



**ORDINARY COUNCIL MEETING
18 APRIL 2023**

AGENDA ATTACHMENTS

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ATTACHMENT – AGENDA ITEM 6.1
Minutes Ordinary Council Meeting March
2023



COUNCIL CALENDAR

Date	Time	Meeting
18 April 2023	5:00pm	Ordinary Council Meeting
16 May 2023	5:00pm	Ordinary Council Meeting

MARCH MEETING PROGRAM

2:00pm	Audit and Risk Committee Meeting
2:30pm	Council Forum
5:00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 21 March 2023, commencing at 5:00pm

1.0 Opening & Welcome

Presiding Person, Cr Scott Stirrat welcomed everyone to the meeting and declared the meeting open at 5.00pm.

2.0 Attendance & Apologies

Attendance

Councillors

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

Officers

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

Apologies

Approved leave of absence

Cr Kellie Mortimore
Cr Amy Hardham

3.0 Declarations of Interest

Cr M Currie declared an Impartiality interest in item 8.1.2 as a member of the Bowling Club
Cr T Cole declared an Impartiality interest in item 8.1.2 as a member of the Bowling Club

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

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

RECOMMENDATION / COUNCIL RESOLUTION

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

MIN 7558/23 **MOTION** - Moved Cr. Currie Seconded Cr. Milner

CARRIED 6 / 0

6.1.2 Business Arising

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

6.2 Receive Minutes - Audit Committee

RECOMMENDATION / COUNCIL RESOLUTION

That the minutes of the Shire of Narembeen Audit and Risk Committee Meeting held on Tuesday 21 March 2023 be received and that Council endorse the 2022 Compliance Audit Return.

MIN 7559/23 **MOTION** - Moved Cr. Bray Seconded Cr. Currie

CARRIED 6 / 0

7.0 Status Report

RECOMMENDATION / COUNCIL RESOLUTION:

That the Status Report for March 2023 be received.

MIN 7560/23 **MOTION** - Moved Cr. Currie Seconded Cr. Milner

CARRIED 6 / 0

8.0 Reports

8.1 Acting Chief Executive Officer

AGENDA ITEM: 8.1.1 – Child Safe Awareness Policy

Subject:	Child Safe Awareness Policy
Applicant:	Not Applicable
File Ref:	ADM541
Disclosure of Interest:	Nil
Author:	Paul Sheedy – Acting Chief Executive Officer
Date:	15 March 2023
Attachments:	Child Safe Awareness Policy

PURPOSE

Council to consider and adopt the draft policy 'Child Safety Awareness'

BACKGROUND

November 2012

On 12 November 2012 the then Prime Minister, Julia Gillard, announced that she would recommend to the Governor-General that a Royal Commission be appointed to inquire into institutional responses to child abuse.

December 2017

On 15 December 2017 the Royal Commission presented a final report to the Governor-General, detailing the culmination of a five-year inquiry into institutional responses to child sexual abuse and related matters.

The recommendations of the Royal Commission emphasised that organisations working with children must be able to provide safe environments where the rights, needs and interests of children are met. The Royal Commission recommended a range of mechanisms to support child safe organisations, including 10 Child Safe Standards (rec 6.5), which organisations the standards should apply to (rec 6.9) and the role of an independent oversight body to monitor and enforce the standards (rec 6.10 and 6.11) to promote child safety across organisations and the role of child safety officers in local government (rec 6.12).

In Western Australia, the Royal Commission recommendations related to the National Principles are being led by the Department of Communities and the Department of the Premier and Cabinet in partnership with key government agencies and the Commissioner for Children and Young People (CCYP).

The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system, which will include the monitoring and enforcing of the National Principles for organisations engaged in child-related work. The Royal Commission was of the view that all organisations should strive to be child safe but recommended that organisations providing the following services should be required to implement the National Principles:

- accommodation and residential services for children.
- activities or services under the auspices of a religious denomination.
- childcare or childminding services.
- child protection services.
- activities or services where clubs and associations have a significant involvement by children.
- coaching or tuition services for children.
- commercial services for children.
- services for children with a disability.

- education services for children.
- health services for children.
- justice and detention services for children; and
- transport services for children.

The Department of Communities is leading the implementation of the National Principles through a range of administrative and legislative levers such as funding agreements and regulatory frameworks. They are also providing support to government and non-government agencies to implement the National Principles in preparation for independent oversight.

Western Australia currently has a voluntary approach to the implementation of the National Principles focused on capacity building, led by CCYP, while options for legally requiring implementation are developed. CCYP has enabling legislation to raise awareness, provide capacity building and consult with children. In 2019, CCYP revised their child safe resources to align with the National Principles.

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a. developing child safe messages in local government venues, grounds, and facilities.
- b. assisting local institutions to access online child safe resources.
- c. providing child safety information and support to local institutions on a need's basis; and
- d. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.

February 2023

At the Great Eastern Country Zone meeting on 13 February 2023 a representative from the Department of Local Government, Sport and Cultural Industries, Child Safeguarding Implementation Unit provided a presentation on the state government's pilot implementation program for the Child Safe Awareness Policy. The pilot program involves working with several local governments on the adoption and implementation of the policy, with the main purpose of the pilot to determine whether the implementation resources the Department have developed are appropriate and fit-for-purpose ahead of the May 2023 State Council (WALGA) meeting and to allow the Department to have a better idea of whether additional resources and support are required.

As a result, of this presentation the CRC Coordinator in discussion with the Shire President has registered an interest in participating in the pilot program. A condition of being involved in the pilot program is that the local government is required to adopt the policy.

CONSULTATION

CRC Coordinator, Shire President and DLGSC Child Safety Implementation Unit.

STATUTORY IMPLICATIONS

Nil at this time

FINANCIAL IMPLICATIONS

Financial implications are currently unknown as the state government has yet to determine the level of resources/assistance it will provide to local governments.

Actions from the implementation of the policy may be able to be accommodated within existing staff resources, otherwise additional funding for staff resources will be required.

Whilst it's expected that the state government will provide some resources (brochures, pamphlets etc.) there may be some costs to the Shire in reproducing some information.

POLICY IMPLICATIONS

Endorsement of this recommendation will result in the adoption of a new Council policy.

RISK MANAGEMENT IMPLICATIONS

There are several potential risks associated with the adoption and implementation of this policy and undertaking the Child Safety Awareness responsibility, namely:

1. Reputational – The Shire's reputation in the community could be impacted if the Shire/employees were found to have not acted on information provided regarding child abuse victims.
2. Financial – The Shire and/or employees may be held liable (possible but unlikely) by a person impacted by child abuse.

From a risk perspective the likelihood is considered to be 'Possible' whilst the consequence is considered to be "Moderate to Major" resulting in a Risk Acceptance of Moderate to High.

The adoption of very clear guidelines for employees and the Child Safety Awareness Officer will assist in mitigating and minimising the future risk to employees and the Shire.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

1. COMMUNITY: Happy, safe healthy and inclusive community
- 1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire.
4. CIVIC LEADERSHIP: Well governed and efficiently managed local government
- 4.2 Compliant and resourced Local Government

Corporate Business Plan 2022 - 2026

1. COMMUNITY
- 1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire.
- 1.2 (d) Implement the Public Health Plan and Community Wellbeing Plan.
4. CIVIC LEADERSHIP
- 4.2 Compliant and resourced Local Government
- 4.2 (a) continue to meet compliance with statutory and regulatory requirements.

VOTING REQUIREMENTS

Simple Majority

COMMENT

As indicated in the background section of this report the implementation of the Royal Commission recommendation 12 'appointment of child safety officers by local government' is currently a voluntary process but it's expected that going forward the State Government will legislate to make it a compulsory requirement.

Recommendation 12 also indicated that:

'With support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a. developing child safe messages in local government venues, grounds, and facilities.*
- b. assisting local institutions to access online child safe resources.*
- c. providing child safety information and support to local institutions on a need's basis; and*
- d. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.*

Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.'

I do have several concerns about the implications of this policy on smaller rural local governments that have limited staff and a limited ability to allocate additional responsibilities to current staff, including the following:

1. Like many past state government initiatives to work with local government, initially some resources and funding is provided but over time the responsibilities of the local government increase whilst the resource and funding is reduced.
2. It's unlikely that funding will be provided to meet employee costs, unless it can be shown that additional employee costs are incurred (still unlikely).
3. The level of responsibility and future liability on the employee (designated Child Awareness Safety Officer) should a person report a child abuse issue to the employee but not want to talk to other government agencies (i.e. Police, Department of Communities).

Whilst I do have several concerns about this proposal, given that it's expected that legislation will be introduced to require local governments to undertake this role and the pilot program is supposedly intended to identify if the implementation resources are appropriate, fit for purpose and if additional resources and support are/will be required, adoption of the policy and participation in the pilot program is endorsed.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council endorse the:

1. Shire participating in the Child Safety Awareness Policy Implementation Program; and
2. Adoption of the attached Council Policy 'Child Safety Awareness'.

MIN 7561/23

MOTION - Moved Cr. Bray

Seconded Cr. Milner

**CARRIED 4 / 2
BY SIMPLE MAJORITY**

AGENDA ITEM: 8.1.2 - Proposed sign – Reserve 20378 Currall Street, Narembeen

Subject:	Proposed sign – Reserve 20378 Currall Street, Narembeen
Applicant:	Narembeen Bowling Club
File Ref:	ADM562
Disclosure of Interest:	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Author:	Liz Bushby, Town Planning Innovations Pty Ltd (TPI)
Date:	7 March 2023
Attachments:	Nil

PURPOSE

Council to consider an application for a proposed sign within Reserve 20378.

BACKGROUND

There is an existing bowling club in the south west portion of Reserve 20378.

CONSULTATION

No consultation has been undertaken in regards to this application.

STATUTORY IMPLICATIONS

Shire of Narembeen Local Planning Scheme No 2 - The subject land is a 'Local Scheme Reserve' for 'recreation and open space' under the Shire of Narembeen Local Planning Scheme No 2.

Planning and Development Regulations 2009 – Schedule 2 outlines the maximum fees for planning applications. The Shire has discretion to charge a lesser fee or to waive an application fee.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to TPI for planning advice.

POLICY IMPLICATIONS

Nil.

RISK MANAGEMENT IMPLICATIONS

Nil.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Corporate Business Plan 2020/21 – 2023/24

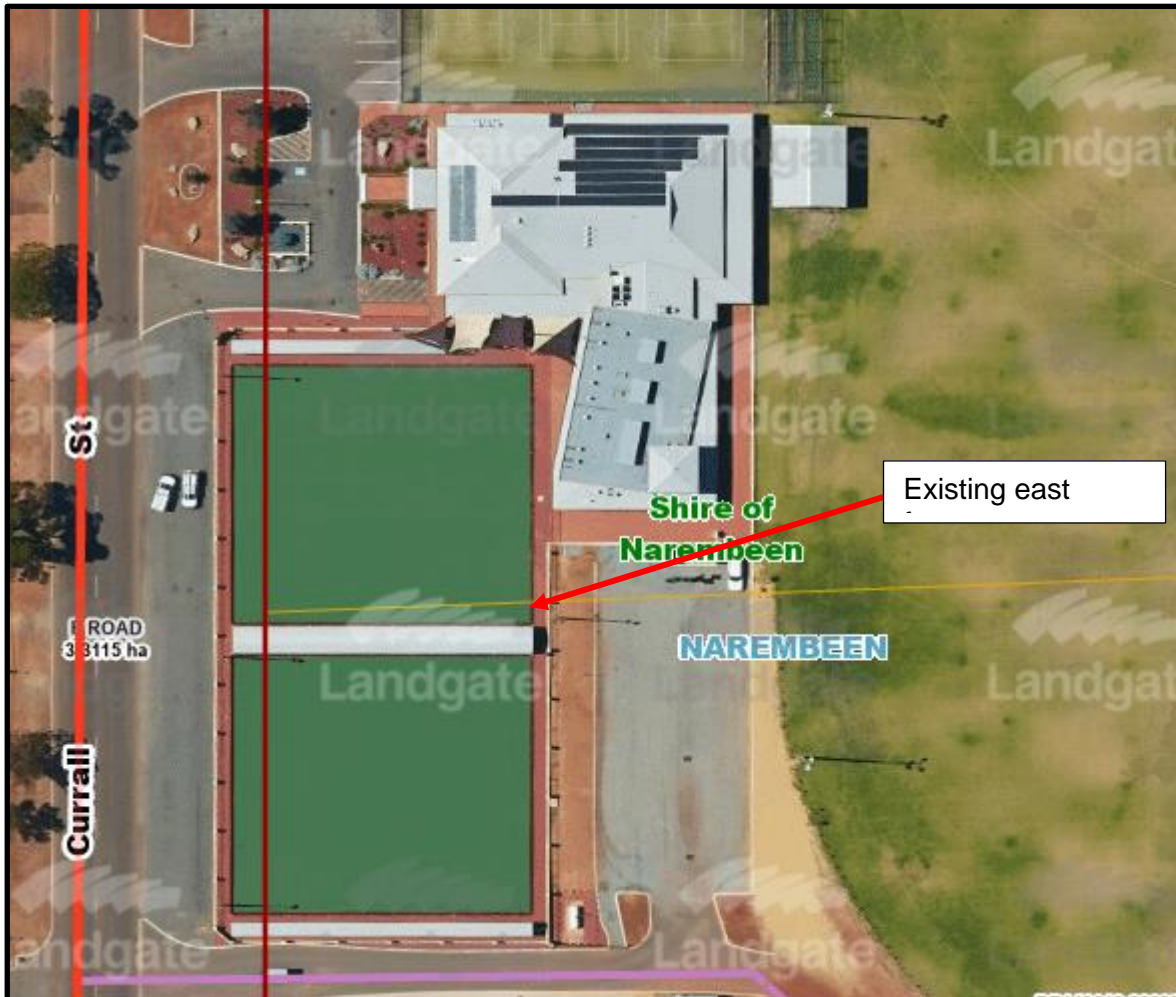
Goal 3: We contribute to a healthy community.

VOTING REQUIREMENTS

Simple Majority

COMMENT

An application has been lodged by the Narembeen Bowling Club proposing to attach a sign on any part of the existing fence to the immediate east of the existing bowling greens.



The sign is proposed to measure 1.8 metres by 1.2 metres. The sign face design is included over page.



Proudly Supporting the Community

The sign will be digitally printed with UV protected laminate.

TPI is generally supportive of the sign as it will face inwards towards the existing oval, will not have any visual impact on streetscape and is of a relatively small scale.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

- A. Authorise the Chief Executive Officer to sign the development application form as the 'owner' of the land as there is a Management Order to the Shire for Reserve 20378.
- B. Authorise the Chief Executive Officer to waive the planning application fee of \$147.00 for the bowling club in recognition that they are a local community group.
- C. Approve the application for a sign to be erected on the east fence adjacent to the bowling club on Reserve 20378 subject to the following conditions:
 - 1. The plans and information lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.
 - 2. If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

MIN 7562/23

MOTION - Moved Cr. Bray

Seconded Cr. Currie

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1– Budget review for the period ended 28 February 2023

Subject:	2023 budget review
Applicant:	Not applicable
File Ref:	ADM121
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	13 March 2023
Attachments:	Shire of Narembeen - 2023 budget review (statutory) Shire of Narembeen - 2023 budget review (schedules) Shire of Narembeen - 2023 budget review (capital expenses) Shire of Narembeen - 2023 budget review (non-operating grants) Shire of Narembeen - 2023 budget review (asset disposals)

PURPOSE

Council to consider and adopt the attached budget review for the period ended 28 February 2023.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996* (as amended) require local governments to conduct a budget review between 1 January and 31 March each year and report the results of the review to Council. After Council has made their determination, a copy is to be provided to the Department of Local Government, Sport and Cultural Industries.

CONSULTATION

Chief Executive Officer
Works Manager
Economic Development Officer

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

- (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
- (b) consider the local government's financial position as at the date of the review; and
- (c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

[Regulation 33A inserted: Gazette 31 Mar 2005 p. 1048-9; amended: Gazette 20 Jun 2008 p. 2723-4.]

FINANCIAL IMPLICATIONS

The mid-year review shows a revised estimate for the closing surplus position as at 30 June 2023 of \$449,380, up from the nil initially estimated. This variance comes largely from delays in the timing of capital works which are now not anticipated to be completed until the 2024 year.

Note that there is a corresponding decrease in estimated grant funding and transfers from reserves for capital works that are expected to be delayed.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

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

Goal 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Absolute Majority.

COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The adopted 2023 budget set a nil surplus in net current assets, based on an opening surplus of \$2,708,224. Based on the latest draft of the 2022 annual report, the opening surplus net current assets has been amended to \$2,714,733.

The budget review is to note predicted variances from the annual budget, which may be either timing or permanent variances. A permanent variance is a known or guaranteed variance from the annual budget that may require a budget amendment by Council. Timing variances are due to delays in expenditure that Council is still anticipated to incur, and accordingly do not necessarily warrant a budget amendment.

Note that in the identification of permanent and timing variances, Council has adopted a materiality of 10% or \$25,000.00, whichever is greater, for the 2023 financial year.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council, by absolute majority:

1. Adopt the 2023 Budget Review, as attached
2. Adopt the following budget amendments:

GL/Job code	Description	New annual budget income/(expense)	Surplus increase/(decrease)
#5123000	ESL contributions – remove redundant account	Nil	(4,500)
#5124000	ESL contributions – increase for above	14,360	4,500
#1052120	CRC grants – revised estimates + SOCK grant	200,000	35,000
#1312300	Grant funding – skeleton weed	105,803	(77,209)
#1131218	Community benefit fund – additional funds pledged	50,000	10,000
#9221011	Housing income – no rent for 16 Hilton 10B Ada	Nil	(18,000)
#3323000	Interest earnings – increased cash rate	70,000	50,000
#3320002	Fair value adjustment – revaluation of unit trust	3,686	3,686
#4122000	Reimbursement of fees (Roe ROC conference)	2,555	2,555
#4211021	Admin building maintenance – no builder on staff	(2,988)	35,214
#9111034	Building maintenance (employee housing) – no builder	(90)	6,732
#1311101	Skeleton weed employee costs – project sold to Goomalling	(97,855)	(1,012)
#1431170	Employee housing allowance – actuals higher than budgeted	(31,900)	15,420
#4211300	Admin office computer expense – revised per IT plan	(15,000)	15,000
#4217000	Admin office staff recruitment – EMCS relocation and CEO advertising	(7,000)	(7,000)
#4212200	Asset revaluation – road revaluations	(65,000)	(20,000)
#9111035	15 Northmore (staff) – now occupied by staff	(5,000)	(5,000)
#9111027	15 Northmore – now occupied by staff	(859)	3,641
#1041102	CRC projects – increased estimates over budget	(75,000)	(23,900)
#1131125	Ski Lake planning and development	(80,000)	(30,000)
#1311102	Skeleton weed operating costs – project sold to Goomalling	(8,996)	78,254
#1321101	Caravan park maintenance – actuals higher than budgeted	(160,000)	(31,566)
#1361100	Standpipe maintenance – actuals higher than budgeted	(35,000)	(16,500)
#1441400	Parts and repairs – budget higher than actuals	(100,000)	47,500
#1311400	Skeleton weed depreciation – project sold to Goomalling	(6,843)	3,621
#1511211	Grant funding disbursed – SOCK week	(15,000)	(15,000)
#1133101	Community benefit fund – increase by Go Narembreen pledge	(60,000)	(10,000)
#1042400	Sale of land – lot 68 Cheetham Way	30,909	30,909
#2124	26 Hilton Way – landscaping	(10,000)	(10,000)
#2125	16 Hilton Way – internal renovations	(100,000)	(100,000)
#2041	Skeleton weed vehicle replacement	Nil	70,000
#2015	Latham street – actuals higher than budgeted	(750,000)	(42,414)
#2126	Narembreen oval – new AFL goal posts	(10,000)	(10,000)
Housing Reserve	Transfer of sale proceeds from Lot 68 Cheetham Way	(30,000)	(30,000)

MIN 7563/22

MOTION - Moved Cr. Milner

Seconded Cr. Bray

**CARRIED 6 / 0
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.2.2 - Debtor Write Off – Narembeen District High School

Subject:	Debtor Write Off – Narembeen District High School
Applicant:	Narembeen District High School
File Ref:	ADM 564
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	10 March 2023
Attachments:	Nil

PURPOSE

Council to write off the amount owing of \$1,300.00 for Debtor 80077 – Narembeen District High School.

BACKGROUND

On 19 March 2023 the Narembeen District High School will host an interschool swimming carnival with students and parents in attendance from Narembeen, Bruce Rock, Corrigin and Kulin. The highest estimate of attendance by the principal of the Narembeen District High School is 200 students and 160 teachers.

In accordance with the adopted fees and charges for the year ended 30 June 2023, the Shire's entry fees would total \$1,300.00, based on the highest estimate of attendance.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

6.12. Power to defer, grant discounts, waive, or write off debts.

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

6.13. Interest on money owing to local governments.

- (1) Subject to any other written law, a local government may resolve* to require a person to pay interest at the rate set in its annual budget on any amount of money (other than rates and service charges) which — (a) that person owes to the local government; and (b) has been owed for the period of time referred to in subsection

(6).

* Absolute majority required

FINANCIAL IMPLICATIONS

141282000 - Debtor write offs

Currently there is \$5,000.00 of remaining budgeted expenditure in this account for the year ended 30 June 2023.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

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

Goal 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Simple Majority

COMMENT

Writing off this particular fee is strongly in alignment with Council's values as stated in the Strategic Community Plan and with the goals of the Corporate Business Plan.

The interschool swimming carnival will bring a large number of visitors to town, which will promote the town and result in increased spending with local businesses.

Given that the event is primarily for children and that the best estimate of fees is relatively immaterial, it is recommended that Council waive the entry fees on the basis that doing so will constitute a contribution by Council in support of the event.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council, pursuant to Section 6.12 (1) (c) of the Local Government Act 1995, approve the write off of all entry fees owed by the Narembeen District High School in association with the interschool swimming carnival on 17 March 2023 on the basis that the forgiven amount be noted as a contribution by Council in support of event.

MIN 7564/23

MOTION - Moved Cr. Currie

Seconded Cr. Cole

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

AGENDA ITEM: 8.2.3 - Debtor Write Off – Narembeen Hardware & Ag Supplies

Subject:	Debtor Write Off – Narembeen Hardware & Ag Supplies
Applicant:	Narembeen Hardware and Ag Supplies
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Ben Forbes, Executive Manager Corporate Services
Date:	10 March 2023
Attachments:	Nil

PURPOSE

Council to write off the amount \$1,900.00 for Debtor 80749 – Narembeen Hardware & Ag Supplies

BACKGROUND

The Shire of Narembeen's CRC routinely employs a full-time trainee to assist in its functions, under a trainee grant program hosted by the Department of Primary Industries and Regional Development. As part of this program, the trainee must be given additional exposure and training by another business for one day a week throughout their traineeship.

The net cost of the trainee after relevant grant funding is approximately \$9,500.00 a year. Accordingly, the Shire would seek to recover 20% (\$1,900.00) for the one day a week of the trainee's time from the other business that hosts the trainee.

In the recent past, the trainee position has been used to fill out the administration team at the Shire office. However, there was not sufficient need for a trainee in the administration team this year, so enquires were made of other local businesses. The only local business that was interested in taking on the trainee was Narembeen Hardware & Ag Supplies.

CONSULTATION

Chief Executive Officer
CRC Coordinator

STATUTORY IMPLICATIONS

Local Government Act 1995

- 6.12. Power to defer, grant discounts, waive, or write off debts.
- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
- * Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
 - (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
 - (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

6.13. Interest on money owing to local governments.

(1) Subject to any other written law, a local government may resolve* to require a person to pay interest at the rate set in its annual budget on any amount of money (other than rates and service charges) which — (a) that person owes to the local government; and (b) has been owed for the period of time referred to in subsection

(6).

* Absolute majority required

FINANCIAL IMPLICATIONS

141282000 - Debtor write offs

Currently there is \$5,000.00 of remaining budgeted expenditure for this account for the year ended 30 June 2023.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

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

Goal 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Simple majority

COMMENT

The proposed amount to be written off is relatively immaterial and provides support to a local business.

The Shire's budget can accommodate the expense, and in doing so set a precedent for future years to provide additional assistance to local businesses.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council, pursuant to Section 6.12 (1) (c) of the Local Government Act 1995, approve the write off of \$1,900.00 in recoverable employee costs from Narembeen Hardware & Ag.

MIN 7565/23

MOTION - Moved Cr. Cole

Seconded Cr. Currie

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

AGENDA ITEM: 8.2.4 - Monthly financial statements for the month ended 28 February 2023

Subject:	Monthly financial statements for February 2023
Applicant:	Shire of Narembreen
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Ben Forbes – Executive Manager Corporate Services
Date:	14 March 2023
Attachments:	Monthly financial statements – February 2023

PURPOSE

For Council to review and accept the financial statements for the month ended 28 February 2023

BACKGROUND

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

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

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

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council’s closing funding surplus as at 28 February 2023 is \$2,921,187, with cash on hand of \$7,221,823 including \$4,144,745 of reserves.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council receive the monthly financial statements for the month ended 28 February 2023.

MIN 7566/23

MOTION - Moved Cr. Bray

Seconded Cr. Milner

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

AGENDA ITEM: 8.2.5 - Schedule of Accounts for month ended 28 February 2023

Subject:	Schedule of Accounts for month ended 28 February 2023
Applicant:	Not Applicable
File Ref:	ADM018
Disclosure of Interest:	Nil
Author:	Kathryn Conopo – Administration Officer
Date:	10 March 2023
Attachments:	Creditors Payment List – 1 February to 28 February 2023, Credit Card Payments List 14 December 2022 to 12 January 2023

PURPOSE

For Council to review the payments made by the Shire of Narembreen for the month ended 28 February 2023.

BACKGROUND

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

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

CIVIC LEADERSHIP: Well governed and efficiently managed Local Government.

4.2 Compliant and resourced Local Government

We have sound financial and asset management policies and practices in place
Transparent, accountable, and integrated reporting.

VOTING REQUIREMENTS

Simple majority

COMMENT

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

Municipal Account:	\$ 607,201.54
Trust Account	\$ 68.50

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. Receive the Creditors Payment List – 1 February to 28 February 2023
2. Receive the Credit Card Payments List 14 December 2022 to 12 January 2023

MIN 7567/23

MOTION - Moved Cr. Currie

Seconded Cr. Cole

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

9.0 Urgent business as permitted by Council

The Shire Narembreen Standing Orders clause 5.4 in part indicates:

'5.4 New business of an urgent nature

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

Acting CEO Comment

The applicant is seeking the urgent consideration of this matter to allow for the installation prior to the winter rains.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That the following matter be considered by Council as urgent business

MIN 7568/23

MOTION - Moved Cr. Milner

Seconded Cr. Bray

CARRIED 6 / 0

AGENDA ITEM: 9.1- Culvert Installation Dixon Road

Subject:	Culvert Installation Dixon Road
Applicant:	Kyle Della Vedova
File Ref:	ADM168
Disclosure of Interest:	Not applicable
Author:	Paul Sheedy – Acting Chief Executive Officer
Date:	20 March 2023
Attachments:	Policy 10.1.15 'Deep Drainage Crossing Road Reserves'

PURPOSE

Council to consider and give approval for the installation of a culvert across Dixon Road (200 metres west of the Dixon/Metcalf Road intersection) by the landowner, Kyle Della Vedova, and the request for a financial contribution by Council.

BACKGROUND

February 2023

The applicant, initially rang, and then sent an email to the Acting CEO seeking approval for the installation of a culvert to tackle the growing salinity problem on his property. Subsequent discussions with the applicant indicated that he wished to seek a financial contribution from the Council towards the work (culvert and headwall).

Mr Della Vedova has indicated that the adjoining landowner on the south side has also agreed to contribute to the costs.

March 2023

Verbal advice was conveyed to the Acting CEO that Council had previously provided financial support to similar such applications.

Works Manager undertook a site visit to assess the proposal and consider the benefits to the Shire.

CONSULTATION

Acting CEO, Works Manager, Shire President

STATUTORY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

Should Council agree to a financial contribution then this would be costed against the Road maintenance budget allocation, account 1221105.

POLICY IMPLICATIONS

Council Policy 10.1.15 Deep Drainage Crossing Road Reserves

RISK MANAGEMENT IMPLICATIONS

The predominate risk to the Shire is financial on the basis that if the culvert and associated works (headworks etc.) are not installed correctly there a potential for damage to the road which would have to be repaired by the Shire.

From a risk perspective the likelihood is 'possible' whilst the consequence is considered to be 'minor to moderate' resulting in a risk acceptance of moderate.

STRATEGIC PLAN REFERENCE

Not applicable

VOTING REQUIREMENTS

Simple Majority

COMMENT

As indicated in the background section of this report verbal advice was provided indicating that Council had previously provided financial assistance on a similar request, however a thorough search of the shire's records system failed to identify any past financial assistance provided.

Mr Della Vedova also indicated that the Shire installed culvert across Metcalf Road some 5/6 years ago and according to his father no account was received from the Shire for any works. The Works Manager has confirmed that this culvert installation provided a benefit to the Shire with an improvement to the existing road surface.

Policy 10.1.15 whilst some twenty-two (22) years old (unclear whether it has been rescinded or modified since then) still appears, in parts to have relevance to the current request. So relevant parts have been included in the Officer Recommendation below, with some additions.

The only record of a similar request identified in the Records system was a request in 2021 for the installation of a culvert on Bristow- Butler Road for similar reason (to reduce the impact of salt from affecting farmland). Approval was given by the CEO with the following conditions.

1. Class 4 concrete 450mm pipes are used with rubber bands and appropriate headwalls.
2. Construction is in accordance with Main Roads specifications.
3. The culvert extends from fence line to fence line as discussed.
4. There is no cost to the Shire of Narembreen, although the Shire can assist by delivering gravel.

5. Works are undertaken during daylight hours.
6. Works are complete to the satisfaction of the Shire of Narembeen Works Manager.

An inspection by the Works Manager has indicated that the Shire has previously installed a culvert across this road some two hundred (200) metres from this proposed location so there is no real benefit to the Shire or the road with the installation of this additional culvert.

In many instances these requests for the installation of culverts are seeking for the works to be undertaken during the dry months when Shire employees are fully occupied with road construction works and the installation of headworks would require the engagement of a contractor to complete. For this reason, it's suggested that given the previous decision in 2021 that approval be given on the basis that the applicant undertakes all the works to the satisfaction of the Works Manager in line with Policy 10.1.15 unless a variation is agreed to by the Works Manager, at the applicants cost unless Council determines to provide a financial subsidy.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council approves the installation of a culvert across Dixon Road, by Kyle Della Vedova subject to:

1. All works being undertaken by the applicant at no cost to the Shire of Narembeen, although the Shire can assist by delivering gravel.
2. All pipes to be class 4 concrete pipe aggressive 20 x 20.
3. Pipe to have minimum 150mm coverage compacted gravel.
4. Soils in drain to be removed from the reserve only gravel to be used as replacement fill.
5. Drains not meant for local water to be minimum length of 9.7m.
6. Minimum pipe diameter for drains over 1m deep 600mm.
7. End walls to be installed at each end of pipe, plus concrete floor and toe wall.
8. Work to have 12 months guarantee against wash out and slumps. All work carried out by Shire in the (i.e. slumps, washouts and uncompleted works) period to be at landowner's cost.
9. Minimum length pipe crossing 12.0m or 14.0m where deemed necessary by the Works Manager.
10. Spoil to be levelled out or removed on inlet side for 100 meters from inlet headworks.
11. Works are to be completed to the satisfaction of the Shire of Narembeen Works Manager.

MIN 7569/23

MOTION - Moved Cr. Bray

Seconded Cr. Currie

**CARRIED 6 / 0
BY SIMPLE MAJORITY**

10.0 Councillor's Reports

Cr S Stirrat

Attended

- Great Eastern Zone Meeting
- Audit and Risk Committee Meeting

Cr H Cusack

Attended

- Great Eastern Zone Meeting
- Audit and Risk Committee Meeting

Cr T Cole

Attended

- Skeleton Weed LAG
- Audit and Risk Committee Meeting

Cr C Bray

Attended

- Great Eastern Zone Meeting
- Audit and Risk Committee Meeting

Cr M Currie

Attended

- Skeleton Weed LAG
- Audit and Risk Committee Meeting

Cr W Milner

Attended

- Great Eastern Zone Meeting
- Northern Regional Workshop
- Audit and Risk Committee Meeting

11.0 Date, time & place of next meeting

Tuesday 18 April 2023, 5.00pm at the Shire of Narembreen Council Chambers.

12.0 Closure

There being no further business the Chair declared the meeting closed at 5.35pm.

13.0 Certification of Meeting Minutes

I, Cr _____, _____ certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 21 February 2023, as shown on pages 1 to 26 are confirmed as a true and correct record of the meeting.

SHIRE PRESIDENT

Date

ATTACHMENT – AGENDA ITEM 6.2
Minutes Community Benefit Advisory
Committee Meeting April 2023



MINUTES

RAMELIUS RESOURCES & SHIRE OF NAREMBEEN

COMMUNITY BENEFIT FUND ADVISORY COMMITTEE

**WEDNESDAY 12 APRIL 2023, 4.00PM
SHIRE OF NAREMBEEN**



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MINUTES

Ramelius Resources & Shire of Narembreen Community Benefit Fund Advisory Committee Meeting Wednesday 12 April 2023, commencing at 4.00pm

1.0 Opening & Welcome

Cr Kellie Mortimore, Shire President welcomed everyone to the meeting and declared the meeting open at 4.05 pm.

2.0 Attendance & Apologies

Attendance

Cr Kellie Mortimore	President Shire of Narembreen via Zoom
Mr Hugh Trivett	Ramelius Resources
Mrs Sheree Thomas	Go Narembreen
Ms Diana Blacklock	Economic Development Officer – Shire of Narembreen (minute taker)

Apologies

Nil

3.0 Declarations of Interest

Nil

4.0 Minutes of Previous Meetings

4.1 Confirmation of Minutes

Confirmation of Minutes from the Ramelius Resources and Shire of Narembreen Community Benefit Fund Advisory Committee held on 9 November 2022.

RECOMMENDATION:

That the minutes of the Ramelius Resources and Shire of Narembreen Community Benefit Fund Advisory Committee held on 9 November 2022 be confirmed as a true and accurate record of the proceedings.

COMMITTEE RESOLUTION

MIN 7570/23 MOTION – Moved: Hugh Trivett

Seconded: Sheree Thomas

CARRIED 3 / 0

Discussion

The EMCS has been advised by the EDO that the Shire of Narembreen 23/24 Annual Budget will include any unspent funds from the 21/22 – 22/23 Community Benefit Fund (1133101) Cr Mortimore is to follow up on the \$1,921.70 outstanding budget amendment from 21/22.

Cr Mortimore discussed the need for any unspent funds to be returned from successful grant recipients. All applicants to provide in detail all expenditures matching the amount requested with quotes, and subsequent acquittal including invoices and receipts.

Narembreen Basketball Club - Payment made to the Basketball Club for expenditure not approved.
Narembreen Hockey Club - Payment made to the Hockey Club for expenditure not approved.
The Advisory Committee discussed both of these items and advised the EDO that more stringent steps need to be taken in the acquittal process so that money not approved is re-paid to the Community Benefit Fund.

The Narembreen Recreation Centre will be asked to refund amounts not expended for events listed on their application by 30th June 2023, currently approx. \$1500. It will be suggested that they reapply for these funds again in the next round in October 2023 (Rd 5).

EDO asked if there is any way expenditure could be shown/proven when funds are used for prizes and/ or prize money. H. Trivett, Cr Mortimore and S. Thomas commented that if funds were being donated for prizes / prize money they were comfortable that the funds were being spent as such and it wasn't possible to present an invoice or a receipt upon acquittal.

It was agreed that RRSNCBF grants for fundraising events are acceptable if it helps raise more funds that benefit the community.

5.0 Assessment of Applications

The Advisory Committee assessed the following grant applications:

	Organisation	Program	Requested funding amount
1	Narembreen Hockey Club	Lighting Project	\$ 10,000
2	Narembreen High School	Disco and Leadership Workshops	\$1,800
3	Mt Walker Golf Club	Open Day Prizes	\$500
4	Narembreen Netball Club	Drink Bottle Spout for Water Fountain	\$300
5	Narembreen Golf Club	Motorised Golf Buggy Storage Shed	\$6,000
6	Narembreen CRC	Cheese, Chatter and Canvas Event	\$1,500
7	Narembreen CRC	Youth Leadership Forum	\$2050
8	Narembreen High School and P&C	Building Strong Mathematical Foundations	\$5162
	TOTAL		\$27,312

COMMENTS

The following considerations were made on the following application assessments:

- Narembeen Hockey Club approved for funding (Capital Works), the money will be held by the Shire of Narembeen until such time as they can provide a supplier invoice. They are still required to acquit the grant as per the usual process and advise and / or provide the Advisory Committee with any variations/extensions for consideration and approval if required.*
- Narembeen District High School funding request is approved for events with no quotes provided, upon acquittal they are to provide invoices and receipts up to the value of the amount granted.*
- Narembeen Netball Club funding request did not provide a quote, funding was approved, they will be asked to provide an invoice upon acquittal for the amount or up to the amount granted.*
- Narembeen Golf Club approved for funding (Capital Works) The money will be held by the Shire of Narembeen until such time as they can provide a supplier invoice. They are still required to acquit the grant as per the usual process and advise and/or provide the Advisory Committee with any variations/extensions for consideration and approval if required.*
- Narembeen CRC Youth Leadership Forum to be partly funded for the guest speaker only.*
- Narembeen P&C was unsuccessful as the funding would be used to purchase resources directly.*

COMMITTEE RESOLUTION

MIN 7571/23

MOTION – Moved Hugh Trivett

Seconded Sheree Thomas

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

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

Acquittal date to be completed prior to 30 September 2023.

CARRIED 3 / 0

- **Suggested Round 5 Dates (to be confirmed)**

- Applications Open – 1 October 2023
- Applications Close – 31 October 2023
- Advisory Committee Meet – 8 November 2023

- **Form Changes**

The application form is to be altered to include a budget section showing income and expenditure for projects. The grant application and acquittal forms are to be reviewed and updated by the committee where necessary to clarify the criteria and make the requirements clearer. D. Blacklock to circulate to the Advisory Committee

- **Logo Changes**

Go Narembeen Logo to be added to the RRSNCBF existing Logo and used starting from the next round 5. Go Narembeen to supply a high-resolution image and the Shire to organise combining the three logos to create a new RRSNCBF logo in both landscape and portrait design.

Fund name to remain the same due to the existing contract in place with Tampia Operations Pty Ltd

- **Press Release**

Go Narembeen representative will provide a Press Release regarding their commitment to contribute \$10,000 per year to the Community Benefit Fund from March 2023 (Rd 4)

A letter to be sent thanking Go Narembeen for their ongoing contribution.

- **Contract with Tampia Operations Pty Ltd**

Hugh is to follow up on the future of funding from Tampia Operations Pty Ltd. The existing deed ends on 21 August 2024, providing two more payments for the 23/24 and 24/25 financial years only.

Hugh believes with the new mine opening and the accommodation base remaining in Narembeen there is a good chance the funding process will continue; however, it will be up to the board and ultimately will be their decision - TBA.

- **Changes to the Advisory Committee**

The committee welcomes Sheree Thomas from Go Narembeen to the Advisory Committee replacing their former president, Aaron Lyon. The committee thanks Aaron for his commitment and contribution to the committee since its inception in 2021.

The committee also acknowledges Cr Mortimore's commitment and contribution to the committee as she will not be renominating for Council and her term will be ending later in the year, subsequently, this was her last meeting as the Shire Representative with the Advisory Committee.

7.0 Next Meeting

The next meeting will be held on Wednesday 8 November 2023.

8.0 Closure

There being no further business the Chairperson declared the meeting closed at 5.40pm

ATTACHMENT – AGENDA ITEM 7.0
Status Report – April 2023

SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7083/20	ongoing since 2020	ADM547	RAV Working Group	<p>Previous status report item is complete. Details here -</p> <p>7083/20 19-Aug-20 ADM547 Narembreen RAV Rating and Conditions Review</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads. 2. Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager. 3. Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network. 4. Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting. 5. Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated. <p>Discussed with Council December 2021. Assistance will be sought from consulting engineers to progress</p> <p>20.09.2022 - Cr Stirrat advised no changes or upgrades identified. Is there any capacity for a temporary RAV permit? CEO advised yes - will seek more information from main roads</p>	<p>July 22 - Main roads engaged to review 4 roads RAV status. Howson Project Management preparing assesment of additional roads for upgraded RAV status</p> <p>Cr. Stirrat provided update. 4 roads assessed 3 roads assesed as R7 Unconditional - Statchevich -Chapman Road, Georgeff Road and Merredin-Narembreen Road. Cramphorne Road has increased from 60 to 80</p>	This item to remain on the status report moving forward	CEO
7269/21	16-Sep-21	ADM491	Reserve 35856 and Lot 303 Fricker Road	<p>That Council, in accordance with Schedule 1 of the Recycled Water Supply Agreement with Water Corporation:</p> <ol style="list-style-type: none"> 1. Surrender Lot 303 Fricker Road to the Crown under Section 152 of the Planning and Development Act 2005 at nil cost on the condition that proposed Lot 101 is vested to the Council for the purposes of water supply. 2. Support the realignment of the boundary of proposed Lot 102 Fricker Road (Reserve 35856) to allow Shire staff legal access to proposed Lot 101 Fricker Road. 3. Support the amalgamation of proposed Lot 103 Fricker Road into Reserve 35856 to be vested to the Water Corporation for the purposes of wastewater treatment. 	Transfer of land process and Identify verification complete.	COMPLETE	CEO
7315/22	31-Jan-22	ADM668	Local Road & Communities Infastructure Program	<p>That Council nominate the following projects for funding as part of Phase 3 LRCI program;</p> <ol style="list-style-type: none"> 1) Walker Lake Exercise Equipment \$50,000 2) Narembreen Public Hall Upgrade – stage 2 \$102730 3) Old Church Museum – stage 2 \$115,229 4) Footpath Infrastructure \$175725 5) Churchill Street Improvemenbts - stage 2 \$350,000 6) Electronic Sign Board \$50,000 7) Seal Laneway Savage Street \$250,000 	<p>Projects Approved</p> <ol style="list-style-type: none"> 1) COMPLETED 2) COMPLETED 3) COMPLETED 4) COMPLETED 5) Ongoing 6) COMPLETED 7) Awaiting design and will be seeking deferral until 23/24 	Ongoing	CEO
7324/22	15-Feb-22	ADM	Wadderin Reserve	<p>That Council:</p> <ol style="list-style-type: none"> 1. Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembreen for the purposes of “water and conservation” with the power to lease. 2. Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive. 	<p>Engaged lawyer to develop lease. Met with President to progress. Confirm to DLPH agreement to accept management order for Reserve, CEO and EMCS to meet with WWG President to discuss lease.</p>	Ongoing	EMCS
7420/22	19-Apr-22	P5294	Write off debt - Deceased Estate A5294 Saunders	<p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and 2. Direct the CEO to commence the process to return the land to the Crown. 	<p>1) Debt written off.</p> <p>2) Ongoing</p>	Ongoing	EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7489/22	20-Sep-22	ADM172	Housing Strategy	That Council: 1. Agree to investigate building a mix of smaller two or three bedroom properties for employee housing; 2. Identify Lot 104 (27) Currall Street, Naremben as the preferred location of the employee housing project, subject to further site investigation; 3. Direct the CEO to approach Go Naremben as a potential partner to the project in the first instance followed by CEACA and report outcomes; 4. Allocate \$15,000 in the February 2023 Budget Review for improvements to 16 Hilton Way, Naremben 5. Council and CEO actively lobby the State to invest in new housing stock for public servants in the region in collaboration with Roe Regional Councils	1) Housing Strategy Working Group met on 28 March. 2) Listed for discussion at April Discussion Forum 3) Go Naremben have declined to be involved 4) \$100,000 allocated in February '23 Budget Review 5) no further action	Ongoing	CEO
7491/22	20-Sep-22	ADM570	Naremben Homes for the Aged Inc	That Council: 1. Continue discussion with Naremben Homes for the Aged Inc to provide administrative and building maintenance support, ensuring the sustainability of the program in Naremben. 2. Invite CEACA to present to Council	Shire President discussed with CEACA Chair on 28 Feb 2023, awaiting letter from CEACA 2) CEACCA meeting with Councillors on 12 April '23	COMPLETE	EMCS
7542/22	13-Dec-22	ADM053	Multipurpose Sports Facility Feasibility and Concept Design	That Council: 1) Resolve not to proceed with the seeking of funding and construction of the Multipurpose Sports Facility project due to the estimated costs being substantially higher than the budget, no guarantee of successful grant funding and the withdrawal of support by the sporting clubs. 2) Instruct the CEO to undertake discussions with local Tennis and Hockey clubs regarding future improvements to their facilities	2) Discussion with sporting groups yet to be held	Ongoing	CEO
7552/23	21-Feb-23	ADM547	Traffic Route Proposal – Variation of Agreement	That Council endorse the proposed variations to the original Traffic Route Proposal Letter of Agreement dated 26 May 2020 as follows: 1. References to “Explaurum Operations Pty Ltd” are to be replaced with “Tampia Operations Pty Ltd” to reflect a name change. 2. Condition 2 is amended to read “That Mt Arrowsmith Road SLK 0.00 to SLK 9.50, having been sealed with a 2 coat seal in 2021 pursuant to an agreement between the Council and Tampia Operations Pty Ltd, be maintained by Tampia Operations Pty Ltd, not subject to the financial contribution of \$0.0107 per kilometre per tonne as set out in Condition 15. 3. Upon the cessation of haulage, Mt Arrowsmith Road SLK 0.00 to SLK 9.50 be returned to a gravel road subject to a gravel overlay treatment being undertaken to the satisfaction of the Shire of Naremben Works Manager and the Councils Engineering consultant.” 4. Condition 11 is deleted. 5. All other terms of the Letter (dated 26 May 2020) remain unchanged.	Letter sent to Ramelius/ Tampia requesting Variation of Agreement to be amended Awaiting Variation letter form Tampia.	Ongoing	CEO
7555/23	21-Feb-23		Health and Safety Compliance Representative	That Council request that the CEO investigate the appointment of a full time Work Health and Safety Compliance Officer, commencing in the 2023/24 financial year, to oversee and implement the new Work Health and Safety Act 2020 and Regulations 2022, including the sharing of the position with other RoerOC local governments, or other identified local government/s, and provide a report back to the April 2023 Council meeting	Include on ROERoc meeteing on 16 March 2023	Ongoing	CEO
7561/23	21-Mar-23	ADM541	Child Awareness Policy	That Council endorse the: 1.Shire participating in the Child Safety Awareness Policy Implementation Program; and 2.Adoption of the attached Council Policy ‘Child Safety Awareness’.	CRC Coordinator advised - progressing	COMPLETE	CEO
7562/23	21-Mar-23	ADM562	Proposed sign – Reserve 20378 Currall Street, Naremben	A.. Authorise the Chief Executive Officer to sign the development application form as the ‘owner’ of the land as there is Management Order to the Shire for Reserve 20378. B. Authorise the Chief Executive Officer to waive the planning application fee of \$147.00 for the bowling club in recognition that they are a local community group. C. Approve the application for a sign to be erected on the east fence adjacent to the bowling club on Reserve 20378 subject to the following conditions: 1. The plans and information lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer. 2. If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.	Planning approval signed, Bowling Club advised	COMPLETE	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7569/23	21-Mar-23	ADM186	Culvert Installation Dixon Road	<p>That Council approves the installation of a culvert across Dixon Road, by Kyle Della Vedova subject to:</p> <p>1. All works being undertaken by the applicant at no cost to the Shire of Narembeen, although the Shire can assist by delivering gravel.</p> <p>2. All pipes to be class 4 concrete pipe aggressive 20 x 20.</p> <p>3. Pipe to have minimum 150mm coverage compacted gravel.</p> <p>4. Soils in drain to be removed from the reserve only gravel to be used as replacement fill.</p> <p>5. Drains not meant for local water to be minimum length of 9.7m.</p> <p>6. Minimum pipe diameter for drains over 1m deep 600mm.</p> <p>7. End walls to be installed at each end of pipe, plus concrete floor and toe wall.</p> <p>8. Work to have 12 months guarantee against wash out and slumps. All work carried out by Shire in the (i.e. slumps, washouts and uncompleted works) period to be at landowner's cost.</p> <p>9. Minimum length pipe crossing 12.0m or 14.0m where deemed necessary by the Works Manager.</p> <p>10. Spoil to be levelled out or removed on inlet side for 100 meters from inlet headworks.</p> <p>11. Works are to be completed to the satisfaction of the Shire of Narembeen Works Manager</p>	Works Mananger met landowner onsite to discuss and outline Council assistance available as installation will benefit council.	COMPLETE	

ATTACHMENT – AGENDA ITEM 8.1.1
Mt Arrowsmith Road Haulage Contribution

Tampia Operations Pty Ltd
Road Maintenance Charges
Feb-23

Km Rate per Tonne \$	0.0108
Km's Inc Mt Arrowsmith Road	52.7
Km's Exc Mt Arrowsmith Road	42.2
Difference	10.5

SHIRE 10.5kms Owing \$	120,321.33
GST \$	12,032.13
Total Invoice Payable by Shire	\$ 132,353.47

Shire of Narembreen - Road Maintenance Costs					MT ARROWSMITH ROAD AMENDMENT				SHIRE OWES TAM		
	Total Invoice	Inv No	Paid	Date Paid	Kms Paid	Tonnes	42.2kms (Exc GST)	52.7kms (Exc GST)	10.5kms (Exc GST)	10.5kms (GST)	Total Payable (Inc GST)
Jul-21	35,280.83	INV-5439	YES	30-Sep-22	52.70	56,352.30	\$ 25,683.12	\$ 32,073.48	\$ 6,390.35	\$ 639.04	\$ 7,029.39
Aug-21	27,587.13	INV-5490	YES	14-Oct-22	52.70	44,063.55	\$ 20,082.40	\$ 25,079.21	\$ 4,996.81	\$ 499.68	\$ 5,496.49
Sep-21	34,184.46	INV-5527	YES	12-Nov-22	52.70	60,061.25	\$ 27,373.52	\$ 34,184.46	\$ 6,810.95	\$ 681.09	\$ 7,492.04
Oct-21	37,996.01	INV-5607	YES	14-Dec-22	52.70	66,758.05	\$ 30,425.65	\$ 37,996.01	\$ 7,570.36	\$ 757.04	\$ 8,327.40
Nov-21	33,775.02	INV-5607	YES	14-Jan-22	52.70	59,341.88	\$ 27,045.66	\$ 33,775.02	\$ 6,729.37	\$ 672.94	\$ 7,402.31
Dec-21	34,163.63	INV-5629	YES	28-Feb-22	52.70	60,024.65	\$ 27,356.83	\$ 34,163.63	\$ 6,806.80	\$ 680.68	\$ 7,487.47
Jan-22	34,820.98	INV-5660	YES	14-Apr-22	52.70	61,179.59	\$ 27,883.21	\$ 34,820.98	\$ 6,937.77	\$ 693.78	\$ 7,631.54
Feb-22	26,713.97	INV-5690	YES	14-Apr-22	52.70	46,935.78	\$ 21,391.45	\$ 26,713.97	\$ 5,322.52	\$ 532.25	\$ 5,854.77
Mar-22	51,779.86	INV-5719	YES	13-May-22	52.70	90,975.93	\$ 41,463.19	\$ 51,779.86	\$ 10,316.67	\$ 1,031.67	\$ 11,348.34
Apr-22	45,182.31	INV-5767	YES	14-Jun-22	52.70	79,384.20	\$ 36,180.14	\$ 45,182.31	\$ 9,002.17	\$ 900.22	\$ 9,902.39
May-22	54,025.58	INV-5797	YES	25-Jul-22	52.70	94,921.60	\$ 43,261.47	\$ 54,025.58	\$ 10,764.11	\$ 1,076.41	\$ 11,840.52
Jun-22	54,744.05	INV-5817	YES	27-Jul-22	52.70	96,183.93	\$ 43,836.79	\$ 54,744.05	\$ 10,907.26	\$ 1,090.73	\$ 11,997.98
Jul-22	56,117.60	INV-5862	YES	30-Aug-22	52.70	98,597.23	\$ 44,936.67	\$ 56,117.60	\$ 11,180.93	\$ 1,118.09	\$ 12,299.02
Aug-22	40,287.91	INV-5921	YES	05-Oct-22	52.70	70,784.85	\$ 32,260.90	\$ 40,287.91	\$ 8,027.00	\$ 802.70	\$ 8,829.70
Sep-22	42,954.44	INV-5950	YES	15-Nov-22	52.70	75,469.89	\$ 34,396.16	\$ 42,954.44	\$ 8,558.29	\$ 855.83	\$ 9,414.11
Oct-22	44,754.43	INV-6040	YES	07-Dec-22	42.20	98,197.36	\$ 44,754.43				
Nov-22	40,827.79	INV-6079	YES	29-Dec-22	42.20	89,581.77	\$ 40,827.79				
Dec-22	35,128.07	INV-6106	YES	14-Mar-23	42.20	77,075.80	\$ 35,128.07				
Jan-23	41,801.44	INV-6126	YES	Not Yet Paid	42.20	91,718.95	\$ 41,801.83				
Feb-23	37,929.01	Not Yet Invoiced	Not Yet Invoiced	Not Yet Invoiced	42.20	83,221.45	\$ 37,929.01				
							\$ 684,018.29	\$ 603,898.50	\$ 120,321.33	\$ 12,032.13	\$ 132,353.47

ATTACHMENT – AGENDA ITEM 8.1.2

Delegations Review 2023



Delegation Register
Shire of Narembeen
Adopted: February 2022

Description of Review	Council Resolution Number
February 2021	7167/21
15 June 2021 – addition of delegation to CEO to administer Animals, Environment and Nuisance Local Law 2016	7237/21
15 February 2022	7326/22
Modified 19 July 2022	7464/22

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ADMINISTRATION

Delegation A.1 - Donations (Previously FA03)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. Local Government Act 1995, Section 5.42			

Council delegates its authority and power to the Chief Executive Officer to grant requests for donations from Local Community Groups / Not for Profit Organisations towards community-based activities, up to an amount of \$500 per donation per annum, subject to the relevant budget allocation.

Date	Details	File Ref
4/1/22	Donation of 2x aquatic season pass and 1x gym pass as prize for Mt Walker Hospital Tennis Day 2022	ADM061
25/01/2022	Student entry to swimming pool for school swimming lessons. 14 – 25 February	ADM061
1/02/2023	Donation of 2x aquatic season pass and 1x gym pass as prize for Mt Walker Hospital Tennis Day 2023	ADM061

Delegation A.2 – Appointment of Authorised Persons

(Previously F&A 06)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. Local Government Act 1995, Section 9.10			

Authorisation is given to the CEO to appoint persons to exercise the powers of a Local Government under subdivisions 2, 3 and 4 of Division 3 of Part 3 and subdivisions 1 and 2 of Division 2, Part 9 of the Local Government Act 1995.

A person who is authorised to give infringement notices under Section 9.16 is not to be made an authorised person for the purposes of Section 9.17, 9.19 or 9.20. In this event the Chief Executive Officer is not an authorised person under Section 9.16 of the Local Government Act.

Date	Details	File Ref

Delegation A.3 – Execution and Affixing of Common Seal to Documents (Previously F&A 14)
--

Date Adopted:		Delegate:	Shire President and CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 9.49A (3)</i>			

Council delegates its authority and power to the Shire President and Chief Executive Officer to affix the Common Seal to documents to be executed by the Shire where such documents are consistent and in accord with a resolution of Council, applicable Council Policy or a delegated power.

Date	Details	Ref
22/7/22	Licence to Access CBH site – dam site	ADM550
16/03/2023	Transfer of lot 303 Fricker road	ADM491

Delegation A.5 – Disposal of Surplus Plant, Furniture and Equipment (Previously F&A 16)
--

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Sections 3.58, 5.42 and 5.43</i>			
2. <i>Local Government (Functions and General Regulations 1996), r 30</i>			

Council delegates its authority and power to the Chief Executive Officer to dispose of surplus plant, furniture and equipment with a market value of less than \$10,000.

Date	Details	File Ref

Delegation A.6 – Tenders (Previously F&A 18)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:	Procurement Framework	Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 3.57 and Section 3.58</i>			
2. <i>Local Government (Functions and General) Regulations 1996 r.30</i>			

Council delegates its authority and power to the Chief Executive Officer to accept tenders up to ~~\$150,000~~ **\$250,000** and to not exceed budget allocation.

Date	Details	File Ref

Delegation A.7 – Calling of Tenders

(Previously F&A 19)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:	Procurement Framework	Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 3.57 and Section 3. 58</i>			

1. Council delegates its authority and power to the Chief Executive Officer to call tenders of kind prescribed within the Tender Regulations as per the Local Government (Functions and General) Regulations 1996 under which another person is to supply goods and/or services as identified program in Councils adopted budget.
2. Determine, in writing the criteria for deciding which tenders should be accepted.

Date	Details	File Ref

Delegation A.8 – Sale and/or Consumption of Liquor – Council Property (Previously HB&P 07)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995</i>			
2. <i>Liquor Control Act 1988</i>			

Council delegates its authority and power to the Chief Executive Officer to approve in support of applications for the sale of liquor and/or approve the consumption of liquor on property under the care, control and management of Council.

Any application to consume or sell alcohol on Shire managed land will be subject to the provisions of the Liquor Control Act 1988 and any subsidiary legislation.

Date	Details	File Ref
4/3/22	Approval for Narembeen Hotel to extend licence onto road on 18 th March 2022 for Street Festival	ADM618

Delegation A.9 – Seed Collection – Wildflower Picking (Previously W&S 05)
--

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:	Executive Policy Flora Harvesters - Collection of Seed from Land	Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995</i>			

Authority is given to the CEO to approve applications to pick wildflowers on Council controlled reserves and to collect seeds on Council controlled reserves.

All applications to be in writing with preference given to local land care groups/businesses.

Date	Details	File Ref

Delegation A.10 – Authorised Persons

(Previously F&A 05)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	Ranger
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 9.10 (1)</i>			
2. <i>Bush Fires Act 1954, Section 59 & 59a</i>			

Council delegates its authority and power to the Chief Executive Officer Council under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954.

Council delegates its authority and power to the Chief Executive Officer under section 59 of the Bush Fires Act 1954 to issue infringements under section 59a of the Bushfires Act 1954.

Note: the CEO has authority to appoint authorised persons to administer several miscellaneous acts under section 9.10 (1) of the act. These include Dog Act 1976, Cat Act 2011, Caravan and Camping Act 1995 , Cemeteries Act 1986, Off Road Vehicle Act 1978.

Date	Details	File Ref

Delegation A.11 – Enforcement and Legal Proceedings (Previously F&A 07)
--

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 3.39, 9.10, 5.42</i>			
2. <i>Litter Act 1979, Section 31 (2b)</i>			

Council delegate authority to the Chief Executive Officer under section 3.39 of the Act the power to remove and impound abandoned vehicles and goods.

Council delegate authority to the Chief Executive Officer under section 9.24 of the Act the power to commence prosecutions regarding offences against the act (subsection 1) and offences against local laws (subsection 2).

Council delegate authority to the Chief Executive Officer to commence prosecutions under section 31 (2b) of the Litter Act 1979.

Date	Details	File Ref

Delegation A.12 – Withdrawal of Infringement Notices (Previously F&A 08)

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 9.20</i>			
2. <i>Dog Act 1976, Bushfire Act 1954, Cat Act 2011</i>			

Authorisation is given to the CEO to withdraw infringement notices issued under the Local Government Act 1995, Dog Act 1976, Cat Act 2011, Councils Local Laws and the Bushfire Act 1954.

Date	Details	File Ref

BUSHFIRE

Delegation B.1 – Legal Proceedings – Bush Fire Act

(Previously F&A 12)

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	15/2/22	Sub-Delegate:	Ranger Chief Bush Fire Control Officer
Policy Reference:		Chief Executive Instruction/Procedure:	
Legal (Parent):		Legal (Subsidiary):	
1. <i>Bush Fires Act 1954, Section 59 and 59A</i>			
2.			

Council delegates its authority and power to the Chief Executive Officer under section 59 of the Bush Fires Act 1954 to institute and carry out proceedings for offences against the Bush Fires Act 1954.

Council delegates its authority and power to the Chief Executive Officer to authorise that under section 59 of the Bush Fires Act 1954 to issue infringements under section 59a of the Bushfires Act 1954.

Date	Details	File Ref
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Delegation B.2 – Variation of Prohibited Burning Times, Restricted Burning Times and/or Prescribed Conditions

(Previously F&A 13)

Date Adopted:		Delegate:	Shire President, Chief Executive Officer and Chief Bush Fire Control Officer (jointly)
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Bush Fires Act 1954, Section 17(10) and Section 18 (5)</i>			

Council grant authority under section 17(10) and 18(5) of the Bush Fires Act 1954 to the Shire President, Chief Executive Officer and Chief Bush Fire Control Officer to vary the prohibited burning times, restricted burning times and/or prescribed conditions.

Any decision to vary will be made jointly between the parties.

Date	Details	File Ref
31 October 2022	Extend restricted burning by 1 week due to conditions	ADM136
30/03/2023	Reduce the Restricted Burning period by 2 weeks to 31 March 2023	ADM136

CAT ACT 2011

Delegation C.1 – Powers and Duties

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	18/4/23	Sub-Delegate:	Ranger
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Cat Act 2011 s. 44 (1)</i>		<i>Local Government Act 1995 s.9.10 (2)</i>	

Council delegates its authority and power to the Chief Executive Officer to exercise the powers and duties conferred by s.44 (1) of the Cat Act 2011 and to appoint authorised persons, under Local Government Act 1995 s.9.10 (2) to exercise specific functions under the Cat Act 2011.

Conditions:

A power or duty under s.64 (extension of time for payment) and s.65 (withdrawal of infringements) concerning infringements cannot be delegated.

All legal proceedings that are proposed must be referred to Council for approval prior to proceeding.

The Chief Executive Officer, under the *Local Government Act 1995* s.9.10 (2), may appoint persons to be authorised persons for the purposes of this Act.

Date	Details	File Ref

DOG ACT 1976

Delegation D.1 – Powers and Duties

(Previously F&A 09)

Date Adopted:	18/4/2023	Delegate:	CEO
Date Last Reviewed:		Sub-Delegate:	Ranger
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Dog Act 1976, s 10AA</i>		<i>Local Government Act 1995 s.9.10 (2)</i>	

Council delegates its authority and power to the Chief Executive Officer to exercise the powers and duties conferred by s.10AA of the Dog Act 1976 and may further delegate the power or duty.

Conditions:

All legal proceedings that are proposed must be referred to Council for approval prior to proceeding.

The Chief Executive Officer, under the *Local Government Act 1995 s.9.10 (2)*, may appoint persons to be authorised persons for the purposes of this Act.

Date	Details	File Ref

FINANCE

Delegation F.1 – Payments From Municipal and Trust Funds

(Previously F&A 01)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	At the discretion of the CEO EMCS, Works manager and Senior Finance Officer
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. Local Government Act 1995, Section 6.7, 6.9 and 6.10		Local Government, (Financial Management) regulations 1995 section 12, 13	

Council delegates its authority and power to the Chief Executive Officer to authorise and make payments from the Municipal and Trust Funds manually and electronically, including use of credit cards, transferring funds to and from the Reserve Fund accounts as allowed for in the budget as per the following.

All ~~cheques are signed by at least two (2) signatories~~ **payments are authorised by two (2) persons** drawn from the following **employees'**. ~~Officer/Council Member combination:~~

- The Chief Executive Officer
- Executive Manager Corporate Services
- **Senior** Finance Officer
- ~~Community Economic Development Officer~~

A list of all payments ~~made is to be~~ **is** presented to the next ordinary meeting of Council.

Date	Details	File Ref

Delegation F.3 – Writing Off Debts

(Previously F&A 04)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	
Legal (Parent):		Legal (Subsidiary):	
Local government Act 1995 6.12 (1) c		Local Government (Financial Management) Regulations 1995	

Council delegates its authority and power to the Chief Executive Officer to:

1. Write off debts wherein the individual debt is not more than \$500. In exercising this authority, the Chief Executive Officer is to take into consideration Council Policy and the prospects of recovering the debt.
2. Council delegates to the Chief Executive Office authority and power to write off any amount of money less than \$500, owed to the Shire of Narembeen that in his opinion are a bad debt.
3. To write off amounts raised in error on all debtor and rate accounts.

Date	Details	File Ref

RANGERS

Delegation R.1 – Authorised Officers – Litter Act 1979

(Previously F&A 09)

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	15/2/22	Sub-Delegate:	Ranger
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
2. <i>Litter Act 1979, Section 26 (1) (c)</i>			

The Chief Executive Officer is authorised to appoint “Authorised Officers” as detailed in the Litter Act 1979.

Date	Details	File Ref

Delegation R.2 – Impounding of Goods (Previously F&A 10)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	Ranger
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 3.39</i>			

The Chief Executive Officer is authorised to remove and impound any goods that are involved in a contravention that can lead to impounding.

Date	Details	File Ref

Delegation R.3 – Disposing of Confiscated or Uncollected Goods

(Previously F&A 11)

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 3.47</i>			

Council delegates its authority and power to the Chief Executive Officer to dispose of any goods that have been impounded.

Date	Details	File Ref

WORKS AND SERVICES

Delegation WS.1 – Temporary Road Closures

(Previously W&S 01)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	
Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 3.50A, 3.50[1], 3.50[1a], 3.50[4], 3.50[6] and 3.50[8]</i>		1. <i>Road Traffic (Events on Roads) Regulations 1991</i>	

Council delegates its authority and power to the Chief Executive Officer to:

1. Temporarily close thoroughfares to vehicles **for periods not exceeding four (4) weeks..**
2. Determine applications for the temporary closure of roads for the purpose of conducting events.

Date	Details	File Ref

Delegation WS.4 – Private Works On, Over or Under Public Places (Previously W&S 03)
--

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 9.1</i>		1. <i>Local Government (Uniform Local Provisions) Regulation 17</i>	

Council delegates its authority and power to the Chief Executive Officer to grant permission to construct anything on, over, or under a public thoroughfare or public place that is Local Government property and impose conditions in respect to the permission.

Note: it is recommended that a policy be developed to guide the use of this delegation

Date	Details	File Ref

Delegation WS.5 – Street Verge Treatments – Individual Properties (Previously W&S 04)
--

Date Adopted:		Delegate:	CEO
Date Last Reviewed Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Section 5.42</i>			

Council delegates its authority and power to the Chief Executive Officer authority and power to authorise the installation of soft landscaping and/or hard paving within a road reserve.

Note: it is recommended that a policy be developed to guide the use of this delegation.

Date	Details	File Ref

HEALTH

Delegation H.01 – Powers of Local Government - (Deputy)

(Previously H01)

Date Adopted:		Delegate:	CEO & EHO
Date Last Reviewed:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Health (Miscellaneous Provisions) Act 1911</i> ; s26 Local government may appoint persons to be its 'deputy' to exercise and discharge all or any of the powers and functions of the local government			

FUNCTION TO BE PERFORMED

In accordance with the provisions of Section 26 of the *Health (Miscellaneous Provisions) Act 1911*, the Chief Executive Officer and Environmental Health Officer are authorised to be the Shire's 'Deputy' to exercise and discharge the powers and functions under this Act and to:

1. Issue such *Health (Miscellaneous Provisions) Act 1911* and Health Local Laws notices and orders as appropriate;
2. Determine applications for licenses in accordance with the *Health (Miscellaneous Provisions) Act 1911* and Health Local Laws; and
3. Discharge the functions of Regulations 4 and 10 of the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

Date	Details	File Ref

Delegation H.02 – Designation of Authorised Officers (Previously H02)
--

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Public Health Act 2016</i> : s21, Local government (enforcement agency) may delegate a function conferred on it			

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Public Health Act 2016*, s24 the Chief Executive Officer is delegated authority to designate:

1. persons to undertake the functions of the enforcement agency under the *Public Health Act 2016*, s19;
2. a person or class of persons as Authorised Officers for the purposes of the *Public Health Act 2016*, s24 subject to the provisions of the *Public Health Act 2016*, s25.

Date	Details	File Ref

Delegation H.03 – Infringement Notices (Asbestos) (Previously H03)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Health (Asbestos) Regulations 1992; Regulation 15D(7), Local government may delegate a power or duty conferred or imposed on it by this regulation to the Chief Executive Officer of the local government</i>			

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Health (Asbestos) Regulations 1992*, Regulation 15D(5), the Chief Executive Officer is delegated authority to appoint a person or classes of persons as:

1. Authorised officers for the purposes of issuing Infringement Notices under the *Criminal Procedure Act 2004* Part 2 for the offences specified under Schedule 1 of the *Health (Asbestos) Regulations 1992*; and
2. Approved officers for the purposes of the *Criminal Procedure Act 2004* Part 2 to extend the period to pay a modified penalty or withdraw an Infringement Notice.

Date	Details	File Ref

Delegation H.04 – Prohibition Orders

(Previously H04)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Food Act 2008</i> : s118 (2) (b), Local government (enforcement agency) may delegate a function conferred on it, s118(3) Delegation subject to conditions (s119) and guidelines adopted (s120), s118(4) Sub-delegation only permissible if expressly provided in regulations			

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Food Act 2008*, s65(1) - Prohibition Orders, s66 - Certificate of Clearance and s67(4) - Request for Re-Inspection the Chief Executive Officer is delegated authority to:

1. Serve a prohibition order on the proprietor of a food business in accordance with s65 of the *Food Act 2008*;
2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any improvement notices; and
3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection.

Date	Details	File Ref

Delegation H.05 – Registration of Food Business

(Previously H05)

Date Adopted:		Delegate:	CEO/EHO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Food Act 2008</i> s118(2)(b) Local government (enforcement agency) may delegate a function conferred on it, s118(3) Delegation subject to conditions (s119) and guidelines adopted (s120), s118(4) Sub-delegation only permissible if expressly provided in regulations			

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Food Act 2008*, s110(1) and (5) - Registration of food business and s112 - Variation of conditions or cancellation of registration of food businesses, the Chief Executive Officer and Environmental Health Officer are delegated authority to:

1. Register a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* and issue a certificate of registration;
2. After considering an application, determine to grant (with or without conditions) or refuse the application; and,
3. Vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the *Food Act 2008*.

Date	Details	File Ref

Delegation H.06 – Institution of Proceedings (Previously H06)
--

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
1. <i>Food Act 2008</i> s118(2)(b) Local government (enforcement agency) may delegate a function conferred on it, s118(3) Delegation subject to conditions (s119) and guidelines adopted (s120), s118(4) Sub-delegation only permissible if expressly provided in regulations	

Cross Reference: Authorised Officers - Infringement Notices

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Food Act 2008*, s125 the Chief Executive Officer is delegated authority to institute proceedings for offences under the *Food Act 2008*.

NOTE: *It is important to note that there is no power to sub-delegate s118(2), (3) and (4) conferred.*

Date	Details	File Ref

Delegation H.07 – Appoint Authorised Officers and Designated Officers (Previously H07)

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Food Act 2008</i> : s118(2)(b) Local government (enforcement agency) may delegate a function conferred on it, s118(3) Delegation subject to conditions (s119) and guidelines adopted (s120), s118(4) Sub-delegation only permissible if expressly provided in regulations			

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Food Act 2008*, s122(1) and s126(3), (6), (7) and (13) the Chief Executive Officer is delegated authority to appoint:

1. persons to undertake the functions of the enforcement agency under the *Food Act 2008*, s118(1);
2. a person to be an Authorised Officer for the purposes of the *Food Act 2008*, s122(1);
3. an Authorised Officer appointed under the *Food Act 2008*, s122(1) or the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008*, s126(13);
4. an Authorised Officer to be a Designated Officer (who is prohibited by the *Food Act 2008*, s126(13) from also being a Designated Officer for the purpose of issuing Infringement Notices), for the purpose of extending the time for payment of modified penalties under the *Food Act 2008*, s126(6) and determining withdrawal of an Infringement Notice under the *Food Act 2008*, s126(7); and
5. an Authorised Officer to be a Designated Officer for the purposes of receiving payment of a modified penalty in accordance with the *Food Act 2008*, s126(3).

Date	Details	File Ref

Delegation H.08 – Appointment of Authorised Persons

(Previously H08)

Date Adopted:		Delegate:	As listed below
Date Last Reviewed:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
<p>1. <i>Caravan Parks and Camping Grounds Act 1995: s17(1)</i> Local government may appoint such persons to be authorised persons for the purposes of this Act as the local government considers necessary</p>			

FUNCTION TO BE PERFORMED

In accordance with provisions of the *Caravan Parks and Camping Grounds Act 1995*, s17(1) the following persons are appointed as Authorised Officers:

- For the purposes of Division 1 of Part 2 – Regulation of caravan parks and camping grounds
Chief Executive Officer
Environmental Health Officers
Building Surveyors
- For the purposes of s.18 – Powers of entry
Chief Executive Officer
Environmental Health Officers
Rangers
Building Surveyors
- For the purposes of s.22(1) – Legal Proceedings
Chief Executive Officer
- For the purposes of s.23(2) – Issue an Infringement Notice
Environmental Health Officers
Rangers
Building Surveyors

5. For the purposes of s.23(5) – Extend the period the modified penalty is to be paid and s23(7)
– Withdraw an Infringement Notice
Chief Executive Officer
Executive Manager Corporate Services

Date	Details	File Ref

Delegation H.09 – Administration of Animals, Environment and Nuisance Local Law 2016

Date Adopted:	June 2021	Delegate:	As listed below
Date Last Reviewed:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):

FUNCTION TO BE PERFORMED

The CEO is delegated authority to administer all provisions of the above local law on behalf of the local government. The following list records the use of this delegation.

Date	Details	File Ref

Delegation H.10 – Food Provision (Previously HB&P 13)
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Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	EHO
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):	Legal (Subsidiary):
1. <i>Food Act 2008 Provisions</i>	
2. <i>Food Act 2008, sections 65(1), 66, 67, 110, 112, 118(1), 122, 126(2), 126(3), 126(6) & 126(7)</i>	

Council delegates its authority and power to the Chief Executive Officer the capacity to exercise and discharge all or any of its powers and functions of the enforcement agency in regard to the following sections of the Food Act 2008:

- (a) Prosecute for breach of the food act in accordance with section 118(1)
- (b) Authority to issue a Prohibition Order where a food proprietor has not complied with an improvement notice or the order is required to mitigate a serious danger to the public in accordance with section 65(1)
- (c) Clear and remove a prohibition order in accordance with section 66
- (d) Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with sections 110 and 112
- (e) Appoint authorised officers in accordance with section 122
- (f) Appoint authorised officers to be designated officers under Part 10 Division 3 for the purposes of:
 - (i) Issuing infringement notices in accordance with section 126(2)
 - (ii) Receiving payment of modified penalties in accordance with section 126(3)
 - (iii) Extending the payment period for infringement notices or withdrawing infringement notices in accordance with sections 126(6) and 127(7)

Date	Details	File Ref

BUILDING and PLANNING

Delegation BP.1 – Buildings - Demolition Licences

(Previously HBP.1)

Date Adopted:		Delegate:	CEO
Date Last Reviewed:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	
Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government (Miscellaneous Provisions) Act 1960, Section 374A; and or</i>			
2. <i>Building Act 2011</i>			
<i>(whichever of the above is in force)</i>			

Council delegates its authority and power to the Chief Executive Officer to issue demolition licences.

Date	Details	File Ref

Delegation BP.2 – Buildings - Issuing Notices Requiring Alterations (Previously HBP.2)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government (Miscellaneous Provisions) Act 1960, Section 401; and or</i>			
2. <i>Building Act 2011</i>			
<i>(whichever is in force)</i>			

Council delegates its authority and power to the Chief Executive Officer to issue a Notice requiring alterations where a breach of building requirements is considered sufficient to warrant the issue of a Notice.

Date	Details	File Ref

Delegation BP.3 – Buildings – Unlawful Works and Dangerous Condition (Previously HBP.3)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government (Miscellaneous Provisions) Act 1960, Section 401A; and or</i>			
2. <i>Building Act 2011</i>			
<i>(whichever is in force)</i>			

Council delegates its authority and power to the Chief Executive Officer to direct a survey of a building considered to be in a dangerous state and to issue a notice, requiring the owner or occupier to take it down, secure or repair it, as the case requires, if the survey confirms a building to be in a dangerous state.

Date	Details	File Ref

Delegation BP.5 – Private Swimming Pool Inspections (Previously HBP.5)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	EHO
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act, 1995, Sections 5.42 & 5.44</i>			
2. <i>Local Government (Miscellaneous Provisions) Act 1960, Schedule 9.2(3) and Section 2, Section 245A (5). (6) and (7)</i>			
3. <i>Building Act 2011</i>			
<i>(whichever applies)</i>			

Authorisation is given to appoint officer(s) of the Council as “Authorised Officers” as required in Section 245A (5), (6) & (7) of the Local Government (Miscellaneous Provisions) Act 1960 and/or the Building Act 2011 for the purposes of inspecting and enforcing private swimming pool local laws or regulations. The delegate(s) has the authority to deal with such matters relevant to this declaration.

Date	Details	File Ref

Delegation BP.6 – Building Licences

(Previously HBP.6)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	Building Surveyor
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government (Miscellaneous Provisions) Act 1960, Section 374</i>			
2. <i>Building Act 2011</i>			

~~The appointed Building Surveyor be delegated to approve plans submitted and issue building licences.~~

~~CONDITIONS: A summary of building licenses issued to be submitted to Council monthly.~~

Council delegates its authority and power to the Chief Executive Officer to:

1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].
2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22].
3. Grant a demolition permit in accordance with s.21 of the Building Act 2011.
4. Impose, vary or revoke conditions on a building permit [s.27(1) and (3)].
5. Determine an application to extend time during which a building permit has effect [r.23].
 - i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]
 - ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].
6. Issue Building Orders (s.110) to stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of the provisions of the Building Act 2011.

Delegation BP.7 – Town Planning Functions

(Previously HBP.7)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22; updated 19/7/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Clause 8.7.1 of the Shire of Narembeen Town Planning Scheme No 2</i>			

That Council delegate authority to the Chief Executive Officer in accordance with Town Planning Functions of the Shire as detailed below:

- (a) Determination of applications for development approval, including applications involving:
- (i) the variation of Scheme provisions, Planning Policy or provisions of the Residential Design Codes; or
 - (ii) the exercise of discretion under the Scheme, Planning Policy or the Residential

Design Codes:

- (b) Refusal of all development applications where the proposed use is not permitted by the Scheme or where the development does not comply with the non-discretionary provisions of the Residential Design Codes or any mandatory statutory requirement or adopted Council policy;
- (c) Grant an extension of development approval for up to two (2) years;
- (d) Granting variations to relevant Planning Policies and provisions of the Residential

Design Codes on Building Licence applications:

- (e) Determination of applications for development approval for buildings on land Zoned Rural Residential, including Dwellings, Sheds, Carports and other similar buildings, but excluding Transportable Buildings.
- (f) Deletion or modification of conditions of approval, whether imposed under delegated authority or not;
- (g) Making recommendations to the WA Planning Commission on:
 - i. applications for subdivision or amalgamation of land;
 - ii. minor variations to approved subdivisions;
 - iii. clearance of conditions of subdivision approval;
- (h) Determination of Applications for the relocation of Building Envelopes;
- (i) Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and WA Planning Commission requests for reconsideration;

- (j) Taking all necessary action against owners or occupiers of properties to cease illegal uses or comply with conditions of Development Approval, including pursuing prosecution through Council's Solicitors; and
- (k) Formation of any opinion and consideration of any matter in the exercise of these delegated powers that would be required of Council under the Scheme, including, but not limited to, sufficient information required for the processing of applications, referral and advertising of applications, and interpretation of Scheme provisions, relevant Planning Policies and provisions of the Residential Design Codes.

***update July 2022**

That Council

- 1. Pursuant to clause 82(1) and 82(2) of the Planning and Development (Local Planning schemes) regulations 2015 grant (by absolute majority) delegated authority to the Chief Executive Officer to grant an exemption from the need for planning approval for temporary works (not exceeding a 12-month period) in accordance with Clause 61 (2) (f) of the regulations**
- 2. Grant this delegation for a period of 12 months from 19/7/22 to 19/7/23**

Limits to delegated powers

With the exception of delegated power 1.(b) above, all applications will be submitted to a meeting of Council for determination in the following circumstances:

- (a) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (b) Where written objection is received to the proposal from any statutory agency;
- (c) Where the proposal is inconsistent with the intent of the Town Planning Scheme, relevant Policies, Residential Design Codes, or any Outline Development Plan or Local Planning Strategy adopted by Council;
- (d) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Town Planning Scheme or any Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer:
 - (i) the proposal is for exercise of discretion under the R-Codes and is consistent with the intent of the Town Planning Scheme, Residential Design Codes and any relevant Policy; and
 - (ii) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or
 - (iii) the objection does not relate to valid planning and development issues associated with the proposal.
- (e) Where, in the opinion of the Chief Executive Officer:
 - (i) Any of the requirements of this policy are not satisfied; or
 - (ii) There is insufficient certainty as to whether the application complies with the intent of the Scheme, Residential Design Codes or any relevant Council Policy;
 - or
 - (iii) It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or
 - (iv) The decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
 - (v) A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire.

Date	Details	File Ref
12/4/22	Proposed storage shed Lot 17224 (No 2230) Corrigin Narembeen Road, South Kumminin	P4122
28/6/22	Proposed Shearing Shed Lot 2056 (No 5870) Soldiers Road, West Holleton	P3105
22/7/22	12 month exemption from the need for planning approval for temporary works Lot 3119 Hyden Mount Walker Road, Mount Walker (CBH)	ADM550
22/7/22	12 month exemption from the need for planning approval for temporary works Lot 300 on DP70874, Narembeen (CBH)	ADM550
27/7/22	Approval for Farm shed lot 101 (476) Hostrome Road Narembeen	P3708
16/01/ 23	Proposed Storage shed Lot 1029 Hyden Road North, South Kumminin	P2793

Delegation BP.8 – Management/Agreement or Lease for Council Owned Buildings, Facilities and Reserves

(Previously HBP.8)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995 s 3.58</i>			

Council delegates its authority and power to the Chief Executive Officer to enter into a management agreement or lease for the use of Council owned buildings, facilities and reserves, subject to compliance with s3.58 of the Act and any other relevant legislation.

Regulation 30 (2) and (3) of the *Local government (functions and General) regulations 1996* identifies exempt dispositions regarding leasing.

- e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or

Date	Details	File Ref
4/5/22	12-month lease of Bendering site to Kondinin Community recreation Centre	ADM164 – minutes of Roeroc April 22

Delegation BP.9 – Reserves Under Control of a Local Government

(Previously HBP.9)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995</i>			

Council delegates its authority and power to the Chief Executive Officer to control and manage land that is vested or placed under the control and management of the Local Government.

Delegation BP.10 – Use Approval of Council Controlled Buildings (Previously HBP.10)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995</i>			

Council delegates its authority and power to the Chief Executive Officer to approve functions and the 'use' of Council buildings, facilities and reserves.

Conditions: All applications to be received in writing. All approval/rejections to be in writing.

Note: it is recommended that Council develop a policy to guide the use of this delegation.

Date	Details	File Ref

Delegation BP.11 – Subdivision Clearance (Previously HBP.11)

Date Adopted:		Delegate:	CEO
Date Last Reviewed by Council:	15/2/22	Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Local Government Act 1995, Sections 5.42</i>			
2. <i>Planning & Development Act 2005</i>			
3. <i>Town Planning Scheme No. 2</i>			

Council delegates its authority and power to the Chief Executive Officer to clear conditions on WAPC subdivision/amalgamation approvals in accordance with any relevant Council Policy, Specification, and Town Planning Scheme No 2, or other relevant Act or Regulation.

Conditions: the payment of bond in lieu or completion of works in order to clear a condition of subdivision.

Date	Details	File Ref

Delegation BP.12 – Planning Approval Exemption Temporary Works

Date Adopted:	19 July 2022	Delegate:	CEO
Date Last Reviewed by Council:		Sub-Delegate:	
Policy Reference:		Chief Executive Instruction/Procedure:	

Legal (Parent):		Legal (Subsidiary):	
1. <i>Planning and Development (Local Planning Schemes) Regulations 2015, clause 82 (1) & (2)</i>			

Council delegates authority to the Chief Executive Officer to grant an exemption from the need for planning approval for temporary works (not exceeding a 12-month period) in accordance with Clause 61(2) (f) of the Regulations.

Condition: ~~Grant this delegation for a period of 12 months from the 19 July 2022 to the 19 July 2023~~

Date	Details	File Ref

ATTACHMENT – AGENDA ITEM 8.2.2
Amendment to lease agreement - Senior
Citizens Centre

***Shire of Narembeen
(Lessor)***

and

***Narembeen Senior Citizens Social Centre
(Lessee)***

Community Lease

***Leased Area
Lot 84 (Loc 21205) Thomas Street
Narembeen WA 6369***

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PARTIES SHIRE OF NAREMBEEN
 ("the Lessor")

and

The person or persons described in Item 1 of Schedule 1 ("the Lessee")

RECITALS

- A. The Lessor has the Lessor's Interest in the Premises as a whole.
- B. Subject to certain approvals and consents being obtained, the Lessor has agreed to lease the premises to the Lessee on and subject to the terms and conditions of this Lease.

OPERATIVE PART

1. INTERPRETATION

1.1 Definitions

In this Lease, unless the contrary intention appears:

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

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

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

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

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

“Rate of Interest” means the general maximum rate of interest charged from time to time by the Lessor on outstanding rates;

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

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

1.2 Interpretation

In this Lease, unless the contrary intention appears:

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

2. LEASE

2.1 Lease

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

2.2 Term

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

2.3 Rent

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

3. OBLIGATIONS

3.1 Rates and taxes

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

3.2 Services

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

3.3 Maintenance

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

3.4 Cleaning

The Lessee will ensure the Premises as a whole are cleaned regularly and the Leased Area is cleaned at least once a week.

3.5 Make good damage

At the Lessee's own expense from time to time the Lessee must make good any breakage, defect or damage to the Leased Area or any adjoining premises or facilities or any other property caused by want of care, misuse or abuse on the part of the Lessee or the Lessee's agents, contractors, invitees or other persons claiming through or under the Lessee or otherwise occasioned by any breach or default of the Lessee under this Lease.

3.6 Entry by Lessor

- (1) The Lessee must permit the Lessor, the Lessor's architects, agents and contractors at all reasonable times to enter into and upon the Leased Area in order to undertake any duties relating to their employment by the Lessor.
- (2) The Lessee must permit the Lessor, the Lessor's agents and contractors at all reasonable times and, in the case of emergency, at any time to enter into and remain upon the Premises with all necessary plant, equipment and materials to carry out any works or make any repairs or alterations or additions to the Premises.

3.7 Pests

- (1) The Lessor will carry out annual pest and vermin prevention or extermination works at the minimum standard required at the Premises.
- (2) Any extensive or ad hoc pest and vermin prevention or extermination works are to be organized by the Lessee at the Lessee's cost.

3.8 No living in premises

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

3.9 Disorderly behaviour

The Lessee must prevent disorderly behaviour and indecent language at the Premises.

3.10 Compliance with written laws

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

3.11 Permitted Purpose and operation of lessee's affairs

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

3.12 Insurances

(1) Lessee's insurances

The Lessee must, at the Lessee's expense, effect and keep current, with an insurance company approved by the Lessor the following insurances in relation to the Leased Area:

(2) Public risk

(a) a policy covering public risk which:

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

(3) Contents Insurance

- (a) The provision of an insurance policy to cover the Lessee's contents is at the Lessee's discretion; however the Lessor recommends that this provision be put in place.

(4) Building Insurance

- (a) The lessor will cover the cost of insuring the Premises building including the lease area

(5) Evidence of insurance cover

- (a) The Lessee must maintain adequate insurance cover for the full term of the Lease.
- (b) Upon the execution of the Lease, the Lessee must deliver the insurance policies required under this Lease to the Lessor.
- (c) The Lessor may request to sight or receive copies of relevant insurance policies to provide satisfactory evidence to the Lessor that the policies have been renewed after the expiration of each policy term.

(6) Not to void insurances

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

3.13 Indemnity

- (1) The Lessee must indemnify the Lessor and keep the Lessor indemnified from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgments, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which the Lessor may suffer or incur in connection with loss of life, personal injury or damage to property arising from or out of any occurrence in upon or at the Premises or the use by the Lessee of the Premises or to any person or the property of any person using or entering or near any entrance to the Premises or occasioned (wheresoever it may occur) wholly or in part by any act, neglect, default or omission by the Lessee its agents, contractors, servants, workmen, customers, members or any other person or persons using or upon the Premises with its consent or approval expressed or implied.

3.14 Alterations and improvements

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

3.15 Assignment or subletting

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

3.16 Security of Premises and property

- (1) The Lessee must:
 - (a) use the Lessee's best endeavours to protect and keep safe the Premises and any property contained in the Premises from theft, robbery or vandalism;
 - (b) keep all doors, windows and other openings closed and securely fastened when the Premises are not open for use or business; and
- (2) Where any door, window or opening has a lock, the Lessee must keep that door, window or opening locked when the Premises are not open for use or business.
- (3) The Lessee will be provided with two sets of keys for entry to the Premises, Common Use Areas and the Leased Area within the Premises.
- (4) The Lessee must not have extra keys cut and must notify the Lessor immediately if any keys or locks are lost, damaged or broken.
- (5) All replacement keys will be obtained by the Lessor at the Lessee's cost.

3.17 Lessee to make good

- (1) At the expiration or sooner determination of this Lease:
 - (a) the Lessee must yield up the Leased Area to the Lessor in an empty and suitable condition.

- (b) the Lessee must remove from the Premises all their fixtures and fittings. The Lessee must not do or allow any damage to the Premises in the removal. If however any damage occurs the Lessee must immediately make it good; and
 - (c) the Lessee must remove any lettering, signs, pictures, picture hooks, names, advertisements and notices erected, painted, displayed or affixed onto or within the Premises and make good any damage caused by reason of such erection, painting, displaying, affixing or removal. If the Lessee defaults under this clause the Lessor may remove and make good at the Lessee's expense.
- (2) If the Lessee fails to remove all tenant's fixtures and fittings and the Lessee's chattels then the Lessor may:
- (a) treat them as if the Lessee had abandoned its interest in them and they had become the property of the Lessor and the Lessor may then deal with them in such manner as the Lessor determines. If the Lessor sells them the Lessor need not account to the Lessee for the proceeds of sale but may apply the proceeds of sale as the Lessor sees fit.

3.18 No registration or absolute caveat

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

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

4. DEFAULT

4.1 Default

If:

- (a) the Rent or any part of it is in arrears for 90 days
- (b) the Lessee breaches or does not comply with any provision whether expressed or implied in this Lease;
- (c) the Lessee abandons or vacates the Premises; or
- (d) the Lessee being an incorporated association:
 - (i) is wound up or resolves to be dissolved or wound up voluntarily;
 - (ii) without the prior written consent of the Lessor, changes its name, objects or constitution; or

- (iii) is convicted of an offence under the Associations Incorporations Act 1987,

then the Lessor may deem the Lessee to be in default of this lease and may provide written notification to the Lessee of the default.

4.2 Lessor's powers

- (1) If the Lessor exercises its powers under clause 4.1, this Lease is to terminate but the Lessee is not released from liability for any breach of or non-compliance with any provision of this Lease and the remedies available to the Lessor for recovery of arrears of rent or for prior breach or non-compliance will not be affected.
- (2) On termination if the Lessee fails to remove its fixtures, fittings and chattels then the Lessor may if the Lessee does not remove or recover them within a month after termination of the Lease, treat them as if the Lessee had abandoned its interest in them and they had become the property of the Lessor and the Lessor may then deal with them in such a manner as the Lessor determines. If the Lessor sells them, the Lessor need not account to the Lessee for the proceeds of sale, and is entitled to apply the proceeds of sale as the Lessor sees fit.

5. MISCELLANEOUS

5.1 Destruction of the Premises

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

5.2 Notices

- (1) Any notice or demand from the Lessor to the Lessee is to be taken to be duly served if left for the Lessee on the Premises, if mailed by prepaid letter addressed to the Lessee at the address set in this Lease or if sent by email to Lessee's email address, provided at the time of entering into this Lease.
- (2) Any notice or demand from the Lessee to the Lessor is to be taken to be duly served if mailed or delivered to the Shire offices.

SCHEDULE 1

Item 1	Lessee's Name	Narembeen Senior Citizens Social Centre
	Postal Address	c/- Diana Miolini, PO Box 45, Narembeen WA 6369
	E-mail	c/- Robyn Henderer – tombin@bigpond.com
Item 2	Premises:	Lot 84 (21205) Thomas Street, Narembeen WA 6369
	Leased Area:	As highlighted in Attachment 1 – Premises Plan
Item 3	Term:	10 years from the lease commencement date
	Extension Option 1:	5 years from expiry of the term
	Extension Option 2:	5 years from expiry of Extension Option 1
Item 4	Rent:	\$1.00 per annum "Peppercorn"
Item 5	Manner of payment of Rent:	Payment due within 14 days of Lessor's Invoice
Item 6	Permitted Purpose:	Social interaction and activities that benefit the Senior Citizens of Narembeen and other community users as agreed by the Senior Citizens

EXECUTED

By the parties:

Date:

Robyn Henderer

President

Narembeen Senior Citizens Social Centre

Date:

Christopher Jackson

Chief Executive Officer

Shire of Narembeen

[Delegated Authority 09 – Lease for Council Owned Buildings, Facilities and Reserves]

ATTACHMENT 1 - PREMISES PLAN



ATTACHMENT – AGENDA ITEM 8.2.3
Monthly financial statements for March 2023

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 March 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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- * Statement of Financial Activity by Nature or Type

Statement of Financial Activity by Program

- * Note 1 Net Current Assets
- * Note 2 Explanation of Material Variances
- Note 3 Cash and Investments
- Note 4 Receivables
- Note 5 Capital Acquisitions
- Note 6 Grants and Contributions
- Note 7 Budget Amendments

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

- * Statutory Report

**STATUTORY REPORT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

BY NATURE OR TYPE

	Ref Note	Original budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	2,708,224	2,708,224	2,708,224	2,568,614	(139,610)	(5%)	
Revenue from operating activities								
Rates		1,942,098	1,942,098	1,943,379	1,955,115	11,736	1%	
Operating Grants, Subsidies and Contributions	6	1,478,268	1,436,059	1,136,440	1,380,253	243,813	21%	overbudget
Fees and Charges		596,442	578,442	480,327	510,951	30,624	6%	
Interest Earnings		37,193	87,193	65,376	71,965	6,589	10%	
Other Revenue		76,000	123,150	92,358	104,529	12,171	13%	
Profit on Disposal of Assets		199,288	199,288	8,143	0			
		4,329,289	4,366,230	3,726,023	4,022,812			
Expenditure from operating activities								
Employee Costs		(2,108,259)	(2,079,530)	(1,580,584)	(1,473,463)	107,121	7%	
Materials and Contracts		(1,782,263)	(1,708,084)	(1,109,806)	(1,188,907)	(79,101)	(7%)	
Utility Charges		(289,750)	(306,250)	(239,672)	(182,650)	57,022	24%	underbudget
Depreciation on Non-Current Assets		(3,122,135)	(3,118,514)	(2,338,875)	(2,430,377)	(91,502)	(4%)	
Interest Expenses		(40,201)	(40,201)	(30,132)	(26,199)	3,934	13%	
Insurance Expenses		(224,400)	(224,400)	(215,035)	(216,114)	(1,079)	(1%)	
Other Expenditure		(17,000)	(92,000)	(57,735)	(31,700)	26,035	45%	underbudget
Loss on Disposal of Assets		(24,320)	(24,320)	0	0	0		
		(7,608,328)	(7,593,299)	(5,571,839)	(5,549,409)			
Operating activities excluded from budget								
Add back Depreciation		3,122,135	3,118,514	2,338,875	2,430,377	91,502	4%	
Adjust (Profit)/Loss on Asset Disposal		(174,968)	(174,968)	(8,143)	0	8,143	(100%)	
Movement in Local Government House Trust		0	0	0	(3,686)	(3,686)		
		2,947,167	2,943,546	2,330,732	2,426,691			
Non-cash amounts excluded from operating activities								
Amount attributable to operating activities		(331,872)	(283,523)	484,916	900,094			
Investing activities								
Non-operating grants, subsidies and contributions	6	6,060,601	6,060,601	3,669,293	1,396,044	(2,273,249)	(62%)	underbudget
Proceeds from Disposal of Assets		370,000	370,000	0	0	0		
Capital acquisitions	5	(8,819,611)	(8,851,112)	(6,921,720)	(2,595,215)	4,326,505	63%	underbudget
Amount attributable to investing activities		(2,389,010)	(2,420,511)	(3,252,427)	(1,199,171)			
Financing Activities								
Self-Supporting Loan Principal		15,546	15,546	13,495	13,495	0	0%	
Transfer from Reserves		909,737	909,737	0	0	0		
Repayment of Debentures		(74,876)	(74,876)	(60,661)	(60,661)	0	0%	
Transfer to Reserves		(837,749)	(837,749)	(11,178)	(11,178)	0	0%	
Amount attributable to financing activities		12,658	12,658	(58,344)	(58,344)			
Closing Funding Surplus (Deficit)	1	0	16,848	(117,631)	2,211,193			

KEY INFORMATION

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

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

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

STATUTORY REPORT
NOTES TO THE STATEMENT OF FINANCIAL
FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

	Ref Note	UNAUDITED 30 June 2022	This Time Last Year 31 Mar 2022	Year to Date Actual 31 Mar 2023
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	4,514,147	2,889,036	3,146,624
Cash Restricted	3	4,133,569	2,813,325	4,144,745
Receivables - Rates	4	100,263	125,398	105,958
Receivables - Other	4	157,446	86,591	533,480
Loans receivable		15,546	1,967	2,051
Interest / ATO Receivable		54,667	86,763	146,633
Inventories		13,371	13,372	13,372
		8,989,009	6,016,452	8,092,862
Less: Current Liabilities				
Payables		(723,705)	(50,581)	(261,753)
Provisions - employee		(340,620)	(309,959)	(340,620)
Long term borrowings		(74,875)	(13,357)	(14,214)
Contract Liability		(1,206,955)	(448,585)	(1,132,498)
		(2,346,155)	(822,481)	(1,749,085)
Unadjusted Net Current Assets		6,642,854	5,193,971	6,343,777
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(4,133,569)	(2,813,325)	(4,144,745)
Less: Loans receivable		(15,546)	(1,967)	(2,051)
Add : Long Term Borrowings		74,875	13,357	14,214
Adjusted Net Current Assets		2,568,614	2,392,037	2,211,193

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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

This Year YTD

Surplus(Deficit)

\$2.21 M

Last Year YTD

Surplus(Deficit)

\$2.39 M

STATUTORY REPORT

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2023

NOTE 2

EXPLANATION OF MATERIAL VARIANCES

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Operating Grants, Subsidies and Contributions	243,813	21% overbudget		Timing	Operating grants received sooner than budgeted
Expenditure from operating activities					
Utility Charges	57,022	24% underbudget		Timing	Variance predominantly due to underspending on oval and pool maintenance. Additional maintenance items already scheduled for both areas before year end.
Other Expenditure	26,035	45% underbudget		Timing	Variance due to underspend on community benefit fund. Should be resolved shortly
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(2,273,249)	(62%) underbudget		Timing	Road to Recovery grant funding variance of \$723k due to no quarterly lodgements being processed. Due to be done in April - expect significant portion to be received in May. \$1.4m variance in WSFN funding due to jobs being delayed. Estimated \$1.2m of funding delayed to 2024, as discussed in budget review.
Capital Acquisitions	4,326,505	63% underbudget		Timing	Refer to Note 5 for project details.
Financing Activities					

KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

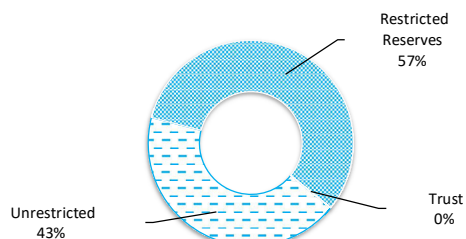
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
At Call Deposits							
Municipal Fund	3,146,624	144,745	0	3,291,369	Bankwest	0.10%	
Term Deposits							
Reserve Investment - Term Deposit CBA 38420506		4,000,000		4,000,000	CBA	3.73%	15/03/2023
Total	3,146,624	4,144,745	0	7,291,369			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash

\$7.29 M

Unrestricted

\$3.15 M

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

NOTES TO THE STATEMENT OF FINANCIAL
ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES

NOTE 4
RECEIVABLES

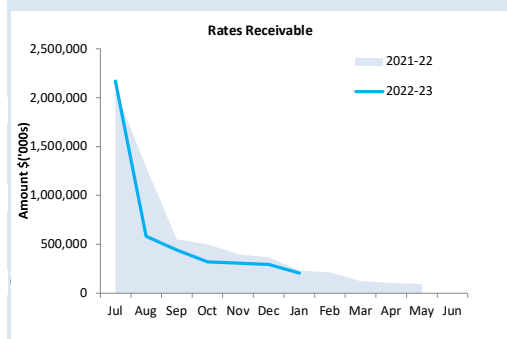
Rates Receivable including ESL and Rubbish	31 Mar 23	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$		\$	\$	\$	\$	\$
Opening Arrears	100,263	Receivables - General	86,759	469,433	262	25,728	582,182
Levied this year	2,133,835	Percentage	15%	81%	0%	4%	
Less Collections to date	(2,128,140)	Balance per Trial Balance					
Equals Current Outstanding	105,958	Sundry debtors	86,759	469,433	262	25,728	582,182
		Other receivable	(48,703)	0	0	0	(48,703)
Net Rates Collectable	105,958	Total Receivables General Outstanding					533,480
% Collected	99.73%	Amounts shown above include GST (where applicable)					

KEY INFORMATION

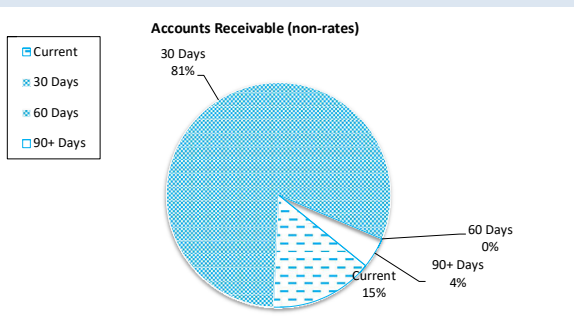
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Rates Received	Rates Due
100%	\$105,958



Debtors Due
\$533,480
Over 30 Days
85%
Over 90 Days
4%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

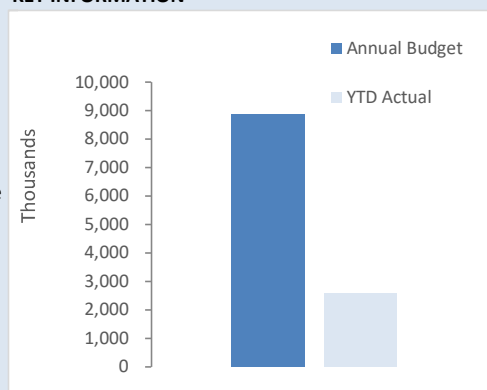
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	Current		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Buildings	986,459	986,459	349,833	206,293	(143,540)
Plant & Equipment	1,154,180	1,154,180	770,424	41,243	(729,181)
Furniture & Equipment	276,842	276,842	274,339	36,090	(238,249)
Infrastructure - Roads	5,582,597	5,614,098	4,850,529	1,942,709	(2,907,820)
Parks, Gardens, Recreation Facilities	769,533	769,533	626,595	368,880	(257,715)
Other Infrastructure	50,000	50,000	50,000	0	(50,000)
Capital Expenditure Totals	8,819,611	8,851,112	6,921,720	2,595,215	(4,326,505)
Funding of Capital Acquisitions:					
		\$	\$		
Capital grants and contributions	6,060,601	6,060,601	3,669,293	1,396,044	(2,273,249)
Borrowings	370,000	370,000	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0	0
Contribution from Rates and other revenue	2,389,010	2,420,511	3,252,427	1,199,171	(2,053,256)
Capital Funding Total	8,819,611	8,851,112	6,921,720	2,595,215	(4,326,505)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$8.85 M	\$2.6 M	29%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$6.06 M	\$1.4 M	23%

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Buildings Specialised							
	2055	120,000	120,000	90,000	21,048	(68,952)	Project delayed.
Administration Office and Chambers Refurbishment - stage 1							
	2119	75,000	75,000	56,250	0	(56,250)	Project delayed.
Hall Accessibility Upgrades LRCI phase 3A							
	2093	116,230	116,230	87,165	60,564	(26,601)	
Townhall upgrades LRCI phase 3							
	2101	115,229	115,229	86,418	124,340	37,922	Project completed sooner than budgeted. Overall spend accurate
Old Church Hall Stage 2 Phase 3							
	2117	30,000	30,000	0	260	260	Project delayed.
Depot Amenities Upgrade							
	2116	30,000	30,000	30,000	56	(29,944)	Project delayed.
Stormwater Harvesting Project							
Sub Total		486,459	486,459	349,833	206,268	-143,565	
Building - Non Specialised							
	2045	500,000	500,000	0	26	26	Project delayed. Only planning-related expenditure likely to occur before 30 June 2023
Shire Staff Housing Construction formally Cheetham way New Residence							
Sub Total		500,000	500,000	0	26	26	
Total Buildings							
		986,459	986,459	349,833	206,293	(143,540)	
Furniture and Equipment							
	2043	10,000	10,000	7,497	2,194	(5,303)	
Administration Server							
	2096	0	0	0	31,997	31,997	Complete.
Altus payroll package							
	2123	116,842	116,842	116,842	0	(116,842)	Project delayed.
Vehicle Charging Station							
	2121	150,000	150,000	150,000	1,900	(148,100)	Project delayed.
Swimming Pool Heating LRCI phase 3A							
Total Furniture and equipment							
		276,842	276,842	274,339	36,090	(28,249)	
Plant & Equipment							
	2094	50,000	50,000	37,494	41,243	3,749	Project sold to Goomalling - expense won't be incurred
Electronic sign and trailer							
	2041	70,000	70,000	0	0	0	Ordered, expected to arrive March / April 2023
Replace Skeleton Weed ute							
	2102	315,000	315,000	236,250	0	(236,250)	Ordered, expected to arrive March / April 2023
Prime Mover NB7704							
	2103	315,000	315,000	236,250	0	(236,250)	Ordered, expected to arrive by June 2023
Prime Mover NB6079							
	2087	120,000	120,000	120,000	0	(120,000)	Ordered, expected to arrive by June 2023
Howard Porter Side Tipper							
	2095	30,000	30,000	0	0	0	Not ordered yet - expected to arrive by June 2023
Electronic fuel management system							
	2064	50,000	50,000	0	0	0	Ordered, expected to arrive by June 2023
Replacement Vehicle - Mechanic							
	2115	60,000	60,000	0	0	0	Ordered, delivery delayed due to supply chain issues.
Toyota Prado - Works Manager							
	2105	15,000	15,000	11,250	0	(11,250)	Ordered, expected to arrive by June 2023
Pohlnier roller modifications							
	2106	64,010	64,010	64,010	0	(64,010)	Ordered, expected to arrive by June 2023
Toro Reelmaster Mower							
	2107	15,000	15,000	15,000	0	(15,000)	Ordered, expected to arrive by June 2023
Heavy Duty Car Trailer							
	2108	35,000	35,000	35,000	0	(35,000)	Ordered, expected to arrive by June 2023
Tri-Axle Dolly							
	2109	15,170	15,170	15,170	0	(15,170)	Ordered, expected to arrive by June 2023
Ute Mounted Boom Spray							
	5124030	0	0	0	0	0	
Fire Prevention Plant & Equipment Purchases							
Total Plant and equipment							
		1,154,180	1,154,180	770,424	41,243	-729,181	

		Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Infrastructure - Roads								
		2062	914,207	914,207	693,522	315,001	(378,521)	Roadworks in progress. Invoices due April
		2079	179,481	179,481	179,481	115,341	(64,140)	Roadworks in progress. Invoices due April
		2080	913,000	913,000	913,000	107,529	(805,471)	Currently ongoing
		2081	145,987	145,987	145,987	69,677	(76,310)	Currently ongoing
		2082	110,000	110,000	82,494	46,740	(35,754)	Currently ongoing
		2083	0	0	0	5,972	5,972	Currently ongoing
		2084	35,815	35,815	26,856	5,361	(21,495)	Currently ongoing
		2015	718,499	750,000	718,499	699,921	(18,578)	Completed.
		G136	90,000	90,000	67,500	78,978	11,478	In progress
		2091	241,065	241,065	180,792	0	(180,792)	Project delayed, only some planning costs likely to be incurred
		2122	120,000	120,000	120,000	0	(120,000)	Project delayed, only some planning costs likely to be incurred
		2114	520,000	520,000	395,554	469,594	74,040	Completed December 2022.
		2110	267,697	267,697	0	594	594	Delayed to 2024
		2111	1,035,871	1,035,871	1,035,869	0	(1,035,869)	Delayed to 2024
		2112	186,224	186,224	186,224	16,263	(169,961)	Currently ongoing
		2113	104,751	104,751	104,751	11,739	(93,012)	Currently ongoing
		Total Roads	5,582,597	5,614,098	4,850,529	1,942,709	(2,907,820)	
Other Infrastructure								
		2118	50,000	50,000	50,000	0	(50,000)	Delayed to 2024
		Total Other Infrastructure	50,000	50,000	50,000	0	(50,000)	
Infrastructure - Parks & Gardens								
		1430	171,761	171,761	128,817	140,105	11,288	
		2092	350,000	350,000	262,494	26,417	(236,077)	Bulk of project likely to occur in 2024
		2070	16,090	16,090	16,090	17,700	1,610	
		2090	49,955	49,955	37,467	44,225	6,758	
		2120	35,000	35,000	35,000	0	(35,000)	
		2046	146,727	146,727	146,727	140,433	(6,294)	
		Total Parks & Gardens	769,533	769,533	626,595	368,880	(257,715)	
TOTAL CAPITAL ACQUISITIONS								
			8,819,611	8,851,112	6,921,720	2,595,215	(4,326,505)	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

NOTE 6
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant - General portion	330,828	330,828	248,121	386,940	138,819
Financial Assistance Grant - Roads portion	146,696	146,696	110,022	96,507	(13,515)
	477,524	477,524	358,143	483,447	125,304
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	9,860	-14,360	-10,773	11,841	22,614
	9,860	-14,360	-10,773	11,841	22,614
Community Amenities					
CRC Grants and Contributions	165,000	-200,000	-149,994	207,181	357,175
SOCK Week Grant	0	0	0	0	0
	165,000	-200,000	-149,994	207,181	357,175
Recreation and Culture					
Recreation and sport funding	20,045	20,045	20,045	0	(20,045)
Library operating grants	750	750	558	0	(558)
	20,795	20,795	20,603	0	(20,603)
Transport					
Main Roads Direct Grant	217,577	217,577	217,577	231,826	14,249
Airfield Contributions	0	0	0	4,151	
Heavy Vehicle Road Maintenance Contributions	400,000	400,000	299,997	309,777	9,780
	617,577	617,577	517,574	545,754	24,029
Economic Services					
Skeleton weed grant funding	183,012	-105,803	-79,353	105,803	185,156
	183,012	-105,803	-79,353	105,803	185,156
Operating grants, subsidies and contributions Total	1,473,768	795,733	656,200	1,354,026	693,675
Non-operating grants, subsidies and contributions					
Recreation and Culture					
Recreation and Culture Grant Funding	1,733,857	1,733,857	0	0	0
Contributions received (Naremben Bowling Club)	146,727	146,727	146,727	52,388	(94,339)
	1,880,584	1,880,584	146,727	52,388	-94,339
Transport					
Wheatbelt Secondary Freight Network grant funding	415,333	415,333	415,333	361,359	(53,974)
Roads to Recovery grant funding	867,841	867,841	723,200	0	(723,200)
Black Spot Funding - Income	332,801	332,801	332,801	382,401	49,600
Wheatbelt Secondary Freight Network	2,564,042	2,564,042	2,051,232	599,896	(1,451,336)
	4,180,017	4,180,017	3,522,566	1,343,657	(2,178,909)
Non-operating grants, subsidies and contributions Total	6,060,601	6,060,601	3,669,293	1,396,044	(2,273,249)
Grand Total	7,534,369	6,856,334	4,325,493	2,750,070	(1,579,574)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**NOTE 7
BUDGET AMENDMENTS**

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

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

KEY INFORMATION

412,032

462,101

(50,069)

ATTACHMENT – AGENDA ITEM 8.2.4
Schedule of Accounts – March 2023

SHIRE OF NAREMBEEN
Creditors Payment list - 1 March 2023 - 31 March 2023

PAGE: 1

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	Chem-Dry		
EFT16495	Carpet Cleaning - CRC, 8 Cheetham, 15 and 21 Northmore		1,410.00
	Colestan Electrics		
EFT16496	Electrical Safety inspection on 37 Thomas Street		335.14
	Copier Support		
EFT16497	Copy/Printing Services - 24/01/2023 - 21/02/2023		639.94
	Cramphorne Farms		
EFT16498	Cramphorne Farms - 8440m3 Gravel Pushed Up		18,568.00
	Department Of Fire And Emergency Services (DFES)		
EFT16499	ESLB - 3rd Quarter Contribution 2022/23		16,628.40
	Dormakaba Australia Pty Ltd		
EFT16500	Admin - service of automatic door entry as per contract		121.00
	Emma WALD		
EFT16501	GYM - Card Bond Refund		50.00
	Hersey's Safety Pty Ltd		
EFT16502	Depot - parts for plant maintenance		873.31
	Lim Hwangbo		
EFT16503	REFUND - Caravan Park - Accomodation		30.00
	Lions Club Of Narembreen		
EFT16504	Contribution to Senior Citizens Dinner		722.00
	Narembreen IGA		
EFT16505	House furnishings - 21 Northmore St		3,208.93
	P M Services Narembreen		
EFT16506	Waste Transfer Station Management 18/02/2023 - 3/03/2023		2,592.00
	Pretty Bites		
EFT16507	CRC - Ladies Long Lunch Event - Custom Mixed Pastel fondant Cookies		849.95
	Qbit Trading Company Pty Ltd		
EFT16508	Admin - IT Services - March 2023		3,085.34
	Repeco a division of GPC Asia Pacific Pty Ltd		
EFT16509	Depot - parts for plant maintenance		216.23
	Roe Tourism Association		
EFT16510	Roe Tourism - annual membership subscription		6,000.00
	The Lines Family Trust T/As Narembreen Medical Centre		
EFT16511	CRC - Pre-employment Medical - New Trainee		145.00
	Toll Ipec Pty Ltd		
EFT16512	Freight Charges - Depot		50.02
	Trustee for J & S Baldwin Trust		
EFT16513	Depot - parts for plant maintenance		420.00
	WA Contract Ranger Services		
EFT16514	WA Contract Ranger Weekly Services - 16/02/2023 - 22/02/2023		627.00
	WA Distributors Pty Ltd		
EFT16515	Caravan Park - replacement mop bucket		56.95
	Work Clobber		
EFT16516	Staff Uniform - safety boots x 2		358.30
	Aflex Technology (NZ) Ltd		
EFT16517	CRC - Australia Day Event - New rocker for pool		1,413.50
	Aust Post		
EFT16518	Postage Charges - February 2023		110.87
	Australian Services Union		
EFT16519	Payroll Deductions/Contributions		23.90
	Central Regional TAFE		
EFT16520	CRC - Forklift Licence - International Student		855.72

SHIRE OF NAREMBEEN
Creditors Payment list - 1 March 2023 - 31March 2023

PAGE: 2

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16521	Chris Bray Electrics Pty Ltd Churchill Street - Main Street Lights - supply and replace		6,743.00
EFT16522	Combined Pest Control Wa Senior Citizens Hall - Spider,Fly and Mosquito Service		220.00
EFT16523	Estimating & Civils Australia Pty Ltd Longhurst Street - drainage - progress Claim 1		58,531.00
EFT16524	LG Assist ANZ Pty Ltd CEO Recruitment - Advertising		330.00
EFT16525	Landgate Landgate - Certificat of Title Copy		282.00
EFT16526	Merredin Refrigeration & Gas 21 Northmore St - Air Con repairs		444.13
EFT16527	Naremben IGA 21 Northmore Street - Cleaning products		219.21
EFT16528	Navada Computer Services Pty Ltd CRC - Computer Equipment - USB Adapter		43.65
EFT16529	Phoenix Sheds Pty Ltd REFUND - Caravan Park - accomodation		85.00
EFT16530	Prompt Safety Solutions Triathlon Event - Traffic Management Plan		2,750.00
EFT16531	Repeco a division of GPC Asia Pacific Pty Ltd Depot - parts for plant maintenance		149.44
EFT16532	Swastik Shree Pty Ltd (ALLSTAMPS) CRC - Customer Merchandise		37.29
EFT16533	Town Planning Innovations General Planning Services - February 2023		123.75
EFT16534	Truck Centre (WA) Pty Ltd Depot - parts for plant maintenance		519.43
EFT16535	Trustee for J & S Baldwin Trust Depot - parts for plant maintenance		510.00
EFT16536	WA Safety Magnetic Signs and equipment		30.00
EFT16537	Willway Plumbing and Gas Swimming Pool - repair ladies toilets		346.50
EFT16538	Wurth Australia Pty Ltd Depot - parts for plant maintenance		441.57
EFT16539	A-Team Printing CRC - Customer Invoice Books		130.20
EFT16540	AFGRI Equipment Australia Pty Ltd Depot - parts for plant maintenance		1,571.12
EFT16541	Accwest Pty Ltd Financial Services - Monthly and Annual reporting 2023		4,950.00
EFT16542	Australian Services Union Payroll Deductions/Contributions		23.90
EFT16543	Avon Waste Waste Collection Services - February 2023		15,282.71
EFT16544	Boc Gases Depot - workshop consumables - January to February 2023		50.17
EFT16545	Caroline Ola Gnon REFUND - Gym Card Bond		50.00
EFT16546	Chem-Dry Carpet Cleaning - 16 and 26 Hilton Way		1,190.00
	Chris Bray Electrics Pty Ltd		

SHIRE OF NAREMBEEN
Creditors Payment list - 1 March 2023 - 31 March 2023

PAGE: 3

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16547	Chris Bray Electrics Pty Ltd Swimming Pool - electrical repairs		1,648.90
EFT16548	Copier Support Admin - Copy/Printing Services 21/02/2023 - 22/03/2023		611.41
EFT16549	David's Plumbing & Gas REFUND - Caravan Park - accomodation		280.00
EFT16550	Drag Family Trust CRC - LLL Event - welcome sign		77.00
EFT16551	EM Louise Photography CRC - LLL 2023 - Photographer		1,033.00
EFT16552	Edona Heartland CRC - Ladies Long Lunch - Live Music		1,100.00
EFT16553	Enviro Pipes Works - Enviro Pipes - Naremben-Kondinin Road		3,271.49
EFT16554	Estimating & Civils Australia Pty Ltd Longhurst Street - drainage- progress claim 2		26,375.62
EFT16555	Evergreen Synthetic Grass Supply and Install Synthetic Bowling Green		96,849.72
EFT16556	Flowers by Elli Paige CRC - Ladies Long Lunch - Flowers		4,150.00
EFT16557	GSG WA Pty Ltd (Naremben Roadhouse) Roadhouse Fuel Purchases - February 2023		592.82
EFT16558	Golden Age Production CRC - LLL 2023 Event - Golden Age Girls Show		2,950.00
EFT16559	Inform Communicate Motivate International (AUST) Pty Ltd CRC - Ladies Long Lunch Event - Final Balance Paid		2,364.45
EFT16560	Karl Franchesca Salamat REFUND - Gym Card Bond		50.00
EFT16561	Liberty Oil Rural Pty Ltd Supply and Deliver Sulphur Diesel		7,218.40
EFT16562	Louise Sawle CRC - Ladies Long Lunch Event - Guest Speaker		400.00
EFT16563	Maria Nelson REFUND - Gym Card Bond		50.00
EFT16564	Marketforce Recruitment Advertising - Works and Gardens Teams		442.85
EFT16565	Melissa Lithgow Consulting CRC - Ladies Long Lunch 2023 - Guest Speake		805.20
EFT16566	Merredin Freightlines Freight Charges - Asphalt in a bag		431.86
EFT16567	Michael Morawa REFUND - Caravan Park - accomodation		140.00
EFT16568	Mineral Crushing Services (WA) Pty Ltd Works - Naremben-Kondinin - washed aggregate		25,275.60
EFT16569	Munchy Machine CRC - LLL 2023 - catering		9,526.00
EFT16570	Naremben Community Shed Gym - Floor repairs - paid half as works need to be redone by another company		330.00
EFT16571	Naremben Hardware And Ag Supplies Pty Ltd Swimming Pool - chemicals		1,244.10
EFT16572	Naremben P & C Association CRC - LLL EVENT 2023 - Wait Staff		1,000.00

SHIRE OF NAREMBEEN
Creditors Payment list - 1 March 2023 - 31 March 2023

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	Naremben Workers Hotel Bar and Bistro		
EFT16573	Council - Refreshments - March 2023		61.00
	Navada Computer Services Pty Ltd		
EFT16574	CRC - Replacement NAS Drive		397.75
	Ness Gas Supplies		
EFT16575	Caravan Park - Gas Bottle Delivery		360.00
	Nutrien Ag Solutions		
EFT16576	Works - Naremben-Kondinin Road - supply droppers		632.61
	Officeworks		
EFT16577	Admin - Stationery		343.20
	P M Services Naremben		
EFT16578	Waste Transfer Station Management - 4/03 - 17/03/2023		2,592.00
	PC & JE Kennedy		
EFT16579	Walker Lake - Construct and install a shade over Gym Equipment		7,853.00
	Qbit Trading Company Pty Ltd		
EFT16580	Admin - IT Managed Service - April 2023		2,874.86
	Repcos a division of GPC Asia Pacific Pty Ltd		
EFT16581	Depot - parts for plant maintenance		416.33
	Rural Traffic Services PTY LTD		
EFT16582	Works - 3 x Traffic Controllers including Signage		6,313.23
	Sandro Agrizzi Farm Machinery Pty Ltd		
EFT16583	Depot - parts for plant maintenance		3,202.90
	Sigma Chemicals		
EFT16584	Swimming Pool - chemicals		13.20
	State Library of Western Australia		
EFT16585	CRC - Library Freight recoup - Inter-Library Loans delivery charges		177.38
	T - Quip		
EFT16586	Depot - parts for plant maintenance		142.25
	Team Digital		
EFT16587	CRC - Printing Supplies - Ink for printer		152.32
	The Lines Family Trust T/As Naremben Medical Centre		
EFT16588	Pre employment medical - Grader Operator		145.00
	The Morning Sun Motel		
EFT16589	Works - Accommodation for Traffic Controller		715.00
	The Naremben Cafe		
EFT16590	CRC - Youth Art Expo Event - Catering		771.00
	The Trustee for The Nalder Family Trust T/A		
	Employment Training Solutions		
EFT16591	CRC - Heavy Vehicle Pilot Licence Training		14,308.95
	The Trustee for WA FUEL BROKERS T/A Dun Direct		
	PTY LTD		
EFT16592	Supply and Deliver Sulphur Diesel		48,081.75
	Toll Ipec Pty Ltd		
EFT16593	Freight Charges - works and depot		588.89
	Trustee for J & S Baldwin Trust		
EFT16594	Depot - parts for plant maintenance		545.00
	Westrac Equipment Pty Ltd		
EFT16595	Depot - parts for plant maintenance		2,498.38
	Wheatbelt Office and Business Machines		
EFT16596	CRC - Printing and Copier Charges - 02/02 - 08/03/2023		43.01
	Willway Plumbing and Gas		
EFT16597	Town Oval - Find Leaks and solenoid repairs		8,277.50
	Wren Oil		

SHIRE OF NAREMBEEN
Creditors Payment list - 1 March 2023 - 31 March 2023

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	Wren Oil		
EFT16598	Oil Waste Disposal - Admin & Compliance Fees		33.00
	Wurth Australia Pty Ltd		
EFT16599	Depot - parts for plant maintenance		533.55
	Beam Precision Superannuation		
DD11708.1	Superannuation payments for 16/2/23 - 01/3/23		11,784.19
	Bankwest		
DD11718.1	Credit Card Purchases 13 January - 13 February 2023		15,420.61
	Telstra		
DD11719.1	CRC - Phone Usage and Service Charges - February 2023		238.12
	HBF		
DD11719.2	HBF - Health Insurance - works manager		440.82
	Power ICT Pty Ltd		
DD11719.3	Admin - message on hold service - March 2023		75.90
	Commander Australia Pty Ltd		
DD11719.4	Admin - Phone Usage and Service Charges - March 2023		68.51
	Telstra		
DD11724.1	Phone Usage and Service Charges - March 2023		3,230.94
	Beam Precision Superannuation		
DD11727.1	Superannuation Payments for 020323 - 150323		11,815.22
	Synergy - Western Power		
DD11728.1	Power Usage and Service Charges - March 2023		348.14
	Synergy - Western Power		
DD11728.2	Power Usage and Service Charges - March 2023		393.39
	Synergy - Western Power		
DD11728.3	Phone Usage and Service Charges - March 2023		378.21
	Synergy - Western Power		
DD11728.4	Phone Usage and Service Charges - March 2023		272.00
	Synergy - Western Power		
DD11728.5	Phone Usage and Service Charges - March 2023		1,206.62
	Synergy - Western Power		
DD11728.6	Phone Usage and Service Charges - March 2023		2,522.54
	Telstra		
DD11737.1	CRC - Phone Usage and Service Charges - March 2023		249.70
	Beam Precision Superannuation		
DD11743.1	NetPay for Payroll 160323 - 290323		11,875.16

REPORT TOTALS

Bank Code	Bank Name	TOTAL
MUNI	Municipal 5347926	505,057.12
TOTAL		505,057.12



Credit Card Purchases 13 January - 13 February 2023

EMCS

	Date	Account Code	Store	Amount
	13/01/2023	4115000.000	Narembbeen Workers Hotel	\$ 30.99
	14/01/2023	PE221	7 Eleven	\$ 65.42
	16/01/2023	1431400	Seek	\$ 346.50
	17/01/2023	9111026	Comfort Style	\$ 5,625.00
	18/01/2023	9111026	Comfort Style	\$ 60.00
	21/01/2023	9111026	Kmart	\$ 370.50
	21/01/2023	9111026	Target	\$ 110.00
	22/01/2023	PE221	Coles Express	\$ 55.92
	23/01/2023	142111500	Officeworks	\$ 442.11
	24/01/2023	9111026	Target	\$ 94.00
	24/01/2023	1321101	BNB Supplies	\$ 424.41
	24/01/2023	5212000	Animal Ark	\$ 1,036.04
	25/01/2023	CE2	Narembbeen Club	\$ 123.30
	25/01/2023	CE2	Narembbeen Workers Hotel	\$ 681.23
			TOTAL EMCS CREDIT CARD PAYMENTS	\$ 9,465.42

Works Manager

	Date	Account Code	Store	Amount
	20/01/2023	42111500	Ausrecord	\$ 161.70
	20/01/2023	141150000	Dan Murphy's	\$ 389.55
	7/02/2023	2080	Nutrien AG	\$ 220.77
			TOTAL WORKS MANAGER CREDIT CARD PAYMENTS	\$ 772.02

Mechanic	Date	Account Code	Store	Amount
	13/01/2023	1221102	Narembbeen Hardware	\$ 69.00
	18/01/2023	PE1207	Mobile Energy	\$ 173.18

1/02/2023	PE184	Narembeen Hardware	Mechanic - parts for plant maintenance	\$ 12.50
1/02/2023	PE184	Narembeen Hardware	Mechanic - parts for plant maintenance	\$ 25.00
2/02/2023	PE999	EBAY	Mechanic - parts for plant maintenance	\$ 106.00
3/02/2023	PE6789	Narembeen Hardware	Mechanic - parts for plant maintenance	\$ 7.05
9/02/2023	2080	Narembeen Roadhouse	Mechanic - Fuel for water pumping	\$ 59.76
10/02/2023	110511320	Camam Engineering	Mechanic - parts for plant maintenance	\$ 949.30
TOTAL MECHANIC CREDIT CARD PAYMENTS				\$ 1,401.79

CRC

Date	Account Code	Store	Amount
12/01/2023	CE2	Narembeen Post office	\$ 61.60
13/01/2023	CE2	Narembeen IGA	\$ 4.40
13/01/2023	CE2	Narembeen IGA	\$ 151.15
13/01/2023	110516500.231	Narembeen Hardware	\$ 79.00
24/01/2023	141180000.231	Narembeen Hardware	\$ 79.95
25/01/2023	CE2	Narembeen IGA	\$ 423.07
25/01/2023	115112100.231	Narembeen Post office	\$ 64.90
30/01/2023	CE2	Australia Day	\$ 281.25
30/01/2023	CE2	AUSPIRE	\$ 186.45
31/01/2023	CE2	Spotlight	\$ 51.99
31/01/2023	CE2	Myer	\$ 139.93
1/02/2023	CE2	Host Supplies	\$ 594.00
3/02/2023	111413000.231	Sumware Cons	\$ 585.00
7/02/2023	CRC0	Narembeen IGA	\$ 48.59
7/02/2023	CRC2	Awards and Trophies	\$ 944.08
7/02/2023	CRC0	Narembeen Roadhouse	\$ 47.02
TOTAL CRC CREDIT CARD PAYMENTS			\$ 3,742.38
13/01/2022	142111500.287	Bankwest	\$ 39.00
Interest & Other Charges			

TOTAL CREDIT CARD PAYMENTS

\$ 15,420.61