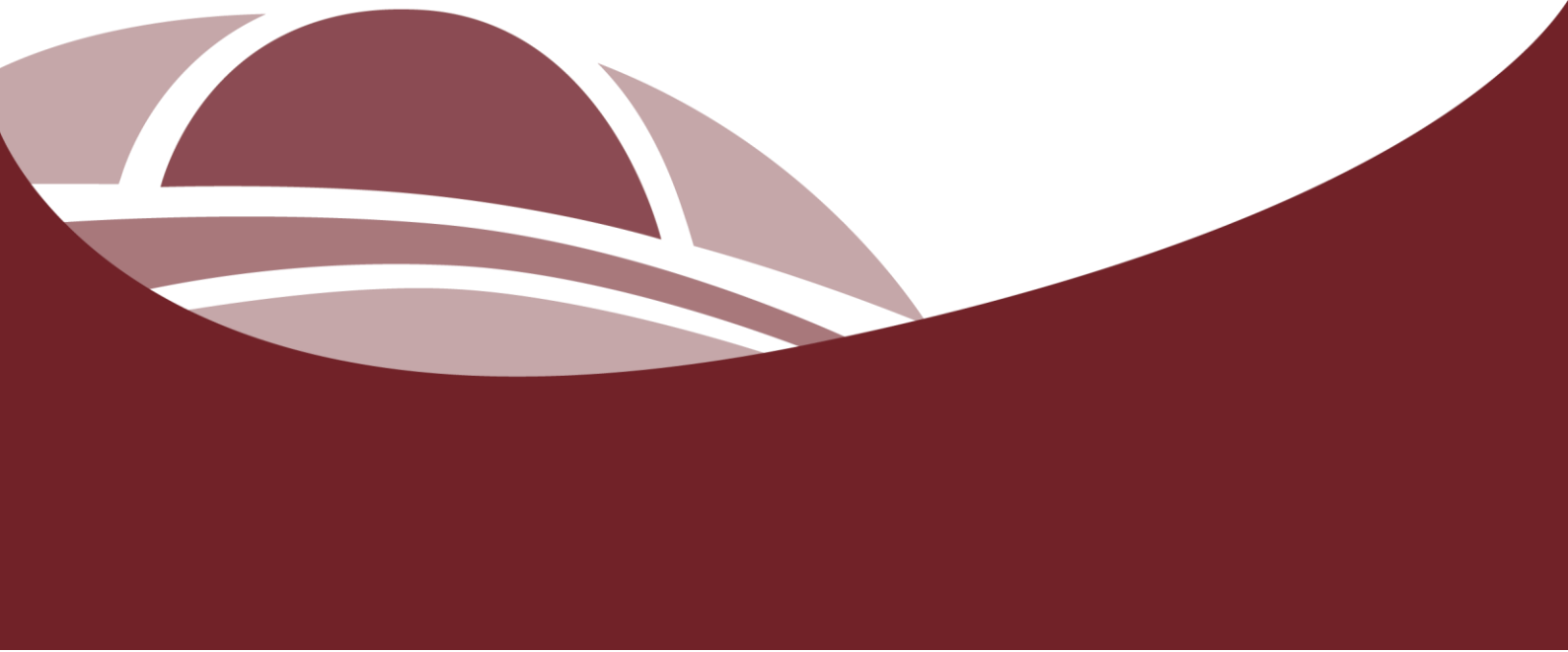




ATTACHMENTS

Ordinary Council Meeting
17 December 2024



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ATTACHMENT 3.1A
Written Response to Public Question Time –
November 2024

Ms Sophie Treloar
38 Stanley Street
NAREMBEEN WA 6369

Via email: sophiett99@gmail.com

Dear Sophie

Public Question Time Query – November 2024 Ordinary Council Meeting

Thank you for your query during Public Question Time regarding Town of Port Hedland correspondence.

The Shire takes the view that the matter raised by the Town of Port Hedland is not a matter that relates to the good governance of the district.

Public health regulations and vaccine safety assessments are the responsibility of the Department of Health (WA) and the Therapeutic Goods Administration (TGA), and you may contact them directly for comment.

Thank you for raising this matter. Should you have further questions, please do not hesitate to reach out

Yours sincerely



Rebecca McCall
CHIEF EXECUTIVE OFFICER

22 November 2024

SOPHIE TRELOAR
38 STANLEY STREET, NAREMBEEN WA 6369
sophiett99@gmail.com
0414 607 889

25 November 2024

To the Mayor, CEO, and Councillors of the **SHIRE OF NAREMBEEN**
1 LONGHURST STREET,
NAREMBEEN, WA 6369

Dear [Council Members/Mayor and Councillors of the **SHIRE OF NAREMBEEN**],

Subject: Request for Reconsideration of Council's Response to DNA Contamination Findings in COVID-19 Vaccines

Thank you for your recent response to my request for council consideration of the findings from the Town of Port Hedland, which highlight potential synthetic DNA contamination in COVID-19 vaccines at levels exceeding Therapeutic Goods Administration (TGA) safety limits. While I appreciate your time in reviewing my concerns, I am writing to respectfully request that the council reconsider its decision to close the matter without further community consultation or investigation.

The response states that the matter is solely within the remit of the Department of Health (WA) and the TGA. However, I would like to emphasize that, as the elected representatives of our community, the council holds a unique responsibility for ensuring residents' health, safety, and welfare in all areas that may significantly affect their quality of life. When a matter, such as vaccine safety, has the potential to impact public health and individual rights within our district, I believe it is within council's purview to ensure that residents' concerns are adequately addressed, particularly given that:

1. **Community Consultation:** Closing this matter without further community engagement denies residents the opportunity to voice concerns about vaccine safety in an open forum. As vaccine mandates may imminently impact residents' personal and professional lives, transparency and active community involvement in decision-making are essential for trust and good governance.
2. **Duty of Care and Public Interest:** Under WA's *Local Government Act 1995* and *Public Health Act 2016*, councils have an implied duty to promote and protect public health. This extends to ensuring residents are informed and able to raise concerns, especially

on matters with substantial health implications. Councils have previously advocated for residents on public health issues and should continue to do so to ensure thorough community protection and representation.

3. **Potential Future Vaccine Mandates:** Should vaccine mandates become more stringent, our community members may face significant consequences for non-compliance. This could include restricted access to employment, essential services, healthcare, and public facilities. Considering these potential outcomes, residents deserve a council that advocates for their rights to health and well-being and, when necessary, critically examines matters of substantial public concern.
4. **Implications of Safety Concerns on Community Rights:** With mandates potentially imposing serious repercussions on individuals who choose not to comply with specific vaccination requirements, the council should proactively address concerns around vaccine safety and efficacy, even if they are raised primarily with other agencies. I believe council action could assist by ensuring proper oversight and communication with these agencies to protect our community's rights.

In light of these points, I am requesting that the Shire Council reconsider its decision to close this matter. Specifically, I am asking that council members allow for community consultation or a public forum where residents can express their concerns and have these concerns formally documented. This would provide a platform for council to engage in further dialogue with the Department of Health (WA) and the TGA on behalf of our district and demonstrate a commitment to resident safety and welfare.

Furthermore, given that the Town of Port Hedland Council has raised this issue as a serious concern, it would be prudent for our council to seek clarification or verification of the scientific findings and to consider the implications on a local level. By reopening this matter for discussion, the council would exemplify its dedication to community well-being and transparency.

Thank you for considering this request. I look forward to your support in facilitating a comprehensive and community-centred approach to this important issue.

I would appreciate a formal acknowledgment of this letter in your response, either by email or letter, to confirm that it has been received and is under review. In addition, I would like to remind the council of the importance of proper record-keeping on this significant matter. It should be included in the council's records to ensure transparency and accountability moving forward.

I kindly request that this letter be **formally logged, assigned a reference number**, and presented at the next council meeting for discussion.

Yours sincerely,

Sophie Treloar

Ms Sophie Treloar
38 Stanley Street
NAREMBEEN WA 6369

Via email: sophiett99@gmail.com

Dear Sophie

Public Question Time Query – November 2024 Ordinary Council Meeting

Thank you for your follow-up correspondence.

The Shire maintains its position that the matter raised does not pertain to the good governance of the district. Public health regulations and vaccine safety assessments remain the responsibility of the Department of Health (WA) and the Therapeutic Goods Administration (TGA).

For further information, we recommend contacting these agencies directly. Your correspondence will be appropriately recorded in accordance with our record-keeping plan.

Council now considers this matter closed.

Yours sincerely



Rebecca McCall
CHIEF EXECUTIVE OFFICER

28 November 2024

ATTACHMENT 7.1A
Minutes – Ordinary Council Meeting 19
November 2024



MINUTES

Ordinary Council Meeting
19 November 2024

NOTICE OF MEETING

Dear Elected Members and Members of the Public,

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

Date: Tuesday 18 November 2024
At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen
Commencing: 5.00pm

Rebecca McCall
Chief Executive Officer

14 November 2024

DISCLAIMER

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

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

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UNCONFIRMED

1. Official Opening and Welcome

The Presiding Person welcomed everyone and declared the meeting open at 5.00pm.
Cr Stirrat notified all present that the meeting is being recorded.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr SW Stirrat	President
Cr HA Cusack	Deputy President
Cr MJ Currie	
Cr HJ Bald	
Cr CD Bray	
Cr AM Hardham	

Staff:

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Mr K Markham	Executive Manager Infrastructure Services
Ms K Conopo	Executive Governance Officer

Member of Public:

Ms S Treloar

Apologies:

Cr TW Cole

3. Public Question Time

Ms. Sophie Treloar attended the meeting to address Council.

Summary of Question:

Did Council receive correspondence from the Town of Port Hedland requesting a motion to immediately suspend Moderna and Pfizer RNA COVID-19 vaccines pending a thorough investigation into evidence of excessive levels of synthetic DNA contamination? What was Council's response to this letter, and has it been tabled for discussion as a Council matter?

Preliminary Response by Cr Stirrat:

Correspondence was received and distributed to councillors in the past week. While all councillors have reviewed the correspondence, it has not yet been discussed or included in the agenda.

The matter was taken under advisement, and a written response will be provided to Ms. Treloar.

4. Disclosure of Interest

CEO Rebecca McCall declared a Financial Interest in item 12.2 CEO Performance Review 2024

5. Application for Leave of Absence

Nil

6. Deputations/ Petitions/ Presentations/ Submissions

Nil

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 15 October 2024

Attachment 7.1A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 7.1

That the minutes of the Shire of Narembreen Ordinary Council Meeting held on Tuesday 15 October 2024, as presented, be confirmed as a true and correct record of proceedings.

MIN 7895/24

MOTION - Moved Cr. Currie

Seconded Cr. Bald

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

Items 8.1 – 8.2 were adopted en bloc

8. Minutes of Committee Meetings to be Received

8.1 CEACA Management Committee Meeting Monday 4 November 2024

Attachment 8.1A

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.1

That the minutes of the CEACA Management Committee Meeting held on Monday 4 November 2024, as presented, be received.

MIN 7896/24

MOTION - Moved Cr. Hardham

Seconded Cr. Bray

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

8.2 CEACA Annual General Meeting 4 November 2024
Attachment 8.2A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation / Council Resolution – 8.2

That the minutes of the CEACA AGM held on Monday 4 November 2024, as presented, be received.

MIN 7896/24

MOTION - Moved Cr. Hardham

Seconded Cr. Bray

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

8.3 Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee Meeting Wednesday 13 November 2024
Attachment 8.3A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 8.3

That the minutes of the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee Meeting held on Wednesday 13 November 2024, as presented, be received.

Council Resolution – 8.3

That the unconfirmed minutes of the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee Meeting held on Wednesday 13 November 2024, as presented, be received.

MIN 7897/24 **MOTION** - Moved Cr. Bald

Seconded Cr. Cusack

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

9. Recommendations from Committee Meetings for Council Consideration

9.1 Community Benefit Fund Advisory Committee Meeting Wednesday 13 November 2024
Attachment 8.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation / Council Resolution – 9.1

That Council approve the following recommendation from the Community Benefit Fund Advisory Group

That the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee recommend that Council approve the following grant application noting that all applications below were approved by the committee and one (1) application submitted by Go Narembeen was declined.

Club/Group	Project/Event	Amount
Narembeen CRC	Community Christmas Party	\$2,500
Narembeen CRC	Ladies Long Lunch	\$5,750
Narembeen CRC	Youth Leadership Forum	\$2,500
Narembeen Historical Society	Emu Hill Information Bay	\$5,858
Narembeen Playgroup	Setup of Old Dental Building for Playgroup	\$3,000
Narembeen Recreation Centre	Update Television's	\$4,200
Narembeen Recreation Centre	'Code Red' Band Function	\$4,610
Narembeen Basketball Association	Fridge for Canteen	\$3,500
TOTAL		\$31,918

MIN 7898/24

MOTION - Moved Cr. Bray

Seconded Cr. Hardham

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

10. Announcements by Presiding Member without Discussion

Nil

11. Officers Reports - Office of the Chief Executive Officer

11.1 Corporate Business Plan – Quarterly Monitoring Report – September 2024

Date:	28 October 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CP/Planning/Corporate Business Plan/Progress Reports
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.A IPR Quarterly Progress Report – September 2024

Purpose of Report

- ☒ Executive Decision ☐ Legislative Requirement

Summary

This item presents the Corporate Business Plan (CBP) – quarterly monitoring report for September 2024 to Council for consideration and, if satisfactory, receive.

Background

The council, community, and administration each has a unique role and responsibilities for the development of effective and sustainable integrated plans for the local area and reporting on the progress of those plans. A successful integrated planning and reporting process will deliver a:

- Strategic Community Plan (SCP) that clearly links the community's aspirations with the council's vision and long-term strategy;
- Corporate Business Plan that integrates resourcing plans and specific council plans with the strategic community plan; and
- Clearly stated vision for the future viability of the local area.

The Integrated Planning and Reporting Framework:

- recognises that planning for a local government is holistic in nature and driven by the community;
- builds organisational and resource capability to meet community need;
- optimises success by understanding the integration and interdependencies between the components; and
- emphasises performance monitoring so that local governments can adapt and respond to changes in community needs and the business environment.

A strategic review is undertaken every two years, alternating between a minor review and a major review. The Shire of Narembeen's second major strategic review was carried out in 2022/2023 resulting in the adoption of the:

- Strategic Community Plan 2022-2032
- Corporate Business Plan 2022-2023 / 2025-2026

Comment

The CBP undergoes an annual review alongside the yearly budget deliberations, with quarterly reports on operational progress. This process ensures that the Shire of Narembeen is actively working towards achieving and implementation identified goals.

It is crucial for the Shire to assess and track the success of the initiatives to fulfill the aspirations and strategies outlined in the SCP. To this end, the organisation is dedicated to reviewing internal reporting mechanisms to ensure alignment with its commitments and priorities.

Progress reports will be conducted quarterly using a traffic light system to indicate progress against the priorities outlined in the CBP. It is recommended that these quarterly reports be shared with Council as part of a formal agenda item. Additionally, annual results will be communicated to the community through the end-of-year financial annual report as required by legislation.

The CBP – Quarterly Monitoring Review for September 2024 is presented to Council for its review.

Consultation

Executive Manager Corporate Services

Statutory Implications

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future.

Division 3 DA of the *Local Government (Administration) Regulations 1996* specifies the requirements for the CBP.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership

Objective: Well governed and efficiently managed Local Government

Strategy: 4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item as the Corporate Business Plan recognise outcomes. Identified outcomes from the CBP are factored into the Council's Long Term Financial Plan.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 11.1

That Council receives the Corporate Business Plan Quarterly Monitoring Report – September 2024 as presented in Attachment 11.1A.

MIN 7899/24

MOTION - Moved Cr. Currie

Seconded Cr. Hardham

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

11.2 2025 Ordinary Council Meeting Dates

Date:	14 October 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	Governance/ Council Meetings
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to consider the Ordinary Council meeting dates for 2024.

Background

Council is required to consider and adopt the Ordinary Council meeting dates including venue, time and place and the advertising of this information by way of local public notice.

Council adopted the Scheduling Ordinary Meetings of Council Policy in July 2024 (MIN 7832/24), which states that Meetings are to be scheduled at 5.00pm on the third Tuesday of each month.

Comment

The suggested dates for 2025 are:

- February 18, 2025
- March 18, 2025
- April 15, 2025
- May 20, 2025
- June 17, 2025
- July 15, 2025
- August 19, 2025
- September 16, 2025
- October 21, 2025
- November 18, 2025
- December 16, 2025

Consultation

Nil

Statutory Implications

Local Government Act 1995

Section 5.25. Regulations about council and committee meetings and committees

- (1) Without limiting the generality of section 9.59, regulations may make provision in relation to —
 - g) the giving of public notice of the date and agenda for council or committee meetings

Local Government (Administration) Regulations 1996

Regulation 12. Public notice of council or committee meetings — s. 5.25(1)(g)

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months

Policy Implications

Council Policy – Scheduling Ordinary Meetings of Council

Strategic Implications

Strategic Community Plan

Strategic Priority:	4. Civic Leadership
Objective:	Well governed and efficiently managed Local Government
Strategy:	4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 11.2

That Council:

1. Resolves to hold its Ordinary Council Meetings for 2025 on the third Tuesday of every month, with meetings commencing at 5.00pm to be held in the Council Chambers, 1 Longhurst Street, Narembeen, except for January.
2. Directs the Chief Executive Officer to give local public notice of the date, time and place of the 2025 Ordinary Council Meetings.

MIN 7900/24

MOTION - Moved Cr. Cusack

Seconded Cr. Bald

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

12. Matters for which the Meeting may be Closed

12.1 Close meeting to the Public

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 12.1

That Council close the meeting to the public so that it may discuss matters relating to an employee, and, receive legal advice which relates to a matter to be discussed.

MIN 7901/24

MOTION - Moved Cr. Bray

Seconded Cr. Currie

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

The meeting was closed to the public at 5.26pm

R McCall, B Fobes, K Markham and K Conopo left the meeting

Ms Treloar left the meeting and did not return

12.2 CEO Performance Review 2024 - Report

Date:	7 November 2024
Location:	Not Applicable
Responsible Officer:	President Stirrat
Author:	President Stirrat on Behalf of the Review Panel
File Reference	Personnel / Employee Files
Previous Meeting Reference	Nil
Disclosure of Interest:	The CEO declares a direct Financial Interest in this Item
Attachments:	12.2A CEO Performance Review Report – 2024 12.2B CEO Key Performance Indicators Report - 2024

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

This Item presents the CEO's Performance Review and Key Performance Indicators (KPIs) for consideration and, if satisfactory, adoption.

Voting Requirements

☐ Simple Majority

☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 12.2

That Council:

1. Receives the Chief Executive Officer's Performance Review Report - 2024, as presented in Confidential Attachment 12.2A.
2. Endorses the Key Performance Indicators for 2024/2025, as presented in Attachment 12.2B;
3. Schedules the next performance and remuneration review to be completed by November 2025;
4. Authorises the Chief Executive Officer's total reward package to be in accordance with Proposed Remuneration as detailed in Item 2.5 of the Performance Review Report – 2024, as attached effective from 11 September 2024.

MIN 7902/24

MOTION - Moved Cr. Hardham

Seconded Cr. Bray

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

R McCall, K Markham and K Conopo re-entered the meeting 5.33pm

B Forbes re-entered the meeting 5.35pm

12.3 Non-Conforming Use Rights

Date:	30 October 2024
Location:	Lot 62 (No 2) & Lot 61 (No 4) Doreen Street, Narembeen
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Liz Bushby, Town Planning Innovations (TPI), Planning Consultant
File Reference	P1022
Previous Meeting Reference	
Disclosure of Interest:	Declaration of Interest: Liz Bushby, Town Planning Innovations Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.50A of <i>Local Government Act 1995</i>
Attachments:	12.3A Legal advice by McLeods

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

Council is to consider whether the existing mechanical repair business operating within buildings on Lots 61 and 62 Doreen Street in Narembeen have a non-conforming use right.

An application has been lodged for extensions to the existing buildings on Lots 61 and 62 Doreen Street in Narembeen – refer separate Item No 13.1.

Both properties are zoned Residential under the Shire of Narembeen Local Planning Scheme No 2 (Scheme 2). Normally industrial activities, including mechanical repairs, are not permitted within a Residential zone.

The exception is where there is a non-conforming use right. A non-conforming use is essentially a use that does not conform with the current Scheme 2, however was operating, or approved, under a previous Town Planning Scheme. Due to the complexity of dealing with non-conforming uses, legal advice on the situation was obtained – refer Confidential Attachment 1.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 12.3

That Council pursue Option 1 as outlined in the body of this report.

MIN 7903/24

MOTION - Moved Cr. Hardham

Seconded Cr. Currie

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

12.4 Reopen the meeting to the Public

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officer's Recommendation / Council Resolution – 12.4

That council reopen the meeting to the public.

MIN 7904/24

MOTION - Moved Cr. Currie

Seconded Cr. Bald

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

13. Officers Reports - Development and Regulatory Services

13.1 Proposal for Building Extensions – Lot 62 (No2) and Lot 61 (No 4) Doreen Street, Narembeen

Date:	8 November 2024
Location:	Lot 62 (No 2) & Lot 61 (No 4) Doreen Street, Narembeen
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Liz Bushby, Town Planning Innovations (TPI), Planning Consultant
File Reference	
Previous Meeting Reference	
Disclosure of Interest:	Declaration of Interest: Liz Bushby, Town Planning Innovations Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.50A of <i>Local Government Act 1995</i>
Attachments:	Nil

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

Council is to consider an application seeking extensions to the existing buildings on Lots 61 and 62 Doreen Street in Narembeen.

An application has been lodged for extensions to the existing buildings on Lots 61 and 62 Doreen Street in Narembeen.

Both properties are zoned Residential under the Shire of Narembeen Local Planning Scheme No 2 (Scheme 2). Normally industrial activities, including mechanical repairs, are not permitted within a Residential zone.

The exception is where there is a non-conforming use right. A non-conforming use is essentially a use that does not conform with the current Scheme 2, however was operating, or approved, under a previous Town Planning Scheme.

Due to the complexity of dealing with non-conforming uses, there is a separate Item in this agenda on that matter - refer Confidential Item 12.3.

Council's decision in regards to the non-conforming use will impact on how this application can be determined.

Background

- Information on Scheme No 1**

TPI has obtained a copy of the Shire of Narembreen Town Planning Scheme No 1 (Scheme 1) as published in the Government Gazette on the 17 May 1968. The Scheme 1 text had provisions recognising the right for lawful non-conforming uses to continue to operate, as long as the use was not discontinued.

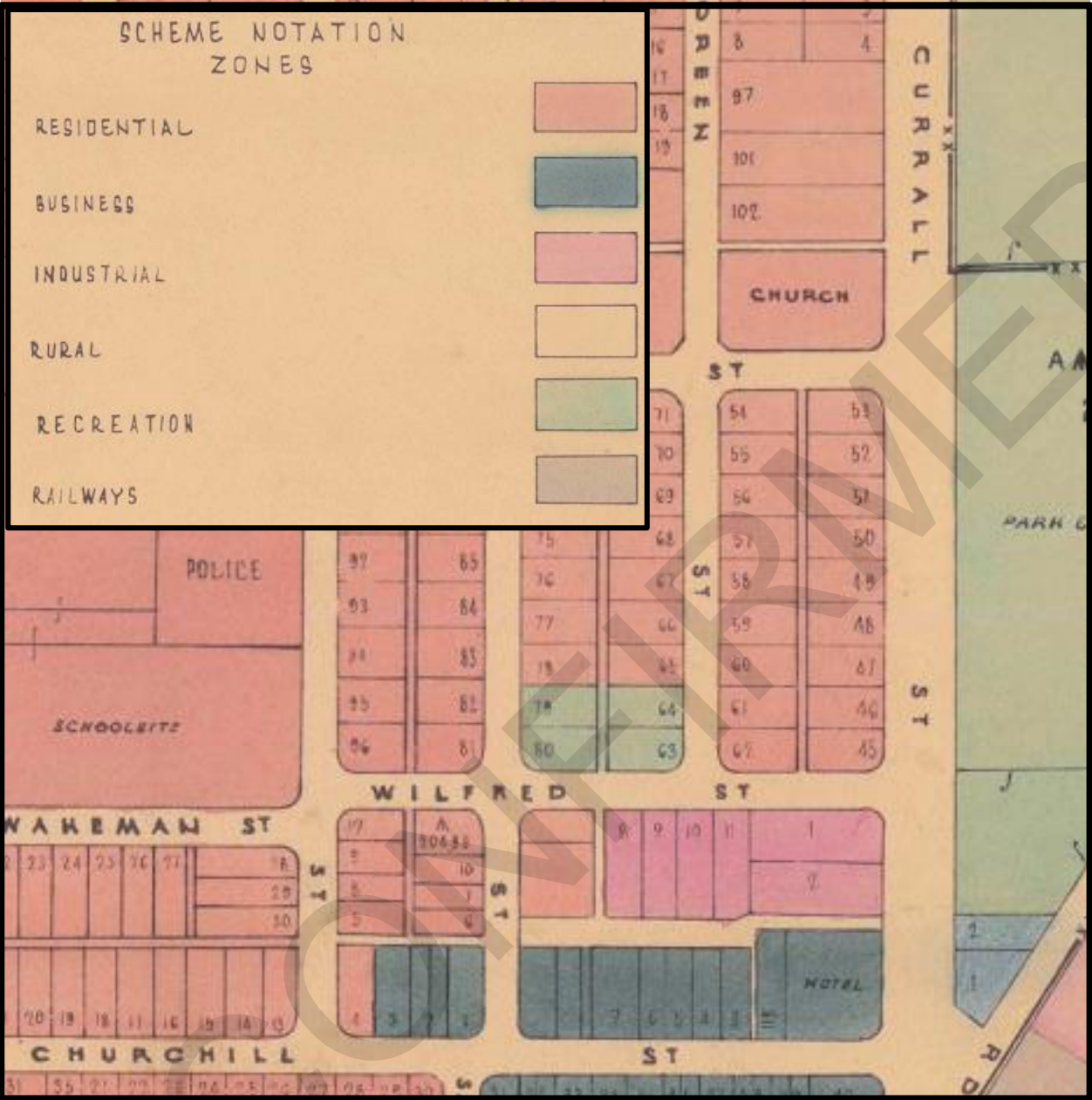
The Scheme 1 text referenced a Land Use map (Map No 2) and a Scheme map (Map No 4). As maps are not published in the Government Gazette, signed copies were obtained through the Department for Planning, Lands and Heritage (DPLH).

Map 2 shows Lots 61 and 62 Doreen Street as an existing Service Station. This demonstrates that the existing Service Station (in 1968) clearly had a non-conforming use right when the Residential zoning was introduced under Scheme 1. It is reasonable to assume it included mechanical repairs.



Above: Map 2 from Scheme 1

An extract of the Scheme Map is included below.



- **Existing Land Use**

There is an existing mechanical repair business operating from industrial style buildings on Lots 61 and 62.



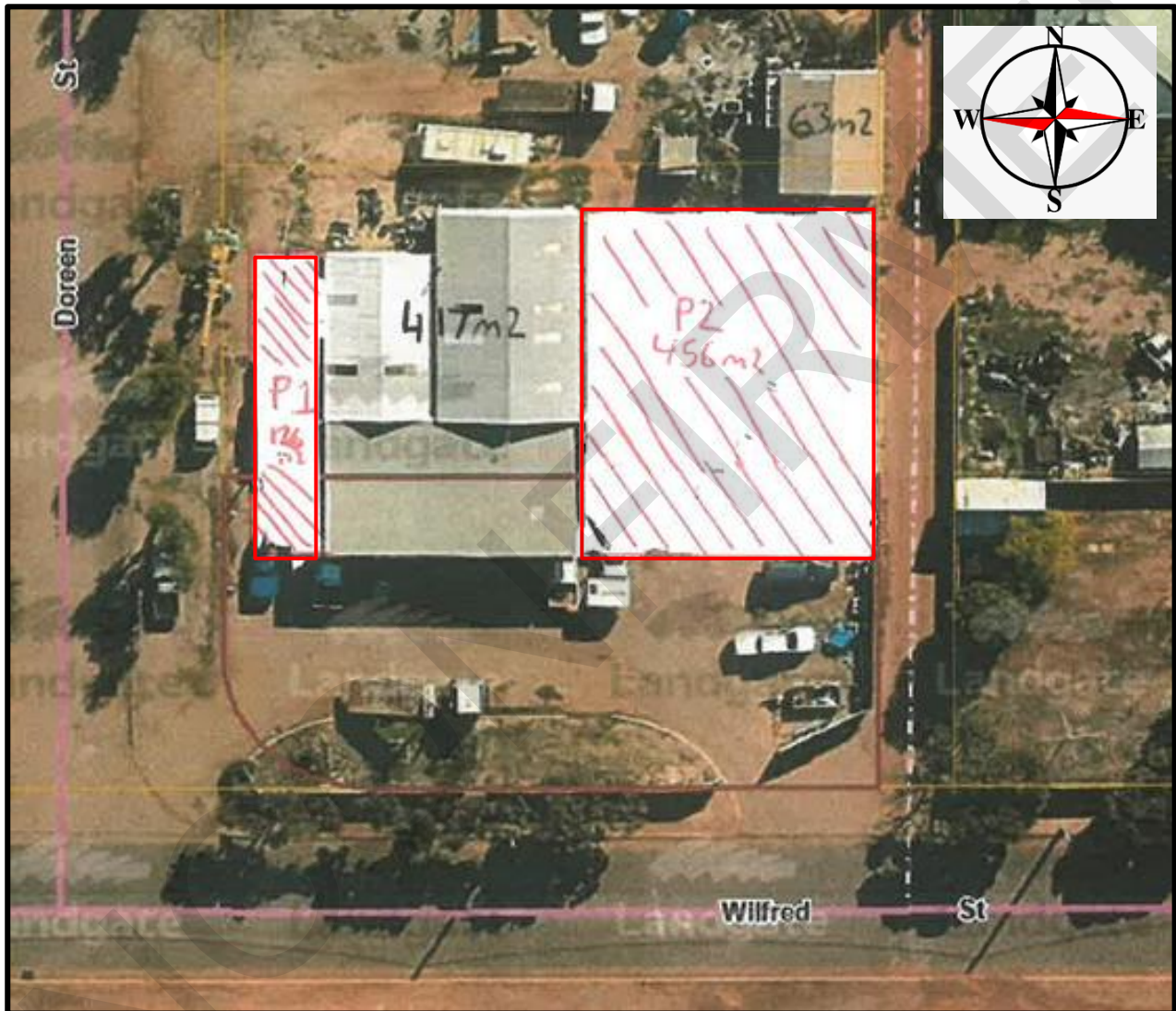
Above: Lot 61 and 62 in red outline

Comment

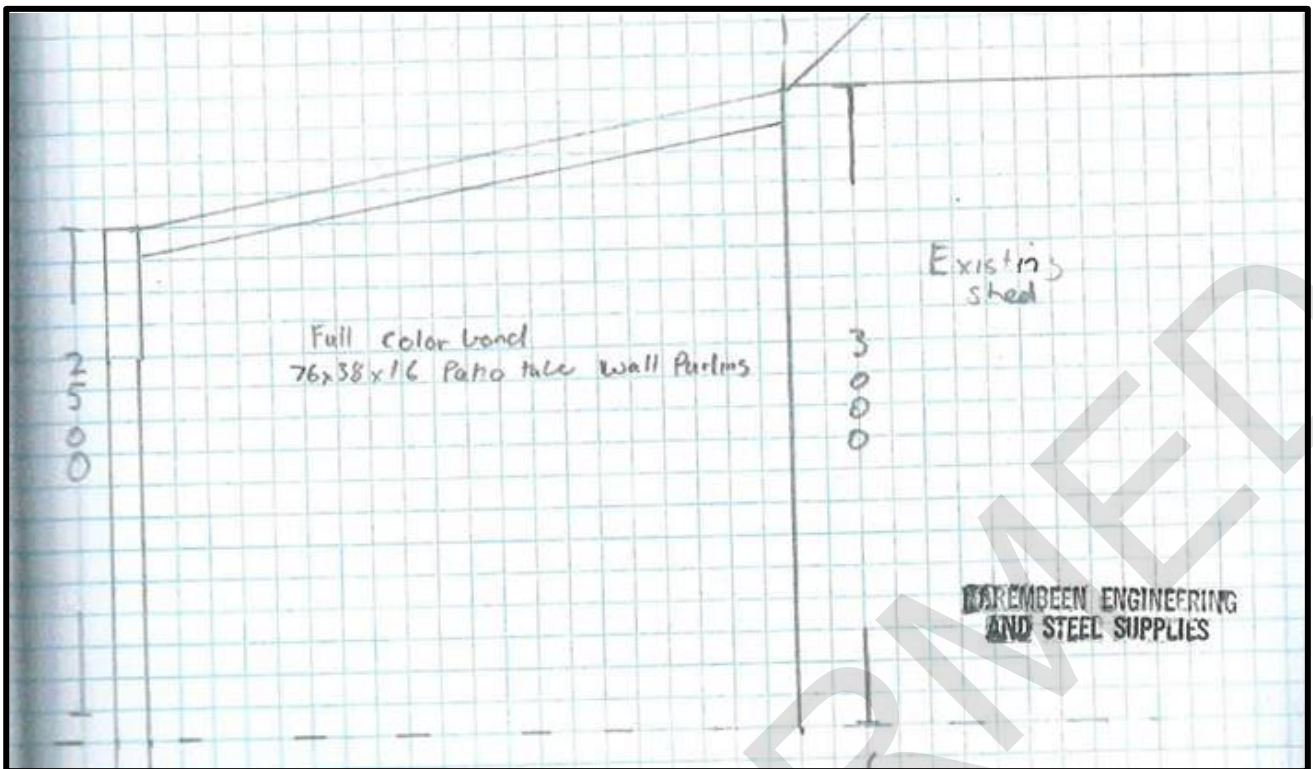
- Description of proposed development**

The owner of Lot 61 and Lot 62 has lodged an application seeking approval to extend the existing building in two stages.

Stage 1 would consist of a 126m² colorbond extension to the west to accommodate an office, conference room and mess. The owner has advised this will allow the business to expand and to accommodate an increase in their workforce.



A side elevation showing the Stage 1 extension is included overpage. The extension height will range between 2.5 metres and 3.0 metres.



Above: Stage 1 Elevation

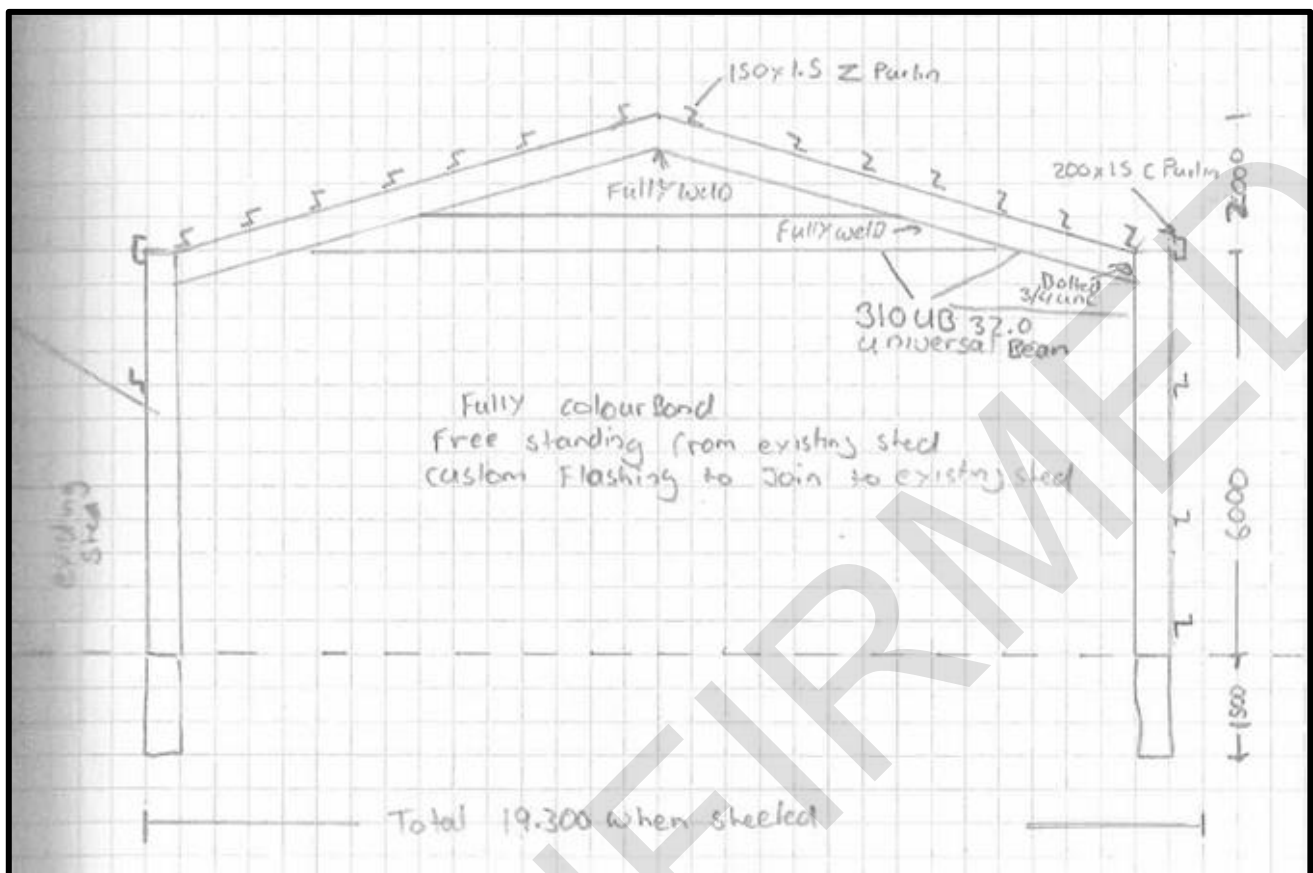
Stage 2 is proposed as a 456m² colorbond extension to the east to enlarge the existing workshop. The owner has advised that they propose a nil setback to the laneway (unless otherwise required by the Shire), and that the larger workshop will create a safer working environment.

TPI has liaised with building officers at the City of Kalamunda who provide building services to the Shire of Narembeem and they have advised that:

- No buildings can extend over the existing lot boundaries. TPI has advised the owner they will need to apply to the WA Planning Commission and amalgamate the two lots prior to any Building Permit applications being considered.
- The laneway lot boundary is considered a fire source from a building perspective so colorbond material is not likely going to meet the necessary fire rating. It may need to be constricted out of a different fire rated material and / or be setback. They recommended that the owner lodge a Certified Building Permit application.

This would mean that the owner will need to engage a Private Certifier (Building Surveyor) who would need to sign off on a Certificate of Design Compliance (CDC) with all the attached plans, relevant approvals, certificates and documents. Once a certified application has been lodged and fees paid, the Shires Building Surveyor would assess the plans prior to the issue of a Building Permit.

A side elevation showing the Stage 2 extension is included below. The extension wall height is proposed to be 6 metres.



It is likely that the owner will need to revise the proposed plans to meet relevant building requirements, and this would be made clear if any planning approval is granted by the Shire.

- **Application Form**

TPI has requested that the owner amend the application form to include both properties. A corrected form has to be received, before the current proposal can be considered and determined as a formal application.

For this reason, it is recommended that Council delegate authority to the Chief Executive Officer to determine the application.

Consultation

The Shire has consulted with McLeods in regards to this application.

Statutory Implications

Planning and Development (Local Planning Schemes) Regulations 2015 –

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

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

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

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

Shire of Narembeen Local Planning Scheme No 2 (the Scheme) -

If Council accepts that the existing business has legitimate non-conforming use rights, then this proposal can be considered as an extension to an existing non-conforming use.

Under Clause 5.2 of the Scheme, a person shall not alter or extend a non-conforming use or erect alter or extend a building used in conjunction with a non-conforming use without first having applied for and obtained the development approval of the local government under the Scheme, and unless in conformity with any other provisions and requirements contained in the Scheme.

Policy Implications

There are no relevant Local Planning Policies relating to this item.

Strategic Implications

Strategic Community Plan

Strategic Priority: 2. Economy
Objective: Retain and grow existing businesses, employment and attract new industry
Strategy: 2.1 Support the diverse industry across the Shire

An existing mechanical business operates from Lots 61 and 62.

Irrespective of the 'non-conforming use' issue, it is recommended that Council consider whether to re-zone Lots 61, 62 and potentially Lot 60 to introduce a zoning that better reflects existing business activities on the properties, and ensure better land use controls for any future development.

The Shire can pursue an amendment to change the zoning of the lots.

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)

Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The Shire incurs costs associated with obtaining legal advice and planning advice.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 13.1

That Council:

1. Note that the owner has been requested to lodge a corrected planning application form that includes Lot 61 and 62.
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 building extensions on Lots 61 and 62 Doreen Street, Narembreen.

MIN 7905/24

MOTION - Moved Cr. Cusack

Seconded Cr. Currie

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

Cr Hardham Left the meeting at 5.49pm

13.2 Proposed Subdivision – Lot 61 Cheetham Way, Naremben (WAPC Reference: 200861)

Date:	12 November 2024
Location:	Lot 61 Cheetham Way, Naremben
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	DEVELOPMENT & BUILDING CONTROLS / SUBDIVISIONS
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.2A Referral Letter

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

Council is to consider a subdivision application and is to make a recommendation on the application to the Western Australian Planning Commission (WAPC).

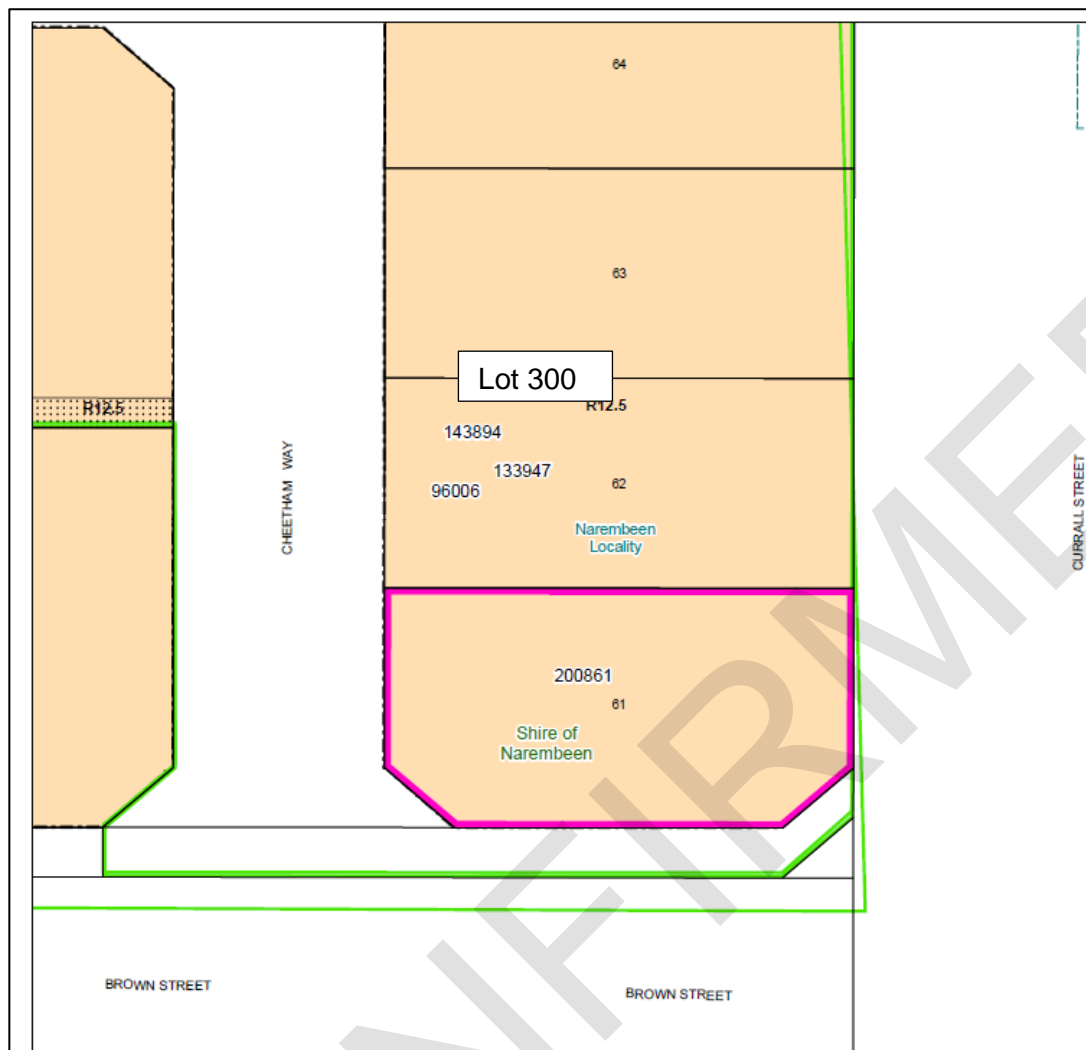
A subdivision application has been lodged to the Western Australian Planning Commission (WAPC). The WAPC is the determining authority however has referred the application to the Shire for comment.

Background

The Cheetham Way residential subdivision in Naremben was developed in two stages, providing a range of lot sizes from 840m² to 2,929m² to accommodate private housing. Over time, most of these lots have been developed, offering homes for local residents. However, the availability of lots for new residential development is now limited, with only 10 vacant lots remaining in the precinct. Of these, 4 are privately owned, and 6 are owned by the Shire of Naremben, highlighting a constraint on available land for further residential growth within the established subdivision. Additionally, the availability of in-fill lots across the broader townsite is also limited.

Comment

Lot 61 is a vacant located on the corner of Brown Street and Cheetham Way of the Naremben townsite.



An application has been lodged to the WAPC seeking approval to subdivide Lot 61 into two lots.

The subdivision would create two 462m² residential lots and essentially allow the owner to construct two dwellings with the Cheetham Way residential subdivision precinct.

The subdivision plan is over the page.

The Western Australian Planning Commission has a Development Control Policy 1.1 outlining the general principles for subdivision. Development Control Policy 2.2 specifically guides subdivision of residential land. Policy guidelines include:

- Minimum lot sizes on R-Code densities.
- Consideration of site constraints, such as topography, and environmental matters.
- Requirements for access, connectivity, and integration with existing neighbourhoods.

The application is consistent with the intention of Development Control Policy 1.1 and 2.2.

Consultation

The WAPC has referred the application to the Water Corporation, Western Power and the Shire of Narembeen for comment.

Statutory Implications

The *Planning and Development Act 2005 (WA)* governs land use, development, and subdivision in Western Australia. Residential subdivision is generally guided by several key provisions in the Act, as well as related regulations and policies, such as the *Residential Design Codes (R-Codes)* and *Subdivision Guidelines*.

Key Clauses Relevant to Residential Subdivision:

1. Part 10 – Subdivision and Development Control

Section 135: Requires subdivision approval for land.

Section 136: Describes the role of the Western Australian Planning Commission (WAPC) in granting subdivision approval.

Section 138: Discusses conditions that may be imposed on subdivision approvals, such as infrastructure provision, open space, or road construction.

2. Part 11 - Enforcement and Legal Proceedings

Section 211: Ensures compliance with approved subdivision plans and any conditions imposed.

Narembeen Local Planning Scheme No2

Lot 61 is zoned 'Residential' under the Shire of Narembeen Local Planning Scheme No 2 ('the Scheme').

The Residential Zone in Narembeen aims to provide diverse and affordable housing to meet current and future needs while enhancing residential amenity and preserving the town's character. It encourages efficient land use through infill development, ensures compatibility with surrounding land uses, and promotes sustainable, energy-efficient design.

The modification of R-Codes in 2016 introduced an R30 density code. An R30 density code may be applied to any existing corner lot zoned Residential in Narembeen townsite provided that:

- (a) The lot has frontage to two constructed roads; and
- (b) Any residence to be retained can be upgraded to a good external visual standard in the opinion of the local government; and
- (c) The development can be connected to reticulated water and sewerage.

Policy Implications

There are no relevant local planning policies. As outlined in this report, subdivision is guided by state planning policies.

Strategic Implications

Strategic Community Plan

Strategic Priority: 2. Economy
Objective: Retain and grow existing businesses, employment and attract new industry
Strategy: 2.1 Support the diverse industry across the Shire

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	State Planning Policies; Town Planning Scheme No2
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 13.2

That Council recommend that the Western Australian Planning Commission unconditionally approve the application (200861) to subdivide Lot 61 Cheetham Way, Narembeen into two lots.

MIN 7906/24

MOTION - Moved Cr. Currie

Seconded Cr. Bray

CARRIED 5 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie. Against: Nil

Cr Hardham returned to the meeting at 5.51pm

14. Officers Reports - Corporate Services

14.1 Policy Review

Date:	4 November 2024
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	CORPORATE MANAGEMENT\POLICY\Policy Register
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.1A Polices for Review

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For Council to review and endorse the attached policies.

Background

As part of an ongoing process to review, amend and close gaps in existing policies, several policies have been reviewed or created to align with Councils Strategic and Corporate vision.

Policy	Changes
Debt Management – REVIEW	The proposed re-write of Council's debt management policy removes unnecessary references to the Act and makes the recovery proceedings stipulated significantly less onerous, less time consuming and improves user comprehension.
Procurement Framework – Minor change	<p>Proposed changes for Council's procurement framework:</p> <ol style="list-style-type: none">1. Outlining staff purchase authority limits in the policy as opposed to the delegations register (see new 1.4.1)2. Adding new quotation thresholds3. Adding terminology to the quotation thresholds regarding use of preferred panel suppliers. <p>Adding the purchasing authority limits to the policy is a more comprehensive and more easily assumed reference point for the information than the delegations register.</p> <p>The proposed additional quotation thresholds come from working under the old framework for a year in which we frequently found complying with the policy onerous and difficult; it is often hard to find suppliers willing to quote on work we need done, let alone multiple. Attempting to comply</p>

	with the previous threshold would frequently add delays to procurement. In our opinion the bonus of striving for high-level compliance in this area is outweighed by the loss in productivity.
Community Grants and Donations	New, replaces Community Grant Funding and Donations to Individuals
Fenceline Clearing	New, replaces Vegetation on New Fencelines

Comment

The policies proposed for endorsement have been written to function in conjunction with other Council Policies and align with sections of the Local Government (Administration) Regulations. Policies are based on WALGA models where possible.

These policies will be accompanied by additional written procedures.

Consultation

Chief Executive Officer
Executive Manager Infrastructure Services
Council – September Discussion Forum
Bushfire Advisory Committee

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

[Section 2.7 amended: No. 17 of 2009 s. 4.]

Section 5.41 Functions of CEO

The CEO's functions are to —

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- b) ensure that advice and information is available to the council so that informed decisions can be made; and
- c) cause council decisions to be implemented; and
- d) manage the day-to-day operations of the local government; and
- e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- f) speak on behalf of the local government if the mayor or president agrees; and
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Policy Implications

Endorsement of this item will affect an amendment to Council's existing Debt Management Policy and Procurement Framework and, implement new policies regarding Community Grants and Donations, as well as clearing of vegetation when constructing fences.

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 14.1

That Council adopt the policies, as attached.

MIN 7907/24

MOTION - Moved Cr. Currie

Seconded Cr. Bray

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

UNCONFIRMED

14.2 Council Policy Review (Repeal)

Date:	4 November 2024
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kathryn Conopo, Executive Governance Officer
File Reference	ADM541
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.2A Policies for repeal

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

To review several Council policies of an administrative nature

Background

The Council has a significant number of policies covering a range of issues which require periodical review.

Comment

The following policies are recommended for repeal, and comment is provided relative to each policy.

Policy	Reason for repeal
Invitation to Christmas Dinner	Operational
Donations to Individuals	Collated into new Community Grants and Donations Policy
Community Grant Funding	Collated into new Community Grants and Donations Policy
NDHS Award	Collated into new Community Grants and Donations Policy
Vegetation on New Fencelines	Replaced by Fenceline Clearing
Significant Accounting Policy	Determined by Act or Accounting standards.

Consultation

Chief Executive Officer
Executive Manager Corporate Services
Councillors – September Discussion Forum
Bushfire Advisory Committee – September 2024

Statutory Implications

Local Government Act 1995

Section 2.7 Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

[Section 2.7 amended: No. 17 of 2009 s. 4.]

Section 5.41 Functions of CEO

The CEO's functions are to —

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- b) ensure that advice and information is available to the council so that informed decisions can be made; and
- c) cause council decisions to be implemented; and
- d) manage the day-to-day operations of the local government; and
- e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- f) speak on behalf of the local government if the mayor or president agrees; and
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Policy Implications

Council has Adopted Strategic Policy Framework which guides the format, content, nature and review date for each policy. The Strategic Policy Framework also differentiates between Council Policies, Executive Policies and Procedures/Manuals.

It is considered good corporate governance to review policies as they fall due and to consider if any new policies should be added in line with legislative changes.

Strategic Implications

Strategic Community Plan

Strategic Priority:	4. Civic Leadership
Objective:	Well governed and efficiently managed Local Government
Strategy:	4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 14.2

That council repeal the policies, as attached.

MIN 7908/24**MOTION** - Moved Cr. Cusack

Seconded Cr. Bald

CARRIED 6 / 0*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil*

14.3 Budget Amendment - Recreation Centre Oven

Date:	13 November 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	Nil
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to consider a proposed budget amendment for \$15,000 for capital expenses to acquire a replacement oven at the Narembreen Recreation Centre.

Background

The performance of the oven at the Recreation Centre has deteriorated to the point that it interrupts food service for the Club. It is not economically viable to fix the existing unit after numerous historical attempts, so we are better off taking the opportunity to replace the current unit with one that has gas burners and an electric oven for improved performance and reliability.

As the oven was somewhat functional at the time of the budget preparation there was no allowance for replacing the unit. Quotes have been obtained to justify the proposed budget amendment.

Comment

The oven at the Recreation Centre has not worked properly for a while and has been an ongoing issue for the committee. As the oven is obviously crucial to the Club's ability to run service, it is a worthwhile expense.

Consultation

Nil

Statutory Implications

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- b) is authorised in advance by resolution*; or
- c) is authorised in advance by the mayor or president in an emergency.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Indequate Asset Sustainability Practices
Risk Category	Service Interruption
Consequence Description	Medium terms temporary interruption - backlog cleared by additional resources <1 week
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls in Place	Asset management plan
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Risk Profiling Theme	Indequate Asset Sustainability Practices
Risk Category	Reputational
Consequence Description	Substantiated, public embarrassment, moderate impact, moderate news
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (9)
Key Controls in Place	Asset management plan
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☐ Simple Majority

☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 14.3

That Council approve the following budget amendment:

Plant and Equipment

2227	Recreation Centre, new oven	\$15,000
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MIN 7909/24

MOTION - Moved Cr. Bald

Seconded Cr. Currie

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

14.4 Budget Amendment – Town Oval Reticulation

Date:	13 November 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	Nil
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to consider a proposed budget amendment for \$10,000 for capital expenses to investigate solutions to issues with the reticulation setup at the town oval and coordinate the request for quote (RFQ) process.

Background

As Council will be aware, there are extensive and ongoing issues with the reticulation at the town oval. The current management can attest that there have been costly issues in last two seasons, which have been expensive both in terms of the cost of the repairs and the short-term reliance on scheme water whilst the issues are resolved.

Comment

Clearly, the current infrastructure has not been adequate, whether due to the design, the products used or the implementation.

The system is arguably approaching the end of its useful life being installed in 2005 and the class of materials used, which does not appear to be appropriate for the application, is failing at a concerning frequency this season.

It seems best to start working on a solution sooner rather than later; although the costs will be high for any comprehensive solution, it will be an investment that will pay dividends in the future.

The proposed budget amendment is to scope and manage an RFQ to then investigate and deliver recommendations on the best solution available. Depending on the outcome of this process, additional budget amendments may be sought as part of the budget review process in February 2025.

Consultation

Chief Executive Officer
Executive Manager Infrastructure Services

Statutory Implications

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- b) is authorised in advance by resolution*; or
- c) is authorised in advance by the mayor or president in an emergency.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Indequate Asset Sustainability Practices
Risk Category	Financial Impact
Consequence Description	\$10,001 - \$50,000
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	High (12)
Key Controls in Place	Asset Management Plan
Action / Treatment	Proactively pursuing solutions
Risk Rating After Treatment	Adequate

Financial Implications

Council's endorsement of the officer recommendation will commit Council to additional costs of \$10,000 for the year ended 30 June 2025.

Voting Requirements

☐ Simple Majority

☒ Absolute Majority

Officers Recommendation / Council Resolution – Item 14.4

That Council approve the following budget amendment:

Plant and Equipment

2226 Town Oval, New reticulation system \$10,000

MIN 7910/24

MOTION - Moved Cr. Hardham

Seconded Cr. Bray

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

14.5 Financial Statements for the Month Ended 31 October 2024

Date:	13 November 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.5A Shire of Narembreen - Financial statements for month ended 31 October 2024

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to review and the financial statements for the months ended 31 October 2024.

Background

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Comment

Council's closing funding surplus as at 31 October 2024 is \$6,139,578 with cash on hand of \$11,451,602 including \$5,422,868 of restricted reserves and \$967,122 of municipal funds invested for the short-term.

Consultation

Nil

Statutory Implications

Local Government Act 1995, Section 6.4

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 14.5

That Council receive the financial statements for the month ended 31 October 2024.

MIN 7911/24

MOTION - Moved Cr. Cusack

Seconded Cr. Bald

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

14.6 Schedule of Accounts for the Month Ended 31 October 2024

Date:	13 November 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\ACCOUNTING\End of month
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	14.6A Schedule of Accounts paid for the month ended 31 October 2024 14.6B Credit card payment list – October 2024 (BW and CBA)

Purpose of Report

- ☐ Executive Decision ☒ Legislative Requirement

Summary

For Council to receive the list of payments made by the Shire of Narembreen for the month ended 31 October 2024

Background

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

Comment

As per the attached schedule, total payments from Municipal funds for the month ended 30 September 2024 total \$876,033.18 including \$11,130.63 of expenditure on Council credit cards.

Consultation

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority

☐ Absolute Majority

Officers Recommendation / Council Resolution – Item 14.6

That Council receive and endorse the schedule of accounts paid for the month ended 31 October 2024.

MIN 7912/24

MOTION - Moved Cr. Currie

Seconded Cr. Bald

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Bald, Cr Currie, Cr Hardham. Against: Nil

15. Officers Reports - Community Services

Nil

16. Officers Reports - Infrastructure Services

Nil

17. Elected Member Motions of which Previous Notice has been Given

Nil

18. Elected Member Motions Without Notice

Nil

19. New Business of an Urgent Nature Approved by the Presiding Person or Decision

Nil

20. Closure of Meeting

The next meeting will be held on Tuesday 17 December 2024 commencing at 5.00pm

There being no further business, the chair declared the meeting closed at 6.05pm

ATTACHMENT 8.1A
Minutes – RoeROC Ordinary Committee
21 November 2024

ROEROC

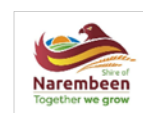
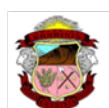
Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

MINUTES

RoeROC Ordinary Meeting

Thursday 21st November 2024

Shire of Corrigin Council Chambers



TERMS OF REFERENCE

1.0 NAME

The Committee shall be known as the Roe Regional Organisation of Councils (Roe ROC).

2.0 ROLE OF THE COMMITTEE

To undertake projects, deliver services and share resources where there are common interests to provide financial benefit to the Member Councils

3.0 OBJECTIVES OF THE COMMITTEE

The objectives of Roe ROC are:

- to enhance and assist in the advancement of the region,
- To form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues,
- To encourage cooperation and resource sharing on a regional basis
- Not to detract from the relationships an individual shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

4.0 MEMBERSHIP

The membership of the Roe ROC is governed by a Memorandum of Understanding with the current term expiring 30 June 2028.

Membership of the Committee shall be:

- President of the member Council.
- Deputy Delegate - one elected member from each member Council
- Chief Executive Officer of the member shire.
- Deputy Officer –one officer from each member Council

5.0 HOST COUNCIL

The indicative host council rotation will be as follows:

March 2015-2018	Shire of Narembeen
March 2018-2020	Shire of Kulin
March 2020-2023	Shire of Kondinin *
March 2023-2025	Shire of Corrigin
March 2025-2027	Shire of Narembeen
March 2027-2029	Shire of Kulin

* Shire of Kondinin extra year to assist Shire of Corrigin after fire in 2022

Roe ROC Dinner

Member councils generally organise a dinner each year on a rotational basis which is usually held during Local Government Convention.

2018	Shire of Narembeen
2019	Shire of Kulin
2020	Shire of Corrigin
2021	Shire of Kondinin
2022	Shire of Narembeen
2023	Shire of Kulin
2024	Shire of Corrigin
2025	Shire of Kondinin

6.0 PRESIDING MEMBER

The members of the Roe ROC shall elect a Chairperson, Deputy Chairperson on a rotational basis as decided by Member Councils following the bi-annual local government elections.

7.0 CONDUCT OF MEETINGS

Ordinary meetings of the Committee shall be held on the first Thursday of the month commencing at 1pm generally in March, June, September and December each year or as otherwise determined by the Presiding Member. Written notice shall be given to all Committee members, at least 7 days prior to the meeting.

The host council will be responsible for administration support and providing lunch for delegates prior to the meeting.

Each meeting should consider, but not be restricted to, the following matters:

Every meeting

- Confirmation of financial reports for Roe Environmental Health Scheme and Bendering Waste Facility.

March Meeting

- Business Case for potential joint projects for coming year and grant funding.
- Fees and charges for Bendering Tip
- Invitation to Shire of Lake Grace - Roe Health Environmental Health Scheme.

June Meeting

- Invitation to Avon Waste as waste contractor.

September Meeting

- Update on joint projects

December Meeting

- Identify potential joint projects for coming year and grant funding.
- Licences, contracts and agreements due to expire.

8.0 DELEGATED POWERS

The Committee has no delegated powers and is an advisory committee to member Councils only.

9.0 EXISTING AGREEMENTS AND DOCUMENTS

Roe Regional Organisation of Councils Memorandum of Understanding (MOU)

Agreement between Shires of Corrigin, Kondinin, Kulin and Narembeen. Current MOU commenced on 1 July 2023 and expires on 30 June 2028.

Roe Health Scheme Memorandum of Understanding

Agreement between Shires of Corrigin, Kondinin, Kulin, Lake Grace and Narembeen.

Current MOU commenced on 1 July 2023 and expires on 30 June 2028 unless otherwise agreed or extended by the Member Councils in writing.

To be reviewed 6-12 months prior to the expiration of the term.

The MOU includes Operational Guidelines and is currently administered by the Shire of Corrigin including the employment of 1.2 Full time equivalent Environmental Health Officers.

Bendering Waste Facility Land Details Avon Location 23945 Kondinin-Narembeen Road, Bendering Deposited Plan 151345 CT 1044/171

Licence to Use Land – Lot 23495 on DP 151345

Agreement with Kondinin Community Recreation Council for cropping lease expires March 2028 with an option to renew for 5 years.

Deed of Easement

Between Notting Nominees Pty Ltd and Shires of Corrigin, Kondinin, Kulin and Narembeen

Certificate of Registration Environmental Protection (Rural Landfill) Regulations 2002 Contract

for the Supply of Waste Disposal Goods and Services – Avon Waste

Individual contracts between Avon Waste and shires of Corrigin, Kondinin, Kulin and Narembeen expires 30 June 2025 with extension of 3 x 1 year periods.

Avon Waste responsible for management of Bendering Tip Facility. Waste disposal contract supersedes Regional Waste Site Agreement

Bendering Landfill Report

Site selection and geotechnical assessment for proposed regional landfill June 2007

Bendering Landfill Management Plan

Completed in July 2022 by Talis Consultants in conjunction with Roe EHO. Replaces previous 20 year plan.

RoeROC Executive Officer Position

Contract between RoeROC and 150Square for the provision of Executive Officer Services July 2024 – 30 June 2027.

Roe ROC Strategic Priorities 2024 – 2026

The following actions coordinate member Shires' resources, time and energy to progress towards achieving the statement of strategic outcomes:

TYPE OF ACTIVITY	ACTION	TIMEFRAME
Deliver	Deliver a viable Bendering regional waste site, RoeHealth service and value added waste initiatives to all member Shires.	Ongoing
Deliver	Develop an external funding application to upgrade member Shire facilities to evacuation centre standards (as required).	2024/25
Facilitate	Establish a shared services working group.	2024/25
Facilitate	Facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing
Facilitate and Partner	Research workforce housing needs and develop an investment strategy including: list of priority housing, cost to deliver the housing and funding strategy.	2024/25
Facilitate and Partner	Develop 2-3 discussion papers/project scopes on strategic priorities for collaborative future funding opportunities and partnerships with State and Federal Government.	2024
Resource	Employ a resource to administer the organisation, develop and implement strategic projects as well as governing frameworks.	2024
Advocate	Advocate for improvement in health, education and social service delivery.	Ongoing
Advocate	Advocate for the infrastructure required to attract and retain business and projects in the region.	Ongoing

10.0 SITE WORKING GROUP

- Deal with civil work issues associated with the site including planning future cell opening / construction work, cover and fill strategy, fencing, internal roads, access for large machinery, maximising raw materials, etc.
- Group comprises of Works Managers, Roe ROC EHO and Avon Waste (Ashley Fisher or other person as designated by Avon Waste)
- Quorum consists of at least four members of the Working Group
- Develop work strategy and budget in relation to construction of new Stage 2 cells at site as a priority task
- Define technical design limitations associated with cell construction, in particular maximising cell depth, referencing latest Tallis Report 2022 and Rural Landfill Regulations
- Establish and utilise a WhatsApp group for communications
- Discuss site access with Avon waste. Bendering Landfill Operations Plan to include agreement that each Roe ROC Works Manager is to have a key for access to the site for civil works and emergency access.
 - Access to site to be communicated by working group members (prior to access)
 - Access to site limited to site civil works and maintenance issues. Site access for other use should be by prior arrangement with Avon Waste and Roe ROC CEO's
- Roe ROC shires to agree to a Schedule of Plant/Labour rates prior to each yearly budget for works associated with the site operations and management. Individual shire time to be invoiced to RoeROC.
- Current recommended plant rates for all Roe ROC shires:
 - Heavy Plant (Graders, Loaders, Trucks and semi-Trailers) - \$130.00/hr (ex GST)
 - Light vehicles (Utility/Small Trucks) - \$75.00/hr (ex GST)
- Working group to meet every 6 months, generally March and September.

10.1 SHARED SERVICES WORKING GROUP

- To act as a Working Group for RoeROC Council and support their objectives of RoeROC Council “to form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues.”
- Develop a shared services plan outlining key areas for collaboration, resource sharing, and efficiency improvements.
- Identify and recommend strategies / opportunities to improve and enhance member Council's sustainability, resource sharing and capacity building through shared services.
- Investigate referred projects from RoeROC Council or CEO Group.
- To investigate opportunities for shared services that benefit the member RoeROC member Councils.
- Review the progress and outcomes / benefits of implemented shared services.
- Current Project Priorities
 - Investigate and determine a recommendation to RoeROC for the most suitable and beneficial Enterprise Resource Planning (ERP) system.
 - Undertake Staff Key Skills Matrix
 - Develop and distribute a skills audit survey to all Shires, collecting and analysing survey data to identify key skills, gaps, and areas of expertise within each Shire.
 - Establish a digital platform for Shires to share best practices, knowledge, and resources.
 - Populate the platform with expert contacts and initial resources.

1. Opening And Announcements

Chairperson, Cr D Hickey declared the meeting open and welcomed attendees at 1.11pm

2. Attendance

Cr D Hickey	President, Shire of Corrigin
Cr S Jacobs	Deputy President, Shire of Corrigin
N Manton	CEO, Shire of Corrigin
Cr H Cusack	Deputy President, Shire of Narembeen
R McCall	CEO, Shire of Narembeen
Cr B Smoker	Deputy President, Shire of Kulin
A Leeson	CEO, Shire of Kulin
Cr K Mouritz	President, Shire of Kondinin
Cr B Browning	Councillor, Shire of Kondinin
D Burton	CEO, Shire of Kondinin
B Gerrard	Principal Roe EHO (2.03pm – 2.57pm)
L Pitman	Environmental Health Officer (2.03pm – 2.57pm)
D Mollenoyux	Executive Officer, RoeROC

3. Apologies

Cr S Stirrat	President, Shire of Narembeen
Cr G Robins	President, Shire of Kulin
Cr B Gangell	Deputy President, Shire of Kondinin

4. Guests

Nil

5. Declarations of Interest

Nil

6. Minutes Of Meetings

Minutes of the RoeROC Meeting held on the 19th September 2024, included at Attachment 6.1.

Resolution

Moved: Cr S Jacobs

Seconded: Cr B Smoker

That the Minutes of the Ordinary Meeting held on the 19th September 2024 are received as a true and correct record of proceedings.

Carried

Minutes of the RoeROC Shared Services Working Group Meeting held on the 11th November 2024, included at Attachment 6.2.

Resolution

Moved: Cr B Browning

Seconded: Cr B Smoker

That the Minutes of the RoeROC Shared Services Working Group Meeting held on the 11th November 2024 be received.

Carried

7. Presentations

7.1 RoeROC Workforce Housing Demand Analysis and Business Case

There will be an update on the Wheatbelt Development Commission (WDC) RoeROC Workforce Housing Project in line with the following;

Alex McKenzie – WDC, Janine Erikson – JE Planning and Mark Wallace attending the meeting via Teams – joining at 1.11pm

Stakeholder Engagement and Demand Analysis	20 mins – Janine Erikson, JE Planning
Feasibility Testing	10 mins – Alex MacKenzie Wheatbelt Development Commission
Cost Benefit Analysis and Business Case	10 mins Mark Wallace Econisis
Town Assessments and Action Plans	10 mins – Alex MacKenzie Wheatbelt Development Commission
Questions	10 mins

Alex McKenzie – WDC, Janine Erikson – JE Planning and Mark Wallace attending the meeting via Teams – left the meeting at 2.00pm

8. Status Reports

8.1 RoeROC Status Report

The report is provided at item 14 of this document.

8.2 RoeROC Executive Officer Key Performance Indicators Status Report

A copy of the Executive Officer KPI Status Report is provided at item 15 pf this document.

The status reports were presented and noted

The following staff joined the meeting at 2.05pm;

B Gerrard Principal Roe EHO
L Pitman Environmental Health Officer

9. Matters for Information / Update – Bendering & Health

9.1. Bendering Waste Site

Bendering Landfill Waste Date Report 2023 / 2024 is included at attachment 9.1.

Brendan Gerrard presented the reports which were received and noted

9.2. Caravan Park and Camping Regulations

The Shire of Kulin would like to raise the matter of temporary accommodation and implications from recent changes to caravan park and Camping Regulations and consideration of a consistent approach across RoeROC.

Action

That RoeROC develop a consistent approach/process and policy regarding the managing of caravan and camping requirements. To be developed and discussed at the next CEO's Meeting.

10. Matters For Decision

10.1. Financial Report

APPLICANT	Shire of Corrigin
REPORTING OFFICER:	Natalie Manton
DATE:	15 th November 2024
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE	
ATTACHMENT NUMBER:	10.1 Roe Health Statements Bendering Waste Statements

COMMENT

Financial report for RoeHealth Scheme and Bendering Waste Site is provided in Attachment 10.1.

Recommendation and Resolution

Moved: Cr H Cusack

Seconded: Cr S Jacobs

That the financial report for the RoeHealth Scheme and Bendering Waste Site prepared by the Shire of Corrigin for the period ended 31 October 2024 be received.

Carried

10.2. Request for Access to Gravel from Bendering Site

APPLICANT	Shire of Kondinin
REPORTING OFFICER:	Darren Mollenoyux
DATE:	13 th November 2024
DISCLOSURE OF INTEREST:	
FILE REFERENCE	WM.0013
ATTACHMENT NUMBER:	10.2 Bendering Site – Background on Gravel Use 10.2 Bendering Waste Site Map – Gravel Access

SUMMARY

Delegates are asked to consider a request from the Shire of Kondinin to access gravel from the Bendering Waste Site for road works.

BACKGROUND

The Shires of Kondinin has submitted a request to RoeROC seeking consideration to access some of the Gravel from the Bendering Waste Site for the purpose of road construction.

The Shire advises that;

“The Shire is preparing for works in the area and the use of gravel from the Bendering Site would significantly reduce our costs as the site is much closer than gravel pits we have in the area.

The amount of gravel required would be between 10,000 to 15,000 cubic meters from the area indicated on the attached map. The mapped area is just to show the location and adjustments can be made to ensure the impact to the site and cropping is minimal.

The Shire would be prepared to push the gravel up at our own cost and also a royalty to RoeROC of \$1.50 per m³, which is our normal royalty.

We understand that RoeROC is concerned about the use of the soil for cover for the waste site, but we feel that gravel being used for landfill cover is he waste of a resource. Especially when cover can be sources from other areas, such as the recent spoil taken from CBH sites.

We hope that RoeROC will assist us in trying to reduce our road costs and using this valuable resource as road base rather than landfill.”

The resolution below was made in March 2024, which relates to this request;

RESOLUTION

Moved: Cr. K Mouritz Seconded: Cr. S Stirrat

That

1. the 2024/2025 Fees and Charges for Bendering Waste Site be increased by the Perth March 2024 CPI (4.1%), rounded to the nearest dollar as proposed in Table 1 above.
2. Any work carried out at the Bendering Waste Site by the Shires of Corrigin Kondinin, Kulin and Narembeen be charged out at the agreed in-house rates for heavy plant (graders/loaders/trucks-semi trailers) at \$130 per hour (ex GST) and light vehicles (utilities/small trucks) at \$75 per hour (ex GST).

Carried

Delegates agreed to the following actions:

- remove the fee for gravel as it would be needed for future cover material for capping cells.
- the Shire of Corrigin may need to adjust the administration/supervision fee when adopting the annual budget to ensure it covers the hourly staff cost.
- remove power poles from the Fees and Charges. Power poles are no longer able to be accepted at Bendering Waste site as per advice from Department Water and Environment Regulation. The poles are generally pine or hardwood and have been treated with copper chrome arsenate or hydrocarbon-based solution and may also have

other pesticide treatment applications. Due to the high contaminant levels found within power poles, they are generally classified as a Class IV waste, meaning they can only be disposed of to a Class IV landfill such as Red Hill Waste Management Facility.

Further background comments on the use and management of gravel from the Bendering Site have been provided by the Shire of Corrigin as the lead Shire on the management of the site and are included in Attachment 10.2.

COMMENT

This request was initially submitted via email; however, following feedback and discussions, it has been agreed to formally present it for consideration at the November 2024 RoeROC Meeting.

The following comments and feedback have been received and should be taken into consideration by delegates when determining a response;

- The request involves removing 50% of material (road base), leaving the remainder for cover and fill.
- Kondinin is open to shifting the excavation area to minimise site impact, balancing future pit use and generating income for RoeROC.
- At the RoeROC meeting in March 2024 delegates agreed to remove the fees and charges for gravel from the Bendering Waste Site in recognition of the need for all soil and gravel to remain on the site to reduce the material deficit.
- Site development and rehabilitation relies heavily on this material for bund walls and cover.
- Consideration could be given to replacing removed gravel with an equivalent quantity of fill material.
- Consultation with cropping leaseholders will be necessary as the proposed excavation falls within leased areas.

There have been previous instances of RoeROC allowing and not allowing the removal / use of gravel from the Bendering Waste Site, which is the reason for the resolution being made at the March 2024 RoeROC meeting and to provide clear guidance going forward.

The intention from the previous decision by RoeROC was that no soil or gravel is to be exported off site as it will need to address a projected deficit material balance for the bund walls, cover material and capping in stages 1,2 and 3.

RoeROC delegates are asked to consider the request from the Shire of Kondinin, considering the previous resolution of RoeROC and comments provided.

STATUTORY ENVIRONMENT

Environmental Protection Act 1986

Environmental Protection (Rural Landfill) Regulations 2002

Environmental Protection Regulations 1987

POLICY IMPLICATIONS

There are no specific policies, however a resolution of RoeROC as to use of gravel from Bendering Site was made in March 2024.

CONSULTATION

Natalie Manton, Shire of Corrigin

David Burton and Mark Burgess, Shire of Kondinin

Rebecca McCall, Shire of Narembeen

Alan Leeson, Shire of Kulin

FINANCIAL IMPLICATIONS

If RoeROC agrees to the Shire of Kondinin's request, a royalty of \$1.50 per m³ would be applied. However, the decision should take into account the potential impact on the development and rehabilitation cost calculations for the annual report.

The profit or loss from the Bendering Landfill Site are distributed to shires at the end of each financial year.

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROC Strategic Objectives 2024-2026

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

1. That RoeROC considers the Shire of Kondinin's request for access to 10,000 to 15,000 cubic meters of gravel from the Bendering Waste Site, at a royalty rate of \$1.50 per cubic meter, and determine an appropriate position and any necessary requirements.
2. Records of quantities imported to the site such as roadside spoil, excess from building or mine site development or the like are recorded in the waste tracking spreadsheet to offset the projected material deficit soil for waste cover, bund walls and capping requirements and reduce the expected costs.

The recommendation varied to enable further work to determine best approach and management of gravel and trenches.

Resolution

Moved: Cr B Smoker

Seconded: Cr S Jacobs

That

1. The Bendering Working Group determine a policy and structure around the best options for management of gravel and fill at the site, to be presented to RoeROC for consideration at the next RoeROC Meeting.
2. Records of quantities imported to the Bendering Waste Site, such as roadside spoil, excess from building or mine site development or the like are recorded in the waste tracking spreadsheet to offset the projected material deficit soil for waste cover, bund walls and capping requirements and reduce the expected costs.
3. The Executive Officer arranges a meeting Bendering Working Group, RoeROC CEO's and Ashley Fisher from Avon Waste to review the management and sorting of fill for the transfer sites and Bendering Waste Site.
4. That the Bendering Working Group undertake an internal analysis of the requirements of Bendering Waste Site becoming a licensed waste site and report to the next RoeROC Meeting, for the purpose of maximising the life of the site.

Carried

The following staff left the meeting at 2.57pm and did not return to the meeting;

B Gerrard Principal Roe EHO
L Pitman Environmental Health Officer

10.3. RoeROC Workforce Housing Demand Analysis and Business Case - Presentation

APPLICANT	RoeROC
REPORTING OFFICER:	Darren Mollenoyux
DATE:	14 th November 2024
DISCLOSURE OF INTEREST:	
FILE REFERENCE	
ATTACHMENT NUMBER:	10.3 – RoeROC Housing Investigation 2024

SUMMARY

To receive the RoeROC Workforce Housing Investigation and subsequent report following the presentation from Wheatbelt Development Commission.

BACKGROUND

In June 2024 RoeROC signed agreement with the Wheatbelt Development Commission to undertake a Workforce Housing Demand Analysis and preparation of a Business Case.

The Wheatbelt Development Commission, supported by project partners JE Planning and Econosis will provide a presentation to the November 2024 RoeROC Meeting.

COMMENT

As this will be the first time that RoeROC delegates will have received this information, consideration to holding a Special RoeROC Meeting (online) in December 2024 to endorse the reports and business case.

As the next RoeROC Meeting is not until March 2025, holding a Special RoeROC meeting in December 2024 will enable the CEO's and Executive Officer to continue progressing the project and commence investigations into potential funding options for workforce accommodation.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

CONSULTATION

RoeROC CEOs

Janine Erikson, JE Planning, Alex MacKenzie, WDC, Mark Wallace, Econosis

FINANCIAL IMPLICATIONS

Nil

COMMUNITY AND STRATEGIC OBJECTIVES

ROEROc Strategic Objectives 2024-2026

Shire of Corrigin, Kondinin, Kulin, and Narembeen Strategic Community Plans

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That to enable adequate time following the presentation on the RoeROC Workforce Housing Plans that a Special Meeting of RoeROC be held in December 2024, via Microsoft Teams to endorse the reports.

Resolution

Moved: Cr H Cusack

Seconded: Cr K Mouritz

That to enable adequate time following the presentation on the RoeROC Workforce Housing Plans that a Special Meeting of RoeROC be held in December 2024, via Microsoft Teams on Monday 9th December 2024 at 10.00am to endorse the reports.

Carried

11. Matters for Information / Update – RoeROC General

11.1. ERP (Shire Software Options)

The Shared Services Working Group is progressing investigations into ERP options with the latest update included in the Minutes of the SSWG Meeting at Attachment 6.2.

The next steps are;

1. RoeROC Member Council's consider signing up individually to the Local Government Consolidated Shares Services Alliance.
2. The Executive Officer is seeking an online meeting with the Project Officer from the Shire of Manjimup and members of the SSWG to discuss their experience during and following the implementation of Datacom.
3. Received information from Joanne Clemence for the information on ERP and her offer of assistance, however the working group are not at a stage in the process to meet.
4. The Executive Officer is distributing a spreadsheet to ascertain what modules each Shire currently has and what modules that they want included in the new ERP.

The Executive Officer provided an update and information was noted.

11.2. RoeROC Newsletter

The next edition of the RoeROC Newsletter will be distributed in December 2024.

11.3. Annual Roe ROC Dinner

Following discussions in October 2024, it was agreed to postpone the Annual RoeROC dinner until early 2025.

Action

That the RoeROC Annual Dinner be held following the March 2025 RoeROC Meeting, being Friday 7th March 2025, with the dinner commencing at 6.00pm hosted by Shire of Corrigin.

12. Next Meeting

The next RoeROC Council meeting is scheduled for Friday 7th March 2025 at 4.00pm

There have been discussions about the meeting schedule conflicting with the agenda preparation and that of individual Shires. Delegates may want to consider an alternative schedule for 2025.

Moved: H Cusack Seconded B Smoker

That RoeROC agree to amend the Terms of Reference to reflect that future Meetings be held on the first Thursday of the March, June, September and December each year.

Carried by Absolute Majority

13. Closure

The Chair, President D Hickey thanked everyone for their attendance and declared the meeting closed at 3.21pm.

14. STATUS REPORT

The following provides a status report as of 14th November 2024

MINUTES REFERENCE/DATE	DETAIL	RESPONSIBLE OFFICER	STATUS	ANTICIPATED COMPLETION DATE
27 March 2018	Member shires agreed to allocate \$5,000 to a reserve fund to be included in each shire's annual budget		Proceeds from Bendering Tip fees after expenses distributed to shires and can be used for reserves. Bendering Waste Site Management Plan identified a need for each shire to have a reserve of approximately \$83,000 by 2026 to cap stage 1	
1 July 2018	Avon Waste Operations Plan outlining procedures for the management of the Roe ROC regional landfill site at Bendering	Ashley Fisher Avon Waste EHO's	Draft prepared to be finalised in conjunction with Management Plan	Originally June 2021 Promised Sept 2023 Due June 2024 Overdue
16 March 2023	<p>1. That the Works Managers, EHO's and CEOs to plan and move gravel from stage 2 (pit 2.1 and 2.10) to stage 1 with the cost split between each council Corrigin, Kulin, Narembeen 22% and the Shire of Kondinin 34% in recognition of the former asbestos pit that was filled in.</p> <p>2. That each council seek a budget amendment for a contribution towards digging new asbestos pit, general waste pit, construction of stock proof fence and surface water pond in stage 2 of approximately \$10,000 each.</p>	B Gerrard	<p>Completed</p> <p>New asbestos pit completed and stage 2 fenced.</p>	December 2023
15 June 2023	Roe EHO to identify the highest priority tasks within each shire's Public Health Plan. This initial assessment will help establish specific areas of focus that can be addressed through collaborative efforts. Roe EHO will discuss who will form a working group that will collectively plan and execute strategies to address the identified priority tasks.	B Gerard		

15 June 2023	Talis be consulted with a view to reviewing the schedule of capping works as detailed in section 4.9 (Schedule of capping works) with the objective of extending stage 1 beyond 2026	B Gerard		
15 June 2023 21 March 2024 (Amendment)	Roe ROC delegates endorse the Memorandum of Understanding for period 1 July 2024 to 30 June 2029.	Shire's of Corrigin, Kondinin, Kulin, Narembeen and Lake Grace	March 2024 amendment to be taken to Councils prior to signing	Completed
15 June 2023	Roe ROC delegates endorse the Roe Regional Environmental Health Services Scheme Memorandum of Understanding for period 1 July 2023 to 30 June 2028.	Shire's of Corrigin, Kondinin, Kulin, Narembeen and Lake Grace	Sent to Kulin for Signing	Completed
21 March 2024	Work with WDC to develop a scope and cost estimate for a housing needs analysis and business case based on a similar approach from other groups in the wheatbelt region.	R McCall	Project Agreement Signed. Project progressing.	Presentation at November 2024 Meeting
21 March 2024	Review previous notes to identify issues and obtain costs associated with getting the weighbridge working and bring back to working group and June meeting for further discussion.	L Pitman		
21 March 2024	<p>The Fees and Charges for 2024/2025 for the Bendering site be increased as per the proposed table (Perth March CPI of 4.1%)</p> <p>Any work carried out at the Bendering Waste Site by the Shires of Corrigin Kondinin, Kulin and Narembeen be charged out at the agreed in-house rates for heavy plant (graders/loaders/trucks-semi trailers) at \$130 per hour (ex GST) and light vehicles (utilities/small trucks) at \$75 per hour (ex GST)</p> <p>Remove power poles from Fees and Charges</p> <p>Remove gravel from Fees and Charges</p> <p>Review administration fee to ensure staff costs are covered and charged at a 1 hour minimum.</p>	N Manton	For adoption with Shire of Corrigin budget	July 2024
19 April 2024	Each shire to commit \$12,000 into their 2024/2025 budget towards the development of a business case for Workforce Housing Project.	Roe ROC Shires	For adoption with annual budget	Completed
19 April 2024	Shire of Kulin Finance Officer has requested a one page working paper with the financial figures and timelines put in place for the rehabilitation of the Bendering waste facility,	N Manton DCEO	Notes circulated site details Quotes for independent accounting opinion if necessary	July 2024

with the purpose of ensuring all councils have the same information, particularly for when it comes to audit.

20 June 2024	<p>That Roe ROC recommend Member Councils to:</p> <ol style="list-style-type: none"> 1. Receive and note the following: <ul style="list-style-type: none"> • Executive Officer position description. • Draft contract. • Draft Key Performance Indicators. 2. Endorse the appointment of 150Square for the purpose of delivering Executive Officer services under a contract for a three-year period. 3. Request that the Shire of Narembeen, as the lead council member facilitating the appointment of 150Square, execute the contract for a 3-year period commencing 1 July 2024. 4. Ensure meetings are held regularly with the Executive Officer and CEO's, prior to scheduled Roe ROC meetings. 	Shire of Narembeen	EO contract finalised Key Performance Indicators set	July 2024
20 June 2024	That Roe ROC request the Executive Officer investigate Enterprise Resource Planning Software solutions and explore opportunities to work with Wheatbelt East Regional Organisation of Councils (WE ROC).	EO	Shire representatives attended joint presentation on 7 th August 2024 Shared Services Working Group are progressing.	November 2024
19 September 2024	Invite Janine Eriksson and Alex McKenzie to the November 2024 RoeROC Meeting to present the RoeROC Workforce Housing Reports.	EO	Arrangements made	November 2024
19 September 2024	The Department of Communities (Communities) is calling for submissions from Local Government as part of several initiatives the State Government is undertaking to support the delivery of housing across the State.	EO	To be considered upon the completion and findings of the WDC RoeROC Workforce Housing Report.	TBA
19 September 2024	That RoeROC endorse the RoeROC Submission into the WA State Government's Draft Regional Education Strategy, as presented.	EO	RoeROC Submission provided to Department of Education by due date.	September 2024
19 September 2024	<ol style="list-style-type: none"> 1. the Bendering Landfill Management Plan 4.0, prepared by Talis Consultants, for the Roe Regional Organisation of Councils (RoeROC) be received. 2. A working group consisting of finance staff and the existing Site Working Group be formed to review the calculations and provide feedback to Talis so the plan can be finalised. 	Site Working Group		November 2024

15. EXECUTIVE OFFICER KPI - STATUS REPORT

The following provides a status report as of 14th November 2024

ACTION	TIMELINE	STATUS
Employ an executive officer to administer the organisation, develop and implement strategic projects as well as governing frameworks.	2024	Completed
KPI #1a	Timeline	
Effectively manage the process of determining and establishing a governing framework, ensuring a smooth transition and successful implementation. Determine Best governance structure going forward.	June 2025	Initial discussions held at the RoeROC CEO's meeting. The Executive Officer will be presenting draft options to CEO's in Feb/March 2024.
KPI #1b	Timeline	
Define the Council and CEO Working Group meeting schedule for 2024/25.	July 2024	It was agreed at the CEO's Meeting on the 11 July 2024, the meetings would be held on an ad hoc basis to be set as needed by the EO and lead CEO. To assist with progressing various projects and to improve communication it is recommended that consideration of set RoeROC CEO meetings be held either via Teams or in person, the month prior to full RoeROC Meetings.

ACTION	TIMELINE	STATUS
Advocate for the development of a shared policy framework for renewable energy and carbon offsets among Shires for the betterment of the region.	2025/26	This is an area raised through WALGA and initial work has commenced. EO has had initial discussion and researching with other ROC's as to their approach.
KPI #2	Draft	
Develop a shared policy framework for renewable energy and carbon offsets among the Shires for the betterment of the region. Potential planning policy to be drafted.	April 2025	This is an area raised through WALGA and initial work has commenced. EO has had initial discussion and researching with other ROC's as to their approach.

ACTION	TIMELINE	STATUS
Research the requirements for workforce housing and develop and investment plan encompassing: identification of key housing priorities, estimation of housing delivery costs, formulation of funding and advocacy strategies.	2024/25	WDC will present reports at the November 2024 RoeROC Meeting.
KPI #3	Lodgement	
Identify funding sources and prepare applications with supporting documentation to secure external funding for the implementation of the strategies outlined in the investment plan.	Prior to closing date of funding program.	The report needs to be completed prior to considering funding. Potential funding may be available through the State Government's recently announced \$50 million housing initiative for Local Governments.

ACTION	TIMELINE	STATUS
Develop an external funding proposal aimed at enhancing member Shire facilities to align with local emergency management arrangements and evacuation center requirements.	2024/25	Executive Officer has been liaising with Jo Spadaccini, Regional Officer for Wheatbelt Emergency Relief and Support at the Department of Communities. The Executive Officer has an in person meeting on the 18 th September with JO and will provide a further update at the meeting.
KPI #4a	Timeline	
Conduct a needs assessment to identify facility enhancements required for emergency management and evacuation centres.	November 2024	The Department of Communities team have undertaken their review of each of the RoeROC Evacuation Centers. This will form the basis of the assessment that will be undertaken by the Executive Officer
KPI #4b	Lodgement	
Prepare funding proposal(s), including project scope, budget, timelines, and expected outcomes.	Prior to closing date of funding program.	

ACTION	TIMELINE	STATUS
Establish a shared services working group.	2024/25	Working Group established.
KPI #5a	Timeline	
Establish a shared services working group to promote collaboration and efficiency among the Shires.	September 2024	Shared Services Working Group SSWG established in August 2024.

KPI #5b	Timeline	
Define the working group's objectives, scope, and meeting schedule.	October 2024	Terms of Reference endorsed at the September 2024 RoeROC Meeting.
KPI #5c	Timeline	
Develop a shared services plan outlining key areas for collaboration, resource sharing, and efficiency improvements.	December 2024	Commenced

ACTION	TIMELINE	STATUS
Facilitate the sharing of knowledge and understanding between Shires for regional benefit.	Ongoing	Commenced
KPI #6a	Present Findings	
Develop and distribute a skills audit survey to all Shires, collecting and analyzing survey data to identify key skills, gaps, and areas of expertise within each Shire.	October 2024	The combined skills audit matrix has been completed and presented to the SSWG meeting.
KPI #6b	Timeline	
Establish a digital platform for Shires to share best practices, knowledge, and resources.	December 2024	Following recommendations from the November 2024 Meeting this has now commenced.
KPI #6c	Timeline	
Populate the platform with expert contacts and initial resources.	December 2024	To be commenced in November 2024

ROEROC

Roe Regional Organisation of Councils
Corrigin | Kondinin | Kulin | Narembeen

ROEROC ATTACHMENTS NOVEMBER 2024

- ATTACHMENT 6.1 - ROEROC COUNCIL MEETING MINUTES – 19th SEPTEMBER 2024**
- ATTACHMENT 6.2 - ROEROC SSWG MEETING MINUTES – 11 NOVEMBER 2024**
- ATTACHMENT 9.1 - BENDERING WASTE SITE – 202/2024 WASTE DATA REPORT**
- ATTACHMENT 10.1 - ROEROC STATEMENTS AS AT 31 OCTOBER 2024**
- ATTACHMENT 10.2 - BENDERING WASTE SITE GRAVEL BACKGROUND COMMENT –
SHIRE OF CORRIGIN – LEAD SHIRE.
BENDERING WASTE SITE – GRAVEL MAP**
- ATTACHMENT 10.3 - ROEROC SUBMISSION WORKFORCE HOUSING INVESTIGATION**

ATTACHMENT 9.1A
Minutes – Audit and Risk Committee Meeting
17 September 2024



MINUTES

Audit and Risk Committee
17 September 2024



NOTICE OF MEETING

Dear Committee Members and Members of the Public,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the Audit and Risk Committee Meeting has been convened for:

Date: Tuesday 17 September 2024

At: Shire Council Chambers
1 Longhurst Street, Narembeen

Commencing: 1.00pm

Rebecca McCall
Chief Executive Officer

12 September 2024

DISCLAIMER

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

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

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1. Official Opening and Welcome

The presiding person welcomed everyone to the meeting and declared the meeting open at 1.03pm

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr SW Stirrat	President
Cr HA Cusack	Deputy President
Cr TW Cole	
Cr HJ Bald	
Cr CD Bray	
Cr AM Hardham	

Staff:

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Ms K Conopo	Executive Governance Officer

Member of Public:

Apologies:

Cr MJ Currie	
Mr K Markham	Executive Manager Infrastructure Services

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Confirmation of Previous Meetings

5.1 Audit and Risk Committee Meeting 21 May 2024

Attachment 5.1A

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation/ Committee Resolution – Item 5.1

That the minutes of the Shire of Narembeen Audit and Risk Committee Meeting held on Tuesday 21 May 2024, as presented, be confirmed as a true and correct record of proceedings.

MIN 7855/24

MOTION - Moved Cr. Cusack

Seconded Cr. Cole

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald. Against: Nil

6. Officer Reports

6.1 Risk Dashboard – Quarterly Report – June 2024

Date:	9 September 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM588
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	6.1A Risk Dashboard Quarterly Report – June 2024

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

This item presents the Risk Dashboard – quarterly monitoring report for June 2024 to the Audit and Risk Committee for consideration and receipt.

Background

The Risk Management Framework for the Shire of Narembeen sets out the approach to the identification, assessment, management, reporting and monitoring of risks. The objective is to ensure that all areas of the Shire adopt the outlined procedures to ensure:

- strong corporate governance;
- compliance with relevant legislation, regulations and internal policies;
- integrated Planning and Reporting requirements are met; and
- uncertainty and its effects on objectives are understood.

The Shire has adopted a ‘Three Lines of Defence’ model for the management of risk. This model ensures roles, responsibilities, and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the council, management, and community will have assurance that risks are managed effectively to support the delivery of the strategic, corporate, and operational plans.

The Shire qualified its risk appetite through the development of the Shire’s Risk Assessment and Acceptance Criteria.

There is a requirement to assess and manage the risk profiles on an ongoing basis to monitor risks and treatments.

Comment

The quarterly review of risk profiles assessed emerging risks, control effectiveness and key indicator performance. Assigned actions are reflective of current risks and control environment.

Key indicators revised or introduced include:

Risk Theme - External Theft and Fraud
Key Indicator – bank reconciliations
Risk Theme - Inadequate Project Management/Change Management
Key Indicator – undocumented project variations
Key Indicator - failure to achieve project milestones
Key Indicator – project management framework to be documented
Key Indicator – documenting procedure manuals for positions together with relevant controls
Risk Theme – Provide Inaccurate Advice/Information
Key Indicator – number of registered complaints (unresolved or not deemed to be immaterial)
Risk Theme – Inadequate Asset Sustainability Practices
Key Indicator – Plant rendered unusable due to preventable circumstances

The following risk themes are listed on the Risk Register as the overall control rating was ‘inadequate’:

- Business and Community Disruption
- Errors, Omissions and Delays
- Inadequate Document Management Process
- Inadequate Asset Sustainability Practices
- Ineffective Management of Facilities/Venues/Events

Consultation

Executive Manager Corporate Services

Statutory Implications

The *Local Government Act 1995* and Regulation 17 of the *Local Government (Audit) Regulations* is applicable.

Policy Implications

Risk Management Framework

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Risk Management Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item as the Risk Dashboard identifies and evaluates risk.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation/ Committee Resolution – Item 6.1

That Audit and Risk Committee receives the Risk Dashboard Quarterly Report – June 2024 as presented in Attachment 6.1A.

MIN 7856/24

MOTION - Moved Cr. Hardham

Seconded Cr. Bald

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald. Against: Nil

6.2 Risk Management Policy Review

Date:	6 September 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	CORPORATE MANAGEMENT/POLICY/Policy Register
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	6.2A Risk Management Policy (new) 6.2B Risk Management Policy (old)

Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

Summary

For the Audit and Risk Committee to review and recommend to Council for adoption of the reviewed Risk Management Policy.

Background

The Shire of Narembeen is committed to implementing an organisation-wide approach to risk management, ensuring consistent and effective identification, assessment, and mitigation of risks in decision-making, operations, and planning. The attached Risk Management Policy represents an updated version of the 2021 policy, reflecting a thorough review to ensure continued alignment with best practices and organisational needs. This updated policy aligns with AS/ISO 31000:2018 and applies to all council members, employees, and contractors engaged in Shire operations.

Comment

The policy establishes clear objectives, such as safeguarding organisational assets, ensuring business continuity, and promoting public safety. It assigns the Chief Executive Officer the responsibility for implementing and continuously improving the policy. Risk management is recognised as essential for achieving the Shire's goals and is subject to regular monitoring and review by the management team and the Audit and Risk Committee. This systematic approach ensures informed decision-making and a proactive stance in managing uncertainties across the organisation.

Approval of this reviewed policy will strengthen the Shire's operational resilience and ensure alignment with best practices in risk management.

Consultation

Executive Manager Corporate Services

Statutory Implications

The *Local Government Act 1995* and Regulation 17 of the *Local Government (Audit) Regulations* is applicable.

Policy Implications

Risk Management Framework

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (5)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation; Risk Management Framework & Policy
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation/ Committee Resolution – Item 6.2

That the Audit and Risk Committee

1. Receives the Risk Management Policy, as presented in Attachment 6.2A.
2. Recommends to Council that it adopts the Risk Management Policy

MIN 7857/24

MOTION - Moved Cr. Cusack

Seconded Cr. Cole

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald. Against: Nil

6.3 Risk Management Framework Review

Date:	6 September 2024
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	RISK MANAGEMENT/PLANNING/Risk Management Framework
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	6.3A Risk Management Framework 2024

Purpose of Report

☐ Executive Decision

☒ Legislative Requirement

Summary

For the Audit and Risk Committee to review and recommend to Council for adoption of the reviewed Risk Management Framework.

Background

The Shire of Narembreen's (Shire) Risk Management Framework sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks.

The Shire has adopted a "Three Lines of Defence" model for the management of risk. This model ensures roles, responsibilities and accountability for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, management and community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate and Operational Plans.

The initial Risk Management Framework was developed in 2014 and last reviewed in 2021. All components of the Framework were based on AS ISO 31000:2009 Risk Management Guidelines.

Comment

To ensure strong corporate governance the Risk Management Framework was reviewed for its appropriateness and effectiveness. The Framework was updated to align with the AS ISO 31000:2018 Risk Management Guidelines.

The Assessment and Acceptable Criteria quantifies the Shire's risk appetite. The criteria was reviewed and minor adjustments were made to the Measures of Consequences.

Approval of this reviewed policy will strengthen the Shire's operational resilience and ensure alignment with best practices in risk management.

Consultation

Executive Manager Corporate Services

Statutory Implications

The *Local Government Act 1995* and Regulation 17 of the *Local Government (Audit) Regulations* is applicable.

Policy Implications

Risk Management Policy

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (5)
Key Controls in Place	Governance Calendar, Risk Management Policy
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation/ Committee Resolution – 6.3

That the Audit and Risk Committee

1. Receives the Risk Management Framework, as presented in Attachment 6.3A
2. Recommends to Council that it adopts the Risk Management Framework.

MIN 7858/24

MOTION - Moved Cr. Bray

Seconded Cr. Bald

CARRIED 6/ 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald. Against: Nil

6.4 Interim Management Letter and Response

Date:	6 September 2024
Location:	Not applicable
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	FINANCIAL MANAGEMENT\AUDIT\2024\Interim
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	6.4A Shire of Narembreen - Interim management letter, management response

Purpose of Report

☐ Executive Decision ☒ Legislative Requirement

Summary

For the Audit and Risk Committee to review and receive the draft interim management letter and management's responses to the findings raised.

Background

A Local Government is to prepare an annual report each financial year containing such information as prescribed by the Local Government Act 1995 Section 5.53(2) and Regulation 19 of the Local Government (Administration) Regulations 1996. This report, in addition to all associated accounting practices and records, is to be audited by an external party each year.

The audit of the financial statements is split into two components due to the quantity of work. Prior to 30 June an 'interim audit' is conducted to review profit and loss accounts and directly associated balance sheet accounts. After 30 June the 'annual audit' is conducted to review balance sheet accounts, associated methodologies and general compliance with laws, regulations and accounting standards.

Comment

Regarding findings 3 and 4, management notes that:

- Additional internal controls have been implemented to ensure that all accounting documentation (including payroll) is properly authorised – consistency of staff adoption and overall enforcement of adherence to new practices remains an ongoing process
- The workforce and asset management plans are nearing completion and will be provided to the auditors prior to the annual audit.

Regarding findings 1 and 2, management notes that:

- Staff receive regular IT training, and the auditors were advised of this prior to issuing the letter
- As noted in the comment to finding #2; Council's procurement policy specifically doesn't require purchase orders for acquisitions under \$5,000, so 3 of 4 findings are not considered to be an issue.

Consultation

Chief Executive Officer

Statutory Implications

Local Government Act 1995.

Part 5, Section 5.53

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - a) a report from the mayor or president; and
 - b) a report from the CEO; and
 - e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - f) the financial report for the financial year; and
 - g) such information as may be prescribed in relation to the payments made to employees; and
 - h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and
 - ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
 - hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - i. the number of complaints recorded in the register of complaints; and
 - ii. how the recorded complaints were dealt with; and
 - iii. any other details that the regulations may require; and
 - iv. and such other information as may be prescribed.

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
 - (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
 - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government must —
 - (aa) examine an audit report received by the local government; and
 - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those Matters
- (4) A local government must —
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

Local Government (Financial Management) Regulations 1996, Part 4 Financial Reports

Regulations 36 to 49 prescribe the contents and disclosures required in the financial statements and accompanying notes.

Regulation 51 prescribes that the Local Government's CEO provide a copy of the audited financial report to the CEO of the Department of Local Government Sport and Cultural Industries within 30 days of the receipt of the audit report.

Local Government (Audit) Regulations 1996, Regulation 10

- (1) An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.
- (2) The report is to give the auditor's opinion on —
- the financial position of the local government; and
 - the results of the operations of the local government.
- (3) The report must include a report on the conduct of the audit.
- (4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report.

Local Government (Administration) Regulations 1996, Regulation 10

19B. Information to be included in annual report

(2) For the purposes of section 5.53(2)(g) and (i), the annual report for a financial year beginning on or after 1 July 2020 must contain the following —

- the number of employees of the local government entitled to an annual salary of \$130,000 or more;
- the number of employees of the local government entitled to an annual salary that falls within each band of \$10 000 over \$130 000;
- any remuneration and allowances paid by the local government under Schedule 5.1 clause 9 during the financial year;
- any amount ordered under section 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under section 5.107(1), 5.109(1) or 5.114(1) to the local government during the financial year;
- the remuneration paid or provided to the CEO during the financial year;
- the number of council and committee meetings attended by each council member during the financial year;
- if available, the gender, linguistic background and country of birth of council members;
- if available, the number of council members who are aged —
 - between 18 years and 24 years; and
 - between 25 years and 34 years; and
 - between 35 years and 44 years; and
 - between 45 years and 54 years; and
 - between 55 years and 64 years; and
 - over the age of 64 years;
- if available, the number of council members who identify as Aboriginal or Torres Strait Islander;
- details of any modification made to a local government's strategic community plan during the financial year;

(k) details of any significant modification made to a local government's corporate business plan during the financial year.

Policy Implications

Risk Management Policy

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Minor (2)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (2)
Key Controls in Place	Governance Calendar, Risk Management Policy
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officers Recommendation/ Committee Resolution – 6.4

That the Audit and Risk Committee receive the attached interim management letter.

MIN 7859/24

MOTION - Moved Cr. Cole

Seconded Cr. Hardham

CARRIED 6 / 0

For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Cole, Cr Bald. Against: Nil

7. Other Business

Nil

8. Closure of Meeting

Details of the next meeting will be advised.

There being no further business, the Chair declared the meeting closed at 1.41pm.

ATTACHMENT 13.1A
Responses – Compliance with Reg 10 request
to change decision

Urgent Attention – Officer Recommendation to Change Original Decision

OCM December 2024

Email Extracts

Rebecca McCall, CEO

Urgent Attention - Officer Recommendation to Change Original Decision (Joint Venture Housing)

RM

Rebecca McCall

To

Cr Scott Stirrat; Cr Holly Cusack; Cr Amy Hardham; Cr Bald; Cr Chris Bray; Cr Trevor Cole; Cr Michael Currie

Cc

Kathryn Conopo

Item - Renewal of joint venture agreement (JC).docx

54 KB

Statement of legal and financial consequences.docx

36 KB

Dear Councillors

Officers have been working on the Joint Venture Properties leases for some months now, following Councils directives. In (month) it was decided that it would be best to end the leases and return the properties to Department of Communities. It was only after work began on that directive, and citing Councils decision, that the Department was able to negotiate options with the Shire. Because of this, with the new information and options, Officers need to make a change to the original decision to include the option to commence negotiations. The proposed officers recommendation is included below for your reference.

Officers Recommendation – Item

That Council:

1. by absolute majority, accept and endorse the attached letter of legal and financial consequences of changing Council resolution 7630/23, as required by the Standing Orders Local Law 2020 due to the previous resolution being "implemented"

2. by simple majority, authorise the Chief Executive Officer to undertake negotiations with the Department of Communities to renew the joint venture agreements for 31 Curral Street, 33 Curral Street and 24 Doreen Street for a term expiring on or before 31 December 2035, with other terms and conditions to be negotiated by the Chief Executive Officer, at their sole discretion, provided that Council is regularly updated of the status of the negotiations and given the final draft of the contract to review and endorse

3. by simple majority, authorise the Chief Executive Officer to undertake negotiations with the Department of Communities to dispose of Council's equity in 31 Curral Street, 33 Curral Street and 24 Doreen Street in accordance with the terms of the respective joint venture agreements if, at the Chief Executive Officer's discretion, negotiations to renew the agreements are not proceeding in a satisfactory manner or otherwise the best negotiated terms and conditions are not sufficiently favourable to the Shire of Narembeen, provided that Council is regularly updated of the status of the negotiations and given the final draft of the sale contract to review and endorse.

In accordance with Admin Regulation 10, changes to council decisions require support by at least 1/3 of the number of officers, for the change prior to it being tabled at a Council meeting.

This email serves as notice to Council that there is an intent to present a change of decision with regards to the management of the Joint Venture Leases and seeks councils support. Officers require advice of your intent to support the motion via return email, along with your willingness to move and/or second the motion.

To comply with the Reg 10, Council requires one mover and two seconders to support the change of decision, including the original mover.

Draft item attached for your perusal. Please respond via email no later than 8am, Tuesday, 10 December.

Regards

Rebecca McCall

Chief Executive Officer

Shire of Narembeen

T: (08) 9064 7308 F: (08) 9064 7037

1 Longhurst Street Narembeen WA 5369

EMAIL

Ⓜ

Reply

Reply All

Forward

...

Fri 6/12/2024 7:54 AM

Councillor Responses

Cr Scott Stirrat

Re: Urgent Attention - Officer Recommendation to Change Original Decision (Joint Venture Housing)

CS

Cr Scott Stirrat

To

Cr Amy Hardham

Cc

Cr Holly Cusack; Cr Bald; Cr Chris Bray; Cr Trevor Cole; Cr Michael Currie; Rebecca McCall; Kathryn Conopo

Ⓜ

Reply

Reply All

Forward

...

Wed 11/12/2024 8:41 AM

I am happy to support the changes.

Regards

Scott Stirrat

Cr Amy Hardham

Re: Urgent Attention - Officer Recommendation to Change Original Decision (Joint Venture Housing)

CA

Cr Amy Hardham

To

Cr Scott Stirrat; Cr Holly Cusack; Cr Bald; Cr Chris Bray; Cr Trevor Cole; Cr Michael Currie; Rebecca McCall

Cc

Kathryn Conopo

Ⓜ

Reply

Reply All

Forward

...

Tue 10/12/2024 2:41 PM

I am happy for the mention to be changed.

It's a yea from me.

Amy

Get Outlook for iOS

Cr Trevor Cole

Re: Urgent Attention - Officer Recommendation to Change Original Decision (Joint Venture Housing)

CT

Cr Trevor Cole

To

Rebecca McCall; Cr Scott Stirrat; Cr Holly Cusack; Cr Amy Hardham; Cr Bald; Cr Chris Bray; Cr Michael Currie

Cc

Kathryn Conopo

Ⓜ

Reply

Reply All

Forward

...

Mon 9/12/2024 4:20 PM

Hi put me down as a yes. Trevor

Get Outlook for iOS

101

Cr Hannah Bald

RE: Urgent Attention - Officer Recommendation to Change Original Decision (Joint Venture Housing)

CB

Cr Bald

To Rebecca McCall; Kathryn Conopo

😊

↩ Reply

↩ Reply All

➡ Forward

⋮

Tue 10/12/2024 9:13 AM

Start your reply all with:

Thank you!

I vote yes.

Thank you for your vote.

Feedback

I support the motion and can move or second as needed

Kind Regards

Cr Hannah Bald
Shire of Narembeen
M: 0409 715 957
1 Longhurst Street, Narembeen WA 6369

WEBSITE

Cr Michael Currie

RE: Urgent Attention - Officer Recommendation to Change Original Decision (Joint Venture Housing)

CM

Cr Michael Currie

To Rebecca McCall

😊

↩ Reply

↩ Reply All

➡ Forward

⋮

Tue 10/12/2024 6:27 AM

I presume the new information and options are a better outcome for the shire. I'll vote yes.

Kind Regards

Michael Currie
Councillor
Shire of Narembeen.
M: 0428 230 276
1 Longhurst Street, Narembeen WA 6369

Cr Chris Bray

14.3 renewal of original joint venture agreement with dept of communities

CC

Cr Chris Bray

To Rebecca McCall

😊

↩ Reply

↩ Reply All

➡ Forward

⋮

Sun 8/12/2024 4:43 PM

Hi Bec - What do you think.
16.3 Implementing a Decision
B - dose that mean a Public Notice ?

The new Motion - If no one has moved this I will - (I endorse and will vote for the motion to revoke)
I move to revoke the May 2023 council meeting recommendation and motion - to Sell the units at 31(3) and 33 (4) Currall street and units (2) 24 dooreen Sreet, to the Department of Communities. All current negotiations to cease.

Regards Chris

Cr Holly Cusack

Re: Urgent Attention - Officer Recommendation to Change Original Decision (Joint Venture Housing)

CH

Cr Holly Cusack

To Rebecca McCall

😊

↩ Reply

↩ Reply All

➡ Forward

⋮

Fri 6/12/2024 1:50 PM

Hi Bec

My response is as follows:

- I support the officers recommendation.
- I am happy to move or second it also.

Thanks.
Holly

ATTACHMENT 13.2A
Statement of Legal and Financial
Consequences



STATEMENT OF LEGAL AND FINANCIAL CONSEQUENCES TO CHANGE A MOTION

Details	
Minute Reference for Proposed Revocation: 7630/23	Date: 13 November 2024
Author: Benjamin Forbes	Subject: Revoke decision to dispose of joint venture property
Note	

Financial Consequences

There are no financial consequences associated with the motion to change resolution 7630/23 that are or will be incurred directly because of the motion being changed; the decision would not, in of itself, cause Council any additional costs. The alternative decision has different financial implications, as outlined in the agenda item, but these relate solely to the natural outcome of a different course of action. There is no anticipated expense or perceived loss associated purely with Council changing its previous resolution.

Legal Consequences

Much like the financial consequences, there are no legal consequences (i.e. breach of contract or similar) that would arise out of Council changing resolution 7630/23. There will be different legal consequences of fulfilling the new resolution (extending the joint venture agreements) as a natural outcome of the alternative course of action, which is the central question before Council in deciding whether to change its prior decision.

ATTACHMENT 13.3A
Minute Reference 7630/23

AGENDA ITEM: 8.2.2 - Disposal of properties held in joint venture with Department of Communities

Subject:	Disposal of joint venture properties
Applicant:	Not applicable
File Ref:	ADM125
Disclosure of Interest:	Nil
Author:	Ben Forbes – Executive Manager Corporate Services
Date:	5 July 2023
Attachments:	Joint venture agreement – 31 Currall St Joint venture agreement – 33 Currall St Joint venture agreement – 24 Doreen St

PURPOSE

For Council to consider and endorse the disposal of 9 properties to Department of Communities which are currently jointly held via joint venture agreements.

BACKGROUND

The Shire of Narembeen is currently party to 3 separate joint venture agreements with the Department of Communities (the Department) which cover 9 residential properties in Narembeen, as follows:

Street address	Number of properties	Agreement ending
31 Currall Street, Narembeen	3	31 May 2025
33 Currall Street, Narembeen	4	15 September 2044
24 Doreen Street, Narembeen	2	10 September 2029

The ownership percentage split between the Shire and the Department is, as per the joint venture agreements, based on the input into the initial capital costs. Because the Shire only provided the land and nominal cash contributions, the Shire only has a minimal ownership of each property.

The joint venture agreement stipulates that the Shire will be responsible for all administration and ongoing costs associated with each property, and that the Shire must appoint tenants in accordance with the Department of Communities criteria, in exchange for receiving the rent from each property. In recent history, this arrangement has netted the Shire an immaterial profit or a small loss each financial year.

At the April 2023 discussion forum, following a meeting held by the Housing Committee, Council agreed that if the Department was not willing to sell the properties on an unrestricted basis to Council, that Council would be open to disposing of the properties to the Department.

Following this, staff met with representatives of the Department, and were advised that the Department has no appetite to sell the properties to Council but *may* buy Council out of its share. In order for the Department to commence their internal processes to buy out Council's share, they require a formal resolution of Council.

Although there is significant variance in the end date of each agreement, the Department has maintained that they intend to deal with all agreements in the same manner, at the same time.

CONSULTATION

Councillors
Housing Committee
Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 3.58

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) *Except as stated in this section, a local government can only dispose of property to —* (a) the highest bidder at public auction; or
(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
(a) it gives local public notice of the proposed disposition —
(i) describing the property concerned; and
(ii) giving details of the proposed disposition; and
(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
(a) the names of all other parties concerned; and
(b) the consideration to be received by the local government for the disposition; and (c) the market value of the disposition —
(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Local Government (Functions and General) Regulations 1996, Section 30

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
..
(c) *the land is disposed of to —*
i) the Crown in right of the State or the Commonwealth; or
ii) a department, agency, or instrumentality of the Crown in right of the State or iii) the Commonwealth; or
another local government or a regional local government;
- (3) *A disposition of property other than land is an exempt disposition if —*
(a) *its market value is less than \$20 000; or*

(b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

FINANCIAL IMPLICATIONS

Disposing of the properties to the Department will realise Council's share of the market value and remove the ongoing net rental profit or loss.

In accordance with the terms of the joint venture agreements, the properties will need to be revalued prior to the sale by a valuer approved of by the Department. If there is a dispute over the valuation, the Shire may engage another valuer and the average valuation will be binding as the sale price. The Shire will then receive its proportionate share of the equity as sale proceeds, with the final profit or loss determined by the written down value of the property as at the time of disposal.

Two of the agreements state additional costs shall "be negotiated between the parties", whilst one stipulates that all additional costs will be paid for by the Shire. It should be assumed that the Shire will incur the valuation costs as part of the process.

The properties were last revalued by the Shire as at 30 June 2022 as part of regular accounting compliance obligations. Based on these valuations, management estimates that the Shire's share of the equity is approximately \$150,000.00.

There are unlikely to be any financial implications in the 2024 financial year, as the process will take an extended period; there are no provisions in the 2024 annual budget for the outcome of this resolution.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

VOTING REQUIREMENTS

Simple Majority

COMMENT

Managing property on behalf of the Department is not a core business of Council. As there is no longer a financial incentive, reducing the administrative workload and realising Council's share of the equity of the properties will allow Council to reallocate these resources to other, more appropriate areas.

In the event that it seems likely for the properties to be sold to the Department in the 2024 financial year, the budget review will include a provision for the sale proceeds to be transferred into the housing reserve.

OFFICER RECOMMENDATION

That Council:

- Agree to dispose of all properties located at 31 Currall Street, 33 Currall Street and 25 Doreen Street to the Department of Communities in accordance with the terms of the respective Joint Venture Agreements
- Authorise the Shire President and the Chief Executive Officer to affix the common seal and execute any future sale contracts with the Department of Communities, as per this resolution.

COUNCIL RESOLUTION

- *Agree to dispose of all properties located at 31 Currall Street, 33 Currall Street and 24 Doreen Street to the Department of Communities in accordance with the terms of the respective Joint Venture Agreements*
- *Authorise the Shire President and the Chief Executive Officer to affix the common seal and execute any future sale contracts with the Department of Communities, as per this resolution.*

MIN 7630/23 **MOTION** - Moved Cr. Hardham Seconded Cr. Milner

CARRIED 7 / 0

ATTACHMENT 13.4A
Policy – Narembeen Pop Up Shop

Narembeen Pop Up Shops

POLICY OBJECTIVES

To initiate Council involvement in business and commercial activities to generate economic growth.

To demonstrate Council's commitment to the next-generation sustainable economy in Narembeen that encourages the promotion of local or value-added products and/or attracts new enterprises to the Shire.

To stimulate additional business activities and initiatives in the main street of the town.

To assist Council pursue and achieve the desired social and economic benefits for the community of Narembeen.

POLICY SCOPE

This policy applies to businesses, community groups, members of the public, and other organisations interested in renting Shire-owned property designated as a Pop-Up Shop.

POLICY DETAIL

Designated Pop-Up Shops

- 8 Churchill Street
- 19 Churchill Street

Use and Operation

The Pop-Up Shop may host a variety of uses, including:

- Business and entrepreneurial activities.
- Community and cultural events.
- Temporary retail or service ventures.

Rental Terms and Fees

Rental fees for Pop-Up Shop will be reviewed and set as part of the Shire's annual budget process, ensuring affordability and accessibility for prospective tenants.

Tenants must be fully financial (paid in advance) before occupying the premises.

Tenancy Period

- Minimum tenancy - 1 day
- Maximum tenancy - 1 month, with an option for a 1-month extension, subject to availability.

For tenants demonstrating a need for long-term occupancy and aligning with community benefits, management may consider transitioning to a formal commercial lease, subject to Council approval.

Community Activities and Events

- In addition to business use, the Pop-Up Shop will be available for community-based activities, cultural initiatives, and events.
- The Shire may subsidise rental fees for community-focused or not-for-profit events to encourage greater utilisation of the space.

Risk Assessment

- The Shire's management team will conduct a risk assessment for all tenants to ensure the proposed use aligns with Council's objectives and community benefit.
- Management reserves the right to decline tenancy applications if the proposed activity poses undue risk or does not align with Council's goals.

Governance and Monitoring

- Management will regularly monitor the Pop-Up Shop's use to ensure compliance with guidelines, policy objectives, and tenancy agreements.
- Quarterly reports on Pop-Up Shop usage, including occupancy rates and types of activities, will be presented to Council to review the initiative's impact.

DEFINITIONS

Nil

RELATED LEGISLATION

Nil

RELATED POLICIES

Shire of Narembeen Community Strategic Plan

DELEGATED AUTHORITY

1.2.19 – Defer, Grant Discounts, Waive or Write Off Debt

DOCUMENT MANAGEMENT

Policy Number		
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	18 April 2018	OCM Ref 6621/18
Last Review Date	12 November 2024	OCM Ref
Next Review Date	November 2026	

ATTACHMENT 13.4B
Policy – Recording of Council and Committee
Meetings

x.x Recording of Council and Committee Meetings



POLICY OBJECTIVES

To ensure open and transparent government, improve engagement with the community and accessibility to Council decision making, and detailing the approach to recording of in-person Council and Committee Meetings

POLICY SCOPE

This policy applies to:

1. All Council and Committee Members.
2. Ordinary Council Meetings, Special Council Meetings, Ordinary Committee Meetings and Special Committee Meetings conducted in Council Chambers

POLICY DETAIL

Recordings

- audio recordings will be kept for all Council and Committee meetings
- Audio recordings will be managed by Shire staff
- Members of the public will be advised that a recording of the meeting will be made via the notice paper for the meeting and a sign will be prominently displayed in Council Chambers.
- The Presiding Member will make an announcement at the start of every meeting drawing attention to the fact that the meeting will be recorded.
- In accordance with the requirements for a Class 4 local government, the recording of the meetings will be made available on the Shire's website at the time the unconfirmed minutes are published, excluding those matters considered 'Behind Closed Doors'.
- The Shire will make every reasonable effort to ensure the recording is available. However, should any technical difficulties arise, the recording may not be available. Notification of such will be provided in accordance with the Regulations.
- The Presiding Member may decide to cease recording at any time during the meeting.
- Copying or distributing any part of the recording by Shire staff or Councillors is not permitted. The Shire of Narembeen will reserve all rights in relation to its copyright. Audio contained in a recording must not be altered, reproduced or republished without the written permission of the Shire.
- In accordance with Section 6.16 of the Shire of Narembeen Standing Orders Local Law 2020, no other persons shall use any visual or audio recording devices or instruments to record the proceedings of Council and Committee Meetings without the written permission of the Presiding Member, which is to be received at least 24 hours prior to the meeting.

Meetings or Items of Business Behind Closed Doors

- Recordings of meetings closed for consideration of matters under Section 5.23 of the *Local Government Act 1995* is permitted for minute taking purposes but will not be released to the public or made available on the Shire's website.
- Confidential recordings may be released, if requested, to the Local Government Standards Panel and the Department of Local Government, Sport & Cultural Industries, the Police or the Court.

Record Keeping

- The official record of the meeting will be the written minutes kept in accordance with the *Local Government Act 1995* and any relevant Regulations.
- All recordings will be retained as part of the Shire's records for at least seven (7) years, or in accordance with the *State Records Act 2000* (whichever is the longer period of time).

Conduct and Responsibilities

- Councillors and Committee Members are required to act in accordance with the *Local Government Act 1995* (and Regulations), Shire of Narembeen Standing Orders Local Law 2020, Code of Conduct – Council Members, Committee Members and Candidates and other relevant policies.
- Staff are required to act in accordance with the *Local Government Act 1995* (and Regulations), Shire of Narembeen Standing Orders Local Law 2020, Employee Code of Conduct and other relevant policies.
- Members of the public are required to extend due courtesy and respect to the Council, Presiding Member, staff and other members of the public in attendance.

Liability and Defamation

- Under Section 9.57A of the *Local Government Act 1995*, the Shire is not liable for an action of defamation in relation to a matter published on its official website as part of a recording of Council proceedings.
- Under Section 9.56 of the *Local Government Act 1995* Councillors and employees are not liable to defamation for any statements made in good faith.
- Further defenses under the *Defamation Act 2005* may also be applicable.
- As a general principle, the Shire will not edit recordings of meetings. This is to ensure open and transparent government. The onus is on those in attendance at the meeting to ensure that their conduct, content and language are appropriate for the audience. The Presiding Member is responsible for maintaining the orderly proceedings of the meeting.
- Following any meeting, the Chief Executive Officer in concurrence with the Presiding Member, may mute/exclude all or part of any meeting recording considered inappropriate to be published. The muting/excluding of any part of the meeting recording must be reported and confirmed to the Council at the next available Ordinary Council Meeting, whereby Council may revoke or change the decision.

DEFINITIONS

Act means the *Local Government Act 1995*.

Regulations means the *Local Government (Administration) Regulations 1996*.

Member means a Councillor or a Committee Member.

Meeting means an Ordinary Meeting of Council, a Special Meeting of Council or a Meeting of a Committee of Council (including the Audit & Risk Committee).

Behind Closed Doors means where a meeting is closed to members of the public in accordance with Section 5.23(2) of the Act.

Public Gallery means any person attending a meeting who is not a Member, the CEO, or an Officer who is required to attend the meeting.

RELATED LEGISLATION

Local Government Act 1995 and Regulations

RELATED POLICIES

Code of Conduct – Council Members, Committee Members and Candidates

Code of Conduct - Employee

Shire of Narembeen Standing Orders Local Law 2020

Committee Terms of Reference

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	1	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	17 December 2024	OCM Ref
Last Review Date		OCM Ref
Next Review Date		

ATTACHMENT 13.7A
Draft Commercial Lease Agreement –
Narembeen Playgroup Inc.



Shire of Narembeen

(Lessor)

and

Narembeen Playgroup Inc.

(Lessee)

Lease

Leased property

13 Churchill Street

Narembeen, Western Australia 6369

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PARTIES

SHIRE OF NAREMBEEN
("the Lessor")

and

The entity described in Item 1 of Schedule 1 ("the Lessee")

RECITALS

- A. The Lessor has the Lessor's Interest in the Premises as a whole.
- B. The Lessor has agreed to lease the Premises to the Lessee on and subject to the terms and conditions of this Lease.

OPERATIVE PART

1. INTERPRETATION

1.1 Definitions

In this Lease, unless the contrary intention appears:

"Claim" means all liability, demands, writs, summonses, actions, suits, proceedings, judgments, orders, decrees, damages, costs, losses and expenses;

"Commencement Date" means the commencement date of the Term specified in Item 3 of Schedule 1;

"Leased Area" means the area depicted in Attachment 1 – Premises Plan;

"Permitted Purpose" means the purpose described in Item 6 of Schedule 1;

"Premises" means the land described in Item 2 of Schedule 1 together with all buildings, improvements and structures on that land, or at any time during the Term, erected or made on that land, and includes:

- (a) all fixtures and fittings whether the property of the Lessor or the Lessee;
- (b) all plumbing, drains, sewerage, pipes, conducts, wiring and cables;
- (c) all equipment, plant, systems, appliances and apparatus whether electrical, mechanical, hydraulic, fire related, security related or otherwise;
- (d) all furniture and chattels in the Premises which are the property of the Lessor;
- (e) all floors, carpets and floor coverings; and
- (f) all roofs and gutters of any building or structure erected by the Lessor;

"Rate of Interest" means the rate of interest from time to time charged by the Lessor in accordance with Section 6.51 of the *Local Government Act 1995*;;

“Rent” means the rent payable by the Lessee pursuant to this Lease which rent is specified in Item 4 of Schedule 1;

“Term” means the term of this Lease as specified in Item 3 of Schedule 1 commencing on the Commencement Date and any shorter period in the event of the early termination of the Term.

1.2 Interpretation

In this Lease, unless the contrary intention appears:

- (a) words suggesting the singular include the plural and vice versa;
- (b) words suggesting any gender include any other gender;
- (c) reference to a person include a company, corporation, and unincorporated or incorporated association or statutory authority;
- (d) references to clauses, paragraphs, subparagraphs and Schedules are to clauses, paragraphs, and subparagraphs of, and Schedules to, this Lease as amended from time to time in accordance with the terms of this Lease;
- (e) headings used for clauses, paragraphs, subparagraphs, Schedules and the table of contents are for ease of reference only and will not affect the interpretation of this Lease;
- (f) references to laws include any modification or re-enactment of those laws, or any legislative provisions substituted for such laws, and all orders, local laws, planning schemes, by-laws, regulations and other statutory instruments issued under those laws;
- (g) where the words “includes” or “including” are used, they are to be taken to be followed by the words “without limitation”;
- (h) a reference to anybody is:
 - (i) if that body is replaced by another organisation, taken to refer to that organisation; and
 - (ii) if that body ceases to exist, taken to refer to the organisation which most nearly or substantially serves the same purposes or objects as that body; and
- (i) all dollar amounts specified in this Lease are in Australian dollars

2. LEASE

2.1 Lease

The Lessor grants a lease to the Lessee and the Lessee takes a lease of the Premises on and subject to the terms of this Lease.

2.2 Term

- (1) The Premises are held by the Lessee as tenant for the Term commencing on the Commencement Date and expiring on the expiry date specified in Item 3 of

Schedule 1.

- (2) If the Lessee continues to occupy the Premises after the expiry date specified in Item 3 of the Schedule without objection by the Lessor, the Lessee shall become a monthly Lessee of the Lessor at a monthly rental equivalent to the rental payable by the Lessee at the expiration of the Term and otherwise on the same conditions as those contained in this Lease which tenancy may be determined by either Party by one month's notice in writing which notice may be given to expire at any time.

2.3 Rent

- (1) The Lessee must pay to the Lessor, for the Term, the rent specified in Item 4 of Schedule 1.
- (2) The Rent is payable in the manner set out in Item 5 of Schedule 1.

3. OBLIGATIONS

3.1 Application of Commercial Tenancy Act and Regulations

The Lessor and Lessee shall comply with the provisions of the Commercial Tenancy (Retail Shops) Agreements Regulations 1985 as they apply to each party. Unless stated otherwise in this Lease, definitions and interpretation of words used in this Lease shall be the same as the Commercial Tenancy (Retail Shops) Agreements Regulations 1985.

3.2 Rates and taxes

The Lessor will pay all rates, assessments, levies or taxes levied or assessed or to be levied or assessed by the Commonwealth, the State, any water supply authority, any sewerage authority or by any other authority which are at any time during the Term or any holding over to any extent charged on the Premises.

3.3 Services

The Lessor will pay all water, gas, electricity, telephone and other utility services which are either provided to or used on the Premises.

3.4 Maintenance

- (1) The Lessor will be responsible for all maintenance excluding costs associated with the contents of the premises or arising under clause 3.6.
- (2) The Lessee must give to the Lessor notice in writing of any damage to or defect in the Premises as soon as reasonably practicable after it becomes aware of such damage or defect.
- (3) To avoid doubt, the Lessor has no obligation to maintain any of the Lessee's contents housed within the Premises.

3.5 Cleaning

The Lessee will ensure the Premises is always kept in a state of cleanliness and free of pests, vermin and insects.

3.6 Make good damage

- (1) The Lessee, at their own expense, must make good any breakage, defect or damage to the Leased Area or any adjoining premises or facilities or any other property caused by want of care, misuse or abuse on the part of the Lessee or the Lessee's agents, contractors, invitees or other persons claiming through or under the Lessee or otherwise occasioned by any breach or default of the Lessee under this Lease.
- (2) The Lessor will prepare a condition report evidencing the condition of the Premises and Leased Area (to the reasonable satisfaction of the Lessee) prior to the Commencement Date.

3.7 Entry by Lessor

- (1) The Lessee must permit the Lessor or any of the Lessor's representatives, agents or contractors to enter into and upon the Leased Area in order to undertake any duties or activities requested by the Lessor provided that the Lessor:
 - (i) gives the Lessee not less than 48 hours written notice it wishes to access the Premises;
 - (ii) does not cause disruption to the activities the Lessee is conducting from the Premises; and
 - (iii) complies with the directions of the Lessee.
- (2) The Lessee must permit the Lessor or any of the Lessor's representatives, agents or contractors to, in the case of emergency, enter into and remain upon the Premises with all necessary plant, equipment and materials to carry out any works or make any repairs or alterations or additions to the Premises as deemed necessary.

3.8 No living in premises

The Lessee must not use or permit the use of any part of the Premises for living or sleeping or for any unlawful purpose.

3.9 Compliance with written laws

The Lessee must comply with, carry out and perform the requirements of the Local Government Act 1995, the Food Act 2008, the Health Act 1911 and any other Act, ordinance, town planning scheme, local law, regulation or written law or of any notice, requisition or order under a written law applicable to the Premises or the use or occupation of the Premises.

3.10 Permitted Purpose and operation of lessee's affairs

The Lessee must use the Premises only for the Permitted Purpose or for any other purpose first approved in writing by the Lessor (acting reasonably).

3.11 Insurances

(1) Lessee's insurances

The Lessee must, at the Lessee's expense, effect and keep current, the following insurances in relation to the Leased Area:

(a) Public risk

- (i)** a policy covering public risk which:
- (ii)** provides for a minimum cover of ten million dollars (\$10,000,000.00) for each accident, claim or event or any higher amount that the Lessor reasonably specifies; and extends to cover any liability for the death of, or injury to, any person or damage to any person's property sustained when such person is using or entering the Leased Area, or sustains the injury or damage as a result of an act or omission of the Lessee, its agent, licensee, employee or representative; and

(2) Contents Insurance

For the avoidance of doubt, the Lessor has no obligation to provide insurance for the Lessee's contents under this Lease.

(3) Building Insurance

The Lessor will maintain an appropriate level of insurance against the building throughout the Term of the Lease.

(4) Evidence of insurance cover

Upon the execution of the Lease, and every subsequent financial year, the Lessee must deliver to the Lessor evidence of the required insurance policies under this Lease.

(5) Not to void insurances

The Lessee must not at any time do or allow anything which may either render the insurances on the Premises or any part of the insurances void or voidable.

3.12 Indemnity

The Lessee indemnifies the Lessor and must keep the Lessor indemnified against all Claims due to any damage, loss, injury or death to the extent caused by or contributed to by:

- (1)** the Lessee's act, omission, default or negligence;
- (2)** the Lessee's use or occupation of the Premises;
- (3)** any breach of this Lease by the Lessee,

except to the extent that the Lessor caused or contributed to this by an act, omission, negligence or default.

3.13 Alterations and improvements

The Lessee must not, without the prior written consent of the Lessor, make or permit to be made any alteration or additions to the Premises or remove from the Premises any improvement. The Lessor's consent must not be unreasonably withheld or conditioned.

3.14 Assignment or subletting

The Lessee must not assign, sublet or part with the possession of the Leased Area or any part of the Premises and the Lease without the prior written consent of the Lessor.

3.15 Security of Premises and property

- (1) The Lessee must:
 - (a) Endeavour to protect and keep safe the Premises and any property contained in the Premises from theft, robbery or vandalism;
 - (b) keep all doors, windows and other openings closed and securely fastened when the Premises are not open for use or business; and
- (2) Where any door, window or opening has a lock, the Lessee must keep that door, window or opening locked when the Premises are not open for use or business.
- (3) The Lessee will be provided with two sets of keys for entry to the Premises, Common Use Areas and the Leased Area within the Premises.

3.16 Lessee to make good

- (1) At the expiration of this Lease:
 - (a) the Lessee must yield up the Premises to the Lessor in a clean condition as when they first took possession of the property under this lease
 - (b) the Lessee must remove from the Premises all their contents and make good, at their own expense, any damages that occur to the Premises as a result of removing the Lessee's contents
 - (c) the Lessee must remove any lettering, signs, pictures, picture hooks, names, advertisements and notices erected, painted, displayed or affixed onto or within the Premises by the Lessee
 - (d) In the event of default or failure by the Lessee to comply with subclauses 3.17(1)(a) – (c), the Lessee agrees to be liable for all reasonable costs the Lessor incurs in returning the property to its original condition
 - (e) If the Lessee fails to remove any contents within seven (7) days of the date this Lease expires or is terminated, then the Lessor may treat the contents as being abandoned by the Lessee and may then deal with them in such manner as the Lessor determines, at the Lessor's absolute discretion.

3.17 No registration or absolute caveat

- (1) The Lessee must not register this Lease or lodge any absolute caveat in respect of the Premises.
- (2) If any absolute caveat is registered or lodged or the Lease is registered by the Lessee, then in consideration of the Lessor having granted this Lease to the Lessee, the Lessee hereby irrevocably appoints the Lessor and each and every one of the officers or agents of the Lessor jointly and severally for the Term and for a period of 6 months after the Term the agent and attorney of the Lessee to surrender or withdraw the lease or caveat the cost of which must be borne and paid by the Lessee.

3.18 No storage outside of leased area

The Lessee must not keep or store anything at the Premises outside of the Leased Area without the express permission of the Lessor.

4. DEFAULT

4.1 Default under this lease occurs if:

- (a) any part of the Rent is 90 days in arrears; or
- (b) the Lessee breaches or does not comply with any provision whether expressed or implied in this Lease and has not remedied such a breach within fourteen (14) days' (or such other longer time as is reasonably having regarding to the breach) written notice by the Lessor advising of such a breach; or
- (c) the Lessee abandons or vacates the Premises.

5. TERMINATION

5.1 Lessor's powers

- (1) If the Lessee is in default under clause 4.1 (**Default**), the Lessor may give notice to the Lessee requesting that the Lessee remedy the default within 14 days (**Termination Notice**). If the Lessee does not comply with the Termination Notice, the Lessor may exercise its powers to terminate the Lease under clause 4.1. If the Lessor terminates the Lease under clause 5.1 the Lessee is not released from liability for any breach of or non-compliance with any provision of this Lease and the remedies available to the Lessor for recovery of arrears of rent or for prior breach or non-compliance will not be affected.
- (2) For the avoidance of doubt, the requirements of the Lessee to make good the Premises under clause 3.17 are not in any way relinquished by the Lessor terminating the Lease under clause 5.1.

5.2 Lessee's powers

If the Lessor has breached any term of this Lease, the Lessee may apply to a competent court for an order terminating this Lease.

5.3 Termination by mutual agreement

This Lease may be terminated prior to the conclusion of the Term by mutual written agreement between the Lessee and Lessor. If this Lease is ended by mutual agreement, the Lessee is to be reimbursed for any prepaid rent on a pro-rata basis.

6. MISCELLANEOUS

6.1 Destruction of the Premises

- (1) Where the Premises or any part of the Premises are at any time damaged or destroyed by fire, flood, lightning, storm or tempest so as to make them unfit for the occupation and use of the Lessee, then the Rent or a proportionate part of the Rent, according to the nature and extent of the damage sustained is to abate and all remedies for recovery of the Rent or such proportionate part of the Rent is to be suspended until the Premises are rebuilt or made fit for the occupation and use of the Lessee.
- (2) If the Lessor does not rebuild the Premises or make the Premises fit for the use and occupation of the Lessee within a reasonable time then either party may terminate this Lease by one month's notice in writing to the other without right or claim for damage by reason of the termination of the Lease but without prejudice to the rights of either party for any prior breach of or failure to comply with a provision of this Lease.
- (3) In the event of destruction of the Premises as described in clause 6.1(1), nothing in this Lease imposes on the Lessor any obligation to rebuild the Premises or to make the Premises fit for the use and occupation of the Lessee.

6.2 Notices

- (1) Any notice or demand from the Lessor to the Lessee is to be taken to be duly served if mailed by prepaid letter addressed to the Lessee at the address set out in Item 1 of Schedule 1 of this Lease or if sent by email to Lessee's email address as set out in Item 1 of Schedule 1 of this Lease.
- (2) Any notice or demand from the Lessee to the Lessor is to be taken to be duly served if mailed or delivered to the Shire offices at 1 Longhurst Street, NAREMBEEN WA 6369.

7. Goods & Services Tax

- (1) In this clause and, where the context permits, this Lease, **Acquisition, GST, GST Exclusive Value, Input Tax Credit** and **Tax Invoice** have the same meaning as in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).
- (2) Except where provision is made to the contrary or amounts payable have been expressly stated to be calculated on a GST inclusive basis, all amounts payable under any clause of this Lease are exclusive of GST.
- (3) Subject to clauses 7(4) and 7(5) a party making a payment required under this Lease shall, in addition to any GST exclusive amounts payable by it, pay an amount equivalent to the GST payable by the recipient.

- (4) It is a precondition to the payment of any amount payable under clause 7(3) that the party seeking payment must deliver to the other party a Tax Invoice in the approved form.
- (5) If the Lessee is required to pay, reimburse or contribute to an amount paid or payable by the Lessor in respect of an acquisition from a third party for which the Lessor is entitled to an Input Tax Credit, the amount for payment, reimbursement or contribution shall be the GST Exclusive Value of the Acquisition by the Lessor.

SCHEDULE 1

Item 1	Lessee's Name	Narembeen Playgroup Inc.
	Contact Name	Karen Hickey 0427 747 090
	Postal Address	C/- Karen Hickey PO Box 10, Narembeen WA 6369
	E-mail	karen.hickey@outlook.com.au
Item 2	Premises:	13 Churchill Street NAREMBEEN Western Australia 6369
	Leased Area:	As highlighted in Attachment 1 – Premises Plan
Item 3	Term:	1 year
	Extension:	Provision for continual 1 year extensions, at the full discretion of the Shire of Narembeen
Item 4	Rent:	\$0.00 per annum
Item 5	Payment details:	N/A
Item 6	Permitted Purpose:	Toy library and facilitation of Narembeen playgroup business and functions.

EXECUTED

On behalf of Narembeen Playgroup Inc.

Karen Hickey, President

Date: _____

Witness

Date: _____

Kelly Cole, Treasurer

Date: _____

Witness

Date: _____

On behalf of the Shire of Narembeen

Rebecca McCall
Chief Executive Officer
Shire of Narembeen

Date: _____

Witness

Date: _____

ATTACHMENT 1 - PREMISES PLAN



ATTACHMENT 13.8A
Financial Statements for month ended
30 November 2024



SHIRE OF NAREMBEEN
MONTHLY
FINANCIAL STATEMENT

NOVEMBER 2024

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT For the Period Ended 30 November 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Note 7 Disposal of Assets

Note 8 Borrowings

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

* Statutory Report

STATUTORY REPORT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	4,027,808	4,027,808	4,108,540	0	2%	
Revenue from operating activities							
Rates		2,132,324	2,100,942	2,151,842	50,900	2%	
Specified Area Rates	5	31,382	31,382	30,843	(539)	(2%)	
Operating Grants, Subsidies and Contributions	6	788,760	533,120	568,180	35,060	7%	
Fees and Charges		491,677	293,437	286,650	(6,787)	(2%)	
Interest Earnings		380,941	97,380	124,522	27,142	28%	overbudget
Other Revenue		77,000	50,915	167,183	116,268	228%	overbudget
Profit on Disposal of Assets		97,000	38,540	273	(38,267)		
		3,999,084	3,145,716	3,329,493			
Expenditure from operating activities							
Employee Costs		(2,282,856)	(935,448)	(1,041,937)	(106,489)	(11%)	overbudget
Materials and Contracts		(1,476,604)	(627,289)	(890,977)	(263,688)	(42%)	overbudget
Utility Charges		(193,898)	(80,725)	(87,656)	(6,931)	(9%)	
Depreciation on Non-Current Assets		(2,813,083)	(1,171,935)	(1,186,732)	(14,797)	(1%)	
Interest Expenses		(32,716)	(13,625)	(16,751)	(3,126)	(23%)	
Insurance Expenses		(235,263)	(103,450)	(244,353)	(140,903)	(136%)	overbudget
Other Expenditure		(172,360)	(45,062)	(98,692)	(53,630)	(119%)	overbudget
Loss on Disposal of Assets		(23,000)	6,670	(21,868)	(28,538)	428%	
		(7,229,779)	(2,970,864)	(3,588,966)			
Operating activities excluded from budget							
Add back Depreciation		2,813,083	1,171,935	1,186,732	14,797	1%	
Adjust (Profit)/Loss on Asset Disposal		(74,000)	(45,210)	21,595	66,805	(148%)	
Movement in Local Government House Unit Trust			(3,500)	0	3,500	(100%)	
Non-cash amounts excluded from operating activities		2,739,083	1,123,225	1,208,327			
Amount attributable to operating activities		3,536,196	1,298,077	948,853			
Investing activities							
Non-operating grants, subsidies and contributions	6	3,416,489	1,517,285	1,399,933	(117,352)	(8%)	
Proceeds from Disposal of Assets		431,500	51,500	74,847	23,347	45%	
Proceeds from self-supporting loans		18,273	7,984	7,984	0	0%	
Capital acquisitions	5	(7,561,506)	(3,037,595)	(924,893)	2,112,702	70%	underbudget
Amount attributable to investing activities		(3,695,244)	(1,460,826)	557,871			
Financing Activities							
Transfer from Reserves		2,059,122	0	0	0		
Repayment of Debentures		(84,838)	(40,787)	(40,787)	0	0%	
Transfer to Reserves		(2,088,234)	(112,344)	(62,676)	49,668	44%	
Amount attributable to financing activities		(113,950)	(153,131)	(103,463)			
Closing Funding Surplus (Deficit)	1	(272,998)	3,711,928	5,511,801			

KEY INFORMATION

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

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

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

STATUTORY REPORT
NOTES TO THE STATEMENT OF FINANCIAL
FOR THE PERIOD ENDED 30 NOVEMBER 2024

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

	Ref Note	Closing Actual Balance 30 June 2024	This Time Last Year 30 Nov 2023	Year to Date Actual 30 Nov 2024
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	4,887,455	1,196,855	5,479,024
Cash Restricted	3	5,360,192	8,252,582	5,422,867
Receivables - Rates	4	154,026	263,053	248,306
Receivables - Other	4	198,213	80,913	947,698
Loans receivable		18,273	10,049	10,289
Net ATO assets/(liabilities)		34,870	143,423	(13,595)
Inventories		5,525	32,773	5,526
		10,658,554	9,979,648	12,100,115
Less: Current Liabilities				
Payables		(319,177)	(80,520)	(151,445)
Provisions		(351,067)	(317,362)	(500,861)
Long term borrowings		(84,837)	(39,783)	(44,050)
Contract Liability		(475,004)	(120,960)	(475,004)
Bonds and deposits held		(24,326)	(21,816)	(25,926)
Trust funds		(1,977)	(2,746)	(1,921)
		(1,256,387)	(580,440)	(1,199,205)
Unadjusted Net Current Assets		9,402,167	9,399,208	10,900,910
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(5,360,191)	(8,252,582)	(5,422,868)
Less: Loans receivable		(18,273)	(10,049)	(10,289)
Add : Long Term Borrowings		84,837	39,783	44,050
Adjusted Net Current Assets		4,108,540	1,176,360	5,511,803

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	Last Year YTD
Surplus(Deficit)	Surplus(Deficit)
\$5.51 M	\$1.18 M

STATUTORY REPORT

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2024

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 2025 financial year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Interest Earnings	27,142	28% overbudget		Timing	Interest conservatively budgeted for - Council has significant cash reserves on hand that will continue to earn interest over the next few months until short-term investments are liquidated to pay for large capital projects budgeted for.
Other Revenue	116,268	228% overbudget		Timing	Variance due to greater and earlier than anticipated community benefit fund contributions and unbudgeted workers compensation received.
Expenditure from operating activities					
Employee Costs	(106,489)	-11% overbudget		Timing	Works crew doing predominantly doing maintenance work for first part of the year. This should align over the course of the year.
Materials and Contracts	(263,688)	-42% overbudget		Timing	Works crew doing predominantly doing maintenance work for first part of the year. This should align over the course of the year. Some other inputs higher than the anticipated, such as contractors and subscriptions.
Insurance Expenses	(140,903)	-136% overbudget		Timing	Insurance timing not entered correctly to system - will align after December 2024.
Other Expenditure	(53,630)	-119% overbudget		Timing	Higher than budgeted contributions to local community and sporting groups, as has previously been discussed with Council.
Investing Activities					
Capital Acquisitions	2,112,702	70% underbudget		Timing	See detailed capital expenditure note

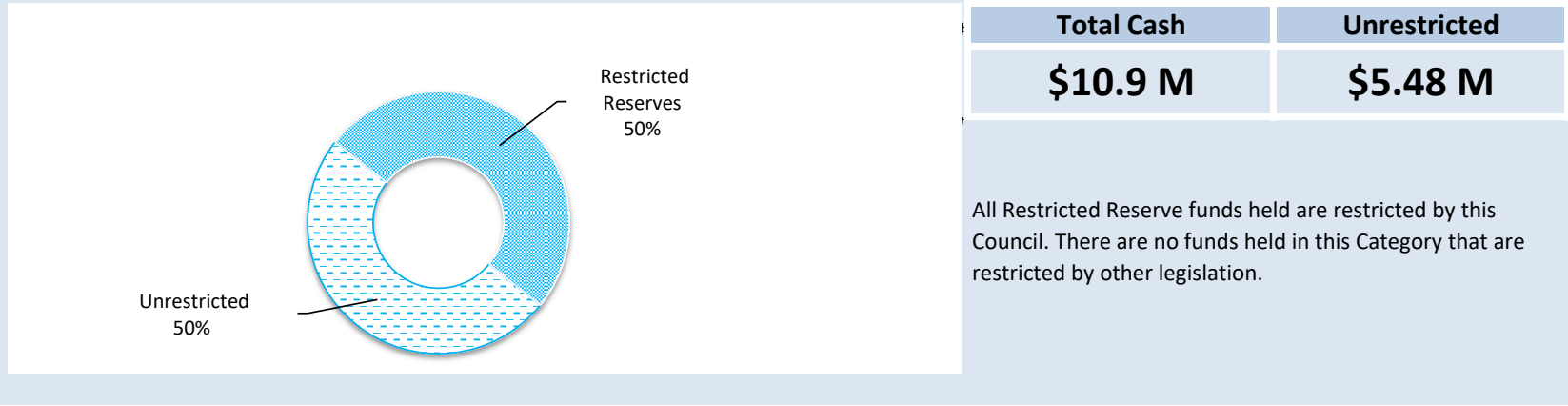
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

Cash and Investments	Unrestricted	Restricted Reserves	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$			
Cash on Hand						
Petty Cash and Floats	641	0	641			
At Call Deposits						
Municipal Funds (CBA)	3,727,687	126,522	3,727,687	CBA	0.10%	
Municipal Funds (Bankwest)	783,572	0	783,572	Bankwest	0.10%	
Term Deposit - CBA #38420506 (Municipal)	967,122	0	967,122			15/12/2024
Term Deposits						
Term Deposit - CBA #38420506 (Reserves)	0	5,422,868	5,422,868	CBA	5.07%	15/12/2024
Total	5,479,023	5,549,390	10,901,891			

SIGNIFICANT ACCOUNTING POLICIES

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024

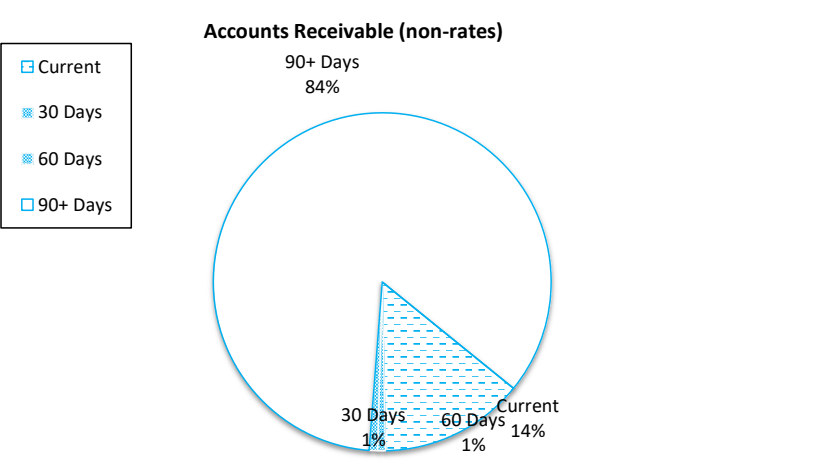
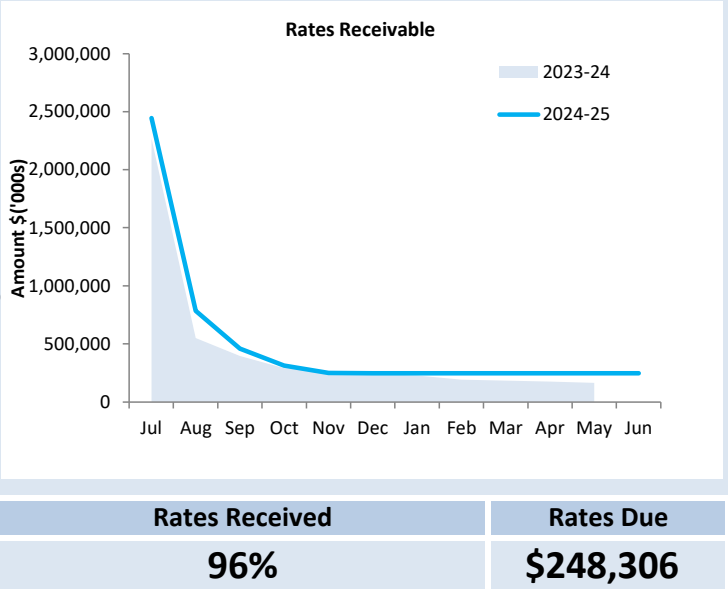
OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable including ESL and Rubbish	30 Nov 24
	\$
Opening rates in arrears	154,026
Rates levied in 2025	2,133,835
Less: collections to date	(2,039,550)
Rates outstanding at end of month	248,306
Net Rates Collectable	248,306
% Collected	95.58%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	112,557	6,206	6,296	686,724	811,783
Percentage	14%	1%	1%	85%	
Balance per Trial Balance					
Sundry debtors	112,557	6,206	6,296	686,724	811,783
Other receivable	135,916	0	0	0	135,915
Total Sundry Receivables Outstanding					947,698

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$947,698
Over 30 Days
86%
Over 90 Days
85%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024**

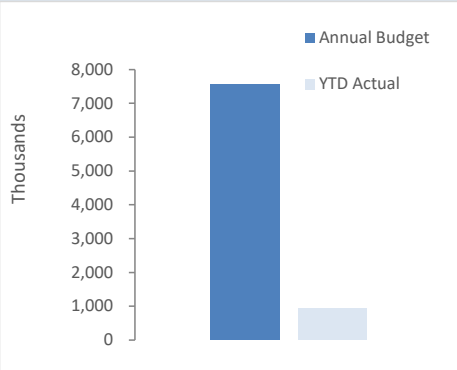
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	Current		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Land and Buildings	1,556,000	1,556,000	668,730	229,708	(439,022)
Plant and Equipment	838,540	1,180,540	358,535	221,369	(137,166)
Furniture and Equipment	98,070	98,070	40,850	16,678	(24,173)
Road Infrastructure	3,447,897	3,627,896	1,511,600	385,762	(1,125,838)
Other Infrastructure	1,099,000	1,099,000	457,880	71,376	(386,504)
Capital Expenditure Totals	7,039,507	7,561,506	3,037,595	924,893	(2,112,702)
Funding of Capital Acquisitions:					
		\$	\$		
Capital grants and contributions	3,416,489	3,416,489	1,517,285	1,399,933	(117,352)
Proceeds on disposal of assets	0	431,500	51,500	74,847	23,347
Contribution from Municipal funds	3,623,018	3,713,517	1,468,810	0	(1,468,810)
Capital Funding Total	7,039,507	7,561,506	3,037,595	1,474,780	(1,562,815)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.56 M	\$.92 M	12%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.42 M	\$1.4 M	41%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Land and Buildings					
Staff housing, Thomas St builds	2178	1,100,000	458,330	49,294	(409,036)
18 Hilton Way, renovations	2225	35,000	35,000	9,830	(25,170)
LRCI 3 - Townhall upgrades	2179	30,000	12,500	3,814	(8,686)
1 Longhurst Street, renovations	2180	21,000	8,750	0	(8,750)
26 Hilton Way - landscaping	2129	20,000	8,330	0	(8,330)
New house - 24 Cheetham Way	2130	110,000	45,835	644,664	598,829
<i>Less: 2024 WIP brought forward</i>	2130	0	0	(533,974)	0
2025 CAPEX	2130	110,000	45,835	110,690	64,855
Administration Office and Chambers Refurbishment - stage 1	2055	50,000	20,830	10,125	(10,705)
Administration Office, tank and pump for reticulation	2132	5,000	2,080	0	(2,080)
30 Longhurst Street (Old Church) restorations	2169	10,000	4,165	0	(4,165)
Shire Depot Improvements	2170	80,000	33,330	26,860	(6,470)
<i>Less: 2024 WIP brought forward</i>	2170	0	0	(12,195)	0
2025 CAPEX	2170	80,000	33,330	14,665	(18,665)
Depot, Pound Improvements	2182	20,000	8,330	0	(8,330)
Recreation Centre, female changerooms (design)	2183	30,000	12,500	0	(12,500)
LRCI 4 - Diesel Generator (Narembeen Recreation Centre)	2171	45,000	18,750	92,049	73,299
<i>Less: 2024 WIP brought forward</i>	2171	0	0	(60,759)	0
2025 CAPEX	2171	45,000	18,750	31,290	12,540
Total Land and Buildings		1,556,000	668,730	229,708	(439,022)
Furniture and Equipment					
Replacement Admin Server	2043	40,000	16,665	657	(16,008)
<i>Less: 2024 WIP brought forward</i>	2043	0	0	(657)	0
2025 CAPEX	2043	40,000	16,665	0	(16,665)
Recreation Centre, furniture + blinds	2181	16,400	6,830	7,600	770
Admin - VOIP Phones	2184	10,000	4,165	0	(4,165)
Admin - Council Chambers Furniture	2185	23,670	9,860	0	(9,860)
Admin - Laptops (5x)	2186	8,000	3,330	9,078	5,748
Total Furniture and Equipment		98,070	40,850	16,678	(24,173)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Plant and Equipment					
Works, Traffic Counters (2x)	2187	23,000	9,585	19,463	9,878
Works, Fleet Tracking Hardware	2188	10,000	4,165	0	(4,165)
Replace - CEO Vehicle, 1NB (2022)	2189	80,000	33,330	0	(33,330)
Replace - EMCS Vehicle, NB01 (2022)	2190	75,000	31,250	67,066	35,816
Replace - Doctors Vehicle, 111NB (2022)	2191	65,000	27,080	53,750	26,670
Replace - EMIS Vehicle, NB1 (2021)	2192	80,000	33,330	0	(33,330)
Howard Porter - Side Tipper, NB5708 (2005)	2193	160,000	66,665	0	(66,665)
Replacement Dolly, NB15003 (2019)	2194	46,000	19,165	0	(19,165)
Light tipper (NEW)	2195	78,000	32,500	0	(32,500)
Nissan Navara - Dual Cab Ute, 1HAQ076 (2015)	2196	48,000	20,000	0	(20,000)
Nissan Navara - Dual Cab Ute, 1HAQ077 (2015)	2197	48,000	20,000	0	(20,000)
Elevated working platform (NEW)	2198	55,000	22,915	52,603	29,688
New Traffic Lights	2199	29,000	12,080	0	(12,080)
Auger (attachment for skid steer)	2200	5,540	2,305	5,145	2,840
Grab bucket (loader attachment)	2201	36,000	15,000	10,750	(4,250)
Scales (loader attachment)	2202	22,000	9,165	12,592	3,427
Grader, NB7000	2224	320,000	0	0	0
Total Plant and equipment		1,180,540	358,535	221,369	(137,166)
Total Property, Plant and Equipment		2,834,610	1,068,115	467,755	(600,360)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Infrastructure - Roads, Footpaths and Drainage					
LRCI 4 - Corrigin/Naremben Road culvert	2122	120,000	50,000	72,084	22,084
LRCI 4 - Road Signage and Safety Audit	2173	50,000	20,830	7,552	(13,278)
LRCI 3 - Churchill Street improvements (defects)	2092	0	0	70,532	70,532
LRCI 3 - Savasge Laneway (defects)	2091	0	0	3,294	3,294
R2R - Dixon Road, gravel resheeting (SLK 22.00 - 25.82)	2203	100,000	41,665	519	(41,146)
R2R - Emu Hill East Road and Cemetery Parking reconstruct and seal	2204	99,999	41,665	51,725	10,060
R2R - Swartz Road - gravel resheeting and vegetation clearing (SLK 8.19 - 13.96)	2205	147,754	61,560	248	(61,312)
R2R - Soldiers Road, reconstruct and seal (SLK 7.80 - 8.90)	2206	150,000	62,500	76,633	14,133
RRG - Cramphorne Road, second coat seal (SLK 32.29 - 37.29)	2207	100,000	41,665	0	(41,665)
RRG - Cramphorne Road, reconstruct and primer seal (SLK 37.29 - 42.29)	2208	620,000	258,330	0	(258,330)
Blackspot - Townsite intersection Latham, Churchill, Currall and Longhurst Streets	2015	8,000	3,335	0	(3,335)
WSFN - Naremben-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	50,000	20,835	1,524	(19,311)
WSFN - Naremben- Kondinin SLK 19.5 - 23 Widen, Overlay	2111	1,035,871	431,610	37,505	(394,105)
Less: 2024 WIP brought forward	2111	0	0	(3,089)	0
2025 CAPEX	2111	1,035,871	431,610	34,416	(397,194)
Wogarl-Muntadgin Road, reseal (SLK 0.00 - 0.61 & 10.61 - 11.42)	2209	54,000	22,500	0	(22,500)
Mount Walker Road, shoulders and vegetation works (SLK 0.00 - 8.90)	2210	180,000	75,000	24,674	(50,326)
Mount Walker Road, recondition and reseal sections (between SLK 18.83 - 24.00)	2211	230,000	95,830	39,690	(56,140)
Townsite kerb replacement	2157	150,000	62,500	0	(62,500)
LRCI 4 - Townsite drainage improvements	2212	206,842	86,180	0	(86,180)
LRCI 4 - Townsite Drainage, Kerbing and Flood Mitigation	2213	145,430	60,595	0	(60,595)
Townsite drainage survey and design	2156	60,000	25,000	9,640	(15,360)
Less: 2024 WIP brought forward	2156	0	0	(9,640)	0
2025 CAPEX	2156	60,000	25,000	0	(25,000)
LRCI 4 - Townsite Improvements (Trees and Planter Boxes & Interpretive and Wayfinding Signage)	2150	120,000	50,000	3,390	(46,610)
Less: 2024 WIP brought forward	2150	0	0	(520)	0
2025 CAPEX	2150	120,000	50,000	2,870	(47,130)
Total Roads, Footpaths and Drainage		3,627,896	1,511,600	385,762	(1,125,838)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024

	Account Number	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Other Infrastructure					
LRCI 4 - Swimming Pool Heating	2149	100,000	41,665	66,510	24,845
LRCI 4 - Walker Lake Interpretive Signage	2175	25,000	10,415	0	(10,415)
Clock Tower Garden (Cnr Latham Rd & Currall St), retic and gardening works	2177	10,000	4,165	3,726	(439)
<i>Less: 2024 WIP brought forward</i>	2177	0	0	(520)	0
<i>2025 CAPEX</i>	2177	10,000	4,165	3,206	(959)
Town Dam - Compliance and Safety works	2214	10,000	4,165	0	(4,165)
Caravan Park, drain, sewerage and electrical line rerouting and improvements	2215	25,000	10,415	0	(10,415)
Narembeen swimming pool, chlorination system improvements	2216	50,000	20,830	0	(20,830)
Community Directory website development	2161	5,000	2,080	0	(2,080)
Administration Office - Generator installation	2217	50,000	20,830	0	(20,830)
CRC - Generator Installation	2218	60,000	25,000	0	(25,000)
Depot - New fuel tank	2219	59,000	24,580	0	(24,580)
Community LED display	2220	65,000	27,080	0	(27,080)
BMX track, survey and design	2162	25,000	10,415	0	(10,415)
Ski Lake planning and development	2163	85,000	35,415	0	(35,415)
Narembeen & Mt Walker tennis lights (Club Night Lights)	2221	186,700	77,790	1,660	(76,130)
Narembeen hockey field lights (Club Night Lights)	2222	299,300	124,705	0	(124,705)
Narembeen oval, switchboard	2223	44,000	18,330	0	(18,330)
Total Other Infrastructure		1,099,000	457,880	71,376	(386,504)
Total Infrastructure		4,726,896	1,969,480	457,138	(1,512,342)
Net 2025 Capital Expenses		7,561,506	3,037,595	924,893	(2,112,702)
Add: 2024 Work In Progress brought forward		0	0	621,354	0
Total 2025 Capital Acquisitions		7,561,506	3,037,595	1,546,247	(2,112,702)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024

NOTE 6
GRANTS AND CONTRIBUTIONS

Grants and Contributions

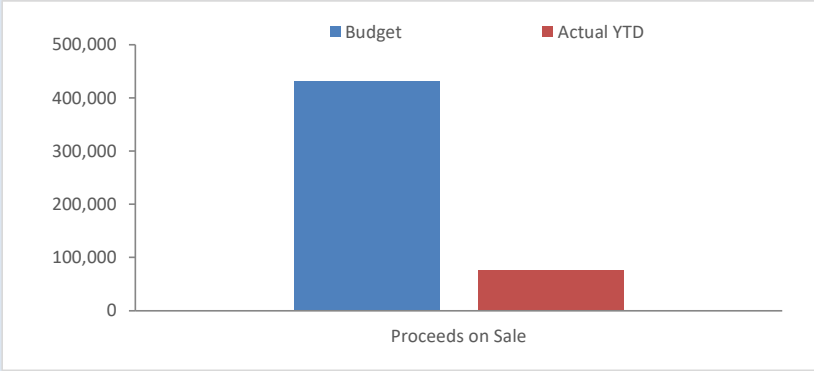
		Current			
	Annual Budget	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant - General portion	119,896	119,896	59,948	102,592	42,644
Financial Assistance Grant - Roads portion	85,044	85,044	42,522	48,584	6,062
	204,940	204,940	102,470	151,176	48,706
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	14,720	14,720	3,680	0	(3,680)
	14,720	14,720	3,680	0	(3,680)
Community Amenities					
CRC, SOCK Week grant funding	25,455	25,455	0	0	0
CRC, Annual operating grants	121,000	121,000	50,415	93,464	43,049
CRC, Event grant funding	31,000	31,000	12,915	15,930	3,015
CRC, Event grant funding	38,000	38,000	15,830	2,365	(13,465)
	215,455	215,455	79,160	111,759	32,599
Recreation and Culture					
Reimbursements from sporting groups	0	0	0	0	0
	10,000	10,000	4,165	0	(4,165)
Transport					
Main Roads Direct Grant	305,245	305,245	305,245	305,245	0
	305,245	305,245	305,245	305,245	0
Operating grants, subsidies and contributions Total	750,360	750,360	494,720	568,180	73,460
Non-operating grants, subsidies and contributions					
Recreation and Culture					
LRCI grant funding	767,272	767,272	319,695	0	(319,695)
	767,272	767,272	319,695	0	(319,695)
Transport					
Regional Road Group (RRG) Grant Funding	480,000	480,000	200,000	192,000	(8,000)
Roads to Recovery (R2R) Grant Funding	497,754	497,754	207,400	0	(207,400)
Wheatbelt Secondary Freight Network (WSFN) Grant Funding	966,814	966,814	402,840	386,725	(16,115)
Heavy Vehicle Road Maintenance Contributions	225,000	225,000	187,500	821,207	633,707
	2,169,568	2,169,568	997,740	1,399,933	402,193
Non-operating grants, subsidies and contributions Total	2,936,840	2,936,840	1,317,435	1,399,933	82,498
Grand Total	3,687,200	3,687,200	1,812,155	1,968,113	155,958

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Description	Amended budget				YTD Actual			
	Net Book				Net Book			
	Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
	\$	\$	\$	\$	\$	\$	\$	\$
Toyota Prado (CEO's car)	45,000	50,000	5,000	0	0	0	0	0
Toyota Kluger (EMCS's car)	40,000	38,000	0	(2,000)	49,379	40,727	0	(8,652)
Toyota Kluger (Dr's car)	40,000	38,000	0	(2,000)	0	0	0	0
Toyota Prado (WM's car)	45,000	45,000	0	0	0	0	0	0
Howard Porter - Side Tipper (NB 5708)	0	35,000	35,000	0	0	0	0	0
Howard Porter - Side Tipper (NB 3937)	13,000	24,000	11,000	0	0	0	0	0
Dolly (NB15003)	0	28,000	28,000	0	0	0	0	0
Ford Ranger (NB 7399)	4,000	3,500	0	(500)	0	0	0	0
Nissan Navara (1HAQ076)	11,000	20,000	9,000	0	0	0	0	0
Nissan Navara (1HAQ077)	11,000	20,000	9,000	0	0	0	0	0
CAT 12M Grader (NB7000)	92,500	90,000	0	(2,500)	0	0	0	0
Land, 15 Thomas St	28,000	20,000		(8,000)	0	0	0	0
Land, 33 Thomas St	28,000	20,000		(8,000)	0	0	0	0
Holden Rodeo (surplus to requirements)	0	0	0	0	0	272	272	0
Land, 41 Cheetham Way	0	0	0	0	46,864	33,648	0	(13,216)
Laptop (surplus to requirements)	0	0	0	0	0	200	200	
	357,500	431,500	97,000	(23,000)	96,243	74,847	472	(21,868)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$431,500	\$74,847	17%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024**

FINANCING ACTIVITIES
NOTE 8
BORROWINGS

Information on Borrowings Particulars	30 Jun 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 125 - Swimming Pool	87,574	0	0	13,424	27,296	74,150	60,278	2,925	5,402
Loan 128 - Recreation Centre	501,085	0	0	19,379	39,268	481,706	461,817	13,191	25,873
	588,659	0	0	32,803	66,564	555,856	522,095	16,116	31,275
Self supporting loans									
Housing									
Loan 127 - Aged Homes	15,952	0	0	2,138	6,552	13,814	9,400	337	876
Recreation and Culture									
Loan 130 - Mt Walker Tennis Club	3,840	0	0	1,915	3,840	1,925	0	21	31
Loan 131 - Narembeen Bowling Club	56,811	0	0	3,931	7,881	52,880	48,930	277	534
	76,603	0	0	7,984	18,273	68,619	58,330	635	1,441
Total	665,262	0	0	40,787	84,837	624,475	580,425	16,751	32,716

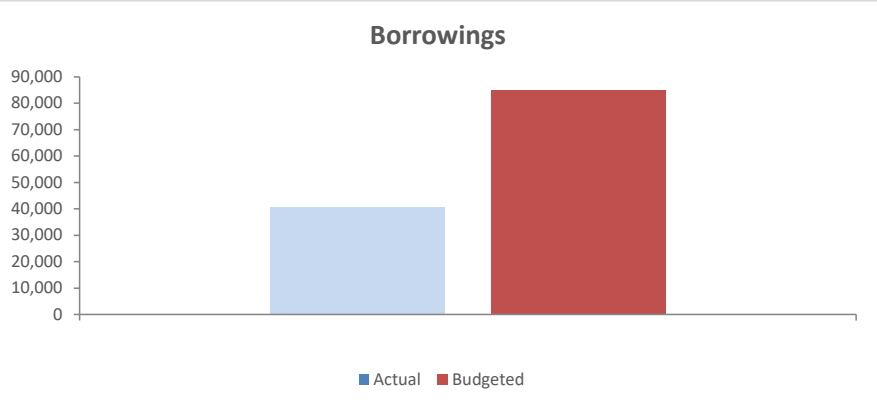
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repayments	
\$40,787	
Interest Earned	Interest Expense
\$124,522	\$16,751
Reserves Bal	Loans Due
\$5.42 M	\$.62 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2024

OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS

Cash Backed Reserves

Reserve Name	Opening Balance	Interest Earned	Transfers	Closing Balance
	\$	\$	\$	\$
Leave Reserve	309,132	3,615	0	312,747
Plant Replacement Reserve	567,015	6,630	0	573,645
Infrastructure Reserve	2,465,448	13,358	(1,323,082)	1,155,724
Avoca Reserve	84,199	985	0	85,184
Recreation Reserve	758,940	8,874	0	767,814
Housing Reserve	587,297	6,867	0	594,164
Land Development Reserve	342,572	4,006	0	346,578
Heritage Reserve	21,759	254	0	22,013
Medical Service Support Reserve	98,770	1,155	0	99,925
Bendering Landfill Renewal Reserve	125,060	1,462	0	126,522
HVRIC Reserve	0	15,471	1,323,082	1,338,553
	5,360,192	62,676	0	5,422,868

ATTACHMENT 13.9A
Schedule of Accounts for month ended
30 November 2024



Shire of Narembeen
Schedule of accounts paid
For the month ended 30 November 2024

Chq/EFT	Date	Name	Description	Amount
EFT18187	01/11/2024	A-Team Printing	CRC, magnets for client	177.10
EFT18188	01/11/2024	AFGRI Equipment Australia Pty Ltd	Depot, service parts for plant	2,371.99
EFT18189	01/11/2024	Assett Infrastructure Management	Admin, consulting fees for asset management plan	17,710.00
EFT18190	01/11/2024	Australian Services Union	Payroll deductions	26.50
EFT18191	01/11/2024	Bruce Rock Engineering	Light vehicle, high pressure filter	277.20
EFT18192	01/11/2024	Gym member	Refund of gym card bond	50.00
EFT18193	01/11/2024	Chris Bray Electronics Pty Ltd	Aquatic Centre, install power points for solar heating pumps	1,575.20
EFT18194	01/11/2024	Drag Family Trust	CRC, Canvas framing for client	27.50
EFT18195	01/11/2024	Eastern Wheatbelt Biosecurity Group Inc	Annual membership fees	110.00
EFT18196	01/11/2024	Gym member	Refund of gym card bond	100.00
EFT18197	01/11/2024	Gym member	Refund of gym card bond	50.00
EFT18198	01/11/2024	Initial	Various Council facilities, sanitary bin collection	4,715.54
EFT18199	01/11/2024	Metro Count	Road Maintenance, supplies	2,625.70
EFT18200	01/11/2024	Narembeen Cafe - Love that food T/A Kim McMenzie - Thornton	Mental Health Week, catering	585.00
EFT18201	01/11/2024	Scott William Stirrat	Refund for conference meals	31.37
EFT18202	01/11/2024	St Johns Ambulance Australia	First aid training	2,720.00
EFT18203	01/11/2024	Team Global Express Pty Ltd	Library, freight for books	39.67
EFT18204	01/11/2024	Customer	Refund of accomodation fees	150.00
EFT18205	01/11/2024	The Trustee for Garratt Family Trust T/A - Peel H2O Solutions	Bowling Green, water pump circuitboard	3,263.35
EFT18206	01/11/2024	The Trustee for Nichols Family Trust T/A Nichols Earthmoving	Roadworks, push up 10,000m3 of gravel for roadworks	25,074.50
EFT18207	01/11/2024	Trustee for J & S Baldwin Trust	Plant, trailer tyre	420.00
EFT18208	01/11/2024	Westrac Equipment Pty Ltd	Depot, service parts for plant	313.62
EFT18209	01/11/2024	Wheatbelt Office and Business Machines	CRC, photocopier charges	368.73
EFT18210	01/11/2024	Willway Plumbing and Gas	Town oval, repair burst reticulation pipes	5,109.50
EFT18211	01/11/2024	Wurth Australia Pty Ltd	Depot, service parts for plant	504.22
EFT18212	01/11/2024	XAV Group Pty Ltd t/a Contract Aquatic	Swimming pool, monthly management fees	19,800.00
EFT18214	12/11/2024	Prestige Lock Service	Various Council properties, electronic lock subscription	678.81
EFT18215	14/11/2024	AMAC Mechanical	NB206, auto electrical repairs	2,521.55
EFT18216	14/11/2024	Access Service Australia Pty Ltd	Capital purchase, trailer-mounted elevated work platform	57,863.65
EFT18217	14/11/2024	Refund	Gym, refund	50.00
EFT18218	14/11/2024	Aust Post	Administration, postage	61.09
EFT18219	14/11/2024	Australian Services Union	Payroll Deductions	26.50
EFT18220	14/11/2024	Avon Waste	Waste Services	16,296.15
EFT18221	14/11/2024	Black Label Events	Chair Hire - Ladies Long Lunch	483.00
EFT18222	14/11/2024	Boc Gases	Depot, workshop consumables	8.45
EFT18223	14/11/2024	Bruce Rock Engineering	Tri Axle Tipper NB5876, replacement hydraulic control spool	920.66
EFT18224	14/11/2024	Chadwick Planning and Projects Pty Ltd	RoeROC, feasibility model , Narembeen and Corrigin sites	2,992.00



Shire of Narembreen
Schedule of accounts paid
For the month ended 30 November 2024

Chq/EFT	Date	Name	Description	Amount
EFT18225	14/11/2024	Corsign WA PTY LTD	Various Street signage	708.62
EFT18226	14/11/2024	Drag Family Trust	Canvas Print, special frame	100.00
EFT18227	14/11/2024	Econisis Pty Ltd	RoeRoc Workforce, cost benefit analysis and business case	6,160.00
EFT18228	14/11/2024	Gym member	Refund of gym card bond	100.00
EFT18229	14/11/2024	Great Eastern Freightlines	Various, freight	497.74
EFT18230	14/11/2024	Haddeo Infrastructure Agriculture Pty Ltd	Club Night Lights projects, management fees	1,826.00
EFT18231	14/11/2024	Hersey's Safety Pty Ltd	Depot, protective equipment for staff	1,161.77
EFT18232	14/11/2024	Instant Weighting Pty Ltd	Capital expense, scales attachment for loader	13,851.02
EFT18233	14/11/2024	LG Best Practices Pty Ltd	Admin, assistance with rates	7,656.00
EFT18234	14/11/2024	Materials Consultants Pty Ltd	Roadworks, testing gravel pit samples	2,004.75
EFT18235	14/11/2024	McLeods Lawyers	Admin, legal advice re planning application	992.64
EFT18236	14/11/2024	Narembreen Engineering & Steel Supplies (The Trustee for Marcus Dorlandt Family Trust)	Depot, repairs to sliding door	457.33
EFT18237	14/11/2024	Narembreen Hardware And Ag Supplies Pty Ltd	Gardens, chemicals and fertilisers	4,663.68
EFT18238	14/11/2024	Narembreen IGA	18 Hilton Way, Becko oven	914.00
EFT18238	14/11/2024	Narembreen IGA	Admin & CRC, staff amenities and minor equipment	914.00
EFT18239	14/11/2024	Officeworks	CRC, stationery	122.53
EFT18240	14/11/2024	P M Services Narembreen	Waste Transfer Station, facility management	2,842.00
EFT18241	14/11/2024	Petchell Mechanical	Depot, plant parts	952.41
EFT18242	14/11/2024	Pitcher Partners BA & A Pty Ltd	Admin, audit of LRCI Phase 3 and Phase 4 and Roads to Recoveries annual acquittals	3,300.00
EFT18243	14/11/2024	Prompt Safety Solutions	Roadworks, traffic management plan and traffic guidance scheme for Soldiers road	4,510.00
EFT18244	14/11/2024	Team Digital	CRC, stationery	332.85
EFT18245	14/11/2024	Team Global Express Pty Ltd	Various, freight	95.45
EFT18246	14/11/2024	The Trustee for Wescombe Family Trust T/A York Fabweld	Capital purchase, grab attachment for loader (deposit)	11,825.00
EFT18247	14/11/2024	Town Planning Innovations	Admin, town planning and consulting services	948.75
EFT18248	14/11/2024	Trustee for J & S Baldwin Trust	Side-tipper trailer NB5876, tyres	1,852.00
EFT18249	14/11/2024	Tuna Blue Pty Ltd	CRC, consulting fees for SOCK forward plan	1,815.00
EFT18250	14/11/2024	WA Contract Ranger Services	Ranger services	837.38
EFT18251	14/11/2024	Westrac Equipment Pty Ltd	Depot, service parts for plant	747.05
EFT18252	14/11/2024	Willway Plumbing and Gas	Mens's Shed, repair burst pipe	2,072.42
EFT18272	29/11/2024	Brayco Commercial Pty Ltd	Capital purchase, 200 chairs for Recreation Centre	8,360.00
EFT18273	29/11/2024	Department Of Fire And Emergency Services (DFES)	Emergency Services Levy, 2nd instalment	18,694.50
EFT18274	29/11/2024	Econisis Pty Ltd	ROEROC, Workforce Housing Investment cost benefit analysis and business case	6,160.00
EFT18275	29/11/2024	Livingston Medical Pty Ltd	Livingston Medical, management fees	25,666.66
EFT18276	29/11/2024	Mineral Crushing Services (WA) Pty Ltd	Various roadworks, supply and deliver aggregate	57,572.85
EFT18277	29/11/2024	Modularis Pty Ltd T/A Modular WA	33 and 35 Thomas Street, design and construct modular houses (first milestone payment)	49,000.00
EFT18278	29/11/2024	P M Services Narembreen	Waste Transfer Station, facility management	2,842.00
EFT18279	29/11/2024	Pool Heating Solutions WA	Capital purchase, supply and instal solar panels and heating system for swimming pool	72,130.22



Shire of Narembeen
Schedule of accounts paid
For the month ended 30 November 2024

Chq/EFT	Date	Name	Description	Amount
EFT18280	29/11/2024	Simmonds Steel Pty Ltd	Capital purchase, screen for recreation centre generator	8,271.00
EFT18281	29/11/2024	Stirling Asphalt	Churchill Street, asphaltting repairs	34,430.00
EFT18282	29/11/2024	The Trustee for Nichols Family Trust T/A Nichols Earthmoving	Roadworks, dozer hire	19,646.00
EFT18283	29/11/2024	The Trustee for The Knipe Trading Trust T/A Avon Valley Toyota	Capitall purchase, new Toyota Kluger AWD 2.5L Hyb	59,125.00
EFT18284	29/11/2024	XAV Group Pty Ltd t/a Contract Aquatic	Swimming pool, management fee + repairs for pool cleaner	21,387.21
DD12450.1	04/11/2024	Bankwest	Bankwest credit card purchases	173.99
DD12455.1	07/11/2024	Beam Precision Superannuation	Superannuation payment	14,999.02
DD12456.1	07/11/2024	Synergy - Western Power	Electricity usage for Council properties and facilities	3,424.17
DD12459.1	11/11/2024	Commander Australia Pty Ltd	Admin, telephone handset charges	68.51
DD12467.1	12/11/2024	Synergy - Western Power	Electricity usage for Council properites and facilities	109.72
DD12472.1	14/11/2024	Synergy - Western Power	Electricity charges for Council properties and facilities	373.91
DD12481.1	26/11/2024	Beam Precision Superannuation	Superannuation Payments	18,365.52
DD12487.1	21/11/2024	Synergy - Western Power	Electricity charges for Council properties and facilities	287.61
DD12487.2	22/11/2024	Synergy - Western Power	Electricity charges for Council properties and facilities	1,231.32
DD12487.3	28/11/2024	Synergy - Western Power	Electricity charges for Council properties and facilities	529.49
DD12488.1	18/11/2024	Power ICT Pty Ltd	Admin, messages on hold service	75.90
DD12488.2	18/11/2024	Telstra	Telephone charges for Council properties and facilities	1,242.51
DD12489.1	29/11/2024	Synergy - Western Power	Electricity usage for Council properties and facilities	104.34
DD12490.1	29/11/2024	Commonwealth	Commonwealth credit card purchases	14,132.00
GL4182	10/11/2024	Altus Payroll	Altus Payroll #81	62,075.51
GL4194	24/11/2024	Altus Payroll	Altus Payroll #82	71,729.56
				<u>816,567.46</u>

ATTACHMENT 13.9B
Credit Card payment list (BW)
December 2024



Shire of Narembeen
Credit Card Purchases
16 October 2024 - 13 November 2024
 Direct Debited 3 December 2024

Chief Executive Officer			
Date	Supplier	Description of purchase	Amount
29/10/2024	Fiesta Group	Conference accommodation	\$ 499.64
			\$ -
			\$ -
TOTAL CEO CREDIT CARD PAYMENTS			\$ 499.64

Executive Manager Corporate Services			
Date	Supplier	Description of purchase	Amount
			\$ -
TOTAL EMCS CREDIT CARD PAYMENTS			\$ -

Mechanic			
Date	Supplier	Description of purchase	Amount
			\$ -
TOTAL CEO CREDIT CARD PAYMENTS			\$ -

Date	Supplier	Description of purchase	Amount
	Bankwest	Bank fees and interest	\$ -
TOTAL BANKWEST CREDIT CARD PURCHASES FOR THE PERIOD			\$ 499.64

ATTACHMENT 13.9C
Credit Card payment list (CBA)
December 2024



Shire of Narembeen
Credit Card Purchases
26 October 2024 - 26 November 2024
 Direct Debited 29 November 2024

Chief Executive Officer			
Date	Supplier	Description of purchase	Amount
28/10/2024	Seek	Recruitment advertising, plant operator	\$ 445.50
28/10/2024	Seek	Recruitment advertising, grader operator	\$ 412.50
31/10/2024	Altas Fuel	Fuel	\$ 118.11
31/10/2024	Geographe Bay	SEGWA, meals	\$ 55.10
31/10/2024	Geographe Bay	SEGWA, meals	\$ 149.63
31/10/2024	Fiesta Group Broadwater	SEGWA, accommodation	\$ 499.64
31/10/2024	Fiesta Group Broadwater	SEGWA, accommodation	\$ 499.64
18/11/2024	Western Power	33 Thomas St, application fee	\$ 1,329.50
TOTAL CEO CREDIT CARD PAYMENTS			\$ 3,509.62

Executive Manager Corporate Services			
Date	Supplier	Description of purchase	Amount
28/10/2024	Kogan	Various Council properties, Sanitary Bins	\$ 495.00
28/10/2024	Kogan	Various Council properties, Sanitary Bins	\$ 495.00
29/10/2024	BP The Lakes	Fuel	\$ 79.01
30/10/2024	Landgate	Certificates of title	\$ 63.20
30/10/2024	Battery Expert	Admin, cables for office	\$ 4.95
4/11/2024	Landgate	Certificate of title	\$ 31.60
6/11/2024	EG Fuelco Australia	Fuel	\$ 85.69
8/11/2024	Seek	Recruitment advertising, CRC Coordinator	\$ 302.50
11/11/2024	Starlink	Caravan Park, Starlink	\$ 137.88
11/11/2024	Starlink	VFES building, Starlink	\$ 137.88
11/11/2024	Starlink	Various Council properties	\$ 417.00
11/11/2024	Unitx	Wrist bands, swimming pool	\$ 229.90
15/11/2024	NB Workers Hotel	Refreshments for Council	\$ 66.04
18/11/2024	Shell Reddy Express	Fuel	\$ 105.00

18/11/2024	Safety Culture	iAuditor fees	\$ 31.90
18/11/2024	Love That Food	EMCS personal expense - reimbursed to Council through front counter	\$ 21.91
19/11/2024	Prestige Products	Various Council properties, Sanitary Bins	\$ 406.81
19/11/2024	Kmart	Admin, Christmas ornaments	\$ 114.00
20/11/2024	Baker Ross	CRC, Christmas Tree kits	\$ 347.35
20/11/2024	NB Workers Hotel	Refreshments for Council	\$ 210.31
21/11/2024	Lotsalollies	CRC, Gingerbread Decorating Kit	\$ 595.00
21/11/2024	Hart Sport	CRC, Junior Sports Kit	\$ 460.00
22/11/2024	Prestige Products	Various Council properties, Sanitary Bins	\$ 337.51
25/11/2024	Oz Washroom	Recreation centre, soap and hand towel dispensers	\$ 1,439.00
26/11/2024	Starlink	Mounting brackets for 3rd gen Starlink dishes	\$ 130.00
26/11/2024	Starlink	Mounting brackets for 3rd gen Starlink dishes	\$ 130.00
26/11/2024	Starlink	Mounting brackets for 3rd gen Starlink dishes	\$ 130.00
		TOTAL EMCS CREDIT CARD PAYMENTS	\$ 7,004.44

Executive Manager Infrastructure Services			
Date	Supplier	Description of purchase	Amount
28/10/2024	Aussie Fencing	Works, temporary fencing panels	\$ 3,270.00
30/10/2024	Ampol Midvale	Fuel (Dr's vehicle)	\$ 71.54
18/11/2024	Narembeen Roadhouse	Catering, staff gathering	\$ 75.00
25/11/2024	Bunnings	Elevated platform safety kit	\$ 201.40
		TOTAL EMIS CREDIT CARD PAYMENTS	\$ 3,617.94

Date	Supplier	Description of purchase	Amount
	CommBank	Bank fees and interest	\$ -

TOTAL CBA CREDIT CARD PURCHASES FOR THE PERIOD \$ 14,132.00