



# SHIRE OF NAREMBREEN

Confirmed Minutes for the 639<sup>th</sup> Ordinary Council Meeting

18<sup>th</sup> April 2018

**Our Mission:** A rural community working together to create a great place to live, attain a safe, healthy and creative environment, which achieves sustainable and innovative development and economic opportunities.



*Our Values: Respect, Inclusiveness, Fairness & Equity, Communication*

## COUNCIL CALENDAR

Date	Time	Meeting
18 <sup>th</sup> April 2018	2.30pm	Ordinary Meeting of Council
16 <sup>th</sup> May 2018	2.30pm	Ordinary Meeting of Council
20 <sup>th</sup> June 2018	2.30pm	Ordinary Meeting of Council

## APRIL MEETING PROGRAMME

1.30pm	Market Creations – Re-Branding Presentation
2.00pm	Afternoon Tea
2.30pm	Ordinary Meeting of Council

## MEETING GUESTS

Darren Lee - Managing Director - Market Creations

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# MINUTES

## Shire of Narembeen Ordinary Council Meeting Wednesday 18<sup>th</sup> April 2018, commencing at 2.30pm

### 1.0 Opening & Welcome

2.30pm - The Shire President, Cr Rhonda Cole welcomed everyone to the meeting and declared the meeting open.

### 2.0 Attendance & Apologies

#### Attendance

##### **Councillors**

Cr Rhonda Cole	Shire President - Presiding Person
Cr Kellie Mortimore	Deputy Shire President
Cr Bevan Thomas	Member
Cr Bill Cowan	Member
Cr Amy Hardham	Member
Cr Scott Stirrat	Member
Cr Alan Wright	Member
Cr Peter Lines	Member

##### **Staff**

Mr Chris Jackson	Chief Executive Officer
Miss Bonnie Cole	Executive Manager Corporate Services
Mrs Sheree Thomas	Community & Economic Development Officer (minute taker)
Mr Arthur Cousins	Works Manager (present for report to Council)
Mr Will Pearce	Environmental Health Officer (present for report to Council)
Miss Leanne Brooke-Mee	Narembeen CRC Co-ordinator

#### Apologies

Mr Klint Stone	Building Supervisor
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#### Approved leave of absence

Nil

### 3.0 Declarations of Interest

Nil

### 4.0 Announcements

#### 4.1 Application for leave of absence

Nil

<b>5.0 Public Question Time &amp; Deputations (15 min)</b>
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Nil

<b>6.0 Minutes of Previous Meetings</b>
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**6.1 Confirmation of Minutes of Ordinary Meeting of Council**

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembreen Ordinary Meeting held on Wednesday 21<sup>st</sup> March 2018.

**RECOMMENDATION:**

That the Minutes of the Meeting of the Shire of Narembreen held Wednesday 21<sup>st</sup> March 2018 be confirmed as a true and accurate record of the proceedings.

**COUNCIL RESOLUTION**

**MIN 6615/18     MOTION -** Moved Cr. A Wright                      2nd Cr. K Mortimore

*That the minutes of the meeting of the Shire of Narembreen held Wednesday 21<sup>st</sup> March 2018 be confirmed as a true and accurate record of the proceedings.*

**CARRIED 8/0**

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembreen Ordinary Meeting held Wednesday 21<sup>st</sup> March 2018.

Nil

2.43pm - Mr C Jackson exited the meeting.

2.44pm - Mr C Jackson returned to the meeting.

2.45pm - Mr W Pearce entered the meeting.

<b>7.0 Status Report</b>
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**RECOMMENDATION:**

That the Status Report for April 2018 be received.

**COUNCIL RESOLUTION**

**MIN 6616/18                      MOTION -** Moved Cr. B Thomas                      2nd Cr. S Stirrat

*That the Status Report for April 2018 be received.*

**CARRIED 8/0**

**SHIRE OF NAREMBEEN - STATUS REPORT**  
**For April 2018 Council Meeting**

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6134/16	17-Feb-16	ADM535	Kondinin and Cramphorne Roads land acquisitions	Road Widening's/Land Resumption: 1. That Council make an offer of \$1,250 per hectare in exchange for the resumption of land into the Kondinin Narembreen Road and the Cramphorne Road reserves from the above property owners, as well as the rerouting of the Merredin Road land resumption. 2. That staff continue the process of amalgamation of land from these property owners in to the road reserve with the West Australian Planning Commission with the completion of the required Form 1A Application for Approval of Freehold or Survey Strata Subdivision.	Cramphorne - Approved Kondinin - Approved Awaiting approval for issue of new titles. Cramphorne Rd - proceeding to settlement. Kondinin Rd - Paul Kraft completing drafting of plans.	Ongoing	CEO
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.	On hold.	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.	On hold pending funding.	On hold	CEO/CED
6356/17	15-Feb-17	ADM591	Grain Discovery Centre & Roadhouse Lease	Item to lay on the table until March Meeting. REASON FOR CHANGE: The draft lease agreement had a number of changes required on it.	Review need for lease.	Ongoing	CEO
6387/17	15-Mar-17	ADM8	Secondary Freight Route Project	That Council:- 1. Supports up to Phase 5 of the Secondary Freight Route Project ("Project") with Regional Development Australia (Wheatbelt) seeking funding through the Federal Governments 'Building Better Regions Fund'. 2. Support the required co-contributions for the Project to originate from MRWA allocations to the Wheatbelt South and Wheatbelt North Regional Road Groups or any other funding source. 3. Should the allocation referred to in 2. above not be forthcoming, Council consider an allocation in the Shire of Narembreen's 17/18 Budget for up to \$20,000, with the final amount dependent upon the required co-contribution and assuming that no other sources of funding are identified (i.e. worst case scenario).	Application process underway.	Ongoing	CEO
6404/17	19-Apr-17	ADM058	Estate of W Jones	That Council; 1. Proceed with legal advice to issue a notice pursuant to section 26 of the Uncollected Goods Act to Paul Jones directing that he remove the goods and aircraft left by the deceased Walter Jones at the hangar at the Narembreen Airstrip within one month of the date of the notice or that we will seek an order in the Magistrates Court to sell or dispose of the goods and aircraft 2. Request that Repacholi Aviation be requested to remove all items from the aircraft hangar at the Narembreen Airstrip and or discuss entering into formal negotiations for lease of the hangar. 3. Not proceed with any further action on clean-up of Lot 2 Latham Road, Narembreen. 4. Lodge caveats on 5 Doreen Street Narembreen and Lot 2 Latham Road Narembreen for unpaid rates and request that staff commence the process of recovery in accordance with section 6.64 of the Local Government Act.	Caveats on properties have been lodged with Landgate	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6441/17	21-Jun-17		Naremben Recreation Centre	Staff engage a qualified consultant to examine the use of the gas in the Naremben Recreation Centre and provide a full report back to Council.	Quotes to be provided for a solar system and the integration of current gas system shortly.	Ongoing	CEO
6459/17	19-Jul-17	ADM467	Lease of Crown Land – Avon Location 21952, Reserve 18080 Naremben Airfield	That Council instruct the CEO to investigate a new lease that deals with issues such as rent, area of space used and utility charges, as well as other matters that may arise.	Draft lease being reviewed by Civic Legal.	Ongoing	CEO
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 Naremben Waterwise Action Plan.	Ongoing	CEO
6471/17	19-Jul-17	NA	Future Project - Combined Turf Field	Council create a working group and instruct staff to commence a feasibility study on a combined tennis, hockey synthetic surface. Cr. Thomas, Cr. Cole, Cr. Padfield and Cr. DeLuis plus members of the clubs be part of the Working Committee.	First meeting held. Quote received from Sports Surfaces. Staff in the process of obtaining further quotes.	Ongoing	CEO
6501/17	20-Sep-17	ADM466	Curral Street - Streetscape Plan	That Council:- 1. Instruct staff to obtain quotes to address the works required to trees in Curral Street as per the Tree Survey Report undertaken by Paperbark Technologies Pty Ltd in June 2017. 2. Instruct staff to obtain quotes to engage a Townscape Planner to assist with providing advice on moving the project forward to address the Curral Street Verge Plan and entry statement into town from Merredin.	Not included in Feb 2018 Budget Review. Tree pruning and removal has taken place on Curral Street - October 2017.	On Hold	CEO
6516/16	18-Oct-17	ADM165	Waste Collection & Disposal Contract	That Council:- 1. Endorse the actions of the RoeROC CEO's in review of the current Waste Collection and Disposal Contract. 2. Enter into discussions with the Naremben Lions Club regarding the glass and paper recycling work undertaken by the club and if changes to the current arrangements should be made.	Discussion held with Lions Club. Letter written to the Lions Club requesting their position on the matter - no response at this stage.	Work in progress	CEO
6555/17	20-Dec-17	ADM162	Waste Management 2018 Contract Renewal RoeROC	That Council:- 1. Note the information, direction and timeframes provided in the Report. 2. Note that the process to ensure the continuation of a quality rubbish removal service at the most cost competitive rate will now commence with: (i) The Chief Executive Officer (CEO) from the Shire of Naremben, on behalf of the RoeROC Council's will prepare a Request for Quotation (RFQ) with WALGA's 'eQuotes' and circulate the draft RFQ to the RoeROC CEO's for comment prior to calling for the RFQ via 'eQuotes' in January 2018; (ii) Correspondence to Avon Waste (as per contract) will be provided confirming: a) the contract with Avon Waste ends on 30 June 2018; b) advice of the anticipated contract renewal process commences with the calling of 'eQuotes' in January 2018; and c) an invitation to Avon Waste to submit tender/quote through 'eQuotes'.	RFQ closes 30/4/18.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6562/17	20-Dec-17	ADM627	Central Churchill Street Project	That the item lay on the table pending further advice from the CEO & Acting EMCS on other options for the area. REASON FOR CHANGE: Council were undecided on the works for the Central Churchill Street Project and would like the CEO & Acting EMCS to present options at the February 2018 meeting.	Draft sketch presented to Council at Feb 18 meeting. Quotes included in BS Report for March meeting.	Superseded	CEO/CEDO
6563/17	20-Dec-17	ADM628	Replacement of Lake Walker Seating	That Council:- 1. Consider the replacement of the 3 wooden bench seats with aluminium plank bench seats (with a back). 2. Narembreen Engineering be engaged to undertake the works pending acceptance of the project in the February budget review. 3. That the costs associated with this project be referred to the February 2018 Budget Review.	Seating has been ordered through Narembreen Engineering.	Ongoing	CEO/CEDO
6566/17	20-Dec-17	ADM557	Narembreen Lesser Hall Precinct Project – Stage 2	That Council:- 1. Approves the Interpretation Plan Fee Proposal provided by Stephen Carrick Architects and Zebra Creative as presented. 2. Approves the increase of the budget allowance of \$100,000 to \$119,140.	Consultants visited Narembreen on 20th March 2018.	Ongoing	CEO
6578/18	21-Feb-18	ADM044	Animals, Environment and Nuisance Amendment Local Law 2018	That Council resolves:- I. To approve the proposed Shire of Narembreen Animals, Environment and Nuisance Amendment Local Law 2018 for advertising as presented in ATTACHMENT 2; 2. To give Statewide and local public notice and stating that: I. The Shire of Narembreen proposes to make the Shire of Narembreen Animals, Environment and Nuisance Amendment Local Law 2018; II. The purpose of the proposed Shire of Narembreen Animals, Environment and Nuisance Amendment Local Law 2018 is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the Shire of Narembreen; and III. The effect of the proposed Shire of Narembreen Animals, Environment and Nuisance Amendment Local Law 2018 is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance must comply. 3. To have copies of the proposed Shire of Narembreen Animals, Environment and Nuisance Amendment Local Law 2018 made publicly available for inspection or to be obtained at any place specified in the Notice as required by Law; 4. To invite public submissions about the proposed Shire of Narembreen Animals, Environment and Nuisance Amendment Local Law 2018 to be addressed to the Chief Executive Officer of the Shire of Narembreen before the close of business on the 27 April 2018 for consideration; 5. To provide a copy of the proposed Shire of Narembreen Animals, Environment and Nuisance Amendment Local Law 2018 and Notice to the Hon. Minister for Local Government and the Chief Health Officer; and 6. To direct the Chief Executive Officer to prepare and execute the requirements of these resolutions and to prepare a report to Council detailing submissions from the community and the relevant government departments recommending any required or invited changes to the proposed Shire of Narembreen Animals, Environment and Nuisance Amendment Local Law 2018 at the first most practicable Ordinary or Special Meeting of Council following the conclusion of the public advertising period.	Advertising commenced.	Ongoing	CEO/EHO



Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6582/18	21-Feb-18	ADM500	Narembeen Townsite Project	That Council:- 1. Instruct Civic Legal to advise Arc Infrastructure (formally Brookfield Rail) that there are no pending, possible or actual claims on the Shire of Narembeen. 2. Approve entering into a Licence to Use and Occupy Corridor Land Agreement with Arc Infrastructure (formally Brookfield Rail) as per the attached Licence Agreement on the proviso that Sections 19.1(2) and 19.1(3) are clarified to meet the legal obligations of all parties. 3. Approve the Schedule of Contract Departures as attached for variations to the Licence to Use and Occupy Corridor Land as above. 4. Authorise the Shire President and the Chief Executive Officer to affix the Common Seal and sign the updated Licence Agreement document. 5. Authorise the Chief Executive Officer to commence the required actions under the Licence Agreement and to commence work on construction of the final stage of the Narembeen Townsite Project prior to the 30 June 2018.	CEO email Civic Legal requesting they renegotiate section 19.1(2) & 19.1(3) of the lease agreement	Ongoing	CEO
6586/18	21-Feb-18	ADM505	Narembeen Community Precinct Project Tender 01/2018	That Council:- 1. Appoint BGC Construction as the preferred contractor for the Design, Construction, Alterations & Additions to the Narembeen Community Precinct Project RFT 01/2018. 2. Commence discussions with BGC Construction, with a view to entering into a contract for the Narembeen Community Precinct Project RFT01/2018 subject to minor variations to the contract being considered and agreed to by both parties.	Staff met with BGC on 6/3/18. Some alterations to the plans were made, staff liaising with BGC on final plans.	Ongoing	CEO
	21-Feb-18	ADM541	Employee Study Policy	That the item lay on the table pending further research on the Policy. REASON FOR CHANGE: Council felt further research was required to ascertain re-payment of fees if a staff member resigns shortly after completing a course.	To be re-presented to March 2018 meeting	Complete	EMCS
6603/18	21-Mar-18		Re-development of Churchill St Precinct (Apex Shed Area)	That Council approve the budget amendment of \$29,000 for the re-development of the Churchill Street Precinct (Apex Shed Area)	Project plan to be undertaken	Ongoing	CEO/BS
6604/18	21-Mar-18	ADM563	Netball Club Request	That Council:- 1. Give in principle support for the Narembeen Netball Club to erect a playground at the courts. 2. Instruct staff to obtain a quote for the additional fencing and discuss costs with the Netball Club to ensure they are able to cover this cost. 3. Instruct staff to write to the Netball Club to ensure they meet all required guidelines associated with the installation of playgrounds.	Letter written to Netball Club giving permission and requesting an onsite meeting to agree on a location for the fence. No contact to date.	Complete	EMCS
6605/18	21-Mar-18	ADM631	Narembeen Hockey Club	That Council:- 1. Give in principle support for the Narembeen Hockey Club to relocate the bowling club shed to the proposed location at the hockey oval near Dale Crescent, subject to no adverse feedback from residents of Dale Crescent. 2. Instruct staff to write to the Narembeen Hockey Club to ensure they meet the required building permits associated with the erection of the shed.	Letter written to Hockey Club. Letter written to Dale Crescent residents seeking comment. 1 resident comment received, see EMCS Report.	Complete	EMCS
6608/18	21-Mar-18	ADM552	Wadderin Wildlife Reserve & Sanctuary	That Council authorise the payment of \$1,323.30 to the Wadderin Wildlife Reserve & Sanctuary for insurance and instruct staff to investigate annual contributions to Wadderin Wildlife Reserve & Sanctuary for future budgets.	Email sent to Wadderin advising of outcome and requested an invoice be issued to Shire	Complete	EMCS



Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6609/18	21-Mar-18	ADM541	Employee Study Policy	That Council adopt Policy 4.3.28 - Employee Study Policy to be effective from 1 July 2018.	To be added to Policy Manual	Complete	EMCS/CEDO
6610/18	21-Mar-18	ADM584	Request to Purchase Crown Land	That Council:- 1. Instruct staff to contact the Department of Planning, Lands & Heritage to ascertain the ramifications and possibilities of the Mt Arrowsmith Reserve being sold and becoming privately owned. 2. Instruct staff to write to the Executive Committee of the Mt Arrowsmith Tennis Club and advise that the Shire of Narembreen have been approached by a local person to purchase the Mt Arrowsmith Tennis Club and seek their comment on the matter.	Letters written to D Smoker and Mount Arrowsmith Committee. Crown Land Enquiry has been submitted to the Department of Planning, Lands and Heritage	Ongoing	CEO/EMCS
6611/18	21-Mar-18	ADM468	Sale of Skeleton Weed Vehicle	That Council:- 1. Authorise the sale of the 2015 Landcruiser number plate NB7511 to Josh Parkyn of Westside Auto Wholesale for the amount of \$55,500 (inc gst); 2. Instruct Council to retain the plates prior to sale of the vehicle.	Successful tenderer advised. New vehicle expected second week in April	Ongoing	EMCS

## 8.0 REPORTS

### 8.1 Manager Environment Health/Building

#### **AGENDA ITEM: 8.1.1 - Environmental Health Officer (EHO) Quarterly Report (January – March 2018)**

<b>Subject:</b>	Environmental Health Officer (EHO) Quarterly Report
<b>Applicant:</b>	Mr Will Pearce
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Mr Will Pearce
<b>Date:</b>	11 April 2018
<b>Attachments:</b>	Nil.

#### **SUMMARY**

That Council accepts the Environmental Health Officer's (EHO) quarterly report for the period of January - March 2018.

#### **BACKGROUND**

Each quarter the EHO will present to Council the activities, issues at hand, delegated authority and progress on matters undertaken in Health Services.

#### **COMMENT**

##### **Emergency Services Building**

The EHO inspected and approved the septic and leach drain system for the new building.

##### **Private Swimming Pools**

An unapproved private swimming pool identified in Doreen Street has been emptied and dismantled.

A further unapproved private swimming pool identified in Doreen Street has been emptied and but awaiting the property owner to seek retrospective building approval.

##### **Draft Animals, Environment and Nuisance Amendment Local Law 2018**

Following Council's February 2018 resolution to give public notice of proposal to make the above draft local law, letters to relevant Ministers and agencies and advertising has been undertaken in accordance with the *Local Government Act 1995*.

Submissions close 27 April 2018.

##### **Waste Water Reuse**

Six weekly water sampling and testing of the Oval Tank continued during this period. All results were compliant.

##### **Narembeen Aquatic Centre**

Monthly water sampling and testing continued during this period. All results were compliant.

### **Wadderin Dam**

Site visit took place on 13 February 2018 by Shire officers with the Water Corporation officers and its environmental consultants.

The visit was most productive for Shire staff in understanding the scope of the assets and operational equipment present onsite. The most pressing issue is the presence of asbestos cement material (ACM) located within and around the dam and in several 'waste pits' in close vicinity.

The Water Corporation plan to remove all 'visible' ACM from the site and transport it to the Bendering Regional Landfill Facility. The ACM at the bottom of the dam will need to be investigated further.

Follow up and liaison with the Water Corp took place on asbestos materials to be disposed of at Bendering Landfill site's asbestos pit.

### **Noise**

Investigated noise (machinery) complaint in Doreen Street area.

### **Sale of Property Inspections**

- 18 Cheetham Street
- 17 Thomas Street
- 28 Longhurst Street

### **Waste Management**

EHO inspected the Narembeen Transfer Station to ensure compliance with environmental licenses. The facility is in good order.

## **CONSULTATION**

Mr C Jackson, CEO  
Mr A Cousins, Works Manager

## **STATUTORY IMPLICATIONS**

Health (Miscellaneous Provisions) Act 1911  
Public Health Act 2016  
Food Act 2008  
Building Act 2011

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.

- 2.1 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

Goal 3: We contribute to a healthy community.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council accepts the Environmental Health Officer's Quarterly Report for the period January to March 2018.

## **COUNCIL RESOLUTION**

**MIN 6617/18**      **MOTION** - Moved Cr. B Cowan                      2nd Cr. P Lines

*That Council accepts the Environmental Health Officer's Quarterly Report for the period January to March 2018.*

**CARRIED 8/0**

3.00pm - Mrs S Thomas exited the meeting.

3.02pm - Mrs S Thomas returned to the meeting.

3.02pm - Mr W Pearce exited the meeting and did not return.

3.04pm - Mr A Cousins entered the meeting.

## **8.2 Works Manager's Report**

### **AGENDA ITEM: 8.2.1 - Work's Manager's Report April 2018**

<b>Subject:</b>	Works Manager's Report
<b>Applicant:</b>	Arthur Cousins
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Arthur Cousins
<b>Date:</b>	11 <sup>th</sup> April 2018
<b>Attachments:</b>	Nil

#### **SUMMARY**

Council is to consider the report by the Works Manager for April 2018.

#### **COMMENT**

Works undertaken as follows:-

##### **Cramphorne Road**

Water binding, water table, culvert cleanouts, white posts and Primer seal. Primer seal by Bitutek. Rolling and sweeping completed.

##### **Emergency Services Facility**

Continue boxing out and gravel placement around building and grading compaction. Commence water binding.

##### **Kondinin /Narembreen Road and Merredin-Narembreen Road**

Cement stabilise with topped up gravel. Waterbind, seal, roll and sweep.

##### **Private works**

Private works were undertaken to the value of \$660.85.

##### **Miscellaneous**

- WANDRRA road inspections
- Signage and traffic control Narembreen Triathlon

#### **CONSULTATION**

Nil

#### **STATUTORY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

As per budget requirements or as reported above.

#### **POLICY IMPLICATIONS**

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

## **STRATEGIC PLAN REFERENCE**

Goal 1: Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry.

1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community.

1.2 We have a long term local gravel sourcing strategy.

1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts.

Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.

2.1 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That the Works Manager's Report for April 2018 be received and all actions endorsed.

## **COUNCIL RESOLUTION**

**MIN 6618/18**      **MOTION** - Moved Cr. K Mortimore      2nd Cr. P Lines

*That the Works Manager's Report for April 2018 be received and all actions endorsed.*

**CARRIED 8/0**

3.13pm - Mr A Cousins exited the meeting and did not return.

### 8.3 Building Supervisor

#### AGENDA ITEM: 8.3.1 - Building Supervisor's Report – April 2018

<b>Subject:</b>	Building Supervisors Report – April 2018
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Council):</b>	Nil
<b>Author:</b>	Klint Stone, Building Supervisor
<b>Date:</b>	11 <sup>th</sup> April 2018
<b>Attachments:</b>	Nil

#### SUMMARY

Council is to consider this report from the Building Supervisor for April 2018.

#### BACKGROUND

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

#### COMMENT

The following is an overview of the Building Supervisor's activities for the past month:

##### **Numbats Day Care**

After lifting a section of the floor in the building to inspect some sinking sections, I have discovered that when the building was renovated the contractor has used a flooring that is not designed for external use . Over time the flooring has decomposed due to it not being able to withstand the moisture coming out of the ground. Unfortunately it is affecting a large area of the floor. I am currently in the process of getting quotes to have it replaced.

##### **Commercial and Residential Properties**

Commercial and Residential property inspections are now complete all that is left is quoting of the larger jobs.

##### **Churchill Street Precinct (Apex Shed Area)**

Works will commence with the demolition of the Apex Shed and surrounding gazebo area on Sunday 29<sup>th</sup> April 2019.

##### **Emergency Services Facility**

The Emergency Services Facility final inspection is complete. Once the surrounding roads and carparks are complete the installation of paving, landscaping and fencing will commence.

#### CONSULTATION

Executive Manager Corporate Services  
Community & Economic Development Officer



## **STATUTORY IMPLICATIONS**

Compliance with the Residential Tenancies Act and Commercial Tenancies Act.

## **FINANCIAL IMPLICATIONS**

As per the 17/18 Budget.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.

- 2.1 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That the Building Supervisor's Report for pr 2018 be received and all actions endorsed.

## **COUNCIL RESOLUTION**

**MIN 6619/18**     **MOTION** - Moved Cr. B Thomas                      2nd Cr. P Lines

*That the Building Supervisor's Report for April 2018 be received and all actions endorsed.*

**CARRIED 8/0**

3.16pm - The Council meeting was adjourned for a Council photograph.

3.30pm - The Council meeting recommenced with all members present.

## 8.4 Chief Executive Officer

### AGENDA ITEM: 8.4.1 - Chief Executive Officer's Report

<b>Subject:</b>	Chief Executive Officer's Report
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	10 <sup>th</sup> April 2018
<b>Attachments:</b>	Letter Hon Melissa Price MP (Attachment 1), RARF Fact Sheet (Attachment 2) and WANDRRA Update (Attachment 3)

#### SUMMARY

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

#### BACKGROUND

Monthly reports by the CEO are presented in the agenda template format to allow a clear set of information to be presented to Council and to assist in the decision making process.

#### COMMENT

##### **Community Precinct – Medical Centre/CRC**

The working group and staff have made the final changes to the drawings. BGC are working with Judith McDougall on the final design which should be complete by the end of April 2018. Following this a building permit will then be issued to commence the project.

##### **Lesser Hall Interpretation**

The Architect Mr Stephen Carrick is currently collating pricing for various elements of the project; this will also include updated drawings. It is expected we will receive these within the next 2 weeks. A grant will then be written and submitted to Lotterywest to assist with funding the project.

##### **Hon Melissa Price MP (Attachment 1)**

Attached to the CEO's Report is a letter from the Hon Melissa Price MP acknowledging our letter of congratulations on her appointment as Assistant Minister for the Environment.

##### **Cemetery Re-Development**

As advised last month, a meeting of the Cemetery Working Group Committee was scheduled and held on Monday 26<sup>th</sup> March 2018. During this meeting it was agreed that Council would engage Patric Przeradzki from Plus Architecture to undertake the Cemetery Redevelopment.

Plus Architecture will be visiting Narembreen on Monday 23<sup>rd</sup> April 2018 for the first "kick-off" meeting with the Working Group to get the project underway. Discussions will include phasing of the project in order of priority to align with the budget, provision of sample treatments and finishes for review and feedback, presentation of the masterplan.

## **Department of Transport - Revitalising Agricultural Regional Freight (Attachment 2)**

The Department of Transport has advised that it is developing a transport strategy for the movement of agricultural freight across the grain growing regions of Western Australia. This is an election commitment of the State Government. The department is working closely with Main Roads WA and the Department of Primary Industries and Regional Development.

The Revitalising Agricultural Region Freight (RARF) strategy will define the transport network requirements for the next one to two decades, and short-to medium-term project priorities. The strategy will identify and prioritise specific infrastructure upgrades, technological solutions, and policy measures that will help to make freight transport more productive, more efficient, and safer. A draft strategy is expected to be completed in the second half of 2018 for consideration by the Government.

## **Wheatbelt Secondary Freight Routes**

In response to the release of the above RARF by the Department of Transport Cr Lyn Baker President Shire of Corrigin (Our Regional Road Group Rep) has provided the following update.

*"FYI, the Steering Group met with Minister McTiernan last week and this was raised. (Steering Group comprises Katrina, Ricky Storer, Garrick Yandle, Wayne Gibson, Ian Duncan, Mandy Walker – RDA – and I. Terry Waldron also attended as the newly minted Chair of RDA Wheatbelt, and he seems pretty keen to help drive the project) Apparently the formation of this group was only announced a couple of days previously. We think that much of the work which our group has already done will dovetail beautifully with RARF. So the Group will meet with RARF in the next couple of weeks.*

*Ms McTiernan was supportive of the idea and the work which had been done to date but was worried about where the money was going to come from (ie was the State government going to have to contribute and how much?). It seems that Infrastructure Australia doesn't have a formula around how much they contribute (eg 2:1, 3:1) so we need to get more info for her. She needs to meet with Minister Saffiotti to discuss. The Steering Group will also meet with Minister Saffiotti but needs to wait until more work has been done on the Business Case etc.*

*The Group also met with Nicole Lockwood (Infrastructure Australia – Board, Freight & Logistics Council – Chair and Westport – Chair) a couple of weeks ago. Nicole was also very supportive of the project and will facilitate meetings with other "freight" groups which will also happen in the near future."*

## **Emergency Service Facility**

Quotes are currently being received for furniture and equipment. Staff are currently undertaking works in preparation for the asphalt to be laid to the carpark and the driveway. It is anticipated this will take place during the first week of May; this will also include the installation of kerbing. Following these works contractors will then be able to undertake the paving, fencing and landscaping.

Delays in locking in dates with contractors for works such as the asphalt and paving has meant that there is some uncertainty of an exact date for the emergency service providers to move in to the building. As such a date for the official opening has not been determined and is dependent upon the above works being completed.

## **WANDRRA UPDATE (Attachment 3)**

The attached update has been provided by CORE/Leeuwin Civil on progress of WANDRRA works.

The Manager of Works and the CEO are currently going through a hand over process with both CORE and Leeuwin. This has raised a number of matters that are required to be rectified that includes broken culverts and headwalls during re-sheeting works, the shape of road side drains (too sharp) and various other construction methods. These roads will then be handed back to the Shire as complete WANDRRA works.

### **WANDRRA AGRN743 Claims**

The following advice has recently been sent to Main Roads Regional Manager Craig Manton.

Unfortunately we again find ourselves in a position with significant funds outstanding and the Shire again facing cash flow problems.

Claim 9 \$363,225.74 and Claim 10 \$136,728.60 where both signed off by Main Roads Regional office on the 15 February 2018 and remain outstanding. Claim 11 \$84,754.01 was signed off by Main Roads Regional office on the 19 March 2018 and also remains outstanding

We have a further claim 12 that is currently being prepared by Core for \$351,919.45 which has been paid by the Shire and an invoice has arrived today (10 April 2018) from the contractor Leeuwin Civil for further \$383,684.68. So the Shire has recently paid out a total of \$936,627.80 with a further \$383,684.68 to be paid.

We continue to have significant delays with the payment process and we currently have claims that have been outstanding now for nearly two months and this is not good enough. We have consistently been advised of a three week turn around on payment but once it leaves the regional office the process for payment seems to stop. We are now not in a position to pay the contractor at this time with the current invoice from Leeuwin of \$383,684.68 to remain unpaid until all the outstanding funds are paid. If this does not occur within the next week we will need to consider placing the contract on hold.

Total funds paid to date on WANDRRA AGRN743 amount to \$3,094,054.86 with funds recovered via Main Roads of \$1,934,590.10.

If no payment is received by the Council meeting a course of action will be undertaken that will include writing to the Minister for Transport, a press release and suspending the contract works.

### **Annual Leave**

I have recently returned from seven weeks of unexpected leave. I would like to acknowledge the support of the Shire President Rhonda Cole and all Councillors for your support during this time. I wish to sincerely thank Bonnie Cole, Sheree Thomas and all the staff for stepping up and for their support and hard work.

### **Community Infrastructure Fund**

Council were advised of the letter received from ALGA & WALGA regarding the potential Community Infrastructure Fund. Three possible projects were identified for this funding including: Narembeen Cemetery, Lesser Hall/Roads Board Building, Main Street Precinct

### **Wheatbelt CRC Meeting**

The CEO advised that the Shire of Narembeen are facilitating a meeting of Wheatbelt CRC's & Shire's this Friday 20th April 2018 at the Narembeen Recreation Centre regarding the future of CRC's in the Wheatbelt and State to help formulate an advocacy and action plan on the issue.

### **CEO/Council Key Meeting/Appointment Dates**

<b>Date</b>	<b>Meeting/Appointment</b>
19 <sup>th</sup> April 2018	Bendering Landfill Inspection
20 <sup>th</sup> April 2018	Wheatbelt CRC Meeting - Narembeen
25 <sup>th</sup> April 2018	Anzac Day
26 <sup>th</sup> April 2018	Great Eastern Country Zone Meeting – Merredin
1 <sup>st</sup> May 2018	Lotterywest Project Visit
3 <sup>rd</sup> May 2018	Staff Development Training

### **CONSULTATION**

N/A

### **STATUTORY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

As per budget requirements or as reported above.

### **POLICY IMPLICATIONS**

N/A

### **STRATEGIC PLAN REFERENCE**

Narembeen Strategic Community Plan 2017 – 2027

*Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.*

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

### **RELATED PARTY TRANSACTIONS**

Nil

### **OFFICER RECOMMENDATION**

That the Chief Executive Officer's Report for April 2018 be received and actions endorsed.

## **COUNCIL RESOLUTION**

**MIN 6620/18**      **MOTION** - Moved Cr. P Lines                      2nd Cr. B Cowan

*That the Chief Executive Officer's Report for April 2018 be received and actions endorsed.*

**CARRIED 8/0**



**THE HON MELISSA PRICE MP  
ASSISTANT MINISTER FOR THE ENVIRONMENT**



MC18-003528

Mr Chris Jackson  
Chief Executive Officer  
Shire of Narembeem  
1 Longhurst Street  
NAREMBEEN WA 6369

27 MAR 2018

Dear Mr Jackson *Chris,*

Thank you for your letter of congratulations and for your warm wishes. It is a privilege to be appointed Assistant Minister for the Environment by the Prime Minister, the Hon Malcolm Turnbull MP, and to serve in his ministry.

I look forward to working closely with the Minister for the Environment and Energy, the Hon Josh Frydenberg MP, to develop and implement Australian Government (Government) policies on issues as broad as climate adaptation and resilience, the National Landcare Program and the protection of the Great Barrier Reef.

I am also honoured to work across the environment portfolio to support the delivery of a range of key priorities including: environmental regulation and approvals through the *Environment Protection and Biodiversity Conservation Act 1999*; a revised National Biodiversity Conservation Strategy; the Government's Threatened Species Strategy; terrestrial and marine park management; addressing chemicals and waste issues; and ozone and air quality policy and management.

I am particularly keen to oversee the Commonwealth Environmental Water Office, and look forward to working with the Minister for Agriculture and Water Resources, the Hon David Littleproud MP, on the implementation of the Murray-Darling Basin Plan.

Protection of our environment is critically important and I am committed to working with key stakeholders and industries to deliver on the Government's priorities.

Thank you again for your letter.

Yours sincerely

MELISSA PRICE

SHIRE OF NAREMBEEN			
RECEIVED:			
President:		CEO:	X
EMCS:		WM:	
EHO:		SFO:	
5, CRC:		Other:	
Filing:	good ADM037		

*Dear Chris,*  
*Appreciate the good wishes.*  
*Melissa*



# The Revitalising Agricultural Region Freight Strategy

*The Revitalising Agricultural Region Freight (RARF) Strategy is a holistic, multi-modal assessment which will recommend actions and projects to enhance road safety and freight transport productivity in the agricultural regions.*

## The objectives:

- Connected and continuous supply chains
- Seamless modal integration
- Optimised infrastructure and policy environment
- Improved transport efficiency
- Improved road safety
- Regional economic growth

**Key agencies:** Department of Transport, Main Roads Western Australia and the Department of Primary Industries and Regional Development.

**The deliverables:** A strategy and supporting project list will be delivered in the second half of 2018.

## What the Strategy will cover:

**Study area:** Mid West, Wheatbelt, Great Southern and Goldfields-Esperance (within the project region shown on the map).

**Commodities:** Grain, livestock, agricultural lime, fertiliser and hay.

**Transport components:** Rail, road, port interface, intermodal terminals, significant staging points in the supply chains, technological components (such as communications systems, data sharing) and policy and regulatory changes.



RARF study area

# FAQs

## Revitalising Agricultural Region Freight Strategy

### Where did the idea to develop the *Revitalising Agricultural Region Freight Strategy* come from?

The State Government recognises the need for an integrated, multi-modal regional transport strategy for the agricultural regions of Western Australia. The Strategy will supplement the *WA Regional Freight Transport Network Plan* (2013).

The *Revitalising Agricultural Region Freight Strategy* will identify and prioritise specific infrastructure upgrades, technological solutions and policy measures that will help to make freight transport in WA's south-west agricultural region more productive, more efficient, and safer.

The Strategy will provide the context for business cases for road, rail, intermodal, and port projects for the next 1-2 decades. It will help to keep WA competitive and prepare our key regional agricultural supply chains for future growth.

### What area will the Strategy cover?

The *Revitalising Agricultural Region Freight Strategy* covers the primary grain-growing regions of Western Australia. This project area covers parts of the Mid West, Wheatbelt, Great Southern and Goldfields-Esperance regions (as shown on the map right). The Strategy may be expanded in future to include additional regions.

### Why do we need the Strategy?

A number of significant changes to the grain export industry in recent years, and the opportunity to improve efficiency and safety, has prompted the development of the *Revitalising Agricultural Region Freight Strategy*, to ensure that the freight transport network meets the needs of the agricultural industry now and into the future.

Since the *Strategic Grain Network Review* was undertaken in 2009, changes have included the commencement of grain storage, handling and export operations by Bunge Agribusiness at Bunbury Port; changes to previous grain storage and handling packages offered to grain growers by Co-operative Bulk Handling (CBH); CBH's Network Strategy identifying the 100 grain receival sites to remain open beyond 2026; and the 2014 cessation of rail services on Tier 3 rail lines. Other incremental changes have occurred during this time with respect to new technologies, and growers, suppliers, handlers and transporters improving cost efficiency.



### **Why does this Strategy focus on the agricultural regions?**

The WA agriculture and food sector represents about 10 per cent of the State's economy. Improving transport efficiency across the supply chains can help to enhance the international competitiveness of WA products, and ensure we have a diverse, robust economy.

### **What about planning that has already taken place? Does the Strategy replace any existing strategic documents?**

The *Revitalising Agricultural Region Freight Strategy* will build on existing transport strategies and plans, including the *Western Australian Regional Freight Transport Network Plan* (2013) and earlier grain network reviews. Previous strategic priorities and principles will remain in place unless specifically revised through this process.

### **What about the Tier 3 rail network? Will the Strategy resolve that matter?**

This will be a multi-modal strategy that explores the most appropriate transport options for a variety of agricultural supply chains. The rail network and requirements associated with specific rail lines will be considered.

The Strategy is not intended to pre-empt the outcome of the ongoing arbitration process between CBH and Arc Infrastructure. Any clear outcome to the arbitration process prior to the finalisation of the strategy will be considered. As two key stakeholders in the region, CBH and Arc Infrastructure will be closely consulted.

### **How long will the Strategy take to develop?**

A draft Strategy is expected to be completed by the second half of 2018 for consideration by the Government. A list identifying infrastructure and non-infrastructure projects to support the Strategy will accompany the document.

### **Who is involved in developing the Strategy?**

The Strategy will be developed by a multi-agency team, including representatives from the Transport Portfolio (the Department of Transport and Main Roads Western Australia), the Department of Primary Industries and Regional Development, and the Western Australian Local Government Association (WALGA).

The team will engage with external stakeholders throughout various stages of the process to ensure that the entire supply chain is addressed.

### **How can I get involved?**

A Stakeholder Reference Group will be established. Stakeholders for this group have been identified through existing forums across the involved agencies.

Advocacy groups such as WALGA, the Western Australian Farmers Federation (WAFarmers), the Western Roads Federation, the Livestock and Rural Transport Association of Western Australia, and the Pastoralists and Graziers Association of Western Australia will be involved.

We encourage stakeholders wanting to have their say to contact a represented advocacy group or their Regional Development Commission.

## Revitalising Agricultural Region Freight (RARF) Strategy Stakeholder Questions

1. Which agricultural commodity supply chains and regions are you exposed to, and in which way?
2. How do you feel the **transport** component of WA's agriculture supply chain compares nationally? Internationally? This may be in terms of cost, efficiency or timing.
3. Are you aware of any **infrastructure constraints** that inhibit the productive movement of freight on road or rail? If so, can you please provide details? Can you suggest any realistic and achievable solutions?
4. Are you aware of any **non-infrastructure constraints** that inhibit the productive movement of freight on road or rail? (These may include policy, regulation, systems, competition issues or technology.) Can you suggest any realistic and achievable solutions?
5. How would you rank the 6 objectives of the RARF project, and why?
  - Connected and continuous supply chains
  - Seamless modal integration
  - Optimised infrastructure and policy environment
  - Improved transport efficiency
  - Improved road safety
  - Regional economic growth
6. Which agricultural commodity and/or region do you believe will see the most growth in production over the next 10 years? Why? What should the government do to support this?
7. Can you identify any changing trends or technologies that will significantly impact on the transport supply chain in the next 10 years?
8. Are you aware of any other opportunities to improve the movement of freight in regional Western Australia?
9. Do you have any recent publications or data (within the last 5 years) you would be willing to share with the project group to support the development of the *Revitalising Agricultural Region Freight* strategy?
10. Do you have any other comments or context for the Working Group to consider in its preparation of the *Revitalising Agricultural Region Freight* strategy and project list?

## Leeuwin Civil Pty Ltd



Shire of Narembeem WANDRAA ACTIVATED EVENT AGRN 743

PROGRESS CHART AS AT 12th APRIL 2018

ROAD	CONSTRUCTION GRADE	RESHEET	CLEAN DRAINS OR SHOULDER RECONSTRUCT	CONSTRUCTION GRADE PROGRESS	RESHEET PROGRESS	CLEAN DRAINS OR SHOULDER RECONSTRUCT PROGRESS	% COMPLETE CONSTRUCTION GRADE	% COMPLETE RESHEET	% COMPLETE DRAINS	COMMENT
Anderson Rocks	7.73	4.30	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Billericay East	24.60	21.68	0	24.60	21.68	0	100.00%	100.00%	0.00%	
Billericay West	1.66	0.35	0	1.66	0.35	0	100.00%	100.00%	0.00%	
Bows	7.49	5.37	0	7.49	5.37	0	100.00%	100.00%	0.00%	
Bristow-Butler	1.83	1.09	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Brown	9.55	6.73	0	9.55	6.73	0	100.00%	100.00%	0.00%	
Bruce Rock East	3.61	3.61	0	3.61	0.00	0	100.00%	0.00%	0.00%	
Butler Boundary	2.48	2.48	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Butler	4.98	0.00	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Cavanagh	3.99	0.48	0	3.99	0.48	0	100.00%	100.00%	0.00%	
Cheethams	6.43	2.89	0	6.43	2.89	0	100.00%	100.00%	0.00%	
Chick	0.60	0.60	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Church	0.27	0.27	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Corrigin-Narembeem	0.13	0.13	2.97	0.00	0.00	0	0.00%	0.00%	0.00%	
Coshes	4.70	2.80	0	4.70	2.80	0	100.00%	100.00%	0.00%	Needs trim of resheet due to soft patches
Cramphorne	0.23	0.03	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Cumininin	5.68	5.68	0	4.29	4.29	0	75.53%	75.53%	0.00%	
Dayman	3.59	2.49	0	3.59	2.49	0	100.00%	100.00%	0.00%	
Dixon	4.26	4.26	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Emu Hill East	33.46	18.05	0	7.60	5.52	0	22.71%	30.58%	0.00%	
Emu Hill	3.87	0.00	0	3.87	0.00	0	100.00%	100.00%	0.00%	
Erdman	5.33	1.83	0	3.50	1.83	0	65.67%	100.00%	0.00%	
Fawcett	6.46	6.46	0	6.46	6.46	0	100.00%	100.00%	0.00%	
Fiegert	3.32	3.32	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Frederick	4.02	4.02	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Garmony	3.18	3.18	0	3.18	3.18	0	100.00%	100.00%	0.00%	
Georgieff	4.55	0.00	0	0.00	0.00	0	0.00%	100.00%	0.00%	
Hedges East	22.18	15.34	0.1	22.18	15.34	0	100.00%	100.00%	0.00%	
Hedges West	6.85	2.80	0	6.85	2.80	0	100.00%	100.00%	0.00%	
Hogstrom	2.59	1.16	0	2.59	1.16	0	100.00%	100.00%	0.00%	
Hunter	11.00	6.16	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Hyden North	18.73	8.11	0.02	0.07	0.07	0	0.37%	0.86%	0.00%	
Kersee	3.09	0.00	0	0.00	0.00	0	0.00%	100.00%	0.00%	
Kondinin Narembeem	0.00	0.00	8.26	0.00	0.00	0	100.00%	100.00%	0.00%	
Koolberrin	5.16	3.66	0	5.16	3.66	0	100.00%	100.00%	0.00%	
Lahaor	2.80	2.80	0	2.80	1.00	0	35.71%	35.71%	0.00%	
Malones	2.28	2.08	0	2.28	2.08	0	100.00%	100.00%	0.00%	Excluding SLK 3.00 to 4.13, SLK 4.85 to 6.46 and SLK 7.60 to 8.30
Metcalf	0.00	0.00	0	0.00	0.00	0	100.00%	100.00%	0.00%	
Mortimore	0.48	0.48	0	0.00	0.00	0	0.00%	0.00%	0.00%	
Mt Arrowsmith	7.04	0.00	0	0.00	0.00	0	0.00%	100.00%	0.00%	
Mt Walker	0.00	0.00	6.76	0.00	0.00	0	100.00%	100.00%	0.00%	
Mt Walker South	7.67	3.37	0.06	0.06	0.06	0	0.78%	1.78%	0.00%	
Narembeem Boundary	6.10	0.00	0	6.10	0.00	0	100.00%	100.00%	0.00%	
Narembeem South	9.24	4.41	10.38	7.58	4.41	0	82.03%	100.00%	0.00%	
Potter	4.25	0.00	0	0.00	0.00	0	0.00%	100.00%	0.00%	

[illegible]

## AGENDA ITEM: 8.4.2 - Narembreen Townsite Project

<b>Subject:</b>	Narembreen Townsite Project
<b>Applicant:</b>	Chris Jackson
<b>File Ref:</b>	ADM500
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	11 April 2018
<b>Attachments:</b>	Licence to Use and Occupy Corridor Land and Schedule of Departures (separate attachments)

### SUMMARY

Update provided to Council of progress of discussions with Arc Infrastructure over the licence agreement and insurance issues for the Narembreen Townsite project.

### BACKGROUND

Council at the February 2018 meeting resolved:

*That Council:-*

- 1. Instruct Civic Legal to advise Arc Infrastructure (formally Brookfield Rail) that there are no pending, possible or actual claims on the Shire of Narembreen.*
- 2. Approve entering into a Licence to Use and Occupy Corridor Land Agreement with Arc Infrastructure (formally Brookfield Rail) as per the attached Licence Agreement on the proviso that Sections 19.1(2) and 19.1(3) are clarified to meet the legal obligations of all parties.*
- 3. Approve the Schedule of Contract Departures as attached for variations to the Licence to Use and Occupy Corridor Land as above.*
- 4. Authorise the Shire President and the Chief Executive Officer to affix the Common Seal and sign the updated Licence Agreement document.*
- 5. Authorise the Chief Executive Officer to commence the required actions under the Licence Agreement and to commence work on construction of the final stage of the Narembreen Townsite Project prior to the 30 June 2018.*

### COMMENT

Following the February Ordinary Meeting of Council, Civic Legal were instructed to advise ARC of Council's position on matters relating to insurance. See below in yellow ARC's responses to the Shire's requests for amendments/clarification in respect of the insurance clauses of the licence agreement.

- Clause 19.1(2) – Is it possible that it can be negotiated with ARC to also remove point (i) (noting a interested party) on the basis that we (LGIS) are offering/Shire has a substantial amount of PL cover of that requested (ARC are advising only \$20 Million cover is required)

This is a standard clause in our Licences and no other Shire has had an issue with it. It is a common request when a third party is carrying out works on land for which Arc is responsible and we do not think that it would be an issue for the insurer.

- Clause 19.1(3)(b) – Needs to be amended/removed as insurers are not willing to waive the rights to managing a claim.



The Shire will be carrying out works on the rail corridor for which Arc Infrastructure has contractual, safety and legal obligations. What may be okay for the Shire may not be okay for Arc in terms of any settlement, hence the requirement for Arc to be noted if so required, and therefore the ability to be consulted and have a say. It is possible that the Shire may prefer not to make an insurance claim because of, say, the deductible, leaving Arc in an uninsured situation, hence Arc requires this be left in.

However if the Shire's insurer wishes to propose other wording that will have the same effect we will certainly consider it. This is also a common clause when third parties are carrying out work on the rail corridor.

- Clause 19.1(3)(a) – Can Arc advise if they are referring to any particular items/actions of concern

**If works were done in a shoddy manner or outside the scope.**

LGIS have advised that the Scheme will not allow for any third parties including Arc to be noted as an interested party on either its public liability & workers compensation policies. The Scheme & Insurers will also not allow a third party including Arc to be able to dictate when to settle, compromise or waive any claim under any Insurance Policy. (Clauses 19.1(2) & 19.1(3))

In the event that the Shire decides to go ahead with the project, LGIS are able to source additional insurance for the project, however this would be at an additional cost to the Shire:

- Contract Works Policy – For the Road Construction – Material Damage & Public Liability – This is the higher risk period
- Contractual Liability Policy – Once construction has been completed & Shire has to abide by the Licence to Use Agreement (99 year agreement)

With both policies you can note a third party (in this case “Arc”) as an interested party, unfortunately and again NO Insurer will allow a third party to dictate when to settle, compromise or waive any claim under any Insurance Policy.

In essence should the Shire decide to continue proceeding ahead with the agreement, can:

- Clause 19.1(2) – Is it possible that it can be negotiated with ARC to also remove point (i) (noting a interested party) on the basis that we (LGIS) are offering/Shire has a substantial amount of PL cover of that requested (ARC are advising only \$20 Million cover is required)
- Clause 19.1(3)(b) – Need to be amended/removed as insurers are not willing to waive the rights to managing a claim.
- Clause 19.1(3)(a) – Does ARC have something in mind or is this a general comment? Either way, you may want ARC to specify any particular items/actions of concern

Civic Legal were then instructed to draft proposed amendments to clause 19.1(3)(b) of the licence agreement and the following has been received.

### **Current clause 19.1(3)(b)**

(3) Unless BR consents, the Licensee must not:

- (a) do or allow anything to be done which could adversely affect any insurance taken out by BR in connection with the Licensed Area or which could increase the cost of obtaining that insurance; or

- (b) settle, compromise or waive any claim under any Insurance Policy.

### **Proposed substitute clause**

(3) The Licensee must not:

- (a) without BR'S consent, do or allow anything to be done which could adversely affect any insurance taken out by BR in connection with the Licensed Area or which could increase the cost of obtaining that insurance; or
- (b) settle, compromise or waive any claim under any Insurance Policy without firstly informing BR in writing of any proposal to do so and complying with any reasonable requests made by BR as may be permitted under the relevant Insurance Policy and approved by the relevant insurer.

With regard to Arc's comments in the attached Schedule of Departures, please also confirm the following:

- (a) whether the Shire wishes to proceed with appointing an authorised representative in light of Arc's comments regarding clause 3.3(2)(b);
- (b) whether our proposed amendments to clause 22 (as set out below) are acceptable to the Shire.

### **Proposed amendments to clause 22**

Delete subclauses 22.2 and 22.3 and substitute the following:

#### **22.2 Indemnity by BR**

Subject to the other provisions of this clause 22, BR must promptly on demand, indemnify and keep indemnified the Licensee from and against all Claims and Liabilities suffered or incurred by or made or brought against the Licensee in respect of:

- (1) the death of or injury to any person; or
- (2) any loss of, or damage to or destruction of any real or personal property (including the Network),

arising out of or as a consequence of:

- (3) any failure by BR or its Personnel to comply with the requirements of any Law or a Government Agency in so far as they relate to the Licensed Area, the Road Works, the Construction Works or the Crossing;
- (4) a breach or non-performance of any of the obligations of BR or its Personnel under this Agreement or any reasonable action properly taken by the Licensee to remedy that failure; or
- (5) any negligent act or omission, fraud or Wilful Default of BR or its Personnel,

Indemnity will be reduced proportionately to the extent fraud, a Wilful Default or negligent act or omission of the Licensee or its Personnel has contributed to the relevant loss, damage, injury or death.

LGIS have advised in relation to the actual construction works of the road itself, as a rough indication of insurance costs for a contract/construction works policy for Section 1 Cover – Material Damage & Section 2 Cover - \$20 Million Liability the Shire would be looking to pay roughly \$7,000 + Charges.

In relation to Arc being noted on the policies and subject to the proposed amendments to the above clauses LGIS have been requested to obtain a quote for a Contractual Liability Policy.

Further details will be provided to Council prior to the meeting with a recommendation on how to progress the negotiations with Arc or to take an alternative approach.

## **CONSULTATION**

WALGA  
Civic Legal  
Arc Infrastructure  
LGIS

## **STATUTORY IMPLICATIONS**

Railways (Access) Act 1998 Clause 8.4 of the Network Lease.

## **FINANCIAL IMPLICATIONS**

The budget also includes an allocation of \$1.7m from the State Initiatives Fund to complete the project. As approved by Main Roads this budget needs to be spent in this financial year. An extension will be sought.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

GOAL 1: Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry.

1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community.

1.7 Shire assets are prepared for commercial and population increases.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

Further details and a recommendation will be provided prior to the meetin

3.55pm - Miss B Cole exited the meeting.

3.56pm - Miss B Cole returned to the meeting.

No resolution, CEO to meet with LGIS, WALGA & Arc Infrastructure for further discussion and direction on the matter.

## **AGENDA ITEM: 8.4.3 – Pop Up Shop Concept for 6/19 Churchill Street, Narembeen**

<b>Subject:</b>	Pop Up Shop Concept for 6/19 Churchill St, Narembeen
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	ADM541
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Sheree Thomas
<b>Date:</b>	4 <sup>th</sup> April 2018
<b>Attachments:</b>	Draft Policy 9.1.10 – Narembeen Pop Up Shop; Application Form

### **SUMMARY**

For Council to consider the property at 6/19 Churchill Street, Narembeen to be established as a Pop Up Shop for local entrepreneurs and micro businesses to sell their goods and services.

### **BACKGROUND**

Unit 6/19 Churchill Street, Narembeen is a Shire owned property which has remained vacant since former lessee Quirky Coffee closed in March/April 2017. The Shire advertised locally and through Gumtree for expressions of interest for lease of the coffee shop throughout 2017. No applications were received and so this has left the business premises unoccupied and unused.

The CEDO has received enquiries from local entrepreneurs who may be interested in being involved in a “pop up shop” concept should a suitable building become available.

### **COMMENT**

Vacant buildings in the town’s main street do little to instil confidence in the town site or present Narembeen as a thriving community. Occupied buildings send a message that Narembeen is economically viable for business investment and businesses attract other businesses and traffic to the town site.

Narembeen has a number of local entrepreneurs who produce high quality sought after goods that are popular within markets around the district. As well, the shop could be utilised by those selling goods from home businesses who do not have enough volume or capacity to run their own individual premise. These local entrepreneurs would appreciate the assistance with the provision of a building to market their goods locally.

Pop Up Shops are a way to provide occupancy to vacant buildings, the space is more affordable for smaller entrepreneurs and it provides a more selective approach to selling and marketing.

6/19 Churchill Street is located within the central hub of Churchill Street, a busy shopping precinct in the heart of Narembeen. The Pop Up Shop idea will encourage innovation and local entrepreneurs to come to Narembeen and bring an injection of further activity into Churchill Street.

The Pop Up Shop concept will allow for the Shire of Narembeen to have a degree of control in regards to the type of businesses utilising the space.

The property is currently rentable and has recently had an annual inspection and no maintenance was identified.

Bookings for the Pop Up Shop would be undertaken by the Narembeen Community Resource Centre. Electricity and water costs will be covered by the booking fee.

Suggested booking fees are as follows:-

	<b>Registered for GST</b>	<b>Not Registered for GST</b>
Daily Rate	\$20 + gst	\$10 + gst
Weekly Rate	\$80 + gst	\$40 + gst

The café is currently listed at a rentable value of \$100+gst per week in Council's fees & charges.

Tenants can occupy the Pop Up Shop for one day (minimum) or one month (maximum) plus an additional one month extension if there is an immediate or future availability. However, if a tenant identifies that a longer term option is foreseeable then the opportunity should be given for the tenant to lease the shop for an extended period

Draft Policy 9.1.10 - Narembeen Pop Up Shop is attached for adoption by Council.

Also attached for Council's information is an Application Form that would need to be completed by prospective tenants.

## **CONSULTATION**

Wheatbelt Business Network  
Local Micro Businesses

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

There was no budget allocation for annual revenue for this property for the 2017 year. Whilst it would still be intended to charge pop up businesses a fee, this revenue target is unlikely to be achieved given the delay in tenanting the building permanently and it may not be possible to attract pop up businesses every week.

Revenue will be monitored on an annual basis.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Goal 1: Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry.

## **RELATED PARTY TRANSACTIONS**

Nil

## OFFICER RECOMMENDATION

That Council:-

1. Establish 6/19 Churchill Street, Narembeen as a Pop Up Shop for local entrepreneurs and micro businesses to sell goods and services.
2. Adopt Draft Policy 9.1.10 – Narembeen Pop Up Shop.
3. Adopt the Booking Application Form.

## COUNCIL RESOLUTION

**MIN 6621/18**      **MOTION** - Moved Cr. B Thomas                      2nd Cr. A Hardham

*That Council:-*

1. *Establish 6/19 Churchill Street, Narembeen as a Pop Up Shop for local entrepreneurs and micro businesses to sell goods and services.*
2. *Adopt Draft Policy 9.1.10 – Narembeen Pop Up Shop, with the removal of 6/19 Churchill Street so that the Policy is relevant for any vacant commercial property.*
3. *Adopt the Booking Application Form.*

**CARRIED 8/0**

**Reason for change:** Council felt that the Policy could be relevant for any vacant commercial property.



<b>POLICY SECTION:</b>	<b>PUBLIC BUILDINGS</b>
<b>POLICY NUMBER:</b>	<b>9.1.10</b>
<b>POLICY TITLE:</b>	<b>NAREMBEEN POP UP SHOP</b>

## **POLICY**

That the commercial unit at 6/19 Churchill Street, Narembeen be operated as a Pop Up Shop with guidelines established and endorsed by Council.

## **OBJECTIVES**

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

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

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

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

## **SCOPE**

The policy applies to members of the public interested in renting the Pop Up Shop located at 6/19 Churchill Street, Narembeen.

## **PRINCIPLES**

Council may encourage and administer business and/or entrepreneurial, community of cultural activities in the Pop Up Shop.

Tenants are required to be financial prior to occupation. Rental fees will be determined as part of the annual budget process.

Tenants can occupy the Pop Up Shop for one day (minimum) or one month (maximum) plus an additional one month extension if there is an immediate or future availability. However, if a tenant identifies that a longer term option is foreseeable then the opportunity should be given for the tenant to lease the shop for an extended period.

The Shire's management team will determine the risk assessment of all tenants who occupy the Pop Up Shop.

## **GUIDELINES**

Shire of Narembeen Community Strategic Plan

Goal 1: Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry.



## **POLICY REQUIREMENTS**

The policy is to take effect from 1 July 2018.

## **DELEGATED AUTHORITY**

Chief Executive Officer and the CEO's nominated delegates.

## **REVIEW**

Chief Executive Officer to review in accordance with Statutory Requirements.

## **HISTORY**

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



## APPLICATION FORM NAREMBEEN POP UP SHOP

<b>Applicant Name:</b>	
<b>Business Name (if applicable):</b>	
<b>Are you registered for GST?</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Telephone:</b>	
<b>What product/s will you be selling?</b>	
<b>Booking Date/s: (1 day to 1 month)</b>	

### Booking Fees:

	Registered for GST	Not Registered for GST
Daily Rate	\$20 + gst	\$10 + gst
Weekly Rate	\$80 + gst	\$40 + gst

### The tenant agrees to:-

- ☐ Pay in advance to use the space
- ☐ Provide information to the Narembeen Community Resource Centre for marketing purposes
- ☐ To occupy the space for a minimum of one day and a maximum of four weeks at a time
- ☐ To remove all personal/business supplies in a timely manner after occupation
- ☐ To present a clean front window and tidy workspace/display area within the building
- ☐ To clean the space after occupation
- ☐ Secure keys or schedule hours of access with the Shire of Narembeen
- ☐ No building modifications

**The Shire of Narembreen agrees to provide:**

- ☐ Costs associated with water and electricity (acceptable use of the space)
- ☐ A safe and secure working space
- ☐ A clean building upon entry
- ☐ Building and Public Liability Insurances

*Any loss of stock or items is your responsibility and no liability to the Shire of Narembreen will be held.*

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**Tenant**

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**Manager – Narembreen CRC**

## 8.5 Executive Manager Corporate Services

### AGENDA ITEM: 8.5.1 – Executive Manager Corporate Services Report

<b>Subject:</b>	Executive Manager Corporate Services Report
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole
<b>Date:</b>	11 <sup>th</sup> April 2018
<b>Attachments:</b>	Letter from Gary & Mary Johns, Rating Policy – Differential Rates

#### SUMMARY

Council are to consider the report from the Executive Manager Corporate Services and endorse any actions as appropriate.

#### BACKGROUND

Provide monthly reports in a format that provides information with a view to assist in the decision making process.

#### COMMENT

##### Strategic Resource Plan

A separate item has been prepared for the Strategic Resource Plan, put together by Moore Stephens and Council's proposed Corporate Business Plan, which was compiled by Caroline Robinson.

##### Interim Audit and Financial Management Review

Council's Auditors, Moore Stephens attended the Shire of Narembreen from the 26<sup>th</sup> to 28<sup>th</sup> March 2018 to undertake the annual interim audit. Staff also engaged Moore Stephens to undertake its Financial Management Review at the same time. Myself and Chris met with the auditors to have a brief exit discussion prior to their departure. They have highlighted a number of areas they suggest we focus on such as a policy for changing creditor EFT details and the development of an IT Policy. Overall, however, they were very comfortable with their audit of our books and currently have nothing non-compliant to report.

##### Budget Development

I have commenced the development of the 2018/2019 Annual Budget documentation. The majority of performance reviews should be completed by the time Council meets on the 18<sup>th</sup> April. This will allow the draft salaries and wages to be included in the budget document. Reviews of all other aspects of the budget including capital works, road and building maintenance, fees and charges and other operational costs are currently being reviewed. The budget will be presented for adoption at the July 2018 Ordinary meeting of Council. It is envisaged a Councillor Budget information session will take place in mid-June.

##### Differential Rating

Further to Council's discussions surrounding the proposed Tampia Gold Mine in the Shire, I have undertaken some research into differential rates and the process involved with this. Differential rates will allow the Shire to effectively rate all mining infrastructure that may include a mine camp site in the townsite and the mine and processing facilities. Whilst there will come a time that differential rates will need to be applied and subject to ministerial approval, currently there is no differentiation within the Shire to allow this to occur. If and

when the mine is established, Council will then be in a position to progress the necessary steps required to allow differential rating. For Council's information I have attached the Rating Policy for Differential Rates from the Department of Local Government & Communities.

### **Proposed Hockey Shed**

Following last Council meeting all residents of Dale Crescent were sent correspondence seeking input on the proposed relocation of the bowling club shed to the hockey oval. Attached is a copy of the letter received from Gary and Mary Johns suggesting an alternative location for the shed. I also spoke to one other resident of Dale Crescent who queried why the hockey field couldn't be moved over so the shed could be situated further down the tennis court fence. I advised at the time that at there are 2 hockey fields that would need to be moved, I was unsure if there was enough room on the eastern side to still fit them both on there.

### **Shire of Narembreen Re-Branding**

Discussion was held following the presentation by Darren Lee from Market Creations regarding the Shire of Narembreen's re-branding process.

### **COUNCIL RESOLUTION**

**MIN 6622/18**

**MOTION** - Moved: Cr. A Hardham

2nd: Cr. K Mortimore

*That Council agree to commence the process of re-branding through Market Creations and include \$5,000 in the 17/18 budget with a view to the remaining funds required to complete the re-branding process to be included in the 2018/19 budget.*

**CARRIED 8/0**

### **CONSULTATION**

Nil

### **STATUTORY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

As per budget requirements or as reported above.

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

Narembreen Strategic Community Plan 2017 – 2027

*Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.*

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council receive the Executive Manager Corporate Services Report for April 2018 and endorse the associated actions.

## **COUNCIL RESOLUTION**

**MIN 6623/18    MOTION** – Moved: Cr. B Thomas                      2<sup>nd</sup>: Cr. P Lines

*That Council receive the Executive Manager Corporate Services Report for April 2018 and endorse the associated actions.*

**CARRIED 8/0**

GD & MK Johns,

3 Dale Crescent, NAREMBEEN. WA 6369

Mr Chris Jackson,

CEO,

Shire of Narembeen



Dear Chris,

Regarding your letter of 22 March 2018 concerning the proposed relocation of the old Bowls shed from Wilfred Street to Dale Crescent.

After discussion with other home owners in Dale Crescent, we would like to suggest the shed be re-erected in the unused tennis court (facing the hockey field). This would make it seem to be part of an existing structure and therefore seem less obtrusive.

As we understand, it will be used 1 or 2 times a week during the hockey season, leaving it as just a storage shed for most of the year.

Yours sincerely,

Gary and Mary Johns

9 April, 2018

SHIRE OF NAREMBEEN			
RECEIVED:			
President:		CEO:	
EMCS:		WM:	
EHO:		SFO:	
CRC:		Other:	
Filing:	AOM 631		

# Rating Policy

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## Differential Rates (s.6.33)

March 2016



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Rating Policy – Differential Rates (March 2016)

Prepared by: Department of Local Government and Communities

140 William Street, Perth WA 6000, GPO Box R1250, PERTH WA 6844

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

All or part of this document may be copied. Due recognition of source would be appreciated. If you would like more information please contact the Department of Local Government and Communities.

## Introduction

Local governments impose rates on the properties within their district to raise revenue to fund the services and facilities provided to residents and visitors.

The quantum of rates payable is determined by three factors: the method of valuation of the land, the valuation of the land and improvements, and the rate in the dollar applied to that valuation by the local government.

Land is rated according to its unimproved value for land used predominantly for rural purposes or gross rental value for land used predominantly for non-rural purposes.

The Valuer General values the land in accordance with the provisions of the *Valuation of Land Act 1978*. The local government sets a rate in the dollar which is applied to this valuation to give the rates liability for each property.

A local government may impose a single general rate which applies to all of the properties in the unimproved value or gross rental value category. Alternatively the local government can distinguish between land in either category on the basis of its zoning, use or whether it is vacant land (or other characteristic set out in regulations), or a combination of these factors, and apply a differential general rate to each.

The purpose of the imposition of a differential general rate is generally to ensure that every landowner makes a reasonable contribution to the rate burden.

## Objective

This document describes the legislative and policy basis for the application of differential general rates to land being rated by a local government. In particular, it sets out the policy that guides the Minister for Local Government's exercise of the power to approve the imposition of a differential general rate which is more than twice the lowest differential general rate imposed by that local government.

The second part of this document provides guidance for local governments in requesting such an approval.

# Legislation

## Local Government Act 1995

### 6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics:
  - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
  - (b) a purpose for which the land is held or used as determined by the local government; or
  - (c) whether or not the land is vacant land; or
  - (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may:
  - (a) specify the characteristics under subsection (1) which a local government is to use; or
  - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) **In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.**
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the *Local Government Amendment Act 2009* section 39(1)(a) came into operation is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

## *Local Government (Financial Management) Regulations 1996*

### **52A. Characteristics prescribed for differential general rates (Act s. 6.33)**

(1) In this regulation:

**commencement day** means the day on which the *Local Government (Financial Management) Amendment Regulations (No. 2) 2012* regulation 5 comes into operation.

**relevant district** means a district that:

- (a) is declared to be a district by an order made under section 2.1(1)(a) on or after commencement day; or
- (b) has its boundaries changed by an order made under section 2.1(1)(b) on or after commencement day.

(2) For the purposes of section 6.33(1)(d), the following characteristics are prescribed in relation to land in a relevant district, where not more than 5 years has elapsed since the district last became a relevant district:

- (a) (a) whether or not the land is situated in a townsite as defined in the Land Administration Act 1997 section 3(1);
- (b) (b) whether or not the land is situated in a particular part of the district of the local government.

In relation to 52A(1), Regulation 5 of *Local Government (Financial Management) Amendment Regulations (No. 2) 2012* came into effect on 30 June 2012.

## **Policy**

The Minister may approve the imposition of a differential general rate that is more than twice the lowest differential general rate imposed by that local government. Without that approval the difference between differential general rates imposed by a local government is limited to two times in each of the unimproved value and gross rental value categories.

## Key values

The Minister's approval under section 6.33(3) will be made consistently with the key values of objectivity, fairness and equity, consistency, transparency and administrative efficiency. To that end, the Minister will not approve an application for an approval under this policy (**the application**) unless the Minister is satisfied of the following matters.

### Objectivity

- The land on which differential general rates has been rated according to one or more of the following land characteristics:
  - zoning
  - land use
  - vacant land.
- Where there has been a change to the boundaries of the district within the past five years, the land on which differential general rates apply may also be rated according to one or more of the following land characteristics:
  - whether or not it is situated in a town-site
  - whether or not it is situated in a particular part of the district.
- The local government has proposed a differential general rate which is more than twice the lowest differential rate.

### Fairness and Equity

- The Council of the local government has reviewed its expenditure and considered efficiency measures as part of its budget deliberations. This is to be reflected in the council minutes when it adopts the budget strategy and endorses objects and reasons for each differential rating category and each minimum payment.
- The objects of imposing differential rates and reasons for each proposed differential general rate are set out by the local government in a publically available document.
- These objects and reasons clearly explain why each differential general rate is proposed to be imposed.
- The objects and reasons clearly explain why it is proposed to set the differential general rate at that particular rate.

- If a category of ratepayer is significantly contributing to the local government's revenue through fees, charges and other payments, the local government has not used these same costs as the justification for the difference in differential general rate.
- If there are fewer than thirty ratepayers who will be subject to the differential general rate, each affected ratepayer has been informed in writing by the local government of:
  - the terms of this policy (through the provision of a copy of this document to the ratepayer)
  - the local government's objects of and reasons for proposing to impose the differential general rates
  - the differential general rate that will apply to the ratepayer's property; and
  - the differential general rate that applied in the previous year for comparison

and was given at least 21 days to make submissions to the local government on the proposal.

- The ratepayers' submissions, if any, and the local government's response to each ratepayer's submission (as recorded in the minutes of the Council meeting at which the response was adopted) have been provided to the Minister.

## Consistency

- The local government has rated similar properties that are used for the same purpose in the same way.
- The proposed differential rates align with the rating strategy in the corporate business plan and long term financial plan or the council of the local government has detailed its reasons for deviating from that rating strategy.
- The local government has reviewed and considered rates proposed in neighbouring or similar local government districts in the rating strategy.

## Transparency and administrative efficiency

- The local government has:
  - prepared and made publically available a document clearly describing the object of and reason for each differential general rate;
  - given public notice in a newspaper circulating generally throughout the district and exhibited to the public on a notice board at the local government's office and at every local government library in the district (refer to [Rating Policy – Giving Notice](#))
  - published the notices after 1 May in the relevant year.

- The public notice published by the local government contained:
  - details of each differential general rate that the local government intends to impose
  - an invitation for submissions to be made by an elector or ratepayer
  - a closing date for submissions which is at least twenty one days after the day on which the notice is published
  - advice on the time and place where a document containing the objects of and reasons for the differential general rates can be inspected.
- The council of the local government has:
  - considered each ratepayer submission (if any)
  - resolved to make the application provided the Minister with the minutes and agenda papers relevant to these matters.

## Guidance for Local Governments and Affected Ratepayers on Requesting Approval

The guidance below is directed to an application for approval under section 6.33(3) for the imposition of a differential general rate which is more than twice the lowest differential general rate imposed by it.

### Local governments

The policy section of this document identifies the matters on which the Minister will want to be satisfied before he or she approves an application.

Before making an application, a local government should be satisfied that:

- it intends to impose a differential general rate which is more than twice the lowest differential general rate imposed by it
- in light of the application and its supporting material, the Minister will be able to be satisfied that making such a determination would be consistent with the key values of objectivity, fairness and equity, consistency, transparency and administrative efficiency, as detailed in the policy.

The starting point for a local government will be the matters identified under the key values of objectivity and consistency. The local government will need to ensure that all of the matters identified under those key values are addressed.

Once the local government is satisfied that it has addressed all the matters identified under the key values of objectivity and consistency, the local government will need to address the key value of fairness and equity. This includes the requirement for the local government to give public notice of its intent to impose the differential general rates.

The [Rating Policy – Giving Notice](#) provides more information on this process. If there are fewer than thirty ratepayers affected in any differential rate category, the local government will need to contact those ratepayers directly. That will involve the local government writing to the ratepayer, addressing each of the matters identified under that key value and giving the ratepayer at least 21 days to make submissions.

Once the local government has given public notice, written to the affected ratepayers if required, and received any submissions from ratepayers, the council of the local government will need to consider:

- those submissions
- the other information addressing the key values of objectivity, consistency and fairness and equity.

Even if the council has previously considered the matter, the council must consider the submissions and the other information and resolve to make the application to the Minister.

Once the council has resolved to make the application, the following should be sent to the Minister:

- the application
- a copy of the public notice showing the publication date
- the supporting material addressing each of the matters identified under the key values of objectivity, fairness and equity, consistency, transparency and administrative efficiency.

The Minister will then consider the application and may request more information from the local government before granting approval.

## The ratepayer

The ratepayer should respond constructively to a request for submissions by a local government considering imposing specified differential general rates.

In particular, the ratepayer should form a view as to whether the matters set out under the key values have been correctly addressed.

If the ratepayer considers that these matters have not been correctly addressed, the ratepayer should set out why they hold this view in their submission to the local government.



In their submission, the ratepayer should address any other matter which they wish the local government and the Minister (if applicable) to consider.

In considering an application, the Minister may request information from the ratepayer before making their decision.

## Application

The completed application form and relevant attachments must be sent to:

Email: [legislation@dlgc.wa.gov.au](mailto:legislation@dlgc.wa.gov.au)

or

Executive Director

Sector Regulation and Support

Department of Local Government and Communities

GPO Box R1250

PERTH WA 6844

# Timeline

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## January/February (approximately) – Planning

The local government commences budget planning by reviewing the Corporate Plan and other relevant plans.

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## April (approximately) – Budget Strategy

The council adopts the budget strategy and endorses objects and reasons for each differential rating category and each minimum payment.

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## 1 May – Notice Period

In accordance with section 6.36(2)(a) of the *Local Government Act 1995*, the local government publishes a notice of its intention to impose differential general rates on or after this date.

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## At least 21 days after the notice is published

(not including date of appearance)

Council considers submissions and determines appropriate level of differential rates.

Council decision to seek Ministerial approval for the imposition of differential general rates that fall within section 6.33(3).

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## Processing Time

A local government needs to allow three weeks for the processing of an application from the date all of the required information is received by the Department of Local Government and Communities.

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## Budget Deadline

The local government's budget is to be adopted by 31 August under section 6.2(1) of the *Local Government Act 1995*. The budget cannot be adopted until after the Minister makes their decision.

If the local government has submitted the final documents for Ministerial approval later than the end of July, consideration may need to be given by the local government to applying for Ministerial approval for an extension to the budget adoption

## For more information please contact:

Department of Local Government and Communities

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844, Telephone: (08) 6551 8700, Fax: (08) 6552 1555,

Freecall: 1800 620 511 (Country only)

Email: [legislation@dlgc.wa.gov.au](mailto:legislation@dlgc.wa.gov.au)

Website: [www.dlgc.wa.gov.au/AdviceSupport/Pages/Rating-policies.aspx](http://www.dlgc.wa.gov.au/AdviceSupport/Pages/Rating-policies.aspx)

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

## AGENDA ITEM: 8.5.2 - Corporate Business Plan & Strategic Resource Plan

<b>Subject:</b>	Corporate Business Plan & Strategic Resource Plan
<b>Applicant:</b>	Bonnie Cole
<b>File Ref:</b>	ADM172, ADM173, ADM175
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole, Executive Manager Corporate Services
<b>Date:</b>	3 April 2018
<b>Attachments:</b>	Draft Corporate Business Plan and Draft Strategic Resource Plan (separate attachments)

### SUMMARY

This report seeks Council's approval to receive the Shire of Narembeen's Corporate Business Plan 2018-2021.

### BACKGROUND

All Western Australian Local Governments are required to prepare a "Plan for the Future" for their district Under Section 5.56 (1) of the Local Government Act 1995. The "Plan for the Future" comprises the following two key strategic documents which a Local Government is required to have regard for when forming its annual budget.

**Strategic Community Plan** - Council's principal 10 year strategy and planning tool. It is the principal guiding document for the remainder of the Shire's strategic planning as community engagement is central to this plan.

**Corporate Business Plan** – Council's 4 year planning document. The core components of this Plan include a 4 year delivery program, aligned to the Strategic Community Plan and accompanied by 4 year financial projections.

Development of the Strategic Community Plan and Corporate Business Plan is undertaken in accordance with the Integrated Planning and Reporting Framework and Guidelines. An essential element of the Integrated Planning and Reporting process is to enable community members and stakeholders to participate in shaping the future of the community and in identifying issues and solutions. It is designed to articulate the community's vision, aspirations, outcomes and priorities for the future of the district.

Council's Strategic Community Plan was adopted by Council in October 2017.

### COMMENT

Council engaged Caroline Robinson, Solum Wheatbelt Business Solutions to conduct a full review of the Shire of Narembeen's Strategic Community Plan that complies with Section 19C and 19DA of the Local Government (Administration) Regulations 1996. Caroline conducted an extensive community engagement program and sought and obtained the community's priorities for the future as well as obtaining feedback in relation to Council's services and facilities. These findings were presented to Council in October as part of the Strategic Community Plan adoption.

The adoption of the Strategic Community Plan 2017-2027 has a direct impact on the Corporate Business Plan. The Corporate Business Plan has now had a full review to ensure that it is in line with the objectives within the Strategic Community Plan 2017-2027.

4.39pm - Cr A Hardham exited the meeting.

4.41pm - Cr A Hardham returned to the meeting.

In conjunction with the Corporate Business Plan review, Council also engaged Moore Stephens to develop a Strategic Resource Plan which will replace Council's outdated Long Term Financial Plan and Asset Management Plans.

The draft Strategic Resource Plan as presented is for Council review and it is expected to have several changes before being finalised. The CEO is also currently reviewing the document and will discuss his queries and comments with Council on Wednesday.

## **CONSULTATION**

Chris Jackson, Chief Executive Officer  
Moore Stephens  
Caroline Robinson Solum Wheatbelt Solutions

## **STATUTORY IMPLICATIONS**

Local Government Act 1995, Section 5.56.

Section 5.56(1) and (2) of the Local Government Act requires that each local government is to "plan for the future of the district", by developing plans in accordance with the Regulations. The Local Government Administration Regulations 1996 were amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

Local Government (Administration) Regulations sections:-

19C – Strategic community plans, requirements for (Act s.5.56)

19D – Adoption of plan, public notice of to be given.

## **FINANCIAL IMPLICATIONS**

Future expenditure to meet the Strategic Community Plan objectives

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Nil

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Receive the draft Shire of Narembeen Corporate Business Plan 2018-2021;
2. Receive the draft Shire of Narembeen Strategic Resource Plan 2018-2033.

4.46pm - Cr S Stirrat exited the meeting.

## **COUNCIL RESOLUTION**

**MIN 6624/18**      **MOTION** - Moved Cr. B Thomas                      2nd Cr. A Hardham

*That Council:-*

1. *Receive the draft Shire of Narembeen Corporate Business Plan 2018-2021;*
2. *Receive the draft Shire of Narembeen Strategic Resource Plan 2018-2033.*

**CARRIED 7/0**

4.48pm - Cr S Stirrat returned to the meeting.

### **AGENDA ITEM: 8.5.3 - Policy 4.2.20 Code of Conduct**

<b>Subject:</b>	Policy 4.2.20 Code of Conduct
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	ADM541
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole, Executive Manager Corporate Services
<b>Date:</b>	4 April 2018
<b>Attachments:</b>	Draft Policy 4.2.20 Code of Conduct Policy

### **SUMMARY**

Council to consider the amendment to the Code of Conduct Policy.

### **BACKGROUND**

During the most recent Local Government Election, Council's Code of Conduct was reviewed and it was decided that the Model provided by the Western Australian Local Government Association was to be adopted.

### **COMMENT**

There are only a small number of changes required to Council's current policy to be in line with the model proposed by WALGA. These include:

- The addition of an area for signing. It is envisaged that all staff and Councillors will be presented with a copy of the Code of Conduct on commencement and will be required to sign it, acknowledging the expectations of the position.
- Section 1.5 – Relationships between Council Members and Employees. This section highlights the roles of Councillors with regard to employees.
- Section 3.1 Use of Confidential Information. This section has been expanded to include information acquired while behind closed doors in Council meeting.

These amendments are included to assist Councillors, Committee Members and staff understand their roles and ensure they are aware of what is required of them as a representative of the Shire of Narembeen.

### **CONSULTATION**

Chief Executive Officer  
Executive Manager Corporate Services

### **STATUTORY IMPLICATIONS**

Local Government Act 1995

#### **2.7. Role of council**

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

(b) determine the local government's policies.

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

## **FINANCIAL IMPLICATIONS**

The implementation of this policy will be absorbed in the training budget for staff. There will not be a requirement to adjust the budget at this time.

## **POLICY IMPLICATIONS**

Minor changes to the current Policy including the addition of a section for sign off by all members of staff, Councillors and Committee Members.

## **STRATEGIC PLAN REFERENCE**

Shire of Narembreen Corporate Business Plan

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council adopt Policy 4.2.20 – Code of Conduct as presented.

## **COUNCIL RESOLUTION**

**MIN 6625/18**    **MOTION** - Moved Cr. P Lines

2nd Cr. S Stirrat

*That Council adopt Policy 4.2.20 - Code of Conduct as presented subject to the removal of Section 1.4 and part of Section 3.3.*

**Reason for change:** Sections 1.4, & part of 3.3 were duplicated.

**CARRIED 8/0**



<b>POLICY SECTION:</b>	<b>Council/elected members</b>
<b>POLICY NUMBER:</b>	<b>4.2.20</b>
<b>POLICY TITLE:</b>	<b>CODE OF CONDUCT</b>

## **POLICY**

That Council adopts the model code of conduct as its Code of Conduct for Elected Members and Staff. Council is to review its Code of Conduct on a yearly basis.

### **Retained**

## **OBJECTIVES**

The Code of Conduct provides Council Members, Committee Members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in :-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

## **SCOPE**

## **PRINCIPLES**

### **1. ROLES**

#### **1.1 Role of Council Member**

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.



The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows:

*“A Councillor —*

- (a) Represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government’s decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law.”*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government’s finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents’ concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

## **1.2 Role of Staff**

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995:-

*“The CEO’s functions are to —*

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

### **1.3 Role of Council**

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

*“(1) The council —  
(a) directs and controls the local government’s affairs; and  
(b) is responsible for the performance of the local government’s functions.  
(2) Without limiting subsection (1), the council is to —  
(a) oversee the allocation of the local government’s finances and resources; and  
(b) determine the local government’s policies.”*

### **1.4 Relationships between Council Members and Staff**

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following :

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

### **1.5 Relationships between Council Members and Employees**

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve that Council’s corporate goals and implement the Council’s strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following –

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

## **2. CONFLICT AND DISCLOSURE OF INTEREST**

### **2.1 Conflict of Interest**

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to

the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

## **2.2 Financial Interest**

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

## **2.3 Disclosure of Interest**

### *Definition :*

*In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -*

*"interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter –
  - (i) in a written notice given to the CEO before the meeting; or
  - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -

- (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
  - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then –
- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
  - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If –
- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
  - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

### **3. PERSONAL BENEFIT**

#### **3.1 Use of Confidential Information**

Council Members, Committee Members and employees shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body or the Council.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council members and/or employees of the Shire (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

Nothing in this section prevents a Council member or officer from disclosing confidential information:

- to a legal practitioner for the purpose of obtaining advice; or
- if the disclosure is permitted by law.

#### **3.2 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

### 3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Council Members, Committee Members and employees shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, Council members, committee members and employees shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

### 3.4 Gifts

*Definitions :*

*In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -*

*“activity involving a local government discretion” means an activity -*

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

*“gift” has the meaning given to that term in S 5.82(4) except that it does not include -*

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

*“notifiable gift”, in relation to a person who is an employee, means -*

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

*“prohibited gift”, in relation to a person who is an employee, means -*

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

(a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -

- (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(b) A person who is an employee and who accepts a notifiable gift from a person who -

- (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,

notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

- (c) The notification of the acceptance of a notifiable gift must be in writing and include –
- (iii) the name of the person who gave the gift; and
  - (iv) the date on which the gift was accepted; and
  - (v) a description, and the estimated value, of the gift; and
  - (vi) the nature of the relationship between the person who is an employee and the person who gave the gift; and
  - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –
    - (1) a description; and
    - (2) the estimated value; and
    - (3) the date of acceptance,
- of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or Retained exclusively for the benefit of the local government.

#### **4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF**

##### **4.1 Personal Behaviour**

- (a) Council Members, Committee Members and staff will:
- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
  - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
  - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
  - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
  - (v) always act in accordance with their obligation of fidelity to the Local Government.
- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

## **4.2 Honesty and Integrity**

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

## **4.3 Performance of Duties**

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

## **4.4 Compliance with Lawful Orders**

- (a) Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

## **4.5 Administrative and Management Practices**

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

## **4.6 Corporate Obligations**

### **(a) Standard of Dress**

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly :

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

(b) Communication and Public Relations

- (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
  - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
  - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
  - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
  - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

#### **4.7 Appointments to Committees**

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members :

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

### **5. DEALING WITH COUNCIL PROPERTY**

#### **5.1 Use of Local Government Resources**

Council Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

#### **5.2 Travelling and Sustenance Expenses**



Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

### **5.3 Access to Information**

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

## **GUIDELINES**

### **STATUTORY ENVIRONMENT**

The Model Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

### **RULES OF CONDUCT**

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

### **POLICY REQUIREMENTS**

I.....

in my position as .....

With the Shire of Narembeen declare that I have read and understood the Code of Conduct for Council Members, Committee Members and Employees.

### **DELEGATED AUTHORITY**

CEO

### **REVIEW**

EMCS

### **HISTORY**

Adopted:	19/05/2004	MIN:	3036/04
Reviewed:	18/02/2015	MIN:	5896/15
Reviewed:	15/02/2017	MIN:	6367/17
Reviewed:	18/04/2018	MIN:	xxxx/18

## **AGENDA ITEM: 8.5.4 - Narembeen Community Resource Centre Report – April 2018**

<b>Subject:</b>	Narembeen Community Resource Centre Report
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Leanne Brooke-Mee
<b>Date:</b>	11 April 2018
<b>Attachments:</b>	Nil

### **SUMMARY**

Council is to consider the Community Resource Centre Report for April 2018.

### **BACKGROUND**

The Narembeen Community Resource Centre (CRC) provides a report to Council each month highlighting events, projects and activities undertaken by them during the preceding month and any upcoming events, projects and activities.

### **COMMENT**

The report has been prepared for Council with a view to reporting on the Outcome Areas associated with the Department of Regional Development's funding for the CRC's Business and Action Plans.

The Outcome Areas are specified in the CRC's Action Plan and identify a range of funded activities.

The report is set out below for Council's consideration.

#### **Community Training**

The CRC has had an influx of requests for a wide range of training for the community. We will continue to source trainers that can deliver these services to a high level.

#### **Business Training**

The CRC continues to provide training opportunities for the business community. We are currently engaging with the local businesses to conduct a series of workshops.

#### **Narembeen Twilight Triathlon and Bolt**

On Saturday the 7<sup>th</sup> of April we held the annual triathlon. Although the event didn't have as many participants we still had over 50 people partake. This event is well supported and we have a team of dedicated volunteers that are integral to making this event a success. As with all of our events I will review it and see if we can make any changes to keep the community interested.

#### **Upcoming Events:**

- Youth Week
- Lotterywest Grant Workshop
- WA Primary Health Workshop
- Alzheimer's WA Information Session
- Holyoake Prevention Team Consultation
- S.O.C.K Week

### **CRC Network Review**

Due to the announcement of the 40% cuts to funding, the Narembeen CRC, Shire of Narembeen and WBN is inviting all Wheatbelt CRC Coordinators/Managers as well as a Committee representatives to a meeting on Friday the 20th of April in Narembeen. The meeting will be facilitated and will focus on solutions and points of advocacy as a Wheatbelt collective.

### **CONSULTATION**

Sheree Thomas, Community & Economic Development Officer

### **STATUTORY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.

2.1 Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

2.6 We articulate in our organisational plans and service delivery model the role of the Narembeen CRC as a community hub, providing library, community activities, skill development, connections and business initiatives in turn helping to help achieve our strategic goals.

Goal 3: We contribute to a healthy community.

3.1 We can provide leadership and networks to our local community groups to help them achieve their goals, identify common priorities and to provide opportunities for active participation in our community.

### **RELATED PARTY TRANSACTIONS**

Nil

### **OFFICER RECOMMENDATION**

That Council receive the Narembeen Community Resource Centre Report for April 2018 and endorse the associated actions.

### **COUNCIL RESOLUTION**

**MIN 6626/18**      **MOTION** - Moved Cr. P Lines      2nd Cr. B Cowan

*That Council receive the Narembeen Community Resource Centre Report for April 2018 and endorse the associated actions.*

**CARRIED 8/0**

## AGENDA ITEM: 8.5.5 – March 2018 Schedule of Account

<b>Subject:</b>	March 2018 Schedule of Accounts
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Vanessa Wittstock, Administration Officer
<b>Date:</b>	3 April 2018
<b>Attachments:</b>	List of Payments and Credit Card Statements

### SUMMARY

For Council to review the payments made in March 2018.

### BACKGROUND

A schedule of accounts paid during the month of March 2018 is provided as follows:

Municipal Cheque Account	\$1,194,092.12
Trust Cheque Account	\$350.00

### COMMENT

The following payments >\$5,000.00 were made during the month of March 2018:

10998	28/03/2018	Synergy - Western Power	Electricity usage Feb 18 - Mar 18	\$ 13,742.90
DD9402.2	08/03/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 9,569.37
DD9419.2	22/03/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 8,880.23
EFT10765	07/03/2018	Leeuwin Civil Pty Ltd	WANDRRA AGRN743 Flood Recovery Works Progress Claim 7 February 2018	\$ 282,248.01
EFT10771	16/03/2018	Australian Taxation Office	BAS February 2018	\$ 6,857.00
EFT10772	16/03/2018	Avon Waste	398 Domestic rubbish	\$ 14,825.21
EFT10773	16/03/2018	Blue Diamond Machinery	22 KVA Generator - 415V with oil	\$ 10,539.10
EFT10781	16/03/2018	Core Business Australia Pty Ltd	AGRN743 WANDRRA Claim 12 + 13 February 2018	\$ 93,226.11
EFT10784	16/03/2018	Department Of Fire And Emergency Services (FESA)	ESL contribution Quarter 3	\$ 13,860.00
EFT10786	16/03/2018	Dunnings Investments Pty Ltd	Stock fuel February	\$ 27,543.96
EFT10803	16/03/2018	Midland Brick Company Pty Ltd	Bricks and pavers	\$ 6,001.75
EFT10804	16/03/2018	Moore Stephens	Strategic Resource Planning services – Progress Payment	\$ 7,065.08

EFT10812	16/03/2018	Narembeen Medical Centre	Quarterly medical service provision	\$ 8,965.68
EFT10815	16/03/2018	Paul Kraft & Associates	Preparation of documents for Cramphorne Road widening	\$ 18,728.00
EFT10819	16/03/2018	Southern City Sheds	Payment 5 construction of Emergency Services Facility - practical completion	\$ 89,436.80
EFT10826	16/03/2018	Western Stabilisers	Lime stabilisation for Cramphorne Road	\$ 76,388.40
EFT10831	26/03/2018	Leeuwin Civil Pty Ltd	WANDRRA AGRN743 Flood Recovery Works Progress Claim 8 February 2018	\$ 387,111.40
EFT10841	28/03/2018	Combined Pest Control WA	Pest control	\$ 5,128.20
EFT10868	28/03/2018	Western Australian Treasury Corporation	Loan No. 128 Interest payment – Rec Centre	\$ 32,570.63

## CONSULTATION

Nil

## STATUTORY IMPLICATIONS

### Local Government (Financial Management) Regulations 1996 (FMR)

#### Reg 11. Payment of accounts

1. A local government is to develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for and properly authorised use of:
  - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - (b) Petty cash systems.
2. A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
3. Payments made by a local government
  - (a) subject to sub regulation (4), are not to be made in cash; and
  - (b) are to be made in a manner which allows identification of -
    - (i) the method of payment;
    - (ii) the authority for the payment; and
    - (iii) the identity of the person who authorised the payment.
4. Nothing in sub regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

**Reg 12. Payments from municipal fund or trust fund**

1. A payment may only be made from the municipal fund or the trust fund –
  - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds by the CEO; or
  - (b) otherwise, if the payment is authorised in advance by a resolution of the council
2. The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

**Reg 13. Lists of accounts**

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared
  - (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
2. A list of accounts for approval to be paid is to be prepared each month showing:
  - (a) for each account which requires council authorisation in that month -
    - (i) the payee's name;
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
3. A list prepared under sub regulation (1) or (2) is to be -
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**FINANCIAL IMPLICATIONS**

Shire of Narembreen 2017/2018 Operating Budget.

**POLICY IMPLICATIONS**

Nil

**STRATEGIC PLAN REFERENCE**

Goal 2: Internal and external relationships actively grow our Shire population and positive financial position.

2.1 Our organisation model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community.

5.06pm - S Thomas exited the meeting.  
5.08pm - S Thoma returned to the meeting.

## **RELATED PARTY TRANSACTIONS**

There are no known related party transactions at this time.

## **OFFICER RECOMMENDATION**

That Council receive:-

1. The Schedule of Accounts for March 2018; and
2. The Credit Card Statements for March 2018.

## **COUNCIL RESOLUTION**

**MIN 6627/18**     **MOTION** - Moved Cr. S Stirrat                      2nd Cr. A Hardham

*That Council receive:-*

1. *The Schedule of Accounts for March 2018; and*
2. *The Credit Card Statements for March 2018.*

**CARRIED 8/0**



# SHIRE OF NAREMBREEN

## SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 18 APRIL 2018

Chq/EFT	Date	Name	Description	Amount
EFT10765	07/03/2018	Leeuwin Civil Pty Ltd	WANDRRA AGRN743 Flood Recovery Works Progress Claim 7 February 2018	\$ 282,248.01
EFT10766	16/03/2018	Ag Implements Narembreen	Hydraulic hose	\$ 88.08
EFT10767	16/03/2018	Alan Wright	Reimbursement of accommodation costs - Alan Wright New Councillor Seminar	\$ 150.00
EFT10768	16/03/2018	All Ways Foods	Cleaning products	\$ 872.09
EFT10769	16/03/2018	Allworks	Watercart hire February 2018	\$ 4,455.00
EFT10770	16/03/2018	Australian Services Union	Payroll deductions	\$ 75.95
EFT10771	16/03/2018	Australian Taxation Office	BAS February 2018	\$ 6,857.00
EFT10772	16/03/2018	Avon Waste	Rubbish Collection	\$ 14,825.21
EFT10773	16/03/2018	Blue Diamond Machinery	22 KVA Generator - 415V with oil	\$ 10,539.10
EFT10774	16/03/2018	Budget Car and Truck Rental	Hire car 15/01/18 - 12/02/18 - Skeleton Weed	\$ 2,642.64
EFT10775	16/03/2018	CDA Air Conditioning & Refrigeration	Service and repair air con	\$ 553.95
EFT10776	16/03/2018	CJD Equipment Pty Ltd	1 x diff lock sensor	\$ 168.42
EFT10777	16/03/2018	Chris Bray Electrics Pty Ltd	Replace smoke alarm	\$ 170.50
EFT10778	16/03/2018	Civic Legal	Licence Agreement for Narembreen Townsite Project	\$ 2,821.50
EFT10779	16/03/2018	Clinicare PCY Narembreen	A4 Certificate frames	\$ 9.95
EFT10780	16/03/2018	Cody Express Transport	Delivery of signs	\$ 23.13
EFT10781	16/03/2018	Core Business Australia Pty Ltd	AGRN743 WANDRRA Claim 13 February 2018 (2 claims)	\$ 93,226.11
EFT10782	16/03/2018	Corrigin Windmill Motel	1 Night Accommodation 07/03/18 to 08/03/18 for Ron Gibson	\$ 110.00
EFT10783	16/03/2018	Corsign WA PTY LTD	4 x Lateral shift	\$ 198.00
EFT10784	16/03/2018	Department Of Fire And Emergency Services (FESA)	ESL contribution Quarter 3	\$ 13,860.00
EFT10785	16/03/2018	Dormakaba Australia Pty Ltd	Front automatic door service at Shire Office	\$ 121.00
EFT10786	16/03/2018	Dunnings Investments Pty Ltd	Stock fuel February	\$ 27,543.96
EFT10787	16/03/2018	Easifleet	Payroll deductions	\$ 651.77
EFT10788	16/03/2018	Eastern Hills Saws And Mowers	Stihl nylon line	\$ 79.00
EFT10789	16/03/2018	Edgecombes Jewellers	Engraving of photo frame plaques	\$ 345.00
EFT10790	16/03/2018	Fast Finishing Services WA	Minutes special presentation	\$ 298.98



EFT10791	16/03/2018	Glen Sands		Reimbursement for Aircon Ticket	\$	219.00
EFT10792	16/03/2018	Go Networking		Reimbursement of car hire for networking presentation	\$	212.00
EFT10793	16/03/2018	Hanson Construction Materials Pty Ltd		10mm Washed single size granite	\$	4,193.38
EFT10794	16/03/2018	Irving Holdings WA		Builders Vehicle Fuel purchases Jan 18	\$	891.02
EFT10795	16/03/2018	Ixom		Chlorine for Narembreen Swimming Pool	\$	568.96
EFT10796	16/03/2018	Kleenheat Gas		Gas for the Rec Centre	\$	787.35
EFT10797	16/03/2018	Landgate		Minimum charge	\$	38.35
EFT10798	16/03/2018	Lo - Go Appointments		Allan Dunn plant operator - WE 23/12/17	\$	2,093.74
EFT10799	16/03/2018	Marketforce		14/02/18 Local Government Tenders advertising	\$	421.66
EFT10800	16/03/2018	Merredin Car Care		Registration inspection	\$	99.40
EFT10801	16/03/2018	Merredin Freightlines		Freight for chlorine	\$	676.19
EFT10802	16/03/2018	Merredin Glazing Service		Reglaze sash using 4mm clear glass 1206mm x 918mm	\$	171.00
EFT10803	16/03/2018	Midland Brick Company Pty Ltd		Bricks and pavers	\$	6,001.75
EFT10804	16/03/2018	Moore Stephens		Strategic Resource Planning services	\$	7,065.08
EFT10805	16/03/2018	Narembreen IGA		Refreshments Council meeting and office	\$	1,443.68
EFT10806	16/03/2018	Narembreen Club Inc		Power charges on charged for: Bowling Green Netball and oval	\$	275.14
EFT10807	16/03/2018	Narembreen Community Resource Centre		Printing of placement cards for testimonial dinner and table numbers	\$	167.20
EFT10808	16/03/2018	Narembreen Engineering And Steel Supplies		Modwood decking and screws	\$	687.50
EFT10809	16/03/2018	Narembreen Hardware and Ag Supplies		Filter bag	\$	749.91
EFT10810	16/03/2018	Narembreen Hardware and Ag Supplies - Building A/C		Sikkens filter 7	\$	395.64
EFT10811	16/03/2018	Narembreen Hotel		Beverages	\$	159.00
EFT10812	16/03/2018	Narembreen Medical Centre		Quarterly medical service provision	\$	8,965.68
EFT10813	16/03/2018	Narembreen Tyre service		215.7 R16 Good Year tyres	\$	2,227.00
EFT10814	16/03/2018	P M Services Narembreen		Feb 24th - March 9th - 48 hours Peter Miller	\$	2,496.00
EFT10815	16/03/2018	Paul Kraft & Associates		Preparation of documents for Cramphorne Road widening	\$	18,728.00
EFT10816	16/03/2018	Perfect Computer Solutions Pty Ltd		Daily monitoring monthly fee	\$	85.00
EFT10817	16/03/2018	QC Ultimate Clean		Carpet Cleaning	\$	187.00
EFT10818	16/03/2018	Shire of Cuballing		Advise on design compliance	\$	742.50
EFT10819	16/03/2018	Southern City Sheds		Payment 5 construction of Emergency Services Facility - practical completion	\$	89,436.80
EFT10820	16/03/2018	Star Track Express		Cutting edge	\$	650.31

EFT10821	16/03/2018	The Mallee Tree Cafe and Gallery	Catering for WBN business after hours	\$	330.00
EFT10822	16/03/2018	Toll Ipec Pty Ltd	Gerrard Hydraulics freight	\$	117.92
EFT10823	16/03/2018	WA Fire Protection	Fire blankets and fire extinguishers for the Narembreen Caravan Park	\$	1,276.00
EFT10824	16/03/2018	WA Regional Plumbing	Fit under bench water cooler	\$	2,357.80
EFT10825	16/03/2018	WALGA	Councillor Training	\$	350.00
EFT10826	16/03/2018	Western Stabilisers	Lime stabilisation for Cramphorne Road	\$	76,388.40
EFT10827	16/03/2018	Westrac Equipment Pty Ltd	Wiper motor	\$	216.14
EFT10828	16/03/2018	Wheatbelt Business Network	Business after hours	\$	270.94
EFT10829	16/03/2018	Winstons Meat And Provisions	Meat for Council dinner	\$	59.00
EFT10830	21/03/2018	Cannington Barbeques Galore	Flue kits for Council housing	\$	2,120.00
EFT10831	26/03/2018	Leeuwin Civil Pty Ltd	WANDRRA AGRN743 Flood Recovery Works Progress Claim 8 February 2018	\$	387,111.40
EFT10832	28/03/2018	Ag Implements Narembreen	Hydraulic hoses	\$	110.18
EFT10833	28/03/2018	All Ways Foods	Handtowels, Towel rolls & Kilbac	\$	459.11
EFT10834	28/03/2018	Aust Post	February postage	\$	260.29
EFT10835	28/03/2018	Australian Services Union	Payroll deductions	\$	51.70
EFT10836	28/03/2018	BSC	TC 12550 seal and V belt	\$	57.66
EFT10837	28/03/2018	Boc Gases	Gases for Depot	\$	80.29
EFT10838	28/03/2018	CDA Air Conditioning & Refrigeration	Inspect and repair air conditioner	\$	325.25
EFT10839	28/03/2018	CJD Equipment Pty Ltd	Filler cap fuel tank	\$	122.10
EFT10840	28/03/2018	Chefmaster Australia	Bin Liners	\$	199.00
EFT10841	28/03/2018	Combined Pest Control WA	Annual Pest control	\$	5,128.20
EFT10842	28/03/2018	Covs	Water truck fuel and oil filter	\$	355.03
EFT10843	28/03/2018	Cutting Edges Pty Limited	Grader blades	\$	2,194.50
EFT10844	28/03/2018	Department of Commerce	Short paid building levy	\$	2.00
EFT10845	28/03/2018	Department of Water and Environmental Regulation	Annual licence fee	\$	284.80
EFT10846	28/03/2018	Dorcas Clothing	Washing and Ironing Tables Cloths	\$	60.00
EFT10847	28/03/2018	Easifleet	Payroll deductions	\$	651.77
EFT10848	28/03/2018	Eastern Hills Saws And Mowers	Auto cut mower head	\$	198.00
EFT10849	28/03/2018	Go Networking	Networking Presentation by Ron Gibson (Corrigin & Narembreen)	\$	3,960.00
EFT10850	28/03/2018	Hanson Construction Materials Pty Ltd	50.48 tonnes of 14mm washed granite	\$	1,332.67

EFT10851	28/03/2018	IT Vision Australia Pty Ltd	Reverse Asset Disposal - Synergy	\$	242.00
EFT10852	28/03/2018	JP Promotions	Councillor Shirt & Embroidery	\$	164.23
EFT10853	28/03/2018	Landgate	Land enquiry	\$	50.60
EFT10854	28/03/2018	Narembeen Community Resource Centre	Men's Health Event - Blokes Night Out	\$	500.00
EFT10855	28/03/2018	Narembeen Hardware and Ag Supplies - Shire Workshop	7pin metal socket trailer & 400l Diesel Unit	\$	3,021.70
EFT10856	28/03/2018	Narembeen Medical Centre	Medical Examination for new employee Kristie Lee	\$	135.00
EFT10857	28/03/2018	Perfect Computer Solutions Pty Ltd	Repair office issues on Bonnie's computer and change Admin computer	\$	297.50
EFT10858	28/03/2018	Perth Signcraft & Graphics	Honour Board Updates	\$	110.00
EFT10859	28/03/2018	Rhonda Cole	Reimbursement for travel in personal vehicle for Regional Road Group meeting	\$	360.00
EFT10860	28/03/2018	Ron Bateman And Co	Weigh Bridge costs	\$	22.00
EFT10861	28/03/2018	Shire Of Kellerberrin	Street sweeping 01/02/2018	\$	1,753.10
EFT10862	28/03/2018	Star Track Express	Late fee	\$	5.07
EFT10863	28/03/2018	The Karnie Engineering Trust Karni Engineering	Design & Manufacture shaft for hub	\$	1,066.50
EFT10864	28/03/2018	The West Australian	Narrogin Observer advertising for Cemetery redevelopment	\$	153.60
EFT10865	28/03/2018	Toll Ipec Pty Ltd	Freight from Chefmaster	\$	39.28
EFT10866	28/03/2018	WA Contract Ranger Services	Ranger services 28/02/18	\$	537.62
EFT10867	28/03/2018	WALGA	Salary and Workforce survey	\$	1,089.00
EFT10868	28/03/2018	Western Australian Treasury Corporation	Loan No. 128 Interest payment - REC Centre	\$	32,570.63
EFT10869	28/03/2018	Wurth Australia Pty Ltd	Tar removal, cable ties & breathing masks	\$	414.06
EFT10877	29/03/2018	cancelled			
EFT10878	29/03/2018	cancelled			
EFT10879	29/03/2018	cancelled			
EFT10880	29/03/2018	cancelled			
EFT10881	29/03/2018	cancelled			
EFT10882	29/03/2018	cancelled			
EFT10883	29/03/2018	P M Services Narembeen	10-3-18 - 23-03/18 Waste Transfer station Management	\$	2,496.00
			<b>TOTAL EFT PAYMENTS</b>	<b>\$</b>	<b>1,145,227.63</b>
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	
10992	15/03/2018	Department Of Mines And Petroleum Dangerous Goods Division	Annual licence period 16/03/2018 to 15/03/2019 for dangerous goods at the Narembeen Depot	\$	202.00

10993	15/03/2018	Narembreen Shire Council	Registration fees for 12 months for several vehicles	\$	1,233.50
10994	15/03/2018	Shire Of Kalamunda	Building Services November 2017	\$	80.00
10995	15/03/2018	Synergy - Western Power	Aug 17 - Feb 18 Electricity charges	\$	1,913.05
10996	15/03/2018	Telstra	February 2018 phone charges	\$	3,356.98
10997	28/03/2018	Narembreen Shire Council	Registration - numerous Shire vehicles	\$	4,027.40
10998	28/03/2018	Synergy - Western Power	Electricity usage Feb 18 - Mar 18	\$	13,742.90
10999	28/03/2018	Water Corporation	Water charges up to 14th March	\$	142.27
			<b>TOTAL CHEQUE PAYMENTS</b>	<b>\$</b>	<b>24,698.10</b>
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	
DD9402.1	08/03/2018	Australian Super	Superannuation contributions	\$	699.60
DD9402.2	08/03/2018	WA Local Government Superannuation Plan	Payroll deductions	\$	9,569.37
DD9402.3	08/03/2018	BT Super for Life	Payroll deductions	\$	277.91
DD9402.4	08/03/2018	Prime Superannuation Fund	Superannuation contributions	\$	200.96
DD9402.5	08/03/2018	Plum Super Fund	Superannuation contributions	\$	221.77
DD9402.6	08/03/2018	AMP Life Limited	Superannuation contributions	\$	237.31
DD9402.7	08/03/2018	IOOF Employer Super	Superannuation contributions	\$	285.44
DD9411.1	13/03/2018	Nib Health Insurance	EMCS health insurance	\$	186.27
DD9417.1	21/03/2018	Bankwest	Direct Debit - Bankwest	\$	1,620.21
DD9419.1	22/03/2018	Australian Super	Superannuation contributions	\$	547.01
DD9419.2	22/03/2018	WA Local Government Superannuation Plan	Payroll deductions	\$	8,880.23
DD9419.3	22/03/2018	BT Super for Life	Payroll deductions	\$	277.91
DD9419.4	22/03/2018	Prime Superannuation Fund	Superannuation contributions	\$	178.79
DD9419.5	22/03/2018	Plum Super Fund	Superannuation contributions	\$	225.91
DD9419.6	22/03/2018	AMP Life Limited	Superannuation contributions	\$	237.31
DD9419.7	22/03/2018	IOOF Employer Super	Superannuation contributions	\$	321.98
DD9436.1	13/03/2018	Commander Australia Pty Ltd	Admin Office phone charges	\$	68.51
DD9438.1	01/03/2018	Westnet Pty Ltd	Westnet monthly charges	\$	129.90
			<b>Direct Debit Payments</b>	<b>\$</b>	<b>24,166.39</b>
			<b>TOTAL MUNICIPAL PAYMENTS</b>	<b>\$</b>	<b>1,194,092.12</b>
<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	
EFT10870	28/03/2018	Blake Sullivan	BLAKE SULLIVAN GYM CARD BOND	\$	50.00

EFT10871	28/03/2018	Cormac Lavelle	CORMAC LAVELLE GYM CARD BOND REFUND	\$	50.00
EFT10872	28/03/2018	Luke Mansell	LUKE MANSELL	\$	50.00
EFT10873	28/03/2018	Matthew Hamilton	MATTHEW HAMILTON	\$	50.00
EFT10874	28/03/2018	Scott Foster	SCOTT FRASER	\$	50.00
EFT10875	28/03/2018	Thomas Mathew	THOMAS MATHEW	\$	50.00
EFT10876	28/03/2018	Wong Yew May	REFUND OF GYM CARD BOND	\$	50.00
			<b>TRUST PAYMENTS</b>	<b>\$</b>	<b>350.00</b>



### **Credit Card Purchases - 2 March 2018 - 3 April 2018**

#### **EMCS**

<b>Date</b>	<b>Store</b>	<b>Description</b>	<b>Amount</b>
2/03/2018	Covs Parts	Box Bulbs for Community Bus	\$ 200.94
3/03/2018	Crown Metropol	Accom B Cole & R Moore FinPro	\$ 2,329.62
6/03/2018	Shire of Narembreen	MDL A Cousins, Rego for NB5987	\$ 142.90
10/03/2018	Caltex Midvale	Fuel NB01	\$ 41.39
12/03/2018	Officeworks	Stationery Order	\$ 355.71
15/03/2018	Country Comfort	Accom A Cousins Conference	\$ 471.67
20/03/2018	Narembreen Hotel	Beer for Council Meeting	\$ 159.15
20/03/2018	Department of Mines	Balance payment of Depot License	\$ 37.00
<b>EMCS Credit Card Payments</b>			<b>\$ 3,738.38</b>

#### **CEO**

<b>Date</b>	<b>Store</b>	<b>Description</b>	<b>Amount</b>
26/03/2018	Allsports Trophies	Leaving gift for G Cook	\$ 54.35
29/03/2018	Ross's Diesel Services	Annual Bus Inspection	\$ 158.05
<b>CEO Credit Card Payments</b>			<b>\$ 212.40</b>

# Bankwest Corporate MasterCard Statement

bankwest



Account Number **5586 0207 8811 5284**

Period **2 Mar 18 - 3 Apr 18**

Monthly Spend Limit **\$10,000**

## SUMMARY OF YOUR SPEND

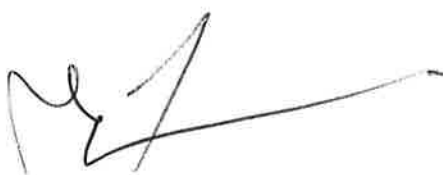
Purchases	<b>\$212.40</b>
Cash Advances & Balance Transfers	<b>\$0.00</b>

093BC3C 000108 (053N)

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

## YOUR TRANSACTION SUMMARY

Date	Description		Debit	Credit
26 MAR 18	ALLSPORTS TROPHIES	BOORAGOON	\$54.35	
29 MAR 18	ROSS'S DIESEL SERVIC	MERREDIN	\$158.05	
<b>Total</b>			<b>\$212.40</b>	<b>\$0.00</b>



**Reviewed**



**Authorised**

# Bankwest Corporate MasterCard Statement

bankwest



Account Number 5586 0203 0212 1909

Period 2 Mar 18 - 3 Apr 18

Monthly Spend Limit \$10,000

## SUMMARY OF YOUR SPEND

Purchases	\$3,738.38
Cash Advances & Balance Transfers	\$0.00

093BC3C 000109 (053N)

MISS BONNIE MADELINE COLE  
SHIRE OF NAREMBEEN  
1 LONGHURST ST  
NAREMBEEN WA 6369

## YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
02 MAR 18	COVS PARTS	MULGRAVE	VIC	\$200.94	
03 MAR 18	CROWN METROPOL PERTH	BURSWOOD		\$2,329.62	
06 MAR 18	SHIRE OF NAREMBEEN	NAREMBEEN		\$142.90	
10 MAR 18	CALTEX MIDVALE	MIDVALE		\$41.39	
12 MAR 18	OFWKS ONLINE BENTLEIGH	E 03	AUS	\$355.71	
15 MAR 18	COUNTRY COMFORT INTERC	BELMONT	WA	\$471.67	
20 MAR 18	NAREMBEEN HOTEL	NAREMBEEN	WA	\$159.15	
20 MAR 18	DMIRS EAST PERTH	EAST PERTH		\$37.00	
<b>Total</b>				<b>\$3,738.38</b>	<b>\$0.00</b>

Reviewed

Authorised



## **AGENDA ITEM: 8.5.6 - Financial Report March 2018**

<b>Subject:</b>	Financial Report March 2018
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	N/A
<b>Disclosure of Interest (Member):</b>	N/A
<b>Author:</b>	Bonnie Cole, Executive Manager Corporate Services
<b>Date:</b>	5 April 2018
<b>Attachments:</b>	March 2018 Financial Report, March 2018 Bank Reconciliation, Outstanding Rates Report, CRC Financial Report

### **SUMMARY**

To review Council finances as required by legislation.

### **BACKGROUND**

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31 March 2018.

### **COMMENT**

Council's closing position at 31 March 2018 amounts to \$1,705,512 with current assets of \$4,141,303 and \$2,152,783 of reserve funds and \$980, 000 other restricted cash.

### **CONSULTATION**

Finance Officer  
Admin Officer  
Senior Staff

### **STATUTORY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

Shire of Narembeen 2017/2018 Budget.

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

Nil

### **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council receive:-

1. The Shire of Narembeen's Financial Report for the month of March 2018;
2. The bank reconciliation for the month of March 2018 for the all Shire Bank Accounts;
3. The outstanding rates report for March 2018; and
4. The Narembeen Community Resource Centre Financial Report for the month of March 2018.

## **COUNCIL RESOLUTION**

**MIN 6628/18**      **MOTION** - Moved Cr. B Thomas                      2nd Cr. A Wright

*That Council receive:-*

1. *The Shire of Narembeen's Financial Report for the month of March 2018;*
2. *The bank reconciliation for the month of March 2018 for the all Shire Bank Accounts;*
3. *The outstanding rates report for March 2018; and*
4. *The Narembeen Community Resource Centre Financial Report for the month of March 2018.*

**CARRIED 8/0**

**SHIRE OF NAREMBEEN**  
**MONTHLY FINANCIAL REPORT**

**For the Period Ended 31 March 2018**

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

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Note 7        Cash Backed Reserves

Note 8        Capital Disposals

Note 9        Rating Information

Note 10       Information on Borrowings

Note 11       Grants and Contributions

Note 12       Trust

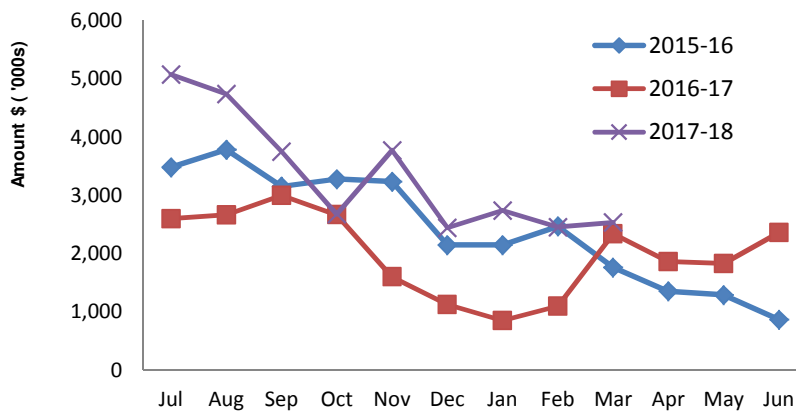
Note 13       Capital Expenditure

# Shire of Narembeen

## Monthly Summary Information

For the Period Ended 31 March 2018

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



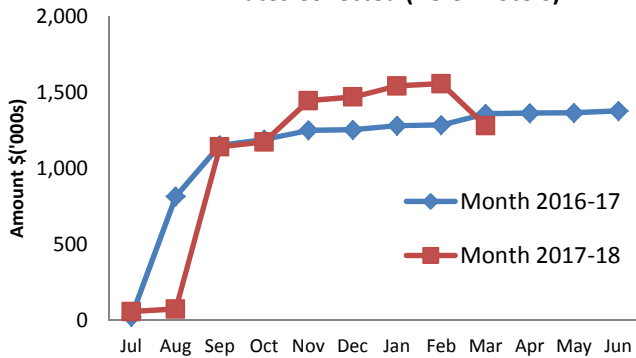
### Cash and Cash Equivalents as at period end

Unrestricted	\$	1,712,331
Restricted	\$	2,152,783
	\$	<u>3,865,114</u>

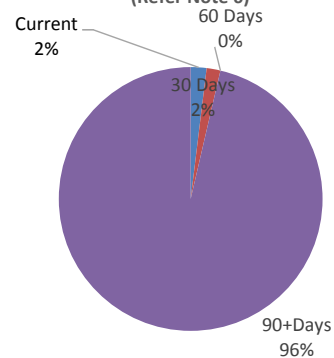
### Receivables

Rates	\$	128,132
Other	\$	158,598
	\$	<u>286,730</u>

**Rates Collected (Refer Note 6)**



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



### Comments

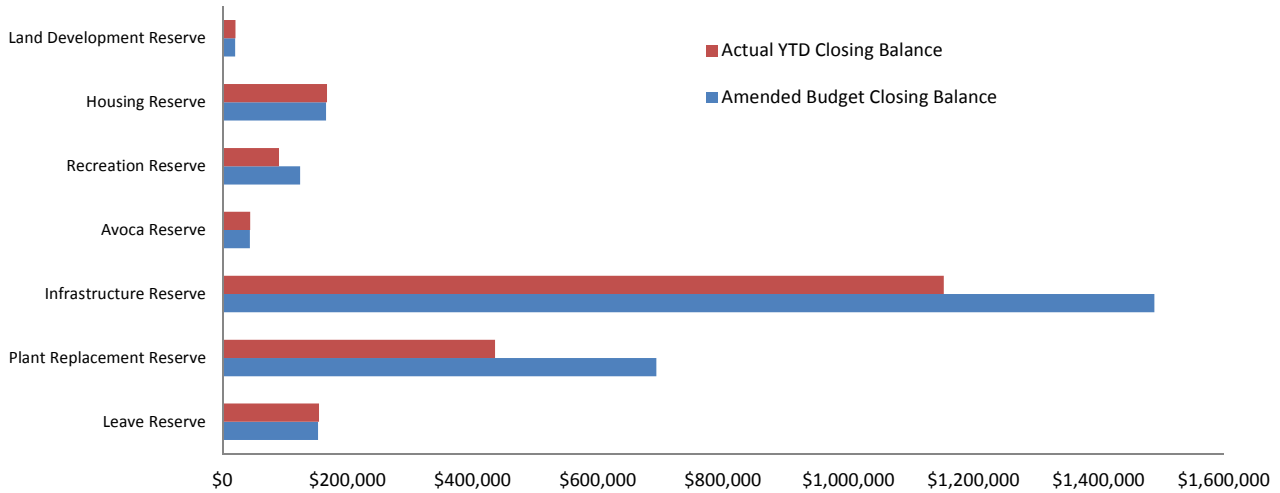
This information is to be read in conjunction with the accompanying Financial Statements and notes.

## Shire of Narembeen

### Monthly Summary Information

For the Period Ended 31 March 2018

**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.

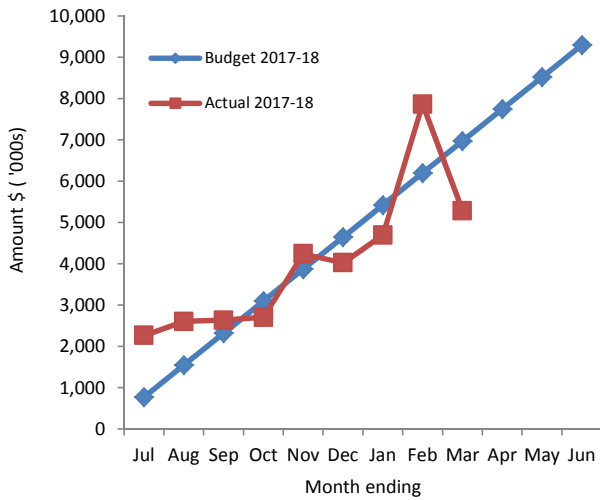
# Shire of Narembeen

## Monthly Summary Information

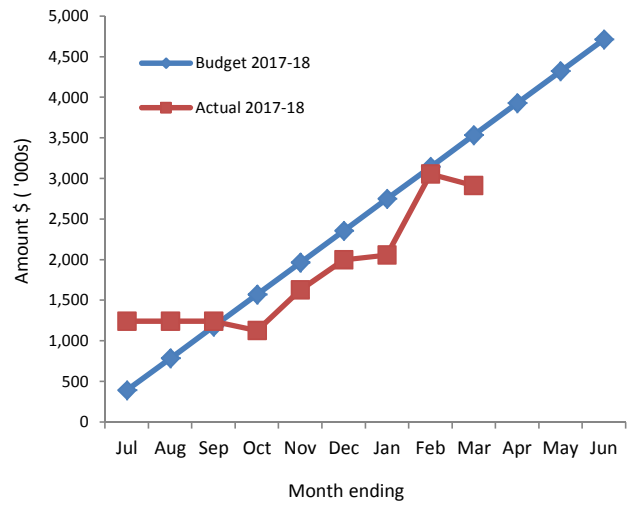
For the Period Ended 31 March 2018

### Revenues

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

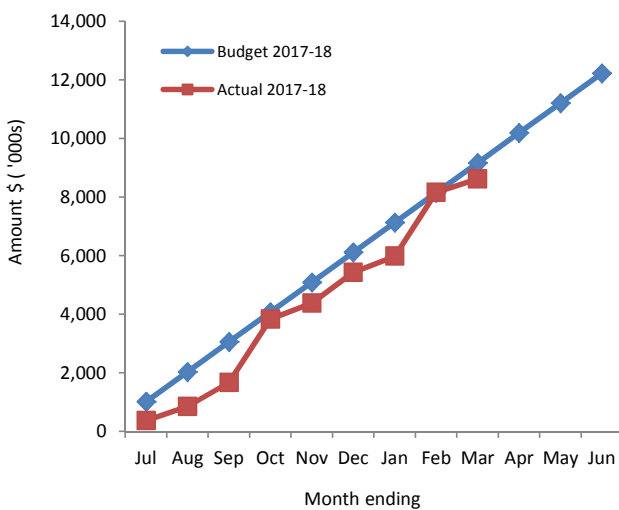


Budget Capital Revenue -v- Actual (Refer Note 2)

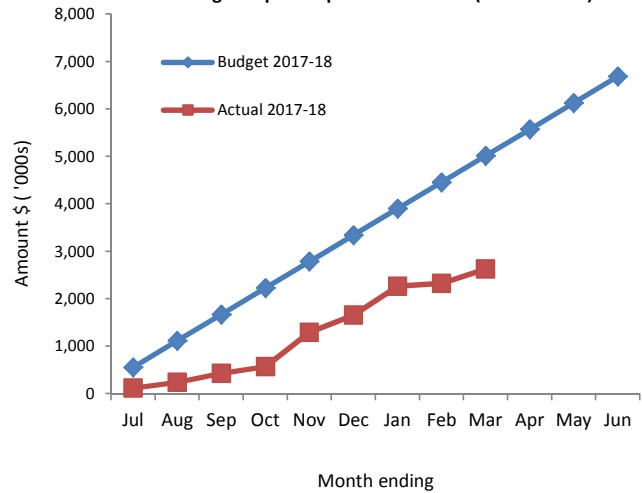


### Expenditure

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.

## Shire of Narembeen

### Compilation Report

For the Period Ended 31 March 2018

### 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 31 March 2018 of \$1,705,512.

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: Bonnie Cole

Date prepared: 4-Apr-18

**SHIRE OF NAREMBEEN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 March 2018**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		43,500	32,607	50,168	17,561	53.86%	
General Purpose Funding - Rates	9	1,603,935	1,603,935	1,613,470	9,535	0.59%	
General Purpose Funding - Other		1,113,795	835,300	783,857	(51,443)	(6.16%)	
Law, Order and Public Safety		77,300	219,735	63,735	(156,000)	(70.99%)	▼
Housing		79,881	59,895	80,483	20,588	34.37%	
Community Amenities		527,175	588,700	229,853	(358,848)	(60.96%)	▼
Recreation and Culture		56,942	81,302	22,583	(58,719)	(72.22%)	▼
Transport		4,386,699	5,103,653	2,040,966	(3,062,687)	(60.01%)	▼
Economic Services		242,800	220,582	245,385	24,803	11.24%	
Other Property and Services		102,601	76,896	74,518	(2,378)	(3.09%)	
<b>Total Operating Revenue</b>		<b>8,234,627</b>	<b>8,822,606</b>	<b>5,287,260</b>	<b>(3,535,345)</b>		
<b>Operating Expense</b>							
Governance		(321,196)	(240,696)	(381,311)	(140,615)	(58.42%)	▼
General Purpose Funding		(105,342)	(78,984)	(59,352)	19,632	24.86%	▲
Law, Order and Public Safety		(167,768)	(125,784)	(153,706)	(27,922)	(22.20%)	▼
Health		(162,978)	(121,904)	(98,412)	23,492	19.27%	▲
Housing		(169,376)	(126,729)	(140,199)	(13,470)	(10.63%)	
Community Amenities		(725,590)	(543,960)	(392,399)	151,561	27.86%	▲
Recreation and Culture		(1,202,210)	(901,341)	(811,426)	89,915	9.98%	
Transport		(8,800,628)	(6,600,303)	(6,040,672)	559,631	8.48%	
Economic Services		(436,438)	(327,204)	(291,474)	35,730	10.92%	▲
Other Property and Services		(141,859)	(119,610)	(247,306)	(127,696)	(106.76%)	▼
<b>Total Operating Expenditure</b>		<b>(12,233,385)</b>	<b>(9,186,515)</b>	<b>(8,616,257)</b>	<b>570,258</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		3,516,500	2,637,315	2,868,975	231,660	8.78%	
Adjust (Profit)/Loss on Asset Disposal	8	44,000	0	35,972	35,972		▲
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>(438,258)</b>	<b>2,273,406</b>	<b>(424,051)</b>	<b>(2,697,456)</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	5,652,723	3,438,990	2,886,989	(552,001)	(16.05%)	
Proceeds from Disposal of Assets	8	99,000	0	26,468	26,468		▲
<b>Total Capital Revenues</b>		<b>5,751,723</b>	<b>3,438,990</b>	<b>2,913,457</b>	<b>(525,533)</b>		
<b>Capital Expenses</b>							
Land and Buildings	13	(2,236,385)	(707,914)	(707,914)	0	0.00%	
Infrastructure - Roads	13	(3,993,010)	(1,418,491)	(1,418,491)	0	0.00%	
Plant and Equipment	13	(403,000)	(472,263)	(472,263)	0	0.00%	
Furniture and Equipment	13	(50,500)	(28,934)	(28,934)	0	0.00%	
<b>Total Capital Expenditure</b>		<b>(6,682,895)</b>	<b>(2,627,602)</b>	<b>(2,627,602)</b>	<b>0</b>		
<b>Net Cash from Capital Activities</b>		<b>(931,172)</b>	<b>811,388</b>	<b>285,856</b>	<b>(525,533)</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,701	0	23,452	23,452		
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(66,066)	(73,059)	(73,059)	0	0.00%	
Transfer to Reserves	7	(683,630)	(105,209)	(105,209)	0	0.00%	
<b>Net Cash from Financing Activities</b>		<b>(741,995)</b>	<b>(178,268)</b>	<b>(154,816)</b>	<b>23,452</b>		
<b>Net Operations, Capital and Financing</b>		<b>(2,111,425)</b>	<b>2,906,526</b>	<b>(293,011)</b>	<b>(3,199,537)</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>2,111,425</b>	<b>2,111,425</b>	<b>1,998,523</b>	<b>(112,902)</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>5,017,951</b>	<b>1,705,512</b>	<b>(3,312,439)</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 31 March 2018**

	Note	Amended Annual Budget	YTD Actual (b)
<b>Operating Revenues</b>		\$	\$
Rates	9	1,603,936	1,613,470
Operating Grants, Subsidies and Contributions	11	7,044,732	3,142,522
Fees and Charges		593,023	446,329
Service Charges		0	0
Interest Earnings		55,300	73,551
Other Revenue		0	6,733
Profit on Disposal of Assets	8	5,000	4,656
<b>Total Operating Revenue</b>		<b>9,301,991</b>	<b>5,287,261</b>
<b>Operating Expense</b>			
Employee Costs		(1,207,716)	(1,323,114)
Materials and Contracts		(6,944,061)	(3,975,637)
Utility Charges		(247,900)	(162,339)
Depreciation on Non-Current Assets		(3,516,500)	(2,868,975)
Interest Expenses		(59,056)	(37,644)
Insurance Expenses		(180,587)	(183,419)
Other Expenditure		(28,565)	(24,502)
Loss on Disposal of Assets	8	(49,000)	(40,628)
<b>Total Operating Expenditure</b>		<b>(12,233,385)</b>	<b>(8,616,257)</b>
<b>Funding Balance Adjustments</b>			
Add back Depreciation		3,516,500	2,868,975
Adjust (Profit)/Loss on Asset Disposal	8	44,000	35,972
Adjust Provisions and Accruals		0	0
<b>Net Cash from Operations</b>		<b>629,106</b>	<b>(424,050)</b>
<b>Capital Revenues</b>			
Grants, Subsidies and Contributions	11	4,585,359	2,886,989
Proceeds from Disposal of Assets	8	99,000	26,468
<b>Total Capital Revenues</b>		<b>4,684,359</b>	<b>2,913,457</b>
<b>Capital Expenses</b>			
Land and Buildings	13	(2,236,385)	(707,914)
Infrastructure - Roads	13	(3,993,010)	(1,418,491)
Plant and Equipment	13	(403,000)	(472,263)
Furniture and Equipment	13	(50,500)	(28,934)
<b>Total Capital Expenditure</b>		<b>(6,682,895)</b>	<b>(2,627,602)</b>
<b>Net Cash from Capital Activities</b>		<b>(1,998,536)</b>	<b>285,856</b>
<b>Financing</b>			
Proceeds from New Debentures		0	0
Proceeds from Advances		0	0
Self-Supporting Loan Principal		7,701	23,452
Transfer from Reserves	7	0	0
Advances to Community Groups		0	0
Repayment of Debentures	10	(66,066)	(73,059)
Transfer to Reserves	7	(683,630)	(105,209)
<b>Net Cash from Financing Activities</b>		<b>(741,995)</b>	<b>(154,816)</b>
<b>Net Operations, Capital and Financing</b>		<b>(2,111,425)</b>	<b>(293,011)</b>
<b>Opening Funding Surplus(Deficit)</b>	3	<b>2,111,425</b>	<b>1,998,523</b>
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>1,705,512</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 31 March 2018**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget
<b>Operating Revenues</b>	\$	\$	\$
Governance	43,500		43,500
General Purpose Funding - Rates	1,603,936		1,603,936
General Purpose Funding - Other	1,113,794		1,113,794
Law, Order and Public Safety	77,300		77,300
Housing	79,881		79,881
Community Amenities	457,175		457,175
Recreation and Culture	64,005		64,005
Transport	5,517,000		5,517,000
Economic Services	242,800		242,800
Other Property and Services	102,600		102,600
<b>Total Operating Revenue</b>	<b>9,301,991</b>	<b>0</b>	<b>9,301,991</b>
<b>Operating Expense</b>			
Governance	(321,196)		(321,196)
General Purpose Funding	(105,342)		(105,342)
Law, Order and Public Safety	(167,768)		(167,768)
Health	(162,978)		(162,978)
Housing	(169,376)		(169,376)
Community Amenities	(725,590)		(725,590)
Recreation and Culture	(1,202,210)		(1,202,210)
Transport	(8,800,628)		(8,800,628)
Economic Services	(436,438)		(436,438)
Other Property and Services	(141,859)		(141,859)
<b>Total Operating Expenditure</b>	<b>(12,233,385)</b>	<b>0</b>	<b>(12,233,385)</b>
<b>Funding Balance Adjustments</b>			
Add back Depreciation	3,516,500		3,516,500
Adjust (Profit)/Loss on Asset Disposal	44,000		44,000
<b>Net Cash from Operations</b>	<b>629,106</b>	<b>0</b>	<b>629,106</b>
<b>Capital Revenues</b>			
Grants, Subsidies and Contributions	4,585,359		4,585,359
Proceeds from Disposal of Assets	99,000		99,000
Proceeds from Sale of Investments	0		0
<b>Total Capital Revenues</b>	<b>4,684,359</b>	<b>0</b>	<b>4,684,359</b>
<b>Capital Expenses</b>			
Land and Buildings	(2,236,385)	(19,000)	(2,255,385)
Infrastructure - Roads	(3,993,010)		(3,993,010)
Plant and Equipment	(403,000)		(403,000)
Furniture and Equipment	(50,500)		(50,500)
<b>Total Capital Expenditure</b>	<b>(6,682,895)</b>	<b>(19,000)</b>	<b>(6,701,895)</b>
<b>Net Cash from Capital Activities</b>	<b>(1,998,536)</b>	<b>(19,000)</b>	<b>(2,017,536)</b>
<b>Financing</b>			
Proceeds from New Debentures			0
Proceeds from Advances	0		0
Self-Supporting Loan Principal	7,701		7,701
Transfer from Reserves	0		0
Advances to Community Groups	0		0
Repayment of Debentures	(66,066)		(66,066)
Transfer to Reserves	(683,630)	(32,000)	(715,630)
<b>Net Cash from Financing Activities</b>	<b>(741,995)</b>	<b>(32,000)</b>	<b>(773,995)</b>
<b>Net Operations, Capital and Financing</b>	<b>(2,111,425)</b>	<b>(51,000)</b>	<b>(2,162,425)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>2,111,425</b>		<b>2,111,425</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>(51,000)</b>	<b>(51,000)</b>

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(g) Trade and Other Receivables**

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories**

***General***

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

***Land Held for Resale***

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	25 to 50 years
Construction other than Buildings (Public Facilities)	5 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Heritage Assets	25 to 50 years
Roads	25 years
Footpaths	50 years
Sewerage Piping	75 years
Water Supply Piping and Drainage Systems	75 years

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) Employee Benefits**

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

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

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

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

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) Current and Non-Current Classification**

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

*"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"*

The Strategic Community Plan defines the key objectives of the Shire as:

*"Economic: A strong, resilient and balanced economy.*

*Environment: Our unique natural and built environment is protected and enhanced.*

*Social: Our community enjoys a high quality of life.*

*Civic Leadership: A collaborative and engaged community."*

**(s) Reporting Programs**

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

**GENERAL PURPOSE FUNDING**

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

**LAW, ORDER, PUBLIC SAFETY**

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

**HEALTH**

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.



**SHIRE OF NAREMBEEN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**HOUSING**

Provision and maintenance of rented housing accommodation for pensioners and employees.

**COMMUNITY AMENITIES**

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

**RECREATION AND CULTURE**

Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, boat ramps, foreshore, public halls and Shark Bay Recreation Centre.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

**ECONOMIC SERVICES**

Tourism, community development, pest control, building services, caravan parks and private works.

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

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

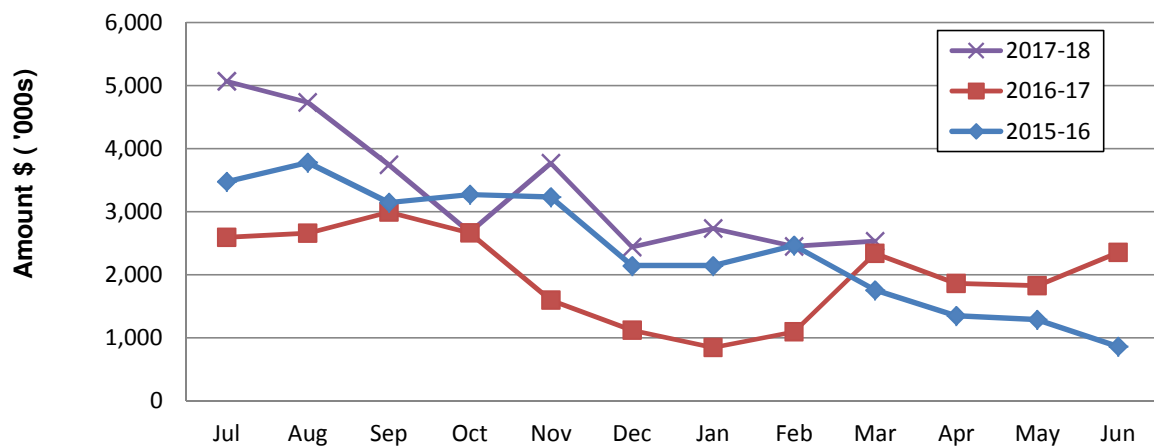
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	17,561	53.86%		Permanent	Paid Parental leave not budgeted for
General Purpose Funding - Rates	9,535	0.59%			No Material Variance
General Purpose Funding - Other	(51,443)	(6.16%)		Timing	
Law, Order and Public Safety	(156,000)	(70.99%)	▼		Capital Works DFES building
Health	82,243		▲		Repayment of Healthwest Allocation - Transferred to Reserve
Housing	20,588	34.37%			No Material Variance
Community Amenities	(358,848)	(60.96%)	▼	Timing	CRC financials are brought into SoN figures following auditing of CRC financials. Allocation should balance out at 30 June
Recreation and Culture	(58,719)	(72.22%)	▼		Pool Grant Funding no longer Available
Transport	(3,062,687)	(60.01%)	▼	Timing	WANDRRA Claims have not been received
Economic Services	24,803	11.24%			Caravan Park Income exceeding budget expectations
Other Property and Services	(2,378)	(3.09%)			No Material Variance
<b>Operating Expenditure</b>					
Governance	(140,615)	(58.42%)	▼	Timing	Admin Allocation not processed
General Purpose Funding	19,632	24.86%	▲	Timing	No Material Variance
Law, Order and Public Safety	(27,922)	(22.20%)	▼		No Material Variance
Health	23,492	19.27%	▲	Timing	No Material Variance
Housing	(13,470)	(10.63%)		Timing	No Material Variance
Community Amenities	151,561	27.86%	▲	Timing	CRC expenses not included in SON accounts until EOFY
Recreation and Culture	89,915	9.98%			Oval works to increase once season starts
Transport	559,631	8.48%		Timing	General Road Maintenance higher due to inability to commence Townsite bypass project
Economic Services	35,730	10.92%	▲	Timing	Skeleton weed costs not yet spent.
Other Property and Services	(127,696)	(106.76%)	▼		Reallocations throughout the year
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(552,001)	(16.05%)			Profile allocations
Proceeds from Disposal of Assets	26,468				
<b>Capital Expenses</b>					Refer to Note 13 for Detail
Land and Buildings	0	0.00%			
Infrastructure - Roads	0	0.00%			
Plant and Equipment	0	0.00%			
Furniture and Equipment	0	0.00%			

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
Note	YTD 31 Mar 2018	Previous Period	Same Period Last year	
	\$	\$	\$	
<b>Current Assets</b>				
Cash Unrestricted	4	1,712,331	2,235,526	1,581,146
Cash Restricted	4	2,152,783	2,150,220	1,840,334
Receivables - Rates	6	128,132	182,668	111,644
Receivables -Other	6	132,451	188,495	942,999
Inventories		15,607	15,607	19,457
		4,141,303	4,772,516	4,495,580
<b>Less: Current Liabilities</b>				
Payables		10,809	(85,429)	(80,180)
Provisions		(302,889)	(302,889)	(243,257)
		(292,079)	(388,318)	(323,438)
Less: Cash Reserves	7	(2,152,469)	(1,873,668)	(1,840,334)
Net Adjustment for Borrowings.		8,758	22,586	8,252
<b>Net Current Funding Position</b>		<b>1,705,512</b>	<b>2,533,116</b>	<b>2,340,060</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 31 March 2018**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	CRC \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Account	0.01%	367,129				367,129	BankWest	At Call
Operating Account	0.01%				22,969	22,969	Bankwest	At Call
Trust Bank Account	0.01%			19,531		19,531	BankWest	At Call
Reserve Account	1.25%		2,152,783			2,152,783	BankWest	At Call
Cash Management Account	1.25%	247,891				247,891	BankWest	At Call
(b) <b>Term Deposits</b>								
TD - GFN		300,000				300,000	BankWest	01-Mar-18
TD - SI		680,000				680,000	BankWest	01-Jul-18
Gold Term Deposit	2.50%				65,000	65,000	BankWest	01-Jul-18
<b>Total</b>		1,595,020	2,152,783	19,531	87,969	3,855,303		

**Comments/Notes - Investments**

**Note 5: BUDGET AMENDMENTS**  
Amendments to original budget since budget adoption. Surplus/(Deficit)

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## SHIRE OF NAREMBEEN

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

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

Strategy Ref	Strategy	Action Ref	Action	2015-16 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
Total				-	-	-	-

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2018

**Note 6: RECEIVABLES**

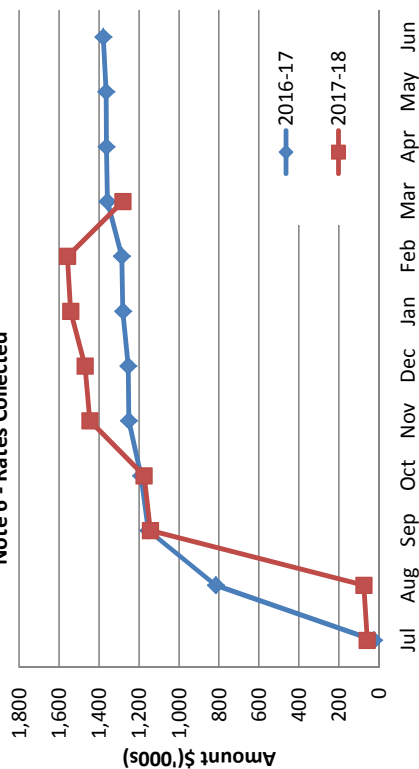
**Receivables - Rates Receivable**

Opening Arrears Previous Years  
Levied this year  
Less Collections to date  
Equals Outstanding

**Net Rates Collectable**  
% Collected

YTD 31 Mar 2018	30 June 2017
\$ 87,332	\$ 87,332
1,653,542	
(1,612,743)	
<b>128,132</b>	<b>87,332</b>
<b>(128,132)</b>	<b>87,332</b>
92.64%	0.00%

**Note 6 - Rates Collected**

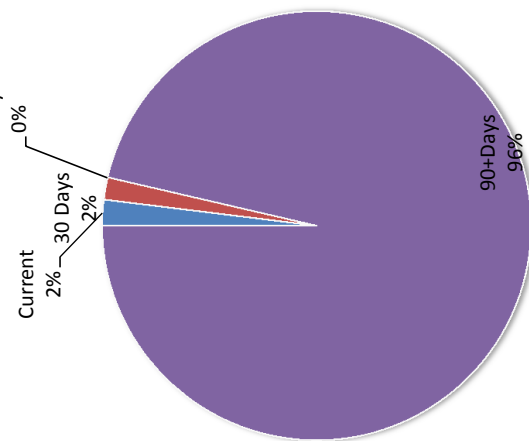


**Comments/Notes - Receivables Rates**

Receivables - General	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 3,086	\$ 2,662	\$ 0	\$ 152,850
<b>Total Receivables General Outstanding</b>				<b>158,598</b>

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

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



**Comments/Notes - Receivables General**

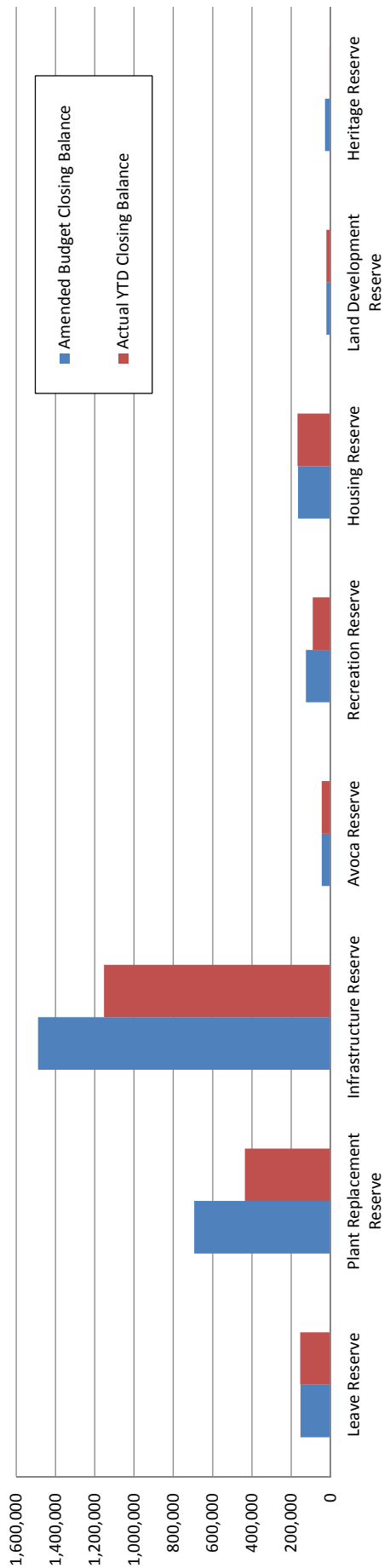
\$141900 Department of Fire and Emergency waiting for completion of building

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2018

**Note 7: Cash Backed Reserve**

<b>2017-18</b>										
Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 152,771	\$ 0	\$ 1,715	\$ 0	\$ 0	\$ 0	\$ 0		\$ 152,771	\$ 154,485
Plant Replacement Reserve	430,722	0	4,835	262,386	0	0	0		693,108	435,557
Infrastructure Reserve	1,139,945	0	12,795	349,244	0	0	0		1,489,189	1,152,740
Avoca Reserve	43,773	0	491	0	0	0	0		43,773	44,264
Recreation Reserve	89,241	0	1,002	35,000	0	0	0		124,241	90,243
Housing Reserve	165,311	0	1,856	0	0	0	0		165,311	167,167
Land Development Reserve	20,497	0	230	0	0	0	0		20,497	20,727
Heritage Reserve	5,000	0	43	22,000	0	0	0		27,000	5,043
Medical Service Support Reserve	0	0	0	15,000	82,243	0	0		15,000	82,243
	<b>2,047,260</b>	<b>0</b>	<b>22,966</b>	<b>683,630</b>	<b>82,243</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,730,890</b>	<b>2,152,469</b>

**Note 7 - Year To Date Reserve Balance to End of Year Estimate**





**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 8 CAPITAL DISPOSALS**

Actual YTD Profit/(Loss) of Asset Disposal				Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)	YTD 31 03 2018			
				Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$	
							</

**Comments - Capital Disposal/Replacements**

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

Note 9: RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>RATE TYPE</b>												
<b>General Rate</b>												
	GRV	0.1189	218	1,721,364	204,734	8,521	0	213,255	204,734	0	0	204,734
	UV	0.0145	333	97,420,500	1,416,594	0	0	1,415,230	1,416,591	0	0	1,416,591
	UV Mining	0.0145	1	40,988	622	0	0	622	622	0	0	622
<b>Sub-Totals</b>			552	99,182,852	1,621,950	8,521	0	1,629,107	1,621,947	0	0	1,621,947
<b>Minimum Payment</b>		<b>Minimum \$</b>										
	GRV	445.00	18	9,365	8,010	0	0	8,010	8,010	0	0	8,010
	UV	445.00	40	531,000	17,355	0	0	17,355	17,800	0	0	17,800
	UV Mining	445.00	13	106,019	5,785	0	0	5,785	5,785	0	0	5,785
<b>Sub-Totals</b>			71	646,384	31,150	0	0	31,150	31,595	0	0	31,595
<b>Discount</b>					1,660,257							1,653,542
<b>Amount from General Rates</b>					(46,779)							(49,607)
<b>Specified Area Rates</b>					<b>1,613,478</b>							<b>1,603,935</b>
<b>Totals</b>					<b>1,613,478</b>							<b>1,603,935</b>

Comments - Rating Information

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 127 Homes for the Aged (SSL)	93,648		23,452	7,701	70,196	85,947	1,249	3,881
Loan 125 Swimming Pool	235,753		8,474	17,232	227,279	218,521	7,874	15,465
Loan 128 Recreation Centre	726,105		27,302	27,303	698,803	698,802	37,839	37,839
Loan 129 Solar Panels	73,000		13,830	13,830	59,170	59,170	1,871	1,871
	1,128,506	0	73,059	66,066	1,055,447	1,062,440	48,834	59,056

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

The proposed new loan will assist in the extension of the Community Centre. This loan will only be drawn upon if other grant funding is received for the project.

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 March 2018

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	2017-18 Amended Budget	Operating	Capital	Recoup Status	
					Received	Not Received
		\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>						
Grants Commission - General	WALGGC	612,412	612,412		279,974	332,438
Grants Commission - Roads	WALGGC	421,975	421,975		179,683	242,292
Ex Gratia Rates	CBH	13,907	13,907		13,707	200
Instalment Fees		2,200	2,200			2,200
<b>LAW, ORDER, PUBLIC SAFETY</b>						
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	24,000	24,000			24,000
ESL Contribution	DFES	4,000	4,000		9,453	(5,453)
<b>HOUSING</b>						
Emergency Services building		450,000		450,000	931,138	0
<b>Health</b>						
Doctor Surgery	NSRF	477,200		477,200		477,200
<b>COMMUNITY AMENITIES</b>						
Community Service Centre	Fencepost	30,000		30,000		30,000
	CRC	65,000		65,000		65,000
	DRD	252,300		252,300		252,300
	NSRF	243,100		243,100	243,100	0
<b>RECREATION AND CULTURE</b>						
Lesser Hall	Lottorywest	100,000		100,000		100,000
Pool grant	DSR	32,000	32,000			32,000
<b>TRANSPORT</b>						
Direct Grant	Main Roads	180,000	180,000		106,125	73,875
Regional Road Group	Main Roads	345,571		345,571	138,196	207,375
Regional Road Group 16/17 balance	Main Roads	66,800		66,800		66,800
R2R	Dept. Infrastructure	733,888		733,888		733,888
Black Spot Funding	Main Roads	51,500				0
WANNDRA	Main Roads	4,601,112	4,601,112		1,092,413	3,508,699
Grain Freight Network	Main Roads	1,700,000		1,700,000	680,000	1,020,000
<b>ECONOMIC SERVICES</b>						
Skeleton Weed Funding	DAFFWA	154,000	154,000		154,000	0
<b>TOTALS</b>		<b>10,560,965</b>	<b>6,045,606</b>	<b>4,463,859</b>	<b>3,827,790</b>	<b>7,162,814</b>
Operating	Operating	6,045,606			1,835,355	
Non-Operating	Non-operating	4,463,859			1,992,435	
		<u>10,509,465</u>			<u>3,827,790</u>	

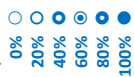
**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2018**

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 17	Amount Received	Amount Paid	Closing Balance 31-Mar-18
	\$	\$	\$	\$
Wadderin Reserve	0	0	0	0
Sundry Deposits	1,400	530	(330)	1,600
Gym Card Bonds	5,300	2,700	(1,150)	6,850
Nominations	0	240	(240)	0
BCITF Levy	0	152	(152)	0
Building Services Levy	829	0	(829)	0
Joint Venture Bonds	2,508	1,230	(1,388)	2,350
Wheatbelt Railway Retention Alliance	8,981	0	0	8,981
	<b>19,018</b>	<b>4,852</b>	<b>(4,088)</b>	<b>19,781</b>

Level of Completion Indicators



SHIRE OF NAREMBEEN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	YTD Actual	Variance Under/(Over)	YTD 31
	<b>Buildings</b>				
	<b>Governance</b>				
	Office Car Park	1816	30,272	10,763	
	Administration Patio	1810	13,843	(3,843)	
	<b>Governance Total</b>		<b>44,115</b>	<b>6,920</b>	
	<b>Community Amenities</b>				
	Community Service Centre Extension	1610	0	590,400	
	Community Bus Shed	1803	26,914	(1,914)	
	Cemetery Upgrade - Front Fencing, Pergola and Niche Wall	1817	323	89,427	
	<b>Community Amenities Total</b>		<b>27,237</b>	<b>588,486</b>	
	<b>Law, Order and Public Safety</b>				
	Emergency Services Buildings	1702	551,960	136,040	
	<b>Health Total</b>		<b>551,960</b>	<b>136,040</b>	
	<b>Health</b>				
	Doctor Surgery Extension	1701	54,965	422,235	
	<b>Health Total</b>		<b>54,965</b>	<b>422,235</b>	
	<b>Housing</b>				
	8 Cheetham Way - Replace Flooring	1806	7,680	820	
	3/31 Currall Street - Replace Flooring	1807	0	7,000	
	18 Hilton Way Renovations	1708	0	19,000	
	<b>Housing Total</b>		<b>7,680</b>	<b>26,820</b>	
	<b>Recreation And Culture</b>				
	Netball Fence Installation	1801	0	30,000	
	Lesser Hall Interpretation Centre	1802	198	99,802	
	Rec Centre - Modwood bin Bay	1804	9,008	1,492	
	Rec Centre - Forklift Ramp	1805	0	10,000	
	Apex Park Cake Stall Refurbishment	1808	0	10,500	
	Roads Board Building	1815	0	60,000	
	<b>Recreation And Culture Total</b>		<b>9,206</b>	<b>151,794</b>	
	<b>Transport</b>				
	Depot - Replace gutters and Downpipes	1811	0	6,000	
	Depot - Replace Timbers eastern but White Ants	1812	0	7,500	
	Depot - Relocate office self contained ATCO	1813	0	6,000	
	Depot - New Washdown Bay Regulations Requirements	1814	0	25,000	
	Depot Storage Shed Concrete Floor	1818	12,752	27,752	
	<b>Transport Total</b>		<b>12,752</b>	<b>25,000</b>	
	<b>Buildings Total</b>		<b>707,914</b>	<b>1,350,375</b>	

SHIRE OF NAREMBEEN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 March 2018

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	YTD Actual	Variance Under/(Over)	YTD 31
	<b>Furniture &amp; Office Equip.</b>				
○	Governance				
○	Photocopier	1819	9,007	1,493	1,493
	<b>Governance Total</b>	(10,500)	9,007	1,493	1,493
	<b>Recreation And Culture</b>				
○	Electronic Shire Sign	1820	0	20,000	20,000
○	<b>Recreation And Culture Total</b>	(20,000)	0	20,000	20,000
	<b>Economic Services</b>				
○	Upgrade Standpipe Controllers	1821	19,927	73	73
○	<b>Economic Services Total</b>	(20,000)	19,927	73	73
○	<b>Furniture &amp; Office Equip. Total</b>	(50,500)	28,934	20,000	20,000
	<b>Plant, Equip. &amp; Vehicles</b>				
	<b>Law, Order and Public Safety</b>				
○	Fire Brigade Truck	5124030	363,138	(363,138)	(363,138)
○	<b>Community Amenities Total</b>	0	363,138	(363,138)	(363,138)
	<b>Community Amenities</b>				
○	Community Bus	1824	0	140,000	140,000
○	<b>Community Amenities Total</b>	(140,000)	0	140,000	140,000
	<b>Transport</b>				
○	Cable/Pipe Locator	1822	6,000	2,000	2,000
○	Sign Trailer	1823	5,821	(2,821)	(2,821)
○	Tractor Slasher	1825	37,400	600	600
○	Trade in NB175 & NB806	1826	59,903	4,097	4,097
○	New Tractor	1827	0	150,000	150,000
○	<b>Transport Total</b>	(263,000)	109,124	3,876	3,876
	<b>Plant, Equip. &amp; Vehicles Total</b>	(463,000)	472,263	(219,263)	(219,263)
	<b>Roads</b>				
	<b>Transport</b>				
○	BK - NB Road 0-4slk RRG	1828	386,959	131,277	131,277
○	BK NB Second Seal 10.63-5.9slk (RRG 16/17)	1715	109,689	2,550	2,550
○	Cr Road Reseal 0.995	1829	25,724	23,923	23,923
○	Kn Road Second Seal	1716	164,334	(5,334)	(5,334)
○	Townsite Realignment - State Initiative	1523	327,519	1,372,481	1,372,481
○	Townsite Grain Freight - Fricker Road	1523	0	600,000	600,000
○	Cramhorne Road 1.5km R2R	1830	190,258	246,005	246,005
○	Mt Walker Road Culvetry R2R	1831	11,828	33,172	33,172
○	Cramphorne Road GFN Land Settlement Costs	1421	28,666		
○	MD Nb Road 5km from NB R2R	1832	15,050	49,985	49,985
○	Kn NB Road 4km from NB R2R	1833	12,065	103,525	103,525
○	Wogarl Muntry Road Black Spot	1625	114,549	5,451	5,451
○	Mt Walker South Road Pipes R2R	1834	9,222	35,778	35,778
○	Hyden North Road R2R	1835	6,505	8,495	8,495
○	Mt Walker Road Reseal R2R	1836	16,123	(4,123)	(4,123)
	<b>Transport Total</b>		1,418,491	2,603,185	2,603,185
	<b>Roads (Non Town) Total</b>		1,418,491	2,603,185	2,603,185
○	<b>Capital Expenditure Total</b>		2,627,602	3,754,298	3,754,298

**Shire of Narembeen**  
**Outstanding Rates as at 11 April 2018**

Property Ass	Address	Outstanding Amount	Notes
A1022	4 Doreen Street	\$ 474.22	Final notice sent Letter sent 09/10/17 01/11/2017 - sent to AMPAC 13/12/17 payment plan agreement signed Legal fees
A1058	17 Doreen Street	\$ 2,057.41	Owner rang on 22/11/16 advising to set up weekly repayments of \$100. No repayments demand letter sent 10/02/17 Contact made payments recommenced
A1069	28 Thomas Street	\$ 199.23	Agreed to pay \$50 per fortnight. 14/01/17 sent final notice 02/01/18 letter sent overdue agreement payment made
A1075	5 Doreen Street	\$ 3,885.14	In Estate - Caveat on property
A1076	Lot 2 Latham Road	\$ 3,599.34	In Estate - Caveat on property
A1084	11 Thomas Street	\$ 624.34	Reminder Letter sent 25/10/16, 17/01/17 sent final notice, Payment plan \$50 per fortnight 20/01/17 01/11/17 letter sent - new agreement signed
A1089	1 Northmore Street	\$ 760.23	Owner has spoken to CEO with intention to set up repayment plan, Payed \$550 to date - 17/01/17 sent final notice - no contact to date Payment plan in place
A1096	4 Churchill	\$ 1,533.27	Final notice sent 09/10/17 sent letter 04/12/17 Emailed settlement agent 20/02/18 Still waiting on settlement
A1116	15 Doreen	\$ 1,441.24	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC Payment plan
A1124	41 Currall	\$ 643.48	Final notice sent Part payment made 01/11/17 sent to AMPAC
A1138	Telstra	\$ 24.20	Final notice sent Late payment - interest
A1157	13 Doreen	\$ 640.70	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC 11/12/17 made contact re payment, updated address details - Legal fees outstanding
A1182	17 Currall Street	\$ 12.06	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC Short payment due to interest
A1185	3 Ada Street	\$ 469.97	Final notice sent Part payment made 01/12/17 letter sent 11/01/18 payment plan in place
A1197	23 Doreen	\$ 459.74	Final notice sent 09/10/17 sent letter Payment plan \$100 per FN
A1249	11 Wakeman Street	\$ 1,634.38	Reminder Letter sent 25/10/16, 17/01/17 sent final notice - 10/11/16 payment plan- no payments Demand letter sent 10/02/17 Sent to Ampac 09/03/17 15/05/17 plan to pay \$100 per fortnight 22/11/17 sent letter overdue payment plan
A1254	9 Northmore Street	\$ 1,589.47	Reminder Letter sent 25/10/16, 17/01/17 sent final notice 10/02/17 sent to AMPAC 02/03/2017 contacted to advise will email a payment plan 02/03/17 agreement to pay \$100 per fortnight - 09/10/17 reminder letter of payment plan 20/02/18 letter sent re payment plan



A1259	23 Currall	\$ 479.61	Final notice sent Part payment made Letter sent 01/12/17 02/01/18 sent to AMPAC Payment plan in place
A1261	11 Northmore Street	\$ 2,979.14	Reminder Letter sent 25/10/16, 17/01/17 sent final notice- 01/02/17 advised will pay \$500 per fortnigh Reminder of plan sent 22/03/17 Final notice 04/04/17 Sent to AMPAC. Skip trace done - not located Address obtained from WaterCorp - Final notice sent 09/10/17 AMPAC advised to reissue notice Part payment made
A1305	18 Cheetham Way	\$ 6.51	Short payment due to interest
A1309	46 Cheetham	\$ 1,007.81	Final notice sent 04/12/17 sent to AMPAC
A2015	Coverley Road	\$ 8,886.14	sent to AMPAC. Agreement entered into
A2048	Dixon Road	\$ 9,794.18	sent to AMPAC. Agreement entered into
A2092	1287 Wadderin-Graball Road	\$ 13,864.48	Sent to AMPAC. Agreement entered into
A3083	Soldiers Road	\$ 15,861.09	Sent to AMPAC. Agreement entered into
A3098	Soldiers Road	\$ 11,637.33	Sent to AMPAC. Agreement entered into
A4047	Naremben Boundary Road	\$ 3,616.07	Reminder Letter sent 25/10/16 - Email received After harvest payment, email sent requesting payment plan 03/03/17 emailed regarding commencement of payment plan - confirmed payments to commence 05/01/18 letter re payments plan 06/02/18 Sent to AMPAC
A4072	Naremben Boundary Road	\$ 2,522.64	Final notice sent 10/10/17 letter sent 05/01/18 letter re payment plan 06/02/18 Sent to AMPAC
A4076	Triangle Road	\$ 19.53	Late payment 10/10/17 letter sent
A5114	Naremben	\$ 10,692.06	sent to AMPAC. Agreement entered into
A5122	Naremben	\$ 310.47	sent to AMPAC. Agreement entered into
A5124	Naremben	\$ 3,384.09	sent to AMPAC. Agreement entered into
A5126	Yeomans Road	\$ 156.74	sent to AMPAC. Agreement entered into
A5128	Soldiers Road	\$ 188.25	sent to AMPAC. Agreement entered into
A5187	2656 Calzoni Road	\$ 465.76	Final notice sent 10/10/17 letter sent 17/10/17 advised that payment will be made late January after harvest 24/1/17 short paid due to interest 20/02/18 letter sent
A5195	Naremben South Road	\$ 6,751.73	Waiting on owner dispute over sale 06/11/17 Settlement agent advised paperwork to be signed by owner 11/12/17 Owner to finalise with bank 20/02/18 Sent to AMPAC
A5197	Lot 18341 Naremben	\$ 23,376.11	sent to AMPAC. Agreement entered into
A5243	1367 Hyden North	\$ 15.63	Letter sent 23/11/17
A5247	2275 Corrigin - Naremben Road	\$ 546.88	Dispute over ownership Owner deceased - created 01/07/17

**\$ 136,610.67**

With AMPAC	\$ 108,992.96
Repayment Plan	\$ 10,359.10
Other	\$ 17,258.61
Deferred Rates	\$ -
Instalments	\$ 10,903.11
	<b><u>\$ 147,513.78</u></b>

# Shire of Narembreen

## Bank Reconciliation - March 2018

BW account #	<b>Municipal</b>	<b>Resticted Cash</b>	<b>Reserves</b>	<b>Trust</b>
GL Account #	5347926	0059637	5347900	5347934
Balance as per GL Cash at Bank GEN	11590100	1590200	1595500	1591000
	\$ 367,129.24	\$ 1,227,891.00	\$ 2,152,783.03	\$ 19,531.26
Plus				
Unpresented Cheques/EFT	13,885.17			\$ -
Outstanding as per Synergy report	13,885.17	0.00	0.00	0.00
PLUS				
Gym card bond rejected				50.00
Term deposit	(680,000.00)			
Term deposit	(300,000.00)			
cash not deposited	(370.00)			
TOTAL	(370.00)	(980,000.00)	0.00	50.00
Total	\$ 380,644.41	\$ 247,891.00	\$ 2,152,783.03	\$ 19,581.26
Balance as per BW Statement	\$ 380,644.41	\$ 247,891.00	\$ 2,152,783.03	\$ 19,581.26
Difference	\$ -	\$ -	\$ -	\$ -

OUTSTANDING CHEQUES

Muni

10998 \$ 13,742.90  
10999 \$ 142.27

\$ 13,885.17

Trust

\$ -

Prepared By:

Rachael Moore

Checked By:

Signed:

Signed:

Date:

Date:

# Narembeen Community Resource Centre

Unit 2  
19 Churchill Street  
Narembeen 6369

## Balance Sheet

As of March 2018

11/04/2018  
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Assets		
Trading Cheque Account	\$22,968.70	
Petty Cash	\$100.00	
Cash Sale Float	\$50.00	
Undeposited Funds	\$242.40	
Term Deposit 917	\$65,000.00	
Withholding Credits		
Trade Debtors	\$2,368.58	
Total Withholding Credits	<u>\$2,368.58</u>	
Total Assets		<u>\$90,729.68</u>
Liabilities		
Gym Bonds (Trust)	\$1,350.00	
Gym Memberships	\$1,080.02	
GST Liabilities		
GST Collected	\$8,551.69	
GST Paid	<u>-\$7,766.83</u>	
Total GST Liabilities		<u>\$784.86</u>
Total Liabilities		<u>\$3,214.88</u>
Net Assets		<u>\$87,514.80</u>
Equity		
Retained Earnings	\$98,034.41	
Prior Year Adjustment	\$40.63	
Current Earnings	<u>-\$10,560.24</u>	
Total Equity		<u>\$87,514.80</u>

# Narembeen Community Resource Centre

Unit 2  
19 Churchill Street  
Narembeen 6369

## Profit & Loss Statement

July 2017 through March 2018

11/04/2018  
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Income	
Grants and Funding	
Service Contract Funding	
DRD Govt & Community Info	\$28,678.26
DRD Economic & Business Dev	\$28,785.88
DRD Hot Office Service	\$2,187.00
DRD Social Development	\$13,703.83
ATO	\$786.36
Dept Human Services	\$4,881.90
Total Service Contract Funding	<u>\$79,023.23</u>
Project/Event Funding	
Other Grants	\$247,401.09
Ladies Long Lunch	\$9,018.22
Mens Health Event	\$763.64
Seniors Week	\$966.24
Total Project/Event Funding	<u>\$258,149.19</u>
Merchandise Sales	
Souvenirs	\$131.82
Directory Sales	\$901.96
Customer Merchandise	\$6,843.77
Total Merchandise Sales	<u>\$7,877.55</u>
Total Grants and Funding	<u>\$345,049.97</u>
Operational Income	
Memberships Income	
Membership	\$5,790.00
Total Memberships Income	<u>\$5,790.00</u>
Project Income	
Ladies Long Lunch	\$11,031.71
Country Arts WA Shows	\$1,672.70
Community Markets	\$3,259.01
Networking Events	\$77.28
Triathlon	\$232.50
Total Project Income	<u>\$16,273.20</u>
Service Income	
Credit Card Charges	\$38.31
Calendar Sales	\$9.09
Advertising	\$27.95
Community Directory Advertsng	\$349.99
Printing/Photocopying	\$5,718.72
Photo Editing	\$170.00
Fax Service	\$149.11
Internet/Computer	\$579.54
Room Hire/Hot Office	\$1,231.13
Customer Postage	\$72.96
Binding	\$150.46
Staff Assistance	\$1,187.97
Desktop Publishing	\$2,552.51
Laminating	\$853.00
Equipment Hire	\$390.00
Slide Shows	\$50.00
Media Conversion	\$31.82
Photo Lab	\$15.27
Large Format Printing	\$2,908.62
Miscellaneous	\$559.16
Exam Supervision	\$217.73
Donations	\$33.90
Interest Income	\$1,226.40
Total Service Income	<u>\$18,523.64</u>
Workshop Income	

Profit & Loss Statement

July 2017 through March 2018

11/04/2018  
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Seniors Movie Days	\$692.27	
Children's Workshops	\$145.47	
Total Workshop Income	\$9,033.74	
Total Operational Income		\$49,620.58
Total Income		<u>\$394,670.55</u>
Cost of Sales		
Gross Profit		<u>\$394,670.55</u>
Expenses		
Grant and Funding Expenses		
Operational Expenses		
ICT Support & Development	\$3,334.55	
Staff Training	\$312.36	
Traineeship	\$747.50	
Total Operational Expenses	\$4,394.41	
Capital Funding Purchases		
Equipment Purchase	\$3,457.35	
Project/Event Expenses		
Other Grant Costs	\$245,080.47	
Community Markets	\$2,223.97	
Ladies Long Lunch	\$18,778.76	
Networking Events	\$107.07	
Xmas St Party	\$208.47	
Country Arts WA Shows	\$3,482.27	
Mens Health Event	\$551.45	
Seniors Week	\$502.36	
Total Project/Event Expenses	\$270,934.82	
Merchandise Purchases		
Directory Purchases	\$1,452.00	
Customer Merch Purchases	\$4,681.83	
Canvas Frames	\$644.68	
Total Merchandise Purchases	\$6,778.51	
Total Grant and Funding Expenses		<u>\$285,565.09</u>
Operational Expenses		
Photocopying & Printing Costs	\$3,909.91	
Laminating Costs	\$18.56	
Workshop Expenses		
Adult Workshops	\$6,598.98	
Children's Workshops	\$86.09	
Seniors Movie Day	\$582.64	
Total Workshop Expenses	\$7,267.71	
Administrative Expenses		
Advertising	-\$704.53	
Bank Charges	\$975.73	
Electricity	\$1,874.00	
Postage	\$246.64	
Repairs & Maintenance	\$2,274.70	
Meeting Room Hire expense	\$115.17	
Stationery	\$457.51	
Internet Costs	\$1,392.31	
Telephone/Fax	\$1,655.28	
Amenities	\$219.78	
Newspapers	\$26.82	
Licences	\$82.78	
Donations	\$60.00	
Memberships	\$1,422.75	
Total Administrative Expenses	\$10,098.94	
Staff Expenses		
Wages & Salaries	\$86,458.66	
Superannuation	\$11,073.55	
Staff Uniforms	\$838.37	

# Narembreen Community Resource Centre

## Profit & Loss Statement

July 2017 through March 2018

11/04/2018  
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Regional Price Index Costs	
Total Operational Expenses	\$119,665.70
Total Expenses	<u>\$405,230.79</u>
Net Profit/(Loss)	<u>-\$10,560.24</u>

## **9.0 Councillor's Reports – Including Other Councillor Business**

### **Cr Rhonda Cole**

- Attended
  - RoeROC meeting
  - Jurien Bay Tri Zone Conference
  - Executive Zone Meeting
- Volunteered at Triathlon
- Conducted a Citizenship Ceremony on Tuesday 17/4/18
- LG Week – Narembreen's turn to organise the dinner, suggest Councillor's could come to the RoeROC dinner on the Thursday night

### **Cr K Mortimore**

- Attended
  - 4 x training sessions – Integrated Planning, Advanced Integrated Planning, Effective Community Leadership and Finance
  - Cemetery Re-development meeting
- Volunteered at Youth Week & Triathlon

### **Cr P Lines**

- Go Narembreen still coming up with ideas regarding block near hotel

### **Cr B Thomas**

- Attended
  - Roe Tourism meeting
  - RoeROC meeting, suggested they need a good project to focus on
- General Business - Old Bowling Green – concerned about it being a mining camp

### **Cr B Cowan**

- Attended Central AgCare Meeting

### **Cr S Stirrat**

- Attended Finance Training in Kellerberrin
- Congratulations on Youth Week event

### **Cr A Wright**

- Attended Finance Training in Kellerberrin

### **Cr A Hardham**

- Well done CRC on successful Youth Week event
- Participated in Triathlon

<b>10.0 Urgent business as permitted by Council</b>
---

**COUNCIL RESOLUTION**

**MIN 6629/18**

**MOTION** - Moved Cr. B

2nd Cr. A Hardham

*That Council receive a late item relating to the Proposed Hockey Club Shed Relocation.*

**CARRIED 8/0**



## AGENDA ITEM: 10.1 - Proposed Hockey Club Shed Relocation

<b>Subject:</b>	Proposed Hockey Shed Relocation
<b>Applicant:</b>	Narembeen Hockey club
<b>File Ref:</b>	ADM631
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole, Executive Manager Corporate Services
<b>Date:</b>	17 <sup>th</sup> April 2018
<b>Attachments:</b>	Letter from Hockey Club, Letter from G & M Johns

### SUMMARY

For Council to discuss the request from the Narembeen Hockey Club to relocate a storage shed to the hockey oval near Dale Crescent.

### BACKGROUND

At the March 2018 Ordinary Meeting, Council resolved the following:

**MIN6605/18 MOTION** – Moved: Cr. B. Cowan 2<sup>nd</sup>: Cr. K. Mortimore

*That Council:*

- 1. Give in principle support for the Narembeen Hockey Club to relocate the bowling club shed to the proposed location at the hockey oval near Dale Crescent, subject to no adverse feedback from the residents of Dale Crescent.*
- 2. Instruct staff to write to the Narembeen Hockey Club to ensure they meet the required building permits associated with the erection of the shed.*

**CARRIED 8/0**

In line with the above resolution, letters were sent to residents of Dale Crescent seeking feedback on the proposed shed. Attached is a copy of a reply received from Gary and Mary Johns. This letter suggested that the proposed shed be erected on the unused tennis court. Council's CEO has since spoken to Mr Johns and advised that this may not be ideal given Council's current research into the development of a combined hockey and tennis turf on that location.

### COMMENT

During discussions with the President of the Hockey Club Mr Jeremy Padfield and staff on 17<sup>th</sup> April 2018, Mr Padfield advised that the lean-to as outlined in the originally submitted plans will not be erected at this stage due to financial constraints. Mr Padfield also advised that he had also spoken to Mr Johns regarding the shed and suggested that it could be moved west from where it is currently proposed on the submission and next to the old unused tennis court.

Given the size of the proposed shed, Council thought it prudent to seek input from the residences of Dale Crescent. Each property owner on Dale Crescent was written to in accordance with requesting planning approval for such a development. It is recommended that Council give planning approval as part of this process.

## **CONSULTATION**

Chris Jackson Chief Executive Officer  
Jeremy Padfield Narembeen Hockey club President  
Residents of Dale Crescent

## **STATUTORY IMPLICATIONS**

Planning & Development Act 2005  
Local Planning Scheme Number 2

4.7 Transportable, prefabricated or relocated buildings:

4.7.1 The local government may permit the erection or placement of a transportable, prefabricated or relocated building on a lot providing it is satisfied that the buildings:

- a) is in a satisfactory condition or can, be externally upgraded to a satisfactory standard;
- b) will not detrimentally affect the amenity of the area having regard to the zoning of the lot and the use proposed for the building;
- c) is permanently affixed to the ground;
- d) the facades, colours, materials and design features of the building are appropriate to that prevailing or proposed in the vicinity.

4.7.2 In relation to 4.7.1 the local government will have regard to the following;

- a) the proximity to and the visibility of the building from a street or other public place;
- b) the intention to prevent box-shaped structures, regardless of the use of the building, where they are visible from the street or other public place;
- c) the impact on the existing or future streetscape.

Note: The scheme is silent on matters relating to recreation and shed structures, but does provide a guide. Council has the authority to approve the development.

## **FINANCIAL IMPLICATIONS**

There may be revenue received in receipt of a building permit if approved. Minimal expense is expected on the Shire for the construction and only minor maintenance may be required moving forward.

## **POLICY IMPLICATIONS**

### **12.1.5 Erection of Second Hand Buildings**

Given this is a Council controlled property and as the applicant is a community group, Council may be willing to waive the inspection fees and building bond usually associated with the erection of second hand buildings.

## **STRATEGIC PLAN REFERENCE**

Shire of Narembeen Strategic Community Plan 2017-2027

*Goal 3: We contribute to a healthy community.*

3.1 We can provide leadership and networks to our local community groups to help them achieve their goals, identify common priorities and to provide opportunities for active participation in our community.

3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally fit.

## RELATED PARTY TRANSACTIONS

Nil

## OFFICER RECOMMENDATION

As the managing body for Reserve 20378, the Shire of Narembeen gives approval for the Narembeen Hockey Club to erect the shed next to the unused tennis courts.

That Council:-

1. Note the response received from Gary and Mary Johns;
2. Give planning approval for the erection of the shed on Reserve 20378 in the area next to the unused tennis court; and
3. Waive building bond fees as per Policy 12.1.5 - Erection of Second Hand Buildings.

## COUNCIL RESOLUTION

**MIN 6630/18**      **MOTION** - Moved Cr. P Lines                      2nd Cr. B Thomas

*That Council:-*

1. *Note the response received from Gary and Mary Johns;*
2. *Give planning approval for the erection of the shed on Reserve 20378 in the area next to the unused tennis court; and*
3. *Waive building bond fees as per Policy 12.1.5 - Erection of Second Hand Buildings.*

**CARRIED 8/0**



Narembreen Hockey Club  
PO Box 153,  
Narembreen 6369  
[naremhockey@yahoo.com.au](mailto:naremhockey@yahoo.com.au)

Chris Jackson  
CEO  
Shire OF Narembreen  
Longhurst St  
Narembreen WA 6369

Dear Chris,

The Narembreen Hockey Club has for some time had an issue with lack of storage space for their equipment. Last year the small 2.5 x 2.5 hockey shed located near the tennis courts was flooded, causing damage to much of the equipment in storage. Recently the Narembreen Club Inc has gifted the shed from the old bowling greens to the Hockey Club on the provision that the hockey club removes the shed at no cost to the Recreation Club.

We have volunteers from the hockey club who have the skills and the equipment to do this, and the Club expects to have this completed before the end of April 2018.

The size of the new shed is 9.1m x 6.2m x 2.75m (eave height) and 3.3m apex height. (See attached photo's). The shed is in very good condition apart from the tin being faded. We are more than happy to paint the shed (to council colour requirement) to blend in with the proposed location and be aesthetically pleasing to local residents.

We are hoping to add a lean-to structure to the 9.2m side wall. This will provide shelter to spectators and family's with young children during training and on game days.

We also intend to have a concrete floor laid as soon as the shed has been erected. And hope to be able to power the shed from current supply to the lighting towers just to the east of the proposed location.

The project will be fully funded by the hockey club and we are not seeking financial support from the council.

I have attached a map of the proposed location, layout and photo's of the existing structure for your reference.

Kind Regards

Jeremy Padfield,

President Narembreen Hockey Club

SHIRE OF NAREMBREEN	
RECEIVED:	
President:	CEO:
EMCS:	WM:
EHO:	SFO:
CRC:	Other:
Filing:	20m 63i



- \* 5m gap from tennis court fence to western wall.
- \* Distance from fence takes into account extension of tennis courts to facilitate hockey pitch















GD & MK Johns,

3 Dale Crescent, NAREMBEEN. WA 6369

Mr Chris Jackson,

CEO,

Shire of Narembreen



Dear Chris,

Regarding your letter of 22 March 2018 concerning the proposed relocation of the old Bowls shed from Wilfred Street to Dale Crescent.

After discussion with other home owners in Dale Crescent, we would like to suggest the shed be re-erected in the unused tennis court (facing the hockey field). This would make it seem to be part of an existing structure and therefore seem less obtrusive.

As we understand, it will be used 1 or 2 times a week during the hockey season, leaving it as just a storage shed for most of the year.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Gary and Mary Johns".

Gary and Mary Johns

9 April, 2018

SHIRE OF NAREMBEEN			
RECEIVED:			
President:		CEO:	
EMCS:		WM:	
EHO:		SFO:	
CRC:		Other:	
Filing:	ADM 631		

<b>11.0 Date, time &amp; place of next meeting</b>
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Wednesday 16<sup>th</sup> May 2018 at the Narembeen Shire Council Chambers

<b>12.0 Closure</b>
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There being no further business the Presiding Person declared the meeting closed at 5.45pm.

<b>13.0 Certification of Meeting Minutes</b>
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I, Cr Rhonda Cole, Shire President certify that the minutes of the meeting held on 18th April 2018, as shown on page numbers 1 to 135 are confirmed as a true and correct record of the meeting.

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**Cr Rhonda Cole**  
**PRESIDING PERSON**

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**Date**