



**ORDINARY COUNCIL MEETING  
17<sup>th</sup> JULY 2019**

# **AGENDA ATTACHMENTS**

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# **ATTACHMENT - AGENDA ITEM 6.2**

## **Roe Tourism Association Minutes**



# ROE TOURISM

PATHWAYS TO WAVE ROCK  
WESTERN AUSTRALIA

## MINUTES

### General Meeting

Monday 17 June 2019 at Shire of Bruce Rock

1. **MEETING OPENED** *Time 10:30am*

2. **ATTENDANCE RECORD**

2.1. **Attendees:**

President – *Cr Bevan Thomas (Narembeen)*

Vice President – *Cr Janeane Mason (Corrigin)*

Executive Officer – *Heather Ives*

Shire Representatives:

- Bruce Rock – *Ashleigh Waight, Jennie Gmiener*
- Corrigin
- Kondinin – *Tory Young*
- Kulin – *Garrick Yandle, Alana Rosenthal*
- Lake Grace – *Meredith Taylor*
- Narembeen – *Sheree Thomas*

Associate Members: *Sharyn McAdams*

2.2. **Apologies:** *Natalie Manton (CEO Corrigin), Cr Robbie Bowey (Kulin), Cr Gerard Lynch (Kondinin), Cr Kent Mouritz (Kondinin), Cr Mikaela Spurr (Lake Grace), Wayne Monks,*

2.3. **Guests:**

3. **PREVIOUS MINUTES**

3.1. **Confirmation – General Meeting**

**RESOLUTION**

That the Minutes of the Roe Tourism Association General Meeting held in the Shire of Narembeen on Monday 15 April 2019 be confirmed as a true and accurate record of proceedings.

*Moved Tory Young*

*Seconded Janeane Mason*

CARRIED

3.2. **Business Arising from Previous General Meeting Minutes**

'Pathways to Wave Rock' Brochures\_reprinting of PTWR brochures x 10,000 completed and delivered to the Corrigin CRC.

## 4. CORRESPONDENCE

### 4.1 Inwards

- 4.1.1 Caravanning Australia – Winter 2019 Ad & Editorial Invoice
- 4.1.2 CWVC – 17<sup>th</sup> Coromal Winsor Caravan Clubs' Rally – CoOp Ad
- 4.1.3 CWVC – Shattering Budget Cuts for Aboriginal Tourism
- 4.1.4 CWVC – Tourism WA Workshops – EOI
- 4.1.5 CWVC – Federal Election Tourism Policy
- 4.1.6 Wayne Monks – Great Sthn Outback 'Commemorative Tours of the Holland Track'
- 4.1.7 CWVC - AGO Wheatbelt Videos information
- 4.1.8 Wanderlust Communications (Amy Gough) – AGO Wheatbelt Videos outline
- 4.1.9 WBN (Caroline Robinson) Strategic Plan brainstorm meeting
- 4.1.10 CIAWA - Members eUpdates (May & Jun 2019)
- 4.1.11 CWVC Brochures request – 2 x Boxes
- 4.1.12 Shire of Corrigin - RTA Waste Bin Panels initiative - EOI confirmed
- 4.1.13 Shire of Kondinin - RTA Waste Bin Panels initiative – EOI confirmed
- 4.1.14 Shire of Bruce Rock - RTA Waste Bin Panels initiative – EOI confirmed
- 4.1.15 Shire of Narembeen - RTA Waste Bin Panels initiative – EOI confirmed
- 4.1.16 Shire of Kulin - RTA Waste Bin Panels initiative – EOI to be confirmed (+ Sulo 240L Bin Stickers idea suggestion)
- 4.1.17 Shire of Lake Grace (Meredith Taylor) – Introduction & Waste Bin initiative feedback
- 4.1.18 The Mains Guest House – website text content
- 4.1.19 Narembeen Recreation Centre – website text content
- 4.1.20 CWVC – Talking Tourism eNewsletter
- 4.1.21 CWVC - Regional Events Scheme - successful application for Kulin Bush Races
- 4.1.22 Tourism Council WA - eNewsletters (Apr & May 2019) + Industry Updates
- 4.1.23 Kulin Bush Races (Sharyn McAdams) – RTA Ad in KBR Event Guide/Race Book
- 4.1.24 Have a Go News - Winter 2019 Wheatbelt feature
- 4.1.25 AGO Marcus Falconer – RTA August meeting invite acceptance.
- 4.1.26 CWVC – AGO Latest News and Wildflower Promo Ad opportunity – Weekend West
- 4.1.27 CWVC- FACET Association information
- 4.1.28 Wave Rock Businesses (Sheenagh Collins) 2019 Associate Memberships x 7
- 4.1.29 Shire of Kondinin - Brochures request x 2 Boxes

### 4.2 Outwards

- 4.2.1 Shire CEO's - RTA Waste Bin Panels initiative, EOI Letters x 6
- 4.2.2 Shire CEO's - 2019-2020 RTA Budget Request Letters x 6
- 4.2.3 AGO CEO (Marcus Falconer) - RTA Promotional Number Plate Frames x 2 sets
- 4.2.4 CWVC Carina MacDonald – RTA Thank You for Caravan & Camping Show stand
- 4.2.5 AGO CEO (Marcus Falconer) – Invitation to RTA August 2019 meeting
- 4.2.6 Wanderlust Communications (Amy Gough) – AGO Video itin suggestions for PTWR
- 4.2.7 Wayne Monks – RTA Logo, graphic and weblink for new Outback Tours website
- 4.2.8 Lake Grace Visitor Centre – updated RTA details for LGVC website
- 4.2.9 Caravanning Australia Winter 2019 - RTA Ad & Editorial - proof approval
- 4.2.10 WBN (Caroline Robinson) – RTA Number Plate Frames
- 4.2.11 CWVC – Tourism WA Workshops – EOI and location preference
- 4.2.12 CWVC – AGO Wheatbelt Videos – feedback
- 4.2.13 B&W Studio – Pathways to Wave Rock Brochure reprinting x 10,000 - placed order
- 4.2.14 Go Narembeen – 2019 Associate Membership Invoice
- 4.2.15 Co-Op Narembeen Café - 2019 Associate Membership Invoice
- 4.2.16 WBN Caroline Robinson – Strategic Plan brainstorm meeting (dates & availability)
- 4.2.17 Narembeen Recreation Centre – website text content request
- 4.2.18 Shire of Lake Grace (Meredith Taylor) – Waste Bin initiative & RTA meeting info
- 4.2.19 CWVC - 17th Coromal Windsor National Caravan Clubs' e-magazine – CoOp Ad
- 4.2.20 AGO Marcus Falconer – request RTA email address added to AGO contact list
- 4.2.21 Jesmond Farmers (Leonie James) – 2019 Associate Membership - Thank You
- 4.2.22 FACET Wildflower Tourism Workshop 22.05.2019 – Registration Form

#### **RECOMMENDATION**

That the Roe Tourism Association Inward correspondence and Outward correspondence be endorsed.

*Moved Ashleigh Waight  
Seconded Sheree Thomas*

CARRIED

#### **4.3 Business Arising from Correspondence**

Australia's Golden Outback - Marcus Falconer CEO accepted invitation to attend RTA meeting on 19 August in Corrigin.

### **5 FINANCIAL REPORT**

RTA Financial Report April 2019 – May 2019.

#### **RECOMMENDATION**

That the RTA Financial Report for April 2019 – May 2019 be accepted as a true and accurate report.

*Moved Tory Young  
Seconded Janeane Mason*

CARRIED

10.38am – *Jennie Gmiener entered the meeting.*

### **6 REPORTS**

#### **6.1 Presidents Report:**

- *A letter of invitation was extended to Australia's Golden Outback - CEO, Marcus Falconer to attend next RTA meeting on 19 August 2019 in Corrigin*
- *On 31 May President & EO attended 'brainstorm' meeting initiated by Caroline Robinson (WBN), held at Merredin Visitor Centre, with NEW Travel and CWVC representatives. Purpose of the meeting was to further develop Strategic Plans for both RTO groups, sharing our aims, challenges and discussion around the future opportunity to partner together and apply for grant funding for a large scale, collaborative marketing project to promote our region*
- *Committee to consider changing frequency of RTA meetings to quarterly e.g. March, June, September, November, to align with Shire financial and budget deliberations and reduce meeting time for members. Further discussion to be had at AGM with any required amendments required to RTA Constitution recorded.*

#### **6.2 EO Report:**

- **RTA Promotional Number Plate Frames**

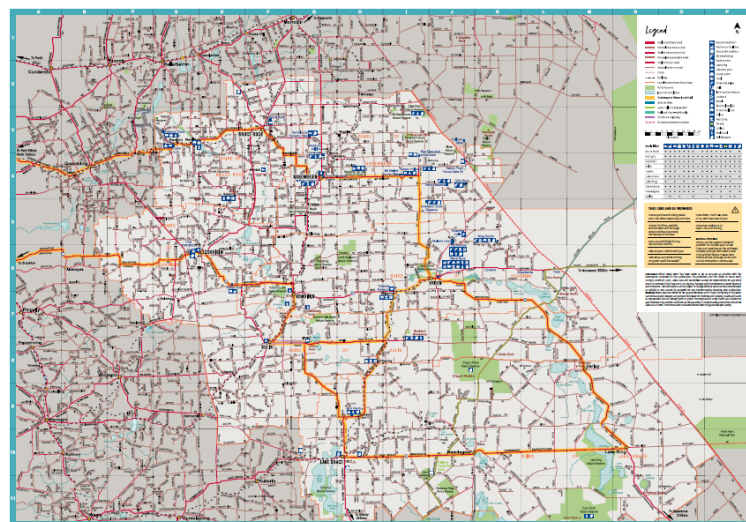
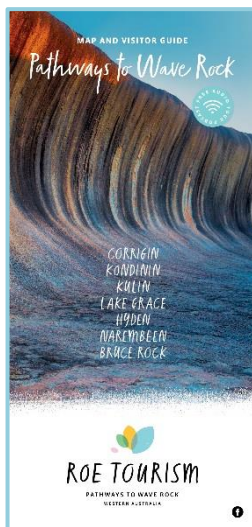
The total order of 'Pathways to Wave Rock' Number Plate Frames x 125 sets, have now all been distributed to our Shire members, RTA committee and 2019 Associate Members.



Photo courtesy of Sharyn McAdams

- **'Pathways to Wave Rock' Map & Visitor Guide**

Brochures have been distributed April – May 2019 to Williams Wool Shed, Merredin Visitor Centre, York Visitor Centre, Northam Visitor Centre and Quairading CRC. Thank you to committee members for assistance with brochure drop-offs. Let me know if you need to re-stock your brochures on-hand, heading into Spring and wildflower season.



- **RTA Website [www.roetourism.com.au/](http://www.roetourism.com.au/)**

New 2019 Associate Members content has been added to the website:  
*Narembeen Recreation Centre; Great Southern Outback Tours; CoOp Narembeen Café; The Mains Guest House.*

Kondinin Art Exhibition and Wave Rock Weekender details have been included under the 'Main Events' page on the website.

REMINDER: Community Events information can be uploaded into the RTA website at <http://www.roetourism.com.au/events/> **OR** please send me through your posters and details.

• **Social Media – [www.facebook.com/PathwaystoWaveRock/](http://www.facebook.com/PathwaystoWaveRock/)**

Facebook posts are scheduled to feature the ‘Pathways’ attractions and to promote 2019 Associate Members businesses.

Page following steadily increasing: **278=Dec’18** ; **340=Feb’19** ; **493=Mar’19**; **618=Mar’19**  
 Best performing original posts and engagement over Apr / May 2019:

- PTWR Long Weekend Road Trip = 19,450 (*organic reach*)
- Co-Op Narembeen Cafe = 2,903 (*organic reach*)
- Shackleton Bank = 4,026 (*organic reach*)
- Hainsworth Building = 1,575 (*organic reach*)
- Hippos Yawn = 1,833 (*organic reach*)
- Shared posts from Australia’s Golden Outback, Central Wheatbelt Visitor Centre and interesting posts from recent visitors to the area, ‘Grey Nomads Awards’ and ‘Street Art Awards’

**PATHWAYS TO WAVE ROCK**  
 Looking for a great country road trip over a long weekend? Your adventure starts when you pack-up the car or van and head out of Perth. The Pathways to Wave Rock self-drive trail takes you on a journey of discovery, where you can experience the very best of the Wheatbelt towns of Corrigin, Kondinin, Kulin, Lake Grace, Hyden, Narembeen and Bruce Rock. Enjoy incredible granite rocks, natural bushland, amazing salt lakes, spectacular sunsets and night sky... See More

19,460 People Reached | 2,183 Engagements | 45 Comments | 63 Shares

**THE CO-OP NAREMBEEN Cafe**  
 In 2018 a group of local ladies came together to talk about how they could support the community and businesses in Narembeen. Coffee & food featured strongly and The Co-Op Narembeen idea was born. Opened in November, this community cafe is voluntarily managed by a dedicated group of locals, with any profits going back into the business. Located in the main street and open Tuesday - Friday, stop into this gorgeous space and share a coffee, cake and conversation, on your journey along the Pathways to Wave Rock.  
 Roe Tourism - Proudly supporting our 2019 Associate Members.

2,903 People Reached | 866 Engagements | 7 Comments | 22 Shares

**SHACKLETON Bankwest Bank**  
 Located 33km from Bruce Rock, the Bankwest bank at Shackleton claims to be Australia's smallest bank. This is a claim that few would argue with. Measuring only 3 metres by 4 metres, the bank finally closed its doors from business for the last time in 1997. Throughout its life, this building has been an Aircraft Observation Post during World War II, a Child Care Centre and the Bank of New South Wales, before it finally became known as Bankwest. Stop off... See More

4,025 People Reached | 1,121 Engagements | 13 Comments | 36 Shares

**NEWDEGATE Hainsworth Building**  
 The Hainsworth building was originally commissioned by Charles Hainsworth and built by Ted Freedland, a ships carpenter, during 1933-1934. It operated as a General Store and Tearooms and had many other functions over the years, including a boarding house for railway workers and travellers. This heritage listed building has been beautifully restored and now serves as the Newdegate Pioneer Museum. Step back in time, see the fine collection of photog... See More

1,575 People Reached | 335 Engagements | 2 Comments | 15 Shares

**HYDEN Hippo's Yawn**  
 Just as its name describes, Hippo's Yawn consists of an unusually shaped granite rock that resembles a gigantic, yawning hippopotamus. At about 12.6 metres tall, this huge gapping mouth, shallow cave is located along an easy 1km bush walking trail, that loops back to the car park connected to Wave Rock (or you can drive to the site). Climb through the 'throat' of Hippo's Yawn for a quirky photo at this incredible creation of nature. Which path will you take... See More

1,833 People Reached | 270 Engagements | 5 Comments | 20 Shares

**Grey Nomad Awards**  
 Visit to Varley and The Chicken Ranch Campground.

258 People Reached | 59 Engagements | 1 Share



- **RTA Advertising (Print Media)**

**WESTERN AUSTRALIA**

## Welcome to the Wheatbelt region

The Wheatbelt region in Western Australia has spectacular self-drive experiences through rural vistas and charming farming communities, all with their own unique character and true country hospitality.

The Pathways to Wave Rock self-drive trail takes you on a journey of discovery as you'll experience the very best of what our region has to offer. The Pathways trail encompasses the Wheatbelt towns of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace and Narembeen. Be sure to stop and explore these charming friendly communities.

Witness the internationally famous Wave Rock. Standing 15 metres high and 110 metres long, this huge rock is shaped like a breaking wave and is not to be missed.

Enriched with beautiful wildflowers, camping areas, granite crops and historical buildings – including the Australian Inland Mission Hospital Museum, one of only three remaining in Australia and the only one left in Western Australia – you will be amazed by the unique attractions and experiences of this extraordinary region.



Want something more on the quiet side? Drive past the bright sh horses along the Tin Horse Highway, and witness these wonderful community creations.

The Pathways to Wave Rock Visitor Guide & Map is perfect for planning your next road trip. Visit [www.pathwaystowaverock.com.au](http://www.pathwaystowaverock.com.au) for more information.



**Pathways to Wave Rock**  
WHICH PATH WILL YOU TAKE?

**ROE TOURISM**  
PATHWAYS TO WAVE ROCK  
WESTERN AUSTRALIA

Explore the wonders of the Wheatbelt with its vast landscapes, vibrant wildflowers and world famous rock formations.

Visit [www.pathwaystowaverock.com.au](http://www.pathwaystowaverock.com.au) or follow us on Facebook @PathwaysToWaveRock



**X • CARAVANNING AUSTRALIA • WINTER 2019**

Caravanning Australia Winter 2019 Full Page Ad + Editorial

IMAGE COURTESY KRISTO DIMA

**Pathways to Wave Rock.**  
WHICH PATH WILL YOU TAKE?

Explore the wonders of the Wheatbelt with its vast landscapes, vibrant wildflowers and world famous rock formations.

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**ROE TOURISM**  
PATHWAYS TO WAVE ROCK  
WESTERN AUSTRALIA

CORRIGIN - KONDININ - KULIN  
LAKE GRACE - NAREMBEEN - BRUCE ROCK

Caravan & Camping WA Guide 2019 – Quarter Page Ad

**WAVE ROCK**

**ROE TOURISM**  
PATHWAYS TO WAVE ROCK

**Pathways to Wave Rock.**  
Which Path Will You Take?

Roe Tourism welcomes you to magnificent Western Australia. WA has a wide variety of things to do and see including spectacular coastal scenery, inland gorges and unique natural wonders. One of WA's most popular natural wonders is Wave Rock, located 340kms (4 hours) from Perth. Take a few extra days and experience the diverse history, heritage and attractions of the Wheatbelt, including WA's famous wildflowers in season, via one of the Pathways to Wave Rock self-drive routes. The Pathways offer a range of accommodation types including self contained chalets, caravan parks, motels and hotels.

[www.pathwaystowaverock.com.au](http://www.pathwaystowaverock.com.au)

[roetourism@outlook.com](mailto:roetourism@outlook.com)

'Hello Perth' WA Map Ad (April – September 2019)

When you head to Albany for the Coromal Windsor National Caravan Clubs Rally in October, there are numerous self-drive trails you can follow in Western Australia's Eastern Wheatbelt, some of the towns are even RV Friendly! Just phone the Visitor Centre shown below to plan your trip with information and to receive maps and guides posted to you free of charge

**3 DAY SELF DRIVE PATHWAYS TO WAVE ROCK**  
**3 DAY SELF DRIVE GOLDEN PIPELINE HERITAGE TRAIL**  
**2 DAY SELF DRIVE PIONEERS' PATHWAY**  
**4 DAY SELF DRIVE WHEATBELT WAY**

Call Central Wheatbelt Visitor Centre 1300 736 283 or visit [www.wheatbelttourism.com](http://www.wheatbelttourism.com) for information on these self drives or a copy of Australia's Golden Outback Holiday Planner.

AGO Cooperative Marketing - Coromal Windsor 17th National Caravan Clubs' Rally eNewsletter May 2019 - Half Page Ad

○ **Upcoming Advertising**

AGO have secured a 'Wildflower Travel Guide' feature within the travel section of The West Australian for publication on Saturday 17 August 2019. This feature will include its own dedicated cover (promoted on the front page of the Travel section), a detailed map and drive and itinerary suggestions.

With approximately \$1,000 remaining in the 2018-2019 RTA Advertising Budget, we have two options to advertise in The West Australian publication:

- a) AGO Cooperative Marketing Ad (as above) with RTA shared contribution = \$500 – *Committee's preference at meeting*
- b) RTA Small Strip Ad (example below) cost = \$1,027.  
*No additional cost required for Small Strip Ad as hi-resolution artwork already exists.*

Explore the wonders of the Wheatbelt with its vast landscapes, vibrant wildflowers and world famous rock formations.  
 Visit [www.pathwaystowaverock.com.au](http://www.pathwaystowaverock.com.au) or follow us on Facebook @PathwaystoWaveRock

**ROE TOURISM**  
 PATHWAYS TO WAVE ROCK  
 WESTERN AUSTRALIA

CORRIGIN · KONDININ · KULIN · LAKE GRACE · NAREMBREEN · BRUCE ROCK

EXAMPLE: The West Australian 'Wildflower Travel Guide' 17 August 2019 – RTA Small Strip Ad (Size: 60 x 256)

## 7 GENERAL BUSINESS

### 7.1 Pathways to Wave Rock' Waste Bin Panels

#### **Background:**

At the 18 February meeting held in Lake Grace, a number of new marketing and promotional concepts were presented for the committee's consideration. Kondinin members presented design idea for a coordinated Waste Bin Panel initiative, as a way of incorporating Roe Tourism branding and other advertising on participating Shire Bins, to cross promote the 'Pathways to Wave Rock' throughout our six member Shires, in a coordinated way and in prominent/tourist area locations.

After committee discussion around the concept, the Shire of Kondinin further developed the Waste Bin Panel initiative, engaging B&W Studio to provide design artwork for the panels and sourcing suppliers for panel print production and installation materials costs.

At the 15 April meeting, Kondinin rep, Tory Young updated the committee on the proposed materials and provided an estimated per panel, print production cost for the Waste Bin Panel project. Following the April meeting, the EO emailed letters with two Waste Bin Panel designs attached to member Shire CEO's, seeking expressions of interest in the RTA Waste Bin Panel initiative and for 2019/2020 budget consideration.

#### **Comment:**

As at 31<sup>st</sup> May the following member Shire's replied with their interest in participating in the RTA Waste Bin Panel initiative – Corrigin, Kondinin, Bruce Rock, Narembeen.

The Shire of Kondinin arranged for the print production of two initial mock-ups of Waste Bin panels for presentation/display at the 17 June committee meeting.

- *General discussion on Waste Bin panel initiative and printed mock-ups – it was noted the Pathways to Wave Rock WA map graphic was hard to see (grey and blue coloured areas not defined and white pathways line faint). Tory to check artwork.*
- *It was suggested additional panels be printed using local photos, to further cross promote attractions along the pathway. Shire reps to provide EO with 1 x hi-res image of a main local attraction (suitable for portrait orientation) for artwork prep & printing on Waste Bin panels*
- *Meredith offered suggestions to improve the Pathways to Wave Rock map graphic, by including directional arrows/lines feeding off and expanding the pathway route, indicating other major regional locations/destinations e.g. To Albany; To Esperance; To Norsemen; To Merredin*
- *Shire of Kulin confirmed participation in RTA Waste Bin initiative*
- *Shire of Lake Grace confirmed non-participation in RTA Waste Bin initiative but are looking at developing a future suite of street banners across their Shire and intend to include a Roe Tourism branded banner*
- *Printed examples of an alternative 240L Sulo Bin Sticker idea was shown to committee and Kulin CEO Garrick briefly talked about how bin stickers were produced by Jurien Bay Progress Association for their area promotion.*

### 7.2 RTA 2019 Associate Membership

Welcome to the following businesses and groups who have joined RTA as 2019 Associate Members. As at 17 June 2019 we have 29 x Assoc. Members. Please advise EO if you need any help with membership information for interested businesses, groups or individuals.

- Jesmond Farmers (*Leonie James*)
- Co-Op Narembeen - Café (*Sheree Thomas*)

- Narembeen Recreation Centre (*Andrew Hardham*)
- Kondinin Community Resource Centre (*Toni Smeed*)
- Go Narembeen (*Sheree Thomas*)
- Wave Rock Resort (*Sheenagh Collins*)
- Wave Rock Caravan Park (*Sheenagh Collins*)
- Bush Shopping Village (*Sheenagh Collins*)
- Wave Rock Wildlife Park (*Sheenagh Collins*)
- Wave Rock Visitors Centre (*Sheenagh Collins*)
- Hyden Travel Stop (*Sheenagh Collins*)
- Hyden Hotel / Motel (*Sheenagh Collins*)

### **7.3 Coromal Windsor 17<sup>th</sup> National Caravan Clubs' Rally**

**Background:**

500+ Caravans are to descend on Albany and the South-West for the National Caravan Club Rally from 14<sup>th</sup> – 22<sup>nd</sup> October 2019. It is estimated 350 inter-state vans, plus 150 vans from WA will be wandering around the state prior to and following the Rally.

**Comment:**

Robyn McCarthy from the CWVC coordinated an Eastern Wheatbelt cooperative Half Page Ad with AGO, to appear in the Coromal Windsor eNewsletter (May 2019 edition), leading up to the Caravan Club Rally in October. The aim is to promote and encourage caravan visitation along the Wheatbelt self-drive trails, including, Pathways to Wave Rock, Wheatbelt Way, Pioneers Pathways and Golden Pipeline Heritage Trail.

*AGO have kindly covered the cost of this cooperative advertising at \$200.*

### **7.4 Australia's Golden Outback (AGO) - Wheatbelt Videos**

RTA received information from Amy Gough, Wanderlust Communications in mid-May, regarding an upcoming Wheatbelt Road Trip content marketing campaign, being produced and funded by Australia's Golden Outback and featuring a suite of four new videos;

- Pathways to Wave Rock
- FORM Silo Art Trail
- Wheatbelt Way/Golden Pipeline/Get Back On Country
- Wine Food Surprises

These videos are to be marketed across AGO owned, earned and paid digital channels and Project Manager, Amy advised AGO had finalised the 4 main stories and we were provided with an outline for the videos, requesting any additional information for consideration on 'hidden gems, camping spots and nice little cafes', before the production team was to be briefed. Timing for the AGO filming was originally being planned for mid June and on completion (estimated August), RTA will have access to use these videos for posting on our digital channels (website /social media).

*Bevan commented these four videos were being produced with AGO budget \$'s left over in this financial year. The itinerary for the videos had already been finalised when RTA were made aware of this AGO project and RTA provided suggested attractions for consideration but ultimately the videos were an AGO's product.*

*The expected AGO video project completion is August 2019, in time for Spring promotion.*

## **7.5 Wildflower Tourism “The Tasting Plate”**

### **Background:**

On 22 May Tory and Heather travelled to Kings Park for the FACET Wildflower Tourism Workshop “Capitalising on WA’s Unique Flora”. There were a range of interesting presentations on different opportunities to develop and take advantage of our unique native flora and creating a point of interest for the tourism industry.

Of particular interest on the day was a presentation by Grady Brand, from the Botanical Gardens & Parks Authority. Grady talked about an area in Kings Park with a dedicated area to showcase WA’s unique native flora and wildflowers in what he referred to as a “Tasting Plate”. This area is a controlled, garden bed environment where the plants are not reliant on favourable seasonal conditions and rainfall ensuring reliable annual flowering periods. Grady encouraged LG’s to consider using native plants that are growing in their local regions, when planning and landscaping parks and gardens. He also offered to assist any Shire’s by making recommendations on localised plant varieties and seed selection.

### **Comment:**

Would the committee be interested in inviting Grady Brand as a guest speaker to a future RTA meetings, to present on how members could look at establishing their own “Tasting Plate” garden bed, in a strategic location/s within their Shire and as a snapshot of local native wildflowers for tourists/visitors to enjoy?

*The EO gave a brief talk about the Wildflower Tasting Plate idea and the committee expressed interest in inviting Grady Brand from Botanical Gardens & Parks Authority, to attend and present at the RTA General Meeting on 21 October in Hyden.*

## **7.6 RTA Strategic Plan**

Following on from the initial Strategic Planning Workshop session with Caroline Robinson from WBN at the 18 February meeting and with the further committee input provided at the April meeting, Caroline has been working on the development of the RTA Strategic Plan.

*Bevan updated the committee about progress on the Strategic Plan in his President’s Report.*

## **7.7 Eco Cups – “Exploring the Wheatbelt” (Eastways)**

Sheree talked about Eco Cups that Eastways have produced and are currently distributing to suppliers around the Wheatbelt. The Eco Cups have a map graphic that highlights tourist attractions along an “exploring the wheatbelt” route.

*Committee asked EO to contact Eastways to congratulate them on their initiative and to make further enquires about their Eco Cup product.*

## **7.8 MEMBER SHIRE REPORTS**

- Bruce Rock – *Main Street revitalization; new Tourism Strategy; Brochure redesign with new branding; new Kokebin Rock signage; new main street Waste Bins x 8; CRC updated Tourist brochures display; Back to Bruce Rock event*
- Corrigin – *Corrigin Agricultural Show (Sept); new Walton Street Banners (tourism focus); Rotary Park/Tourist Information area revitalisation initial concept*
- Kondinin – *Kondinin Art Show; Wave Rock Weekender*

- Kulin – *New Tourism Strategy development; Playground soft fall replacement; Bush Races (Oct); Regional Event Scheme funding success; Casey Tours selling KBR event bus trip; ABC TV 'Backroads'; GenAg 2019*
- Lake Grace – *Commencing Shire rebranding project; Newdegate Field Days 2019; new LG Visitor Centre Ad campaign; GeoCaching*
- Narembeen – *Commencing Lesser Hall Public Spaces area development; revitalization of Caravan Park & Skate park; Roads Building project; new CRC & Medical Centre now open; continuing to roll out Shire rebranding*

8 **NEXT MEETING** 19 August 2019, Shire of Corrigin at 10:30am

9 **CLOSE OF MEETING** (Time 12:07pm)

Thank you to the Shire of Bruce Rock for hosting today's meeting and to Ashleigh Waight for her informative talk and tour this morning.

**CONFIRMATION**

I, Bevan Thomas, certify that the minutes of the General Meeting held on the 17 June 2019 as shown, were confirmed as a true record at the meeting held on the 19 August 2019

\_\_\_\_\_

Roe Tourism Association President

\_\_\_\_\_

Date

## ROE TOURISM 'DASHBOARD'

Workflow planning for RTA priorities and projects.

<b>Short Term Projects (within 2 months)</b>				
<b>TASK</b>	<b>PREVIOUS STATUS</b>	<b>CURRENT STATUS</b>	<b>WHO</b>	<b>DEADLINE</b>
RTA Advertising	Caravanning Australia Winter 2019 >Book Half Pg RTA Ad & Half Pg Editorial >Supply Ad artwork and editorial text + photo (200 words)	Approve proof	EO	Completed
RTA Advertising	Hello Perth WA Map (Apr-Sept 2019) >Book Ad	Approve proof	EO	Completed
RTA Marketing & Associated Signage – <i>'Pathways to Wave Rock' Customised Number Plate Frames</i>	EO to look into production costs/min. numbers for RTA customised number plate frames as Assoc. member giveaway or sell @ cost recovery – promoting RTA and PTWR website	EO to order 125 sets x promotional number plate frames (Black with white print) from Fresh Promotions as per supplied quote >Committee to discuss distribution at April '19 meeting, > EO to distribute No. Plate frames	EO	Completed
PTWR Brochures	>EO to obtain quote to reprint x 10,000 & 20,000 brochures from B&W Studio	> EO to order reprinting of PTWR brochure x 10,000 (as per B&W quote) >Reprinted brochures received at Corrigin CRC 15.05.2019	EO	Completed
Australia's Golden Outback (AGO) - CEO Invitation	Invitation to CEO Marcus Falconer and Gabby Simoni to attend 19 Aug 2019 RTA General Meeting in Corrigin	>President to draft invitation letter and EO to send invitation to AGO - CEO	President / EO	Completed
CWVC	EO to draft letter of thanks to CWVC & Carina McDonald for Perth 2019 Caravan & Camp Show stand	Letter sent to CWVC 18.04.2019	EO	Completed
2019-2020 RTA Budget Request Letters		EO to send RTA Budget Request letters to member Shire CEO's for 2019/2020 Budget consideration	EO	Completed
RTA AGM - Hyden		Contact Hyden CRC to book room as venue	Tory Young	June 2019

		for RTA AGM meeting on Mon 21 Oct (9am-1pm)		
Wildflower "Tasting Plates"		Contact Grady Brand, Botanical Gardens & Parks Authority and invite to attend/present at RTA meeting on 21 Oct in Hyden	Tory Young / EO	June 2019
Shire /CRC Letters		>Draft letter to member Shire's re. CRC's, involvement as committee reps, establishing CRC's as local visitor centres and tourism hubs	President / EO	June 2019
"Exploring the Wheatbelt" Eco Cups (Eastways)		EO to contact Eastways re. "Exploring the Wheatbelt" Eco Cups initiative.	EO	June 2019
RTA Marketing & Associated Signage –  <i>'Pathways to Wave Rock' Waste Bin Panel initiative</i>	Committee to discuss Waste Bin panels concept presented by Shire of Kondinin, >Tory Young to coordinate design, artwork & panel print/production & est. costs for Apr meeting. >EO to send Waste Bin initiative letters + design concepts to member CEO's for EOI and 2019/20 Shire Budget consideration and collate EOI responses >Tory to arrange initial mock-ups of 'Pathways to Wave Rock' Waste Bin panels for presenting at June meeting	Shire reps to send EO Hi-Res photo image of 1 x local attraction, for artwork/print on Waste Bin panels >Tory to obtain artwork quote from B&W Studio for; a) minor changes to Pathways map graphic (incl. directional arrows to major regional locations. b) artwork prep cost for 'attraction photo' bin panels' >Tory to finalise 'total per bin' supplier costs for Waste Bin panels (incl. artwork print, production, fixtures & fittings) > EO to confirm number of waste bin panels required by each member Shire for supplier orders.	Shire reps/ Tory / EO	June 2019
The West Australian 'Wildflower Travel Guide' 17.08.2019		EO to confirm RTA involvement in AGO Co-Op Marketing Ad in Wildflower Travel Guide > EO to provide content/ images/	EO / CWVC	17 Aug 2019



		graphics to CWVC for Ad as required		
Kulin Bush Races 2019		EO to provide Sharyn McAdams with RTA Ad (A5 size) artwork for 2019 KBR 2019 Event Guide and Race Book	EO	Aug 2019
Website – Google Analytics	Market Creations will charge \$500 to set-up Google Analytics on the RTA website	>EO to look into what's involved (time/who)? >Ask Sheree at Shire of Narembeen for assistance to set-up Google Analytics on RTA website	EO/Sheree/?	2019
Website <a href="http://www.roetourism.com.au/">www.roetourism.com.au/</a>		Update Community Events	EO	Ongoing
Website <a href="http://www.roetourism.com.au/">www.roetourism.com.au/</a>	RTA Associate Membership	Add new 2019 Associate Members business details and links	EO	Ongoing
RTA 2019 Associate Members	>Update RTA 2019 Associate Membership Form (after AGM) >Prepare members Renewal Invitation Letters x 11. >EO send Renewal Letter & 2019 Form to current RTA Assoc. Members >Prepare list of Accom. + Food & Drink + Art & Culture businesses (who are currently advertised on new website) for committee members to approach	>Committee members to advertise/approach their local businesses and invite to become RTA 2019 Associate Members >EO to provide Membership Tax Invoices to businesses as required	Committee/EO	Ongoing
PTWR Facebook Page <a href="http://www.facebook.com/PathwaystoWaveRock/">www.facebook.com/PathwaystoWaveRock/</a>	>Added new Profile picture (RTA logo), cover photo (Wave Rock by Kristo) Text - "Which pathway will you take"; stylised map. >Schedule posts	>Schedule posts using content & photos from brochure and website >Create Photo Collages for 2019 Associate Member businesses >Curate/share posts from relevant FB pages	EO	Ongoing

<b>Medium Term Projects (within 6 months)</b>				
RTA Strategic Plan & Social Media Strategy	<p>President to contact WBN (Caroline Robinson) about engaging for RTA Strategic Plan &amp; Social Media Strategy.</p> <p>&gt;Invite WBN to attend 18 Feb meeting for initial workshop session</p> <p>&gt;Further committee input requested by WBN from Apr meeting</p> <p>&gt;Pres &amp; EO to attend 'brainstorming' meeting with NEW Travel &amp; CWVC reps</p> <p>&gt;President to update committee on progress at 17 June meeting</p>	<p>&gt;Caroline to liaise with President re. RTA Strategic Plan</p> <p>&gt;President to update committee at 19 Aug meeting</p>	WBN / President / EO	19 Aug 2019
<b>Long Term Projects</b>				
RTA Marketing & Associated Signage – <i>Information Bay Signs</i>	<p>Design concept for Signage (present Corrigin example)</p> <p>&gt;Committee to discuss</p> <p>&gt; EO to contact Jen G and conduct RTA Road Signage audit and log locations on map for committee review at Apr meeting</p>	<p>&gt;Committee reps to engage assistance from their Shire's Works Managers to locate further RTA signage on local roads</p> <p>&gt;EO to update Signage location spreadsheet for use with future RTA signage project.</p>	Committee / Shire staff / EO	Future Project
Pathways to Wave Rock Digital App?				

# **ATTACHMENT - AGENDA ITEM 7.0**

## **Status Report**

SHIRE OF NAREMBEEN - STATUS REPORT  
For July 2019 Council Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6275/16	21-Sep-16	ADM541	Repeal By Laws and Review of Local Law	That Council commence the 8 year Local Law Review process in accordance with Section 3.16 of the Local Government Act 1995 and authorise the Chief Executive Officer to give public notice as required.	Revised Local Laws to be prepared. Cemetery Laws to be considered first.	Ongoing	CEO
6339/16	21-Dec-16	ADM461	Directional Signage - Cnr Longhurst St & Latham Road	That Council approve the concept for new signage and request the staff investigate the location options before proceeding. Reason for Change: Council want to ensure the signs are placed in the best possible location which may not be all at the intersection of Latham Road and Longhurst Street.	Blackspot Application submitted for 2019/2020 round of funding.	Ongoing	CEO/CED
6461/17	19-Jul-17	ADM616	Water Corporation Waterwise Council Program	That Council enters into a Memorandum of Understanding with the Water Corporation and the Department of Water to become a Waterwise Council.	Signed MOU received. Staff to formulate Shire of Narembreen Waterwise Action Plan.	Ongoing	CEO/CEDO
6685/18	15-Aug-18	ADM583	Wadderin Reserve 20022	That Council subject to advice received from LGIS instruct staff to continue with the process of taking legal control of the Wadderin Dam and Reserve 20022 Cusack Drive, Wadderin as per council motion 5929/15 moved 15 April 2015.	Asbestos remediation works have commenced.	Ongoing	CEO
6693/18	15-Aug-18		Carpark Adjacent to IGA	That Council acknowledge (in writing) receipt of the letter received from Mrs Janice Hills. Staff to look into the costs associated with fixing the current surface with consideration being given to possible sealing of the surface in the future, subject to budget considerations.	Funding included in draft 19/20 budget.	Ongoing	CEO
6702/18	18-Sep-18		Apex Park Public Toilet	That Council:- 1. Approve for staff to undertake an investigation into the possible future redevelopment of the Apex Park public toilets with options to be considered to include a fully costed upgrade and or replacement of the existing building. 2. Requires that the Apex Park Public Toilets Redevelopment report be presented to Council no later than 19 December 2018. 3. Will give consideration to making an allocation to this project as part of the February 2019 budget review.	Design options to be presented to Council.	Ongoing	CEO
6725/18	17-Oct-18	ADM573	Narembreen Alliance Agreement	That Council meet with representatives from Go Narembreen to discuss the draft Alliance Agreement and future development opportunities.	Alliance Agreement presented to the Go Narembreen committee meeting on Monday 18 March 2019. Shire to work with Go Narembreen to formalise the Agreement.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6754/18	21-Nov-18	ADM479	New Standpipe Classifications and Charges	That Council advise the Water Corporation that it reconfirms its decision of September 2018 to keep all standpipes open and have them reclassified as follows:- 1. South Kurminin, Cramphome and Wadderin-Grabbal Road Standpipes are to be reclassified as firefighting standpipes and retain swipe card infrastructure; 2. Soldiers Road standpipe is to be reclassified as a firefighting and to be locked off except for emergencies. 3. The Depot Standpipe will be reclassified to a commercial standpipe and only be accessible via swipe card access. 4. The Standpipe on Latham Road, the wash down bay will be reclassified as commercial, be locked off with access only by key at this stage and entering into discussions with current users to determine usage and payment.	Water Corporation notified. Latham Rd standpipe discussions continue.	Ongoing	EMCS
6771/18	19-Dec-18	ADM644	Tampia Hill Mine - Accommodation Village - Lease	Given the notification of the takeover of Explaurum Operations Pty Ltd by Ramelius Resources, Council put this matter on hold and no further action is to be taken until such time that Council is approached by representatives of Ramelius Resources. REASON FOR CHANGE: The takeover of Explaurum means that the proposed plans for the Tampia Mine Village may change significantly.	Item to July 2019 Meeting.	Superseded	CEO
6778/18	19-Dec-18	ADM467	Lease of Crown Land - Avon Location 21952, Reserve 18080	That Council:- 1. Advertise its intention to lease a portion of Avon Location 2192, Reserve 18080 to DNA Aviation for a period of five (5) years with an option to extend to DNA Aviation, subject to approved valuation of property as per Section 3.58 of the Local Government Act 1995; 2. Subject to the feedback from the public notice period, instruct the CEO and Shire President to execute the lease; 3. Instruct the CEO to write to the Department of Planning, Lands and Heritage to seek permission for the lease of Crown Land. 4. Approves that one of the community hangars be included in the Lease.	Item to July 19 Meeting.	Superseded	EMCS
6794/19	20-Feb-19	ADM153	Future Project - Combined Turf Field - Surface Options Analysis Report and Options Assessment	That Council:- 1. Subject to the outcomes of the meeting to be held with the Narembreen Tennis and Hockey Clubs to be held following the Council meeting, approve all the recommendations made in the Surface Options Analysis for the Narembreen Tennis and Hockey Clubs report. 2. Acknowledge the work of Caroline Robinson and the WBN in preparing this important analysis report.	Work on options commenced.	Ongoing	CEO
6795/19	20-Feb-19	P3101	Solar Farm on portion of Avoca Farm - Lease	That Council proceed with signing of the lease agreement as per Council resolution December 2018.	Hawks Renewable Energy have requested some alterations to the draft lease.	Ongoing	CEO
6796/19	20-Feb-19	ADM645	Emu Hill Public Cemetery Tender 05/2018	That Council:- 1. Appoint Phoenix Landscaping Services as the preferred contractor for the Emu Hill Public Cemetery RFT 05/2018. 2. Commence discussions with Phoenix Landscaping Services with a view to entering into a contract for the Emu Hill Public Cemetery RFT 05/18 subject to minor variations being considered and agreed to by all parties.	New funding for Stage 2 in 19/20 Budget.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6811/19	20-Mar-19	ADM648	Industrial Land Subdivision	That Council:- 1. Authorise the Chief Executive Officer to recommence the Narembeen South Road Industrial Land Subdivision and engage the required consultants to support this process. 2. Review the previous approved subdivision design and make changes as required. 3. Consult with Go Narembeen with a view to working in partnership on the proposed subdivision. 4. Request that the Chief Executive Officer investigate funding options for the development of an approved industrial land subdivision.	Subdivision lodged. Engineering design options being considered.	Ongoing	CEO
6826/19	18-Apr-19	ADM541	Strategic Policy Framework	That Council: 1. Adopt the Council Policy – Strategic Policy Framework as per the attachment. 2. Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.	1. Complete and available online. 2. In Progress	Ongoing	EMCS
6842/19	15-May-19	ADM194	Narembeen Historical Society - Machinery Museum, Churchill Street - Proposed New Shed	That Council:- 1. Advise the Narembeen Historical Society Inc that it supports the request to construct a new machinery shed on Council owned property being Lot 28 Churchill Street, Narembeen subject to compliance with all Town Planning and Building Code requirements. 2. Authorise the Chief Executive Officer to discuss with the Narembeen Historical Society Inc a suitable location for the proposed machinery shed. 3. Instruct the Chief Executive Officer to investigate options for entering into an agreement with the Narembeen Historical Society Inc that would formalise the relationship between the two parties. 4. Congratulate the Narembeen Historical Society for the work that it is doing to preserving Narembeen history and to acknowledge the recent work done on progressing with its collection policies and the disposal of some items that were taking up room in different sheds.	Letter sent to Narembeen Historical Society.  Further discussion required with the NB Historical Society in relation to formalising the relationship between the two parties.	Ongoing	CEO
6844/19	15-May-19	ADM131	Mt Walker Sports Club - Tennis Court Resurfacing	That Council, subject to the formal adoption of the 2019/20 budget:- 1. Support the application from the Mt Walker Sports Club for the resurfacing of the four existing tennis courts located at 3293 Mt Walker Road, Narembeen. 2. Provide a financial contribution of \$30,000. 3. Offer a self-supporting loan to the Mt Walker Sports Club to cover the shortfall for this project, subject to the review of the Mt Walker Sports Club's financials by Shire of Narembeen executive, ensuring the ability for the Mt Walker Tennis Club to meet the loan repayments of the self-supporting loan. 4. Acknowledge the Mt Walker Sports Club's successful grant application through the SportAus Community Infrastructure Fund and the work they are doing to ensure that the Mt Walker Sports Club remains an integral part of the Mt Walker community.	Project being considered as part of the 2019/20 Budget process.	Ongoing	CEO
6845/19	15-May-19		Construction of Lesser Hall Precinct & Interpretation Project Tender 01/2019	That Council:- 1. Appoint Phoenix Landscaping Services as the preferred contractor for the Construction of the Narembeen Lesser Hall Precinct and Interpretation Project Tender 01/2019. 2. Commence discussions with Phoenix Landscaping Services with a view to entering into a contract for the Construction of the Narembeen Lesser Hall Precinct and Interpretation Project Tender 01/2019 subject to minor variations being considered and agreed to by all parties. 3. Allow sufficient funds in the 2019/20 budget, subject to discussions with the preferred contractor.	Project commenced Wednesday 2nd July 2019.	Ongoing	CEO/CEDO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6846/19	15-May-19	ADM542	Shire of Narembeen Community Grants Program 2019/20	That Council:- 1. Accept the following applications for funding for the 2019/2020 Community Grants Program:- <ul style="list-style-type: none"> <li>• Narembeen Historical Society - \$2,453.00</li> <li>• St John Ambulance Australia (WA) Inc - \$858.00</li> <li>• Narembeen Bowls Club - \$5,335.00</li> </ul> This approval is subject to inclusion in the 2019/20 Budget. 2. Advise the Australian Red Cross First Aid & Mental Health organisation that their application was unsuccessful and thank them for their application.	All applicants advised if successful/unsuccessful.  Approval subject to finalisation of the 2019/20 budget.	Ongoing	CEO/CEDO
6857/19	19-Jun-19	ADM162	Narembeen Waste Transfer Station Site Attendant Services Agreement	That Council:- 1. Renew the Narembeen Waste Transfer Station Site Attendant Services Agreement with Mr Peter Miller trading as PM services for a one (1) year period commencing 1st August 2019 and expiring 31st July 2020. 2. Instruct the CEO to commence the process for proceeding to tender for the Waste Transfer Station Site Attendant Services and for this process to be finalised prior to the 31st July 2020.	Letter sent to Peter Miller (PM Services)  Tender process to commence 19/20 year.	Ongoing	CEO
6858/19	19-Jun-19	ADM650	Narembeen Community Wellbeing Plan 2019-2021	That Council:- 1. Endorse the draft Narembeen Community Wellbeing Plan as presented. 2. Acknowledge the facilitation of the Narembeen Community Wellbeing planning sessions by Jo Drayton and Eloise Fewster. 3. Acknowledge the input received from the many stakeholders from the Narembeen community whose input is invaluable.	Acknowledgement letters sent to Jo Drayton, Eloise Fewster and all stakeholders. CWP added to website.	Complete	CEO/CEDO
6860/19	19-Jun-19	ADM103	Audio Visual System - Narembeen Recreation Centre	That Council:- 1. Amend the 2018/2019 Annual Budget, changing the purpose of the \$40,000 allocated to the Recreation Centre for a gas hot water system upgrade to cover an upgrade of the audio visual system. 2. Appoint 3 Monkeys Audio Visual Pty Ltd as the contractor to undertake the upgrade of the Recreation Centre's audio visual system based on the works documented in the attached quotation. 3. Write to West Coast Hi-Fi Midland expressing extreme disappointment in the audio visual system that was sold to the Shire of Narembeen for the Narembeen Recreation Centre as it was not fit for purpose and that they have been unable or not willing to rectify the problems.	2018/2019 Annual Budget amended.  Equipment installed.	Complete	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6861/19	19-Jun-19	ADM185	Proposed Weigh Bridge and Sample Hut – Lot 3119 (No 4544) Mount Walker Hyden Road, Mt Walker	That Council:- 1. Approve the application for a new weighbridge and sampling shed (Rural Industry) on Lot 3119 (No 4544) Mount Walker Hyden Road, Mount Walker subject to the following conditions and footnotes: (i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer. (ii) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect. Footnotes: (a) Planning consent is not an approval to commence construction. A building permit may be required for building work. (b) It is noted that a Bushfire Management Plan has been lodged, however the Shire considers that the development can be exempted from the requirements of State Planning Policy 3.7 in accordance with Planning Bulletin No 11/2016.	Letter and Notice of determination on application for development approval sent.	Complete	CEO
6862/19	19-Jun-19	ADM185	Proposed Repurposed Dwelling – Lot 112 (No 29) Northmore Street, Narembreen	That Council: - 1. Resolve to advertise the application for public comment for 14 days in accordance with Clause 66 of the Planning and Development (Local Planning Schemes) Regulations 2015 by writing to nearby and surrounding landowners. 2. Authorise the Chief Executive Officer to require that the applicant address visual impact and amenity concerns through proposed external upgrading and / or provision of screening that will mitigate any view of the structure from Northmore Street and Reserve 44224 to the rear. Any proposal for screening should be supported with site photographs. Reason for Change: Shire Councillors felt that in point 2 the word "request" should be changed to "require".	Item to July 19 meeting for approval.	Ongoing	CEO
6865/19	19-Jun-19	ADM541	Council Policy – Procurement Framework – Approval for Public Consultation	That Council approve the Draft Council Policy – Procurement Framework to be released for public consultation.	Item to July 19 meeting.	Ongoing	EMCS
6866/19	19-Jun-19	ADM555	Acceptance of the Shire's Fees and Charges Schedule 2019/2020	That Council:- 1. Accepts the 2019/2020 Fees and Charges Schedule as proposed; and 2. Directs the CEO to include the Fees and Charges Schedule in the 2019/2020 Annual Budget for adoption.	Included in 19/20 Budget.	Complete	CEO/EMCS
6870/19	19-Jun-19	ADM467	Lease of a Portion of Crown Land – Lot 29608 on deposited Plan 30179 – Narembreen Airfield	That Council:- 1. Accept the contents of the draft lease between the Shire of Narembreen and DNA Aviation as attached. 2. Give local public notice, as defined in Section 1.7 of the Local Government Act, of the intended disposal of property by way of lease to meet the requirements of Section 3.58 of the Local Government Act.	Item to July 19 meeting.	Superseded	EMCS



**ATTACHMENT - AGENDA ITEM 8.3.1  
Narembeen Community Resource Centre  
Report - July 2019**

## Profit & Loss [Budget Analysis]

	YTD	Budgeted	\$ Difference	% Difference	Jun-19	Budgeted	\$ Difference	% Difference	Comments
<b>Income</b>									
Grants and Funding	\$142,115.68	\$140,967.66	\$1,148.02	0.80%	\$0.00	\$0.00	NA	NA	
Service Contract Funding	\$14,982.75	\$3,500.00	\$11,482.75	328.10%	\$0.00	\$0.00	NA	NA	
Project/Event Funding	\$7,383.47	\$8,101.96	(\$718.76)	-1.60%	\$0.00	\$0.00	NA	NA	
Merchandise Sales	\$164,481.90	\$152,569.62	\$11,912.01	7.80%	\$1,018.38	\$600.00	\$418.38	69.70%	
Total Grants and Funding									
Operational Income	\$3,920.90	\$5,280.00	(\$1,359.10)	-25.70%	\$0.00	\$480.00	(\$480.00)	-100.00%	
Memberships Income	\$1,904.51	\$1,210.00	\$694.51	57.40%	\$0.00	\$0.00	NA	NA	
Project Income	\$25,196.64	\$20,109.09	\$5,087.55	25.30%	\$4,434.22	\$1,640.00	\$2,794.22	170.40%	
Service Income	\$26,083.33	\$8,400.00	\$17,695.15	238.70%	\$11.82	\$700.00	(\$688.18)	98.30%	Planned workshops, didn't go ahead
Workshop Income	\$60,717.20	\$45,439.09	\$15,278.11	34.70%	\$4,446.04	\$3,650.00	\$796.04	21.80%	
Total Operational Income	\$225,198.83	\$198,008.71	\$27,190.12	13.70%	\$4,452.59	\$4,250.00	\$202.59	4.85%	
<b>Expenses</b>									
Grant and Funding Expenses	\$7,354.57	\$4,447.50	\$2,907.07	65.40%	\$1,763.00	\$25.00	\$1,738.00	6952.00%	
Operational Expenses	\$6,981.62	\$2,520.00	(\$4,461.62)	177.00%	\$6,099.09	\$210.00	\$5,889.09	2804.35%	Printer break down, replaced
Capital Funding Purchases	\$15,241.36	\$6,120.00	\$9,121.36	149.00%	\$0.00	\$0.00	\$0.00	NA	
Project/Event Expenses	\$10,781.77	\$5,160.00	\$5,621.77	108.90%	\$330.00	\$375.00	(\$45.00)	12.00%	
Merchandise Purchases	\$40,359.32	\$18,247.50	\$22,111.82	121.20%	\$10,505.72	\$665.00	\$9,840.72	282.20%	
Total Grant and Funding Expenses	\$25,958.90	\$7,032.00	\$18,926.90	269.20%	\$0.00	\$0.00	\$0.00	NA	
Workshop Expenses	\$9,539.48	\$14,296.00	(\$4,756.52)	33.30%	\$1,400.85	\$1,378.00	\$22.85	1.70%	
Administrative Expenses	\$170,745.26	\$149,712.00	\$21,033.26	17.10%	\$30,463.72	\$12,351.00	\$18,112.72	146.60%	May and June Wages
Staff Expenses	\$213,480.29	\$156,136.00	\$57,344.29	36.70%	\$13,289.43	\$13,073.00	\$216.43	1.70%	
Total Operational Expenses	\$253,839.61	\$193,787.50	\$60,052.11	31.00%	\$44,638.57	\$14,705.00	\$29,933.57	203.60%	
<b>Total Expenses</b>									
<b>Net Profit/(Loss)</b>	<b>(\$28,729.44)</b>	<b>\$4,221.21</b>	<b>(\$32,950.65)</b>	<b>780.60%</b>	<b>(\$40,185.98)</b>	<b>(\$8,838.00)</b>	<b>(\$31,347.98)</b>	<b>66.10%</b>	

# **ATTACHMENT - AGENDA ITEM 8.4.1 Chief Executive Officer's Report**



**To: All Elected Members and Local Government Officers**      **From: Tony Brown**  
**Executive Manager, Governance and Organisational Services**

**Date: 9 July 2019**  
**Priority: High**

**Subject: Select Committee into Local Government**

**IN BRIEF:**

Operational Area:	<b>Chief Executive Officer – Council</b>
Key Issues:	<ul style="list-style-type: none"><li>• The Legislative Council passed a motion to establish a Select Committee into Local Government.</li><li>• The Terms of Reference are broad and listed below</li><li>• WALGA will prepare a draft submission for sector input</li><li>• Local Governments are encouraged to prepare submissions and request an appearance before the Committee.</li></ul>
Action Required:	<b>Note: Feedback on WALGA's draft submission required between 26 July and 13 August 2019</b>

The Legislative Council passed a motion to establish a Select Committee into Local Government. The motion is as per below incorporating the terms of reference;

- (1) That a Select Committee into Local Government is established.
- (2) The Select Committee is to inquire into how well the system of Local Government is functioning in Western Australia, with particular reference to —
  - (a) whether the *Local Government Act 1995* and related legislation is generally suitable in its scope, construction and application;
  - (b) the scope of activities of Local Governments;
  - (c) the role of the Department of State administering the *Local Government Act 1995* and related legislation;
  - (d) the role of Elected Members and Chief Executive Officers/employees and whether these are clearly defined, delineated, understood and accepted;
  - (e) the funding and financial management of Local Governments; and
  - (f) any other related matters the Select Committee identifies as worthy of examination and Report.
- (3) The Select Committee shall comprise five Members.
- (4) The Select Committee shall report by no later than 12 months after the motion for its establishment is agreed to and may, if it sees fit, provide interim reports to the House.

The membership of the Select Committee is as follows:

Chair: Hon Simon O'Brien, MLC  
Deputy Chair: Hon Laurie Graham, MLC  
Members: Hon Diane Evers, MLC  
Hon Martin Aldridge, MLC  
Hon Charles Smith, MLC



The Select Committee has advised that submissions are being called and close on 23 August 2019.

WALGA's process for preparing a submission and assisting the sector is as follows;

- WALGA will prepare a draft Submission for sector input and also for Local Governments to use the information in their own submissions.
- The draft submission will be circulated to Local Governments for sector input on 26 July and we request feedback by 13 August 2019.
- Following the receipt of any feedback, WALGA will review the feedback from the sector and finalise an interim submission to be considered by State Council's Executive Committee by the due date of 23 August 2019.

WALGA encourages all Local Governments to provide submissions and to request to appear before the Select Committee.

It is important to make the distinction between the Select Committee process and the Local Government Act Review process. These are separate and unrelated processes. The Minister for Local Government is continuing with phase two of the Act review process which is working towards the development of a new Local Government Act.

WALGA will keep the sector informed as to the progress of the Select Committee.

**For further information please contact:**

Executive Manager, Governance and Organisational Services  
Tony Brown  
(08) 9213 2051  
[tbrown@walga.asn.au](mailto:tbrown@walga.asn.au)

**ATTACHMENT - AGENDA ITEM 8.4.2  
Tampia Hill to Edna May Mine Haulage Study**



# Design Report

Project:	Tampia Hill to Edna May Mine Haulage Study Narembeen Townsite Assessment Preferred Option
Client:	Explaurum
Author:	James Bridge
Date:	27 <sup>th</sup> May 2019
Document #	1905004-DR-001

CONSULTING CIVIL AND TRAFFIC ENGINEERS  
1 ST. FLOOR, 908 ALBANY HIGHWAY, EAST VICTORIA PARK WA 6101.  
PHONE|+61 8 9355 1300  
FACSIMILE| +61 8 9355 1922  
EMAIL| admin@shawmac.com.au



## Document Status

Version	Prepared By	Reviewed By	Approved By	Date
A	James Bridge	Ian Broadley	James Bridge	16/05/2019
B	James Bridge	-	James Bridge	27/05/2019

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## 1. Introduction

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### 1.1. Background

Explaurum (the Principal) is in the process of developing the Tampia Hill Gold Mine (the Project) located 17km to the South East of Narembeen WA and approximately 300Km East of Perth.

The Principal is considering options for the processing of 'run of mine' (ROM) ore from the Project including haulage to an existing processing plant at its Edna May mine, located approximately 130km to the north.

### 1.2. History

Shawmac has previously undertaken a haulage and route option assessment to assess the most economic road transportation by road of "run of mine" (RoM) ore from Tampia Hill Mine to the Edna May Mine, an approximate distance of 130km (Shawmac Document 1902012-DR-001 Rev A).

This was to haul 1.75Mtpa from the RoM pad at Tampia to the RoM pad at Edna May on a 2-shift basis.

The haulage and route option assessment included a meeting with the Shire of Narembeen, the site inspection of approximately 20 roads and the detailed assessment of 3 truck configurations, 3 haulage shift options and 5 route alignment options.

### 1.3. Haulage Requirements Update

Since the previous haulage and route option assessment, the haulage amount has been reduced from 1.75Mtpa to 750ktpa for a total of 2Mt.

### 1.4. Preferred Truck Configuration

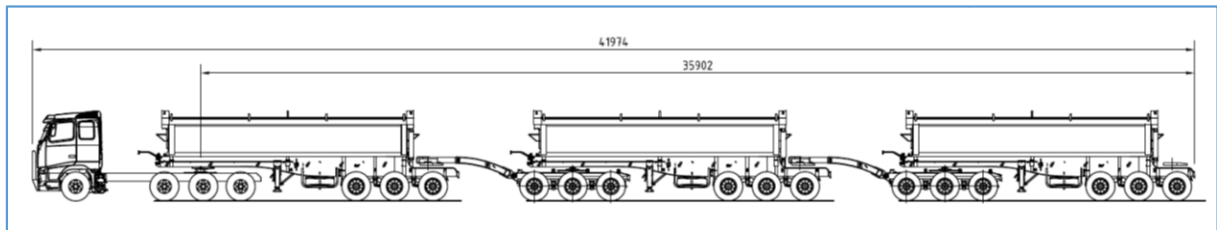
The transport review has identified the following as the preferred transport logistics option:

- **Operation:** Seven Days a Week – Double Shift (24 hours – 360 days/yr); and
- **Truck Configuration:** RAV 7 PBS short triple on AMMS level 3 Tri drive; 99 nett payload tonnes (42m length) configuration.

The above mentioned truck configuration and operation has been identified as the preferred due to the following:

- Reduction in fleet size/traffic volumes;
- Improved safety due to reduction in traffic volumes;
- Improved safety due to improved vehicle performance (braking and vehicle stability) than standard trucks; and
- Improved environmental outcomes due to reduction in traffic volumes.

Refer **Figure 1** for an example of the preferred truck configuration.



**Figure 1: PBS RAV 7 42m Long Truck Configuration Example**

## 1.5. Preferred Route Alignment

From the previously completed haulage and route option assessment, and subsequent discussions with Explaurum and Ramelius Resources, the following was identified as the preferred haulage route:

- **Tampia Hill Mine;**
- Mt Arrowsmith Road (RAV 4 network);
- Mt Walker Road (RAV 7 network);
- Kondinin – Narembeen Road (RAV 7 network);
- Latham Road (RAV 7 network);
- Fricker Road (RAV 7 network); and
- Merredin – Narembeen Road (RAV 7 network);
- Great Eastern Highway (RAV 7);
- Carrabin Westonia Road (RAV 7); and
- **Edna May Mine.**

Refer **Figure 2** for the overall preferred haulage route and **Figure 3** for a detail view of the alignment from the Tampia Hill to Merredin – Narembeen Road.

The preferred route alignment was selected for the following reasons:

- Most economical haulage route;
- Majority of roads are in good condition or full seal width;
- Majority of roads are reasonably flat with good sight distances;
- Requires the least amount of road upgrades resulting in less disruption to traffic during traffic management
- Requires the least amount of road upgrades resulting in the least environmental impact;
- Majority of the alignment utilises roads that are already on the RAV 7 network; and

- Only one road (Mt Arrowsmith Road) is unsealed, therefore minimal dust issues and maintenance.

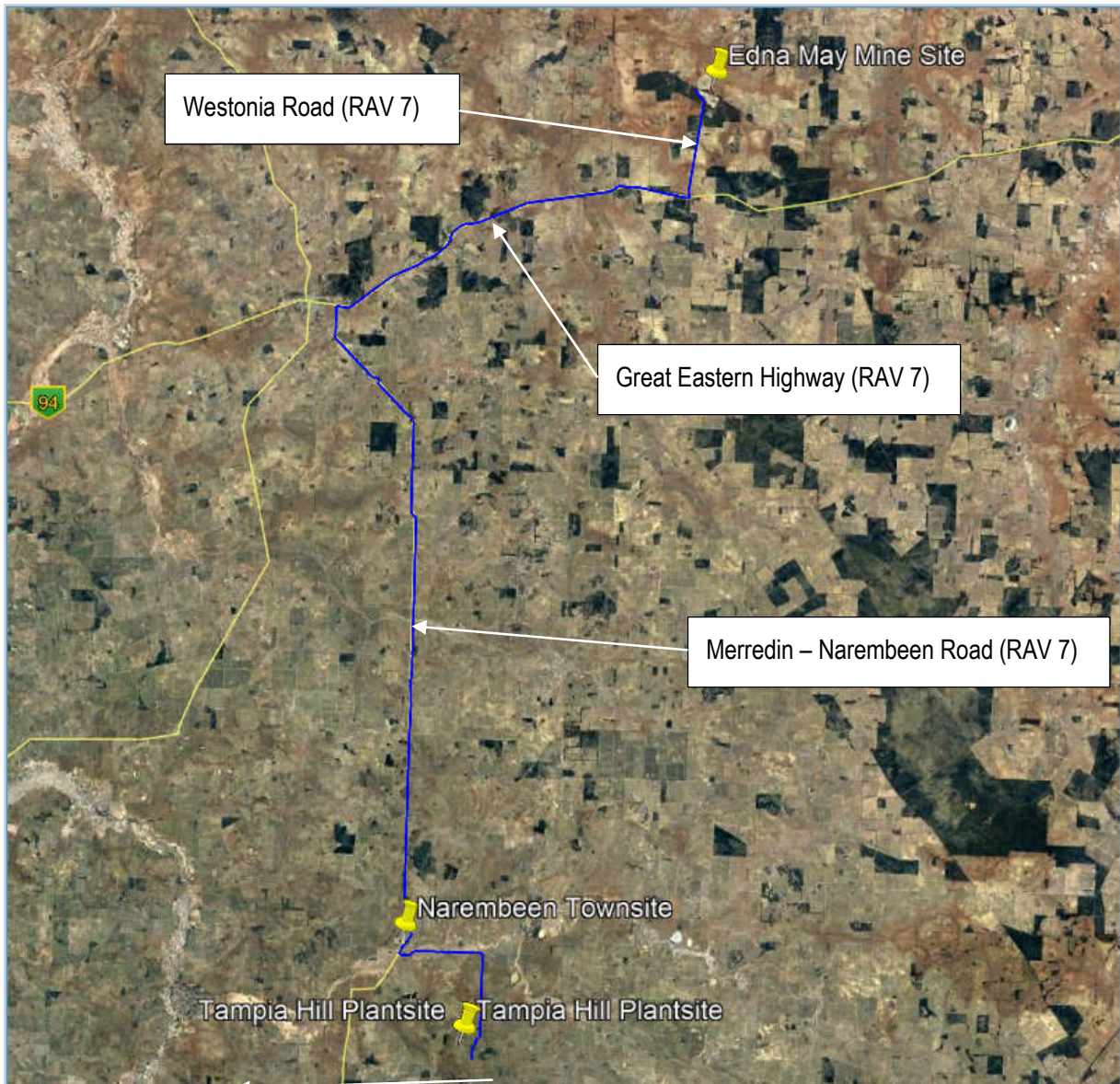


Figure 2: Preferred Alignment

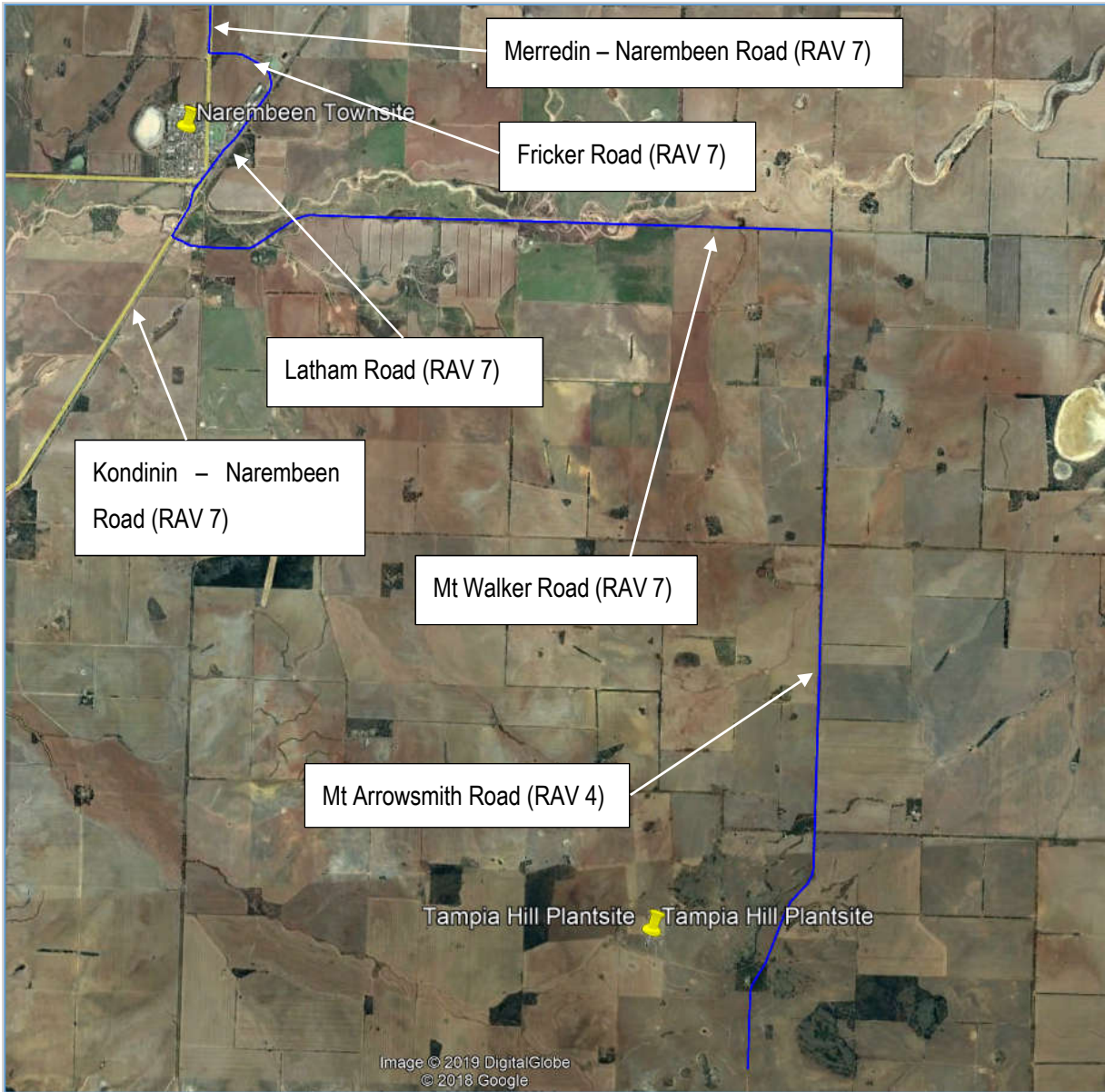


Figure 3: Preferred Alignment: Tampia Hill to Merredin – Naremben Road

## 1.6. Purpose

The purpose of this report is to document the investigations and assessment of the preferred alignment from Tampia Hill Mine to Edna May Mine as well as undertake any additional investigations as identified during previous and ongoing discussions with the Principal.

In addition, the Principal requires the transportation assessment to be updated with a reduction from 1.75Mtpa to 0.75Mtpa, with an approximate total of 2Mt.



## 2. Transport Configuration & Operation

### 2.1. Proposed Transport Configuration and Operation

Wyntak Logistics has undertaken a detailed assessment and study of the transport configuration options.

Refer to **Appendix A** for Wyntak Logistics initial transport review and amendment to capture the reduction in production from 1.5 Mtpa to 750ktpa.

The transport review has identified the following as the preferred transport logistics option:

- **Operation:** Seven Days a Week – Double Shift (24 hours – 360 days/yr); and
- **Truck Configuration:** RAV 7 PBS short triple on AMMS level 3 Tri drive; 99 nett payload tonnes (42m length) configuration.

Refer **Figure 1** for an example of the preferred truck configuration.

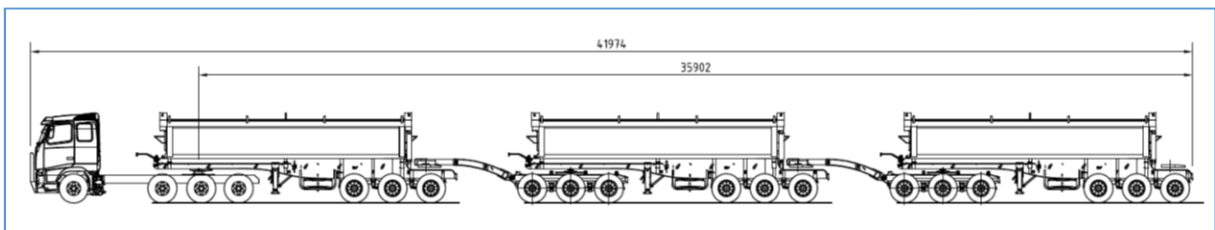


Figure 4: PBS RAV 7 42m Long Truck Configuration Example

### 2.2. PBS (Performance Based Standards) Equipment

Over the last few years MRWA has been allowing transport operators to use slightly bigger equipment subject to approval to operate on the road network. In relation to this Project, the road routes are predominantly 36.5 m RAV 7 rated networks which allows equipment traditionally up to 36.5m in length to operate.

Under a PBS application, Wyntak has investigated the option of operating a 42 metre short triple on a (36.5m RAV 7 route) that enables a third trailer and an increase in volume and triaxle weight bearing groups when compared with the standard approved Network 7 vehicle option in this case a B Double and Dog.

Therefore, the increase in volume/weight is distributed over the additional axle groups to axle loads do not exceed the maximum allowable axle loads.

Through a reduction in fleet size and additional requirements imposed on PBS vehicles, the PBS benefits include the following:

- Improved operational productivity;
- Improved safety;

- Improved vehicle performance (braking and vehicle stability);
- Improved environmental outcomes; and
- Improves commercial viability of the project.

### **2.3. AMMS (Accredited Mass Management Scheme)**

In order to maximise net payload, the MRWA AMMS (Accredited Mass Management Scheme) has been allowed for. The AMMS scheme replaces the previous Concessional loading and Certified Weighbridge Mass Management Schemes. This allows operators to increase axle mass weights on the basis it manages the outcomes in line with the scheme's management protocols.

All transport options are based on achieving maximum axle mass (AMMS level 3) based on access to the MRWA AMMS (Accredited Mass Management Scheme). This scheme has 3 levels:

- AMMS Level 1 Triaxle mass dual tyres 21.5t;
- AMMS Level 2 Triaxle mass dual tyres 22.5t; and
- AMMS Level 3 Triaxle mass 23.5t dual tyres.

Access to AMMS is subject to application and approval by MRWA for all MRWA controlled roads and Local shire approval for any LGA roads. Any road network upgrades required will be carried out to meet the minimum standards for the use of the AMMS level 3 option.

The AMMS application has a series of business rules and requirements specific to each level with level 3 requiring the highest level of load management and auditing processes. A load management plan will be required to be developed and a number of loading protocols and audit processes will be developed to ensure the road haulage operator can maintain the loading profile across the operation.

AMMS benefits include the following:

- Improved operational productivity;
- Reduced risk of overloading;
- Improved skills and accountability to drivers and loaders;
- Improved safety;
- Better relationships with enforcement agencies;
- Improved environmental outcomes;
- Reduced truck and trip movements and reduced interface time on the road; and
- Improves commercial viability of the project.



## 2.4. Commercial Costs and Fleet Size

Refer to **Table 1** and **Table 2** for the estimated commercial cost and fleet sizes for the preferred truck configuration for a production rate of 750ktpa.

This is based on 21 truck movements per day on a 24/7 operation with each truck completing two trips per 12 hour shift with 4 completed trips in a 24hr period.

A nett payload of 99t was originally provided by the Principal as part of the original scope. The study has confirmed that hardox trailers with a heavy build suitable for gold ore haulage will be able to support a 99t nett payload subject to final trailer tare weights, which can vary slightly. The AMMS level 3 management could impact the final net payloads pending the accuracy of the front end loader load out procedure. If the load out protocols are not tightly controlled or difficult to achieve then the nett payload could reduce to 98t however, would not have a significant cost impact for this level of assessment .

Rates provided are nett of GST and in \$AUD and are transport costs only and do not include loading.

**Table 1: Transport Configuration Commercial Cost Assessment Summary**

Combination Description	Gross Combination Mass	Nett Payload	Shift Arrangement	Tonnes/ truck/ day	Daily Demand Tonnes	Trips/day	Fleet Required	Cost/tonne (haulage only)	Cost/annum	Cost over 3 years at present day
RAV 7 PBS AMMS Level 3 Tri Drive Prime Mover	147	99	Seven days per week Double Shift (24hours)	396	2084	21	6	\$13.92	\$10,440,000	\$31,320,000

**Table 2: Transport Configuration Truck Frequency**

RAV Status	Combination Description	Fleet Size	Hours	Minutes	Truck Frequency	
					One Way Minutes	Two Way Minutes
PBS RAV 7	PBS Short Triple on AMMS Level 3 Tri Drive Prime Mover	6	4.75	285	47.5	23.75



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## 3. Preferred Route Assessment

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### 3.1. Site Investigations

A site visit was undertaken on the 26<sup>th</sup> and 27<sup>th</sup> of February 2019 to assess each of the options identified as part of the desktop study as well as identify any other potential routes or roads possibly suitable for haulage not identified during the desktop assessment.

### 3.2. Background Data

Refer to **Appendix B** for background and supporting data used as part of the route assessment including:

- Existing RAV networks;
- Traffic counts of existing roads;
- MRWA minimum road and seal widths for RAV vehicles; and
- MRWA minimum intersection sight distances.

### 3.3. Preferred Route Alignment

From the previously completed haulage and route option assessment, and subsequent discussions with Explaurum and Ramelius Resources, the following was identified as the preferred haulage route:

- **Tampia Hill Mine;**
- Mt Arrowsmith Road (RAV 4 network);
- Mt Walker Road (RAV 7 network);
- Kondinin – Narembeen Road (RAV 7 network);
- Latham Road (RAV 7 network);
- Fricker Road (RAV 7 network); and
- Merredin – Narembeen Road (RAV 7 network);
- Great Eastern Highway (RAV 7);
- Carrabin Westonia Road (RAV 7); and
- **Edna May Mine.**

### 3.4. Mt Arrowsmith Road

#### 3.4.1. Existing Formation

Mt Arrowsmith is an unsealed gravel road approximately 9-10m wide and is currently on the RAV 4 network with the following conditions:

- Maximum speed 60 km/h; and
- See Low Volume Condition Type A in the Operating Conditions (Refer **Appendix B** for further commentary).

Refer **Figure 5** for a typical section of the existing formation of Mt Arrowsmith Road.



**Figure 5: Existing Mt Arrowsmith Road Formation**

The road is in very good condition, generally flat with good sight distances and only short sections of rolling or meandering sections of road along the alignment.

No culvert crossings were identified along the alignment.

The following existing services have been identified along the existing road:

- Overhead Power: Runs parallel to road along fence line for short section near Mt Walker Road intersection;
- Underground Power: Not identified;
- Telstra: Not identified;
- Water: Runs parallel to road on east side between Mt Walker Road and Emu Hill Road; and
- Sewer: Not identified.

### **3.4.2. Upgrade Assessment**

As per **Appendix C** an assessment for the required upgrades to ensure the road meets MRWA minimum

requirements (refer **Appendix B**) has been undertaken.

It is not expected that any of the existing services will be affected.

Due to the existing width of road, good condition of the existing pavement, good sight distances and generally flat grades it is considered that this section of road is suitable for application to be on the RAV 7 network at a 60km/hr operating speed with no upgrades or operating conditions.

MRWA Guidelines do not require this section of road to be sealed.

Notwithstanding this, before the commencement of operations, it is recommended that the existing road is regraded, shaped and compacted with a 50mm pavement overlay.

As per **Appendix E** a high level opinion of probable cost has been prepared for the construction of the required upgrades/modifications. The proposed resheeting and regrading works are assumed to cost \$200k.

### 3.4.3. Maintenance Assessment

As the road is proposed to remain unsealed the following maintenance regime has been proposed:

- **Wet Grading and Compacting:** assumed wet grading and compacting of unsealed roads are required two times a year to remove corrugations and/or general wear and tear due to haulage traffic;
- **50mm Re-Sheeting:** re-sheeting of the unsealed roads is required once at the end of the 3 year mine life to hand the roads back to the Shire in a better condition than the current; and
- **Water Truck:** assumed to be daily for 255 days a year. Water trucks are not required for 30% of the year due to rain days/winter.

As per **Appendix E** a high level opinion of probable cost has been prepared for the maintenance required. The proposed maintenance is expected to be \$230k per year or \$690k over the 3 year mine life.

### 3.5. Mt Arrowsmith Rd & Mt Walker Road Intersection

Sight distances are greater than 400m in each direction at the existing intersection which is in excess of the MRWA minimum requirements (refer **Appendix B**).

As Mt Arrowsmith is currently on the RAV 4 network, the existing unsealed intersection will need widening to allow RAV 7 movements turning left onto Mt Walker Road and right into Mt Arrowsmith Road to ensure vehicles are lane correct.

The minor intersection upgrade is expected to cost \$100k. It has been assumed that modifications can be undertaken without significant impacts to the existing Telstra, overhead power or water services near the intersection.

### 3.6. Mt Walker Road

#### 3.6.1. Existing Formation

Mt Waker Road is currently on the RAV 7 network with the following conditions:

- Maximum speed 80 km/h;
- Combinations exceeding 27.5m are not permitted to cross the railway; and
- All operators must carry current written approval from the road asset owner permitting use of the road.  
No operation on unsealed road segment when visibly wet, without road owner's approval.

Mt Walker Road is a sealed road with the following formation:

- 7m wide seal (3.5m sealed lanes divided by a separation line);
- 0.5m to 1m unsealed shoulder; and
- 8-9m total carriageway width.

Refer **Figure 6** for typical section of the existing formation of Mt Walker Road.



**Figure 6: Existing Mt Walker Road Formation**

The road is generally in good condition.

There are multiple culvert crossings located along the alignment.

The following existing services have been identified along the existing road:

- Overhead Power: Runs parallel along road near Latham Road intersection;
- Underground Power: runs parallel on north side of road near Latham Road intersection;
- Telstra: Runs parallel to the road for sections predominantly on the south side;
- Water: Runs parallel to the road for the majority of the south side; and
- Sewer: Not identified.

### **3.6.2. Upgrade Assessment**

As per **Appendix C** an assessment for the required upgrades to ensure the road meets MRWA minimum requirements (refer **Appendix B**) has been undertaken.

It is not expected that any of the existing services will be affected.

As the current road is on the RAV 7 network, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed rural road, no upgrades are proposed.

### **3.6.3. Maintenance Assessment**

There has been no allowance made for maintenance of sealed roads as it is assumed that there would be minimal maintenance required.

In addition, there has been no allowance for any required maintenance bonds or fees for sealed sections requested by the Shires or MRWA.

## **3.7. Mt Walker Road & Kondinin - Naremben Road Intersection**

Currently trucks longer than 27.5m are not permitted to cross the existing railway track near the Mt Walker East Rd & Kondinin – Naremben Rd intersection. Therefore, the intersection currently does not permit RAV 7 movements.

A turning movement assessment has been undertaken on the intersection to demonstrate the widening required to allow sufficient truck movements based on the stacking distanced being waived by Arc Infrastructure and no upgrades to the rail crossing, refer **Appendix D**.

RAV 7 36.5m long tri-drive road train movements have been allowed for, as the 42m long road train templates are not readily available, however 42m long PBS trucks are known to have similar and, in some cases, better turning paths than traditional RAV 7 truck configurations.

The turning movement assessment confirms that the current intersection layout is not suitable for lane correct RAV 4 movements, let alone RAV 7 movements travelling between the proposed Tampia Hill Mine and Edna May Mine.



It is understood that currently Arc Infrastructure have waived the stacking distance conditions at the intersection and therefore currently RAV 7 vehicles utilise the intersection. Notwithstanding this, and as the intersection is currently not suitable for lane correct RAV 4 movements, it has been proposed that the intersection be upgraded to allow lane correct RAV movements.

As per the turning movement assessment, the following modifications will be required at the intersection:

- Painted median island, or similar, to deviate RAVs to the south when approaching the intersection from Mt Walker Road. This will reduce the widening required for the RAV 7 movements and avoid existing rail infrastructure;
- Widening on the west side of Kondinin – Naremben Rd to allow right turning movements of RAV 7 vehicles from Mt Walker Road onto Kondinin – Naremben Rd;
- Widening of the north side of Mt Walker Road intersection to allow left turning movements of RAV 7 vehicles from Kondinin – Naremben Rd into Mt Walker Road;
- Widening of the north side of Mt Walker Road intersection to allow right turning movements of 27.5m RAV 7 vehicles from Kondinin – Naremben Rd into Mt Walker Road; and
- Widening of the south side of Mt Walker Road intersection to allow left turning movements of 27.5m RAV 4 vehicles.

RAV vehicles are restricted to 80km/hr operating speed for the approach roads to the intersection. Therefore, as per minimum MRWA requirements (refer **Appendix B**), a sight distance of 176m would be required as the approach roads are considered level.

The following approach roads have the following sight distances :

- **Mt Walker Road:** 210m;
- **Kondinin – Naremben Road:** +400m in the south direction; and
- **Kondinin – Naremben Rd:** 380m in north direction.

The widening modifications avoid impacting the overhead power and the existing traffic signals.

The widening on the west side of Kondinin – Naremben Rd, to allow right turning movements of RAV 7 vehicles from Mt Walker Road onto Kondinin – Naremben Rd, may impact existing Telstra services. If impacted the service may require minor modifications however, online data suggests that the existing service could be located outside of the road reserve and therefore may not be impacted.

An acceleration lane on the west side of Kondinin – Naremben Rd, to allow right turning movements of RAV 7 vehicles from Mt Walker Road onto Kondinin – Naremben Rd to accelerate whilst allowing through traffic to overtake is not considered warranted due to the following:

- Kondinin – Naremben Rd speed limit reduces to 50km/hr approximately 300m from the intersection and therefore traffic is expected to reduce speed;
- An acceleration lane for RAV vehicles are not typically warranted for speeds under 80km/hr. Although the intersection is located on an 80km/hr section of Kondinin – Naremben Rd, as discussed above, the road speed reduces to 50km/hr; and
- MRWA guidelines recommend an acceleration is required for when the AADT on the through road exceeds 600 with at least 2 road trains per hour on the terminating leg. As per **Appendix B**, the AADT for the through traffic is under 300 and therefore does not meet this requirement.

The intersection upgrade is expected to cost \$300k. It has been assumed that modifications can be undertaken without significant impacts to the existing Telstra, overhead power or water services near the intersection.

### 3.8. Kondinin – Naremben Road

#### 3.8.1. Existing Formation

Kondinin – Naremben Road is currently on the RAV 7 network, with no conditions, and is a sealed road with the following formation:

- +7m wide seal;
- +1m unsealed shoulder; and
- +8m total carriageway width.

Refer **Figure 7** for typical section of the existing formation of Kondinin – Naremben Road.



**Figure 7: Existing Kondinin – Naremben Road Formation**

The road is generally in good condition. There is also a bridge structure along the alignment which, in regards as a drainage crossing, also seems in good working order.

The following existing services have been identified along the existing road:

- Overhead Power: Short sections running adjacent to the road;
- Underground Power: Not identified;
- Telstra: Running adjacent to the road on the west side;
- Water: Not identified; and
- Sewer: Not identified.

### **3.8.2. Upgrade Assessment**

As per **Appendix C** an assessment for the required upgrades to ensure the road meets MRWA minimum requirements (refer **Appendix B**) has been undertaken.

It is not expected that any of the existing services will be affected.

As the current road is on the RAV 7 network with no conditions, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed rural road, no upgrades are proposed.

### **3.8.3. Maintenance Assessment**

There has been no allowance made for maintenance of sealed roads as it is assumed that there would be minimal maintenance required.

In addition, there has been no allowance for any required maintenance bonds or fees for sealed sections requested by the Shires or MRWA.

## **3.9. Latham Road**

### **3.9.1. Existing Formation**

Latham Road is currently on the RAV 7 network, with no conditions, connects directly to Kondinin – Narembeen Road and is a sealed road with the following formation:

- +7m wide seal;
- +1m unsealed shoulder; and
- +8m total carriageway width.

Refer **Figure 8** and **Figure 9** for typical sections of the existing formation of Latham Road through the townsite and adjacent to the existing grain facility, respectively.



**Figure 8: Existing Latham Road Formation – Through Townsite**



**Figure 9: Existing Latham Road Formation – Upgraded Section Adjacent to CBH Grain Facility**

The road is generally in good condition and has been recently realigned and upgraded for the section running parallel to the grain facility and now connects to Fricker Road.

The following existing services have been identified along the existing road:

- Overhead Power: Couple of road crossings and sections running adjacent to the road;
- Underground Power: Couple of road crossings and short sections running adjacent to the road within townsite area;
- Telstra: Couple of road crossings and short sections running adjacent to the road within townsite area;

- Water: Couple of road crossings within townsite area; and
- Sewer: Not identified.

### 3.9.2. Upgrade Assessment

As per **Appendix C** an assessment for the required upgrades to ensure the road meets MRWA minimum requirements (refer **Appendix B**) has been undertaken.

It is not expected that any of the existing services will be affected.

As the current road is on the RAV 7 network with no conditions, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed townsite road, no upgrades are proposed.

### 3.9.3. Maintenance Assessment

There has been no allowance made for maintenance of sealed roads as it is assumed that there would be minimal maintenance required.

In addition, there has been no allowance for any required maintenance bonds or fees for sealed sections requested by the Shires or MRWA.

## 3.10. Latham Road & Fricker Road Intersection

Latham Road and Fricker Road have recently been upgraded and realigned which included the removal of the intersection. The new arrangement now has Fricker Road and Latham Road connecting as a through road with traffic travelling between the two having priority. Soldiers Road has now been realigned and tees in at the Fricker Road and Latham Road tie in.

## 3.11. Fricker Road

### 3.11.1. Existing Formation

Fricker Road is currently on the RAV 7 network, with no conditions, connects directly to Latham Road and is a sealed road with the following formation:

- 7m to 7.5m wide seal;
- 1m unsealed shoulder; and
- 9m total carriageway width.

Refer **Figure 10** for typical section of the existing formation of Fricker Road.



**Figure 10: Existing Fricker Road Formation**

The road is in very good condition as it has recently been realigned and upgraded.

No culvert crossings were identified along the alignment.

The following existing services have been identified along the existing road:

- Overhead Power: Not identified;
- Underground Power: Not identified;
- Telstra: Not identified;
- Water: Not identified; and
- Sewer: One pressure main crossing near Latham Road, Fricker Road & Soldiers Road tie in.

### **3.11.2. Upgrade Assessment**

As per **Appendix C** an assessment for the required upgrades to ensure the road meets MRWA minimum requirements (refer **Appendix B**) has been undertaken.

It is not expected that any of the existing services will be affected.

As the current road is on the RAV 7 network with no conditions, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed townsite road, no upgrades are proposed.

### **3.11.3. Maintenance Assessment**

There has been no allowance made for maintenance of sealed roads as it is assumed that there would be minimal maintenance required.

In addition, there has been no allowance for any required maintenance bonds or fees for sealed sections

requested by the Shires or MRWA.

### 3.12. Fricker Road & Merredin – Naremben Road Intersection

There are no upgrades proposed for the Fricker Road and Merredin – Naremben Road intersection due to the following:

- The intersection is currently on the RAV 7 network with no conditions;
- There is a right turning apron widening on Merredin – Naremben Road to assist truck turning movements turning right from Fricker Road; and
- Sight distances are greater than 400m in each direction along Merredin – Naremben Road and is approximately 350m along Fricker Road which is in excess of the MRWA minimum requirements detailed within **Appendix B**.

### 3.13. Merredin – Naremben Road

#### 3.13.1. Existing Formation

Merredin – Naremben Road is currently on the RAV 7 network with the following conditions:

- Maximum speed 80 km/h (Shire of Naremben section only).

Merredin – Naremben Road is a sealed road with the following formation:

- 7m to 7.5m wide seal;
- 0.5m to 1m unsealed shoulder; and
- 8 to 9m total carriageway width.

Refer **Figure 11** for typical section of the existing formation of Merredin – Naremben Road.



**Figure 11: Existing Merredin – Narembeen Road Formation**

The road is generally in good condition.

There are multiple culvert crossings located along the alignment.

The following existing services have been identified along the existing road near the townsite:

- Overhead Power: Not identified;
- Underground Power: Not identified;
- Telstra: Runs parallel to road on west side;
- Water: Two pipelines running parallel to road on west side; and
- Sewer: Not identified.

### **3.13.2. Upgrade Assessment**

As per **Appendix C** an assessment for the required upgrades to ensure the road meets MRWA minimum requirements (refer **Appendix B**) has been undertaken.

It is not expected that any of the existing services will be affected.

As the current road is on the RAV 7 network, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed rural road, no upgrades are proposed.

### **3.13.3. Maintenance Assessment**

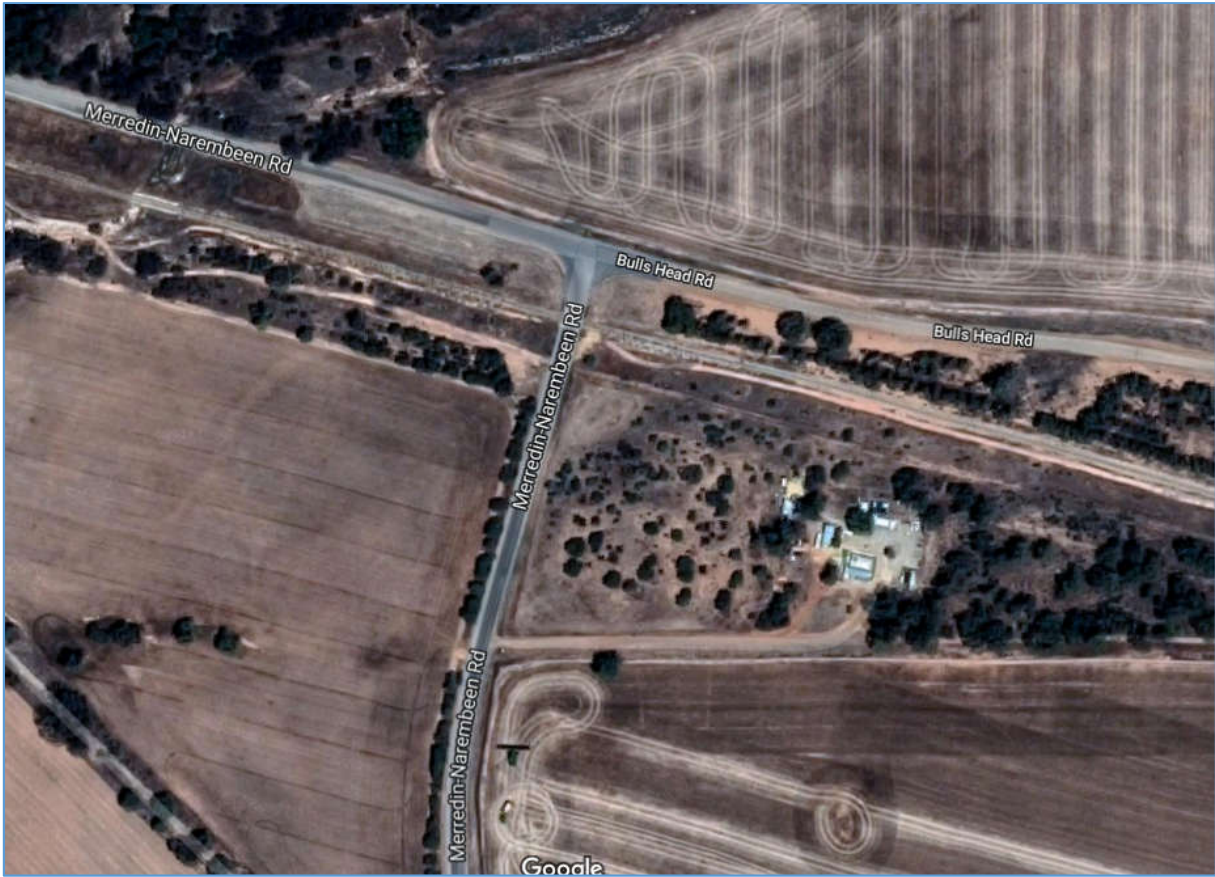
There has been no allowance made for maintenance of sealed roads as it is assumed that there would be minimal maintenance required.

In addition, there has been no allowance for any required maintenance bonds or fees for sealed sections requested by the Shires or MRWA.

## **3.14. Merredin – Narembeen Road & Bulls Head Road Intersection**

Approximately 9.5km from the Great Eastern Highway intersection along Merredin – Narembeen Road, the Merredin – Narembeen Road intersects Bulls Head Road and crosses the existing rail as per **Figure 12**.





**Figure 12: Existing Merredin – Naremben Road and Bulls Head Road Intersection**

The intersection is currently on the RAV 7 network however, does not have the required stacking distance. In addition, RAV 7 vehicles would struggle to manoeuvre the intersection lane correct.

Although the intersection is currently on the RAV 7 network, the Shire may request improvements to the intersection. An allowance of \$100k has been included to allow minor modifications/widening to the intersection to improve turning movements of the RAV 7 vehicles and safety of the intersection.

### **3.15. Merredin – Naremben Road & Great Eastern Highway Intersection**

The existing Merredin – Naremben Road & Great Eastern Highway intersection is currently on the RAV 7 network, with no conditions, and has the following configuration:

- Auxiliary left turn lane into Merredin – Naremben Road;
- Channelised right turn lane in Merredin – Naremben Road; and
- Sight distances are greater than 400m in each direction.

There is currently no acceleration lane for loaded RAV 7 vehicles turning right onto Great Eastern Highway

travelling towards the Edna May Mine. Although the existing intersection is currently on the RAV 7 network, MRWA may request an acceleration lane be installed due to the following:

- Acceleration lanes for RAV vehicles are typically warranted for speeds over 80km/hr Both roads are speed zoned greater than 80km/hr (110km/hr) and; and
- MRWA guidelines recommend an acceleration is required for when the AADT on the through road exceeds 600 with at least 2 road trains per hour on the terminating leg. As per **Appendix B**, the AADT for the through traffic (Great Eastern Highway) is over 1500 AADT and therefore does not meet this requirement.

An upgrade cost of \$3.5M has been allowed for should MRWA request an acceleration lane which takes the below into consideration:

- Relocation of existing power and communication services;
- Significant traffic management during construction;
- 1.5km acceleration lane; and
- Major earthworks for the north lane widening.

### **3.16. Great Eastern Highway**

#### **3.16.1. Existing Formation**

Great Eastern Highway is currently on the RAV 7 network, with no conditions, and is a sealed road with the following formation:

- 7m wide seal (3.5m sealed lanes divided by a separation line);
- 0.5-1m sealed shoulders;
- 1m to 2m unsealed shoulder; and
- 10-12m total carriageway width.

Refer **Figure 13** for typical section of the existing formation of Great Eastern Highway.



Figure 13: Existing Great Eastern Highway Formation

The road is generally in good condition.

There are multiple culvert crossings located along the alignment.

The following existing services have been identified along the existing road:

- Overhead Power: Locations vary;
- Underground Power: Locations vary – typically at intersections with street lighting;
- Telstra: Locations vary;
- Water: Above ground and below ground - locations vary; and
- Sewer: Not identified.

### 3.16.2. Upgrade Assessment

As per **Appendix C** an assessment for the required upgrades to ensure the road meets MRWA minimum requirements (refer **Appendix B**) has been undertaken.

It is not expected that any of the existing services will be affected.

As the current road is on the RAV 7 network, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed rural road, no upgrades are proposed.

### 3.16.3. Maintenance Assessment

There has been no allowance made for maintenance of sealed roads as it is assumed that there would be minimal maintenance required.



In addition, there has been no allowance for any required maintenance bonds or fees for sealed sections requested by the Shires or MRWA.

### **3.17. Great Eastern Highway & Westonia Road Intersection**

The existing Great Eastern Highway and Westonia Road intersection is currently on the RAV 7 network, with no conditions.

During the site visit the intersection was under construction and therefore the ultimate configuration could not be confirmed.

The Principal has confirmed that the intersection has recently been upgraded to the following configuration:

- Auxiliary left turn lane into Westonia Road; and
- Channelised right turn lane in Westonia Road.

An acceleration lane on the south side of Great Eastern Highway, to allow right turning movements of RAV 7 vehicles from Westonia Road travelling towards Tampia Hill to accelerate whilst allowing through traffic to overtake, is not considered warranted due to the following:

- Trucks will be unloaded and therefore lighter and can accelerate quicker; and
- There are adequate sight distances in both directions.

No withstanding this, an upgrade cost of \$800k has been allowed for should MRWA request modifications to the existing intersection such as the following:

- Lengthening of the existing auxiliary left turn lane into Westonia Road;
- Right turning apron and extended sealed shoulder widening for right turn movements from Westonia Road onto Great Eastern Highway for unloaded trucks travelling to Tampia Hill; and
- Relocation of existing power and communication services due to the above.

### **3.18. Westonia Road**

#### **3.18.1. Existing Formation**

Westonia Road is currently on the RAV 7 network with the following conditions:

- Maximum speed 80 km/h.

Westonia Road is a sealed road with the following formation:

- 7m wide seal;
- 0.5m to 1m unsealed shoulder; and

- 8-9m total carriageway width.

Refer **Figure 14** for typical section of the existing formation of Westonia Road.



**Figure 14: Existing Westonia Road Formation**

The road is generally in good condition.

There are multiple culvert crossings located along the alignment.

The following existing services have been identified along the existing road:

- Overhead Power: Typically runs parallel along road outside of road reserve with a couple of road crossings;
- Underground Power: Not identified;
- Telstra: Typically runs parallel along road outside of road reserve with a couple of road crossings;
- Water: Typically runs parallel along road; and
- Sewer: Not identified.

### **3.18.2. Upgrade Assessment**

As per **Appendix C** an assessment for the required upgrades to ensure the road meets MRWA minimum requirements (refer **Appendix B**) has been undertaken.

It is not expected that any of the existing services will be affected.

As the current road is on the RAV 7 network, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed rural road, no upgrades are proposed.



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### 3.18.3. Maintenance Assessment

There has been no allowance made for maintenance of sealed roads as it is assumed that there would be minimal maintenance required.

In addition, there has been no allowance for any required maintenance bonds or fees for sealed sections requested by the Shires or MRWA.

## 4. Summary

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### 4.1. Summary of Transport Operation Costs

In summary:

- **RAV 7 PBS AMMS Level 3:** \$10.5Mk/year (\$31.5M for 3 year mine life)

### 4.2. Summary of Upgrades

In summary, the required upgrades are as follows:

- **Mt Arrowsmith Road (RAV 4 network):** Resheeting and shaping with 50mm pavement overlay;
- **Mt Arrowsmith Rd & Mt Walker Road Intersection:**
  - Widening required on the unsealed section of Mt Arrowsmith Road to allow RAV 7 movements turning left onto Mt Walker Road; and
  - Widening required on the unsealed section of Mt Arrowsmith Road to allow RAV 7 movements turning right into Mt Arrowsmith Road;
- **Mt Walker Road (RAV 7 network):** No upgrades proposed;
- **Mt Walker Road & Kondinin – Naremben Road Intersection:**
  - Painted median island, or similar, to deviate RAVs to the south when approaching the intersection from Mt Walker Road;
  - Widening on the west side of Kondinin – Naremben Road to allow right turning movements of RAV 7 vehicles from Mt Walker Road onto Kondinin – Naremben Road;
  - Widening of the north side of Mt Walker Road intersection to allow left turning movements of RAV 7 vehicles from Kondinin – Naremben Road into Mt Walker Road and right turning movements of 27.5m RAV 7 vehicles from Kondinin – Naremben Road into Mt Walker Road; and
  - Widening of the south side of Mt Walker Road intersection to allow left turning movements of 27.5m RAV 4 vehicles;
- **Kondinin – Naremben Road:** No upgrades proposed;
- **Latham Road (RAV 7 network):** No upgrades proposed;
- **Latham Road & Fricker Road Intersection:** No upgrades required. Intersection recently removed and upgraded into a through road;
- **Fricker Road (RAV 7 network):** No upgrades proposed;
- **Fricker Road & Merredin – Naremben Road Intersection:** No upgrades proposed;
- **Merredin – Naremben Road (RAV 7 network):** No upgrades proposed;

- **Merredin – Naremben Road & Bulls Head Intersection:** Minor widening of intersection to improve turning movements and safety;
- **Merredin – Naremben Road & Great Eastern Highway Intersection:** MRWA may request acceleration lane for loaded RAV 7 vehicles turning right onto Great Eastern Highway travelling towards the Edna May Mine;
- **Great Eastern Highway (RAV 7 network) :** No upgrades proposed;
- **Great Eastern Highway & Westonia Road Intersection :** MRWA may request lengthening of existing auxiliary left turn lane and/or right turn apron and sealed shoulder widening for unloaded vehicles travelling to Tampia Hill; and
- **Westonia Road (RAV 7 network):** No upgrades proposed.

#### 4.3. Summary of Upgrades Construction Costs

In summary:

• <b>Mt Arrowsmith Road (RAV 4 network):</b>	<b>\$200k</b>
• <b>Mt Arrowsmith Rd &amp; Mt Walker Road Intersection:</b>	<b>\$100k</b>
• <b>Mt Walker Road (RAV 7 network):</b>	<b>\$0</b>
• <b>Mt Walker Road &amp; Kondinin – Naremben Road Intersection:</b>	<b>\$300k</b>
• <b>Kondinin – Naremben Road:</b>	<b>\$0</b>
• <b>Latham Road (RAV 7 network):</b>	<b>\$0</b>
• <b>Latham Road &amp; Fricker Road Intersection:</b>	<b>\$0</b>
• <b>Fricker Road (RAV 7 network):</b>	<b>\$0</b>
• <b>Fricker Road &amp; Merredin – Naremben Road Intersection:</b>	<b>\$0</b>
• <b>Merredin – Naremben Road (RAV 7 network):</b>	<b>\$0</b>
• <b>Merredin – Naremben Road &amp; Bulls Head Intersection:</b>	<b>\$100k</b>
• <b>Merredin – Naremben Road &amp; Great Eastern Highway Intersection:</b>	<b>\$3.5M</b>
• <b>Great Eastern Highway (RAV 7 network) :</b>	<b>\$0</b>
• <b>Great Eastern Highway &amp; Westonia Road Intersection :</b>	<b>\$800k</b>
• <b>Westonia Road (RAV 7 network):</b>	<b>\$0</b>

**Total = \$5.0M**

There have been no allowances for contingency or costs associated with site investigations, survey, design, permits/approval or project management.





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#### 4.4. Summary of Maintenance Costs

In summary:

- **Mt Arrowsmith Road (RAV 4 network):** \$230k/year (\$690k for 3 year mine life)

There has been no allowance made for maintenance of sealed roads as it is assumed that there would be minimal maintenance required.

In addition, there has been no allowance for any required maintenance bonds or fees for sealed sections requested by the Shires or MRWA.

#### 4.5. Summary of Total Costs

In summary, the calculated construction and maintenance costs for the preferred haulage route from Tampia Hill to Merredin – Naremben Road is as follows:

- Transport Operation Costs: \$31.5M
- Construction Costs: \$5.0M; and
- Maintenance Costs: \$230k per year or \$690k over the 3 year mine life.



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## 5. Future Works/Approvals

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### 5.1. PBS and Shire Approval

Refer to Wyntak Transport Assessment (**Appendix A**) for the approvals process to allow PBS configurations along the preferred option route.

In summary the project will require the following Shire approvals:

- Route acceptance and upgrade of current network 4 roads to network 7 for the southern roads;
- Approval for Tri drive operation on all shire roads;
- AMMS approval to level 3 for the nominated shire roads;
- Approval to double shift equipment 7 days per week; and
- PBS understanding and support for the same (although final say with PBS sits with MRWA).

Once Shire approval has been obtained then the following sets will be required for PBS approval:

- Submit In Principal Application to MRWA for approval;
- Full PBS study and equipment evaluation;
- PBS build of equipment; and
- PBS Audit.

### 5.2. Road Design and Upgrades

Once a route option has been selected then the following steps are to be undertaken to design the required upgrades:

- Geotechnical investigations;
- Feature survey of roads requiring upgrades;
- Service locating/potholing of existing services affected by road upgrades and service provider liaison;
- Detailed traffic impact assessments for intersections;
- Engineering road and drainage design;
- Fauna and flora site inspection (desirably in Spring) and submit clearing permit application;
- Land acquisition for road reserve truncation at intersections where applicable; and
- Tendering for construction.



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### 5.3. Land Acquisition

Land acquisition may be required for the intersection upgrades/widening at Mt Arrowsmith & Mt Walker Rd intersection and Mt Walker Rd & Latham Road intersection.



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## Appendix A – Wyntak Logisits Transport Review

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Reference Item	Title	Revision / Date	Document Job Number
1	Tampia Hill Gold Mine to Mt Edna May Mine Transport Review	DRAFT 15/03/18	A2
2	Tampia Hill Gold Mine to Mt Edna May Mine Transport Review Amended volume revision May 2019 - 750ktpa	May 2019	A2



## Appendix B – Route Assessment Supporting Data

### Existing RAV Network

The current RAV status for each of the existing roads along the preferred alignment has been sourced from the online MRWA HVS Mapping Tool as per below.

#### Existing RAV Network

Road Name	RAV	Conditions	Conditions Description
Mt Arrowsmith Rd	4	Yes	Maximum speed 60 km/h See Low Volume Condition Type A in the Operating Conditions
Mt Walker Rd	4	Yes	Maximum speed 80 km/h
	7	Yes	Maximum speed 80 km/h Combinations exceeding 27.5m are not permitted to cross the railway All operators must carry current written approval from the road asset owner permitting use of the road. No operation on unsealed road segment when visibly wet, without road owner's approval.
Kondinin – Narembeen Rd	4,7	No	No Conditions
Latham Rd	4,7	No	No Conditions
CBH Access – Fricker Rd	4	No	No Conditions
	7	Yes	No left turn permitted into CBH Access Rd from Fricker Rd
Merredin – Narembeen Rd (Narembeen Shire)	4	Yes	Maximum speed 80 km/h
	7	Yes	Maximum speed 80 km/h
Merredin – Narembeen Rd (Merredin Shire)	4	No	No Conditions
	7	No	No Conditions
Great Eastern Highway	4,7	No	
Westonia Road	4,7	Yes	Maximum speed 80 km/h

### Existing Traffic Volumes

Traffic data has been sourced from the MRWA traffic map website and updated to estimate the end of mine life traffic volumes in 2022/23 assuming a 5% traffic growth per year. This data is to be used to when assessing MRWA minimum rural road width requirements and intersection configurations.

#### Traffic Volumes

Road	Traffic Count Location	AADT	%HV	Year	Assumed Growth per/Year	Years to 2018/19	Mine Life	Total Years	Traffic Volumes (2022/23)	Truck Volumes AADT	Total Volumes
Great Eastern Hwy	East of Booran North Rd	1,465	37.1	2017/18	5%	1	3	4	1,781	44	1,825
Great Eastern Hwy	West of Westonia	1,799	38.4	2016/17	5%	2	3	5	2,297	44	2,341
Merredin Narembeen Rd	North of Hicks Road	555	25.2	2018/19	5%	0	3	3	643	44	687
Merredin Narembeen Rd	North of Cramphorne Rd	314	41.1	2014/15	5%	4	3	7	442	44	486



Merredin Naremben Rd	North of Wogar West Rd	254	42.9	2014/15	5%	4	3	7	358	44	402
Merredin Naremben Rd	North of Roach Rd	256	39.5	2014/15	5%	4	3	7	361	44	405
Merredin Naremben Rd	North of Fricker Rd	292	30.5	2018/19	5%	0	3	3	339	44	383
Latham Rd	East of Currall St	161	21.7	2014/15	5%	4	3	7	227	44	271
Mt Walker Rd	East of Kondinin Naremben Rd	411	32.8	2014/15	5%	4	3	7	579	44	623
Mt Walker Rd	West of Mount Arrowsmith	236	42.8	2014/15	5%	4	3	7	333	44	377
Kondinin Naremben Rd	South of Mount Walker Rd	187	32.6	2014/15	5%	4	3	7	264	44	308

### MRWA RAV Minimum Road Widths and Seal Requirements

The minimum road widths are to be as per Appendix A and Appendix C of the MRWA RAV Guidelines as shown below.

As detailed within the MRWA RAV Guidelines roads a road should be sealed if AADT is over 150 and annual freight tonnage is over 300,000 tonnes per annum.

In the absence of any traffic data, the following parameters may enable a judgement as to whether a road needs to be sealed:

- If the road is unlikely to be used by more than 10 RAVs per day; or
- If the road is unlikely to be used by more than 60 RAVs per day over a seasonal two month period.

Where traffic volume is less than 75 vehicles per day, the width of the road may be assessed in accordance with the width requirement in Appendix B of the MRWA RAV Guidelines, with conditions as detailed within Appendix E of the MRWA Guidelines. If the road width meets the requirements in Appendix A, the conditions as per Appendix E are not necessary.

**Refer over for MRWA Appendix extracts.**

#### Appendix A: Rural Road Minimum Width

	60 to 70 km/h		80 to 100 km/h	
	Carriageway Width* (m)	Sealed Width** (m)	Carriageway Width* (m)	Sealed Width** (m)
<b>0 to 150 AADT / VPD***</b>				
RAVs Categories 2-4	7.6	3.3	7.9	3.4
RAVs Categories 5-7	7.7	3.4	8.0	3.5
RAVs Categories 8-10	8.2	3.8	8.6	3.9
<b>150 to 500 AADT / VPD</b>				
RAVs Categories 2-4	7.6	5.6	7.9	5.9
RAVs Categories 5-7	7.7	5.7	8.0	6.0
RAVs Categories 8-10	8.2	6.1	8.6	6.4
<b>500 to 1 000 AADT</b>				
RAVs Categories 2-4	7.9	6.1	8.2	6.4
RAVs Categories 5-7	8.0	6.2	8.3	6.5
RAVs Categories 8-10	8.6	6.6	9.0	6.9
<b>More than 1 000 AADT</b>				
RAVs Categories 2-4	9.6	6.8	9.9	7.1
RAVs Categories 5-7	9.7	6.9	10.0	7.2
RAVs Categories 8-10	10.6	7.6	11.0	8.0

\* The carriageway widths given in the above table should be used for assessing usable width on gravel roads.

\*\* A road should be sealed if AADT over 150 and annual freight tonnage over 300,000 TPA. In the absence of any data, the following parameters may be a guide:

- uniform annual loaded RAV traffic volume more than 10 vehicles per day; or
- loaded RAV traffic volume more than 60 vehicles per day over a seasonal two month period.

\*\*\* When the road width is below the above values and traffic volume is no more than 75 VPD, the route may be suitable for RAVs Categories 2-10 (excluding 8) access as a low volume road. Refer to Appendix B on the following page.

### Appendix C: Town Site Road Minimum Widths

Feature	RAVs Categories 2-4		RAVs Categories 5-8		RAVs Categories 9-10	
	60 - 70 km/h	80-100 km/h	60 - 70 km/h	80-100 km/h	60 - 70 km/h	80-100 km/h
<b>(Undivided carriageway – 2 Way) Width between sealed edge and road centre (m)</b>						
Basic / unmarked	3.2	3.5	3.3	3.7	3.6	4.1
with marked separation line	3.5	3.8	3.6	4.0	3.9	4.4
with dedicated cycle lane	4.7	5.5	4.8	5.7	5.1	6.1
with dedicated or regular parallel parking	5.7	NA	5.8	NA	6.1	NA
with dedicated angle (45°) parking	9.2	NA	9.3	NA	9.6	NA
<b>(Divided carriageway – single lane) Width between sealed edge and edge of median or traffic island (m)</b>						
Basic / unmarked	3.5	3.8	3.6	4.0	3.9	4.4
with dedicated cycle lane	5.0	5.8	5.1	6.0	5.4	6.4
with dedicated or regular parallel parking	6.0	NA	6.1	NA	6.4	NA
with dedicated angle (45°) parking	9.5	NA	9.6	NA	9.9	NA
<b>(Undivided carriageway – 2 lanes) Width between sealed edge and road centre (m)</b>						
Basic / unmarked	6.6	7.0	6.7	7.1	7.0	7.5
with dedicated cycle lane	8.1	9.0	8.2	9.1	8.5	9.5
with dedicated or regular parallel parking	9.1	NA	9.2	NA	9.5	NA
<b>(Divided carriageway – 2 lanes) Width between sealed edge and edge of median or traffic island (m)</b>						
Basic / unmarked	6.6	7.0	6.7	7.1	7.0	7.5
with dedicated cycle lane	8.1	9.0	8.2	9.1	8.5	9.5
with dedicated or regular parallel parking	9.1	NA	9.2	NA	9.5	NA
<b>(Multiple Lane Carriageways – 3 or more lanes) Width of additional through lane (m)</b>						
basic	3.2	3.4	3.3	3.5	3.4	3.6

Notes:

- 1) Speed refers to the prevailing speed limit for the road

### Appendix B: Low Volume Rural Road Minimum Widths

**NB: This section is not to be used for assessing routes for RAV Category 8.**

**Type A Road** (suitable for two-way RAV traffic)

	40 km/h	60 km/h
	Carriageway Width (m)	Carriageway Width (m)
RAVs Categories 2-7	5.8	6.1*
RAVs Categories 9-10	5.9	6.3*

For Type A low volume roads, Appendix E operating conditions 1, 2, 3, 4, 5, 7 and 8 may be applied as a condition;

\*If a road is at least 1.0 m wider than these widths, an 80km/h speed restriction should be considered. A speed restriction above 80km/h should only be considered if the road is sealed, has good sight distance and presents no significant safety concern.





## Intersection Sight Distance Requirements

The minimum sight distances required at intersections is as per Appendix D of the MRWA RAV Guidelines as shown below:

### Appendix D: Required Sight Distances

Posted Speed km/h	Downhill				Level	Uphill			
	-8%	-6%	-4%	-2%		2%	4%	6%	8%
40	74	72	70	68	66	65	64	62	61
50	102	98	95	92	89	87	85	84	82
60	134	128	123	119	116	112	110	107	105
70	170	162	155	149	144	140	136	133	130
80	209	198	190	182	176	170	165	161	157
90	252	239	228	218	210	203	197	191	186
100	308	290	275	263	252	242	234	227	220

The above values have been derived using the formula given in Austroads Guidelines with following factors:

Reaction Time	4.0 s
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(Deceleration rate of 0.29g up to 90 km/h, 0.28g at 100 km/h.)



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## Appendix C – Minimum Required Road Upgrades Assessment

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Notes: Refer to **Appendix B** for MRWA minimum requirements.



Minimum Required Upgrades Summary

Road Name	Traffic Data	Assumed Traffic Volumes AADT	Townsite / Rural or Low Volume	RAV Seal/Unsealed Requirements	Operating Speeds	Existing			MRWA RAV 7 Requirements			Upgrade Required? (Y/N)	Comments
						Sealed Road Width	Total Road Width	Unsealed Road Width	Sealed Rural Road Width	Townsite Seal Width			
Mt Arrowsmith Rd	-	0-150	Rural	unsealed	60-70km/hr	0	9	7.7	3.4	6.6	Y	Mt Arrowsmith Road is currently on the RAV 4 network with a maximum allowable operating speed of 60 km/h and the operating conditions of a Low Volume Condition Type A road.  Due to the existing width of road, good condition of the existing pavement, good sight distances and generally flat grades it is considered that this section of road is suitable for application to be on the RAV 7 network at a 60km/hr operating speed with no upgrades or operating conditions.  MRWA Guidelines do not require this section of road to be sealed.	
Mt Walker Rd	333 & 579	500-1000	Rural	sealed	80-100km/h	7	9	8.3	6.5	7.4	N	Mt Walker Road is currently on the RAV 7 network with a maximum allowable operating speed of 80 km/h.  As the current road is on the RAV 7 network, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed rural road, no upgrades are proposed.	
Latham Rd	227	150-500	Townsite	sealed	60-70km/hr	7	8	7.7	5.7	6.6	N	As the current road is on the RAV 7 network with no conditions, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed townsite road, no upgrades are proposed.	
Fricke Rd	-	150-500	Townsite	sealed	60-70km/hr	7 to 7.5m	7	7.7	5.7	6.6	N	As the current road is on the RAV 7 network with no conditions, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed townsite road, no upgrades are proposed.	
Merredin – Narembreen Rd (Narembreen Shire)	486	150-500	Rural	sealed	80-100km/h	7 to 7.5m	9	8	6.0	7.4	N	Merredin – Narembreen Rd is currently on the RAV 7 network with a maximum allowable operating speed of 80 km/h.  As the current road is on the RAV 7 network, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed rural road, no upgrades are proposed.	
Merredin – Narembreen Rd (Merredin Shire)	687	500-1000	Rural	sealed	80-100km/h	7 to 7.5m	9	8.3	6.5	7.4	N	Merredin – Narembreen Rd is currently on the RAV 7 network with no conditions.  As the current road is on the RAV 7 network, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed rural road, no upgrades are proposed.	
Great Eastern Highway	2,341	1000+	Rural	sealed	80-100km/h	9	12	10	7.2	7.4	N	Great Eastern Highway is currently on the RAV 7 network with no conditions.  As the current road is on the RAV 7 network, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed rural road, no upgrades are proposed.	



Westonia Road	-	150-500	Rural	sealed	80-100km/h	7	9	8	6	7.4	N	Westonia Road is currently on the RAV 7 network with a maximum allowable operating speed of 80 km/h. As the current road is on the RAV 7 network, the road is in generally good condition and the formation meets the minimum MRWA RAV Guidelines requirements for a sealed rural road, no upgrades are proposed.
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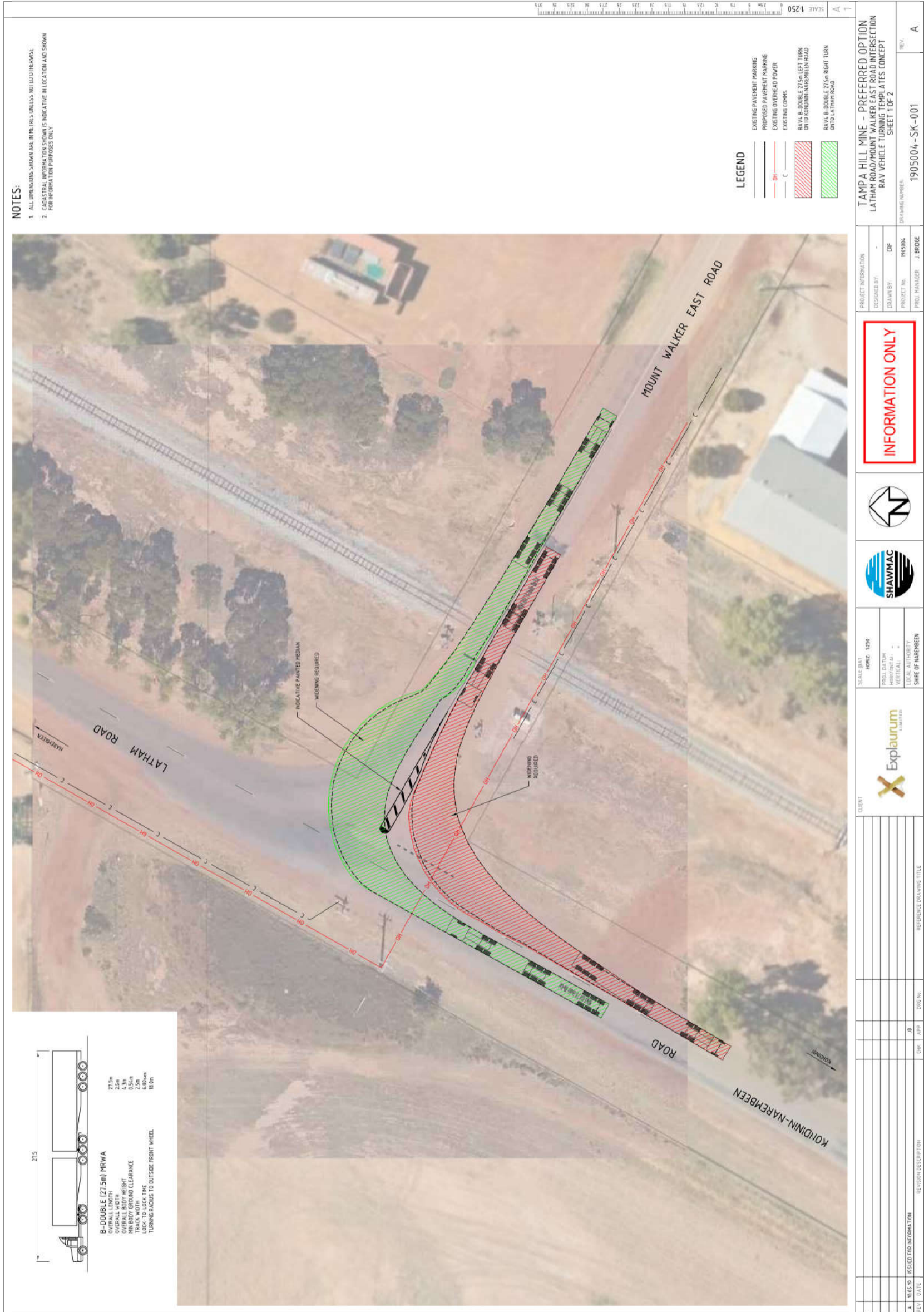


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## Appendix D – Mt Walker & Latham Road Intersection Assessment

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**NOTE:** RAV 7 36.5m long tri-drive road train movements have been allowed for, as the 42m long road train templates are not readily available, however 42m long PBS trucks are known to have similar and, in some cases, better turning paths than traditional RAV 7 truck configurations.







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## Appendix E – Opinion of Probable Cost - Upgrade Construction and Maintenance Assessment

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Notes:

Refer to **Appendix F** for assumed construction rates and allowances for intersection upgrades.

Refer **Appendix G** for assumed maintenance rates.





Opinion of Probable Cost - Upgrade Construction Cost Summary

Road	Intersection Upgrade Type	Existing Road				Minimum Requirement				Clearing				Earthworks		Pavement			Sealing			TOTAL			Drainage Infrastructure		TOTAL COST					
		Length	Pavement Width	Cleared Width	Sealed Width	Required Pavement Width	Required Seal Width	Drain width (each side)	Clearing Width	Clearing Level	Earthworks Level	Pavement Widening Width	Pavement Level	Seal Type	Seal Width	\$/m	Minor Crossings	Medium Crossings	Major Crossings	Drainage Total	Drainage Total											
Mt Arrowsmith		11070	9	10	0	7.7	0	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$18.00	0	0	0	\$0.00	\$199,260.00
Mt Arrowsmith & Mt Walker Rd Intersection	Minor					0	0	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$100,000.00
Mt Walker Rd		8640	9	12	7	8.3	6.5	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$0.00
Mt Walker Rd & Latham Road Intersection	Medium					0	0	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$300,000.00
Latham Rd		2250	8	12	7	7.7	6.6	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$0.00
Fricker Rd		1050	9	12	7.5	7.7	6.6	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$0.00
Fricker Rd & Merredin - Narembeen Rd Intersection	None					0	0	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$0.00
Merredin - Narembeen Rd (Narembeen Shire)		30000	9	12	7	8	6	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$0.00	
Merredin - Narembeen Rd & Bulls Head Road Intersection	Intersection	Minor				0	0	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$100,000.00
Merredin - Narembeen Rd			9500	9	12	8.3	6.5	8.3	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$0.00
Merredin - Narembeen Rd & GEH Intersection	Intersection	MRWA Significant				0	0	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$3,500,000.00
Great Eastern Highway			39500	12	12	10	7.2	10	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$0.00
GEH & Westonia Road Intersection	Intersection	Major				0	0	0	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$800,000.00
Westonia Road			11600	9	9	8	6	8	0	None	0	0	0	None	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	0	0	0	\$0.00	\$0.00
<b>TOTAL</b>																																<b>\$4,999,260.00</b>



Opinion of Probable Cost - Maintenance Cost Summary

Road	Maintenance Required (Y/N)	Wet Grading			Compacting			50mm Re-Sheeting			Water Truck			Floodway Repair			Total Maintenance Cost for 3 Year Mine Life		
		Frequency/ year	\$/km	Total Cost /year	Frequency/ year	\$/km	Total Cost /year	Frequency/ year	\$/m3	\$/m	Total Cost /year	Frequency/ year	\$/km	Total Cost /year	Frequency/ year	\$/Item		Total Maintenance Cost /year	
Mt Arrowsmith	Y	2	\$176.00	\$3,896.64	2	\$265.71	\$5,882.91	0.33	\$40.00	\$18.00	\$66,420.00	255.5	\$54.00	\$152,732.79	0.33	\$6,000.00	\$0.00	\$686,797.03	
Mt Arrowsmith & Mt Walker Rd Intersection	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$0.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Mt Walker Rd	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$18.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Mt Walker Rd & Latham Road Intersection	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$0.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Latham Rd	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$16.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Fricke Rd	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$18.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Fricke Rd & Merredin - Narambeen Rd Intersection	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$0.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Merredin - Narambeen Rd (Narambeen Shire)	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$18.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Merredin - Narambeen Rd & Bulls Head Road Intersection	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$18.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Merredin - Narambeen Rd	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$18.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Merredin - Narambeen Rd & GEH Intersection	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$18.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Great Eastern Highway	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$18.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
GEH & Westonia Road Intersection	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$18.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
Westonia Road	N	0	\$176.00	\$0.00	0	\$265.71	\$0.00	0.00	\$40.00	\$18.00	\$0.00	0	\$54.00	\$0.00	0.00	\$6,000.00	\$0.00	\$0.00	
<b>TOTAL</b>																		<b>\$228,932.34</b>	<b>\$686,797.03</b>



## Appendix F – Road Construction Rates

### General

Rates adopted have been obtained from Shawmac's library of tendered rates for similar projects.

### Clearing

Clearing costs have been separated into the density of vegetation to be cleared as per below:

#### Clearing Rates

Clearing Density	Rate/m <sup>2</sup>
None	\$0.00
Light	\$0.50
Medium	\$1.00
Heavy	\$2.00

### Earthworks/Drains

Earthworks have been categorised into three separate levels as follows:

- **Minor:** Regrading and/or installation of new road drains;
- **Medium:** Regrading and/or installation of new road drains and cut to fill earthworks of approx. 300mm; and
- **Major:** Regrading and/or installation of new road drains and cut to fill earthworks of approx. 500mm.

#### Earthworks/Drain Rates

Level	Drain Depth (m)	Drain Width (each side) (m)	Cut/Fill Depth (m)	Road Width (m)	Cut/Fill Qty (m <sup>3</sup> )	Cut/Fill \$/m <sup>3</sup>	\$/m
None	0	0	0	8	0	\$15.00	\$0.00
Minor	0.3	3	0	8	0.9	\$15.00	\$13.50
Medium	0.3	3	0.3	8	3.3	\$15.00	\$49.50
Major	0.3	3	0.5	8	4.9	\$15.00	\$73.50

### Pavement

Pavement costs have been derived from a proposal/quote provided by the Shire of Narembeen to Explaurum for various road upgrades and new roads. A rate of \$40.00/m<sup>3</sup> for pavement supply and installation has been allowed for.



Therefore, pavement overlay and pavement widening rates have been calculated as per the following tables.

#### Pavement Overlay

Level	Rate	Unit	Pavement Depth (m)	\$/m2
None	\$40.00	m3	0	\$0.00
Regrade	\$40.00	m3	0.05	\$2.00
Minor	\$40.00	m3	0.1	\$4.00
Medium	\$40.00	m3	0.2	\$8.00
Major	\$40.00	m3	0.3	\$12.00

#### Pavement Widening

Description	Subgrade Compaction (m2)	Pavement Rate (m2)	\$/m2
Pavement Widening (assuming 300mm pavement)	\$2.00	\$12.00	\$14.00

#### Sealing

Sealing has been categorised in the type of seal required as per below:

#### Sealing Rates

Type	\$/m2
Reseal	\$10.00
Single Seal	\$15.00
Double Seal	\$20.00

#### Drainage Infrastructure

Required drainage infrastructure upgrades have assumed three different categories as follows:

- **Minor:** Single barrel culverts with no rock protection;
- **Medium:** Multiple barrel culverts or box culvert with rock protection at outlet and inlet; and
- **Major:** Multiple barrel culverts or box culvert with floodway rock protection.

#### Drainage Infrastructure Rates

Level	Culverts \$/m	Length	Rock Protection (\$/m2)	Rock Qty	\$/Item
None	\$0.00	0	\$50.00	0	\$0.00
Minor	\$700.00	10	\$50.00	0	\$7,000.00
Medium	\$1,500.00	10	\$50.00	50	\$17,500.00
Major	\$3,500.00	10	\$50.00	200	\$45,000.00



## Intersection Upgrades

Intersection upgrades have been separated into seven categories as follows:

- **Minor:** Widening to existing unsealed intersections, or slight modifications to existing sealed intersections;
- **Medium:** Widening and upgrades to existing sealed intersections;
- **Major:** Realignment and/or modifications on larger and/or busy sealed intersections;
- **Significant:** Upgrade of existing busy sealed intersection including acceleration lanes and auxiliary lanes for RAV 7 vehicles;

The costs for intersection upgrades have been broadly assumed from previous tendered projects on similar intersection upgrades.

**Table 3: Intersection Upgrade Rates**

Level	\$/Item
None	\$0.00
Minor	\$100,000.00
Medium	\$300,000.00
Major	\$800,000.00
Significant	\$2,200,000.00



## Appendix G – Maintenance Rates

Maintenance rates have been assumed for different maintenance activities and plant required as per below:

### Maintenance Cost Rates

Maintenance Works	Costs
<b>Wet grading</b>	Standard Motor Grader
Operating speed (km/h)	10
Operating cost/hr (machinery)	\$320.00
Operating cost/hr (operator)	\$120.00
No of runs	4.00
<b>Cost/km</b>	<b>\$176.00</b>
<b>Compaction</b>	Vibrating Drum Roller
Operating speed (km/h)	7
Operating cost/hr (machinery)	\$190.00
Operating cost/hr (operator)	\$120.00
No of runs	6.00
<b>Cost/km</b>	<b>\$265.71</b>
<b>Re-sheeting</b>	
<b>Cost to supply, place and compact gravel (m<sup>3</sup>)</b>	<b>\$40.00</b>
<b>Water Trucks</b>	
Operating speed (km/h)	10
Operating cost/hr (machinery)	\$150.00
Operating cost/hr (operator)	\$120.00
No of runs	2.00
<b>Cost/km</b>	<b>\$54.00</b>
<b>Floodway Maintenance</b>	
Cost to supply, place and compact gravel (m <sup>3</sup> )	\$40.00
Pavement Depth (m)	0.3
Length (m)	50
Width (m)	9
Cost to clean culverts	\$600.00
<b>Cost/Floodway</b>	<b>\$6,000.00</b>

# **ATTACHMENT - AGENDA ITEM 8.4.3**

## **Local Government Elections 2019**

## IN PERSON ELECTION TIMETABLE 2019 Local Government Ordinary Election

Days to Polling Day	Local Government Act	References to Act/Regs	Day	Date
80	Last day for declaration to have the Electoral Commissioner conduct an in person election.	LGA 4.20 (2)(3)(4)	Wed	31/07/2019
70	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20 (4)	Sat	10/08/2019
70 to 56	Between the 70th/56th day the CEO is to give Statewide public notice of the time and date of close of enrolments. <b>Preferred date Wednesday 14 August 2019</b>	LGA 4.39(2)	Sat to Sat	10/08/2019 to 24/08/2019
56	Last day for the CEO to advise the Electoral Commissioner of the need to prepare a residents roll.	LGA 4.40(1)		24/08/2019
56	Advertising may begin for nominations from 56 days and no later than 45 days before election day. <b>Preferred date Wednesday 28 August 2019</b>	LGA 4.47(1)	Sat	24/08/2019
50	Close roll 5.00 pm	LGA 4.39(1)	Fri	30/08/2019
45	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)	Wed	4/09/2019
44	<b>Nominations Open</b> First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)	Thu	<b>5/09/2019</b>
38	If a candidate's nomination is withdrawn not later than 4.00 pm on the 38th day before election day, the candidate's deposit is to be refunded.	Reg. 27(5)	Wed	11/09/2019
37	<b>Close of Nominations</b> 4.00 pm on the 37th day before election day.	LGA 4.49(a)	Thu	<b>12/09/2019</b>
36	Last day for the CEO to prepare & certify an owners & occupiers roll for the election. Last day for the Electoral Commissioner to prepare & certify a residents roll.	LGA 4.41(1) LGA 4.40(2)	Fri	13/09/2019
31	Preferred date: Notice of Election advertisement	LGA 4.64(1)	Wed	18/09/2019
31	Issuing of postal election packages is to commence [Date of election notice or as soon as practicable after this day]	Reg. 44(2)	Wed	18/09/2019
31	Commencement of absent voting [Date of election notice or as soon as practicable after this day]	Reg. 54(2)	Wed	18/09/2019
31	Commencement of early voting [Date of election notice or as soon as practicable after this day]	Reg. 59(2)	Wed	18/09/2019
22	The preparation of any consolidated roll under subregulation (1) be completed on or before 22nd day before election day.	Reg. 18(2)	Fri	27/09/2019
19	<b>Public Holiday</b>		Mon	30/09/2019
19	Last day for the Returning Officer to give Statewide public notice of the election. <b>Preferred date Wednesday 18 September 2019</b>	LGA 4.64(1)	Mon	30/09/2019
4	Absent voting closes 4.00pm	Reg. 54(2)	Tue	15/10/2019
1	Early voting closes 4.00pm	Reg. 59(2)	Fri	18/10/2019
0	<b>Election Day</b> Close of poll 6.00 pm	LGA 4.7	Sat	<b>19/10/2019</b>

Post Election Day	Post Declaration	References to Act/Regs		Date
5	Election result advertisement.	LGA 4.77	Thu	24/10/2019
14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.	Reg.81	Sat	2/11/2019
28	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA 4.81(1)	Sat	16/11/2019

As at February 2019





**ELECTORAL CODE OF CONDUCT**



## Shire of Narembeen

### Electoral Code of Conduct

#### Introduction

This code of conduct contains the principles and standards we are to apply in performing electoral officer duties.

Elections are the very foundation of our democratic society and vigilance is required in preserving the integrity of the electoral process.

Elections can also be an emotional experience for winning and losing candidates and a fertile area for disputation if cause exists. All candidates are entitled to expect that we will so conduct ourselves as to ensure the election outcome is a true expression of the will of the electorate.

An election is also an opportunity for personal contact with a big number of the Shire's customers. Casting a vote will be one of the few direct contacts some will have with the Shire during the course of the year. Our goal should be to project an image of professionalism, impartiality and friendliness.

The charter for this Code of Conduct is contained in Elections Regulation 8, which provides -

- “8. (1) *This regulation applies to the ordinary elections to be held in 1999 and to each subsequent election.*
- (2) *The RO for any election to which this regulation applies is to prepare or adopt an electoral code of conduct for the election that aims to ensure that all electoral officers, act –*
- a) *lawfully;*
  - b) *professionally;*
  - c) *fairly and impartially;*
  - d) *with honesty and integrity; and*
  - e) *without any conflict of interest, in relation to the election.*
- (3) *The RO is to provide each electoral officer with a copy of, or access to a copy of, the electoral code of conduct.*
- (4) *An electoral officer is to observe and comply with the electoral code of conduct.”*

This Code of Conduct is a living document in that it will be examined by us each year to ensure that the guidance contained therein remains relevant and attuned to on-the-job experiences. Your contribution to this on-going review will be appreciated and in the interim, do not hesitate to raise, either directly with the RO or through an appropriate forum, ethical issues impacting on our role as electoral officers.

## **Our Commitment**

### **Act Lawfully**

We will –

- complete the Form 1 declaration before acting
- prepare ..... so that we are familiar with the Act and Regulations, and the duties expected of us : ask questions so that uncertainties are resolved before election day
- exercise care in carrying out duties and making decisions: penalties for electoral offences are high
- abide by the detail of the Act, Regulations, and instructions issued, in performing all duties
- maintain surveillance to ensure security of election papers and secrecy of the ballot
- report offences to the appropriate authority.

We will not -

- make improper use of official information for the gain or detriment of any person, or falsify reports.

### **Act Professionally**

We will –

- dress in a manner which depicts the professional position we hold
- open on time
- behave in a consistently ethical, competent and reliable manner
- be familiar with the Local Government Act and Regulations
- obey promptly any lawful instruction of a supervising officer
- assist and cooperate with other staff
- observe “no smoking” policies of the Shire

## **Act Fairly and Impartially**

We will –

- act impartially to serve the common good, while recognising that equity can involve treating people differently according to their circumstances
- be polite and sensitive to customer needs : explain the reason for decisions
- be alert to any attempt by candidates/scrutineers to gain an unfair advantage : report any questionable activities in this regard to the appropriate authority
- refrain from making comments of a party political nature, or about candidates or local referendum issues, or policies of the Council.

We will not –

- solicit or accept gifts, fees, favours or remuneration of any kind, from a candidate or person assisting a candidate.

## **Act with Honesty and Integrity**

We will –

- advise if we cannot allow a vote, and why
- have available a supply of Enrolment Eligibility Claim forms
- invite aggrieved persons to exercise their rights of appeal or complaint
- explain processes and procedures

## **Duty of Care**

As electoral officers we must exercise a duty of care in order to fulfil our obligations effectively and without causing harm. Such a duty of care includes -

- ensuring the efficient and effective use of the resources placed at our disposal
- being accountable for the use of those resources; and
- setting an example by supporting and monitoring ethical behaviour.

## **Act with No Conflict of Interest**

Electoral officers are to act without conflict of interest.

Generally, a conflict of interest exists if the relationship between a prospective electoral officer and a candidate is such as could influence, or be seen by others to influence, the partiality with which electoral provisions are administered.

Examples of “closely associated” relationships an officer could have to a candidate where a conflict of interest might arise include:

- A spouse (includes defacto) of the candidate
- A parent of a candidate
- A close relative of a candidate
- A partner of a candidate
- An employee of a candidate
- A trustee, if a candidate is a beneficiary
- Associated through his/her spouse who is living with the officer and is –
  - (a) parent of a candidate living with them
  - (b) partner of a candidate
  - (c) an employee of a candidate or
  - (d) a trustee, if a candidate is a beneficiary

If any officer has such a “close association” or is the director of a company associated with a candidate they must disclose the relevant detail to the RO and accept that person’s judgment as to whether or not the ‘interest’ should preclude their engagement as an electoral officer.



## Nominating to be a council member

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### 2019 Local Government Elections - Fact Sheet 4

#### Are you eligible to nominate for council?

**To stand for election** as a councillor, or a mayor or president elected by the people of a local government district, you must:

- be 18 years of age or older;
- be an elector of the district (if you are only an elector because you are a nominee of a body corporate then you are not eligible to stand for council);
- (if a current council member) have a term that ends on election day, unless you are standing for mayor or president directly elected by the public.

**You are not eligible** to nominate for council if you:

- are a member of State or Federal Parliament;
- are an insolvent under administration;
- are serving a prison sentence for a crime;
- have been convicted of a serious local government offence within the last five years, (unless the court has waived the disqualification);
- have been convicted on indictment of an offence for which the penalty was or included imprisonment for life, or imprisonment for more than five years;
- are a member of another council;
- are subject to a court order disqualifying you from being a council member because you have misapplied local government funds or property;
- are on the local electoral roll as the nominee of a body corporate;
- propose standing for two positions on council (unless you are standing for mayor or president as well as councillor); or
- are currently disqualified by the State Administrative Tribunal from holding office as a member of a council.

## Training prior to nomination

All candidates must complete an online induction prior to nominating for election so they are fully aware of what to expect as an elected member and the rules related to campaigning.

## How to make an effective nomination

For a nomination to stand for council to be effective:

- You must fill out the nomination form, which must be received by the returning officer (person running the election) within the period beginning the 44<sup>th</sup> day before election day and ending 4.00pm on the 37<sup>th</sup> day before election day.
- The nomination form must be accompanied by a candidate profile (more information on that is included later in this fact sheet).
- If you are nominated by an agent, the form must be accompanied by a written authorisation from you (or such authorisation must follow before nominations close).
- The nomination form and candidate profile must be accompanied by a deposit of \$80 or the deposit must be paid before nominations close.

**Key Concept:** For an effective nomination, you must have a nomination form, candidate profile, deposit (and authorisation if using an agent to lodge).

The earlier you lodge your nomination, the easier it will be for the returning officer to notify you of any errors or irregularities. For a full election timetable which includes the nomination period for this year's elections, refer to the DLGSC's website.

## Name on nomination

The name to be printed on the ballot paper for a local government election must be your surname and one or more of your given names (or an initial or a commonly accepted variation). You must use the same name on your candidate profile. To ensure fairness between candidates, the returning officer may rule that a name is inappropriate for inclusion on the ballot paper. If so, he or she may ask you to nominate another name or choose one he or she considers appropriate. Talk to the returning officer if you are uncertain about whether you can use a certain variation.

## Forwarding of a nomination

A nomination can be:

- delivered by you or your agent (if your nomination is signed and delivered by someone else you must provide written authorisation signed by you before nominations close);
- posted or faxed; or
- sent by any electronic means if a hard copy of the nomination can be printed in full including your signature.

An electronic nomination is deemed to be received when a hard copy is printed. Note that the receipt of your nomination does not mean that it has been accepted as an effective nomination. Also, the \$80 deposit must be paid before a nomination can be accepted.

**Tip:** If faxing or emailing your nomination, phone your local government's returning officer to check if he or she has received and made a hard copy of it before the close of nominations.

## Payment of nomination deposit

The \$80 deposit can be paid by cash, bank draft or postal order made out to the local government. It can also be paid in other ways such as by bank cheque or electronic funds transfer, subject to the approval of the returning officer. The reason that a deposit is required is to discourage frivolous nominations.

## Return of nomination deposits

Nomination deposits are to be returned to any successful candidate, and any candidate who receives at least 5 per cent of the total number of votes in the count.

Deposits are also to be returned if a candidate withdraws before 4.00pm on the 38<sup>th</sup> day before election day, or if a candidate in both an election for councillor and an election for mayor or president is elected as mayor or president.

## Candidate profiles

When you nominate for council, your candidate profile is to:

- be written in English;
- be not more than 150 words (excluding your name and contact details);
- be confined to information about you, your policies and beliefs;
- not contain information that is false, misleading or defamatory;



- be on a single-sided A4 page (it can be handwritten, typed or printed);
- include your full name, address and contact numbers (your name must be in the form in which you have asked for it to be shown on the ballot paper), and

can include a recent head or head and shoulders photograph no larger than a passport photo if you wish.

The purpose of the profile is to provide information to electors about your policies and beliefs as well as your personal details so that they can make an informed choice when voting.

You may wish to tell them what you think are important services and facilities for your community and what you would like your local government to consider providing. You could highlight new areas where council could develop policies; and tell them what you would work towards on their behalf should you be elected.

Statements could be worded:

- I believe ...
- I support ...
- I participated in ...
- I raised the idea (or concept) in council of ...
- To illustrate my beliefs (or policies I have been involved in) ...

A candidate who has not been an elected member previously could relate their beliefs or policies to positions, decisions or outcomes they would encourage the council adopt. They could indicate their involvement with community groups that may have aims or agendas with which the candidate agrees.

Take care to avoid negative comments about other candidates or anyone else. Such comments could be viewed as defamatory. Make sure that the statements you make are practical and will not mislead.

The returning officer can amend your profile if it does not meet these requirements. Preferably, this will be done in consultation with you. This can be done before or after nominations close. If a profile is changed, the returning officer will promptly provide you with written notice of the change and the reason for it.

Where there is a 'voting in person' election, the returning officer will arrange for the display of your profile at each polling place as well as the local government's public notice board. For this purpose, the returning officer may reproduce it in the same form or another form.

In a postal voting election or where a postal voting package is sent to a person in a 'voting in person' election, the profile will be included in the package. Again, it may be reproduced in the form in which you submitted it, or it may be reformatted.

**Tip:** Read the notes on the back of your nomination form before you fill it out and before you write your profile. Adhere to the conditions set down for candidate profiles as your nomination could be rejected if it does not conform to the requirements.

Should you wish to submit a photo, it is suggested that you use one with a light background as this provides better quality reproduction. The photo is included in the overall size limitation of the profile (single-sided, A4).

**Key concept:** The purpose of the candidate profile is to enable electors to make an informed choice when voting.

## Examples of candidate profiles

Below are two examples of how a candidate profile could be used to promote a candidate within the community:

### **No.1 Peter Barlow**

Your candidate for Oxford

A vote for Peter is a vote for independence and integrity.

31 years of age, married to Simone with three children, Tim 5, Jane 3 and James 1.

31 years resident of Oxford who enjoys and values the unique hills lifestyle.

Through his business, will ensure easy access for all residents to a sympathetic ear.

Loves and wants to keep our forest environment.

Positive thinking individual who believes in teamwork.

Will ensure strong support for our volunteer organisations (SES, Bush Fire Brigade, Scouts).

Keen to support open and accountable government – giving residents and ratepayers an opportunity to be part of the team.

Keen to see the implementation of the district conservation strategy in the Shire's new planning scheme.

Keen to support council's investment policy and plan.

Keen to see continuation of discounts for early payment of rates.

Contactable on tel: 123 4567 (H), 987 6543 (W), and at 16A Valley Road, Oxford.

## **No.2 Jennifer Simmonds**

I am married with two children and live in Tuart Street, Smithdale.

I am a small businessperson and am therefore very aware of the problems faced by small business people in the community. I am also supportive of living in a healthy and safe environment.

I believe that a local government should be open and accountable in the way it conducts its business and that people in the community should have every opportunity to participate in their local government.

I am therefore keen to promote steady and careful growth in our community and to promote the principles and aims of the new local government legislation.

My contact details are:

Address: 21 Tuart Street, Smithdale

Telephone: 9999 9999

## **Rejection of nomination**

A nomination can be accepted or rejected. It can only be rejected if it is ineffective (for instance, does not meet one of the requirements listed at the beginning of this fact sheet, or is not properly completed and signed, or if the deposit fee is not received by the end of nominations).

When a nomination is rejected, the returning officer must give you written notice of the decision and the reasons for it, without delay. This is another reason for lodging your nomination early.

## Display of nomination and profile

When a nomination has been accepted, the returning officer will arrange for your nomination details (but not your nomination form), and your profile to be displayed on a public notice board at the local government's offices. Nomination details include the candidate's name, the name to appear on the ballot paper, the ward (if any), mayor, president or councillor position, and the type of election (for instance, ordinary or extraordinary).

The details and profile will stay on display at the local government's offices until the result is declared if no election is required or until 6.00pm on election day.

Depending on the type of election, a copy of the profile will also be displayed in a prominent position in each polling place and/or will accompany each set of postal voting papers.

## Cancellation of nominations

A nomination is cancelled if you withdraw it before nominations close. Nominations can only be withdrawn by a written notice to the returning officer. If the notice is from your agent it must be accompanied by, or be followed by, a letter of authorisation from you before the close of nominations. A withdrawal notice or letter of authorisation can be transmitted in the same way as a nomination paper. (See "Forwarding of a nomination", earlier in this fact sheet.)

When a nomination is cancelled, nomination details and profiles will be removed from display and replaced by a notice of the cancellation until nominations close.

If you withdraw after 4.00pm on the day before nominations close, you will forfeit your deposit. Withdrawing of nominations can only occur up to the close of nominations, (4.00pm on the 37<sup>th</sup> day before election day). Your nomination cannot be withdrawn after the close of nominations.

For the full election timetable which includes the nomination period for this year's elections, refer to the DLGSC's website.

## Is there going to be a vote?

### Equal or less candidates than vacancies - No

If the number of candidates equals the number of vacancies to be filled at the election, the candidates are declared elected unopposed and no formal election (poll) is held.

If the number of candidates is less than the number of vacancies to be filled at the election, the candidates are also elected unopposed and an extraordinary election will be held later to fill the remaining vacancies.

### **More candidates than vacancies - Yes**

If there are more candidates than vacancies to be filled, an election (poll) will be held.

The returning officer will draw lots to determine the order in which the names of the candidates will appear on the ballot paper.

### **Where can I get more information?**

For more information visit the Department of Local Government, Sport and Cultural Industries website at: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au) or contact your local government.

This publication was prepared by:

Department of Local Government, Sport and Cultural Industries  
Gordon Stephenson House, 140 William Street, PERTH WA 6000  
GPO Box 8349 Perth Business Centre WA 6849  
Telephone: (08) 6551 8700  
Freecall (Country Only): 1800 620 511  
Email: [info@dlgsc.wa.gov.au](mailto:info@dlgsc.wa.gov.au)  
Web: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

Translating and Interpreting Service (TIS) – Telephone: 13 14 50

All or part of this document may be copied. Due recognition of the source would be appreciated.

**ATTACHMENT - AGENDA ITEM 8.4.4  
Narembeen Club Inc – Narembeen Recreation  
Centre Lease**

Chris Jackson  
CEO  
Shire of Narembeen  
1 Longhurst St  
NAREMBEEN WA 6369

**RE: Request for assistance for the Narembeen Recreation Centre maintenance & lease.**

10/6/2019

Dear Chris,

Thank you for meeting with Narembeen Club committee members and myself to discuss maintenance issues within the Narembeen Recreation Centre.

The Narembeen Recreation Centre provides an enjoyable, modern venue for sports clubs to use for after game showers, meetings, fundraising and relaxation after a game. We provide a clean, safe place for families and other community members to socialise, have a drink and on occasion have a night out for a meal. Community groups use our facilities at no cost to conduct meetings and fundraise (The Narembeen District High School raised \$2,000 for a casserole dinner last month with no charge for use of the kitchen) and we are having an increasing number of tourists stopping in for a quiet drink and a chat.

The Narembeen Recreation Centre Committee strives to provide a facility that caters for our community's social and sporting requirements. Decisions are made not for a profit priority, but rather for increasing social benefits for our community. Fortunately, the Narembeen Recreation Centre has been able to balance the profit versus social to a financially breakeven point. However, mounting costs of maintenance may force the committee to change decisions towards a profit basis to cover costs.

The Narembeen Recreation Centre Committee would like to request the Shire of Narembeen's financial assistance, to allow us to continue to provide an enjoyable social experience for our community members. Please see below a list of items for your perusal:

Item	Cost
Exemption of lease fee for another three years at the renewal of the building lease due October 2019.	\$25,000 per annum

Replacement of rusted Urn in canteen	\$ 2574 x GST
Light at rubbish area for safety reasons. This should have been included when the rubbish area was built. Some staff are refusing to go there at the end of their shift.	\$ 385 incl
Exhaust fan in disabled toilet where soiled nappies smell	\$230 incl
Exhaust fans in change rooms. Now that the showers work, the steam is not escaping. Currently causing wet walls and soggy toilet paper, however, long term this will lead to mildew problems.	\$ 932.80 incl
Water fountain near lockers is faulty and needs repair.	Electricians report attached.
Sound system – system was inadequate for club’s requirements and is not working correctly.	\$31,878 ex GST
Blinds – motors need replacing.	Still waiting on quote
Benches in lady’s restroom near showers for after game sports, should have been included in the original build. Many ladies have complained that they do not have anywhere to sit while changing and waiting for a shower.	Still waiting on quote
Replacement of soap dispensers - current dispensers are rusting and leaking soap.	Still waiting on quote
Replacement of 40 bar stools. Current bar stools are not commercial grade and over half are damaged.	Still waiting on quote

Thank you Chris, and please feel free to call and discuss any of the above mentioned items.

Kind regards,

Kyla Padfield  
Secretary  
Narembeen Recreation Centre



**ATTACHMENT - AGENDA ITEM 8.5.2  
Adoption of Council Policy –  
Procurement Framework**

## POLICY OBJECTIVES

To ensure the procurement functions of the Shire of Narembeen are statutorily compliant and in line with the principles of the Council.

## POLICY SCOPE

This policy applies to all Shire employees involved in procurement processes.

## POLICY DETAIL

The procurement of goods and services for the Shire of Narembeen is a critically important business process. All Shire employees involved in procurement practices must have regard for the Shire's Code of Conduct requirements and display the highest standards of ethics and integrity, acting in an honest and professional manner at all times.

The Chief Executive Officer (CEO) must develop executive policies and procedures to ensure the Shire's procurement practices are legislatively compliant, specifically meeting the requirements set out in the Local Government (Function and General) Regulations 11-24AJ, and adhere to the Council's overarching principles, as detailed below:

1. **Best Value** – employees shall balance factors such as price, quality, timeliness of service, experience, lifetime management costs and other relevant selection criteria to ensure best value for the Shire
  - All purchases above \$50,000 must have at least two written quotes unless a Council exemption is provided
  - The CEO is to set other purchasing threshold and quotation requirements, and is able to grant exemptions under prescribed circumstances.
2. **Uniformity** – suppliers, contractors and persons dealing with the Shire must be treated consistently in a fair and equitable manner
3. **Accountability** – any policy put in place by the CEO must ensure procurement decisions are open and transparent to ensure full accountability can be taken for purchasing decisions and the efficient use of Shire funds. Records of all procurement based activities must be retained in compliance with the State Records Act 2000 and the Shire's record keeping plan.
4. **Full disclosure** - any actual or perceived conflicts of interest must be identified, disclosed and appropriately managed
5. **Confidentiality** - Any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and must not be released unless authorised by the supplier or relevant legislation.
6. **Local Economy** – whilst consideration must always be given to principle one (Best Value), Shire employees should seek where possible to engage in procurement practices to promote local economic development.
7. **Organisational Awareness** – all employees undertaking procurement activities must be adequately trained on how to conduct themselves
8. **Method** – where possible the Shire's procurement should be conducted by way of an electronic transaction with full accountability such as EFT or credit card. The CEO must ensure policies govern all payment methods to ensure they are fully traceable, accountable and auditable.

- The CEO must develop suitable executive policies to govern the various purchasing methods to ensure adequate controls and authorisation processes are in place so all transactions can be clearly identified as being for legitimate business purposes in line with the Local Government (Financial Management) Regulations 11, 12 and 13.
9. **Authority** – the purchasing authority of senior officers is set by this policy, as shown below, the purchasing authority of all other officers is to be determined by the CEO but no purchasing authority given by the CEO can be in excess of \$25,000.
- CEO Purchasing Authority - \$150,000
  - Executive Manager Corporate Services Purchasing Authority - \$100,000
  - Works Manager Purchasing Authority - \$100,000
10. **Council Working Group** – for all capital expenditure greater than \$100,000, the use of a councillor working group should be considered to help establish key quote criteria and performance requirements. These groups may also help to review quotations to aid the CEO or Council in their decision making process.

## DEFINITIONS

Procurement – the overarching function that describes the activities and processes to acquire goods and services. Importantly, and distinct from “purchasing”, procurement involves the activities involved in establishing fundamental requirements and criteria, sourcing suppliers, conducting tenders, developing performance standards, performance evaluation and negotiation of contracts. It also includes purchasing activities required to order and receive goods.

## RELATED LEGISLATION

Local Government Act 1995  
 State Records Act 2000  
 Local Government (Functions and General) Regulations 1996  
 Local Government (Financial Management) Regulations 1996

## OTHER RELATED POLICIES/KEY DOCUMENTS

Executive Policy – Purchasing Goods and Services

## DELEGATED AUTHORITY

Delegated Authority 01 – Payments from Municipal and Trust Funds

## REVIEW DATE

April 2021

## HISTORY

Adopted:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	xxxxxxx	MIN:	xxxx/xx

**ATTACHMENT - AGENDA ITEM 8.5.3**  
**Authorise Lease of a Portion of Crown Land –**  
**Lot 29608 on Deposited Plan 30179 –**  
**Narembeen Airfield**

**SHIRE OF NAREMBEEN**

and

**DNA AVIATION PTY LTD**  
(ACN 166 441 247)

**LEASE**

**CIVIC LEGAL**

Suite 2, Ground Floor  
1 Havelock Street  
WEST PERTH WA 6005  
Telephone: (08) 9200 4900  
Fax: (08) 9200 4901  
Reference:GEO:150624

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**Business Day** means a day other than a Saturday or Sunday or a day that is not a public holiday in Western Australia;

**Date of Commencement** means the date of commencement of the Term referred to in Item 3 of the Schedule;

**Employee** means any employee, agent, professional consultant or contractor of a party;

**Facility** includes the water supply, drainage, sewerage, gas and electrical fixtures, fittings or appliances, in or on the Land or the Leased Premises;

**First Further Term** means the term specified in Item 4(a) of the Schedule;

**Fixed Rent Review Date** means each rent review date specified in Item 5(b) of the Schedule as a "Fixed Rent Review";

**GST** means goods and services tax or similar value added tax levied or imposed in Australia pursuant to the GST Law or otherwise on a supply;

**GST Act** means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)*;

**GST Law** has the same meanings as in the GST Act;

**Initial Term** means the initial term specified in Item 3 of the Schedule;

**LAA** means the *Land Administration Act 1997 (WA)*;

**Land** means the land described in item 1 of the Schedule;

**Leased Premises** means the portion of the Land described in item 2 of the Schedule together with all buildings and improvements thereon or hereafter erected thereon except any buildings or improvements that are classified in this Lease as Lessee's Fixtures;

**Lessee's Covenants** means all or any of the covenants contained or implied in this Lease on the part of the Lessee to be observed or performed;

**Lessee's Fixtures** means each fixture and fitting installed by the Lessee in or on the Leased Premises with the Lessor's consent which is not, or is not re-classified as, a Lessor's Fixture in accordance with this Lease;

**Lessor's Fixtures** means the Lessor's fixtures and fittings in or on the Leased Premises and any Lessee's Fixtures which shall become Lessor's Fixtures in accordance with this Lease;

**Market Rent** means the rent obtainable at the relevant Market Rent Review Date in a free and open market if the Leased Premises were unoccupied and offered for rent, or a new lease on similar terms, for a use permitted by and on the same terms as are contained in this Lease determined on the basis that the following are taken into account:

- (a) any rent payable under a lease at the time of the Market Rent Review Date by a sitting tenant in a comparable location;
- (b) the highest and best use of the Leased Premises;
- (c) the provisions of this Lease;
- (d) the Term and the benefit of any option to renew;
- (e) any other criteria, not inconsistent with any provision in this Lease, which the valuer regards as being relevant to the determination;

and the following are disregarded:

- (f) any default by the Lessee under this Lease; and
- (g) any part of the Term which has expired;

**Market Rent Review Dates** means each market rent review date specified in Item 5(b) of the Schedule as a "Market Rent Review";

**Minister** means the Minister for Lands, a body corporate under section 7 of the LAA;

**Rent** means the annual rent payable by the Lessee as specified in Item 5 of the Schedule;

**Rent Review Date** means each rent review date during the First Further Term and the Second Further Term as specified in item 5(b) of the Schedule;

**Reserve** means Reserve No. 18080 vested in the Shire of Naremben for the purpose of aerial landing ground;

**Schedule** means the schedule to this Lease;

**Second Further Term** means the term specified in Item 4(b) of the Schedule;

**Service** includes any telecommunication or other electronic communication, drainage, rubbish removal, gas, oil, fuel or other similar commodity, Facility or service in, to or on the Leased Premises or otherwise serving the Leased Premises or,

where applicable, any other part of the Land, but does not include water consumption or power; and

**Term** means the term specified in item 3 of the Schedule and may include, where the context permits, any renewal or extension of that term.

## 1.2 Interpretation

- (a) Words importing the singular include the plural and vice versa.
- (b) Words importing any gender include the other genders.
- (c) References to persons include corporations and bodies politic.
- (d) References to a person include the legal personal representatives, successors and assigns of that person.
- (e) References to a person which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable.
- (f) References to this Lease include this document as varied or replaced from time to time and notwithstanding any change in the identity of the parties.
- (g) References to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission.
- (h) An obligation, covenant, representation or warranty in favour of two or more persons is for the benefit of them jointly and each of them severally.
- (i) An obligation, covenant, representation or warranty of two or more persons shall bind them jointly and each of them severally.
- (j) If a word or phrase is defined, cognate words and phrases have corresponding definitions.
- (k) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction).

- (l) Reference to any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them.
- (m) Reference to a month and cognate terms means a period commencing on any day of a calendar month and ending on the corresponding day in the next succeeding calendar month but if a corresponding day does not occur in the next succeeding calendar month the period shall end on the last day of the next succeeding calendar month.
- (n) References to clauses, paragraphs, the Schedule or an Annexure is a reference to a clause or paragraph in this Lease and the Schedule and the relevant Annexures to this Lease respectively.
- (o) The covenants on the part of the Lessor:
  - (i) bind only the person entitled to the reversionary estate of the Land immediately expectant upon the determination of the Term at the time of any act or default; and
  - (ii) do not render that person liable in damages except where the act or default of that person or its Employees occurs while that person is the registered proprietor of the Land.

### **1.3 Index and Headings**

The index and all headings have been included for ease of reference only and shall be ignored in construing or interpreting any part of this Lease.

### **1.4 Time**

In this Lease:

- (a) references to time are to local time in Perth, Western Australia;
- (b) where time is to be reckoned from a day or event, such day or the day of such event shall be excluded.

### **1.5 Exercise of Discretion**

A power, authority, right or discretion conferred by this Lease may be exercised from time to time as the occasion requires.

## **1.6 Withholding of Consent or Approval**

Where the consent or approval of a party to this Lease is required, that consent or approval shall not be unreasonably or capriciously withheld, but this clause has no application to clause 3.6.

## **1.7 Lessee responsible as if owner**

The Lessee is subject to the same responsibilities relating to persons and property during the Term as if the Lessee were the owner of the Leased Premises.

## **2. LEASE**

Subject to:

- (a) the prior written approval of the Minister to this Lease under the LAA;
- (b) any other necessary approvals and consents, if and to the extent that those approvals and consents are necessary; and
- (c) the terms and conditions upon which the Reserve is held by or has become vested in the Lessor,

the Lessor HEREBY LEASES the Leased Premises to the Lessee and the Lessee takes the Leased Premises on lease from the Lessor for the Term at the Rent and subject to and upon the covenants conditions and stipulations contained in this Lease.

## **3. LESSEE'S COVENANTS**

The Lessee to the intent that the obligations will continue through the Term hereby granted HEREBY COVENANTS with the Lessor as follows:

### **3.1. Rent and Rent Review**

#### **Rent**

- (a) To pay to the Lessor the Rent (without any deduction or abatement whatsoever) annually and in advance as follows:
  - (i) the first payment is due within 14 days of the date of execution of this Lease; and
  - (ii) each subsequent payment is due within 14 days of each one year anniversary of the Date of Commencement.

Rent Review

- (b) On each Rent Review Date, the Rent shall be reviewed to determine the Rent to be paid by the Lessee until the next Rent Review Date.
- (c) The review will be either based on:
  - (i) a Market Rent Review; or
  - (ii) a Fixed Rent Review.

Market Rent Review

- (d) With effect from each Market Rent Review Date, the Rent shall be reviewed in accordance with the following provisions:
  - (i) The Lessor may, not earlier than three (3) months before a Market Rent Review Date, give the Lessee a notice setting the Rent at a rent which the Lessor considers to be the Market Rent (“Market Rent Review Notice”) except that the failure of the Lessor to give such a notice before the Market Rent Review Date does not preclude the Lessor from giving such a notice in respect of that Market Rent Review Date at any later time.
  - (ii) If the Lessor reviews the Rent to the Market Rent and the Lessee disagrees with the Lessor’s determination, the Lessee shall give the Lessor a notice within fourteen (14) Business Days of service of the Market Rent Review Notice on the Lessee disputing the Lessor’s determination (“Dispute Notice”), and the Market Rent shall be determined:
    - (A) by agreement between the Lessor and the Lessee; or
    - (B) if the Lessor and the Lessee cannot agree on the Market Rent, by a licensed valuer jointly appointed by the Lessor and the Lessee or, failing agreement between the Lessor and the Lessee as to who to appoint, by a licensed valuer appointed by the President for the time being of the Australian Property Institute (Western Australian Division) (or if such body no longer exists, such other body which is then substantially performing the functions performed by that body at the relevant time);and the licensed valuer shall:
    - (C) determine the Market Rent;
    - (D) act as an expert and not as an arbitrator; and

(E) give the Lessor and the Lessee the licensed valuer's determination in writing setting out the reasons for it;

and:

(F) the annual Rent as reviewed and payable from the Market Rent Review Date shall be the Market Rent as determined by the licensed valuer under this clause;

(G) the Lessor and the Lessee shall be obliged to pay the licensed valuer's fees in equal shares;

(H) if the Lessee gives a Dispute Notice the Lessee shall continue to pay the Rent amount applicable immediately before the Market Rent Review Date ("**Prevailing Rent**") until the amount of the reviewed Rent is determined in accordance with this clause 3.1(d);

(I) if the Market Rent determined by the licensed valuer is less than the Prevailing Rent, the Lessor shall credit the Lessee with the amount of the overpayment in respect of any future instalments of Rent due; or

(J) if the Market Rent determined by the licensed valuer is more than the Prevailing Rent, the Lessee shall immediately pay the Lessor the amount of the underpayment for the period from the Market Rent Review Date.

(iii) If the Lessee fails to give a Dispute Notice within the fourteen (14) Business Day period stipulated in this clause, the Market Rent as determined by the Lessor and set out in the Lessor's Market Rent Review Notice shall apply and is payable by the Lessee from the relevant Market Rent Review Date.

(iv) The Lessor may institute a rent review notwithstanding the Rent Review Date has passed and the Lessor did not institute a rent review on or prior to that Rent Review Date, in which case the Rent agreed or determined shall date back to and be payable from the Rent Review Date for which such review is made.

#### Fixed Rent Review

(e) With effect from each Fixed Rent Review Date, the Rent payable by the Lessee shall be calculated on the basis of the Rent payable immediately before that Fixed Rent Review Date increased by 1%.

### **3.2. Rates and Taxes**

To pay to the Lessor or other relevant Authority all applicable local government, water or other rates, taxes, charges or levies assessed or payable in respect of the Leased Premises on or before the due date for payment of those rates, taxes, charges or levies.

### **3.3 Utilities**

The Lessee must pay all charges for water consumption, electricity, telephone or other Services or utilities or Facilities (including meter rental) relating to the Leased Premises or the use or occupation of the Leased Premises. The Lessee must at its expense install any meters required to separately meter water, electricity, telephone or other Services or utilities or Facilities consumed by the Lessee for the Leased Premises.

### **3.4 Sublet, Mortgage or Part with Possession**

The Lessee must not sublet, mortgage or part with possession of the Leased Premises or any part of the Leased Premises or the benefit of this Lease without the prior written consent of the Lessor PROVIDED THAT the covenants and agreements on the part of any sublessee shall be deemed to be supplementary to the Lessee's Covenants and shall not in any way relieve or be deemed to relieve the Lessee from the Lessee's Covenants.

### **3.5 Assignment**

- (a) The Lessee must not assign the Leased Premises or any part of the Leased Premises or the benefit of this Lease without the prior written consent of the Lessor and the Minister PROVIDED THAT:
  - (i) the Lessee procures the execution by the proposed assignee of a deed of assignment of this Lease to which the Lessor is a party, prepared and completed by the Lessor's solicitors at the cost of the Lessee in all respects; and
  - (ii) all Rent then due or payable shall have been paid and there shall not be any existing unremedied breach of any of the Lessee's Covenants;
- (b) the covenants and agreements on the part of any assignee shall be deemed to be supplementary to the Lessee's Covenants and shall not in any way relieve or be deemed to relieve the Lessee from the Lessee's Covenants; and
- (c) sections 80 and 82 of the *Property Law Act 1969* are excluded from and do not apply to this Lease.



### **3.6 Statutory Obligations**

Despite anything to the contrary contained or implied in this Lease, to immediately comply with all Acts relating to the Leased Premises or to the use of the Leased Premises by the Lessee.

### **3.7 Buildings and Alterations**

Not without the prior written consent of the Lessor, which consent shall not be unreasonably withheld, to erect or cause to be erected any building or structure on the Leased Premises or to make or cause to be made any structural or major alteration in or to any building or structure erected thereon or cut, maim or injure or cause to be cut, maimed or injured any of the walls or timbers thereof and that if any buildings and improvements are to be constructed, erected or made or works carried out or executed on the Leased Premises by the Lessee, they will be constructed, erected, made, carried out and executed under the supervision and to the satisfaction of the Lessor's engineer and not otherwise and in the event of any dispute the certificate of the Lessor's engineer is final;

### **3.8 Damage Caused by Fixtures and Fittings**

To repair and make good any damage which may be caused to the Leased Premises by the installation or removal of any fixtures and fittings on or in the Leased Premises;

### **3.9 Cleaning, Maintenance and Repair**

To:

- (a) maintain, replace, repair and keep the Leased Premises in good and tenantable repair and condition and in good order and generally in accordance with the condition the Leased Premises were in at the Date of Commencement;
- (b) keep and maintain the Leased Premises clean and tidy and reasonably free from termites, vermin, dirt and rubbish; and
- (c) regularly inspect and maintain in good condition any part of the Leased Premises which surrounds any buildings, including but not limited to any flora, gardens, lawns, shrubs, hedges, trees and fencing.

### **3.10 Use**

Not to:

- (a) use or permit to be used the Leased Premises for any purpose other than for the purposes and objects for which the Reserve was vested in and is held by the Lessor and, without limiting the generality of the foregoing, not to use or permit to be used the Leased Premises or any part of the Leased Premises for any purposes other than those of and related to an aircraft hangar for repair and storage of aircraft;
- (b) carry on or suffer or cause to be carried on upon the Leased Premises or any part of the Leased Premises any noxious, noisome or offensive trade, act, business, occupation or calling;
- (c) make, do or suffer upon the Leased Premises any act, matter or thing that may be or become a nuisance or annoyance to the Lessor or to other persons having access to the Land or to the owners or occupiers of property in the neighbourhood of the Leased Premises;
- (d) use or permit the Leased Premises to be used as a residence for a person without the prior written consent of the Lessor and any other relevant Authority;
- (e) keep any birds or animals in or about the Leased Premises without obtaining the prior written consent of the Lessor;
- (f) clear or construct access roads within the Land without obtaining the prior written consent of the Lessor and the Minister; and
- (g) cut down any trees, plants or shrubs or sell, remove or otherwise dispose of any clay, sand, gravel, timber or other materials from the Leased Premises or the Land.

### **3.11 Advertising**

Not to affix or exhibit or permit to be affixed or exhibited to or upon any part of the Leased Premises any placard, poster, sign, board or other advertisement without obtaining the prior written consent of the Lessor;

### **3.12 Insurance**

To insure and keep insured:

- (a) the Lessee in a public risk policy for an amount which at the Date of Commencement is not less than the sum of TEN MILLION DOLLARS

(\$10,000,000.00) in respect of any one claim or such higher amount as the Lessor shall from time to time require, with an insurance company approved by the Lessor, and to notify the Lessor details of the insurance and to ensure that such insurance conforms with the reasonable requirements from time to time of the Lessor of which the Lessee is given notice and, on 1 July each year of the Term and otherwise on demand, to supply to the Lessor the policy in respect of public risk insurance and the receipt for the last premium; and

- (b) all employees (if any) of the Lessee in the usual Workers' Compensation Policy; and

AND if the Lessee at any time fails to insure and keep insured, the Lessor may do all things necessary to effect or maintain the insurance and the Lessee shall repay any moneys expended by the Lessor for that purpose on demand and any moneys so expended shall be deemed to be rent in arrears and may be recovered by the Lessor accordingly;

### **3.13 Not to Invalidate Insurance**

Not to do or suffer to be done or allow to be done any act matter or thing upon the Leased Premises or bring or keep anything on the Leased Premises whereby any of the policies of insurance mentioned in clause 3.12 may be rendered void or voidable or whereby the rate of premium on such insurance shall be or liable to be increased and the Lessee shall pay all additional premiums of insurance if so required;

### **3.14 Entry by the Lessor**

To permit:

- (a) the Lessor and its Employees to have access to the Leased Premises at all reasonable times;
- (b) the Lessor and its Employees at all reasonable times to enter upon the Leased Premises and view the condition of the Leased Premises and upon notice being given by the Lessor to repair in accordance therewith;
- (c) the Lessor and its Employees with all necessary vehicles plant and materials at all reasonable times to have access to the Leased Premises and the right to remain on the Leased Premises to carry out any building, alterations, improvements or works whether structural or otherwise which the Lessor desires or is required to effect upon the Leased Premises; and
- (d) the Lessor and its Employees and prospective tenants and others with written authority from the Lessor during the last three (3) months of the Term for the purpose of viewing the Leased Premises;

### **3.15 Costs**

To pay all costs and expenses of and incidental to the preparation, execution, stamping and registration of this Lease and to pay all costs, charges and expenses (including solicitors' costs and architects' fees) incurred by the Lessor for the purposes of or incidental to the preparation and service of a notice under Section 81 of the Property Law Act 1969 requiring the Lessee to remedy a breach of any of the Lessee's Covenants, notwithstanding forfeiture for such breach shall be avoided otherwise than by relief granted by the Court;

### **3.16 Indemnity**

To indemnify and keep indemnified the Lessor and the Minister from and against all liability to any person in respect of:

- (a) death, injury or loss of or damage to property arising from or incidental to the use or occupation of the Leased Premises whether as the result of negligence, occupier's liability or otherwise howsoever;
- (b) the escape of any liquid or gas from the Leased Premises; or
- (c) any nuisance committed on or arising out of the use of the Leased Premises by the Lessee or any other person, whether or not the Lessor has consented to that use;

### **3.17 Vacating Leased Premises**

Upon the expiration or sooner determination of the Term, to yield up the Leased Premises cleared of all buildings, improvements, fixtures, fittings and chattels and in a clean and tidy condition and free of any rubbish and debris to the satisfaction of the Lessor;

### **3.18 To Report Certain Matters to the Lessor**

To give to the Lessor prompt notice in writing of any known accident to or defect or want of repair in any Services, fixtures, fittings, plant or equipment on the Leased Premises and the proposals of the Lessee to remedy or rectify the same and of any circumstances likely to be or cause any danger, risk or hazard to the Leased Premises or any person thereon;

### **3.19 Removal of Lessee's Fixtures**

At or prior to the determination or termination of the Term to take, remove and carry away from the Leased Premises all signs, fixtures, fittings, plant, equipment or other articles upon the Leased Premises in the nature of trade or tenant's fixtures brought upon the Leased Premises by the Lessee and in such removal to forthwith make good

to the satisfaction of the Lessor any damage which may be occasioned by such removal: any signs, fixtures, fittings, plant, equipment or other articles not so removed by the Lessee shall become the absolute property of the Lessor and the Lessee shall remain liable for the cost of their removal from the Leased Premises by the Lessor and for the cost of making good any damage to the Leased Premises so caused;

### **3.20 Determination or Amendment of Vesting Order**

To indemnify and keep indemnified the Lessor from and against all liability for any loss or damage suffered by the Lessee as a result of any determination or amendment of the vesting order by which the Reserve is vested in the Lessor;

### **3.21 Comply with Special Terms**

To comply with the Special Terms (if any) set out in item 6 of the Schedule.

### **3.22 GST**

Each payment of the Lessee of Rent or any other amounts payable pursuant to the terms of this Lease must be made with an additional payment in respect of GST or any other similar tax applying to that payment.

### **3.23 Accessibility**

Ensure equitable access to the Leased Premises and all activities of the Lessee for people with disabilities.

## **4. LESSOR'S COVENANT FOR QUIET ENJOYMENT**

The Lessor HEREBY COVENANTS with the Lessee that, subject to the rights of the Crown and subject to all the terms and conditions upon which the Leased Premises were vested in and are held by the Lessor, the Lessee paying the Rent reserved by this Lease and observing and performing the Lessee's Covenants, the Lessee will peaceably hold and enjoy the Leased Premises during the Term without any interruption by the Lessor or any person rightfully claiming under or in trust for it.

## **5. MUTUAL COVENANTS**

The parties further covenant and agree as follows.

## **5.1 Default by Lessee**

If:

- (a) the Rent reserved by this Lease or any part of the Rent or any other moneys payable under this Lease are unpaid for three (3) months after written notice requiring payment thereof has been given by the Lessor to the Lessee; or
- (b) the Lessee defaults in the observance or performance of any of the Lessee's Covenants and such default continues for three (3) months after written notice requiring remedy thereof has been given by the Lessor to the Lessee; or
- (c) any person is in occupation of the Leased Premises or any part of the Leased Premises or in receipt of the rents and profits of the Leased Premises other than the Lessee or an approved transferee or sub-lessee; or
- (d) the Lessee or other the person in whom for the time being the Term hereby granted is vested permits any execution to be levied on the Leased Premises or being a company enters into liquidation whether voluntarily or otherwise or has appointed to it a receiver, a receiver and manager or an official manager; or
- (e) the interest of the Lessee in this Lease is taken in execution,

then, and in any of such cases, the Lessor may at any time thereafter determine this Lease and if thought fit re-enter upon the Leased Premises and remove from the Leased Premises all property (if any) belonging to the Lessee and hold possession of it as if this Lease had not been made, without any process of law or further authority. The Lessor's rights under this clause are without prejudice to the right of action of the Lessor in respect of any antecedent breach of the Lessee's Covenants.

## **5.2 Essential Terms**

Each of the Lessee's Covenants in clauses 3.1 – 3.5, 3.7, 3.9, 3.10, 3.12, 3.14 – 3.16 and 3.22 is an essential term of this Lease.

## **5.3 Waiver**

In respect of the Lessee's obligations to:

- (a) pay Rent, the acceptance by the Lessor of arrears of Rent does not constitute a waiver of the essential nature of the Lessee's obligations to pay Rent; and
- (b) observe and comply with any of the Lessee's Covenants, the waiver of any such covenant shall not operate as a waiver of another breach of the Lessee's Covenants.

#### **5.4 Breach of Essential Terms is Fundamental Breach**

The breach non-observance or non-performance of any one or more of the Lessee's Covenants specified in clause 5.2 is a fundamental breach of this Lease on the part of the Lessee but nothing contained in this clause prevents any other covenant of this Lease from being construed as an essential term of this Lease.

#### **5.5 Termination Following Breach of Essential Term**

Subject to clause 5.6 if the Lessor terminates this Lease following a breach of an essential term of this Lease or otherwise, then without prejudice to any other right or remedy of the Lessor herein contained or implied, the Lessor may recover from the Lessee as and by way of liquidated damages for the breach:

- (a) arrears of Rent;
- (b) all expenses of and incidental to re-letting the Leased Premises; and
- (c) the difference, if any, between the Rent and any other moneys which would have been payable by the Lessee for the unexpired residue of the Term but for the determination calculated from the date of the determination to the date of expiration of the Term if it had expired by the effluxion of time, and the rent and any other moneys which the Lessor obtains by re-letting the Leased Premises for the unexpired residue of the Term.

#### **5.6 Re-letting at Lessor's Discretion**

The Lessor is not required or obliged to offer or accept in respect of any re-letting, terms, covenants, conditions and stipulations which are the same or similar to the terms, covenants, conditions or stipulations herein contained or implied.

#### **5.7 Lessor's Obligation to Mitigate Loss Preserved**

Nothing in this clause whether express or implied diminishes or otherwise lessens any obligation which the Lessor may have at law to mitigate its loss.

#### **5.8 Lessor's Right to Remedy Lessee's Default**

If the Lessee defaults in the payment of any rates, taxes, assessments, impositions or other outgoings payable by the Lessee hereunder or in complying with any regulations, notices, orders or by-laws or in the performance or observance of any of the Lessee's Covenants the Lessor may without being obliged to do so and without giving notice to the Lessee pay all rates, taxes, assessments, impositions and other outgoings, comply with any regulations, notices, orders or by-laws, effect any repairs and do all work and things in respect of which default has been made by the Lessee and the Lessee shall repay all moneys paid or expended by the Lessor in so doing

together with interest thereon at the rate from time to time charged by the Lessor's bankers on overdrafts of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) computed from the date upon which the moneys were paid or expended by the Lessor on demand and until so paid those moneys shall be added to the Rent reserved by this Lease and are recoverable as Rent in arrears.

## **5.9 Holding Over**

In the event of the Lessee remaining in possession of the Leased Premises after the expiration of the Term with the consent of the Lessor the Lessee shall be a monthly tenant only of the Lessor on the same terms and conditions as those contained in this Lease terminable at any time on one (1) months' written notice being given by either the Lessor or the Lessee.

## **5.10 Lessee's Risk and Expense**

Whatever the Lessee is obliged or required by this Lease to do or effect or omit to do any act, matter or thing then the doing or the omission to do (as the case may be) of such act, matter or thing shall be at the sole risk and expense of the Lessee.

## **5.11 Termination & Abatement of Rent**

In the event that the Leased Premises or any part of the Leased Premises shall at any time comprise any building or structure which is destroyed or damaged by fire storm tempest earthquake accident malicious damage by impact or collision so as to be unfit for occupation and use the Lessor may determine this Lease by four (4) weeks' notice in writing which notice shall be given within one (1) month of the event PROVIDED THAT the Lessee shall remain liable not only for all breaches of the Lessee's Covenants up to the expiration of such notice but also for the full Rent up to the date of the giving of such notice. If notice is not given by the Lessor within the period aforesaid and the Leased Premises shall not be rebuilt or reinstated within one (1) month after the event a fair proportion of the Rent according to the nature and extent of the damage sustained shall after the expiration of such period aforesaid be allowed by the Lessor until the Leased Premises shall again be rendered fit for occupation and use and in case of a difference touching this subclause the same shall be referred to arbitration in accordance with the provisions of the Commercial Arbitration Act 2012 or any statutory modification thereof for the time being in force PROVIDED ONLY that the full Rent shall be paid without any deduction or abatement until the date of such agreement or award thereupon the Lessor shall refund any Rent which according to such agreement or award appears to have been overpaid. If any monies become payable under any policy of insurance effected with respect to any such building or structure the same shall if the parties hereto agree be applied towards the repair or reinstatement thereof but if the monies are not so applied the same shall belong to the Lessor to the extent to which the Lessee may be indebted to the Lessor on any account whatsoever (whether or not such indebtedness is at the time due and payable) and the excess if any shall belong to the Lessee



PROVIDED THAT nothing herein contained shall be construed so as to impose any liability or obligation on the Lessor to contribute or to pay any amount with respect to repair or reinstatement.

#### **5.12 Easements, Etc.**

For the purposes of:

- (a) providing public or private access to and egress from the Land;
- (b) providing support for any structures hereafter erected on land adjoining the Leased Premises; and
- (c) providing Services including water, drainage, gas, electricity, telephone and other electronic communications to the Leased Premises or land adjoining the Leased Premises,

the Lessor may:

- (d) enter into any arrangement or agreement;
- (e) dedicate or transfer any portion of the Leased Premises; and
- (f) grant or create any easement or privilege,

PROVIDED THAT in exercising its right under this clause the Lessor shall as little as possible interfere with the Lessee in its use and occupation of the Leased Premises and may not exercise its rights under this clause if that exercise substantially or materially interferes with the Lessee's use and occupation of the Leased Premises.

#### **5.13 Severance**

In the event of any part of this Lease being or becoming void or unenforceable whether due to the provisions of any Act or otherwise then that part shall be severed from this Lease to the intent that all parts that shall not be or become void or unenforceable shall remain in full force and effect and be unaffected by any severance.

#### **5.14 Lessor or Lessee May Act by Agent**

All acts and things which the Lessor or Lessee is required or empowered to do under this Lease may be done by the Lessor or the Lessee or the solicitor or Employees of the Lessor or the Lessee.

## 5.15 Caveats and registration of Lease

- (a) The Lessee may register this Lease but must not lodge an absolute caveat over the Leased Premises to protect the interest of the Lessee under this Lease and the Lessee must surrender any registered lease and withdraw any caveat lodged by or on behalf of the Lessee over the Leased Premises on Termination of the Lease.
- (b) In consideration of the Lessor leasing the Leased Premises to the Lessee, the Lessee irrevocably appoints the Lessor and every officer of the Lessor as defined by the Corporations Act to be attorney of the Lessee, in the name and on behalf of the Lessee, and as the act and deed of the Lessee to sign and lodge at Landgate, Perth, a surrender of lease and a withdrawal of any caveat lodged by or on behalf of the Lessee and not surrendered or withdrawn on Termination of the Lease, and the Lessee;
  - (i) undertakes to ratify all that the attorney does or causes to be done under or by virtue of this subclause; and
  - (ii) indemnifies the Lessor in respect of any loss arising from any act done under or by virtue of this subclause, and the Lessor's costs and expenses of and incidental to the surrendering of the Lease and withdrawing of any caveat lodged by or on behalf of the Lessee affecting the Leased Premises.
- (c) The Lessee on or before the Termination of the Lease must at its own expense:
  - (i) withdraw any caveat lodged by the Lessee over the Leased Premises;
  - (ii) discharge any mortgage or other registered encumbrance relating to any liability of the Lessee registered over the Leased Premises;
  - (iii) surrender any registered lease over the Leased Premises;
  - (iv) execute a withdrawal of caveat in a form approved or any other document that may be required to remove any encumbrance on the certificate of title for the Leased Premises, and to execute a deed or surrender of lease in the form approved or any other document that may be required in order to remove any lease or notification of it as an encumbrance on the certificate of title for the Leased Premises;
  - (v) if requested by the Lessor, do all things necessary to assist in the cancellation of any qualified title for the Leased Premises.

- (d) The Lessee hereby indemnifies, and shall keep indemnified, the Lessor against all loss or damage suffered by the Lessor as a result of the Lessee's failure to comply with section 5.15(c) on or before Termination of the Lease.

#### **5.16 Suitability/Approvals**

The Lessor does not expressly or impliedly warrant that the Leased Premises are now or remain suitable or adequate for all or any of the purposes of the Lessee and all warranties (if any) as to suitability and adequacy of the Leased Premises implied by law are hereby expressly negated.

#### **5.17 Re-classification of fixtures and fittings**

The Lessor may by notice to the Lessee at any time or times re-classify any Lessee's Fixtures which it reasonably considers form an integral part of the Leased Premises as Lessor's Fixtures. Ownership of the Lessee's Fixtures specified in the notice will pass to the Lessor on the giving of the notice and the Lessee shall have no right of compensation against the Lessor for such re-classification.

#### **5.18 Lessor not liable**

The Lessor is not liable to the Lessee and the Lessee will not make a claim against the Lessor in respect of any liability resulting from any accident, death, injury, damage to any property (including water damage), equipment, or machinery malfunction, interruption of Services or other event of a similar nature in or on or affecting the Leased Premises.

#### **5.19 Certificates**

A certificate or notice signed by or on behalf of the Lessor or the Lessor's solicitors about a matter or a sum payable is sufficient evidence of the matter or sum stated in the certificate or notice unless the matter or sum is proved to be false.

#### **5.20 Termination**

The Termination of this Lease does not affect the Lessee's obligation to pay any money or do any act which is payable or which is to be done after Termination as provided by this Lease.

#### **5.21 Proper Law**

This Lease shall be governed by the law of Western Australia.

## **6. NOTICES**

Any notice to:

- (a) the Lessee shall be sufficiently served on the Lessee if left addressed to the Lessee on the Leased Premises or sent to the Lessee by post at its address specified in this Lease (or to such other address as notified to the Lessor by the Lessee from time to time);
- (b) the Lessor shall be sufficiently served on the Lessor if left addressed to the Lessor on the Leased Premises or sent to the Lessor by post at its address specified in this Lease (or to such other address as notified to the Lessee by the Lessor from time to time);

and a notice will be deemed to be served:

- (c) if left at the address given for the recipient, then at the time of leaving the notice; and
- (d) if sent by pre-paid post, on the sixth Business Day after the date of posting.

## **7. WHOLE OF AGREEMENT**

The Lessee acknowledges and declares that in entering into this Lease the Lessee has not relied on any promise, representation, warranty or undertaking given by or on behalf of the Lessor in respect to the suitability of the Leased Premises or of the finish, Facilities, amenities or Services thereof and that the covenants and provisions contained in this Lease expressly or by statutory implication cover and comprise the whole of the agreement between the parties hereto and it is expressly agreed and declared that no further or other covenants or provisions whether in respect of the Leased Premises or otherwise shall be deemed to be implied herein or to arise between the parties hereto by way of collateral or other agreement.

## **8. MORATORIUM NEGATIVED**

The application to this Lease of any moratorium or other Act having the effect of extending or reducing the Term, reducing or postponing the payment of the Rent reserved by this Lease or any part of the Rent or otherwise affecting the operation of the Lessee's Covenants or providing for compensation, rights or privileges at the expense of the Lessor in favour of the Lessee or any other person is hereby expressly excluded and negatived.

## **9. OPTION TO RENEW**

### **9.1. First Further Term**

- (a) If the Lessee desires to lease the Leased Premises for the First Further Term, the Lessee shall give to the Lessor notice in writing of that desire not earlier than 6 months but not later than 3 months prior to the expiration of the Initial Term, and if at the time of giving such notice there shall be no outstanding breach or non-observance of any of the Lessee's Covenants, then the Lessor will at the cost of the Lessee grant to the Lessee a lease of the Leased Premises for the First Further Term on the same terms and conditions as are contained or implied in this Lease other than this right of renewal at the Rent as adjusted in accordance with Item 5(b) of the Schedule to this Lease.
- (b) Upon the valid exercise of the option to renew this Lease, the Lessee shall, prior to the expiration of the Initial Term, execute a deed recording the extension of this Lease. The deed shall be prepared by the Lessor's solicitors in a form approved by the Lessor at the expense of the Lessee in all respects including payment of all stamp duty and the Lessor's solicitors' costs and disbursements.

### **9.2 Second Further Term**

- (a) If the Lessee desires to lease the Leased Premises for the Second Further Term, the Lessee shall give to the Lessor notice in writing of that desire not earlier than 6 months but not later than 3 months prior to the expiration of the First Further Term, and if at the time of giving such notice there shall be no outstanding breach or non-observance of any of the Lessee's Covenants, then the Lessor will at the cost of the Lessee grant to the Lessee a lease of the Leased Premises for the Second Further Term on the same terms and conditions as are contained or implied in this Lease other than this right of renewal at the Rent as adjusted in accordance with Item 5(b) of the Schedule to this Lease.
- (b) Upon the valid exercise of this option to renew this Lease, the Lessee shall, prior to the expiration of the First Further Term, execute a deed recording the extension of this Lease. The Deed shall be prepared by the Lessor's solicitors in a form approved by the Lessor at the expense of the Lessee in all respects including payment of all stamp duty and the Lessor's solicitors' costs and disbursements.

## **10. TRUSTEE PROVISIONS**

If the Lessee has entered into this Lease in the capacity of trustee, whether or not the Lessor has any notice of the trust, the Lessee:

- (a) is taken to enter into this Lease both as trustee and in the Lessee's personal capacity and acknowledges that the Lessee is personally liable for the performance of the Lessee's Covenants;
- (b) will take any action necessary to ensure the assets of the trust are available to satisfy any claim by the Lessor for any default by the Lessee;
- (c) will assign to the Lessor any right of indemnity the Lessee has against the assets of the trust to the extent of the liability of the Lessee under this Lease; and
- (d) warrants that the Lessee has the power and authority under the terms of the trust to enter into this Lease.

DRAFT

## SCHEDULE

**1. LAND**

Lot 29608 on Deposited Plan 30179 and being the whole of the land comprised in Qualified Certificate of Crown Land Title Volume LR3126 Folio 968.

**2. LEASED PREMISES**

That portion of the Land having an area of 6,633 m<sup>2</sup>, as is hachured on the plan in “Annexure 1” of this Lease.

**3. TERM**

TEN (10) years commencing from 1 July 2019 and expiring on 30 June 2029.

**4. FURTHER TERMS**

**(a) First Further Term**

FIVE (5) years commencing from 1 July 2029 and expiring on 30 June 2034.

**(b) Second Further Term**

FIVE (5) years commencing from 1 July 2034 and expiring on 30 June 2039.

**5. RENT**

**(a) Rent during the Term:**

The Rent payable during the Term is as set out in the table below:

<b>Year</b>	<b>Rent payable</b>
1	\$3,979.80
2	\$4,029.80
3	\$4,079.80
4	\$4,129.80
5	\$4,179.80
6	\$4,229.80
7	\$4,279.80
8	\$4,329.80
9	\$4,379.80
10	\$4,429.80

**(b) Rent Review Dates:**

The Rent shall be adjusted during the First Further Term and the Second Further Term at the times and in the manner specified below:

<b>Rent Review Date</b>	<b>Method of Rent Review</b>
First Further Term:	
1 July 2029	Market Rent Review
1 July 2030	Fixed Rent Review (1% increase)
1 July 2031	Fixed Rent Review (1% increase)
1 July 2032	Fixed Rent Review (1% increase)
1 July 2033	Fixed Rent Review (1% increase)
Second Further Term:	
1 July 2034	Market Rent Review
1 July 2035	Fixed Rent Review (1% increase)
1 July 2036	Fixed Rent Review (1% increase)
1 July 2037	Fixed Rent Review (1% increase)
1 July 2038	Fixed Rent Review (1% increase)

**6. SPECIAL TERMS**

The special terms set out below shall be deemed to be incorporated into and form part of this Lease as if fully set out in the body of this Lease. If there is any inconsistency between the provisions of this Lease generally and the special terms, the special terms shall prevail to the extent of the inconsistency.

**(a) Change of Use**

The Lessee must obtain the prior written consent of the Lessor if the Lessee wishes to use the Leased Premises other than as permitted under clause 3.10 of the Lease, which consent the Lessor may grant, refuse or grant subject to conditions in its absolute discretion. The Lessor reserves the right to terminate this Lease by giving three (3) months written notice to the Lessee in the event it does not consent to the Lessee's proposed change of use.



**(b) Lessee's Proportion of Outgoings**

- (i) The outgoings and percentages to be paid by the Lessee to the Lessor promptly on demand are as follows:

Water consumption	80%
Power	80%
Service charges	50%

- (ii) The Lessee must observe and comply with any conditions of supply of Services by the Lessor, or where no conditions of supply are imposed by the Lessor, observe and comply with the conditions of supply of Services imposed by the relevant Authority.
- (iii) If any Service is not provided by the Lessor, the Lessee is responsible to make the Lessee's own arrangements at the Lessee's own cost for the supply of the Service to the Leased Premises. For the avoidance of doubt, the Lessor is not obliged to provide or to facilitate the procuring of any Services or Facilities to or for the Leased Premises.

**(c) Security of Leased Premises**

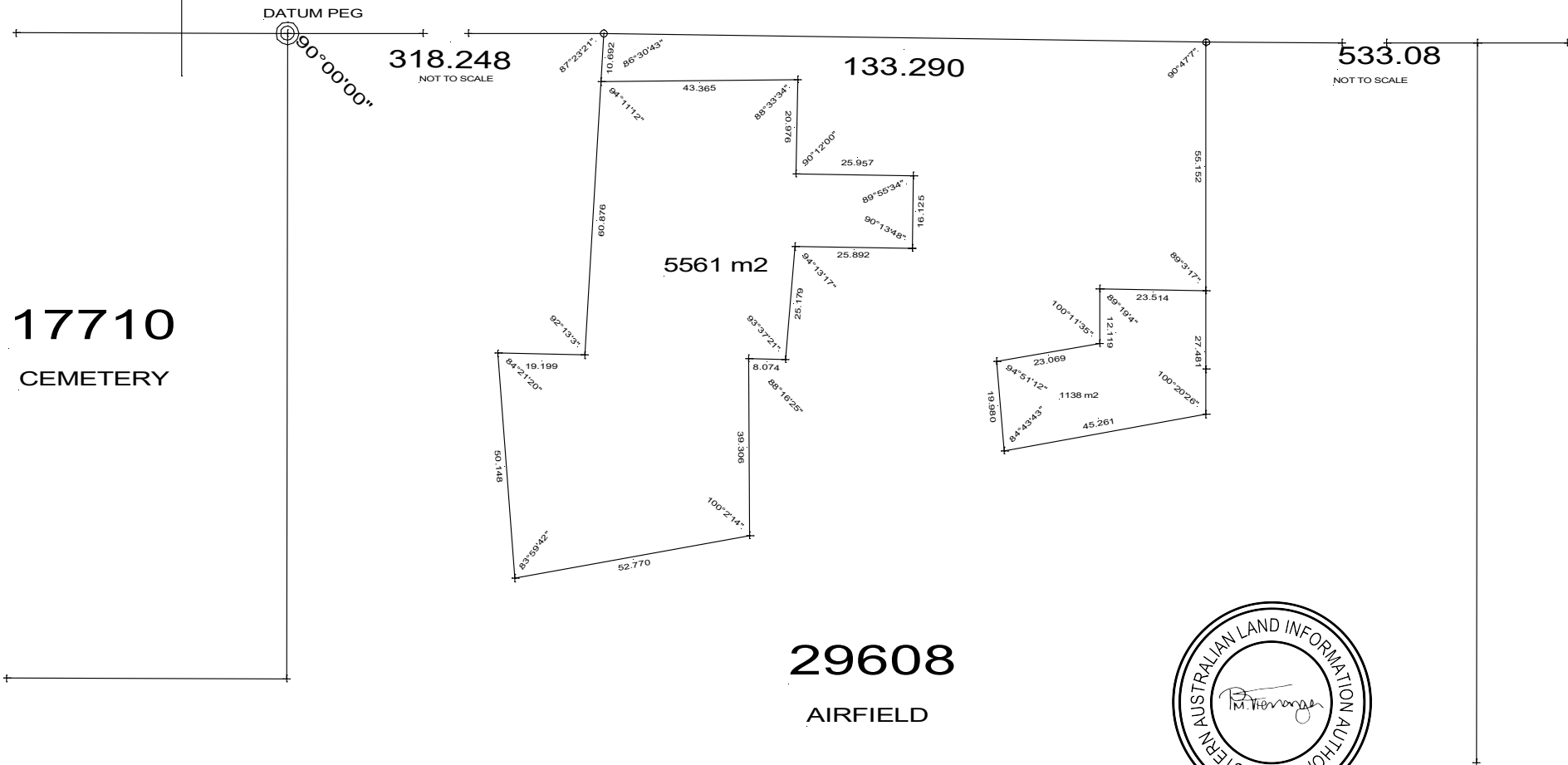
- (i) The Lessee shall ensure that the Leased Premises are kept secure from theft, vandalism or fire at all times when the Leased Premises are not being used by the Lessee.
- (ii) The Lessee shall immediately advise the Lessor of any threat to the safety or security of the Leased Premises or the people using the Leased Premises (including any bomb threat, fire or fire hazard) of which the Lessee or any Employee of the Lessee becomes aware.

**(d) Lessee's Buildings**

- (i) For the purpose of this special condition, "Lessee's Buildings" means the shed with the office attached which the Lessee has constructed on the Leased Premises, as shown in the plan in "Annexure 2" of this Lease.
- (ii) Despite any rule of law or equity to the contrary, title to and ownership of the Lessee's Buildings shall be the property of the Lessee regardless of their attachment or affixation to the Leased Premises, and shall be a Lessee's Fixture, unless re-classified as a Lessor's Fixture in accordance with this Lease.
- (iii) The Lessee and the Lessor covenant and agree that the Lessee is fully responsible for the Lessee's Buildings during the Term and any renewal or extension of the Term including, but not limited to:

- (A) insuring the Lessee's Buildings or any part of the Lessee's Buildings and any equipment or appliance in the Lessee's Buildings against fire, explosion, earthquake, aircraft, riot, civil commotion, flood, lightning, storm, tempest, act of God, fusion, smoke, rainwater, water leakage, impact by vehicles, machinery breakdown and malicious acts or omissions, demolition and removal of debris, architects and other consultants fees, claims under Workers Compensation legislation, and statutory liability by employees of the Lessor working in or about the Lessee's Buildings, owners third party liability and all other risks which the Lessee may need to insure against; and
  - (B) cleaning, maintaining, repairing, renovating, replacing, and refurbishing the Lessee's Buildings as required including any works of a structural nature.
- (iv) Notwithstanding any other provision of this Lease, the Lessee may make alterations or additions to or demolish any part of the Lessee's Buildings without obtaining the consent of the Lessor.
- (v) Before the end of this Lease (no matter how that arises) either:
- (A) the Lessee shall remove the Lessee's Buildings from the Leased Premises and make good any damage caused by such removal to the Leased Premises, any Lessor's Fixtures, any Services serving the Leased Premises or the property of any other person to the absolute satisfaction of the Lessor; or
  - (B) the Lessee and the Lessor may agree in writing that some or all of the Lessee's Buildings shall remain on the Leased Premises at the end of the Lease, in which event, such part of the Lessee's Buildings will be re-classified as Lessor's Fixtures.
- (vi) Any part of the Lessee's Buildings not removed from the Leased Premises by 30 days after the end of this Lease (no matter how that arises) shall be held to have been abandoned by the Lessee, in which event:
- (A) such part of the Lessee's Buildings will automatically be re-classified as Lessor's Fixtures; or
  - (B) the Lessor may, at the sole risk and cost of the Lessee, remove such Lessee's Buildings from the Leased Premises.

# EMU HILL ROAD EAST



LEASE OF PART LOT 29608 ON DP 30179	TOTAL LEASE AREA 6699 m <sup>2</sup>		DATE : 13.06.2019
	Shire of Narembeen	SCALE 1: 1500 @A4	GPSURVEYS 08 9534 2624 159 of 165

Ordinary Meeting of Council - 17th July 2019

SHIRE OF NAREMBEEN

2010.875

984.62

0.146



Emu Hill Rd E

Emu Hill Rd E

Emu Hill Rd E



# **ATTACHMENT - AGENDA ITEM 8.5.4 June 2019 Schedule of Accounts**

# SHIRE OF NAREMBEEN

## SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 17 July 2019

Chq/EFT	Date	Name	Description	Amount
EFT12206	06/06/2019	All Ways Foods	Handtowers for various shire owned buildings	\$ 308.47
EFT12207	06/06/2019	Australia Day Council Of WA	Annual fee for Gold Membership 19/20 Australia Day Council WA	\$ 594.00
EFT12208	06/06/2019	Australian Services Union	Payroll deductions	\$ 49.80
EFT12209	06/06/2019	Bitutek Pty Ltd	Supply and spray emulsion dilute enrichment at Bruce Rock - Narembeen Road	\$ 8,459.55
EFT12210	06/06/2019	Blackwell Plumbing Pty Ltd	Supply and install hot water system at Rec Centre	\$ 2,849.00
EFT12211	06/06/2019	Boc Gases	Gases for depot	\$ 79.24
EFT12212	06/06/2019	Chris Bray Electrics Pty Ltd	Various electrical repairs at various locations	\$ 449.90
EFT12213	06/06/2019	Complant Ammann Australia	4x brake shoe assays and 8 tyre pressure hoses for pneumatic tyre roller	\$ 2,201.10
EFT12214	06/06/2019	Covs	Oil filter for forklift	\$ 28.98
EFT12215	06/06/2019	Department Of Fire And Emergency Services (FESA)	2018/19 ESL Quarter 4	\$ 4,993.80
EFT12216	06/06/2019	Easifleet	Payroll deductions	\$ 664.84
EFT12217	06/06/2019	Ixom	Service Fee for chlorine	\$ 84.57
EFT12218	06/06/2019	Jason Signmakers	Various traffic signs	\$ 100.10
EFT12219	06/06/2019	Momar Australia Pty Ltd	Various parts for various plants	\$ 531.85
EFT12220	06/06/2019	Navada Computer Services Pty Ltd	1x netgear router for Medical Centre	\$ 243.95
EFT12221	06/06/2019	P M Services Narembeen	Waste Station Management Wages 18/05 - 31/05/19	\$ 2,496.00
EFT12222	06/06/2019	Perfect Computer Solutions Pty Ltd	Computer assistance and monthly fee for daily monitoring	\$ 255.00
EFT12223	06/06/2019	Shire of Cunderdin	Annual subscription shared VEPIC Software charges	\$ 455.91
EFT12224	06/06/2019	Supercivil Pty Ltd	Supply and install 2x bollards at CRC/Medical carpark	\$ 1,100.00
EFT12225	06/06/2019	Synergy - Western Power	Abolish supply at U 3 - 19 Churchill Street Payment#3235352619	\$ 323.92
EFT12226	06/06/2019	The Narembeen Cafe	Lunch for CEO's meeting	\$ 70.00
EFT12227	06/06/2019	Truckline	Brake pads for DAF 3 axle prime mover	\$ 228.42
EFT12228	06/06/2019	WA Contract Ranger Services	Ranger Services 07/05 + 14/05/19	\$ 1,309.00
EFT12229	06/06/2019	Wurth Australia Pty Ltd	Various parts for various plants	\$ 148.16
EFT12230	14/06/2019	Aust Post	Postage Charges May 2019	\$ 124.02
EFT12231	14/06/2019	Australian Services Union	Payroll deductions	\$ 49.80
EFT12232	14/06/2019	Avon Waste	Rubbish & Recycling Charges	\$ 12,751.46
EFT12233	14/06/2019	BGC Construction	Progress Claim #9 Final Claim Narembeen Community Precinct No. 70647	\$ 62,406.55
EFT12234	14/06/2019	Bitutek Pty Ltd	Supply and spray bitumen at Cemetery, NB South Road and Wakeman Street	\$ 69,715.58
EFT12235	14/06/2019	Clinicare Pty Narembeen	Flu Shots 12x Shire employees	\$ 359.40
EFT12236	14/06/2019	Easifleet	Payroll deductions	\$ 664.84
EFT12237	14/06/2019	Fowler Surveys	Spotting and barrier marking at Narembeen-Bruce Rock Road	\$ 2,717.00
EFT12238	14/06/2019	Great Southern Fuel Supplies	Fuel Charge CEO Car	\$ 148.41
EFT12239	14/06/2019	Henry Schein Regional Pty Ltd	Monthly digital IT support at Dentist	\$ 35.00

EFT12240	14/06/2019	Irving Holdings WA	Catering for various council receptions and fuel for various Shire owned plant	\$	934.63
EFT12241	14/06/2019	J Gray & R.m. Gray	Gravel Supply for Bruce Rock-Narembeen Road	\$	10,828.40
EFT12242	14/06/2019	LGIS Risk Management	Evacuation Drawings new CRC/Medical Centre	\$	363.00
EFT12243	14/06/2019	LMW (WA) Pty Ltd	Specialised valuation report 404 Emu Hill Road, South Kuminin	\$	1,650.00
EFT12244	14/06/2019	Landgate	Rural UV's chargeable - Rural UV interim valuation shared	\$	146.80
EFT12245	14/06/2019	Liberty Oil Rural Pty Ltd	15,005.00 litres diesel for depot	\$	19,923.64
EFT12246	14/06/2019	Local Government Supervisors Association	Registration to LGSA Conference and Expo - Works manager	\$	1,171.50
EFT12247	14/06/2019	Narembeen IGA	Staff amenities and catering for various council receptions	\$	194.00
EFT12248	14/06/2019	Narembeen Hardware and Ag Supplies	Various materials for town maintenance, parks and gardens and skeleton weed	\$	2,625.19
EFT12249	14/06/2019	Ness Gas Supplies	2x 45kg gas bottle for Caravan Park	\$	260.00
EFT12250	14/06/2019	Sonic Boom sprays	2nd part payment for Skeleton Weed 12m manual fold out Boom Spray	\$	22,014.50
EFT12251	14/06/2019	Synthetic Turf Products	Supply of 5x STP ultimate tee-line rolls for Narembeen Golf Club	\$	14,040.00
EFT12252	14/06/2019	Town Planning Innovations	General Planning Services	\$	804.38
EFT12253	14/06/2019	WALGA	Short Course 'Effective Community Leadership' Council President 29/04/2019	\$	515.00
EFT12254	14/06/2019	Western Australian Treasury Corporation	Loan No. 127E Interest payment -	\$	2,475.70
EFT12255	14/06/2019	Wheatbelt Liquid Waste	Pump out septic tank at 5 Mt Walker Road (Depot)	\$	810.00
EFT12256	14/06/2019	Wongan Concrete Services	Supply of 5 concrete pipes with rubber rings for Ada Street Reconstruction	\$	946.00
EFT12257	21/06/2019	Ag Implements Narembeen	hydraulic hose for John Deere grader	\$	73.96
EFT12258	21/06/2019	Alan Wright	Sitting Fees Dec 2018 - April 2019	\$	640.00
EFT12259	21/06/2019	Australian Safety Engineers (WA)	6 year service and BA Test	\$	309.83
EFT12260	21/06/2019	Australian Taxation Office	BAS May 2019	\$	46,816.00
EFT12261	21/06/2019	Bovell Surveys Pty Ltd	Narembeen Airport Lease Survey	\$	3,245.00
EFT12262	21/06/2019	Brendena Torney	Rates refund for assessment A2086 LOT 27524 DIXON ROAD NAREMBEEN WA 6369	\$	152.54
EFT12263	21/06/2019	Chris Bray Electrics Pty Ltd	Electrical Labour	\$	121.00
EFT12264	21/06/2019	Conplant Ammann Australia	tyre pressure hose for pneumatic tyre roller	\$	98.52
EFT12265	21/06/2019	Core Business Australia Pty Ltd	AGRN743 Wandirra Claim 28	\$	21,964.97
EFT12266	21/06/2019	Cr Amy Hardham	Sitting Fees Dec 2018 - Jun 2019	\$	800.00
EFT12267	21/06/2019	Cr Bevan Thomas	Council Meeting Sitting Fees and Travel Allowance Dec 2018 - Jun 2019	\$	1,356.00
EFT12268	21/06/2019	Cr Scott Stirrat	Sitting Fees and Travel Allowance Dec 2018 - Jun 2019	\$	2,040.00
EFT12269	21/06/2019	Cr William Cowan	Council Meeting Sitting Fees and Travel Allowance Dec 2018 - Jun 2019	\$	1,680.00
EFT12270	21/06/2019	Daimler Trucks Perth	1x ball joint for 2003 Mitsubishi Multi Body	\$	86.44
EFT12271	21/06/2019	Dr Peter & Lucy Lines	Sitting Fees Dec 2018 - Jun 2019	\$	960.00
EFT12272	21/06/2019	IRE Agricultural Worldwide	Refund of advance rent on 3/8 Churchill Street	\$	122.00
EFT12273	21/06/2019	Kellie Jane Mortimore	Council Meeting Sitting Fees and Travel Allowance Dec 2018 - Jun 2019 + Deputy President Allowance	\$	2,293.63
EFT12274	21/06/2019	LGIS Risk Management	LGISWA Great Eastern Regional Risk Coordination Programme 2nd Instalment 2018/19	\$	4,567.20
EFT12275	21/06/2019	Landgate	Gross rental values revaluation 2018/19	\$	6,018.10
EFT12276	21/06/2019	Leanne Brooke-Mee	Reimbursement for Food for the Men's Health Breakfast on 14/06/2019	\$	50.17
EFT12277	21/06/2019	Midway Signs	1x street sign with brackets (was missed off original order) for new CRC/Medical building	\$	126.50
EFT12278	21/06/2019	Narembeen Hardware and Ag Supplies - Shire Workshop	Workshop parts and repairs	\$	1,241.72



EFT12279	21/06/2019	Narembeen Tyre service	tubes and tyre for custom made trailer	\$	371.00
EFT12280	21/06/2019	P M Services Narembeen	Waste Station Management Wages 01/06 - 14/06/19	\$	2,496.00
EFT12281	21/06/2019	Rhonda Cole	Sitting Fees Dec 2019 - May 2019 + Presidents Allowance	\$	5,583.33
EFT12282	21/06/2019	STS Health	Maintenance service and testing for steriliser at dentist	\$	1,343.53
EFT12283	21/06/2019	Shire Of Kellerberrin	Hire of Road Sweeper (22/05/2019)	\$	1,840.00
EFT12284	21/06/2019	WA Contract Ranger Services	Ranger Services 07/06 + 12/06/2019	\$	561.00
EFT12293	28/06/2019	3 Monkeys Audio-visual	Audio-visual Installation at Narembeen Rec Centre	\$	43,354.94
EFT12294	28/06/2019	All Ways Foods	Cleaning materials for Caravan Park and public toilets	\$	592.94
EFT12295	28/06/2019	Australian Services Union	Payroll deductions	\$	49.80
EFT12296	28/06/2019	Bitutek Pty Ltd	Supply and spray bitumen at Ada Street Reconstruction	\$	2,355.10
EFT12297	28/06/2019	Busselton City Construction Pty Ltd	Roof repairs at Community Shed	\$	1,854.60
EFT12298	28/06/2019	Copier Support	Printing Charges 27/05 - 24/06/19	\$	1,049.65
EFT12299	28/06/2019	Cows	Fuel meter for Nissan Navara table top	\$	1,350.44
EFT12300	28/06/2019	Cutting Edges Pty Limited	Grader blades for various plant	\$	4,394.50
EFT12301	28/06/2019	Dorcas Clothing	Bleaching, washing and ironing of table cloths	\$	60.00
EFT12302	28/06/2019	Easifleet	Payroll deductions	\$	664.84
EFT12303	28/06/2019	Eastern Hills Saws And Mowers	1x vise assembly for chain sharpener	\$	169.00
EFT12304	28/06/2019	Emerg Solutions Pty Ltd	BART Subscription Group Package for Fire Brigade	\$	550.00
EFT12305	28/06/2019	Fusion Communications Services	Stage 2 CCTV Project (Police Link, Depot Link + additional camera at Depot)	\$	9,053.00
EFT12306	28/06/2019	Kleenheat Gas	Gas for Rec Centre	\$	915.94
EFT12307	28/06/2019	Merridin Glazing Service	Supply and install shower screens at Caravan Park	\$	4,065.16
EFT12308	28/06/2019	Narembeen Club Inc	Power charges for bowling club, oval and netball courts	\$	1,809.78
EFT12309	28/06/2019	Narembeen Engineering And Steel Supplies	Supply & install compressor cage at dentist	\$	1,005.40
EFT12310	28/06/2019	Narembeen Tyre service	Repair tyres on grader	\$	374.00
EFT12311	28/06/2019	Perfect Computer Solutions Pty Ltd	Assistance with computer issues	\$	467.50
EFT12312	28/06/2019	Phoenix Landscaping Services Pty Ltd	1st instalment Lesser Hall Construction Project	\$	27,500.00
EFT12313	28/06/2019	Ross Diesel Service	1x grease gun	\$	495.00
EFT12314	28/06/2019	Shire Of Corrigin	ROEEHO Health Service Scheme 1 April - 25 June 2019	\$	5,199.36
EFT12315	28/06/2019	Stephen Carrick Architects	Lesser Hall Interpretation Project Architectural Fee & Disbursements	\$	6,445.20
EFT12316	28/06/2019	The Narembeen Cafe	Catering for Shire function	\$	87.00
EFT12317	28/06/2019	Toll Ipec Pty Ltd	Freight from various suppliers	\$	831.80
EFT12318	28/06/2019	Town Planning Innovations	General Town Planning Services	\$	495.00
EFT12319	28/06/2019	Truck Centre (WA) Pty Ltd	New 2019 Mack Prime Mover & Bruce Rock Engineering Trailer	\$	335,335.00
EFT12320	28/06/2019	Wurth Australia Pty Ltd	Various parts and materials for various plant	\$	226.60
<b>TOTAL EFT PAYMENTS</b>				<b>\$</b>	<b>814,410.35</b>

Chq/EFT	Date	Name	Description	Amount
11088	14/06/2019	Telstra	Phone Charges up to 24 May 2019	\$ 1,780.17
11089	21/06/2019	Telstra	Phone Charges up to 09 June 2019 for Fire Brigade	\$ 53.94
<b>TOTAL CHEQUE PAYMENTS</b>				<b>\$ 1,834.11</b>

Chq/EFT	Date	Name	Description	Amount
DD10017.1	13/06/2019	Synergy - Western Power	Electricity Charges various Shire owned properties	\$ 7,501.70
DD10020.1	04/06/2019	BUPA Australia	Health Insurance CEO Chris Jackson	\$ 452.55
DD10030.1	12/06/2019	Australian Super	Superannuation contributions	\$ 945.94
DD10030.2	12/06/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 7,936.44
DD10030.3	12/06/2019	Hostplus	Superannuation contributions	\$ 903.68
DD10030.4	12/06/2019	CBUS Super	Payroll deductions	\$ 471.51
DD10030.5	12/06/2019	West State Super	Superannuation contributions	\$ 210.16
DD10030.6	12/06/2019	Plum Super Fund	Superannuation contributions	\$ 111.29
DD10030.7	12/06/2019	AMP Life Limited	Superannuation contributions	\$ 241.11
DD10044.1	20/06/2019	Synergy - Western Power	Electricity Charges various Shire owned properties	\$ 756.00
DD10050.1	20/06/2019	Synergy - Western Power	Electricity Charges 17 streetlights	\$ 233.00
DD10051.1	18/06/2019	Power ICT Pty Ltd	On Hold Recording Charges	\$ 75.90
DD10059.1	26/06/2019	Australian Super	Superannuation contributions	\$ 936.23
DD10059.2	26/06/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 8,057.86
DD10059.3	26/06/2019	CBUS Super	Payroll deductions	\$ 419.44
DD10059.4	26/06/2019	Hostplus	Superannuation contributions	\$ 399.30
DD10059.5	26/06/2019	AMP Life Limited	Superannuation contributions	\$ 241.11
DD10063.1	25/06/2019	Synergy - Western Power	Electricity Charges for 81 streetlights	\$ 1,085.90
DD10063.2	24/06/2019	Bankwest	CEO Credit Card Charges May	\$ 9,630.12
DD10068.1	28/06/2019	Synergy - Western Power	Electricity Charges Pool	\$ 226.40
DD10069.1	20/06/2019	Water Corporation	Water Charges various Shire owned properties	\$ 4,553.80
DD10069.2	19/06/2019	Water Corporation	Water Charges various Shire owned properties	\$ 1,186.21
DD10069.3	28/06/2019	Water Corporation	Water Charges various Shire owned properties	\$ 1,795.80
DD10069.4	27/06/2019	Water Corporation	Water Charges various Shire owned properties	\$ 1,021.24
DD10069.5	17/06/2019	Water Corporation	Water Charges various Shire owned properties	\$ 9,883.56
DD10074.1	20/06/2019	Water Corporation	Electricity Charges Vacant Block Latham Road	\$ 33.41
<b>TOTAL DIRECT DEBIT PAYMENTS</b>				<b>\$ 59,309.66</b>
<b>TOTAL MUNICIPAL PAYMENTS</b>				<b>\$ 875,554.12</b>

Chq/EFT	Date	Name	Description	Amount
EFT12285	21/06/2019	Cr Bevan Thomas	BUS HIRE BOND REFUND	\$ 100.00
EFT12286	21/06/2019	Dan Ronnfeldt	GYM CARD BOND REFUND	\$ 50.00
EFT12287	21/06/2019	Department of Commerce	BSL PAYMENT - A3100 LOT 702 SOLDIERS RD - BUTLER	\$ 347.22
EFT12288	21/06/2019	IRE Agricultural Worldwide	BOND ON 3/8 CHURCHILL STREET	\$ 200.00
EFT12289	21/06/2019	Jacqueline Gray	GYM CARD BOND REFUND	\$ 50.00
EFT12290	21/06/2019	Katharina Schneider	GYM CARD BOND REFUND	\$ 50.00
EFT12291	21/06/2019	Narembeen Shire Council	BSL PAYMENT - A3100 LOT 702 SOLDIERS RD - BUTLER	\$ 5.00
EFT12292	21/06/2019	Sherrie Anne Heather	CAT TRAP BOND REFUND	\$ 50.00
<b>TOTAL TRUST PAYMENTS</b>				<b>\$ 852.22</b>

Chq/EFT	Date	Name	Description	Amount
00023404	1/06/2019	Team Digital	Purchase of new Epson printer including new cartridges	\$ 8,834.50
00023398	6/06/2019	Naremben Hardware & Ag Supplies	Storage Box	\$ 10.91
00023402	7/06/2019	Navada Computers	Review of IT Plan	\$ 408.18
00023403	21/06/2019	Telstra	Phone Charges	\$ 600.13
00023411	24/06/2019	Copier Support	Printing Charges	\$ 229.48
00023407	26/06/2019	Central Regional Tafe	Course Fees Cert 3 in Tourism - Kristie Lee	\$ 1,354.82
00023409	26/06/2019	Glide Print	200x Community Directories	\$ 2,313.63
00023405	27/06/2019	Shire of Naremben	Salaries & Superannuation for CRC Staff for May 2019	\$ 18,075.68
00023408	27/06/2019	Connelly Images	Client Purchase	\$ 330.00
00023406	28/06/2019	Shire of Naremben	Salaries & Superannuation for CRC Staff for June 2019	\$ 12,388.04
<b>TOTAL CRC PAYMENTS</b>				<b>\$ 44,545.37</b>



**Credit Card Purchases - 1 June - 30 June 2019**

<b>EMCS</b>			<b>Description</b>	<b>Amount</b>
<b>Date</b>	<b>Store</b>			
21/06/2019	Officeworks		Stationery	\$ 285.17
21/06/2019	Castledex		Stationery	\$ 70.33
24/06/2019	Tarocash		Uniform	\$ 49.98
24/06/2019	Kmart		Pop-up Shop Cleaning materials	\$ 66.37
25/06/2019	Registraty Australia		Business Name Registration 3 years Narembeen Caravan Park	\$ 199.00
28/06/2019	City of Kalamunda		Invoice # 28378 Building Services Fees Feb - June 2019	\$ 80.00
<b>EMCS CREDIT CARD PAYMENTS</b>				<b>\$ 750.85</b>
<b>CEO</b>			<b>Description</b>	<b>Amount</b>
<b>Date</b>	<b>Store</b>			
24/06/2019	Shire of Narembeen		1 year drivers licecne renewal outside staff	\$ 44.05
28/06/2019	Shire of Narembeen		Plate Change	\$ 26.85
<b>CEO CREDIT CARD PAYMENTS</b>				<b>\$ 70.90</b>
<b>TOTAL CREDIT CARD PAYMENTS</b>				<b>\$ 821.75</b>

# **ATTACHMENT - AGENDA ITEM 8.5.5**

## **Financial Report June 2019**

**SHIRE OF NAREMBEEN**

**MONTHLY FINANCIAL REPORT**

**For the Period Ended 30 June 2019**

**LOCAL GOVERNMENT ACT 1995**

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

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Note 2 Explanation of Material Variances

Note 3 Net Current Funding Position

Note 4 Cash and Investments

Note 6 Receivables

Note 8 Capital Disposals

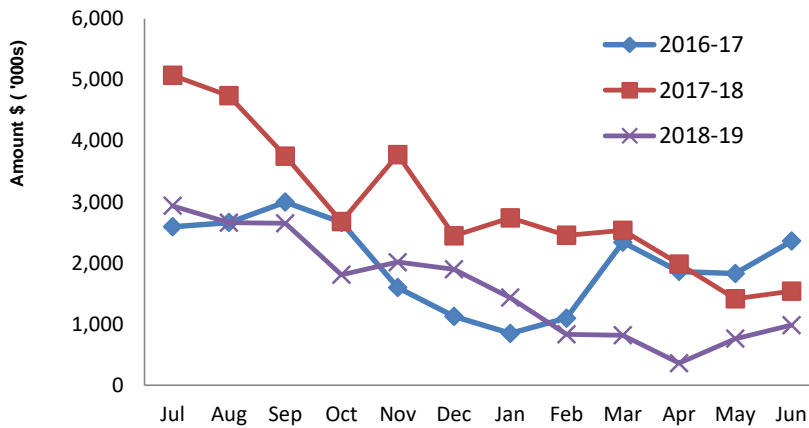
Note 13 Capital Expenditure

# Shire of Narembeen

## Monthly Summary Information

For the Period Ended 30 June 2019

**Liquidity Over the Year (Refer Note 3)**



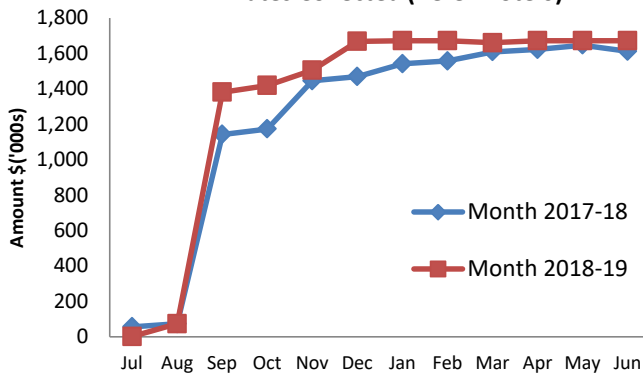
**Cash and Cash Equivalents  
as at period end**

Unrestricted	\$ 1,154,483
Restricted	\$ 2,599,707
	\$ 3,754,190

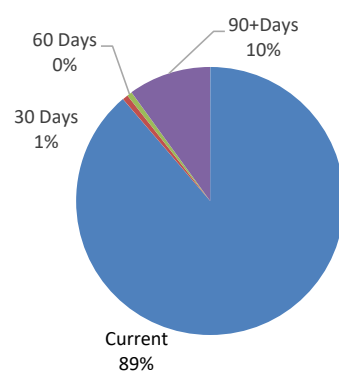
**Receivables**

Rates	\$ 68,818
Other	\$ 86,104
	\$ 154,922

**Rates Collected (Refer Note 4)**



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

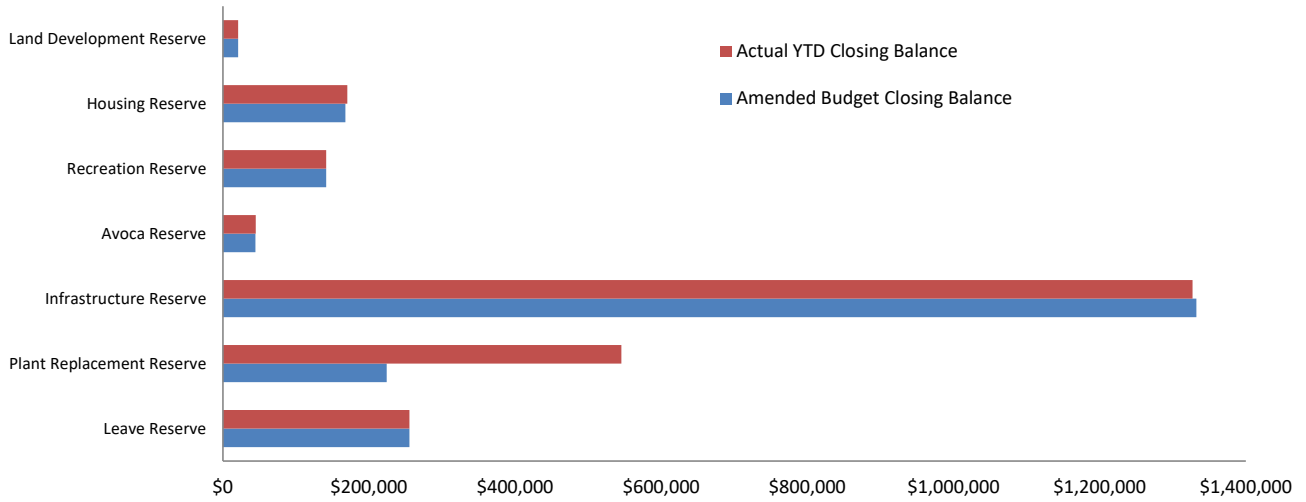


**Comments**

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

**Shire of Narembeen**  
**Monthly Summary Information**  
 For the Period Ended 30 June 2019

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



**Comments**

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



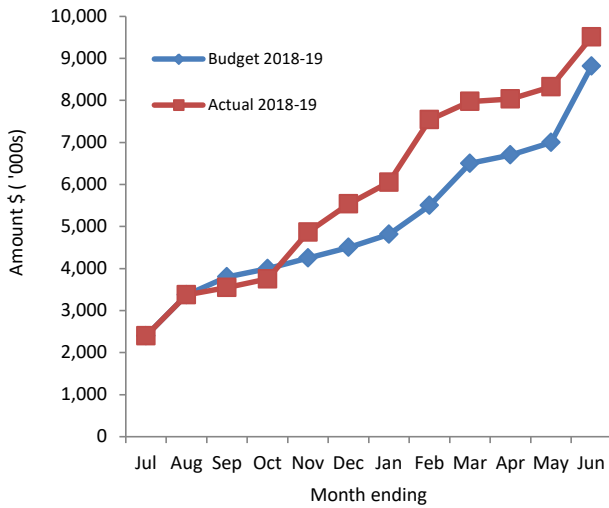
# Shire of Narembeen

## Monthly Summary Information

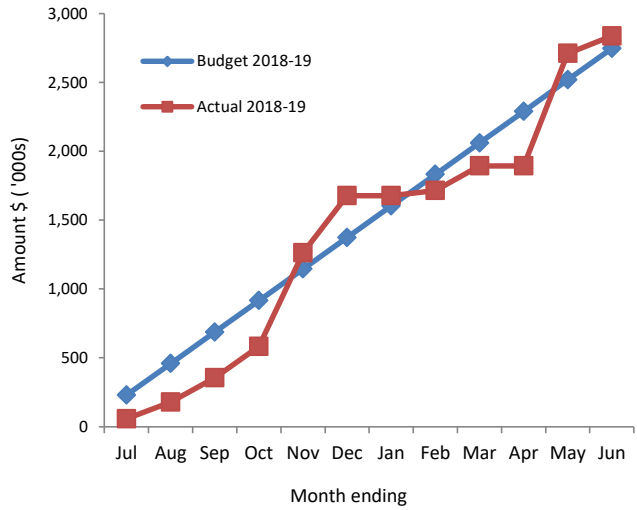
For the Period Ended 30 June 2019

### Revenues

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

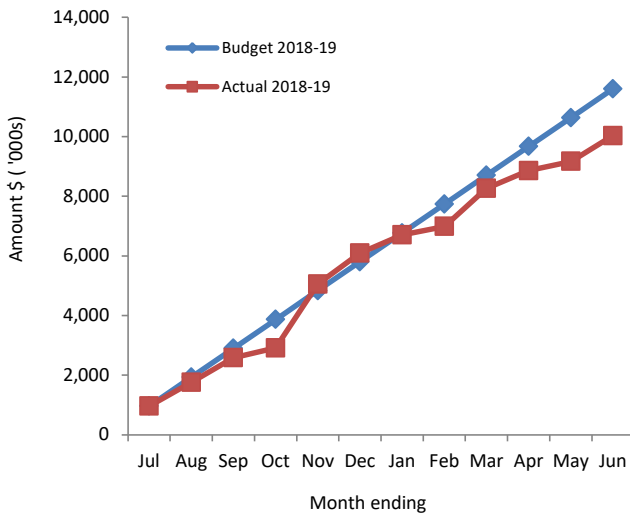


**Budget Capital Revenue -v- Actual (Refer Note 2)**

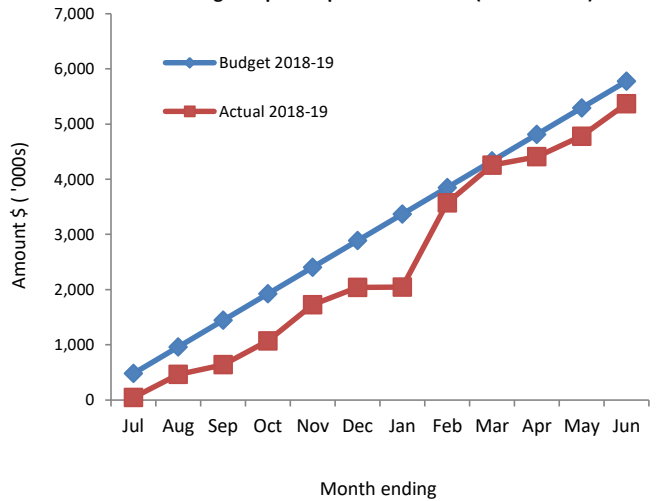


### Expenditure

**Budget Operating Expenses -v- YTD Actual (Refer Note 2)**



**Budget Capital Expenses -v- Actual (Refer Note 2)**



### Comments

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

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

### Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 30 June 2019 of \$983,770.

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

### Preparation

Prepared by: Rachael Moore  
Reviewed by: Scott Wildgoose  
Date prepared: 2-Jul-19

**SHIRE OF NAREMBEEN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 June 2019**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Governance		\$ 44,000	\$ 44,000	\$ 68,602	\$ 24,602	55.91%	
General Purpose Funding - Rates	9	1,669,192	1,669,192	1,672,179	2,987	0.18%	
General Purpose Funding - Other		1,156,467	1,156,467	2,187,863	1,031,396	89.19%	▲
Law, Order and Public Safety		21,166	71,186	80,268	9,082	12.76%	
Health		0	0	0	0		
Housing		120,793	120,793	69,596	(51,197)	(42.38%)	▼
Community Amenities		462,747	455,474	311,739	(143,734)	(31.56%)	▼
Recreation and Culture		39,805	120,619	37,532	(83,087)	(68.88%)	▼
Transport		4,330,833	4,403,884	3,555,416	(848,468)	(19.27%)	▼
Economic Services		276,800	276,800	238,202	(38,598)	(13.94%)	▼
Other Property and Services		667,007	667,007	1,247,481	580,473	87.03%	▲
<b>Total Operating Revenue</b>		<b>8,788,810</b>	<b>8,985,422</b>	<b>9,468,879</b>	<b>483,457</b>		
<b>Operating Expense</b>							
Governance		(418,779)	(418,779)	(326,377)	92,402	22.06%	▲
General Purpose Funding		(117,860)	(117,860)	(91,101)	26,759	22.70%	▲
Law, Order and Public Safety		(210,201)	(210,201)	(207,016)	3,185	1.52%	
Health		(171,933)	(171,933)	(135,522)	36,411	21.18%	▲
Housing		(198,966)	(198,966)	(142,076)	56,890	28.59%	▲
Community Amenities		(814,547)	(814,547)	(553,898)	260,649	32.00%	▲
Recreation and Culture		(1,236,074)	(1,236,074)	(1,136,914)	99,160	8.02%	
Transport		(7,188,632)	(7,188,632)	(6,616,738)	571,894	7.96%	
Economic Services		(507,202)	(507,202)	(400,566)	106,636	21.02%	▲
Other Property and Services		(465,417)	(465,417)	(375,415)	90,003	19.34%	▲
<b>Total Operating Expenditure</b>		<b>(11,329,611)</b>	<b>(11,329,611)</b>	<b>(9,985,622)</b>	<b>1,343,989</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		3,825,297	3,825,297	2,869,734	(955,563)	(24.98%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(36,698)	0	(129,010)	(129,010)		
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>1,247,798</b>	<b>1,481,108</b>	<b>2,223,982</b>	<b>742,873</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,727,830	2,727,830	2,581,252	(146,578)	(5.37%)	
Proceeds from Disposal of Assets	8	200,280	0	254,751	254,751		▲
<b>Total Capital Revenues</b>		<b>2,928,110</b>	<b>2,727,830</b>	<b>2,836,003</b>	<b>108,173</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		▲
Land and Buildings	13	(1,787,373)	(1,518,097)	(1,518,097)	0	0.00%	
Infrastructure - Roads	13	(2,795,393)	(2,690,392)	(2,690,392)	0	0.00%	
Infrastructure - Public Facilities	13	0	0	0	0		▲
Infrastructure - Footpaths	13	0	0	0	0		▲
Infrastructure - Drainage	13	0	0	0	0		▲
Heritage Assets	13	0	0	0	0		▲
Plant and Equipment	13	(1,156,249)	(1,079,236)	(1,079,236)	0	0.00%	
Furniture and Equipment	13	(90,000)	(80,770)	(80,770)	0	0.00%	
<b>Total Capital Expenditure</b>		<b>(5,829,015)</b>	<b>(5,368,495)</b>	<b>(5,368,495)</b>	<b>0</b>		
<b>Net Cash from Capital Activities</b>		<b>(2,900,905)</b>	<b>(2,640,665)</b>	<b>(2,532,492)</b>	<b>108,173</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,275	0	3,845	3,845		
Transfer from Reserves	7	572,373	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(63,475)	(65,210)	(65,210)	0	0.00%	
Transfer to Reserves	7	(222,011)	(157,816)	(157,816)	0	0.00%	
<b>Net Cash from Financing Activities</b>		<b>293,162</b>	<b>(223,025)</b>	<b>(219,180)</b>	<b>3,845</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,359,945)</b>	<b>(1,382,582)</b>	<b>(527,691)</b>	<b>854,892</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,493,384</b>	<b>1,493,384</b>	<b>1,511,461</b>	<b>18,077</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>133,439</b>	<b>110,802</b>	<b>983,770</b>	<b>872,969</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF NAREMBEEN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 June 2019**

	Note	Amended Annual Budget	YTD Actual (b)	Var. \$ (b)-(a)
<b>Operating Revenues</b>		\$	\$	\$
Rates	9	1,669,192	1,672,179	2,987
Operating Grants, Subsidies and Contributions		5,908,349	6,044,691	6,044,691
Fees and Charges		1,134,726	1,514,844	1,514,844
Service Charges		0	0	0
Interest Earnings		79,800	83,079	83,079
Other Revenue		0	2	2
Sale of assets		0	10,083	10,083
Profit on Disposal of Assets	8	46,743	144,001	144,001
<b>Total Operating Revenue</b>		<b>8,838,810</b>	<b>9,468,879</b>	<b>7,799,687</b>
<b>Operating Expense</b>				
Employee Costs		(2,029,642)	(2,015,100)	(2,015,100)
Materials and Contracts		(4,931,366)	(4,611,484)	(4,611,484)
Utility Charges		(253,550)	(226,032)	(226,032)
Depreciation on Non-Current Assets		(3,825,297)	(2,869,734)	(2,869,734)
Interest Expenses		(54,949)	(43,536)	(43,536)
Insurance Expenses		(195,262)	(183,734)	(183,734)
Other Expenditure		(29,500)	(4,920)	(4,920)
Loss on Disposal of Assets	8	(10,045)	(31,082)	(31,082)
<b>Total Operating Expenditure</b>		<b>(11,329,611)</b>	<b>(9,985,622)</b>	<b>(9,954,541)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation		3,825,297	2,869,734	2,869,734
Adjust (Profit)/Loss on Asset Disposal	8	(36,698)	(129,010)	(129,010)
Adjust Provisions and Accruals		0	0	0
<b>Net Cash from Operations</b>		<b>1,297,798</b>	<b>2,223,981</b>	<b>585,870</b>
<b>Capital Revenues</b>				
Grants, Subsidies and Contributions	11	2,727,830	2,581,252	2,581,252
Proceeds from Disposal of Assets	8	200,280	254,751	254,751
<b>Total Capital Revenues</b>		<b>2,928,110</b>	<b>2,836,003</b>	<b>2,836,003</b>
<b>Capital Expenses</b>				
Land Held for Resale		0	0	0
Land and Buildings	13	(1,787,373)	(1,518,097)	(1,518,097)
Infrastructure - Roads	13	(2,795,393)	(2,690,392)	(2,690,392)
Infrastructure - Public Facilities	13	0	0	0
Infrastructure - Footpaths	13	0	0	0
Infrastructure - Drainage	13	0	0	0
Heritage Assets	13	0	0	0
Plant and Equipment	13	(1,156,249)	(1,079,236)	(1,079,236)
Furniture and Equipment	13	(90,000)	(80,770)	(80,770)
<b>Total Capital Expenditure</b>		<b>(5,829,015)</b>	<b>(5,368,495)</b>	<b>(5,368,495)</b>
<b>Net Cash from Capital Activities</b>		<b>(2,900,905)</b>	<b>(2,532,492)</b>	<b>(2,532,492)</b>
<b>Financing</b>				
Proceeds from New Debentures		0	0	0
Proceeds from Advances		0	0	0
Self-Supporting Loan Principal		6,275	3,845	3,845
Transfer from Reserves	7	572,373	0	0
Advances to Community Groups		0	0	0
Repayment of Debentures	10	(63,475)	(65,210)	(65,210)
Transfer to Reserves	7	(222,011)	(157,816)	(157,816)
<b>Net Cash from Financing Activities</b>		<b>293,162</b>	<b>(219,180)</b>	<b>(219,180)</b>
<b>Net Operations, Capital and Financing</b>		<b>(1,309,946)</b>	<b>(527,691)</b>	<b>(2,165,802)</b>
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,493,384</b>	<b>1,511,461</b>	<b>1,511,461</b>
<b>Closing Funding Surplus(Deficit)</b>	3	<b>183,438</b>	<b>983,770</b>	<b>(654,341)</b>

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

**SHIRE OF NAREMBEEN**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 June 2019**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget
<b>Operating Revenues</b>	\$	\$	\$
Governance	44,000		44,000
General Purpose Funding - Rates	1,669,192		1,669,192
General Purpose Funding - Other	1,156,467		1,156,467
Law, Order and Public Safety	71,166		71,166
Housing	120,793		120,793
Community Amenities	462,747		462,747
Recreation and Culture	57,005		57,005
Transport	4,359,520		4,359,520
Economic Services	256,800		256,800
Other Property and Services	667,007		667,007
Total Operating Revenue	8,864,697	0	8,864,697
<b>Operating Expense</b>			
Governance	(364,779)	(16,188)	(380,967)
General Purpose Funding	(117,860)		(117,860)
Law, Order and Public Safety	(210,201)		(210,201)
Health	(171,933)		(171,933)
Housing	(198,966)		(198,966)
Community Amenities	(814,547)		(814,547)
Recreation and Culture	(1,191,014)		(1,191,014)
Transport	(7,582,040)		(7,582,040)
Economic Services	(507,202)		(507,202)
Other Property and Services	(450,417)		(450,417)
Total Operating Expenditure	(11,608,959)	(16,188)	(11,625,147)
<b>Funding Balance Adjustments</b>			
Add back Depreciation	3,825,297		3,825,297
Adjust (Profit)/Loss on Asset Disposal	(36,698)		(36,698)
Adjust Provisions and Accruals			0
Net Cash from Operations	1,044,337	(16,188)	1,028,149
<b>Capital Revenues</b>			
Grants, Subsidies and Contributions	2,747,016		2,747,016
Proceeds from Disposal of Assets	200,280		200,280
Total Capital Revenues	2,947,296	0	2,947,296
<b>Capital Expenses</b>			
Land Held for Resale	0		0
Land and Buildings	1,787,373		1,787,373
Infrastructure - Roads	2,795,393		2,795,393
Infrastructure - Public Facilities	0	(30,000)	(30,000)
Infrastructure - Footpaths	0		0
Infrastructure - Drainage	0		0
Heritage Assets	0		0
Plant and Equipment	1,156,249		1,156,249
Furniture and Equipment	90,000		90,000
Total Capital Expenditure	5,829,015	(30,000)	5,799,015
Net Cash from Capital Activities	8,776,311	(30,000)	8,746,311
<b>Financing</b>			
Proceeds from New Debentures			0
Self-Supporting Loan Principal	6,275		6,275
Transfer from Reserves	572,373		572,373
Repayment of Debentures	(67,639)		(67,639)
Transfer to Reserves	(222,011)	(7,000)	(229,011)
Net Cash from Financing Activities	288,998	(7,000)	281,998
<b>Net Operations, Capital and Financing</b>	10,109,646	(53,188)	10,056,458
<b>Opening Funding Surplus(Deficit)</b>	1,493,384		1,493,384
<b>Closing Funding Surplus(Deficit)</b>	11,603,030	(53,188)	11,549,842

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

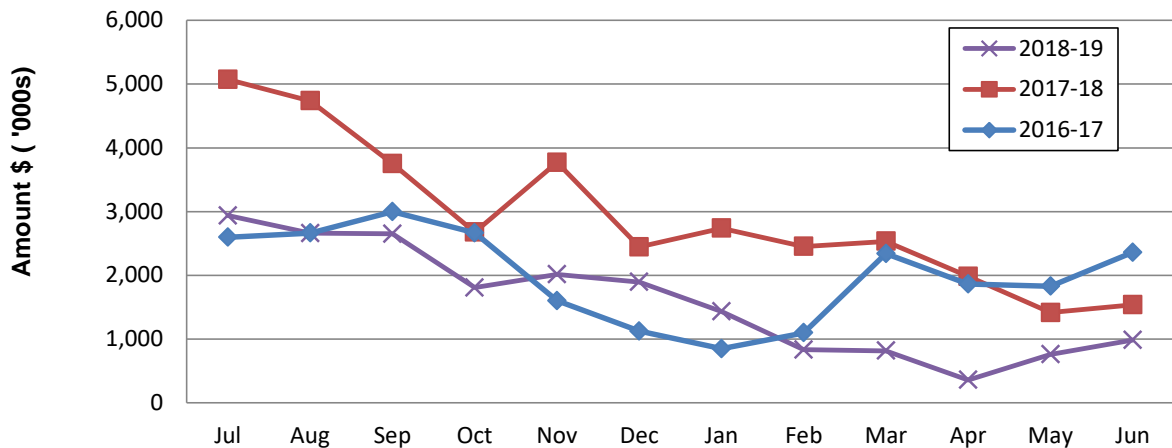
**Note 2: EXPLANATION OF MATERIAL VARIANCES BY REPORTING PROGRAM**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	24,602	55.91%			
General Purpose Funding - Rates	2,987	0.18%			
General Purpose Funding - Other	1,031,396	89.19%	▲	Timing	19/20 funding Financial Assistance Grant received in June
Law, Order and Public Safety	9,082	12.76%			
Health	0				
Housing	(51,197)	(42.38%)	▼		
Community Amenities	(143,734)	(31.56%)	▼	Timing	CRC income to be moved across
Recreation and Culture	(83,087)	(68.88%)	▼	Timing	Lesser Hall grant income not received
Transport	(848,468)	(19.27%)	▼	Timing	Waiting on Main Roads income
Economic Services	(38,598)	(13.94%)	▼	Permanent	Budgeted skeleton Weed income not due
Other Property and Services	580,473	87.03%	▲	Timing	Private Works - Grain freight income
<b>Operating Expenditure</b>					
Governance	92,402	22.06%	▲	Permanent	Council IT support and Consultant expences not used, unnessesary wages budget amendment
General Purpose Funding	26,759	22.70%	▲	Timing	Discount allowed allocated
Law, Order and Public Safety	3,185	1.52%			
Health	36,411	21.18%	▲	Timing	Depreciation over budgeted
Housing	56,890	28.59%	▲		
Community Amenities	260,649	32.00%	▲	Timing	CRC expenses not included yet.
Recreation and Culture	99,160	8.02%			
Transport	571,894	7.96%			
Economic Services	106,636	21.02%	▲	Permanent	Admin Allocations not yet run.
Other Property and Services	90,003	19.34%	▲		Private Works Undertaken - GFN Program

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 June 2019

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Jun 2019	Previous Period	Same Period Last year
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,154,483	984,599	1,453,379
Cash Restricted	4	2,599,707	2,469,425	2,155,614
Receivables - Rates	6	68,818	141,990	118,311
Receivables -Other	6	65,559	17,213	136,583
Inventories		14,932	14,932	15,513
Land held for Resale		370,000	370,000	370,000
		4,273,499	3,998,158	4,249,400
<b>Less: Current Liabilities</b>				
Payables		20,682	(32,579)	(8,418)
Provisions		(340,705)	(340,705)	(302,889)
		(320,022)	(373,284)	(311,308)
<i>Unadjusted Funding Position</i>		3,953,477	3,624,874	3,938,093
<b>Less: Cash Reserves</b>		(2,599,709)	(1,873,668)	(2,155,614)
Net Adjustment for Borrowings.		0	23,918	0
Adjust for Land held for resale		(370,000)	(370,000)	(370,000)
<b>Adjusted Net Current Funding Position</b>		<b>983,769</b>	<b>1,405,124</b>	<b>1,412,479</b>

**Note 3 - Liquidity Over the Year****Comments - Net Current Funding Position**

The Spike in funding in November was due to the receipt of Financial Assistance Grants, Road Project grants and Grants for the Emergency Services Building

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 June 2019

**Note 4: CASH AND INVESTMENTS**

Interest Rate	Unrestricted \$	Restricted \$	Trust \$	CRC \$	Total Amount \$	Institution	Maturity Date
	1,051,879				1,051,879	BankWest	At Call
(a) <b>Cash Deposits</b>							
Municipal Account							
Operating Account				7,000	7,000	Bankwest	At Call
Trust Bank Account			20,345		20,345	BankWest	At Call
Reserve Account		2,599,707			2,599,707	BankWest	At Call
Cash Management Account	4,791				4,791	BankWest	At Call
(b) <b>Term Deposits</b>							
Gold Term Deposit				65,003	65,003	BankWest	16-Jul-19
<b>Total</b>	<b>1,056,670</b>	<b>2,599,707</b>	<b>20,345</b>	<b>72,003</b>	<b>3,748,724</b>		

**Comments/Notes - Investments**



**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

Opening Arrears Previous Years	
Levied this year	
Less Collections to date	
<b>Equals Outstanding</b>	

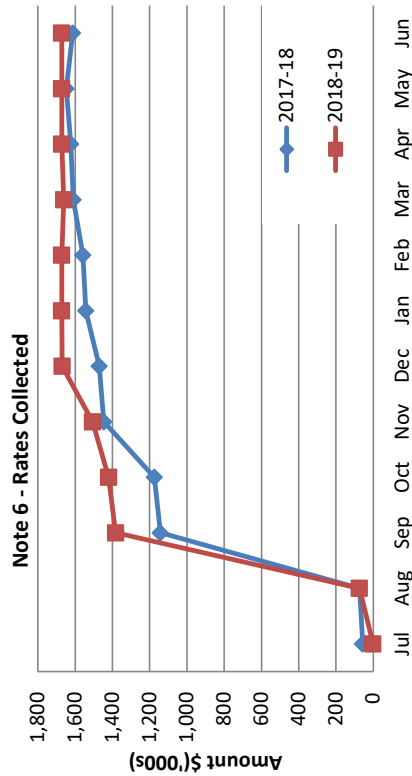
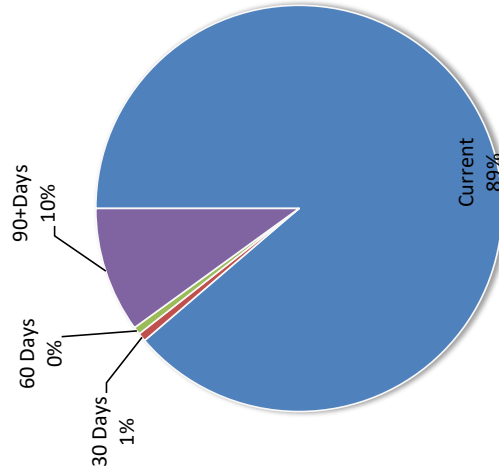
**Net Rates Collectable**  
 % Collected

YTD 30 Jun 2019	30 June 2018
\$ 82,539	\$ 87,332
1,720,816	
<b>(1,734,537)</b>	
<b>68,818</b>	<b>87,332</b>
<b>(68,818)</b>	<b>87,332</b>
100.80%	0.00%

Receivables - General	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 76,405	\$ 581	\$ 524	\$ 8,595
<b>Total Receivables General Outstanding</b>				<b>86,104</b>

**Amounts shown above include GST (where applicable)**

**Note 6 - Accounts Receivable (non-rates)**



Comments/Notes - Receivables Rates

Comments/Notes - Receivables General

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal		Disposals	Amended Current Budget YTD 30 06 2019			Comments	
Cost	Accum Depr		Proceeds	Profit (Loss)	Amended Annual Budget Profit/(Loss)		Actual Profit/(Loss)
\$	\$	\$	\$	\$	\$	\$	
130,000	(103,783)	110,000	83,783	20,631	-2,533	(23,164)	
52,015	(9,092)	50,000	7,077	3,600	7,077	3,477	
45,000	(38,447)	38,660	32,107	0	32,107	32,107	
65,000	(46,034)	40,000	21,034	17,500	21,034	3,534	
40,000	(40,000)	0	0	(10,045)	0	10,045	
3,600	(136)	0	(3,464)		(3,464)	(3,464)	
			0	5,012	0	(5,012)	
26,500	(7,507)	16,091	(2,902)		-2,902	(2,902)	
2,600	(67)	0	(2,533)		-2,533	(2,533)	
2,000	(208)	0	(1,792)	0	-1,792	(1,792)	
4,800	(500)	0	(4,300)	0	-4,300	(4,300)	
<b>371,515</b>	<b>(245,774)</b>	<b>254,751</b>	<b>129,010</b>	<b>36,698</b>	<b>42,695</b>	<b>5,997</b>	

**Comments - Capital Disposal/Replacements**

SHIRE OF NAREMBEEN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 June 2019

Note 13: CAPITAL ACQUISITIONS

Infrastructure Assets		Amended Annual Budget	YTD Actual	Variance Under/(Over)
<b>Buildings</b>				
<b>Law Order &amp; Public Safety</b>				
emergency Services Facility	1702	5,000	9,185	4,185
			0	0
<b>Law &amp; Order Total</b>		<b>5,000</b>	<b>9,185</b>	<b>(14,185)</b>
<b>Community Amenities</b>			0	
Cemetery Entrance and Niche Wall upgrade	1817	137,373	72,199	(65,174)
Community Shed - Replace Apron, Flashing & Roof Repairs	1905	7,000	7,904	904
Synthetic Green Roller	1926	7,800	7,800	0
<b>Community Amenities Total</b>		<b>144,373</b>	<b>87,903</b>	<b>(64,270)</b>
<b>Health</b>				
CRC & Medical Centre Extension	1701	1,250,000	1,282,975	32,975
<b>Health Total</b>		<b>1,250,000</b>	<b>1,282,975</b>	<b>32,975</b>
<b>Housing</b>				
10A Ada Street - Replace carpets	1901	5,000	0	(5,000)
Supply and instal roller shutters - 20 Cheetham Way	1903	0	10,894	10,894
<b>Housing Total</b>		<b>5,000</b>	<b>10,894</b>	<b>5,894</b>
<b>Recreation And Culture</b>				
Netball Fence Installation	1801	30,000	23,705	(6,295)
Lesser Hall Interpretation Centre	1802	185,000	25,000	(160,000)
Recreation Centre - Upgrade Gas HWS	1904	40,000	39,414	(586)
Roads Board Building	1815	90,000	0	(90,000)
<b>Recreation And Culture Total</b>		<b>345,000</b>	<b>88,119</b>	<b>(256,881)</b>
<b>Transport</b>				
Depot Storage Shed Concrete Floor	1818	23,000	25,338	2,338
<b>Transport Total</b>		<b>23,000</b>	<b>25,338</b>	<b>0</b>
<b>Other Property and Services</b>				
Fire prevention			0	
Numbats - Replace Floor	1902	15,000	13,683	(1,317)
<b>Other Property and Services Total</b>		<b>15,000</b>	<b>13,683</b>	<b>0</b>
<b>Buildings Total</b>		<b>1,787,373</b>	<b>1,518,097</b>	<b>(295,468)</b>



# Shire of Narembeen

Bank Reconciliation - ~~May~~ June 2019

	<u>Municipal</u>	<u>Restricted Cash</u>	<u>Reserves</u>	<u>Trust</u>
BW account #	5347926	0059637	5347900	5347934
GL Account #	11590100	1590200	1595500	1591000
<b>Balance as per GL Cash at Bank GEN</b>	<b>\$ 1,051,878.57</b>	<b>\$ 4,791.00</b>	<b>\$ 2,599,706.86</b>	<b>\$ 20,345.46</b>
<b>Plus</b>				
Unpresented Cheques/EFT	0.00			\$ -
<b>Outstanding as per Synergy report</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>PLUS</b>				
Super Banking not deposited Commander	(2,229.65)			
Gym refund bounced back				50.00
<b>TOTAL</b>	<b>(2,229.65)</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>
<b>Total</b>	<b>\$ 1,049,648.92</b>	<b>\$ 4,791.00</b>	<b>\$ 2,599,706.86</b>	<b>\$ 20,395.46</b>
<b>Balance as per BW Statement</b>	<b>\$ 1,049,648.92</b>	<b>\$ 4,791.00</b>	<b>\$ 2,599,706.86</b>	<b>\$ 20,395.46</b>
<b>Difference</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

OUTSTANDING CHEQUES

Muni

\$ -

Trust

\$ -

Prepared By: Rachael Moore

Checked By:

Signed: 

Signed: 

Date: 1-7-19

Date: 1/07/2019