



**ORDINARY COUNCIL MEETING
18 March 2020**

AGENDA ATTACHMENTS

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**ATTACHMENT - AGENDA ITEM 6.4
Roe Tourism Association Minutes**



MINUTES

General Meeting
Monday 24 February 2020 at Shire of Lake Grace

1. **MEETING OPENED** 10:32am

2. **ATTENDANCE RECORD**

2.1. **Attendees:**

President – *Bevan Thomas*

Vice President

Executive Officer – *Heather Ives*

Shire Representatives:

- Bruce Rock – *Caris Negri*
- Corrigin – *Tayla Smith*
- Kondinin – *Tory Young*
- Kulin – *Hayley Smith, Garrick Yandle, Taryn Scadding*
- Lake Grace – *Cr Roz Lloyd, Alan George*
- Narembeen – *Kristie Lee*
- Quairading – *Jill Hayes, Cr Peter Smith*

Associate Members: *Jo Morgan, Helen Bennett, Wayne Monks*

2.2. **Apologies:** *Natalie Manton; Cr Janeane Mason (Vice President); Sheree Thomas; Cr Natalie Kilminster; Jennie Gmiener; Scott Coppen, Cr Allan Marshall, Ashleigh Waight, Cr Gerard Lynch, Cr Kent Mouritz, Cr Robbie Bowey, Chris Jackson*

2.3. **Guests:**

3. **PREVIOUS MINUTES**

3.1. **Confirmation – General Meeting**

RESOLUTION

That the Minutes of the Roe Tourism Association General Meeting held in the Shire of Kulin on Monday 9 December 2019 be confirmed as a true and accurate record of proceedings.

Moved Kristie Lee

Seconded Garrick Yandle

CARRIED

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

4. **CORRESPONDENCE**

4.1 Inwards

- 4.1.1 AGO (Amy Gough) – Kondinin Statues Lake –Instagram post on Australia.com
- 4.1.2 Quairading CRC (Jill Hayes) – Shire of Quairading website content and photos
- 4.1.3 Shire of Kulin (Taryn & Robbie)– RTA MoU feedback
- 4.1.4 Kulin CRC – Updated RTA Map request (including Qdg)
- 4.1.5 Shire of Kondinin (Tory) - RTA MoU feedback
- 4.1.6 Shire of Kondinin – RTA logo and links request for new Information Bay Signage
- 4.1.7 Shire of Kondinin “Gourmet in the Garden’ funding - RTA Letter of Support request
- 4.1.8 CMCA (Margaret Cook) – RV Friendly Towns info & Membership options for RTA
- 4.1.9 NEWTravel (Linda Vernon) - REDS Grant Application unsuccessful
- 4.1.10 CWVC – Trails WA – ‘Trail Talk’ new trails and other good stuff
- 4.1.11 CWVC – The Westerly eNewsletter – Kondinin Statues Lake on Instagram
- 4.1.12 CWVC – Tourism Council WA - Workshops in Northam & Gin Gin
- 4.1.13 CWVC – EW Visitor Guide 2020 “Pathways to Wave Rock” self-drive Full Pg proof
- 4.1.14 CWVC – AGO Board meeting 17.02.2020 – any RTA items to report?
- 4.1.15 CWVC - RTA Associate Members Feedback Form
- 4.1.16 CWVC – Perth Caravan & Camping Show – Wheatbelt stand roster
- 4.1.17 AGO (Marcus Falconer) - Coronavirus updates
- 4.1.18 AGO - WA Tourism ‘Our Story’ at Esperance Civic Centre
- 4.1.19 AGO (Gabby Simoni) – The Sunday Times feature – Wheatbelt CoOp Ad
- 4.1.20 Tourism Council WA - eNewsletters (Dec 19 /Jan 2020) + Industry Updates
- 4.1.21 Market Creations – Re. website update & WALGA Invoice (add Shire of Quairading)
- 4.1.22 WA News – Sunday Times Newspaper ‘Adventure Travel’ Advertising feature
- 4.1.23 Wayne Monks – Accreditation Update
- 4.1.24 Wayne Monks – RTA Associate Members Feedback Form
- 4.1.25 Kondinin CRC - RTA Associate Members Feedback Form
- 4.1.26 Terrific Trading (Jurek Leon) – Resources webpage for Visitor Centres
- 4.1.27 Hyden CRC – RTA Associate Membership enquiry
- 4.1.28 Brochure Requests – Jenny Midson (Tas); Esperance Beach Front Resort: AGO
- 4.1.29 Black & White Studio (Daniela Varone) – Updated Map artwork files (incl Qdg)
- 4.1.30 Aldersyde Hall (Jessie Spark) – RTA full membership enquiry & Brochure inclusion
- 4.1.31 Luke O’Donohue – Public Art Trail proposal along Pathways to Wave Rock route

4.2 Outwards

- 4.2.1 CMCA (Margaret Cook) – Membership & advertising options enquiry for RTA
- 4.2.2 Market Creations – website new content & photos (for Shire of Quairading) + Inv
- 4.2.3 Linda Vernon (NEWTravel) – REDS Grant outcome?
- 4.2.4 CWVC – EW Visitor Guide Ed.6 – ‘Pathways to Wave Rock’ page content
- 4.2.5 Visitor Numbers Collection Form - RTA committee members
- 4.2.6 Perth Caravan & Camping Show, EOI Wheatbelt stand roster from RTA committee
- 4.2.7 RTA MoU Draft - Request for Shire CEO’s comment/feedback
- 4.2.8 Brochures posted: Esperance Beach Front Resort; Jenny Midson (Tasmania)
- 4.2.9 AGO (Marcus Falconer & Gabby Simoni) – AGO website incl. Quairading request
- 4.2.10 AGO (Gabby Simoni) Holiday Planner 2020 brochure delivery ETA?
- 4.2.11 Narembeen CRC - Audio Tour Podcast – Request to add Quairading audio files
- 4.2.12 Shire of Kondinin - RTA Letter of Support for ‘Gourmet in the Garden’ grant
- 4.2.13 Corrigin Hotel – RV Friendly Towns (video link)
- 4.2.14 Tourism Council WA - eNewsletters (Dec 19 /Jan 2020) + Industry Updates
- 4.2.15 Tourism Council WA – Upcoming Workshops in Northam & Gin Gin
- 4.2.16 AGO (Gabby Simoni) – Weekend Newspaper - Wheatbelt CoOp Ad enquiry
- 4.2.17 Terrific Trading – Resources for VC’s
- 4.2.18 WA Visitor Centre – February 2020 promotional material + PTWR Banner follow-up
- 4.2.19 Black & White Studio (Daniela Varone) – Request to update map artwork (incl. Qdg)
- 4.2.20 Aldersyde Hall (Jessie Spark) – RTA information re. full membership & brochure

RESOLUTION

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

Moved Tory Young

Seconded Alan George

CARRIED

4.3 Business Arising from Correspondence**5 FINANCIAL REPORT**

RTA Financial Report December 2019 – January 2020.

RESOLUTION

That the RTA Financial Report for December 2019 – January 2020 be accepted as a true and accurate report.

Moved Tory Young

Seconded Peter Smith

CARRIED

6 REPORTS**6.1 Presidents Report**

- Through December and January I have been having weekly catch-up calls with the EO to discuss RTA business.
- A suggestion is that the new RTA Visitor Numbers Collection Sheet should also include a 'Visitor Destination' column, to track where visitors are travelling to.
- Discussion with the committee today, the Shire member contributions
- A recent trip highlighted that Roe Tourism region is not only on the pathway to Wave Rock but also captures a lot of traffic travelling through Lake Grace heading to Esperance, which is AGO's 'jewel' road trip destination and something we should build on.
- Thank you to Jill Hayes from Quairading for being proactive and bringing new ideas to discuss with the committee at today's meeting.
- Perth Caravan & Camping Show 2020 is coming up 18-22 March. I will be attending to assist on the wheatbelt stand with Robyn McCarthy (CWVC). Jill Hayes has also volunteered to assist and NEWTravel members will also volunteer throughout show week.
- I called Sheenagh Collins at Wave Rock to find out the impact the Coronavirus has had on visitor numbers and WR businesses. Sheenagh advised 2 x tourist buses per week with Chinese visitors had been cancelled and numbers were way down. The recent fires had meant firefighting volunteers were being accommodated in Hyden and Wave Rock. Sheenagh recommended marketing should try to encourage visitation to the wheatbelt region and support the Tourism Australia message, Holiday Here This Year.

6.2 EO Report

- **Social Media – Facebook**

Facebook page posts are scheduled to feature member Shires accommodation facilities, local attractions and to promote RTA Associate Member businesses. Region related posts and blogs are

shared from Australia's Golden Outback, Central Wheatbelt Visitor Centre, Western Australia, Wheatbelt Development Commission and other relevant pages.

Page following has steadily increased: **278=Dec'18** ; **340=Feb'19** ; **493=Mar'19**; **618=Mar'19**; **659=Jul'19**; **750=Sept'19**; **Nov'19=757**; **Feb'19=821**



• **RTA Advertising**

Eastern Wheatbelt Visitor Guide EDITION 6 (Print Media) - Pathways to Wave Rock Intro Full Page



Sunday Times 'Escape'

A half page AGO Ad has been booked to appear in the Sunday Times 'Escape' on 22nd March 2020, featuring the Eastern Wheatbelt Self Drive Trails - *Pathways to Wave Rock / Golden Pipeline Heritage Trail / Wheatbelt Way / Pioneers Pathways* and a small editorial piece.

- **RTA Marketing & Promotion**

WA Visitor Centre – October-November 2020 promotion

After the successful promotion and interest in November 2019, the WA Visitor Centre will again be promoting the AGO region during the months of October to November 2020, at their William Street, Perth location. RTA will be part of this campaign again with our Pull-Up Banner and 'Pathways to Wave Rock' brochures being displayed, as well as inclusion in the WA Visitor Centre social media campaign.



WA Visitor Centre In-store display at 55 William Street, Perth

Australia's Golden Outback Holiday Planner 2020

The AGO Holiday Planner 2020 has now been printed and distributed to Visitor Centres across the country. If you would like to display these Holiday Planners at your Shire or centre please contact Gabby Simoni at AGO – marketing@goldenoutback.com; Phone: 9325 1511

Pathways to Wave Rock – Stylised Map

Daniela Varone from Black & White Studio has updating the stylized map to include Quairading along the Pathways to Wave Rock self-drive route. The EO will email through the updated artwork files to committee members, for use on future signage or promotional materials.

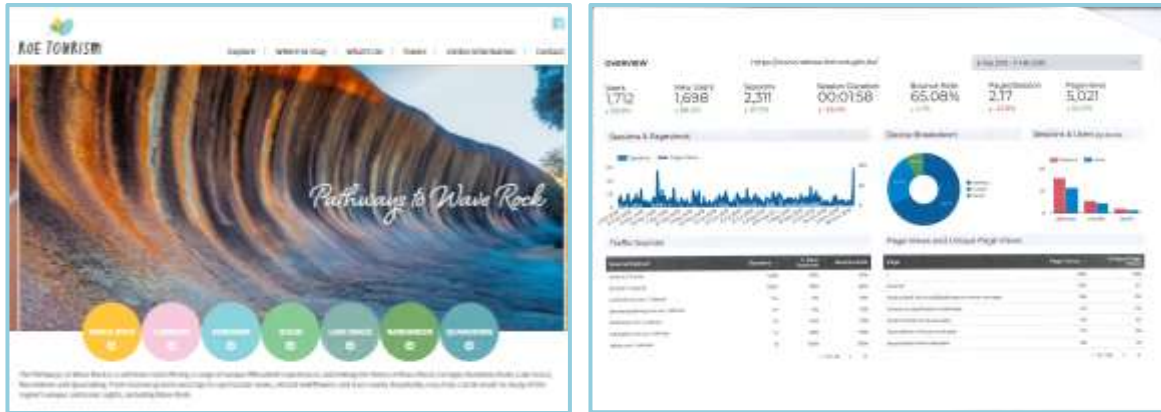


- **RTA 'Pathways to Wave Rock' Map & Visitor Guide**

Distribution of brochures through Dec 2019 – Jan 2020: Jenny Midson (Tasmania); Esperance Beach Front Resort; Perth Hills Armadale Visitor Centre; Corrigin accommodation providers. Please let EO know if you need to re-stock your visitor information displays. Boxes of brochures are available for pick-up from the Corrigin CRC.

- **RTA Website – www.pathwaystowaverock.com.au**

Work has been completed by Market Creations to integrate the Shire of Quaraiding into the Roe Tourism 'Pathways to wave Rock' website. Thank you to Jill Hayes for providing all the content material.



Website Analytics

Market Creations has recently conducted an annual review of the Roe Tourism website alongside the Google Analytics report and made recommendations and provided costs to increase the overall user experience and functionality, with a website redevelopment including the following new modules: *Alerts; Events Calendar; Advanced Feature: Registration and Community Engagement & Notifications*

Community Events

Are there any upcoming Community Events in March and April – ANZAC Day Dawn Services, Easter or School Holiday events? Community Events can be uploaded directly into the RTA website by members at <http://www.roetourism.com.au/events/> or email your event poster (JPEG) with event contact details to the EO at roetourism@outlook.com.au

- **RTA 2019-2020 Associate Membership**

New Associate Members - Kondinin Artists Group; Hyden Community Resource Centre (CRC)

Business owner Marnie Tonkin advised the SILO business in Kondinin has closed this month. The business listing and contact details on the Roe website have been removed.

7 GENERAL BUSINESS

7.1 RTA Full Membership Subscription

At the October AGM the committee resolved to review the RTA Full Membership subscription at the February 2020 meeting, for Council's 2020-2021 Budget considerations.

- *President advised that the RTA annual full member subscription had not been increased over a number of years (2016) and the costs for advertising, printing and marketing were ever increasing.*
- *The President recommended the 2020-2021 full member subscription be increased by \$1,000, from \$5,000 to \$6,000pa*
- *There was general committee discussion about shire member fees and whether moving forward these fees would increase annually or with CPI. The President suggested fees would not increase annually but could be reviewed by the committee more regularly e.g. every 3 years.*
- *The EO suggested the \$1,000 increase could be used to boost the Wheatbelt regional marketing budget to co-operatively advertise and promote the regional tourism groups self-*

- drive trails with AGO (Pathways to Wave Rock, Wheatbelt Way, Golden Pipeline, Pioneers Pathways).*
- *It was recommended that member fees should be set by the committee at the AGM rather than the February meeting, as per the Constitution.*
 - 6(d) The Committee will determine the annual membership fee to be paid for membership of the Association at its Annual General Meeting held each year.
 - *Special Meeting to be held prior to next General Meeting on 18 May, for the purpose accepting any changes to Shire Full Membership subscriptions*
 - *Discussion about the breakdown of the full member fees, with the committee agreeing the EO Contribution should remain at \$2,500pa and the Shire full membership fee be increased from \$2,500 to \$3,500pa.*
 - *In comparison, Wayne Monks advised the Great Southern Treasures member Shire's pay \$4,000pa but this did not include a paid EO position and they struggle with the workload placed on their volunteer committee for the Secretary/Treasurer role.*

RESOLUTION

1. RTA 2020-2021 Full Membership subscription to be set at \$6,000pa.
2. RTA Full Membership and EO Contribution Letters of request to be sent to the member Shire's for 2020-2021 Budget consideration.

*Moved Alan George
Seconded Tory Young*

CARRIED

7.2 Executive Officer Contribution

At the October AGM the committee resolved to review the EO contribution requested from Full Members at the February 2020 meeting, for Council's 2020-2021 Budget considerations.

RESOLUTION

2020-2021 EO Contribution from Full Members to remain at \$2,500pa.

*Moved Taryn Scadding
Seconded Kristie Lee*

CARRIED

7.3 RTA Associate Membership

Background: At the October AGM the committee discussed RTA Associate Membership, fees, structure and membership benefits. It was suggested a survey be sent out to current RTA Associate Members, asking them to tell us how they want RTA Associate Membership to be structured.

Comment: An RTA Associate Membership "Tell Us What You Want" questionnaire was prepared and emailed out to all current RTA Associate Members x 36, inviting feedback before 20 February 2020, for the committee to discuss and review the RTA Associate Membership at the 24 February meeting.

- *As at 20 February 2020 RTA received 3 x responses from the following RTA Associate Members: CWVC, Kondinin CRC, Wayne Monks.*
- *President, Bevan recommended that the RTA Associate Membership fee be kept the same at \$20pa*

RESOLUTION

The RTA 2020 Associate Membership subscription to be set at \$20.00.

*Moved Taryn Scadding
Seconded Wayne Monks*

CARRIED

7.4 Perth Caravan & Camping Show 2020**Background:**

AGO have booked exhibitor space in the Tourism Pavilion at the Perth Caravan & Camping Show, being held between 18th and 22nd March 2020 at the Claremont Showground. RTA have committed to again support the Wheatbelt stand, with members to assist and to share the stand cost between RTA, CWVC, NEWTravel, Pioneers Pathways and Golden Pipeline.

Comment:

Are any RTA members available to assist on the Wheatbelt stand, between 18-22 March 2020? Please contact Robyn McCarthy at the CWVC for further details and to be included in the wheatbelt stand roster. Phone: 9041 1666.

- *Jill Hayes has offered to assist on the wheatbelt stand*
- *Wayne Monks will be attending the show and has a stand within the AGO area*
- *President, Bevan Thomas has volunteered on the wheatbelt stand and encouraged any RTA committee members who are attending the 2020 Show to spend a few hours talking to and promoting our region to visitors.*

7.5 Memorandum of Understanding (MoU)**Background:**

At the 21 October General Meeting the committee discussed and supported establishing and entering into a MoU with Full Member Shire's similar to the RoeRoc EHO initiative, to future-proof and provide a formal commitment. It was suggested the MoU timeframe could align with the RTA Forward Directions 2019-2021, or be considered for a longer period e.g. 3-5 years. A sample MoU sample was provided for initial discussion at the 9 December meeting.

Comment:

The EO sent the sample RTA MoU, with a copy of the Constitution to member Shire CEO's, for review and request for any comments to the EO by 10 February, prior to the RTA meeting on 24 February 2020.

Feedback was received from Cr Robbie Bowey and Taryn Scadding from Shire of Kulin and also Tory Young from Shire of Kondinin. The updated RTA MoU Draft with changes was sent to the committee with the Agenda for review and discussion at the 24 February meeting.

- *There was discussion by the committee with further input provided to fine tune the RTA MoU document, with recommended changes to items: 3.1; 3.4; 3.6; 4.1; 8.1*
- *The EO is to update the RTA MoU Draft and email out to member Shire CEO's and Presidents for adoption.*
- *Amendment to the Constitution will be required to include reference to MoU.
– 'Amendment to the Constitution shall be made at an Annual General Meeting or a Special General Meeting called for the purpose of amending the Constitution. Proposed alterations to the constitution shall be made if; Full Members have passed by a simple majority a special resolution recommendation to amend the constitution OR the Executive has received a written recommendation from at least five Full Members to amend the Constitution.*

RESOLUTION

The RTA committee endorse changes to the MoU and prepare final document to send to member Shires for adoption.

Moved Garrick Yandle
Seconded Peter Smith

CARRIED

7.6 RTA Visitor Numbers Data Collection**Background:**

The new RTA Strategic Plan, "Future Directions 2019-2021" was adopted at the 19 August 2019 meeting. One of the strategic objectives for the next 1-3 years is to begin collecting visitor data across the district in a collaborative manner, for future decision making and marketing purposes.

The EO prepared a 'RTA Visitor Numbers Collection Sheet (Draft)' for the committee to review and discuss at the 9 December meeting.

The types of visitor information needed for effective data collection is as follows;

- Number of Visitors
- Age of Visitors
- Type of Visitors (Business / Holiday)
- Accommodation Type
- Number of Nights

The collection sheet has (2) collection periods; 1 Feb – 31 July and 1 August – 31 January, with the statistics collated and reported on at RTA meetings held in February and August. Each member Shire is responsible for obtaining and recording daily visitor numbers and at the end of each six month reporting period the completed Visitor Numbers Collection sheets are to be sent through to the EO for collating.

Comment:

On the 16 January the EO emailed the RTA 'Visitor Numbers Collection Sheet' (Excel spreadsheet) to the committee to enable the establishment of a statistics collection process within each of the member Shire's and be ready to start recording visitor numbers from 1 February 2020. Can committee members please provide the EO with details of the contact person who will be responsible for the collection of Visitor Number data within their Shire?

- *President recommended a visitor 'Destination' column be included in the RTA Visitor Numbers Collection Form.*
- *Each member Shire provided the contact details of a person responsible for the visitor numbers data collection in each of their Shire's.*
- *EO to amend the RTA Visitor Numbers Collection Form (Excel Sheet) and email updated version (with 'Destination' column) to contacts below.*

SHIRE	CONTACT PERSON	PHONE NUMBER	EMAIL ADDRESS	ACCOMMODATION TYPE
Bruce Rock	Ashleigh Waight	9061 1377	cdo@brucerock.wa.gov.au	
Corrigin	Tayla Smith	9063 2778	corriginrc@westnet.com.au	-Corrigin Caravan Park -The Mains Guest House B&B
Kondinin	Ayu	9889 1006	cdo@kondinin.wa.gov.au	
Kulin	Hayley	9880 1021	crccounter@kulin.wa.gov.au	

Lake Grace	Jo Morgan	9865 2140	lgvisitorcentre@westnet.com.au	
Narembeen	Kat Conops	9064 7308	admin@narembeen.wa.gov.au	
Quairading	Peter Smith	0427 817 707	pdsmith1182@gmail.com	

7.7 Joint Project 'Marketing Panel' Grant Funding

Background:

RTA, NEWTravel and the CWVC have recognised the need for marketing expertise, ideally with access to a "Marketing Panel" including: a branding specialist, photographer/videographer, social media advisor, graphic designer and journalist. This would enable us jointly and more effectively promote the Wheatbelt region as a visitor destination. The cost of engaging marketing professionals is expensive and not possible for our individual tourism groups whose only source of income is generated from membership. The Marketing Panel project would only be a possible through the support of a funding body.

Linda Vernon from NEWTravel with assistance from WBN, identified two (2) potential grant funding opportunities through the Qantas Regional Grants and the Regional Economic Development Scheme (REDS). Linda prepared two (2) grant funding applications for the 'Joint Marketing Panel' project, in consultation with RTA and CWVC. These two applications were submitted in August and September.

An RTA Letter of Support was provided for the REDS Grant and we provided an indication of the 'matching contribution' RTA could contribute to the project application. If successful, RTA will not be seeking additional funds from members but rather allocating the \$13,000 that we budget for annually towards advertising/marketing, as the matching contribution for this grant, with the view to do the same/similar activities that it is already being provided for. NEWTravel and CWVC have also committed similar for their 'matching contribution'.

Comment:

With funding REDS Grant announcements due in late December 2019, Linda Vernon from NEWTravel contacted the Northam WDC Office on 7 February for an update. WDC advised the Wheatbelt REDS grants were still sitting with the Minister awaiting a final decision.

- *The EO advised REDS Grant recipients were finally announced on 14 Feb and unfortunately the Joint 'Marketing Panel' application was unsuccessful on this occasion.*
- *Linda V will follow up with WDC to find out any information about the wheatbelt tourism project that is currently being developed by WDC.*
- *We will continue to source funding opportunities for the 'Joint Marketing Panel' project*

7.8 Promoting the 'Pathways to Wave Rock'

With the need to make alterations to include Quairading into RTA promotional and marketing material in 2020, now would be a good opportunity to review current material and look at any improvements or other ways for RTA to further promote the Pathways to Wave Rock.

Jill Hayes presented some ideas for the committee discussion to further expand on promoting and marketing the 'Pathways to Wave Rock' and our region.

- *Spend effort on promoting the 'Pathways to Wave Rock' name and not primarily Roe Tourism, as it is the Pathways to Wave Rock message that is going to draw attention, provide benefit to travelers and more importantly benefit all our communities.*
- *Alter the logo to read PATHWAYS TO WAVE ROCK instead of ROE TOURISM, perhaps with Western Australia as a tagline.*
 - *EO suggested when the Pathways to Wave Rock brochure is due to be redesigned, it would be a good opportunity to also look at RTA Logo amendments and any additional changes to maps i.e. including directional arrows 'to Esperance', 'to Albany', 'to Kalgoorlie'*

- Website - Alter the way the website is currently set-up with www.pathwaystowaverock.com.au as the main website URL, and www.roetourism.com.au redirected to it.
 - *EO to contact Market Creations to ask for changes to be made to the main URL and redirection.*
- Instagram – it's time for RTA to be part of this popular social media platform, attract more visitors to the area and further increase interest in our region.
 - *Jill offered to assist the EO with setting up an RTA Instagram account and is available to help.*
- Social Media Strategy – the development of a Social Media Strategy will provide direction and guidance and ensure relevant content is scheduled for optimum times.
 - *A printed copy of the RTA Social Media Strategy Draft was provided for committee members at the Feb meeting and Jill ran through the content and suggestions.*
 - *The free Later.com program enables the posting and scheduling of posts across both Facebook and Instagram platforms at the one time, with only slight edits necessary.*
 - *Recommendation to increase the frequency of organic social media posts was that each Shire member create two (2) pieces of content with photos each month and send them through to the EO, ensuring there's always plenty of new and current content to work with on SM.*
 - *EO asked if Shire members were posting tourism related content to their social media pages to tag @PathwaysToWave Rock / #PathwaysToWaveRock*
 - *Suggestion to create 'Instagram stories' involving each member Shire, who would 'log in' for the day and share any local stories or itineraries from each of their towns.*

8 MEMBER SHIRE REPORTS

- **Bruce Rock** – New promotional video for Shire, new rubbish bins in main street including Roe Tourism, Wheatbelt Medical Students Immersion Program, Colour Run, Bruce Rock Triathlon, Mental Health Luncheon
- **Corrigin** – New Tourism & Economic Development Committee, Main Street revitalization, Drought Funding, Medical Students, Australia Day Breakfast x 150ppl, Thank a Volunteer Sundowner, Corrigin Triathlon, ANZAC Day Dawn Service
- **Kondinin** – Kondinin Triathlon had increased entries from around region, Gourmet in the Garden event tickets sold out, ANZAC Day Dawn Service promote over long weekend, Updating entry signage at Wave Rock, looking into visitor numbers counter
- **Kulin** – Aquatic Centre busy with hot weather, Kulin Triathlon, visiting Caravan Group staying over labor day weekend, Blazing Swan in April, Holt Rock Hoedown, Community Markets in March, Kulin Hotel community cooperative finalising mid March, Drought funding.
- **Lake Grace** – Movie Days and Nights, 13 March 'Black Friday' Astrotourism event, Market Day in April, ANZAC Day services, lots of interest in Public Silo Trail and salt lakes, offer tour of Inland Mission Hospital for any visiting Medical Students
- **Narembeen** – New tourism role (Kristie Lee at CRC), working on updating signage, new rubbish bins, Seniors Movies, School Holidays activities, Morning Coffee Club, 1 on 1 Social media training for seniors, SOCK Week, Rhyme Time at CRC/Library, RedCard Fox Shoot, Narembeen Triathlon,
- **Quairading** – Tourism Steering committee Strategy Launch last week good reception, Visitor Numbers (Cara Pk/Motel/Hotel/Businesses), new Shire rebranding "Take a Closer Look" launched at Australia Day event with 220ppl attending, Noel Stone Citizen of the Year, Quairading Ag Show 100 years celebration and reunion, GWN community partnerships offer 204 spots for \$1,500,

24hour layby for caravans on main street, Caravan Park visitors offered free entry to pool.

- **Wayne Monks** – Holland Way well defined track for 4WD and 2WD, looking at new tour focusing on Broomehill as important connection between Wheatbelt and Goldfields, new museum at Broomehill for memorabilia, rehabilitation work desperately needed on northern section of Holland Track

9 **NEXT MEETING** Shire of Narembeen, Monday 18 May 2020

10 **CLOSE OF MEETING** 12.05pm

Thank You to the Shire of Lake Grace and Visitors Centre for hosting today's meeting.

CONFIRMATION

I, Bevan Thomas, certify that the minutes of the General Meeting held on the 24 February 2020 as shown, were confirmed as a true record at the meeting held on the 18 May 2020.

Roe Tourism Association President

Date

ROE TOURISM 'DASHBOARD'

Workflow planning for RTA priorities and projects.

Short Term Projects (within 2 months)				
TASK	PREVIOUS STATUS	CURRENT STATUS	WHO	DEADLINE
RTA Associate Members Survey		Prepare Questionnaire for Associate Members "Tell Us What You Want?" Feedback due by 20 Feb 2020	EO	Completed
Eastern Wheatbelt Visitor's Guide Edition No.6		Book RTA full page (4 unit) in EW Visitor Guide No.6 >Amend self-drive trail text content & graphics to incl. Qdg. >Provide to CWVC >Approve proof	EO	Completed
Website www.roetourism.com.au/		Obtain Shire of Quairading content to add to RTA website. >Provide Market Creations with new content, photos & links for website update >Proof updates	EO / Jill Hayes	Completed
RTA MoU	Develop MoU (example) for RTA Full Member Councils >Committee to review at Dec. meeting. MoU (example) and RTA Constitution to be emailed to Shire CEO's for review and comment. >Prepare Draft MoU with feedback for RTA meeting on 24 Feb.	>Amend DRAFT MoU with changes from 24 Feb meeting > Send final RTA MoU to member Shire CEO's and Presidents for adoption	Shire CEO's & President / EO /	March 2020
RTA 2020-2021 Budget Requests		Draft and send 2020-2021 RTA Budget Request letters to Shire member CEO's for Council consideration	EO	March 2020
RTA 2019-2020 Associate Membership	Review 2019-2020 Associate Membership Fees at 24 Feb meeting.	>Update Associate Membership Form doc. >Send 2019-2020 Associate Membership Renewal invitations + 2019-20 Form to current members. >Prepare Ad to promote RTA + Associate Membership within each member Shires.	EO	March/April 2020

		>Email Ad to committee members for local promotion >Provide Membership Tax Invoices & info to businesses on request		
Hello Perth - WA Map (Apr-Sept 2020)		Provide update for Ad (incl. B&B's) >Approve proof	EO	March 2020
The Sunday Times		CoOp Ad for EW Self Drive trails (half page) Sunday Times Escape on 22.03.2020. >Provide text & map update (incl. Qdg) and photos >Approve proof	EO / AGO / CWVC	March 2020
Caravanning Australia		RTA Ad and editorial in Winter 2020 edition. >Provide new Ad artwork (update to incl. Qdg), editorial text and photos >Approve proof	EO	April 2020
Instagram		Develop Social Media Strategy >Set up new Instagram account for RTA >Create Later.com account for RTA >Committee to provide EO with content for 2 x posts per month >Instagram stories - Member Shires log in and 'take over' for a day to share localised stories, itineraries, photos etc.	Jill Hayes / EO / Committee	May 2020
Visitor Numbers Data Collection	Create RTA Visitor Numbers Collection Sheet (Draft) for member Shire's to record all visitor numbers. Committee to discuss statistics collection at Dec meeting. > Email Visitor Numbers Collection Sheet to committee members. >Members to establish process within each member Shire, commencing 1 Feb 2020.	Amend Visitor Numbers Collection Sheet to include a 'Destination' column. >Email update sheet to Shire members contacts list >Visitor Numbers from members to be emailed back to EO on 1 August 2020 for collating. >EO to report to committee on visitor number data at August 2020 meeting.	Committee / EO	Aug 2020
RTA 2019-2020 Marketing Plan		Prepare 2019-2020 RTA Marketing Plan	EO/WBN	2020

Google Analytics - website	Market Creations quoted \$500 to set-up Google Analytics on the RTA website	Look at what's involved (time/who)? >Ask for assistance to set-up Google Analytics on RTA website	EO/ Jill Hayes / Market Creations	2020
Website www.roetourism.com.au/		Update Community Events	EO	Ongoing
Website www.roetourism.com.au/		Update content as required	EO	Ongoing
PTWR Facebook Page www.facebook.com/PathwaystoWaveRock/	>Added new Profile picture (RTA logo), cover photo (Wave Rock by Kristo) Text - "Which pathway will you take"; stylised map. >Schedule posts	>Schedule posts using content & photos from brochure and website >Create Photo Collages for 2019 Associate Member businesses >Curate/share posts from relevant FB pages	EO	Ongoing
Medium Term Projects (within 6 months)				
Long Term Projects				
Joint Marketing Project	>Seek grant funding opportunities to support the joint marketing project between RTA, NEWTravel & CWVC. > Qantas Regional Grants Application (submitted Aug 2019). > REDS Grant Application (submitted Sept 2019)	Continue to source funding opportunities for joint project.	President / Committee / EO	
RTA Marketing & Associated Signage – <i>Information Bay & Road Signs</i>	Design concept for Signage (present Corrigin example) >Committee to discuss >EO to contact Jen >EO to conduct RTA Road Signage audit and log locations on map for committee review at Apr 2019 meeting	Engage assistance from the Shire's Works Managers to locate further RTA signage on local roads >EO to update Signage location spreadsheet	Committee / EO	

ATTACHMENT - AGENDA ITEM 7.0
Status Report

SHIRE OF NAREMBEEN - STATUS REPORT
For March 2020 Council Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6461/17	19-Jul-17	ADM616	Water Corporation Waterwise Council Program	That Council enters into a Memorandum of Understanding with the Water Corporation and the Department of Water to become a Waterwise Council.	Signed MOU received. Staff to formulate Shire of Narembreen Waterwise Action Plan when new Gardening Position commences.	On hold	CEO/CEDO
6685/18	15-Aug-18	ADM583	Wadderin Reserve 20022	That Council subject to advice received from LGIS instruct staff to continue with the process of taking legal control of the Wadderin Dam and Reserve 20022 Cusack Drive, Wadderin as per council motion 5929/15 moved 15 April 2015.	Remediation works continue. New EHO to review.	Ongoing	CEO/EHO
6702/18	18-Sep-18		Apex Park Public Toilet	That Council:- 1. Approve for staff to undertake an investigation into the possible future redevelopment of the Apex Park public toilets with options to be considered to include a fully costed upgrade and or replacement of the existing building. 2. Requires that the Apex Park Public Toilets Redevelopment report be presented to Council no later than 19 December 2018. 3. Will give consideration to making an allocation to this project as part of the February 2019 budget review.	Funding included in 19/20 budget. Building Maintenance Officer preparing options.	Ongoing	CEO
6794/19	20-Feb-19	ADM153	Future Project - Combined Turf Field - Surface Options Analysis Report and Options Assessment	That Council:- 1. Subject to the outcomes of the meeting to be held with the Narembreen Tennis and Hockey Clubs to be held following the Council meeting, approve all the recommendations made in the Surface Options Analysis for the Narembreen Tennis and Hockey Clubs report. 2. Acknowledge the work of Caroline Robinson and the WBN in preparing this important analysis report.	Report being prepared by Caroline Robinson on the next stage of the development. Further meetings with Club planned.	Ongoing	CEO
6826/19	18-Apr-19	ADM541	Strategic Policy Framework	That Council: 1. Adopt the Council Policy – Strategic Policy Framework as per the attachment. 2. Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.	1. Complete and available online. 2. In progress. CEO has reviewed a number of policies for council to revoke.	Ongoing	EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6842/19	15-May-19	ADM194	Naremben Historical Society - Machinery Museum, Churchill Street - Proposed New Shed	That Council:- 1. Advise the Naremben Historical Society Inc that it supports the request to construct a new machinery shed on Council owned property being Lot 28 Churchill Street, Naremben subject to compliance with all Town Planning and Building Code requirements. 2. Authorise the Chief Executive Officer to discuss with the Naremben Historical Society Inc a suitable location for the proposed machinery shed. 3. Instruct the Chief Executive Officer to investigate options for entering into an agreement with the Naremben Historical Society Inc that would formalise the relationship between the two parties. 4. Congratulate the Naremben Historical Society for the work that it is doing to preserving Naremben history and to acknowledge the recent work done on progressing with its collection policies and the disposal of some items that were taking up room in different sheds.	Letter sent to Naremben Historical Society. Further discussion required with the NB Historical Society in relation to formalising the relationship between the two parties.	Ongoing	CEO
6893/19	17-Jul-19		Item of Personal Nature - WA Property Lawyers Letter	That Council instructs that the CEO write to WA Property Lawyers to indicate that Council does not accept the offer as presented in the letter dated 16 July 2019 and approves that the Council does not waive any fees or interest at this time.	Letter sent to WA Property Lawyers and the current owner for transparency. No further communication received since July.	Ongoing	CEO/EMCS
6918/19	18-Sep-19	NA	Sport & Recreation	That Council:- 1. Receive the Executive Manager Corporate Services Report for September 2019. 2. Assign Cr. S Stirrat and Cr. K Mortimore to the Sport and Recreation Strategy Working Group.	Awaiting Club analysis information from Cr Stirrat. EMCS in the early stages of external analysis review.	Ongoing	EMCS
6946/19	16-Oct-19	NA	Recognition of Former Councillor Mrs M J (Joan) McCutcheon (dec) and the Naming of the Naremben Netball/B Ball Precinct	That Council:- 1. Establish a permanent acknowledgment to former Councillor Mrs Joan McCutcheon (dec) as the first female elected to Shire of Naremben. 2. In consultation with the Naremben Netball Club, officially name the netball/ basketball area "The McCutcheon Courts" in memory of Joan McCutcheon as a tribute to her involvement in Naremben, particularly with netball and swimming. 3. Following discussion with Joan's family and other stakeholders, fund the appropriate signage.	Letter written to the Naremben Netball Club. Letter presented at Netball Club AGM in October. Netball Club to work closely with the Shire of Naremben in relation to appropriate signage and suitable date.	Ongoing	CEO
6956/19	20-Nov-19	ADM547	Ramelius Resources - Traffic Route Proposal	That Council approve for the use of the Merredin-Naremben Road, Fricker Road, Latham Road, Kondinin Naremben Road, Mt Walker Road and Mt Arrowsmith Road being Shire of Naremben's controlled roads, to haul ore from Tampia Hill Operations to the Shire's northern boundary located at SLK 0.00 on the Merredin Naremben Rd, subject to the following conditions. Refer to the November Agenda for the full conditions.	Awaiting Final Survey	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6961/19	20-Nov-19	ADM562	Narembeen Bowling Club	That Council:- 1. Support the Narembeen Bowling Club's request to provide a self-supporting loan for the amount of \$100,000 to assist with the resurfacing of one synthetic Bowling Green at the Narembeen Recreation Centre. 2. Reduce the Narembeen Bowling Club's annual fees in 2019/2020 from \$6,000 to \$3,000. This is to be reviewed on an annual basis as part of the Shire's fees and charges. 3. Will consider as part of its current development of a Sporting Club Strategy the Bowling Club's request of a consideration of the contribution of \$18,000 or part thereof already paid by the Club towards ground fees to the Shire over the past 3 years.	Meeting held with Bowls Club. They will seek a more formalised quote from their preferred supplier. Proposal to include cost neutral projection in 20/21 budget, likely to be received in April/May.	Ongoing	CEO
6975/19	18-Dec-19	ADM044	Repeal Local Law-Pest Plants	That Council: 1. Gives State-wide and local public notification that Council proposes to make a new local law, the Shire of Narembeen Repeal Local Law (Attachment). 2. Notes that: a) the purpose of the proposed local law is to repeal an obsolete local law; and b) the effect of the proposed local law is that the obsolete local law will be revoked and abrogated.	To be advertised in March	Ongoing	CEO
6976/19	18-Dec-19	ADM044	Review of Local Laws	See minutes for full Council resolution	To be advertised in March	Ongoing	CEO
6987/20	19-Feb-20	P1154	Storm Water Drain- 15 Longhurst Street, Narembeen	That Council: Agrees to pay 50% of the cost of materials and construction of fencing along the storm water drain approximately 50m in length on the east side of the easement at 15 Longhurst Street. The Fence construction is to be similar to the chain mesh fencing currently used on 15 Longhurst Street and three quotes must be obtained for this work.			CEO
6992/20	19-Feb-20	ADM109	WALGA State Council Agenda	That Council:- 1. Commence receiving monthly WALGA State Council agenda items that require a decision. 2. Request that a brief summary of each be available in the Shire item with the remaining information available via the WALGA Website. 3. Request that the CEO provide input on the items if relevant and or required 4. Advise WALGA that it has no objections to the three items requiring decision at the WALGA State Council March 2020			CEO
6994/20	19-Feb-20	P1085	Proposed Motel – Lots 72 (No 22) and 73 (No 24) Thomas Street, Narembeen	See Minutes for Full Council Resolution	Development Approval sent to Mr D Smoker 3/3/20	Ongoing	CEO

**ATTACHMENTS - AGENDA ITEM 8.3.1
Acting Chief Executive Officer's Report -
March 2020**



ROE TOURISM

PATHWAYS TO WAVE ROCK
WESTERN AUSTRALIA

Memorandum of Understanding (MoU)

for

ROE TOURISM ASSOCIATION

1 July 2020 – 30 June 2023



CONTENTS

- 1. Description of collaborating organisations**
- 2. Purpose of the MoU**
- 3. Financial contributions**
- 4. Withdrawal of Member Councils**
- 5. Admitting new Member Councils**
- 6. Communication and exchange of information**
- 7. Intellectual property**
- 8. Amendment of the Memorandum of Understanding**

ATTACHMENT 1

Terms of Agreement - dates and signatures

AGREEMENT

This Memorandum of Understanding (MoU) represents an agreement between;

Shire of Bruce Rock,
Shire of Corrigin,
Shire of Kondinin,
Shire of Kulin,
Shire of Lake Grace,
Shire of Narembeen and
Shire of Quairading
("the Member Councils")

These local governments are working as an advisory committee of the participating member Councils of the Roe Tourism Association (RTA).

1. Description of collaborating organisations

The seven (7) partner organisations are all Local Government Authorities under the Local Government Act 1995 (as amended), governed by the RTA Constitution, adopted on 15 October 2018.

2. Purpose of the MoU

The purpose of the MoU is to establish a financial contribution and commitment from the seven (7) Councils that form the Roe Tourism group.

3. Financial contributions

- 3.1 Member Councils are required to make Full Membership annual financial contribution towards the operations of RTA as determined by the RTA committee, the contributions are to be distributed between pathway development and employment of an Executive Officer and may also be requested to contribute towards specific projects or initiatives of RTA.
- 3.2 The Executive shall have the power to seek external funding for the association.
- 3.3 The committee shall have the power to suggest levies to be paid by all members and to set the level of any such levy.
- 3.4 RTA to provide annual financial contribution information to member Councils in March each year, for budgetary considerations.
- 3.5 Manner of Payment - The contributions referred to in clause 3.1 shall be paid by each Member Council to RTA in the manner determined by Roe Tourism Association.

- 3.6 Member Councils contributions and any grant funding is to be centralised by the RTA dedicated bank account. RTA will be responsible for the financial reporting requirements.

4. Withdrawal of a Member Councils

- 4.1 A Member Council may at any time withdraw from RTA upon giving twelve (12) months written notice to of its intention to withdraw.
- 4.2 The withdrawal of a Member Council shall take effect from the end of the financial year (30 September), in which notice of withdrawal under 4.1 is given.
- 4.3 The Member Council shall still be liable for its financial contribution to full membership costs for the duration of the notice period.

5. Admitting new Member Councils

- 5.1 Section 3.65 of the Local Government Act 1995 is to apply if a Regional Local Government is established.
- 5.2 Prospective new member Councils shall be required to submit an application in writing to the committee for RTA Full Membership
- 5.3 Prospective new member Councils may be admitted to join RTA subject to the unanimous agreement of the current members.
- 5.4 If a new member Council applies to join RTA, the committee shall determine and consider any additional 'entry' costs incurred by RTA for updating their website, altering the Constitution, printing new promotional material and any other associated costs.
- 5.5 On entry, a new member Council shall be liable to pay RTA the determined 'entry' cost, in addition to the annual Full Member fee and Executive Officer contribution as described in section 3.

6. Communication and exchange of information

Information dissemination is largely via email. Records are to be retained as per Record Keeping Plan of the respective local government. Agendas and Minutes are to be retained in a hard copy as well as electronic version by the RTA Executive Officer.

7. Intellectual property

Rights to the intellectual property as produced will be retained by the committee of all work produced.

8. Amendment of the Memorandum of Understanding

- 8.1 The Member Councils may amend this MoU by majority agreement of the member Councils
- 8.2 The MoU can be amended to include another local government as a party to the amending agreement.

ATTACHMENT 1

Terms of the Agreement

This MoU is effective from _____ (date of signing) to 30 June 2023 and can be extended on mutual agreement of all signatories.

Signature: _____
Shire of Bruce Rock – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Corrigin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Kondinin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Kulin – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Lake Grace – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Narembeen – Chief Executive Officer

Print Full Name of Authorised person

Signature: _____
Shire of Quairading – Chief Executive Officer

Print Full Name of Authorised person

DRAFT

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

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

27 February 2020

Dear CEO,

On behalf of the Roe Tourism Association (RTA) I would like to thank you for your ongoing support for Roe Tourism Association.

RTA continues to take steps forward and are excited about the direction we are heading and the goals we're working towards achieving. In 2019 the RTA Strategic Plan, 'Forward Directions 2019-2021' was developed to guide and strengthen RTA into the future. We have been actively marketing and promoting the Pathways to Wave Rock self-drive route and associated tourism assets locally, state-wide and nationally, through advertising in significant publications, including the Weekend West Travel features, Australia's Golden Outback Holiday Planner, Eastern Wheatbelt Visitor Guide, Hello Perth WA Map, Caravanning Australia and other relevant publications when the opportunity arises.

Consistent branding and messaging is carried through all RTA print media marketing, banners, website and social media. The 'Pathways to Wave Rock' Map and Visitor Guide continues to be one of the most popular and requested publications for visitors to the area, with its detailed map and content showcasing the region.

RTA involvement at the annual Perth Caravan and Camping Show in the Tourism Pavilion, is an important opportunity for members to engage face to face with many people on mass, to further promote and encourage visitation to our region.

In February 2020 RTA initiated the collaborative collection of visitor number data across our member Shire's, as a means of obtaining an understanding of the needs and tourism trends for future decision making and marketing.

The appointment of the Roe Tourism Association Executive Officer has proved to be a success, with this position coordinating the day to day administration of the Association, as well as marketing activities to promote the Pathways to Wave Rock self-drive route.

In order for RTA to continue providing this level of service on behalf of our Shire members and with ever rising costs, we request \$6,000.00 be considered for the 2020-2021 budget. The Full Membership breakdown will be; \$3,500 Full Membership and \$2,500 EO contribution. RTA do not envisage future annual rises in Full Membership but on recent review this amount had not been increased for many years.

If you have any questions please do not hesitate to contact me.

We look forward to another year and the new opportunities for Roe Tourism Association to promote and encourage visitors to the wheatbelt.

Regards

Bevan Thomas
PRESIDENT



Rotary E-Club of Western Australia Inc.
PO Box 3088
Shelley WA 6148
Tel: 0408802490

ABN: 80 432 873 067

Michael Lethlean
Manager
Narambeen Aquatic Centre

Dear Michael,

I understand that our club secretary Kero may have called you to express our gratitude for your assistance last Saturday. This letter is to add the thanks of myself and our club.

Thank you for responding so positively and generously in my club's moment of dire need on Saturday 22nd February. We were in a bind due to the emergent closure of the Bruce Rock Aquatic Centre and faced the prospect of our Rotary Wheatbelt Swim for Reading being aborted.

There's more to the Rotary Wheatbelt Swim for Reading than just swimming.

By throwing us a lifeline and allowing the Swim to go ahead at Narambeen, you've enabled 32 young people to meet the expectations of their sponsors by swimming for their schools. In the case of Narambeen District High School, the Swim will see more than \$2500 injected into reading programs, with more to come by way of our Rotary Love of Reading program, which will provide books for a class of young readers. Additionally, the young citizenship incentive program associated with the Swim will see a record five participants from Narambeen offered places on our life changing RYPEN (Rotary Youth Program of Enrichment) personal development camp for young people aged 14-17.

We really appreciate your help.

Thanks again.

A handwritten signature in blue ink, appearing to read "Shogo Williams".

Shogo Williams – Matsuoka
President
Rotary E-Club of Western Australia Inc. (E-WA)
27 February 2020

**ATTACHMENT - AGENDA ITEM 8.3.3
Financial Report - February 2020**

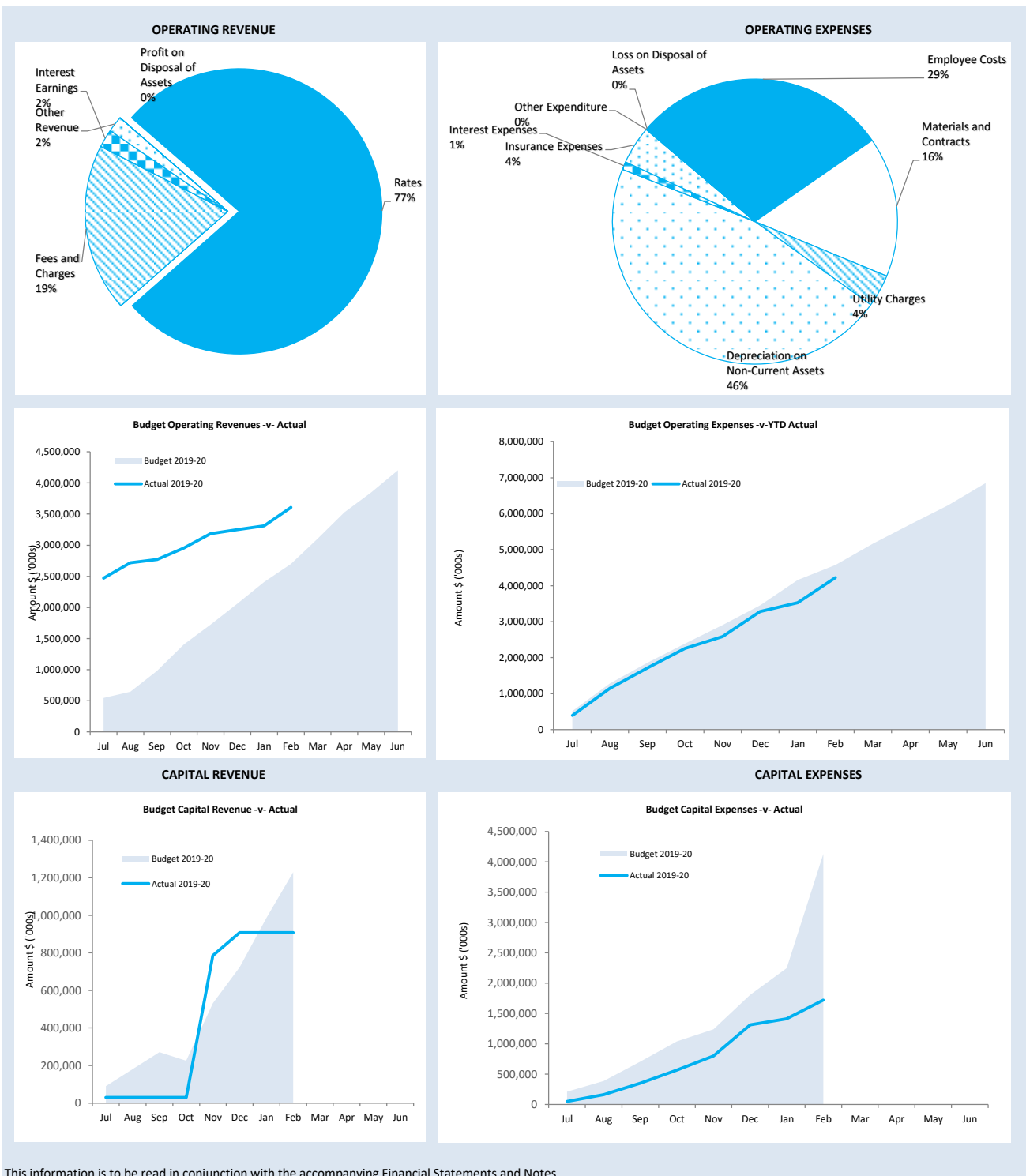
SHIRE OF NAREMBEEN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 29 February 2020

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

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STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Original Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,830,991	1,892,362	1,892,362	1,892,362	(0)	(0%)	
Revenue from operating activities								
Governance		47,000	47,000	31,312	28,018	(3,294)	(11%)	
General Purpose Funding - Rates	5	1,730,783	1,730,783	1,153,856	1,734,435	580,579	50%	▲
General Purpose Funding - Other		1,195,933	1,195,933	797,272	823,985	26,713	3%	
Law, Order and Public Safety		80,566	80,566	49,860	69,061	19,201	39%	
Housing		77,742	77,742	51,808	71,766	19,958	39%	
Community Amenities		303,098	303,098	158,731	296,018	137,287	86%	▲
Recreation and Culture		32,954	32,954	21,936	27,862	5,926	27%	
Transport		186,580	186,580	125,716	194,092	68,376	54%	▲
Economic Services		358,450	358,450	238,944	306,654	67,710	28%	▲
Other Property and Services		190,904	190,904	53,788	53,868	80	0%	
		4,204,010	4,204,010	2,683,223	3,605,758			
Expenditure from operating activities								
Governance		(212,830)	(227,830)	(378,593)	(328,677)	49,916	13%	▲
General Purpose Funding		(149,660)	(149,660)	(78,822)	(60,800)	18,022	23%	
Law, Order and Public Safety		(197,098)	(247,098)	(153,188)	(144,499)	8,689	6%	
Health		(141,446)	(141,446)	(78,486)	(88,939)	(10,453)	(13%)	
Housing		(180,470)	(180,470)	(110,864)	(97,523)	13,341	12%	
Community Amenities		(806,434)	(866,434)	(553,984)	(488,464)	65,520	12%	▲
Recreation and Culture		(1,178,838)	(1,238,838)	(815,758)	(699,781)	115,977	14%	▲
Transport		(3,272,331)	(3,272,331)	(2,141,962)	(1,905,828)	236,134	11%	▲
Economic Services		(513,367)	(513,367)	(335,070)	(290,595)	44,475	13%	▲
Other Property and Services		(197,654)	(204,306)	(76,795)	(120,973)	(44,178)	(58%)	▼
		(6,850,127)	(7,041,779)	(4,723,522)	(4,226,080)			
Operating activities excluded from budget								
Add back Depreciation		2,834,942	2,944,942	1,963,272	1,946,521	(16,751)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	6	(64,900)	(43,248)	20,100	6,094	(14,007)	(70%)	
Movement in Trust and Accrued Loan Interest					0			
Amount attributable to operating activities		123,924	63,924	(56,927)	1,332,293			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	11	1,300,067	1,904,971	1,229,640	908,688	(320,952)	(26%)	▼
Proceeds from Disposal of Assets	6	206,000	236,000	25,455	25,455	0	0%	
Capital Acquisitions	7	(3,558,051)	(4,138,251)	(3,273,246)	(1,722,718)	1,550,527	47%	▲
Amount attributable to investing activities		(2,051,984)	(1,997,280)	(2,018,151)	(788,576)			
Financing Activities								
Proceeds from New Debentures		20,000	20,000	0	0	0		
Self-Supporting Loan Principal		0	0	0	3,580	3,580		
Transfer from Reserves	9	200,000	200,000	0	0	0		
Repayment of Debentures	8	(69,000)	(69,000)	(68,112)	(68,112)	0	0%	
Transfer to Reserves	9	(53,931)	(53,931)	(35,577)	(35,577)	0	0%	
Amount attributable to financing activities		97,069	97,069	(103,689)	(100,109)			
Closing Funding Surplus(Deficit)	1(b)	0	56,075	(286,405)	2,335,970			

KEY INFORMATION

explanation of the reasons for the variance.

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

The material variance adopted by Council for the 2019/20 year is \$25,000 or 10% whichever is the greater.

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

BY NATURE OR TYPE

	Ref Note	Original budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,830,991	1,892,362	1,892,362	1,892,362	(0)	(0%)	
Revenue from operating activities								
Rates	5	1,730,783	1,730,783	1,153,856	1,734,435	580,579	50%	▲
Operating Grants, Subsidies and Contributions	11	1,690,598	1,690,598	1,103,448	1,356,404	252,956	23%	
		0	0	0	0	0		
Fees and Charges		597,287	597,287	349,055	428,020	78,965	23%	▲
Interest Earnings		81,842	81,842	54,552	46,304	(8,248)	(15%)	
Other Revenue		33,500	33,500	22,312	40,597	18,285	82%	
Profit on Disposal of Assets	6	70,000	70,000	0	0			
		4,204,010	4,204,010	2,683,223	3,605,758			
Expenditure from operating activities								
Employee Costs		(2,063,666)	(2,063,666)	(1,426,442)	(1,223,946)	202,496	14%	▲
Materials and Contracts		(1,345,481)	(1,345,481)	(845,789)	(671,656)	174,134	21%	▲
Utility Charges		(329,000)	(389,000)	(231,568)	(155,301)	76,267	33%	▲
Depreciation on Non-Current Assets		(2,834,942)	(2,944,942)	(1,963,272)	(1,946,521)	16,751	1%	
Interest Expenses		(51,750)	(51,750)	(34,488)	(38,261)	(3,773)	(11%)	
Insurance Expenses		(203,689)	(203,689)	(190,879)	(181,764)	9,115	5%	
Other Expenditure		(16,500)	(16,500)	(10,984)	(2,537)	8,447	77%	
Loss on Disposal of Assets		(5,100)	(26,752)	(20,100)	(6,094)			
		(6,850,128)	(7,041,779)	(4,723,522)	(4,226,080)			
Operating activities excluded from budget								
Add back Depreciation		2,834,942	2,944,942	1,963,272	1,946,521	(16,751)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	6	(64,900)	(43,248)	20,100	6,094	(14,007)	(70%)	
Adjust Provisions and Accruals NC LSL					0			
Movement in Trust and Accrued Loan Interest								
Sale of Assets								
Bring to Account CRC Accounts								
Amount attributable to operating activities		123,923	63,924	(56,927)	1,332,293			
Investing activities								
Non-operating grants, subsidies and contributions	11	1,300,067	1,904,971	1,229,640	908,688	(320,952)	(26%)	▼
Proceeds from Disposal of Assets	6	206,000	236,000	25,455	25,455	0	0%	
Capital acquisitions	7	(3,558,051)	(4,138,251)	(3,273,246)	(1,722,718)	1,550,527	47%	▲
Amount attributable to investing activities		(2,051,984)	(1,997,280)	(2,018,151)	(788,576)			
Financing Activities								
Proceeds from New Debentures		20,000	20,000	0	0	0		
Self-Supporting Loan Principal					3,580			
Transfer from Reserves	9	200,000	200,000	0	0	0		
Repayment of Debentures	8	(69,000)	(69,000)	(68,112)	(68,112)	0	0%	
Transfer to Reserves	9	(53,931)	(53,931)	(35,577)	(35,577)	0	0%	
Amount attributable to financing activities		97,069	97,069	(103,689)	(100,109)			
Closing Funding Surplus (Deficit)	1(b)	0	56,075	(286,405)	2,335,970			

KEY INFORMATION

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

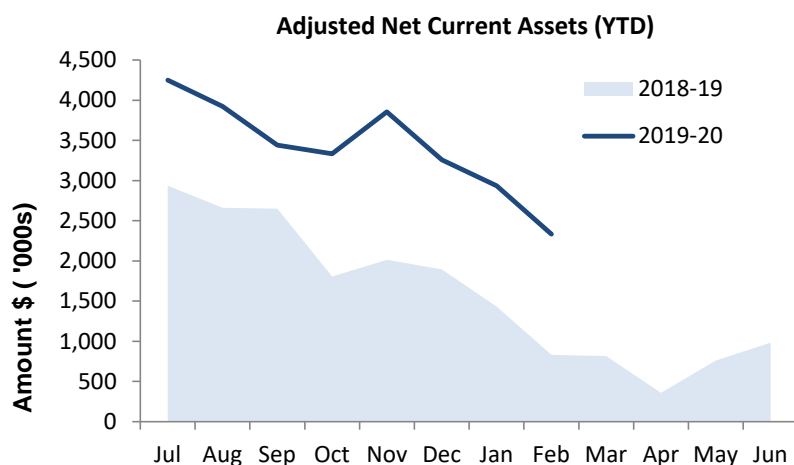
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 01 Mar 2019	Year to Date Actual 29 Feb 2020
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,101,149	1,196,818	2,402,638
Cash Restricted	3	2,599,707	2,466,485	2,635,283
Receivables - Rates	4	69,496	200,051	190,484
Receivables - Other	4	1,142,370	359,520	200,846
Loans receivable		5,314	(25,836)	1,735
Interest / ATO Receivable		0	139,629	(18,789)
Inventories		6,024	14,932	6,024
Land held for resale - current		370,000	370,000	370,000
		5,294,060	4,721,599	5,788,221
Less: Current Liabilities				
Payables		(74,645)	(598,554)	(93,201)
Provisions - employee		(352,032)	(340,705)	(352,032)
Long term borrowings		(69,846)	(5,232)	(1,735)
		(496,523)	(944,490)	(446,967)
Unadjusted Net Current Assets		4,797,537	3,777,108	5,341,254
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(2,599,707)	(2,466,485)	(2,635,283)
Less: Land held for resale		(370,000)	(370,000)	(370,000)
Less: Loans receivable		(5,314)	25,836	(1,735)
Add : Long Term Borrowings		69,846	5,232	1,735
Adjusted Net Current Assets		1,892,362	971,691	2,335,971

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)

\$2.34 M

Last Year YTD

Surplus(Deficit)

\$.97 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**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 2019/20 year is \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
General Purpose Funding - Rates	580,579	50%	▲	Timing	Rates raised July ytd budget August
Community Amenities	137,287	86%	▲	Timing	Rubbish raised with rates
Transport	68,376	54%	▲	Permanent	WANDRRA funding budgeted as a contract asset
Economic Services	67,710	28%	▲	Timing	Skeleton weed funding received
Expenditure from operating activities					
Governance	49,916	13%	▲	Timing	Profiling error
Community Amenities	65,520	12%	▲	Timing	Maintenance expenditure down
Recreation and Culture	115,977	14%	▲	Timing	Maintenance schedule behind
Transport	236,134	11%	▲	Timing	Profiling error
Economic Services	44,475	13%	▲	Timing	Budgeting variance
Other Property and Services	(44,178)	(58%)	▼	Timing	Maintenance schedule behind
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(320,952)	(26%)	▼	Timing	R2R money received
Capital Acquisitions	1,550,527	47%	▲	Timing	Projects commenced not yet billed
Financing Activities					

KEY INFORMATION

Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	716			716			
At Call Deposits							
Municipal Fund	2,401,923			2,401,923			
Reserve Fund		2,635,283		2,635,283			
Restricted - Cash	0						
Trust Fund			12,517	12,517			
CRC - operating	0						
Term Deposits							
Municipal Investment - Term Deposit		0					
Total	2,402,639	2,635,283	12,517	5,049,723			

Difference to Note 1a

0

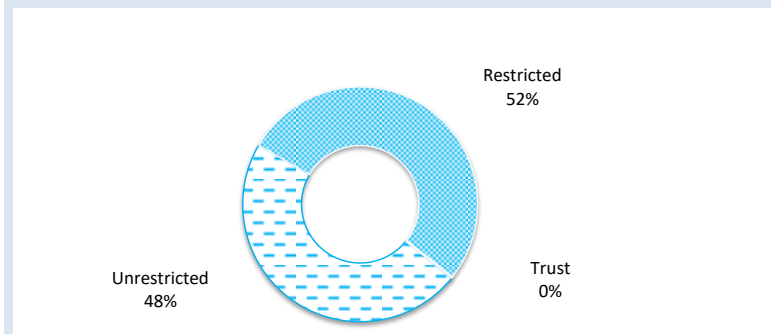
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SIGNIFICANT ACCOUNTING POLICIES

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	Unrestricted
\$5.05 M	\$2.4 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	01/07/18 30 June 2019	29 Feb 20
Opening Arrears Previous Years	\$ 82,539	\$ 69,496
Levied this year	1,669,192	1,784,312
Less Collections to date	(1,682,235)	(1,663,324)
Net Rates Collectable	69,496	190,484
% Collected	100.78%	93.22%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
Receivables - General	\$ 5,726	\$ 3,199	\$ 1,130	\$ 10,880	\$ 20,934
Percentage	27%	15%	5%	52%	
Balance per Trial Balance					
Total Receivables General Outstanding					20,934

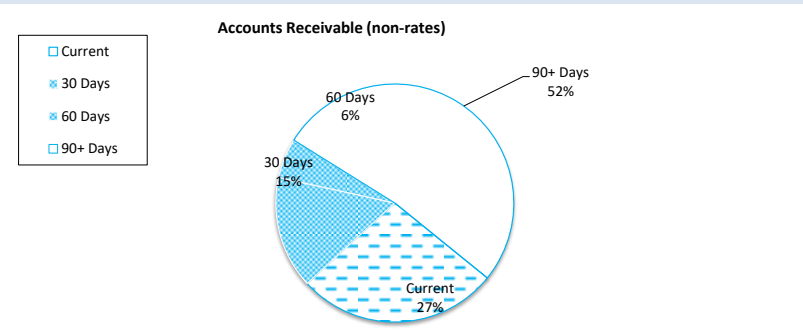
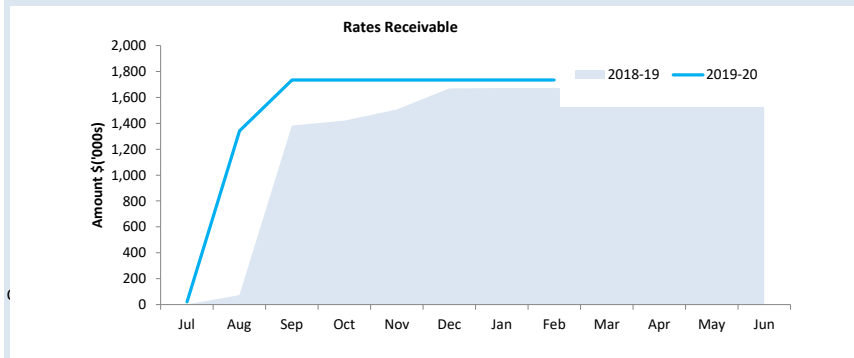
Amounts shown above include GST (where applicable)

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.



Debtors Due
\$20,934
Over 30 Days
73%
Over 90 Days
52%

Grants and Contributions	Rates Due
93%	\$190,484

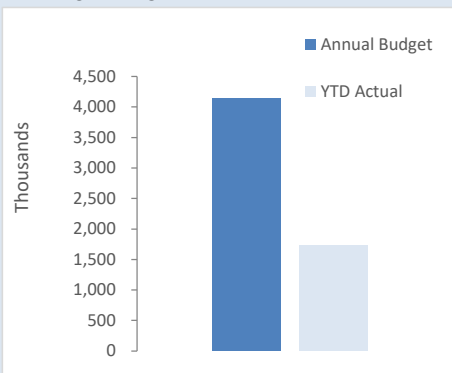
Budget Amendments

Capital Acquisitions	Original Budget	Amended		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Land		0	0	0	0
Buildings	934,174	995,674	815,841	460,144	(355,697)
Plant & Equipment	581,500	679,500	549,500	123,337	(426,163)
Furniture & Equipment	50,000	47,500	27,500	20,285	(7,215)
Infrastructure - Roads	1,754,877	2,178,077	1,742,905	989,169	(753,736)
Parks, Gardens, Recreation Facilities	137,500	137,500	137,500	128,790	(8,710)
Other Infrastructure	100,000	100,000	0	994	994
Capital Expenditure Totals	3,558,051	4,138,251	3,273,246	1,722,718	-1,550,527
Capital Acquisitions Funded By:					
		\$	\$	\$	\$
Capital grants and contributions	1,300,067	1,904,971	1,229,640	908,688	-320,952
Borrowings	20,000	20,000	0	20,000	20,000
Other (Disposals & C/Fwd)	206,000	236,000	25,455	25,455	0
Cash Backed Reserves					
Infrastructure Reserve	0	0	0	0	0
Plant Replacement Reserve	0	0	0	0	0
Contribution - operations	2,031,984	1,977,280	2,018,142	768,576	(1,249,566)
Capital Funding Total		4,138,251	3,273,246	1,722,718	(1,550,527)

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
	\$4.14 M	\$1.72 M	42%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.9 M	\$.91 M	48%

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)**

	Account Number	Original Budget	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Capital Expenditure						
Land						
Buildings						
Apex Park - Toilet Block	2010	245,000	245,000	81,667	0	-81,667
Airstrip	2011	120,000	120,000	120,000	14,905	-105,095
Cemetery - upgrade stage 1 - CF	1817	65,174	65,174	65,174	66,765	1,591
Ada Street carpets - CF	1901	5,000	7,500	0	6,315	6,315
Cemetery - upgrade stage 2	2012	125,000	125,000	125,000	78,359	-46,641
Lesser Hall interpritation centre - CF	1802	230,000	230,000	230,000	221,254	-8,746
Roads Board Building - CF	2013	90,000	120,000	120,000	51,800	-68,200
Solar power at transfer station	2025	25,000	25,000	25,000	0	-25,000
18 Hilton Way - Asbestos fence replacement	2014	8,000	8,000	8,000	0	-8,000
21 Northmore Street - Asbestos fence replacement	2022	5,000	5,000	5,000	0	-5,000
26 Thomas Street repaint	2023	6,000	6,000	6,000	0	-6,000
1/31 Curral Street flooring	2035	5,000	7,500	0	0	0
1/24 Doreen Street flooring	2036	5,000	7,500	0	0	0
Automate Community Precinct doors	2038	0	24,000	30,000	20,745	-9,255
		934,174	995,674	815,841	460,144	-355,697
Plant & Equipment						
CEO car	2029	40,000	75,000	75,000	71,455	-3,545
Leading hands ute	2027	35,000	35,000	0	0	0
Courier ute	2028	35,000	35,000	0	0	0
Dolly CF	1914	26,500	29,500	29,500	29,344	-156
Replace written off Ford Ranger	2037	25,000	25,000	25,000	22,538	-2,462
Grader	2030	420,000	420,000	420,000	0	-420,000
Skeleton Weed vehicle	2041	0	60,000	0	0	0
		581,500	679,500	549,500	123,337	-426,163
Furniture & Equipment						
Printer at CRC	2034	15,000	10,500	10,500	8,358	-2,142
Altus procurement sytem implementation	2031	15,000	9,000	9,000	7,340	-1,660
ICT hardware renewal	2032	10,000	23,000	0	0	0
ICT security upgrades	2033	10,000	0	0	0	0
Dentist server - workstation	2039	0	5,000	8,000	4,587	-3,413
		50,000	47,500	27,500	20,285	-7,215
Infrastructure - Roads						
Cemetery carpark reseal	2008	7,000	7,000	7,000	0	-7,000
Churchill Street precinct carpark	2017	75,000	75,000	0	0	0
Emu Hill East Road R2R	2001	200,000	200,000	200,000	142,893	-57,107
Cowan Road R2R	2002	260,000	380,000	380,000	362,337	-17,663
Cramphorne Road RRG	2003	89,877	89,877	89,876	92,478	2,602
Mt Walker Road RRG	2004	510,000	510,000	382,500	264,801	-117,699
NB South Road	2005	65,000	65,000	65,000	74,297	9,297
Wakeman Street reseal	2006	7,000	7,000	7,000	3,137	-3,862
Churchill Street reseal	2007	7,000	7,000	7,000	3,515	-3,485
Townsite intersection - Blackspot	2015	410,000	625,000	416,666	20,320	-396,346
Hunter Road widening	2016	20,000	20,000	20,000	0	-20,000
Bows Road floodway	2019	7,000	7,000	7,000	6,759	-241
Dayman Road Floodway	2020	17,000	17,000	16,999	5,991	-11,009
Emu Hill East Road floodway	2021	7,000	7,000	7,000	4,456	-2,544
Townsite footpaths	2018	73,000	73,000	48,664	0	-48,664
Grain Freight	1523	0	8,200	8,200	8,187	-14
Soldiers Road R2R slk 10-65.65	2040	0	80,000	80,000	0	-80,000
		1,754,877	2,178,077	1,742,905	989,169	-753,736
Parks, Gardens, Recreation Facilities						
Entry Barrier system - Aquatic centre	2026	7,500	7,500	7,500	0	-7,500
Mt Walker tennis court renewal	2024	130,000	130,000	130,000	128,790	-1,210
		137,500	137,500	137,500	128,790	-8,710
Other Infrastructure						
Caravan Park upgrade roadways and surrounds	2009	100,000	100,000	0	994	994
		100,000	100,000	0	994	994
		3,558,051	4,138,251	3,273,246	1,722,718	

Grants and Contributions

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
Operating grants, subsidies and contributions				
General Purpose funding				
Financial assistance grant	640,820	427,208	474,651	47,443
Financial assistance Roads	446,234	297,488	280,263	(17,225)
	1,087,054	724,696	754,914	30,218
Law, order and public safety				
Bush Fire Brigade Operating Grant (DFES) - Income	23,000	11,500	12,167	667
	23,000	11,500	12,167	667
Community Amenities				
CRC Grants and Contributions	118,666	59,340	114,332	54,992
	118,666	59,340	114,332	54,992
Transport				
Direct Grant Funding (Main Roads) - Income	180,000	120,000	194,092	74,092
	180,000	120,000	194,092	74,092
Capital Acquisitions				
Economic Services				
Grants and Contributions	252,000	168,000	252,000	84,000
Budget Amendments	252,000	168,000	252,000	84,000
	252,000	168,000	252,000	84,000
Operating grants, subsidies and contributions Total	1,660,720	1,083,536	1,327,505	243,969
Non-operating grants, subsidies and contributions				
Recreation and Culture				
Public / Lesser Hall Hire Fees - Income	80,500	80,328	81,059	731
Mt Walker Contribution	80,000	0	72,727	72,727
	160,500	80,328	153,787	73,459
Transport				
Regional Road Group Funding (Main Roads) - Income	404,971	269,976	135,005	(134,971)
Roads to Recovery Funding (FDoT) - Income	408,000	408,000	369,125	(38,875)
Black Spot Funding - Income	272,096	181,392	250,317	68,925
Airfield Contributions	61,580	60,716	0	(60,716)
	680,096	589,392	619,442	30,050
Non-operating grants, subsidies and contributions Total	1,307,147	1,000,412	908,233	-92,178
Grand Total	2,967,866	2,083,948	2,235,738	151,790

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**NOTE 13
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
2013	Increase budget Roads Board Building	MIN 6943/19	Capital Expenses	90000	120000			(30,000)	(30,000)
2038	New acquisition - Automate Community Precinct	MIN 6943/19	Capital Expenses	0	30000			(30,000)	(60,000)
2034	Reduce budget for CRC printer	MIN 6943/19	Capital Expenses	15000	10500		4,500		(55,500)
2029	Increase budget for CEO car	MIN 6943/19	Capital Expenses	40000	75000			(35,000)	(90,500)
2039	upgrade to dentist server workstation	MIN 6943/19	Capital Expenses	0	8000			(8,000)	(98,500)
1901	Increase budget	MIN 6943/19	Capital Expenses	5000	7500			(2,500)	(101,000)
2035	Increase budget	MIN 6943/19	Capital Expenses	5000	7500			(2,500)	(103,500)
2036	Increase budget	MIN 6943/19	Capital Expenses	5000	7500			(2,500)	(106,000)
1914	Increase budget for the Dolly	MIN 6943/19	Capital Expenses	26500	29500			(3,000)	(109,000)
2015	Increase budget for Townsite intersection	MIN 6943/19	Capital Expenses	410000	625000			(215,000)	(324,000)
2040	Soldiers Road R2R slk 10-65.65	MIN 6943/19	Capital Expenses	0	80000			(80,000)	20,904
2002	Additional cartage Cowan Road	MIN 6997/20	Capital Expenses	260000	380000			(120,000)	(129,096)
2033	ICT transfer to 2032	MIN 6997/20	Capital Expenses	10000	-10000		10,000		(12,096)
2031	Implemented procurement system for less	MIN 6997/20	Capital Expenses	150000	0		6,000		(6,096)
2038	Project came in under budget	MIN 6997/20	Capital Expenses	0	5000		6,000		(96)
1523	Safety barriers Fricker Road	MIN 6997/20	Capital Expenses		-8200			(8,200)	56,075
						(88,348)	725,775	(669,700)	56,075

KEY INFORMATION

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Shire of Narembeen
Bank Reconciliation - February 2020

	<u>Municipal</u> 5347926	<u>Reserves</u> 5347900	<u>Trust</u> 5347934
BW account #	11590100	1595500	1591000
GL Account #			
Balance as per GL Cash at Bank GEN	\$ 2,401,922.58	\$ 2,635,283.36	\$ 12,516.86
Plus			
Unpresented Cheques/EFT	0.00		\$ -
Outstanding as per Synergy report	0.00	0.00	0.00
PLUS			
EFT not received	(12.30)		
Banking not deposited	(35.30)		
Banking not deposited	(825.00)		
Banking not deposited	(13.85)		
Banking not deposited	(66.00)		
TOTAL	(952.45)	0.00	0.00
Total	\$ 2,400,970.13	\$ 2,635,283.36	\$ 12,516.86
Balance as per BW Statement	\$ 2,400,970.13	\$ 2,635,283.36	\$ 12,516.86
Difference	\$ -	\$ -	\$ -

OUTSTANDING CHEQUES

Muni

Trust

 \$ -


 \$ -

Prepared By:

Rachael Moore


Checked By:

Signed:



 4-3-20

Signed:



 6-3-20

Date:

Date:

ATTACHMENT - AGENDA ITEM 8.3.4
Schedule of Accounts - February 2020

Date: 04/03/2020
Time: 8:55:17AM

SHIRE OF NAREMBEEN
February Creditors Payment List

USER: Relief Person
PAGE: 1



Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
EFT12970	05/02/2020	A.W.D Enterprises Unit 3/31 Currall - Paint interior ceiling and walls	MUNI	5,481.30
EFT12971	05/02/2020	Budget Car and Truck Rental Hire Car for Casual Worker for 3 Months	MUNI	2,576.99
EFT12972	05/02/2020	Chris Bray Electrics Pty Ltd Caravan Park Washing Machine - Electrical Labour	MUNI	220.00
EFT12973	05/02/2020	It Vision Australia Pty Ltd Altus procurement implementation PO 26039	MUNI	3,894.00
EFT12974	05/02/2020	Ixom Chlorine gas bottle service fee Januray 2020 period	MUNI	84.57
EFT12975	05/02/2020	JR and A Hersey Pty Ltd Rigger Gloves and Broom Head Car Wash	MUNI	178.09
EFT12976	05/02/2020	Liberty Oil Rural Pty Ltd 20000L diesel	MUNI	25,840.00
EFT12977	05/02/2020	Lightforce Assett Pty Ltd Repair of guardrail at Kondinin-Narembreen Rd Job No: 1278	MUNI	12,710.50
EFT12978	05/02/2020	Narembreen Numbats Catering for staff Christmas function	MUNI	195.00
EFT12979	05/02/2020	Navada Computer Services Pty Ltd Dental Surgery - Computer upgrades	MUNI	34.85
EFT12980	05/02/2020	PC & JE Kennedy Cemetery - Plaque fitting	MUNI	200.00

Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
EFT12981	05/02/2020	Toll Ipec Pty Ltd Freight for Mechanic and Library	MUNI	441.43
EFT12982	05/02/2020	Veeco Pty Ltd Repair and Service for Commercial Washing Machine at Caravan Park	MUNI	1,582.70
EFT12983	05/02/2020	WA Contract Ranger Services Ranger services - 21/01/2020 and 31/01/2020	MUNI	654.50
EFT12984	05/02/2020	Westrac Equipment Pty Ltd Handle and Latch for Caterpillar Roller	MUNI	449.87
EFT12985	05/02/2020	Zanik Pty Ltd T/A GH & CL Fagan Cartage of 731.18T granite	MUNI	24,128.94
EFT12986	12/02/2020	Aquatic Services WA Service work to supply and install Back Flush Line at Pool	MUNI	264.00
EFT12987	12/02/2020	Aust Post Postage Period Ending: 31/01/2020 for Shire and CRC	MUNI	93.92
EFT12988	12/02/2020	Australian Services Union Payroll deductions	MUNI	73.70
EFT12989	12/02/2020	Avon Waste Waste Services for January 2020	MUNI	13,040.55
EFT12990	12/02/2020	Bitutek Pty Ltd Bitumen Road Costs for Various Roads within the Shire	MUNI	142,964.05
EFT12991	12/02/2020	Bk Air And Services Hilton Way - Aircon repairs, travle and labour	MUNI	224.40
EFT12992	12/02/2020	Boc Gases Gas Supplies for Sundry Plant	MUNI	43.10
EFT12993	12/02/2020	Chris Bray Electrics Pty Ltd Community Precinct - Auto Door Repairs	MUNI	1,299.10
EFT12994	12/02/2020	Colestan Electrics Rec Centre - Electric Blinds	MUNI	550.00

Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
EFT12995	12/02/2020	Core Business Australia Storm/Flood Damage, AGRN743 Wandrra, PO23135	MUNI	5,357.00
EFT12996	12/02/2020	Easifleet Payroll deductions	MUNI	664.84
EFT12997	12/02/2020	Go Doors Pty Ltd Supply and Install Automatic Door openers at Medical Precint	MUNI	19,426.00
EFT12998	12/02/2020	Henry Schein Regional Pty Ltd Dental - Chair Servicing for January 2020	MUNI	70.00
EFT12999	12/02/2020	Ikes Home Improvement and Glass Centre Supply and Fit new door at CRC Building	MUNI	2,094.73
EFT13000	12/02/2020	Merredin Freightlines Freight for RFDS Building	MUNI	248.60
EFT13001	12/02/2020	Merredin Monumental Works Plaque Remake fee - Erdman	MUNI	1,100.00
EFT13002	12/02/2020	Metro Count 2 x Batteries for Traffic Counters	MUNI	90.20
EFT13003	12/02/2020	Narembeen Shire Council A5075 - 27 Brown Street - Remaining Shire Contribution	MUNI	52.96
EFT13004	12/02/2020	P M Services Narembeen Waster Transfer Station Services - Jan 25th - Feb 7th 2020, 48x Hours Total	MUNI	2,496.00
EFT13005	12/02/2020	Roadswest Engineering Group WA Pty Ltd Churchill Street Safety Improvement from 16/11/2019 to 23/01/2020	MUNI	12,670.00
EFT13006	12/02/2020	Shire Of Bruce Rock Private Works - 15x Tonnes Yellow Sand	MUNI	405.00
EFT13007	12/02/2020	Toll Ipec Pty Ltd Freight for Works and Caravan Park repairs	MUNI	108.90
EFT13008	12/02/2020	Town Planning Innovations General Planning Services	MUNI	288.75

Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
EFT13009	12/02/2020	Wheatbelt Refrigeration and Air Conditioning Caravan Park Cabin 5 - Aircon repairs	MUNI	435.49
EFT13010	12/02/2020	Work Clobber Protective Uniforms for Outdoor Employees	MUNI	6,242.49
EFT13011	12/02/2020	Stueys Plumbing And Handyman Services Currall St - Backflow Testing plus travel	MUNI	430.10
EFT13012	19/02/2020	A-Team Printing 1000 brochure prints plus freight	MUNI	712.90
EFT13013	19/02/2020	Ag Implements Narembeen Hydraulic Reservior	MUNI	50.42
EFT13014	19/02/2020	All Stamps S829 self inking stamp with black ink for customer	MUNI	48.55
EFT13015	19/02/2020	Australian Taxation Office BAS January 2020	MUNI	10,641.00
EFT13016	19/02/2020	CJD Equipment Pty Ltd Plant parts	MUNI	99.29
EFT13017	19/02/2020	Copier Support Admin printing 24/01 - 18/02/2020	MUNI	303.67
EFT13018	19/02/2020	Dorcas Clothing Laundering of tablecloths	MUNI	30.00
EFT13019	19/02/2020	Drag Family Trust Canvas printing A1 size	MUNI	77.00
EFT13020	19/02/2020	Irving Holdings WA Fuel and ice purchases	MUNI	754.30
EFT13021	19/02/2020	Ixom 2x chlorine	MUNI	981.20
EFT13022	19/02/2020	Mcintosh And Son Various parts for front end loader	MUNI	805.62

Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
EFT13023	19/02/2020	Narembeen Bat and Ball Contributions to Club for Matthew Richardson visit	MUNI	500.00
EFT13024	19/02/2020	Narembeen Engineering & Steel 170mm x 50mm round bar	MUNI	22.00
EFT13025	19/02/2020	Narembeen Hardware and Ag Supplies - Building A/C Various building materials	MUNI	54.50
EFT13026	19/02/2020	Narembeen Tyre Service Tyres and tubes for plant repairs	MUNI	418.00
EFT13027	19/02/2020	Pathwest Laboratory Medicine A and D testing PO 26298	MUNI	205.50
EFT13028	19/02/2020	Shire Of Merredin 5 business listing and 1 #until advert in Visitors Guide Prospectus PO26243	MUNI	720.00
EFT13029	19/02/2020	Vanessa Wittstock Reimbursement	MUNI	97.15
EFT13030	19/02/2020	West Coast Shade Repairs to Shade sail from aquatic centre	MUNI	165.00
EFT13031	19/02/2020	Western Australian Treasury Corporation Loan No. 129 Interest payment -	MUNI	7,850.84
EFT13032	19/02/2020	Wheatbelt Office and Business Machines CRC Printing	MUNI	92.95
EFT13033	27/02/2020	Australian Services Union Payroll deductions	MUNI	73.70
EFT13034	27/02/2020	Brownleys Plumbing And Gas Connect down pipe to stormwater at Rec Centre playground	MUNI	770.00
EFT13035	27/02/2020	Chris Bray Electrics Pty Ltd Repair oval pump, Labour and Materials	MUNI	594.00
EFT13036	27/02/2020	Cody Express Transport Delivery of plant equipment	MUNI	27.84

Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
EFT13037	27/02/2020	Corsign WA PTY LTD Various traffic control signage	MUNI	1,709.40
EFT13038	27/02/2020	Covs Bulk tank flow metre	MUNI	604.43
EFT13039	27/02/2020	Decor Blinds & Curtains Supply 7 motor rollers ref 335467	MUNI	2,640.00
EFT13040	27/02/2020	Easifleet Payroll deductions	MUNI	664.84
EFT13041	27/02/2020	Hanson Construction Materials Pty Ltd 52.58T 14mm Single size granite	MUNI	5,467.43
EFT13042	27/02/2020	Narembeen Hardware and Ag Supplies Various	MUNI	808.90
EFT13043	27/02/2020	Narembeen Tyre Service Tyres and repairs	MUNI	1,910.00
EFT13044	27/02/2020	Ness Gas Supplies 2 Gas bottles for Caravan Park	MUNI	270.00
EFT13045	27/02/2020	P M Services Narembeen Waste Transfer Station Management 8th - 21st Feb 2020	MUNI	2,496.00
EFT13046	27/02/2020	PC & JE Kennedy Bobcat Work 16/12/2019	MUNI	220.00
EFT13047	27/02/2020	Pathwest Laboratory Medicine Employee Alcohol and Drug Testing 08/01/2020	MUNI	35.00
EFT13048	27/02/2020	Roadswest Engineering Group WA Pty Ltd Latham Rd Safety Improvement concept designs	MUNI	9,956.10
EFT13049	27/02/2020	Shire Of Kellerberrin Hire of Road Sweeper 30/01/2020	MUNI	1,680.00
EFT13050	27/02/2020	Toll Ipec Pty Ltd Delivery charges	MUNI	10.73

Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
EFT13051	27/02/2020	Westrac Equipment Pty Ltd Plant parts	MUNI	4,026.86
EFT13052	27/02/2020	Zanik Pty Ltd T/A GH & CL Fagan Cartage 207.10T from Byford to Narembeen PO# 26287	MUNI	6,834.30
EFT13053	28/02/2020	All Ways Foods Cleaning Items for Public Toilets & Detergent for C/Park	MUNI	222.05
EFT13054	28/02/2020	Arthur Cousins Clothing Allowance - Works Manager	MUNI	501.00
EFT13055	28/02/2020	Brownleys Plumbing And Gas 31 Currall St - Drain Blockage	MUNI	613.25
EFT13056	28/02/2020	Department Of Fire And Emergency Services (FESA) 2019/20 ESL Quarter 3 - Emergency Services Levy	MUNI	15,340.40
EFT13057	28/02/2020	Department of Mines,industry regulation and safety Annual Licence Dangerous Goods 16/03/2020 - 15/03/2021	MUNI	264.00
EFT13058	28/02/2020	Dr Peter & Lucy Lines CR Peter Lines - Travel Expenses Rural Water Meeting and Meeting Participation	MUNI	596.00
EFT13059	28/02/2020	Major Motors Pty Ltd Ball Joints for Fire Truck	MUNI	40.34
EFT13060	28/02/2020	Narembeen IGA Items for CRC/Australia Day Event & Admin	MUNI	510.07
EFT13061	28/02/2020	Narembeen Hardware and Ag Supplies Liquid Chlorine for Town Dam	MUNI	408.00
EFT13062	28/02/2020	Narembeen Hardware and Ag Supplies - Shire Workshop Hardware Supplies for Shire Workshop & Caravan Park	MUNI	7,524.05
EFT13063	28/02/2020	Narembeen Tyre Service replace 2x tyres	MUNI	318.00
EFT13064	28/02/2020	Rhonda Cole CR Rhonda Cole - Travel Expenses and Meeting Participation	MUNI	630.00

Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
EFT13065	28/02/2020	The MD and RN Willis Family Trust Drone Survey - Merredin/Narembeen Road	MUNI	385.00
DD10409.1	05/02/2020	Australian Super Superannuation contributions	MUNI	919.41
DD10409.2	05/02/2020	WA Local Government Superannuation Plan Payroll deductions	MUNI	8,785.94
DD10409.3	05/02/2020	CBUS Super Superannuation contributions	MUNI	27.84
DD10409.4	05/02/2020	Equip Super Superannuation contributions	MUNI	411.95
DD10409.5	05/02/2020	BT Super for Life Superannuation contributions	MUNI	43.20
DD10409.6	05/02/2020	Hostplus Superannuation contributions	MUNI	129.49
DD10409.7	05/02/2020	Plum Super Fund Superannuation contributions	MUNI	235.03
DD10409.8	05/02/2020	The Tudor Superannuation Fund Wogarl Pastoral Company Pty Ltd Superannuation contributions	MUNI	216.00
DD10409.9	05/02/2020	AMP Life Limited Superannuation contributions	MUNI	246.43
DD10416.1	19/02/2020	Australian Super Superannuation contributions	MUNI	840.48
DD10416.2	19/02/2020	AMP Life Limited Superannuation contributions	MUNI	246.43
DD10416.3	19/02/2020	WA Local Government Superannuation Plan Payroll deductions	MUNI	8,668.22
DD10416.4	19/02/2020	CBUS Super Superannuation contributions	MUNI	136.90

Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
DD10416.5	19/02/2020	Equip Super Superannuation contributions	MUNI	441.83
DD10416.6	19/02/2020	BT Super for Life Superannuation contributions	MUNI	134.64
DD10416.7	19/02/2020	Hostplus Superannuation contributions	MUNI	151.07
DD10416.8	19/02/2020	Prime Superannuation Fund Superannuation contributions	MUNI	85.47
DD10416.9	19/02/2020	Plum Super Fund Superannuation contributions	MUNI	235.03
DD10425.1	21/02/2020	Synergy - Western Power Electricity Charges	MUNI	719.99
DD10425.2	12/02/2020	Commander Australia Pty Ltd Admin phone charges	MUNI	68.51
DD10425.3	05/02/2020	Bond Administrator Bond - Currall Street	MUNI	560.00
DD10425.4	11/02/2020	HBF Helath insurance fro Works Manager, per contract	MUNI	398.50
DD10425.5	25/02/2020	Water Corporation Water use charges	MUNI	10,594.30
DD10425.6	17/02/2020	Power ICT Pty Ltd Admin phone - on hold message service	MUNI	75.90
DD10425.7	19/02/2020	Water Corporation Water use charges	MUNI	7,375.63
DD10425.8	24/02/2020	Synergy - Western Power Electricity Charges	MUNI	1,161.75
DD10425.9	24/02/2020	Water Corporation Water use charges	MUNI	3,362.48

Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
290220	03/02/2020	BANKFEES - BANK FEES BANK FEES	MUNI	67.00
290220	03/02/2020	BANKFEES - BANK FEES BANK FEES	MUNI	251.88
290220	03/02/2020	BANKFEES - BANK FEES BANK FEES	MUNI	20.00
290220	03/02/2020	BANKFEES - BANK FEES BANK FEES	MUNI	6.80
290220	03/02/2020	BANKFEES - BANK FEES BANK FEES	MUNI	20.00
290220	03/02/2020	BANKFEES - BANK FEES BANK FEES	MUNI	33.60
290220	03/02/2020	BANKFEES - BANK FEES BANK FEES	MUNI	10.40
290220	21/02/2020	BANKFEES - BANK FEES BANK FEES	MUNI	-0.01
290220	21/02/2020	BANKFEES - BANK FEES BANK FEES	MUNI	0.01
DD10416.10	19/02/2020	The Tudor Superannuation Fund Wogarl Pastoral Company Pty Ltd Superannuation contributions	MUNI	168.00
DD10425.10	24/02/2020	Bankwest EMCS Credit card purchases	MUNI	685.40
DD10425.11	17/02/2020	Telstra Telstra phone charges	MUNI	2,236.36

Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
MUNI	Municipal 5347926	431,960.06
TOTAL		431,960.06



Credit Card Purchases 04 February - 02 March 2020

EMCS

Date	Store	Description	Amount
3/02/2020	Dan Murphy's	Womens Networking Event Catering	\$ 197.40
21/02/2020	Shire of Narembeen	Staff Drivers Licence Renewal	\$ 44.05
27/02/2020	Water Corporation	Water Use Charges for Cemetery	\$ 48.08
EMCS CREDIT CARD PAYMENTS			\$ 289.53
TOTAL CREDIT CARD PAYMENTS			\$ 289.53