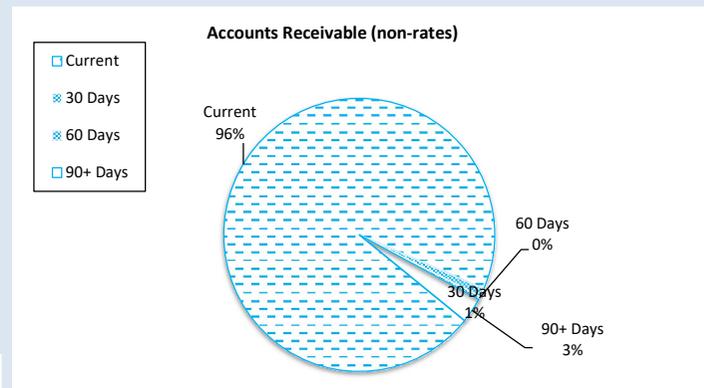
Amounts shown above include GST (where applicable)

**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.



<b>Rates Received</b>	<b>Rates Due</b>
<b>37%</b>	<b>\$1,288,955</b>



<b>Debtors Due</b>
<b>\$245,730</b>
<b>Over 30 Days</b>
<b>4%</b>
<b>Over 90 Days</b>
<b>3%</b>

INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS (CONTINUED)

	Account Number	Original Budget	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Capital Expenditure</b>							
<b>Land</b>							
<b>Furniture and Equipment</b>							
Hardware Renewal and Plan Initiatives (Admin Server)	2043	25,000	25,000	0	0	0	
new electronic payroll system	2096	45,000	45,000	0	0	0	
		70,000	70,000	0	0	0	
<b>Plant &amp; Equipment</b>							
Replacement Vehicle - CEO	2029	70,000	70,000	0	0	0	
Replacement Vehicle - EMCS	2054	45,000	45,000	0	0	0	
Replacement Vehicle - Doctor	2056	45,000	45,000	0	0	0	
Cat Backhoe	2066	173,840	173,840	0	0	0	
Water Tanker NB5868	2068	100,000	100,000	0	0	0	
LRCI stage 3 - Electronic sign board	2094	50,000	50,000	0	0	0	
Toyota Landcruiser - Skeleton Weed Vehicle NB7511	2041	70,000	70,000	0	0	0	
Prime Mover NB7704	2086	300,000	300,000	0	0	0	
Howard Porter Side Tipper NB3937	2087	110,000	110,000	0	0	0	
Electronic fuel management system	2095	30,000	30,000	0	0	0	
Replacement Vehicle - Mechanic	2064	45,000	45,000	0	0	0	
		1,038,840	1,038,840	0	0	0	
<b>Buildings Specialised</b>							
Administration Office and Chambers Refurbishment - stage 1,2	2055	45,000	45,000	0	0	0	
LRCI stage 1 - Town Hall upgrades	1704	157,269	157,269	0	0	0	
LRCI stage 2 - Church Museum upgrades	2073	131,256	131,256	0	0	0	
Narembeen Gym - Solar panels	2077	10,000	10,000	0	0	0	
St Pauls Church - asbestos lining to the power/switchboards box, front gable and veranda lining	2089	7,000	7,000	0	0	0	
LRCI Stage 3 Townhall upgrades	2093	200,000	200,000	0	0	0	
Caravan Park Amenities Upgrade	2063	20,000	20,000	0	0	0	
Repalke asbestos fence (Wumbats)	2088	7,000	7,000	0	0	0	
		577,525	577,525	0	0	0	
<b>Building - Non Specialised</b>							
2 new houses Cheetham Way	2045	500,000	500,000	0	0	0	
		500,000	500,000	0	0	0	
<b>Infrastructure - Roads</b>							
R2R - Soldiers road gravel resheet	2062	510,025	510,025	85,006	0	-85,006	Project not commenced scheduled for May completion
RRG Funded - Narembeen South Road slk10.90-14.62 (4170005)	2079	561,735	561,735	103,018	1,999	-101,019	Project not commenced scheduled for November completion
WSFN - Narembeen-Kondinin Road slk10-13.2 widen to 10m and overlay	2080	830,000	830,000	138,332	0	-138,332	Project not commenced scheduled for November completion
WSFN - Narembeen-Kondinin Road slk14-16 widen and overlay	2081	530,000	530,000	96,875	0	-96,875	Project not commenced scheduled for February completion
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	110,000	110,000	18,332	0	-18,332	Permits required SMEC to be engaged
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 other preliminary work	2083	70,000	70,000	0	0	0	
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc	2084	145,000	145,000	0	0	0	
WSFN - Merredin-Narembeen Road SLK 18.5-24.5 Survey design, drawings	2097	109,800	109,800	18,300	0	-18,300	Advice from WSFN is that project will not proceed
Latham road Improvements (C/F)	2015	822,281	822,281	137,046	80,039	-57,007	
Longhurst Street Improvements - c/f	G136	90,000	90,000	0	0	0	
LRCI stage 3 - Seal Laneway Savage Street - Latham Road	2091	100,000	100,000	0	0	0	
		3,878,841	3,878,841	596,909	82,038	-514,871	
<b>Other Infrastructure</b>							
LRCI stage 2 - Walker lake Dual use path	1924	241,641	241,641	0	0	0	
Dual Use Footpath - Brown / Ada Street	2018	100,000	100,000	0	0	0	
LRCI stage 3 - Footpath Infrastructure	1430	143,684	143,684	0	3,964	3,964	
LRCI stage 3 - Planning and improvements Churchill Street	2092	250,000	250,000	41,666	0	-41,666	Awaiting approval from LRCI on projects
Drought Communities funding - Apex Park Precinct Upgrade	2061	541,361	541,361	90,226	0	-90,226	Contractor awarded
Town Dam Fencing c/f	2070	30,000	30,000	0	0	0	
LRCI stage 1 - Main Street upgrades	2071	165,962	165,962	27,660	0	-27,660	Awaiting approval from LRCI on projects
LRCI stage 3 - Walker Lake exercise equipment	2090	50,000	50,000	0	0	0	
		1,522,648	1,522,648	159,552	3,964	-155,588	
<b>TOTALS</b>		7,587,854	7,587,854	756,461	86,002	-670,459	

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
<b>Operating grants, subsidies and contributions</b>					
<b>General Purpose funding</b>					
Financial Assistance Grant Operating (LG Grants Commission) - Income	631,479	631,479	157,869	161,655	3,786
Financial Assistance Grant Funding - Roads (LG Grants Com) - Income	373,110	373,110	93,277	106,060	12,783
	<u>1,004,589</u>	<u>1,004,589</u>	<u>251,146</u>	<u>267,715</u>	<u>16,569</u>
<b>Law, order and public safety</b>					
Emergency Services Levy (ESL) Contribution (DFES) - Income	4,000	4,000	666	0	(666)
Bush Fire Brigade Operating Grant (DFES) - Income	12,000	12,000	2,000	0	(2,000)
	<u>16,000</u>	<u>16,000</u>	<u>2,666</u>	<u>0</u>	<u>-2,666</u>
<b>Community Amenities</b>					
CRC Grants and Contributions	159,000	159,000	26,500	44,797	18,297
	<u>159,000</u>	<u>159,000</u>	<u>26,500</u>	<u>44,797</u>	<u>18,297</u>
<b>Recreation and Culture</b>					
Rec & Sport - Other Income	25,000	25,000	4,166	0	(4,166)
Library - Income	1,500	1,500	250	0	(250)
	<u>25,000</u>	<u>25,000</u>	<u>4,166</u>	<u>0</u>	<u>-4,166</u>
<b>Transport</b>					
Direct Grant Funding (Main Roads) - Income	200,626	200,626	200,626	211,240	10,614
	<u>200,626</u>	<u>200,626</u>	<u>200,626</u>	<u>211,240</u>	<u>10,614</u>
<b>Capital Acquisitions</b>					
<b>Economic Services</b>					
Grant Funding - Skeleton Weed Program (DAFWA) - Income	177,612	177,612	29,602	35,518	5,916
	<u>177,612</u>	<u>177,612</u>	<u>29,602</u>	<u>35,518</u>	<u>5,916</u>
<b>Operating grants, subsidies and contributions Total</b>	<b>1,584,327</b>	<b>1,584,327</b>	<b>514,956</b>	<b>559,269</b>	<b>44,313</b>
<b>Non-operating grants, subsidies and contributions</b>					
<b>Community Amenities</b>					
Local Road and Community Infrastructure Funding Round 3	1,093,684	1,093,684	182,280	0	(182,280)
	<u>1,093,684</u>	<u>1,093,684</u>	<u>182,280</u>	<u>0</u>	<u>-182,280</u>
<b>Recreation and Culture</b>					
Drought Communities Funding	710,964	710,964	118,494	0	(118,494)
Local Road and Community Infrastructure Funding Round 1				0	0
Local Road and Community Infrastructure Funding Round 2				0	0
	<u>710,964</u>	<u>710,964</u>	<u>118,494</u>	<u>0</u>	<u>-118,494</u>
<b>Transport</b>					
Regional Road Group Funding (Main Roads) - Income	343,337	343,337	57,222	1,999	(55,223)
Roads to Recovery Funding (FDoT) - Income	510,025	510,025	85,004	0	(85,004)
Black Spot Funding - Income	636,663	636,663	106,110	80,539	(25,571)
Footpath grants	291,641	291,641	72,910	0	(72,910)
Wheatbelt Secondary Freight Network	1,675,147	1,675,147	279,192	0	(279,192)
Road Project Grants	0	0	0	0	0
	<u>3,456,813</u>	<u>3,456,813</u>	<u>600,438</u>	<u>82,538</u>	<u>-110,575</u>
<b>Non-operating grants, subsidies and contributions Total</b>	<b>5,261,461</b>	<b>5,261,461</b>	<b>901,212</b>	<b>82,538</b>	<b>-411,349</b>
<b>Grand Total</b>	<b>6,845,788</b>	<b>6,845,788</b>	<b>1,416,168</b>	<b>641,807</b>	<b>-367,036</b>

KEY INFORMATION

**ATTACHMENT – AGENDA ITEM 8.1.4  
MOU – Temporary Mobile Food Business  
Centralised Register**

# **Memorandum of understanding (MOU)** **between *the Chief Executive Officer (CEO)*** ***of the Department of Health (DOH)*** **and *Participating Local Governments (LG)***

for the collaborative sharing of information between participating local governments in administering and enforcing provisions in the *Food Act 2008* (the Act), within a centralised register of temporary and mobile food businesses in Western Australia.

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## **1. Project (Mobile Food Vendor Centralised Register)**

A centralised register (the Register) in relation to the storing of information of temporary and mobile food businesses operating within Western Australia (WA) is available on a website hosted by the DOH.

The website provides LGs with a searchable tool for consistently and efficiently managing such food businesses within WA.

## **2. Objectives of the MOU**

Given the transient nature of temporary and mobile food businesses and the compliance and public health risks associated with them, the objects of the MOU are to:

- (a) facilitate the sharing of information (that is not considered a "manufacturing secret", "commercial secret" or "confidential process" as per s 142 of the Act) between the parties to enable the consistent, effective and efficient administration of the Act; and
- (b) to assist in ensuring that the Act is complied with by local governments and proprietors of temporary and mobile food businesses.

## **3. Project**

### **3.1 Shared Principles**

Information sharing will be limited to participating LGs and the DOH on a voluntary 'opt-in' basis. Every LG CEO within WA has been invited by the DOH to participate in the information sharing initiative.

Therefore, LGs not participating/signatory to this MOU will not have access to the information received from participating LGs.

The Parties acknowledge each other's statutory roles and responsibilities within the State of Western Australia, particularly under the Act.

The MOU sets out the commitment of each of the parties to achieving a cooperative approach to administer consistent, effective and efficient food regulation in WA under the Act for temporary and mobile food businesses. The MOU sets out how the parties will support each other to achieve this purpose.

The Parties must, subject to compliance with any relevant State and Commonwealth laws:

- (a) at all times duly perform and observe its obligations under this MOU and will promptly inform each Party as soon as possible of any occurrence which might adversely affect the MOU or give rise to a liability claim; and
- (b) undertake its responsibilities under this MOU with integrity, good faith and probity in accordance with good corporate governance practices.

### **3.2 Definitions**

Except where expressly defined below, or where the context requires otherwise, terms used in this MOU have the same meaning as corresponding terms in the Act or the Regulations.

**Assessment** - The process of reviewing a food business in order to confirm compliance or non-compliance with the Act, Regulations or Code.

**Authorised Officers** – as set out in s 122 of the Act.

**Appropriate Enforcement Agency** – as set out in r 4 & 5 of the Regulations

**CEO** – as defined in s 8 of the Act.

**Code** - Australia New Zealand Food Standards Code

**DOH** – Department of Health WA (Environmental Health Directorate - **EHD**)

**Information** – as set out in s 5 of this MOU

**LG** – Local Government.

**Mobile food business** - A food business that operates from premises that are non-permanent; e.g. food vehicles and caterers.

**MOU** – Memorandum of Understanding.

**Participating LG** – a LG that is a signatory, party, to this MOU.

**Parties** – DOH and participating LG's jointly and severally, as the context requires.

**Regulations** - *Food Regulations 2009 (WA)*.

**Temporary food business** - A food business set up as part of a one-off event where temporary or permanent premises are used, e.g. a food business selling food at a fete, fair, festival, market or show, usually lasting a matter of hours or days.

**Website** – [www.wamobilefoodregister.com](http://www.wamobilefoodregister.com)

### 3.3 Drivers

The DOH acknowledges the important role LGs have in ensuring, insofar as is practicable, processes are implemented consistently across Western Australia to address administrative and compliance challenges relating to food safety at public events with temporary and mobile food businesses.

The current processes in place for managing administrative and food safety compliance challenges at public events are inconsistent and time consuming, which is a risk to:

- Public health and safety;
- Compliance with legislation;
- Efficiency/consistency;
- Over-regulation on industry; and
- Professional/system reputation.

Currently, under the Act, there is an obligation for the proprietor of a temporary or mobile food business to give written notification of the "specified information" in the approved form in respect of those premises to the relevant LG it intends to operate within (s 107). Further, the proprietor of the food business cannot operate (except if it is an exempted food business) unless it is registered with the relevant LG in which it is operating (s 109). Section 110 provides that the proprietor may apply to each LG for a registration, and the LG may register it. Section 115 then imposes an

obligation on each LG to keep a register of those food businesses that have either been notified or registered to it.

These requirements are particularly time-consuming, onerous and inefficient for temporary or mobile food businesses and LGs. In particular, the regulation of those businesses (i.e. registration status) by LGs.

Temporary and mobile food businesses by their very nature, will often operate at a number of locations in a number of LGs. This can present some difficulties to appropriate enforcement agencies in relation to registration and notification of these businesses, for example:

- Current registration status – does the food business have a current ‘active’ registration, or has it been ‘cancelled’?
- Conditions of registration – appropriate enforcement agencies can verify if a food business is conducting activities that it is registered to do so; and
- Determine the last assess date by a LG, whilst assessing compliance with the Australia New Zealand Food Standards Code.

Developing an accessible register for temporary and mobile food businesses will minimise food regulatory risks by ensuring that a consistent approach is being undertaken when LGs and industry address food safety compliance issues.

### **3.4 Target Group**

Authorised officers appointed under the Act based in LGs and DOH and associated administrative employees of participating LGs.

## **4. Case Management**

### **4.1. Roles and Responsibilities of Agencies**

DOH

- recognises that the website represents the DOH, acknowledging that the information originates from the participating LG;
- securely stores and hosts information received by participating LGs;
- administers participating LG user accounts and accessibility to the shared information; and
- upon receipt of updated information from participating LGs, updates the Register as soon as practicable.

LG

- agrees to share information relating to temporary and/or mobile food businesses registered/notified under Part 9 of the Act, within their jurisdiction as the ‘appropriate enforcement agency’ as per the Regulations;
- LG agrees to provide information to the DOH:
  - Quarterly - for those registered food businesses captured within its jurisdiction;
  - As soon as practicable - for assessment and registration status-related information in Excel format, and submitted via email to [AdminFoodVendor@health.wa.gov.au](mailto:AdminFoodVendor@health.wa.gov.au); and
- LG to ensure that the information it provides is accurate and timely to the best of their knowledge.
- LG to notify DOH of any changes LG becomes aware of, as soon as practicable.

## 4.2 Client Access to Records and Grievance Procedures

This MOU does not, and is not intended to, transfer ownership of any intellectual property rights from one party to another.

## 5. Information to be shared

The Register will capture essential information on temporary and mobile food businesses by a participating LG, as follows:

- proprietor;
- trading name;
- business description;
- approved foods to sell;
- food business contact details;
- last assessment date;
- details of the last assessment; and
- trading details (including registration status and vehicle details).

The Register will have three types of users:

- Authorised Officers (including support staff);
- Administrators; and
- Officers within EHD as required.

The LGs and EHD officers will have the following capabilities:

- Read access to all the records based on what is searched;
- Provide information to the administrator to timely updates to their food business information.

The administrators will have the following capabilities:

- Read/write access to all records;
- Ability to create and withdraw LG/EHD users; and
- Ability to perform user account administration such as adding a new user.

The participating LG consents to allowing DOH to centrally store information that is received from the participating LG, which will then be accessible to other participating LG users on a secure Internet Application (the website).

The Parties acknowledge and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992 (WA)*.

## 6. General provisions

### 6.1 Honour Clause

The MOU is an expression of the purpose and intention of the parties, which is binding in honour only.

This MOU is not to give effect to any legal relationship or obligations other than those already in existence under any written law. It is not intended to give rise to any consequences or be the

subject of litigation, nor is it intended to subjugate the rights, duties or responsibilities of the parties arising from the provision of information about their customers/clients.

The Parties do not accept responsibility for any act, error or omission by the other party to this MOU, its employees and agents under this MOU.

## **6.2 Privacy**

The Parties will use their best endeavours and all steps legally available to them to prevent personal information received under this MOU from being inappropriately disclosed, compromised or misused.

The Parties will use their best endeavours to prevent information received under this MOU from being inappropriately disclosed, compromised or misused.

Section 115 of the Act requires a register of food businesses to be maintained by each appropriate enforcement agency. Furthermore, r51 of the Regulations gives an appropriate enforcement agency the option to make such lists publicly available information that is publicly available is therefore not subject to the MOU. However, all information shared by participating LGs will be treated nevertheless as 'confidential'.

With the exception of the 'last assessment date', information to be shared by participating LGs will relate to that collected in connection with Part 9 (Registration of food businesses) of the Act.

## **6.3 Review**

The MOU comprises of this document and any other document specifically referred to only. The MOU may be amended at any time with the agreement of all parties.

## **6.4 Withdrawal**

Any participating LG may, by written notice to the DOH, withdraw from its obligations under this MOU at any time provided it gives reasons in writing to the DOH for doing so, and such notice will take effect 30 Business Days from the receipt of that notice unless the Parties determine an alternative date in writing.

Where any participating LG withdraws from the MOU, the Parties agree:

- to cooperate fully with any disengagement process that may be required to give full effect of the withdrawal; and
- to use reasonable efforts to minimise harm or disadvantage to the other Party and any affected third party.

Only Participating LG's have access to the Register. LG's that have withdrawn from the MOU will have their user accounts to the Register disabled, and any information uploaded for food businesses registered in their LG area will be removed.

## **6.5 Survival**

Any provision of the MOU which expressly or by implication from its nature is intended to survive the withdrawal from the MOU and any rights arising on withdrawal shall survive.

## **6.6 Costs**

The Parties are each responsible for their own costs and resources.

## 6.7 Conflict of Interest & Dispute Resolution

Resolution of conflicts between the Parties should be based on the following principles:

- (a) The Parties recognise the importance of forthrightly expressing issues of concern as a way of improving the co-operation between the parties.
- (b) Each Party will ensure that appropriate mechanisms are in place for raising disputes to the appropriate levels of management within their respective organisation, in the event that disputes are not resolved at lower levels.
- (c) On the occasion that a matter cannot be resolved by nominated representatives of each Party, the matter will be referred to the CEO of the participating LG or the Executive Director of the EHD.
- (d) In the unlikely event that the matters remain unresolved; the Parties have the option of withdrawing from this MOU.

## 7. Endorsement by Agencies

On behalf of the Chief Executive Officer of the Department of Health

**Name** Dr Michael Lindsay

**Position** Executive Director, Environmental Health Directorate (Delegate of the CEO)

.....  
Signature

.....  
Date

On behalf of the (insert Local Government name)

Name

Position

.....  
Signature

.....  
Date

X

\_\_\_\_\_

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## Benefits



Collaborative working



Cutting red tape



Assists with compliance



Searchable tool



Access available 24/7



## Memorandum of understanding

all local governments can participate for free by signing the MOU

## 137 Local Governments

have a shared responsibility to ensure that the food we consume is safe (*Food Act 2008*)

**55% increase**



in mobile food businesses in WA

## Secure information sharing

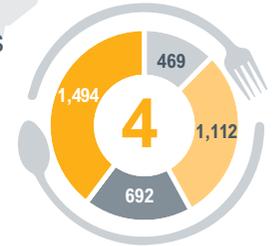


#All data is encrypted  
 ^User accounts issued  
 \*\*Restricted access



**4 Types** of mobile food business captured by the register:

- Temporary Food Premises
- Mobile Food Operator
- Market Stall
- Caterer



## One centralised register

for all mobile food vendors across WA

\*Website has a SSL certificate ensuring all data is encrypted. ^User accounts will be issued to LGs that are participating local governments. \*Centralised database will have restricted access to participating local government 'Authorised Officer' (Food Act 2008).



# Food Act 2008 - Information Sheet

## Mobile Food Vendor Centralised Register (the Register) – Information for Authorised Officers

**Version 1: June 2021**

### Purpose

This document provides information to *Food Act 2008* (Food Act) enforcement agencies and authorised officers on the Register.

This information sheet should be read in conjunction with the policy guideline [WA Food Regulation: Temporary and Mobile Food Businesses](#) and the [Management of Temporary and Mobile Food Businesses](#) fact sheet.

### Background

In Western Australia (WA), all food businesses are required to be registered under the Food Act with their enforcement agency before they start to operate. This not only includes fixed premises, but also temporary and mobile food premises, such as a market stall or a food van.

Local governments are deemed an "enforcement agency" as per section 8 of the Food Act and are responsible for administering relevant parts of the Food Act. For example, each local government is required to maintain its own "register" of food businesses under section 115 of the Food Act. Currently, local governments use separate and individual registers to manage administrative and food safety compliance information of food businesses in WA.

The development of the Register was initiated as a result of consultation between the Department of Health's Environmental Health Directorate (EHD), local government and industry, with the aim to assist in the administrative and compliance challenges relating to food businesses operating outside of their registering enforcement agency district, such as those trading at public events.

All food businesses in WA operating at any premises must either:

- Apply for registration with the appropriate enforcement agency; or
- Notify the appropriate enforcement agency of their intention to operate.

Part 9 of the Food Act contains a number of requirements regarding the registration and notification of food businesses that can be translated into some key principles to guide the administration of food legislation within WA.

This information sheet provides guidance on the process of utilising the Register, and explains how it falls in line with the overarching principles of Part 3 and 9 of the Food Act:

- Registration/Notification
- Conditions of Registration
- Term of Approval
- Compliance with the Australia New Zealand Food Standards Code (the Code)

## Scope

This document applies specifically to temporary and mobile food businesses operating within WA, and includes market stalls and caterers - given their transient nature.

The Register allows essential information on temporary and mobile food businesses to be stored in a centralised location, that can be accessed by participating local government enforcement agencies.

The ability to access essential information on such registered and notified food businesses will help achieve compliance with Food Act section 109 – conduct of an unregistered food business and advances the health objectives of the Food Act.

Furthermore, providing participating local governments the opportunity to share the findings of previous assessments may assist in ensuring compliance with the Code (as required by section 22 of the Food Act), and result in the ability for local governments to better concentrate their resources.

## Management of temporary and mobile food businesses using the Register

The following table outlines information that the Register will oversee, including information on how it will be managed.

Mobile Food Vendor Centralised Register	
Access to the Register	<p>The Register will have restricted access to participating local governments and EHD users only.</p> <p><b>Public access will not be permitted</b></p> <p>The Register can be accessed at <a href="http://www.wamobilefoodregister.com">www.wamobilefoodregister.com</a> (website).</p> <p>Each user within a participating local government will be assigned login details by the EHD</p> <p>Any local government within WA can choose to participate in the Register at any time by signing the memorandum of understanding (MOU).</p>
Safeguards in place to ensure the Register's website is secure	<p>The website has SSL certificate, ensuring that all information sent or received by the site is encrypted. Users are required to register for website access with their work email, and choose a medium level password at a minimum.</p> <p>All registered users will be vetted by EHD staff prior to their registration being approved and them being able to access the search function of the site. Only logged in users can access the site with users being automatically logged out after a specified amount of time.</p> <p>EHD will maintain a list of registered users to the site. The test website also successfully passed a vulnerability assessment report being migrated to a production setting.</p>
Management of information sharing	<p>Although the Food Act allows information sharing between local governments, an MOU enables agencies to exchange defined information to the full extent, permitted by relevant legislation.</p> <p>A 'participating local government' is a local government that is a signatory, party to the MOU.</p>

	Participating local governments can view the Register's MOU along with its signatories on the website.
Memorandum of understanding	<p>Government agencies that regularly share information with other agencies commonly enter into MOUs setting out the terms and conditions for the exchange of information.</p> <p>Although local governments currently share information as part of their duties within the Food Act, the MOU is an appropriate way to formalise the information sharing arrangements.</p> <p>Furthermore, to ensure transparency and accountability, MOUs can be publicly <a href="#">available</a>.</p>
Functions of the Register	<p>Users will be able to:</p> <ul style="list-style-type: none"> <li>- Provide timely information updates of the food businesses captured within the Register;</li> <li>- Search the register for specific information*;</li> <li>- Display food business information; and</li> <li>- Change user password.</li> </ul>
Information that will be stored and displayed on the Register (* - search function field)	<p>Information that will be stored and displayed on the Register:</p> <ul style="list-style-type: none"> <li>- *proprietor;</li> <li>- *trading name;</li> <li>- *vehicle registration number (VRN);</li> <li>- *vehicle description;</li> <li>- *local government</li> <li>- *food business contact number;</li> <li>- approved foods to sell;</li> <li>- food business contact details</li> <li>- registration details;</li> <li>- date and details of the food business' last assessment;</li> <li>- date of when the information was last modified;</li> <li>- attached files/uploads relating to the food business.</li> </ul>
Updating information on the Register	A notification email will be sent every three months to remind all participating local governments to review/update the registration information of food businesses registered within their jurisdiction. This frequency can be increased if required.
Food businesses that will be included in the Register	<p>Food business with the following activities registered by a participating local government will be captured:</p> <ul style="list-style-type: none"> <li>- Temporary Food Premises;</li> <li>- Market Stall;</li> <li>- Mobile food Operator; and</li> <li>- Caterer.</li> </ul>

The Register will have restricted access to participating local governments and EHD users only. There will be no public access permitted.

# Uses of the Register – Part 3 & 9 of the Food Act

## Registration/notification

The intent of registration is for food businesses to provide information to their appropriate enforcement agency to enable enforcement agencies to monitor and enforce food regulatory compliance of food businesses within their district.

Food businesses captured by the Register by their very nature, will often operate at several locations across different local government boundaries. As a result, the information provided at the time of Registration/Notification will be verified by other local governments, depending on the trading location of the food business.

Information shared through the Register will enable local governments to verify that temporary and mobile food businesses operating in their district are doing so in accordance with their registration/notification issued by another local government.

## Conditions of registration

A local government may grant registration with or without conditions and must set out any conditions on the registration certificate. The conditions may only relate to issues of compliance with the Food Act.

The Register will assist authorised officers to easily access information to verify that food businesses are adhering to conditions of registration that have been granted by another local government.

## Term of approval (registration status)

All food businesses captured by the Register must be registered (unless exempted) with only one enforcement agency. In accordance with Food Act section 111 a food business' registration remains in force until cancelled.

If an authorised officer from a local government exercises his or her powers under the Food Act to generally make any investigations and inquiries that may be necessary to ascertain whether an offence under the Food Act has been or is being committed (e.g. for failing to be registered under s 109), there is presently no way of checking the registration status of a food business without the authorised officer contacting the local government which registered the food business. This is particularly difficult to verify, given the current term of approval, if this is outside of business hours.

The Register provides easily accessible information to enable authorised officers to verify that temporary and mobile food businesses wishing to operate in their district are currently registered, and therefore compliant with section 109 of the Food Act.

## Last assessment (compliance with the Code and associated legislation)

An assessment of a food business is undertaken in order to assess and monitor compliance with the requirements of the Code, and identify any corrective action that should be taken to minimise risk to public health and safety.

Often food businesses captured by the Register will operate across different local government administrative boundaries in a short period of time. As a result, re-assessment of outstanding compliance matters (if noted) under current guidance will only be brought to the attention of the registering local government. Furthermore, compliance checks, assessments may be completed by different local governments.

Therefore, there is limited opportunity for local governments to be made aware, and as a consequence, have the opportunity to take steps to ensure compliance – this is also dependent upon the trading location at the time.

The Register will enable participating local governments to share their assessment findings, allowing other local governments to assess their compliance history as part of permit applications and/or follow-up assessments, to ensure compliance with the Code and associated legislation.

## Frequently asked questions

### When does information need to be updated, and how?

*Information relating to food businesses captured by the Register will be updated/verified (in consultation with the registering local government) as being correct at least every 3 months – this includes information such as the food business trading name, proprietor. More frequent activity associated with a particular food business, such as assessments, and changes to its registration status, will be updated as soon as practicable.*

*All communications, where possible, associated with any update to the Register will be via email.*

### If the principal activity of a registered food businesses is a restaurant, but also has a market stall on weekends, do I include this food business in the Register?

*Yes, although the 'principal activity' of the food business is not captured by the Register, it is common for food businesses to diversify their activity. If the other activity is for example operating a market stall on a weekend where the sale of food takes place, this will be captured.*

### Food businesses, based on their activity type, captured by the Register that have had their registration cancelled or move to another local government, will this information be available in the Register?

*Yes, the status of a food business' registration will be made available and not deleted from the Register, as this information assists officers to determine compliance with section 109 of the Food Act. Similarly, food businesses that move to another local government and are not necessarily cancelled in accordance with section 112 of the Food Act will also be available. Such information will only be available from participating local governments, or those that were once participating.*

### Who is responsible for updating the last assessment date and findings?

*The local government that conducts an assessment of a food business captured by the Register, who is also a 'participating local government', is responsible for updating the Register. The outcome of the assessment and the local government who conducted the assessment will be identified, as this is not always the 'registering local government'.*

*The assessing local government may also wish to forward the same information to the registering local government as per current guidance.*

## More information

Contact your [local government](#) for further information  
or  
Contact System Performance

Email: [AdminFoodVendor@health.wa.gov.au](mailto:AdminFoodVendor@health.wa.gov.au)

Phone: (08) 9222 2000

Website: <http://www.health.wa.gov.au>

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**ATTACHMENT – AGENDA ITEM 8.2.1  
Schedule of Accounts August 2021**



### Credit Card Purchases 15 July - 13 August 2021

**CEO**

Date		Store		Amount
13/07/2021	PE114	AMPOL Baldivis	CEO - Fuel	\$ 67.05
22/07/2021	PE114	Narembeen Roadhouse	CEO - Fuel	\$ 60.13
25/07/2021	PE114	BP Baldivis	CEO - Fuel	\$ 142.20
30/07/2021	PE114	BP Australind	CEO - Fuel	\$ 74.30
8/08/2021	PE114	BP Baldivis	CEO - Fuel	\$ 41.72
9/08/2021	142180000.000	Shire of Narembeen	CEO - Driver Ilcence Renewal (per agreement) N Wasley	\$ 44.05
9/08/2021	42111500.231	Post Office Merredin	CEO - ID Check - sale of land documents	\$ 49.00
10/08/2021	42112500.advert	Seek	CEO - Recruitment advertising - Senior Finance Officer	\$ 324.50
10/08/2021	42112500.advert	Seek	CEO - Recruitment advertising - Customer Service Officer	\$ 242.00
<b>TOTAL CEO CREDIT CARD PAYMENTS</b>				<b>\$ 1,044.95</b>

**EMCS**

Date	Account Code	Store		Amount
14/07/2021	1321101	Adairs	EMCS - Caravan Park - bedding	\$ 2,137.40
14/07/2021	42111500	Narembeen Hardware	EMCS - Key Cutting	\$ 5.95
14/07/2021	1321101	Kmart	EMCS - Caravan Park - bedding	\$ 839.00
14/07/2021	1321101	Target	EMCS - Caravan Park -towels	\$ 702.00
14/07/2021	1321101	Target	EMCS - Caravan Park -towels	\$ 44.00
17/07/2021	4211150	Officeworks	EMCS - Admin - stationery	\$ 129.94
17/07/2021	pe1305	Coles express	EMCS - Fuel	\$ 71.30
19/07/2021	4115000	Narembeen Workers Hotel	EMCS - Catering - Council Meeting	\$ 240.00
21/07/2021	421800	Local Government Professionals	EMCS - 2021/2022 Membership Fees	\$ 531.00
26/07/2021	421130	Pepnet	EMCS - Admin - computer hardware warranty	\$ 259.27
26/07/2021	4211150	Cloudbeds	EMCS - Admin- accommodation boeing management program	\$ 1,932.00

27/07/2021	1321101	Narembeen Hardware	EMCS - Caravan Park - keys cutting	\$ 11.90
30/07/2021	1121102	Water Corp	EMCS - Swimming pool - Annual Trade Waste Charges	\$ 237.55
30/07/2021	1321101	Water Corp	EMCS - Caravan Park - Annual Trade Waste Charges	\$ 237.55
3/08/2021	1321101	Narembeen Hardware	EMCS - Caravan Park - Keys cutting, Clothes line	\$ 45.40
4/08/2021	1321101	Narembeen Hardware	EMCS - Caravan Park - Paint	\$ 45.00
4/08/2021	4118000	WA News	EMCS - Symathy notice - Irene Edwards	\$ 60.45
5/08/2021	1321101	Target	EMCS - Caravan Park - replacement Iron	\$ 58.00
8/08/2021	PE1305	Coles express	EMCS - Fuel	\$ 84.05
10/08/2021	PE1305	Puma Energy	EMCS - Fuel	\$ 74.77
11/08/2021	1131122	Narembeen Hardware	EMCS - Parks and Gardens - tools	\$ 219.22
<b>TOTAL EMCS CREDIT CARD PAYMENTS</b>				<b>\$ 7,965.75</b>

#### WORKS

Date	Account Code	Store		Amount
6/08/2021	PE999 1131110	Narembeen Hardware	Works - Workshop - materials Works - Gardens - Materials	\$ 513.80
9/08/2021		Joondalup Hotel	Works - Conference	\$ 645.00
10/08/2021		Joondalup Resort Hotel	Works - Conference	\$ 25.50
10/08/2021		Joondalup Country Club	Works - Conference	\$ 50.00
<b>TOTAL WORKS CREDIT CARD PAYMENTS</b>				<b>\$ 1,234.30</b>

#### Mechanic

Date	Account Code	Store		Amount
15/07/2021		Kogan	Mechanic - Workshop equipment	\$ 176.25
21/07/2021	PE999	Wheatbelt Tech Supplies	Mechanic - Workshop consumables	\$ 48.75
29/07/2021	PE21 (NB685)	Narembeen Hardware	Mechanic - Battery	\$ 132.00
2/08/2021	PE999	Narembeen Hardware	Mechanic - Starter cord	\$ 13.00
5/08/2021	1051101.000	Narembeen Hardware	Mechanic - Hose for Public wash bay	\$ 161.28
6/08/2021	5111220.000	Narembeen Hardware	Mechanic - Paint - fire hydrant	\$ 17.80
10/08/2021	PE999	Narembeen Hardware	Mechanic - Paint - Signs	\$ 35.60
10/08/2021	PE999	Narembeen Post Office	Mechanic - Workshop stationery	\$ 17.68
<b>TOTAL MECHANIC CREDIT CARD PAYMENTS</b>				<b>\$ 602.36</b>

#### Skeleton Weed

Date	Account Code	Store		Amount
20/07/2021	1311102.000	Narembeen Hardware	Skeleton Weed - parts for boomspray	\$ 70.30

26/07/2021	1311102.000	Narembeen Hardware	Skeleton Weed - parts for boomspray	\$ 117.70
28/07/2021	1311102.000	Narembeen Roadhouse	Skeleton Weed - fuel wor work ute	\$ 110.32
12/08/2021				
12/08/2021				
<b>TOTAL SKELETON WEED CREDIT CARD PAYMENTS</b>				<b>\$ 298.32</b>

**CRC**

Date	Account Code	Store		Amount
15/07/2021	142111500.287	Bankwest	CRC - Credit adjustment	-\$ 2.50
15/07/2021	142111500.287	Bankwest	CRC - Credit adjustment	-\$ 2.50
15/07/2021	142111500.287	Bankwest	CRC - Foreign Transaction fee reversal	-\$ 0.07
15/07/2021	142111500.287	Bankwest	CRC - Credit adjustment	-\$ 2.50
15/07/2021	142111500.287	Bankwest	CRC - Credit adjustment	-\$ 2.50
15/07/2021	142111500.287	Bankwest	CRC - Foreign Transaction fee reversal	-\$ 0.07
15/07/2021	142111500.287	Bankwest	CRC - Credit adjustment	-\$ 2.50
15/07/2021	142111500.287	Bankwest	CRC - Foreign Transaction fee reversal	-\$ 0.07
15/07/2021	142111500.287	Bankwest	CRC - Foreign Transaction fee reversal	-\$ 0.07
15/07/2021	142111500.287	Bankwest	CRC - Interest Adjustment	-\$ 0.11
15/07/2021	142111500.287	Bankwest	CRC - Foreign Transaction fee reversal	-\$ 0.07
15/07/2021	142111500.287	Bankwest	CRC - Credit adjustment	-\$ 2.50
15/07/2021	142111500.287	Bankwest	CRC - Credit adjustment	-\$ 2.50
15/07/2021	142111500.287	Bankwest	CRC - Foreign Transaction fee reversal	-\$ 0.07
22/07/2021	115112100.280	Paypal - Linkwest	CRC - Linkwest membership July 2021 to June 2022	\$ 360.00
22/07/2021	115112100.288	Peterkin paper	CRC - Special paper -custom order	\$ 105.80
22/07/2021	115112100.288	Merredin CRC	CRC - custom order	\$ 18.00
25/07/2021	115112100.231	Officeworks	CRC - return of iPad keyboard	-\$ 269.00
27/07/2021	115112100.230	Officeworks	CRC - Stationery	\$ 87.88
2/08/2021	115112100.231	Narembeen Hardware	CRC - Teatowels	\$ 29.45
5/08/2021	115112100.231	Narembeen IGA	CRC - cleaning consumables	\$ 3.10
10/08/2021	115112100.231	Narembeen IGA	CRC - event consumables	\$ 5.25
11/08/2021	115112100.288	Peterkin paper	CRC - Special paper -custom order	\$ 130.88
<b>TOTAL CRC CREDIT CARD PAYMENTS</b>				<b>\$ 453.33</b>

3/08/2021	142111500.287	Bankwest	Interest & Other Charges	\$ 134.99
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14/07/2021	142111500.3	Bankwest	Additional Credit - overpayment previous bill	-\$ 0.07
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**TOTAL CREDIT CARD PAYMENTS** **\$ 11,733.93**

**SHIRE OF NAREMBEEN PLAY AUGUST 2021**  
**Creditors Payment List August 2021**

PAGE: 1

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT14772	<b>A-Team Printing</b> Community Directory 2021/22 - 125 copies		1,771.00
EFT14773	<b>ANZ Smart Choice Super</b> Superannuation contributions		429.28
EFT14774	<b>Asphalt in a bag</b> Depot - materials		1,168.75
EFT14775	<b>Australia's Golden Outback</b> AGO Silver Membership 2021/2022		165.00
EFT14776	<b>Australian Services Union</b> Payroll deductions		49.80
EFT14777	<b>Australian Super</b> Superannuation contributions		664.66
EFT14778	<b>Aware Super</b> Superannuation contributions		8,463.07
EFT14779	<b>Bitutek Pty Ltd</b> Depot - Supply 1000 litre pod bitumen		1,017.50
EFT14780	<b>CBUS Super</b> Superannuation contributions		117.69
EFT14781	<b>Chris Bray Electrics Pty Ltd</b> Community Shed - Electrical Repairs		165.00
EFT14782	<b>Cohesis Pty Ltd</b> Cohesis CIO Services and QBIT Managed IT Services 2021/2022		6,908.56
EFT14783	<b>Colestan Electrics</b> Supply and install transfer pump		3,514.83
EFT14784	<b>Copier Support</b> Admin - printing and copying charges		1,073.67
EFT14785	<b>Great Eastern Country Zone Walga</b> Annual Subscription 2021/2022		3,850.00
EFT14786	<b>Henry Schein Regional Pty Ltd</b> Dentist Surgery - Monthly Digital Support July 2021		35.00
EFT14787	<b>Hostplus</b> Superannuation contributions		788.47
EFT14788	<b>Laird SMSF Pty Ltd</b> Superannuation contributions		616.31
EFT14789	<b>Landgate</b> Rural UV's R2021/2 20/02/2021 - 09/07/2021		86.94
EFT14790	<b>Liberty Oil Rural Pty Ltd</b> Depot - Supply and deliver 29000 litres low sulphur diesel		37,845.00
EFT14791	<b>Local Government Professionals Australia WA</b> Executive Leadership Course - EMCS		2,440.00
EFT14792	<b>Local Health Authorities Analytical Committee</b> Analytical Services 2021/2022		396.00
EFT14793	<b>PC &amp; JE Kennedy</b> Equipment and labour hire - dig gravesite x2 - Martin and Hooper		1,125.00
EFT14794	<b>Prime Superannuation Fund</b> Superannuation contributions		185.80
EFT14795	<b>Qbit Trading Company Pty Ltd</b> Admin - Remote IT support		72.19
EFT14796	<b>Repeco a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		658.94
EFT14797	<b>Scavenger Supplies Pty Ltd</b> Fire Safety Equipment - Bi-annual service		2,281.40

**SHIRE OF NAREMBEEN PLAY AUGUST 2021**  
**Creditors Payment List August 2021**

PAGE: 2

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT14798	<b>The Lines Family Trust T/As Narembeen Medical Centre</b> CRC - New Employee Medical		145.00
EFT14799	<b>The Narembeen Cafe</b> CRC - Catering for Workshop July 2021		430.00
EFT14800	<b>Town Planning Innovations</b> General Planning Services - July 2021		948.75
EFT14801	<b>Trustee for J &amp; S Baldwin Trust</b> Depot - parts for plant maintenance		420.00
EFT14802	<b>WA Contract Ranger Services</b> Contract Ranger Services - 2 visits in July 2021		514.25
EFT14803	<b>WA Distributors Pty Ltd</b> Caravan Park - Cleaning Supplies		429.65
EFT14804	<b>West State Super</b> Superannuation contributions		131.17
EFT14805	<b>Western Australian Treasury Corporation</b> Loan No. 130 Interest payment -		1,935.78
EFT14806	<b>Westrac Equipment Pty Ltd</b> Depot - parts for plant maintenance		1,332.91
EFT14807	<b>Wheatbelt Business Network</b> CRC - WBN Membership		1,860.00
EFT14808	<b>Aust Post</b> Postage charges - July 2021		787.20
EFT14809	<b>Australian Taxation Office</b> BAS - July 2021		28,406.00
EFT14810	<b>Boc Gases</b> Depot - parts for plant maintenance		53.82
EFT14811	<b>CJB Carpentry</b> Replacement garage roller door - unit 1/ 10 Doreen Street, Narembeen		1,958.00
EFT14812	<b>Fieldtech Pty Ltd</b> Depot - labour and materials - plant repair		4,400.00
EFT14813	<b>Keen Bros (WA) Pty Ltd</b> MC Truck Licence Course - Training and Assessment		11,300.00
EFT14814	<b>Lammas Pty Ltd</b> Installation Phase - Townsite intersection Latham, Churchill, Currall and Longhurst Streets - Bl		2,500.00
EFT14815	<b>Narembeen IGA</b> Council Refreshments including meetings July 2021		366.63
EFT14816	<b>Narembeen Hardware And Ag Supplies Pty Ltd</b> Skeleton Weed - materials for weed control		21,622.00
EFT14817	<b>P M Services Narembeen</b> Waste Transfer Station Management Fees July / August 2021		2,592.00
EFT14818	<b>Prestige Lock Service</b> CRC - additional Salto KS (gym access) cards		256.35
EFT14819	<b>RAMM Software Pty Ltd</b> RAMM - Annual support and maintenance July 2021 to June 2022		8,092.99
EFT14820	<b>Repcos a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		1,206.99
EFT14821	<b>Rhonda Cole</b> Verification Identity check - property settlement		49.00
EFT14822	<b>Ron Bateman And Co</b> Depot - parts for plant maintenance		1,017.13
EFT14823	<b>Shane Hayward - Waller</b> Refund - Change in accommodation type		66.00
	<b>Sonic Boomsprays</b>		

**SHIRE OF NAREMBEEN PLAY AUGUST 2021**  
**Creditors Payment List August 2021**

PAGE: 3

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT14824	<b>Sonic Boomsprays</b> Depot - parts for plant maintenance		58.85
EFT14825	<b>T - Quip</b> Depot - parts for plant maintenance		446.55
EFT14826	<b>The Narembeen Cafe</b> Catering (Lunch) - CWP Meeting 4 August 2021		120.00
EFT14827	<b>Toll Ipec Pty Ltd</b> Freight charges		182.39
EFT14828	<b>Trade Marks Attorney Services</b> Trade Mark Registration Number 2123066 for 'SOCK - Save Our Country Kids' in class 16		1,155.00
EFT14829	<b>Trustee for J &amp; S Baldwin Trust</b> Depot - parts for plant maintenance		490.00
EFT14830	<b>WALGA</b> WALGA Training - Corporate Services Officer - Preparing Agendas and Minutes		578.00
EFT14831	<b>Westrac Equipment Pty Ltd</b> Depot - parts for plant maintenance		685.21
EFT14832	<b>Wheatbelt Liquid Waste</b> Pump waste and remove to Aust standard		528.00
EFT14833	<b>Willway Plumbing and Gas</b> Emergency Service Facility - plumbing works		377.30
EFT14834	<b>Avon Waste</b> Waste and recycling collection services - July 2021		14,069.17
EFT14835	<b>Cody Express Transport</b> Freight charges		52.50
EFT14836	<b>Corsign WA PTY LTD</b> Signage - Billericay Information Bay Tourist Signs		1,309.00
EFT14837	<b>Drag Family Trust</b> CRC - Custom Order		203.50
EFT14838	<b>EASTERN DISTRICTS PANEL BEATERS</b> Plant repair - excess on insurance claim		885.00
EFT14839	<b>Hersey's Safety Pty Ltd</b> Depot - parts for workshop stock		315.92
EFT14840	<b>Landgate</b> Mining Tenements M2021/5		41.30
EFT14841	<b>Merredin Monumental Works</b> Plaque Production fee - Thomas, Ralph and Nancy		680.50
EFT14842	<b>Narembeen P &amp; C Association</b> Catering - Council Meeting July 2021		240.00
EFT14843	<b>Nutrien Ag Solutions</b> Skeleton Weed - Chemical (Lontrel)		4,290.00
EFT14844	<b>PC &amp; JE Kennedy</b> Installation of Concrete Pad - bike repair station		6,175.78
EFT14845	<b>QC Ultimate Clean</b> Floor Cleaning - 1/24 Doreen Street Narembeen		496.05
EFT14846	<b>R . E. George</b> Labour and machinery hire - grave digging - Edwards		414.48
EFT14847	<b>Repec a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		418.67
EFT14848	<b>Sheridans For Badges</b> CRC - Staff name badges		97.74
EFT14849	<b>The Workwear Group Pty Ltd</b> Admin - staff uniform - S Khan		504.45
	<b>Toll Ipec Pty Ltd</b>		

**SHIRE OF NAREMBEEN PLAY AUGUST 2021**  
**Creditors Payment List August 2021**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT14850	<b>Toll Ipec Pty Ltd</b> Freight Charges		28.91
EFT14851	<b>Trustee for J &amp; S Baldwin Trust</b> Depot - tyres for plant repair		406.00
EFT14852	<b>WA Contract Ranger Services</b> Contract Ranger Services August 2021		841.50
EFT14853	<b>Willway Plumbing and Gas</b> Plumbing repairs - 1/31 Currall Street		220.00
EFT14854	<b>Wurth Australia Pty Ltd</b> Depot - parts for plant maintenance		112.88
EFT14855	<b>A-Team Printing</b> CRC - Custom Order		388.30
EFT14856	<b>ANZ Smart Choice Super</b> Superannuation contributions		429.28
EFT14857	<b>Accwest Pty Ltd</b> Finance / accounting assistance FY 21-22		396.00
EFT14858	<b>Australian Services Union</b> Payroll deductions		49.80
EFT14859	<b>Australian Super</b> Superannuation contributions		645.42
EFT14860	<b>Aware Super</b> Superannuation contributions		10,187.66
EFT14861	<b>CBUS Super</b> Superannuation contributions		117.69
EFT14862	<b>Holyoake</b> Rural Minds Workshop Narembeen July 2021 - 19 participants		627.00
EFT14863	<b>Hostplus</b> Superannuation contributions		788.47
EFT14864	<b>Laird SMSF Pty Ltd</b> Superannuation contributions		616.31
EFT14865	<b>P M Services Narembeen</b> Waste Transfer Station - August 2021		2,592.00
EFT14866	<b>PI &amp; SL Jasper Family Trust</b> DEPOSIT - Acrylic Pouring Workshop 4/9/21 Remote Society - Inspiration Studio Project		458.50
EFT14867	<b>Phill Sayers Welding</b> Depot - labour for plant repair		1,518.00
EFT14868	<b>Prime Superannuation Fund</b> Superannuation contributions		185.80
EFT14869	<b>Repeco a division of GPC Asia Pacific Pty Ltd</b> DFES - Parts for Genset		146.85
EFT14870	<b>Rosemary Smoker</b> Accommodation - Adrians Retreat - IT Vision contractor		240.00
EFT14871	<b>S R &amp; N E Parsons</b> Rates refund for assessment A5181 1472 EMU HILL EAST ROAD NAREMBEEN WA 6369		507.59
EFT14872	<b>Shire of Brookton</b> Annual honorarium 2021/2022 - Wheatbelt South Regional Road Group		100.00
EFT14873	<b>The Narembeen Cafe</b> Catering (Lunch) - SafeTALK Workshop 10 August 2021		132.00
EFT14874	<b>Wheatbelt Office and Business Machines</b> CRC - Monthly printing and copier charges		283.20
DD11141.1	<b>Bankwest</b> Credit card purchases - 15 June - 14 July 2021		11,499.40
	<b>Synergy - Western Power</b>		

**SHIRE OF NAREMBEEN PLAY AUGUST 2021**  
**Creditors Payment List August 2021**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
DD11141.2	<b>Synergy - Western Power</b> Electricity charges - August 2021		2,149.85
DD11141.3	<b>Water Corporation</b> Water Use charges - August 2021		5,034.86
DD11141.4	<b>Water Corporation</b> Water use charges - August 2021		1,529.34
DD11141.5	<b>Water Corporation</b> Water use charges - August 2021		1,143.04
DD11141.6	<b>Water Corporation</b> Water use charges - August 2021		3,867.94
DD11141.7	<b>Water Corporation</b> Water Use Charges - August 2021		799.36
DD11141.8	<b>Water Corporation</b> Water use charges - August 2021		2,204.01
DD11141.9	<b>Water Corporation</b> Water use charges - August 2021		143.75
DD11147.1	<b>Water Corporation</b> Reverse payment - water		150.74
DD11147.2	<b>HBF</b> HBF - Health - EMCS as per Contract of Employment		159.45
DD11149.1	<b>Telstra</b> CRC - phone charges		238.24
DD11149.2	<b>Telstra</b> CRC - phone charges		233.92
310821	<b>BANKFEES - BANK FEES</b> BANK FEES		314.77
310821	<b>BANKFEES - BANK FEES</b> TRANSPORT DIRECT DEBIT - LICENSING		62.60
DD11141.10	<b>Power ICT Pty Ltd</b> Messages on hold service		75.90
DD11141.11	<b>Commander Australia Pty Ltd</b> Admin phone - service charges		68.51
DD11141.12	<b>HBF</b> HBF - Health - Works Manager as per Contract of Employment		453.18
DD11141.13	<b>Telstra</b> Phone Charges		1,919.11
DD11141.14	<b>Synergy - Western Power</b> Electricity charges - August 2021		1,791.59
DD11141.15	<b>Synergy - Western Power</b> Electricity charges - August 2021		8,595.95
DD11141.16	<b>Synergy - Western Power</b> Electricity charges - August 2021		114.76
DD11141.17	<b>Synergy - Western Power</b> Electricity charges - August 2021		325.99
DD11141.18	<b>Synergy - Western Power</b> Electricity charges - August 2021		255.28
DD11141.19	<b>Synergy - Western Power</b> Electricity charges - August 2021		1,452.54

SHIRE OF NAREMBEEN PLAY AUGUST 2021  
Creditors Payment List August 2021

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
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**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
MUNI	Municipal 5347926	270,130.08
<b>TOTAL</b>		<b>270,130.08</b>