



**ORDINARY COUNCIL MEETING  
19 September 2019**

# **AGENDA ATTACHMENTS**

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# **ATTACHMENT - AGENDA ITEM 7.0**

## **Status Report**

SHIRE OF NAREMBEEN - STATUS REPORT  
For September 2019 Council Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6275/16	21-Sep-16	ADM541	Repeal By Laws and Review of Local Law	That Council commence the 8 year Local Law Review process in accordance with Section 3.16 of the Local Government Act 1995 and authorise the Chief Executive Officer to give public notice as required.	Revised Local Laws to be prepared. Cemetery Laws to be considered first.	Ongoing	CEO
6339/16	21-Dec-16	ADM461	Directional Signage - Cnr Longhurst St & Latham Road	That Council approve the concept for new signage and request the staff investigate the location options before proceeding. Reason for Change: Council want to ensure the signs are placed in the best possible location which may not be all at the intersection of Latham Road and Longhurst Street.	Blackspot Funding Application Successful. Project to commence 2019/20 year.	Ongoing	CEO/CEDO
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 Narembeen 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.	Ongoing	CEO
6702/18	18-Sep-18		Apex Park Public Toilet	That Council:- 1. Approve for staff to undertake an investigation into the possible future redevelopment of the Apex Park public toilets with options to be considered to include a fully costed upgrade and or replacement of the existing building. 2. Requires that the Apex Park Public Toilets Redevelopment report be presented to Council no later than 19 December 2018. 3. Will give consideration to making an allocation to this project as part of the February 2019 budget review.	Funding included in 19/20 budget. Options to be presented to Council to include the whole Caravan Park Precinct.	Ongoing	CEO
6725/18	17-Oct-18	ADM573	Narembeen Alliance Agreement	That Council meet with representatives from Go Narembeen to discuss the draft Alliance Agreement and future development opportunities.	Shire to work with Go Narembeen to formalise the Alliance Agreement.	Ongoing	CEO
6754/18	21-Nov-18	ADM479	New Standpipe Classifications and Charges	That Council advise the Water Corporation that it reconfirms its decision of September 2018 to keep all standpipes open and have them reclassified as follows:- 1. South Kurminin, Cramphorne and Wadderin-Graball Road Standpipes are to be reclassified as firefighting standpipes and retain swipe card infrastructure; 2. Soldiers Road standpipe is to be reclassified as a firefighting and to be locked off except for emergencies. 3. The Depot Standpipe will be reclassified to a commercial standpipe and only be accessible via swipe card access. 4. The Standpipe on Latham Road, the wash down bay will be reclassified as commercial, be locked off with access only by key at this stage and entering into discussions with current users to determine usage and payment.	New water charges to be reviewed.	Ongoing	EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
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 Naremben Tennis and Hockey Clubs to be held following the Council meeting, approve all the recommendations made in the Surface Options Analysis for the Naremben Tennis and Hockey Clubs report. 2. Acknowledge the work of Caroline Robinson and the WBN in preparing this important analysis report.	Report to be prepared on the next stage of the development.	Ongoing	CEO
6795/19	20-Feb-19	P3101	Solar Farm on portion of Avoca Farm - Lease	That Council proceed with signing of the lease agreement as per Council resolution December 2018.	Final draft to be presented.	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 Council Policy Procurement has superseded CP- Purchasing & CP- Credit Card Use.	Ongoing	EMCS
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
6874/19	17-Jul-19		WA Bicycle Network Grants/Naremben Shared Pathway Plan	That Council endorse the draft Conceptual Shared Pathway Plan as presented and support an expression of interest application to the WA Bicycle Network Grant programme for a shared pathway along Currall Street.	Grant application submitted 3/9/19	Ongoing	CEO/CEDO
6879/19	17-Jul-19	ADM547	Tampia Hill to Edna May Mine Haulage Study	That Council:- 1. Acknowledge receipt of the Shawmac Consulting Civil and Traffic Engineers Tampia Hill to Edna May Mine Haulage Study and Naremben Town Site Assessment Preferred Option report prepared for Ramelius Resources. 2. Endorse the actions of the Chief Executive Officer in preparing a report to Council with the assistance of Roads West Engineering when further information is received and formal application is made by Ramelius Resources to use the Shire road network for the haulage of ore to Westonia from Tampia Hill.	Meetings held with all parties including Main Roads. Update to be provided in September 2019.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6880/19	17-Jul-19	ADM27	Local Government Elections 2019	That Council:- 1. Elect an 'In Person Voting' process for its Local Government Elections 2019. 2. Appoint the Chief Executive Officer as the Returning Officer for the Shire of Narembeem Elections. 3. Nominates the Shire of Narembeem Administration Building to conduct the 2019 Local Government Election process including for polling of votes and the counting of votes. 4. Reconfirms its adoption of the Shire of Narembeem Electoral Code of Conduct as Presented subject to amendments if required by proposed changes to the Local Government Act 1995.	In progress	Ongoing	CEO/EMCS
6888/19	17-Jul-19	ADM467	Authorise Lease of a Portion of Crown Land – Lot 29608 on Deposited Plan 30179 – Narembeem Airfield	That Council:- 1. Instruct the CEO and Shire President to formally execute the Lease between DNA Aviation and the Shire of Narembeem for a Portion of Crown Land – Lot 29608 on Deposited Plan 30179 – Narembeem Airfield. 2. Instruct the CEO to take the necessary steps to obtain permission from the Minister and register the Lease against the Crown Land Title.	Lease being signed by DNA Aviation.	Ongoing	EMCS
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
6896/19	17-Jul-19	P1154	15 Longhurst Street, Narembeem (old St John Ambulance property)	That Council instructs the CEO to procure an easement on the storm water drain that runs through 15 Longhurst Street, Narembeem (old St John Ambulance property) and the adjoining property 17 Longhurst Street, Narembeem (Narembeem Tyre Service).	Survey works completed. Application being prepared.	Ongoing	CEO
6902/19	21-Aug-19	ADM053	Grader Request for Tender (RFT 02/2019)	That Council:- 1. Approve the calling of tenders (Motor Grader RFT 2/2019) for the supply and delivery of one current model motor grader as per the presented specifications and required information; 2. Approve the disposal of a 2010 model 770G John Deere grader NB688 by trade on purchase of a new machine and/or outright purchase by private submissions.	Tender advertised		CEO
6905/19	21-Aug-19	ADM109	WALGA Draft Submission: Select Committee into Local Government	That Council:- 1. Support the WALGA Draft Submission to the Select Committee into Local Government, excluding the section on Climate Change as listed on pages 59, 60 and 61. 2. Instruct the CEO to prepare a submission that highlights to the Committee all the projects and other great work and commitment that the Shire of Narembeem continues to be involved in that supports our community to grow and prosper including partnerships with the WBN, CRC, Medical Centre, Narembeem Club, DFES and Bush Fire Brigade, St John Ambulance, Historical Society, Senior Citizens, Lions Club, Aged Care, DPIRD, RoerOC, sporting groups and other community groups such as Go Narembeem, Wadderin and the Community Shed.	Email sent to WALGA confirming the motion.	Complete	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6906/19	21-Aug-19		EMCS Report	<p>That Council:-</p> <ol style="list-style-type: none"> <li>1. Receive the Executive Manager Corporate Services Report for August 2019.</li> <li>2. Approve of the Chief Executive Officer implementing a Direct Debit Facility.</li> <li>3. Authorise the amendment of Delegated Authority 17 - Corporate Credit Card to read:</li> </ol> <p>"Authorisation is given to make payments via Corporate Credit Card in accordance with the principles of the Council Policy – Procurement Framework and Executive Policies set by the Chief Executive Officer to manage purchasing and card usage. The Chief Executive Officer is authorised to administer the Corporate Credit Card system including allocating cards to employees and setting limits. A listing of all payments made by Corporate Credit Card must be reported to Council as per the requirements associated with other payments from municipal and trust funds. (Absolute Majority Required)"</p>	<p>Paper work signed for direct debit facility. Awaiting next steps from the bank.</p> <p>Delegation Register updated.</p>	Ongoing	EMCS

# **ATTACHMENT - AGENDA ITEM 8.4.1**

## **Chief Executive Officer's Report**



August 20, 2019

Mr Brian Cusack  
Narembeen Golf Club  
Cusack Drive  
WADDERIN WA 6369

Dear Brian,

On behalf of the Chairman of GolfWA, Greg Higham, our Board and staff I would like to sincerely thank you, your committee and members for availing the course and clubhouse to host the 2019 Aglime of Australia Sand Greens Championship of Western Australia. We fully understand that coordinating such an event takes a great deal of effort and organisation and I would like to congratulate you and your team on an outstanding result in all areas.

I would appreciate if you could pass on our particular thanks to Bardy and Steve and the huge team of volunteers from the club and the community that made the event an extraordinary experience for myself and I am sure for all that attended. It is an enormous task to host an event when you are relying on volunteers and I believe your club excelled in all aspects.

I would also like to congratulate Narembeen Golf Club on the presentation of the course. Hendy presented the course in wonderful condition and I heard positive comments and feedback from everyone I spoke to.

Again, I thank all those involved at the club and in the community for their support of this event. The commitment of Sheree Thomas and the Shire of Narembeen far exceeded our expectations and was greatly appreciated.

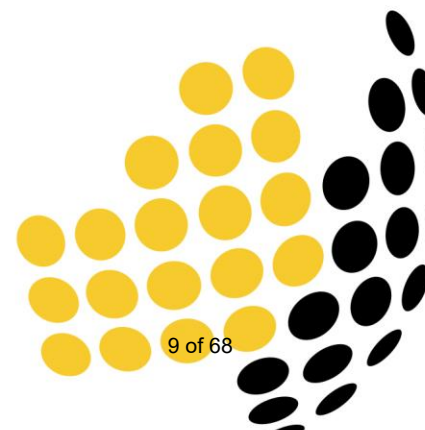
I hope to see as many of you as possible at Country Week later this year and again at Riverview in 2019.

Yours Sincerely,



A handwritten signature in black ink, appearing to read "Gary Thomas", written in a cursive style.

Gary Thomas  
Chief Executive



**P:** (08) 9367 2490  
**E:** admin@golfwa.org.au  
**W:** www.golfwa.org.au  
**A:** Level 1, Unit 5, No 49 Melville Parade South Perth, WA 6151  
**P:** PO Box 486 South Perth WA 6951  
**ABN:** 58 595 303 522



August 20, 2019

Mrs Sheree Thomas  
Shire of Narembeen  
1 Longhurst Street  
NAREMBEEN WA 6369

Dear Sheree,

On behalf of the Board and staff of GolfWA I express our sincere gratitude for your support of the 2019 Aglime Sand Greens Championship of Western Australia, one of the premier golf tournaments on the Western Australian calendar.

The 2019 tournament was a wonderful display of golf and mateship. Narembeen Golf Club and the broader Narembeen community were wonderful hosts and we heard nothing but compliments for the course and town.

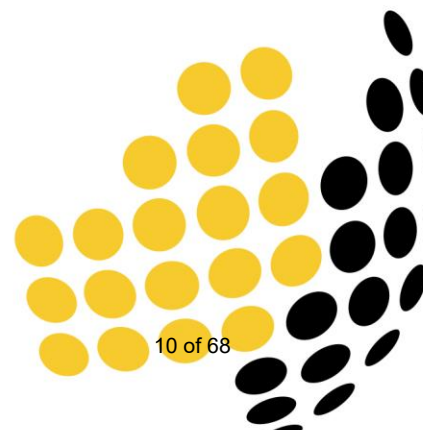
The 2019 Aglime Sand Greens Championship of Western Australia was highlighted by a dominant display of golf from Ryan Peake (Lakelands Country Club). Ryan's performance across both days was impressive but his course record on Sunday was simply superb.

Without your support, this tournament would not have been as successful as it was. We greatly appreciate your commitment to this event and your efforts to help promote what was a wonderful four days of golf.

Thank you so much for helping GolfWA continue to grow the game of golf in Western Australia.

Yours Sincerely,

Gary Thomas  
Chief Executive



# NAREMBEEN GOLF CLUB



353 Bernie Cusack Drive NAREMBEEN W.A. 6369

P.O. Box 130 Naremben W.A. 6369

Tel: 0428647329 Julie Hayter, Secretary

Chris Jackson  
CEO  
Shire of Naremben

Dear Chris

The members of the Naremben Golf Club take this opportunity in thanking you for your support in our recent hosting of the State Sands Championship. As you are well aware it was a very successful 4 days.

We flew the Naremben Shire flags high over the carnival and had lots of comments from members of other country golf clubs doubting that if they had an event like this, that they would have received the same support from their Shire. This made us very proud..... as our logo "Together we grow".

We would like to invite you and Nina to our closing day of Golf and presentation night to be held on Saturday the 21st of September.

Just a fun afternoon of golf if you would like a bash. No sticks required.  
Drinks and dinner from about 6pm onwards.  
A very casual night and would be great if you could both come along.  
We think we owe you a few drinks and dinner!!!!

Many thanks Chris

Cheers

Julie Hayter sec

**President:** Brian Cusack **Vice President:** Carol Currie **Secretary:** Julie Hayter **Treasurer:** Damon Hayter

**Captains Ladies:** Maxine Miolini **Men's** Brendon Parsons

**Vice Captains:** **Ladies:** Jill McGregor, Nola Parsons **Men:** Mike Currie, Tim Cusack

**Course Manager:** Hendy Cowan **Catering:** Julie Miller **Bar Manager:** Stephen Padfield

Our Ref: 8187

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All Western Australian  
local government CEOs  
and mayors and presidents

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Good afternoon

### **Auditing local governments – September 2019 update**

Next month it will be 2 years since my Office was given the mandate from Parliament to audit all WA local governments and regional councils. As such, I thought it was a good time to update you on what we have achieved so far and address some common questions raised during our initial audits.

#### Getting to know each other

Firstly, I want to say thank you for being so open and receptive to working alongside each other. We knew we would have a lot to learn stepping into the local government space, and while we still have a way to go, I think we have a better understanding of your processes and challenges thanks to your participation during audits and engagement at zone and regional meetings and conferences.

We intend to keep attending these events, and learning from you as the subject matter experts. Some of my staff were at the WALGA Annual State Conference in August, and it was again very valuable to speak with so many of you. Thank you for stopping by to chat with us and share your perspectives in so many matters.

We have also been attending regular meetings with the Department, WALGA, LG Professionals and other integrity offices. These have been highly valuable and we will continue to attend these, to learn more about the sector and also to share our audit findings and recommendations.

#### Local government audit reports tabled

Since receiving the local government audit mandate, my Office has tabled 9 local government audit reports. These include the first [Audit Results Report](#) for 42 of the 46 local governments where we were responsible for the 2017-18 financial audits, and 8 [performance and focus area audits](#):

- *Fraud Prevention in Local Government* (15 August 2019)
- *Local Government Building Approvals* (26 June 2019)
- *Verifying Employee Identity and Credentials* (19 June 2019)
- *Records Management in Local Government* (9 April 2019)
- *Management of Supplier Master Files* (7 March 2019)
- *Local Government Procurement* (11 October 2018)

- *Timely Payment of Suppliers* (13 June 2018)
- *Controls over Corporate Credit Cards* (9 May 2018).

Members and committees of Parliament are very interested in our reports on the LG sector. All reports are available on our website under 'Reports and publications'. If you would like to be notified when we table future reports, please subscribe to our mailing list at [www.audit.wa.gov.au/subscribe](http://www.audit.wa.gov.au/subscribe).

#### Management letters should be treated with sensitivity

I move now to address some common questions we've had during our first round of audits.

Often during financial and performance audits we will issue interim management letters to the CEO and mayor or president. These letters provide them with early advice of our audit findings and enable them to take timely remedial action. We have been receiving a lot of questions about these letters and whether or not they can be made public.

We regard these as working documents until we issue them formally to the mayor or president, the CEO and the Minister for Local Government as part of our final report. They are not suitable for other purposes and as there is no requirement to make them public, we suggest that you shouldn't make your interim management letters public unless specific urgent needs warrant their earlier release.

#### We recommend aiming for better practice, not just compliance

Another area we have had a lot of feedback on is the notion of organisations aiming for minimum compliance versus good or better practice. In our audit reports you may have noticed we have determined findings as significant, even when there wasn't an explicit legislative requirement for a specific control. We have also made, and intend to continue making, recommendations that not only address non-compliance, but which aim to achieve better practice. This is so that local governments can achieve their overarching objective of providing 'good government' by remedying weaknesses and addressing risks before they contribute to potential breaches of legislation.

We have heard from many local government staff that limited resources impact their ability to aim for better practice, and as such they focus on mere compliance. I appreciate that there is limited guidance on what better practice looks like, and so where possible, our audit reports are now including better practice guidance so that you have a ready-made checklist to refer to and aim for. We have also collated these checklists into a single location on our website under the [Reports and Publications tab](#), with the aim of supporting improved public administration across the sector.

#### Concern over auditors accessing information

During some of our audits, local government staff have expressed concern over auditors accessing confidential information. I wanted to assure you, especially those local governments that we haven't audited yet, that ss. 34-36 of the *Auditor General Act 2006* provides the necessary powers for the Auditor General, and my staff and appointed contract audit firms, to full and free access to all accounts and documents considered relevant to the audit. The Act also imposes significant obligations on us as auditors to keep your information confidential. We perform our role in the strictest of confidence and will only divulge information relevant to the final audit report.

### Balancing private interests and public duty – managing conflicts of interest

All councillors and staff come to their roles with existing interests and relationships from their private lives. Balancing private interests with public duty can be an ongoing challenge. The public expects councillors and administrators to advocate for the best outcomes for their community on a range of issues, not just those in which a member may be particularly skilled and interested. As such, some of our audits have already touched on how local governments deal with declared interests, and manage them, to avoid perceived, actual and potential conflicts. This is an area we may focus on in more detail in future audits related to any aspect of public administration that involves decision-making at an officer or councillor level.

### Role of audit committees and internal audit

Audit committees are important governance bodies. I understand that due to resourcing constraints it can be difficult for local governments to maintain an internal audit function. However, I believe it is a worthwhile function for ongoing maintenance and improvement of risk management, internal control and governance processes. As such I encourage you to consider your internal audit function, and if necessary, consider collaborating with your neighbouring local governments to provide effective internal audit assurance on an in-house or outsourced basis.

### Audit firms can perform minimal related tasks, with OAG approval in advance

We are aware that previously it was common practice for auditors to perform other work for local governments, in addition to the annual financial audit. As this can impair an auditor's independence, we gave careful consideration as to whether this can continue. In specific limited cases, I have approved that contract auditors may perform other audit related tasks, such as grant certifications, however we require our contractors to seek our approval in advance.

### An audit report, a significant matter and the timeframe for implementing audit recommendations

Under the *Local Government Act 1995*, local governments are required provide an action plan to the Minister for any significant matters raised, relating to their entity, in an audit report. We have clarified what an audit report is, what a significant matter is and the timeframes for providing this action plan to the Minister on our website: [www.audit.wa.gov.au/local-government/faqs](http://www.audit.wa.gov.au/local-government/faqs).

### Financial reporting – moneys held as bonds and expensing assets

We have noticed significant variation in the accounting treatment for bond moneys. Work bonds, building bonds and hire bonds should not, for accounting purposes, be regarded as Trust Fund moneys. We have prepared a position paper on this, to assist your finance staff when preparing the annual financial report. It's available on our website at [www.audit.wa.gov.au/local-government](http://www.audit.wa.gov.au/local-government).

Another update of relevance to your finance staff is expensing assets with a value at acquisition under \$5,000. The Local Government Financial Management Regulations require, with effect from 2018-19, assets with a value below \$5,000 at the time of acquisition, to be excluded from the assets reported in the financial report. These assets will instead be reported as an expense in the statement of comprehensive income in the year of acquisition. Australian Accounting Standard AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors*, requires this amendment to the asset values to be treated as a change in accounting policy. The standard requires balances to be adjusted retrospectively,

unless it is impracticable to determine the period-specific or cumulative effects of the change.

We will continue to provide our view on significant matters relating to accounting treatments, where necessary, to achieve consistent reporting in the sector.

Your feedback on accounting standards is welcome

We are often asked for input during reviews of accounting standards. Therefore, if you have any feedback on where you think accounting standards could be improved to make financial reporting for the LG sector more streamlined, I encourage you to share your suggestions with my Office. Please contact your financial audit engagement leader or you can email the Office directly to [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au).

Please contact us for more information

I hope you have found this update valuable, and that it answers some relevant questions for you and your staff. However, if you do have any questions please get in touch, either through your existing financial audit engagement leader or to the Office directly: [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au) or (08) 6557 7500.

I look forward to continuing to work together to raise the standards of accountability for local governments in Western Australia.

Yours sincerely



CAROLINE SPENCER  
AUDITOR GENERAL  
5 September 2019

**ATTACHMENT - AGENDA ITEM 8.4.2  
Wheatbelt Secondary Freight Network  
Program – Formalisation of Commitment**





# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

## PROGRAM GOVERNANCE PLAN

## Table of Contents

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## **1 Program Governance Outline**

### **1.1 Program Overview**

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business. The WSFN project is developing a submission, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia (IA) Priority List.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

### **1.2 Goals**

The 42 Local Governments (LGs) that collectively manage roads that comprise the Wheatbelt Secondary Freight Network are seeking to:

1. Efficiently deliver Stage 1 pilot projects funded through the Federal Government Roads of Strategic Importance (ROSI) program with State and Local Government co-contributions;
2. Develop a prioritised program of works for Stage 1 based on available funding (approximately \$87.5 million in funding for on-ground works), priority and deliverability.
3. Complete an "IA Stage 4 Business Case" submission covering the unfunded work needed to develop the WSFN to meet to industry requirements and submit this to Infrastructure Australia for inclusion on the Infrastructure Priority List (IPL).

### **1.3 Background**

The 42 LGs of the Wheatbelt region have worked collaboratively for over 4 years to identify and now secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

The 42 LGs have worked collaboratively with a number of State Government Departments to develop this plan and secure the Federal funding and this level of collaboration is unprecedented. In order to ensure ongoing success it is imperative that governance to deliver this program be established to administer the available funds and deliver the agreed outcomes in a transparent, reportable manner to the satisfaction of all parties; Local Governments, States Government and the Commonwealth.

\$70 million of Federal funding (ROSI) has been allocated and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded.

The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

In addition to this the Shire of Koorda has received a REDS grant of \$100k for 2019/20 to engage a project manager for this project.

#### **1.4 Purpose of the Program Governance Plan**

The purpose of this Program Governance Plan (PGP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSNF program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

The process and procedures outlined in this PGP will enable Wheatbelt North and Wheatbelt South RRGs and the WSNF Steering Committee to make decisions in accordance with in the PGP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

#### **1.5 Governance and Delivery**

Given this funding is for Local Governments and all improvements are on Local Government assets it is appropriate that Local Government representatives determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

It is proposed to split the Local Government responsibilities for this program delivery into three areas;

- Governance
  - Provide sound governance
  - Overall program management
  - Administration
- Management
  - Design and scoping of projects.
  - Delivery of individual identified projects
- Administration
  - Funding breakdown.
  - Funding acquittal.
  - Program agreements.

#### **1.6 Formal Agreement**

This PGP should be read in conjunction with the Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

As outlined later in the PGP it is proposed that all 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan
- Program Delivery Plan
- MCA Methodology.

The 42 Council resolutions will be collated as addendums to a formal agreement (either a Deed of Agreement / Memorandum of Understanding, with exact terminology to be confirmed) that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

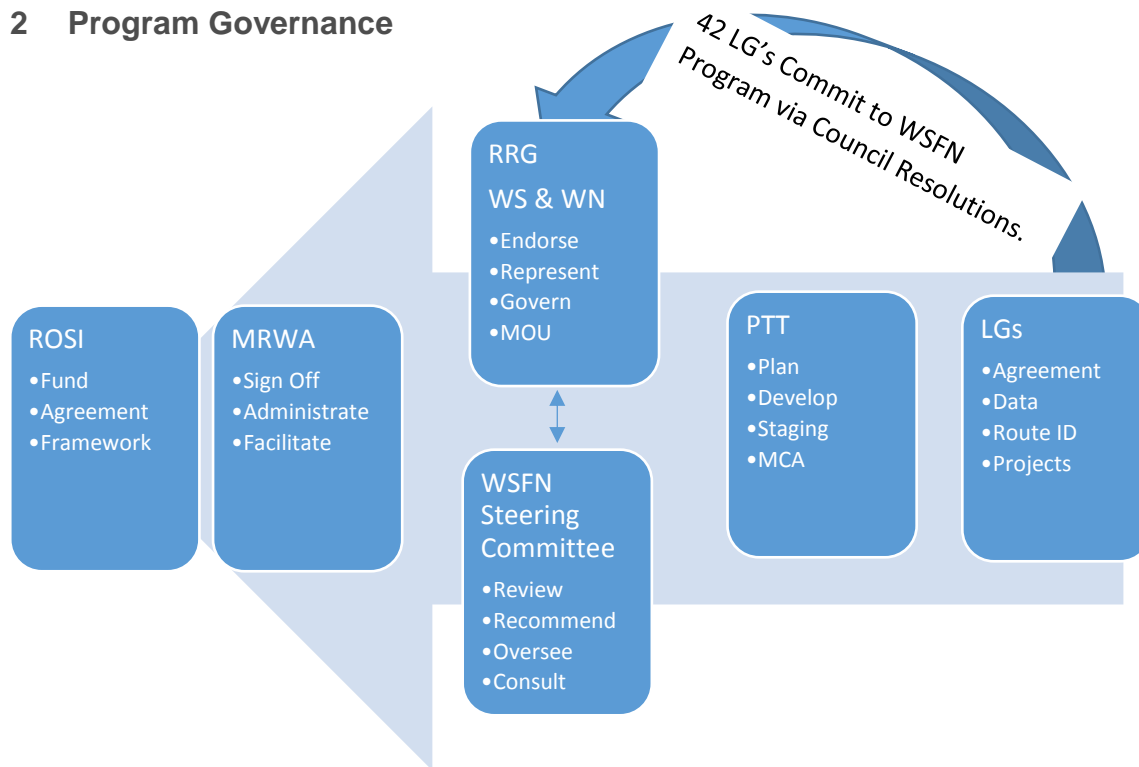
The following provides an overview of the delegations and approval processes for each relevant stakeholder group associated with WSNF program governance and delivery.

<b>Document</b>	<b>WSFN Steering Committee</b>	<b>LG</b>	<b>RRG</b>
<b>Formal Agreement</b>	Prepare & Submit	Commit	Approve
<b>Governance Plan</b>	Prepare & Submit	Receive	Approve
<b>Program Delivery Plan</b>	Prepare & Submit	Receive	Endorse
<b>Preliminary MCA</b>	Prepare & Submit	Receive	Approve
<b>Annual Report</b>	Prepare & Submit	Receive	Receive
<b>Staging Plan</b>	Prepare & Submit	Receive	Endorse
<b>Annual Program Budget</b>	Prepare & Submit	Receive	Endorse
<b>Specific Projects</b>	Approve	Commit	Receive

The Program Delivery Plan will be a “live” document that will evolve as the program and its various projects are delivered. It is envisaged that this document incorporate various learnings undertaken over the course of the program.

In submitting Program Proposal Reports to the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development, that are required to enable payments from the Commonwealth to be made, Main Roads WA will confirm that the Program Delivery Plan and Annual Program Budget have been developed in accordance with the approved Governance Plan and that the projects have been delivered in accordance with the plans and budgets as amendment from time to time.

## 2 Program Governance



### 2.1 Federal Government

The Australian Federal Government intends to invest \$4.5 billion over ten years to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

The WSFN Stage 1 prioritised program and on-ground capital works, up to a value of \$87.5 million, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7 million) and Local Government (\$5.8 million) co-contributions. The envisaged timeframe for this is 3 – 5 years subject to funding arrangements outlined by the Federal Government.

The Federal Government will:

- Provide guidance regarding program delivery and funding arrangements for WSFN program in-line with the ROSI requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Note a 5 year Staging Plan.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to WA State Government via Main Roads WA in alignment with agreed milestones.

### 2.2 State Government (Main Roads WA)

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA

will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

### **2.3 Wheatbelt North and Wheatbelt South Regional Road Groups**

The WSNF Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and South (WS) Regional Road Groups.

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSNF Steering Committee and the PGP. Its specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSNF program.
- Receive and acknowledge Steering Committee decisions.
- Endorse Governance Plan under which the Steering Committee will operate.
- Approve Multi Criteria Assessment as recommended by Steering Committee
- Receive and Note the Annual Report as presented by Steering Committee
- Endorse the Program Staging Plan.
- Endorse the Annual Program Budget

Should WN & WS when approving programs not come to an agreed position it will be referred to mediation group comprising of RDA-W, WALGA and MRWA.

### **2.4 WSNF Steering Committee**

The purpose of the Steering Committee is to provide oversight and governance to the program.

The Steering Committee is made up of the following members:

#### **Voting Delegates**

- 2 x Wheatbelt North Regional Road Group (WN RRG) Elected Members
  - Chairperson plus 1 other delegate
- 2 x Wheatbelt South Regional Road Group (WS RRG) Elected Members
  - Chairperson plus 1 other delegate

#### **Non-Voting Delegates**

- WSNF Program Technical Director (ex-officio from LG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA - Wheatbelt Region (MRWA-WR)

- Wheatbelt Development Commission (WDC)

*The Elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections. The Chairperson shall be elected at the first WSNF Steering Committee meeting following the LG elections.*

*Should the Steering Committee be unable to reach an agreed position it will be referred to mediation group comprising senior officers appointed by RDA-W, WALGA and MRWA.*

The Steering Committee would work to set the goals and outcomes for the program in order for the Program Technical Team (refer Section 2.5) to develop a program brief and manage the consultant engagement process. Key roles would include:

- Set the goals and outcomes for the program.
- Provide political representation with State and Federal governments as well as their relevant authorities and departments.
- Identify funding opportunities and sources.
- Provide communication and consultation back to the WN and WS RRGs.
- Provide a collaborative approach to program delivery across multiple organisations.

The Steering Committee will recommend decisions to RRGs and approve the commitment of funds to individual LGs in accordance with agreed processes and procedures outlined in WSNF Governance Plan.

Specific roles and responsibilities of the Steering Committee will be to:

- Review and recommended to RRGs
  - proposed routes within each sub-group.
  - approved Multiple Criteria Analysis process.
  - prioritisation of the 80 routes in accordance with the agreed Multi Criteria Assessment
  - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

## **2.5 Program Technical Team**

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.



- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

### **2.5.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

### **2.5.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.

- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

## **2.6 LGs**

- 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the follow WSNF Program documents:
  - Program Governance Plan
  - Program Delivery Plan
  - MCA Methodology.
- Provide necessary data to PTT to be utilised as part of MCA process and Staging Plan.
- Assist PTT with development of Staging Plan by identifying routes and assessing deliverability within the timeframes and parameters of the WSNF Program.



# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

## PROGRAM DELIVERY

## PLAN

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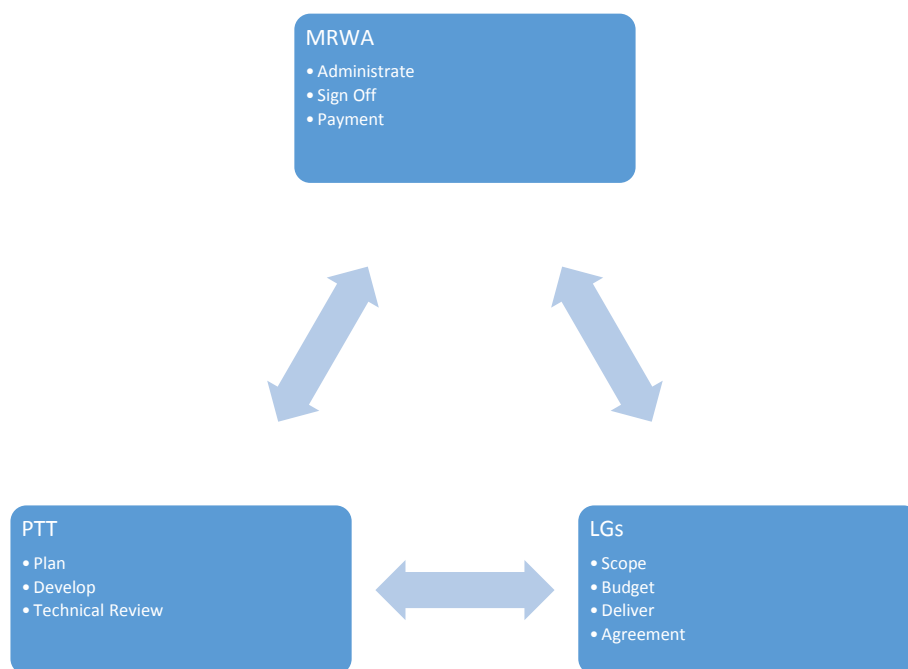
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## 1 Program Delivery

The program delivery structure aims to utilise existing resources across the LGs of the Wheatbelt RRG with input from other key program Working Group member organisation representatives. It also outlines the engagement of a Lead Consultant to undertake project management of the external technical consultancy components of the project.

The WSFN has a strong project management and governance experience, which has been working on this project since 2017. The program has thus far been coordinated by the Working Group, with Garrick Yandle, CEO Shire of Kulin, (previously Executive Manager of Infrastructure with the Shire of Dandaragan) undertaking the role of Program Manager. The Working Group has been in close consultation with all member organisations, key stakeholders, as well as the design consultant and various state government regulatory authorities and potential funding bodies.

As part of the on-going delivery of the program the Working Group consists of the following:



### 1.1 MRWA

Funding is to be channelled through Main Roads WA to each LG undertaking works. Main Roads will therefore process payments that are demonstrated to be in line with the agreed program management procedures.

- MRWA WR Manager to sign off on individual LGA Projects.
- MRWA to administer funds through the RRG Local Government Interface Manager (LGIM).
- MRWA WR Manager to ensures the various plans are being implemented

- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
  - Progress Payment Certificate - First 50% (once project is approved)
  - Completion Certificate - Final 50% (once project is completed)

## **1.2 Program Technical Team**

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

### **1.2.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

### **1.2.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

### **1.3 LGs**

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
  - Scope
  - Budget
  - Methodology
  - Delivery
- WSNF 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate Project Budgets into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

## 2 Project Administration

As the WSFN Program and each individual LG project will be funded from three funding sources (Federal, State and Local Governments) it is important to clarify specific aspects with regards to the funding administration and delivery processes.

The Steering Committee put in separate funding submissions for a range of funding sources for both Management (administration, planning and design) Stage, as well as Capital Works Stage of the program. The program has been successful in obtaining funding from the following sources, as well as the required co-contribution from local governments:

Funding Source	Funding Amount	Stage
<b>Regional Economic Development Grant</b>	\$100K	Management
<b>Local Government Co-contribution</b>	\$252K 42 LGs x \$6K each	Management
<b>Federal Government</b>	\$70M	Capital Works
<b>WA State Government</b>	\$11.7M	Capital Works
<b>Local Government</b>	\$5.8M Individual LGs on project by project basis	Capital Works

### 2.1 Project Management Funding

The Project Manager is funded by the successful Regional Economic Development (RED) Grant through the WDC and acquitted by the Shire of Koorda. This specifically entails \$100K for a Project Manager to undertake project management.

The Project Manager will be initially contracted by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000.

Funding Source	Funding Amount
<b>RED Grant</b>	\$100,000
<b>Local Government Co-contribution</b>	\$252,000
<b>In Kind Contribution (approximately)</b>	\$100,000
<b>Project Management Total</b>	\$452,000

This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:



Role	Annual Funds	Comments
<b>Project Manager</b>	Nominal \$100,000 per annum of wages, plus superannuation and vehicle allowance and potentially accommodation	\$300,000 across 3 years
<b>Project Administration and Communications Officer</b>	Nominal \$20,000 per annum of wages only	\$60,000 across 3 years

Given the delivery of Stage 1 is likely to go over 5 years, then additional funding will be required for the Project Manager position. It is proposed that this additional funding be sourced via LGs contributing towards the PM as part of the LGs individual project budgets. A nominal figure for each project will be determined via the Steering Committee. As an example, a figure of 0.5% of total program funding (\$87.5M) would contribute approximately \$430K towards funding the Project Manager position. For each \$1M project approximately \$5,000 would be required to funding the Project Manager position. Individual LGs would still need to fund their own design, project management and project delivery of their individual projects.

Additional costs of vehicle and housing also likely to be required for the project manager position over the course the 5 years of delivery. The additional funding from each project would also contribute towards these additional costs.

Total project manager costs over 5 years are likely to be around \$750,000.

It is envisaged that a LG will advertise and employ the Project Manager over a 3 year period to work on the project on a part time basis. LGs with a desire to fulfil this role will be invited to make a submission to the WSFN Steering Committee for consideration. As indicated this contract will initially be managed by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

## 2.2 Capital Works Funding Administration

### 2.2.1 Funding Breakdown

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

Stage 1 priority program prioritisation and on-ground works, up to a capital value of \$90M, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7M) and Local Government (\$5.8M) co-contributions. The envisaged timeframe for this is 3 – 5 years.

Funding Source	Funding Ratio	Funding Amount
<b>Federal (ROSI)</b>	80%	\$70M
<b>State</b>	13.3%	\$11.7M
<b>LGA (Own Source)</b>	6.7%	\$5.8M
<b>Total</b>	100%	\$87.5M

The Federal Government's role will:

- Provide framework and guidelines for funding WSNF program via ROSI.
- Note Agreement with 42 LGs of WR RRG regarding WSNF.
- Note 5 year Staging Plan.
- Approve annual project plan.
- Provide funding to LG via WA State Government.

### 2.2.2 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSNF. MRWA will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
  - Progress Payment Certificate - First 40% (once project is approved).
  - Progress Payment Certificate - First 40% (once project is commenced).
  - Completion Certificate - Final 20% (once project is completed).

### 2.3 Project Delivery

The following provides an overview of the key components associated with planning, development, scoping, prioritisation and delivery of on-ground works. It outlines how the Working Group, Steering Committee, PTT and LGs will work together towards successful project delivery.

Stage	Details
<b>1. Program Staging Plan</b>	<ul style="list-style-type: none"> <li>▪ PTT will develop a staging plan for program delivery.</li> <li>▪ Relevant LGs will be informed of their proposed project and indicative budget, scope and year of delivery.</li> <li>▪ Identification of Funds required for a 4 year program set in advance by project priority lists.</li> <li>▪ Funding to be limited according to individual LG ability to deliver works.</li> </ul>
<b>2. Project Scoping and Approval</b>	<ul style="list-style-type: none"> <li>▪ Stage 1 priority projects will be determined via the MCA process.</li> <li>▪ Projects will be scoped and a preliminary budget developed by the PTT in-conjunction with individual LGs.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Projects prioritisation will be undertaken via an MCA process by the PTT with input from relevant consultants as required.</li> <li>▪ PTT will make recommendations to the Steering Committee for endorsement.</li> <li>▪ The Steering Committee will then forward endorsed recommendations through to the relevant WN or WS RRG.</li> </ul>
<p><b>3. Detailed Scoping, Design and Budget Development</b></p>	<ul style="list-style-type: none"> <li>▪ LGs will develop detailed budgets and designs (if necessary) for nominated Stage 1 priority projects.</li> <li>▪ LGs are to include projects in their annual budget for the proposed year.</li> <li>▪ LGs to be responsible for all relevant approvals.</li> <li>▪ PTT to work with LGs to verify budgets.</li> </ul>
<p><b>4. Delivery</b></p>	<ul style="list-style-type: none"> <li>▪ LGs will be responsible for tendering, project management and delivery of each project in the proposed year.</li> <li>▪ PTT to work with LGs to provide technical assistance and advice during delivery.</li> <li>▪ Incorporate into annual capital works program.</li> <li>▪ Works already funded from other sources are not eligible for funding under this program.</li> <li>▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)</li> </ul>



# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

## MULTI-CRITERIA ANALYSIS METHODOLOGY

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A preliminary prioritisation of the Wheatbelt Secondary Freight Network routes was performed to provide an initial example of the future process and assist in identifying high-value routes. A simple multi-criteria analysis (MCA) was developed to score each route on the available data. This was undertaken as part of the Business Case development and funding submission process.

The objective of the MCA is therefore to accurately reflect the relative need for upgrade works for each route across the network. To achieve this, the MCA must be based on clear and justifiable scoring system that uses good-quality and verifiable data.

Following the Preliminary MCA development the WSNF team have been able to obtain additional more detailed data from the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. This data will be distributed to the WSNF Steering Committee via Main Roads WA. The additional data will be incorporated as part of the development of a Revised MCA.

This document summarises the Revised MCA methodology of prioritising the 80 Secondary Freight Routes of the WSNF program.

The criteria upon which each route will be assessed in the MCA includes:

- Average Daily Traffic
  - as submitted by LGAs
  - which would actually be “peak season” traffic
- Equivalent Standard Axles / per day
  - as submitted by LGAs
  - which would actually be “peak season” traffic
- Seal Width
  - Linearly relates to percentage of road below minimum 7M requirement for seal width.
- Road Safety
  - ROSMA as per RARF data
  - KSI
- Road Condition Data
  - as submitted by LGAs
  - Simple Condition Grading Model - IPWEA, 2015, IIMM, Sec 2.5.4

### **Input Data**

Data will be collated from a range of sources as summarised below. These data sources fall under two general categories, relating either to the condition or utilisation of each route (see further explanation below):

Category	Data Set	Description
Condition	ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Condition	Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Condition	Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
Utilisation	ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
Utilisation	ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

## MCA Process

The MCA will use a three-step process to incorporate all routes into a final ranking system:

- Each set of data is scored on a consistent scale (e.g. 1 to 5) based the range of results in the data set. For example, if average daily traffic counts (ADT) range from a minimum of 100 to a maximum of 600 then the following scores could be applied (**example only**):

ADT Range	ESA Range	Seal Width (m)	ROSMA (KSI)	Road Condition	Score
100 – 199	0 - 25	> 8	0	Excellent: only planned maintenance required	1
200 – 299	25 – 50	7 - 8	0.2	Good: minor maintenance required plus planned maintenance	2
300 – 399	50 - 75	6 - 7	1	Fair: significant maintenance required	3
400 – 499	75 – 100	5 - 6	1.5	Poor: significant renewal/rehabilitation required	4
500 - 600	> 100	< 5	2	Very Poor: physically unsound and/or beyond rehabilitation	5

- The scores for each set of data are then combined using weightings (%) to reflect the importance of each set of results in establishing the need for works (example below). This system will be supported by a descriptive justification for the weighting applied to each set of data:

Data Set	Example Score	Weighting	Final Score
A	2	10%	0.2
B	3	20%	0.6
C	4	30%	1.2
D	1	40%	0.4
<b>Total</b>		<b>100%</b>	<b>2.4 out of 5</b>

3. The final score for all routes are then compared to rank the routes according to a simple priority system e.g. high, medium and low.

### Application of Weightings

The weightings applied to each set of data must be reflective of the actual need for upgrade/repair works. At a high level, the need for the works stems from:

1. The current condition of the route and how far this is from an ideal standard
2. How much the route will be utilised, primarily by heavy vehicles

Anecdotal feedback to-date has been that heavy vehicles generally choose routes based on travel time, irrespective of road condition. The result being that particular routes will quickly deteriorate if they are not maintained to a high standard – at significant cost to the affected Local Government. As an initial base it is therefore proposed that Condition and Utilisation categories collectively each receive equal weightings of 50%. This initial system is illustrated below:

Category	Suggested Category Weighting	Data Sets	Individual Weighting
Condition	50%	KSI Rate Seal Width Road Condition	To be developed (sum to 50%)
Utilisation	50%	ADT ESA	To be developed (sum to 50%)

It is noted that a higher weighting has been applied to ESA counts as this is reflective of the number of freight vehicles. Freight vehicles account for the majority of road costs and potential benefits through reduced VOC and repairs/reconstruction costs, these costs are generally proportional to total ESA numbers.

Under this system a highly utilised route in moderate condition may be prioritised over a route that is in poor condition but is seldom used. In refining and finalising the MCA weightings, agreement will need to be reached on what weightings approach will achieve the best value-for-money considering the root causes of costs and the expected future utilisation of each route.

The criteria will be weighted according to relevance to the overall investment decision and these totals to produce the upgrade priorities for each route. The route prioritisation will be produced and presented using a high-level four stage project implementation schedule.

### **Project Funding**

Funding will be considered for the highest priority projects and will proceed provided the relevant Local Governments commit to providing the necessary match funding (one third of the States 20%).

Some routes will have more challenges than others (environmental, land, heritage, utilities etc.) but this does not change the prioritisation. It may, however, impact on the year of delivery as more time may be required to get to delivery stage. In this case appropriate development funding will be provided to these high priority projects.

Once a route is funded a route specific project plan will be developed in accordance with the project management plan and each Local Government involved in development and delivery will sign up to a detailed scope of what is to be delivered and an associated agreed fixed budget will be allocated.

### **Additional Pavement Condition Data**

It is proposed that TSD or FWD data is used to determine pavement condition. These data sets can be obtained through undertaking tests on all 80 of the identified routes. This data provides an indication of the nature and status of the existing road pavement including an indication of the relative residual life of the pavement in terms of equivalent standard axles (ESAs). The life of a pavement is always measured in ESAs and it is possible to determine the relative residual life of a pavement in terms of ESAs. When combined with ADT predictions a residual pavement life in terms of years can be ascertained. These surveys can be commissioned by the project through existing Main Roads contracts and data provided to Shires for all 80 routes.

Condition	TSD Pavement Condition	The collection of Traffic Speed Deflectometer data provides information on the pavement condition and remaining residual life of a road and is therefore reflective of future maintenance and/or reconstruction costs.
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Undertaking the TSD investigation and analysing the data is likely to take between 6-9 months and would unlikely be available until after April 2020.

This will be used to:

- To refine and update Prioritisation List for Priority 2-5 projects and subsequent Staging Plans.
- Provide further clarity on Priority 1 projects if require.



# **ATTACHMENT - AGENDA ITEM 8.5.2 August 2019 Schedule of Accounts**



## Credit Card Purchases - 2 August - 2 September 2019

EMCS			
Date	Store	Description	Amount
02/08/19	Nth Metropolitan TAFE	Study materials V Wittstock	\$ 163.00
12/08/19	Dan Murphys Online	Alcohol - CRC Networking event	\$ 48.90
12/08/19	Seek Website	Building Maintenance and Parks Leading hand job advertisement	\$ 726.00
13/08/19	The Co-Op	Coffee/ slice	\$ 44.00
22/08/19	Officeworks	Administration Building Stationary	\$ 348.41
26/08/19	Shire of Narembeen	Employee drivers licence renewal	\$ 44.05
29/08/19	Telstra	Fire Brigade phone	\$ 55.00
<b>EMCS CREDIT CARD PAYMENTS</b>			<b>\$ 1,429.36</b>
CEO			
Date	Store	Description	Amount
08/08/19	Swan Taxis	Taxi fare	\$ 11.08
09/08/19	Durty Nelly's	Meals	\$ 49.00
09/08/19	Durty Nelly's	Meals	\$ 74.00
10/08/19	Intercontinental Perth	Accommodation C Jackson	\$ 1,987.37
10/08/19	Intercontinental Perth	Accommodation K Mourtimore	\$ 1,385.48
10/08/19	Intercontinental Perth	Accommodation A Wright	\$ 822.15
10/08/19	Intercontinental Perth	Accommodation R Cole	\$ 1,364.16
10/08/19	Intercontinental Perth	Minibar C. Jackson	\$ 55.83
10/08/19	Intercontinental Perth	Minibar A. Wright	\$ 12.18
25/08/19	Magic Hand Carwash	Mini Detail, coffee	\$ 254.00
<b>CEO CREDIT CARD PAYMENTS</b>			<b>\$ 6,015.25</b>
<b>TOTAL CREDIT CARD PAYMENTS</b>			<b>\$ 7,444.61</b>



# SHIRE OF NAREMBREEN

## SCHEDULE OF ACCOUNTS PAID AUGUST 2019 AND SUBMITTED TO COUNCIL 18 September 2019

Chq/EFT	Date	Name	Description	Amount
EFT12409	08/08/2019	Australian Services Union	Payroll deductions	49.80
EFT12410	08/08/2019	Copier Support	CRC - Photocopier Canon iRADVC 5250/Black & Colour 24/06/19-29/07/19	498.54
EFT12411	08/08/2019	Department of Human Services	CRC - Agent & Access point Fees 29th April - 3 May 2019	105.60
EFT12412	08/08/2019	Easifleet	Payroll deductions	664.84
EFT12413	08/08/2019	GP Surveys	Liasion with WAPC, Landgate and Civic Legal, Lodgement form IC, WAPC fee reimbursement	930.00
EFT12414	08/08/2019	Kondinin Calendar	Advertising, August edition full page	30.00
EFT12415	08/08/2019	Landgate	Rural UV Interim Valuation shared	83.76
EFT12416	08/08/2019	Moore Stephens	Annual financial reporting manual and templates	2,068.00
EFT12417	08/08/2019	Phoenix Landscaping Services Pty Ltd	Emu Hill Cemetery - 2nd Instalment - Niche Wall, Gazebo, Demolition old Niche etc	55,000.00
EFT12418	08/08/2019	RAMIM Software Pty Ltd	Annual support & maintenance fee for period 01/07/2019 - 30/06/2020	7,108.46
EFT12419	08/08/2019	Shire Of Bruce Rock	Road Board Building Renovation - Supply & Delivery of Concrete 17/07/2019	2,188.00
EFT12420	08/08/2019	State Library of Western Australia	Annual delivery of Better Beginnings Program 2019/2020	60.50
EFT12421	08/08/2019	The Narembreen Cafe	Catering Grief Workshop 31/07/2019	156.00
EFT12422	08/08/2019	Toll Ipec Pty Ltd	Deliveries from Narembreen on 19 July 2019	23.82
EFT12423	08/08/2019	Waterman Irrigation	Standpipe - South Kuminnin, Cramphorne, Naremb, Waddinger & Annual Access Fee July-Dec 19	1,411.85
EFT12424	08/08/2019	Wheatbelt Business Network	Overspend on CLGF Grant - Printing & Promotion Nicholas Flanagan	296.96
EFT12425	08/08/2019	A-Team Printing	CRC - Envelopes x 500 & Freight	168.60
EFT12426	08/08/2019	Civic Legal	Professional Fees - Advice on lease of Crown Land	950.20
EFT12427	08/08/2019	Ixom	Service Fee - Chlorine Business 2030 period 01/07/2019 - 31/07/2019	84.57
EFT12428	08/08/2019	Landgate	Gross rental value minimum charge	67.85
EFT12429	08/08/2019	Metro Count	2 x Full Field Kits for Sundry Plants	715.00
EFT12430	08/08/2019	Perfect Computer Solutions Pty Ltd	July monthly fee for monitoring, management & resolution of disaster recovery options at site	85.00
EFT12431	08/08/2019	Rylan Pty Ltd	Kerbing works, Ada and Wakeman Streets	2,200.00

EFT12432	16/08/2019	Aust Post	Mailing service for period ending 31/07/2019	725.63
EFT12433	16/08/2019	Avon Waste	Waste Services for July 2019	14,023.98
EFT12434	16/08/2019	Bovell Surveys Pty Ltd	Drafting services for airport CAD overlay	176.00
EFT12435	16/08/2019	Busselton City Construction Pty Ltd	Materials and labour, emergency works 4/33 Curral St	660.00
EFT12436	16/08/2019	Cody Express Transport	Delivery to Shire 22/07/2019	21.13
EFT12437	16/08/2019	Donovan Ford	Trailer plug repair kit	274.20
EFT12438	16/08/2019	Emma Chambers	Gym Membership refund	50.00
EFT12439	16/08/2019	Great Southern Fuel Supplies	Fuel 1NB	260.31
EFT12440	16/08/2019	Henry Schein Regional Pty Ltd	Monthly digital support, remote support, diagnosis and resolution of IT and software issues	35.00
EFT12441	16/08/2019	Initial	Hygiene Services 27/06/2019-26/06/2020 for all Shire Building Amenities	7,035.30
EFT12442	16/08/2019	Ness Gas Supplies	Gas bottle delivery x 4 to Caravan park and EMCS house	540.00
EFT12443	16/08/2019	North Metropolitan Tafe	Course Fees for CIV in Accounting and Bookkeeping	561.20
EFT12444	16/08/2019	P M Services Narembeen	Wages for Waste Transfer Station 27 July - 09 August 2019	2,496.00
EFT12445	16/08/2019	Shire of Brookton	Chairperson Honorarium Wheatbelt South Regional Road Group 19/20	100.00
EFT12446	16/08/2019	WA Contract Ranger Services	Ranger services 02/08/2019 and 09/08/2019	561.00
EFT12447	16/08/2019	Bovell Surveys Pty Ltd	Fricker Linemarking - Survey Existing, Calcs, Setout plus Travel	3,399.00
EFT12448	16/08/2019	Civic Legal	Advice Lease Crown Land - Narembeen Air - Loc 21952	2,422.20
EFT12449	21/08/2019	Ag Implements Narembeen	Parts for Mitsubishi Canter PO 26120	56.40
EFT12450	21/08/2019	Boc Gases	Gas cylinders and refrigerants	66.88
EFT12451	21/08/2019	Chris Bray Electrics Pty Ltd	Supply and install new stove to 18 Hilton Way PO 26014	1,045.00
EFT12452	21/08/2019	Conplant Ammann Australia	Parts for Pneumatic tyre roller plus freight PO 26123	172.22
EFT12453	21/08/2019	Eastern Hills Saws And Mowers	Gasket/ diaphragm kit PO 26128	19.00
EFT12454	21/08/2019	It Vision Australia Pty Ltd	Annual license fee for Synergy Soft	21,899.90
EFT12455	21/08/2019	Irving Holdings WA	Fuel, July 2019	503.01
EFT12456	21/08/2019	JR and A Hersey Pty Ltd	Various equipment for Depot PO 26129	983.40
EFT12457	21/08/2019	Joseph Collard	Labour and travel for works completed in Kondinin 21/06/2019	166.65
EFT12458	21/08/2019	Kleenheat Gas	Supply of LPG Bulk	1,243.84
EFT12459	21/08/2019	Landmark Operations Limited	Various chemicals related to Skeleton Weed PO 26011 & 24694	6,885.34
EFT12460	21/08/2019	Narembeen IGA	Shire and CRC purchases for July 2019	276.04
EFT12461	21/08/2019	Narembeen Engineering & Steel	Duragal Flat bracket	22.00
EFT12462	21/08/2019	Narembeen Tyre Service	2x Tyres Nissan Navara Dual Cab PO 26115	811.00
EFT12463	21/08/2019	Ness Gas Supplies	Oxygen bottle 'G' PO 26126	572.00
EFT12464	21/08/2019	Ron Bateman And Co	Bearing and Bearing cone for 1961 Tractor Plant - Roller PO 26130	115.37
EFT12465	21/08/2019	Toll Ipec Pty Ltd	Delivery for 29/07/2019	16.17

EFT12466	21/08/2019	Town Planning Innovations	General planning services PO 24648	680.63
EFT12467	21/08/2019	Wheatbelt Business Network	Business case consultation and writing PO 25924	731.50
EFT12472	29/08/2019	A-Team Printing	Printing - ram sale flyers. Includes Freight PO 26212	620.40
EFT12473	29/08/2019	AFGRI Equipment Australia Pty Ltd	John Deere Grader/PE84 - 2 x Cab Step Straps	313.74
EFT12474	29/08/2019	Ag Implements Narembeen	NB270 & NB7850 Oil Filters, Filter Elements & Switch	1,501.01
EFT12475	29/08/2019	All Ways Foods	Cleaning materials for Caravan Park PO 26166	908.67
EFT12476	29/08/2019	Australia's Golden Outback	2019/2020 Silver Membership PO 25968	145.00
EFT12477	29/08/2019	Australian Services Union	Payroll deductions	49.80
EFT12478	29/08/2019	Australian Taxation Office	BAS July 2019	32,940.00
EFT12479	29/08/2019	Clinicare Pcy Narembeen	Employee flu shot	29.95
EFT12480	29/08/2019	Conplant Ammann Australia	PE173 - Tyre Roller Parts	98.52
EFT12481	29/08/2019	Copier Support	Printing 26/07/2019 - 26/08/2019	521.26
EFT12482	29/08/2019	Easifleet	Payroll deductions	664.84
EFT12483	29/08/2019	Hasta Manana Pty Ltd T/A Artificial Lawn Supplies	Mt Walker Tennis Club Resurfacing -25%DEPOSIT	35,417.25
EFT12484	29/08/2019	Joondalup Resort	Supervisor Conference Accommodation and meals PO 25869	831.70
EFT12485	29/08/2019	Moore Stephens	Road to Recovery annual return year ending 30/06/2019 PO 26021	2,090.00
EFT12486	29/08/2019	P M Services Narembeen	Wages Waste transfer station attendant 10/08 - 23/08/2019	2,496.00
EFT12487	29/08/2019	Shire Of Kellerberrin	Hire of road sweeper and driver PO 26082	1,920.00
EFT12488	29/08/2019	Star Track Express	PE999-East Hills Saws ,Freight & Misc Charges 13th & 14th Aug	44.84
EFT12489	29/08/2019	State Library of Western Australia	Annual fee for Lost and damaged materials PO 26013	220.00
EFT12490	29/08/2019	Stephen Carrick Architects	NBN Road Board Building - Heritage Advisory- New Lighting, Contribution of Contract	484.00
EFT12491	29/08/2019	The Narembeen Cafe	CRC Workshop catering - Paperless Farming Workshop	128.00
EFT12492	29/08/2019	WA Contract Ranger Services	Ranger services 16/08/2019 & 23/08/2019	514.25
EFT12493	29/08/2019	Westrac Equipment Pty Ltd	Caterpillar Grader PE67 500hr Service	1,144.57
EFT12494	29/08/2019	Wurth Australia Pty Ltd	PE999 24x Brake Cleaner	174.26
<b>TOTAL EFT PAYMENTS</b>				<b>227,812.71</b>

Chq/EFT	Date	Name	Description	Amount
11091	01/08/2019	Telstra	CRC Telstra Bill - 2 xPhones, ADSL & Fax Line	479.91
11092	09/08/2019	Water Corporation	Annual trade waste permit charges for Caravan Park	474.20
<b>TOTAL CHEQUE PAYMENTS</b>				<b>954.11</b>

Chq/EFT	Date	Name	Description	Amount
310819	05/08/2019	BANKFEES - BANK FEES	BANK FEES	158.06
310819	01/08/2019	BANKFEES - BANK FEES	BANK FEES	67.00

310819	01/08/2019	BANKFEES - BANK FEES	BANK FEES	112.00
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**TOTAL BANK FEES**

**337.06**

Chq/EFT	Date	Name	Description	Amount
DD10158.1	06/08/2019	Synergy - Western Power	Synergy - Street Lighting 223638450	1,466.35
DD10188.1	07/08/2019	Australian Super	Superannuation contributions	1,092.66
DD10188.2	07/08/2019	WA Local Government Superannuation Plan	Payroll deductions	9,376.07
DD10188.3	07/08/2019	CBUS Super	Payroll deductions	393.58
DD10188.4	07/08/2019	Hostplus	Superannuation contributions	129.49
DD10188.5	07/08/2019	Plum Super Fund	Superannuation contributions	236.55
DD10188.6	07/08/2019	AMP Life Limited	Superannuation contributions	246.43
DD10202.1	09/08/2019	Commander Australia Pty Ltd	Admin Office Telephone/Internet Charges - 22Jun-21Jul 2019	68.51
DD10202.2	07/08/2019	Water Corporation	Standpipe Kondinin/Narembeen Road	124.63
DD10202.3	12/08/2019	HBF	Health Insurance - Arthur Cousins as per contract	398.50
DD10206.1	21/08/2019	Australian Super	Superannuation contributions	1,087.67
DD10206.2	21/08/2019	WA Local Government Superannuation Plan	Payroll deductions	9,406.36
DD10206.3	21/08/2019	CBUS Super	Payroll deductions	381.73
DD10206.4	21/08/2019	Hostplus	Superannuation contributions	191.05
DD10206.5	21/08/2019	Plum Super Fund	Superannuation contributions	235.03
DD10206.6	21/08/2019	AMP Life Limited	Superannuation contributions	250.98
DD10220.1	19/08/2019	Power ICT Pty Ltd	Admin Onhold Recording Charges July 2019	75.90
DD10220.2	30/08/2019	Synergy - Western Power	EMCS Electricity	919.05
DD10220.3	29/08/2019	Water Corporation	Standpipe Cramphorne Rd	101.83
DD10220.5	19/08/2019	Water Corporation	Water Bills for Various Shire Buildings	9,077.81
DD10220.9	21/08/2019	Bankwest	EMCS Credit Card payments July 2019	3,384.95
DD10226.1	28/08/2019	Water Corporation	August Electricity account	1,445.38

**TOTAL DIRECT DEBIT PAYMENTS**

**40,090.51**

**TOTAL MUNICIPAL PAYMENTS**

**269,194.39**

Chq/EFT	Date	Name	Description	Amount
DD10214.1	20/08/2019	Bond Administrator	RAE HARNA SKEEN BOND	400.00
EFT12468	22/08/2019	Alan Wright	ALAN WRIGHT GYM REFUND	50.00
EFT12469	22/08/2019	Department of Commerce	BSL 2A LONGHURST ST - SHIRE OF NAREMBEEN	56.65
EFT12470	22/08/2019	Emma Chambers	EMMA CHAMBERS BOND REFUND	50.00
EFT12471	22/08/2019	Narembeen Shire Council	BSL COMMISSION 2A LONGHURST STREET - SHIRE OF NAREMBEEN	5.00

**TOTAL TRUST PAYMENTS**

**561.65**

# **ATTACHMENT - AGENDA ITEM 8.5.3 Financial Activity Report – August 2019**

**SHIRE OF NAREMBEEN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 August 2019**

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

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	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
<b>Capital Expenditure</b>					
<b>Buildings</b>					
Apex Park Toilet Block replacement		245,000	0	0	-
Airstrip RFDS repairs / upgrades		120,000	0	0	-
Cemetary Upgrade - Stage 1 - C/F		120,000	21,725	25,000	3,275
Cemetery upgrade - stage 2		65,174	41,667	0	(41,667)
Lesser Hall Interpretation Centre - C/F		125,000	115,000	55,814	(59,186)
Road Board Building renovation - C/F		230,000	45,000	24,512	(20,488)
Caravan Park upgrade roadways and surrounds		90,000	0	0	-
Mt Walker tennis court renewal		100,000	86,667	32,198	(54,469)
Solar power at transfer station		130,000	0	0	-
18 Hilton way asbestos fence replacement		25,000	0	0	-
21 Northmore Street asbestos fence replacement		8,000	0	0	-
Ada Street carpets - C/F		5,000	0	0	-
26 Thomas Street - repaint		5,000	0	0	-
1/31 Curral Street - flooring		6,000	0	0	-
1/24 Doreen Street - flooring		5,000	0	0	-
<b>Plant &amp; Equipment</b>					
CEO car		40,000	0	-	-
Leading hand ute		35,000	0	-	-
Courier ute		35,000	26,500	-	(26,500)
Dolly C/F		26,500	25,000	22,538	(2,462)
Replace written off Ford Ranger	100.00%	25,000	0	-	-
Grader		420,000	0	-	-
<b>Infrastructure - Roads</b>					
Emu Hill east rd R2R 40.04/39.13 C/P 30x70 - 2001		0	0	1,102	1,102
Cowan rd 0-14 R2R - 2002		200,000	0	-	-
Cramphorne rd slk25.06Slk 28.50 RRG		260,000	0	-	-
Mt walker rd RRG		89,877	0	-	-
NB South rd slk o.o -3.25		510,000	0	-	-
Wakeman st reseal		65,000	0	-	-
Churchill st reseal		7,000	0	-	-
Townsite intersections - Blackspot		7,000	0	-	-
Hunter Road widening		410,000	0	-	-
Bows Road floodway 12.06.12.15		20,000	0	-	-
Dayman Road floodway 1.39-1.48 pipe		7,000	0	-	-
Emu Hill east rd floodway 27.53-27.47		17,000	0	-	-
Cemetery carpark reseal		7,000	0	-	-
Churchill Street precinct carpark		7,000	0	-	-
Narembeen Townsite Footpath Network		75,000	12,166	-	(12,166)
<b>Parks, Gardens, Recreation Facilities, other</b>					
Entry barriers system for Aquatic Centre		0	0	-	-
Printer at CRC		7,500	15,000	-	(15,000)
Altus Procurement system implementation		15,000	0	-	-
ICT Hardware renewal		15,000	0	-	-
ICT security upgrades		10,000	0	-	-

% Compares current ytd actuals to annual budget

Financial Position	* Note	This Time Last Year	Year to Date Actual
Adjusted Net Current Assets	149%	\$ 2,631,537	\$ 3,924,944
Cash and Equivalent - Unrestricted	129%	\$ 2,384,574	\$ 3,084,650
Cash and Equivalent - Restricted	106%	\$ 2,448,218	\$ 2,604,641
Receivables - Rates	99%	\$ 519,666	\$ 514,095
Receivables - Other	510%	\$ 68,470	\$ 348,884
Payables	29%	\$ 97,606	\$ 28,709

\* Note: Compares current ytd actuals to prior year actuals at the same time

### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 August 2019  
Prepared by: Finance Officer  
Reviewed by: Executive Manager Corporate Services

### **BASIS OF PREPARATION**

#### **REPORT PURPOSE**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 . Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### **BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

### **SIGNIFICANT ACCOUNTING POLICES**

#### **GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

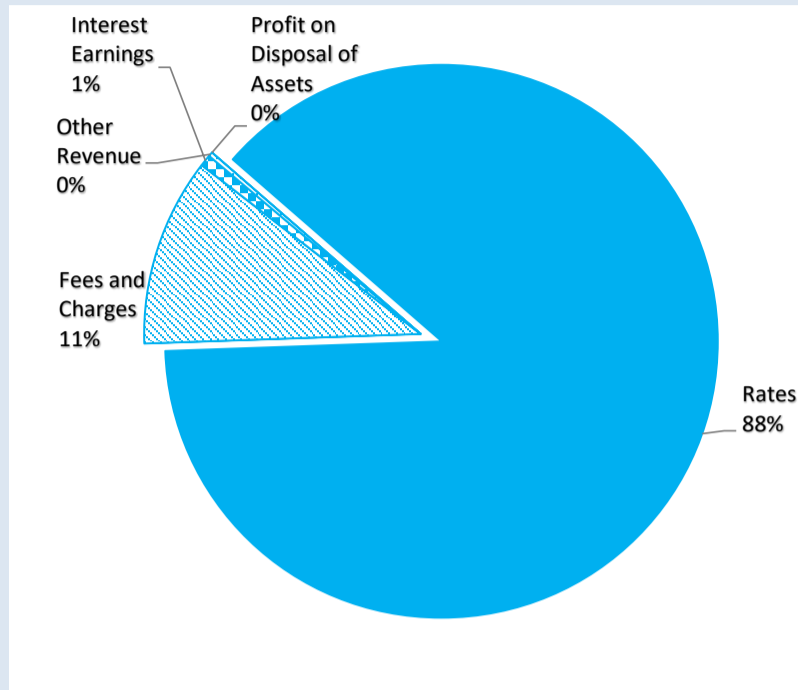
#### **CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

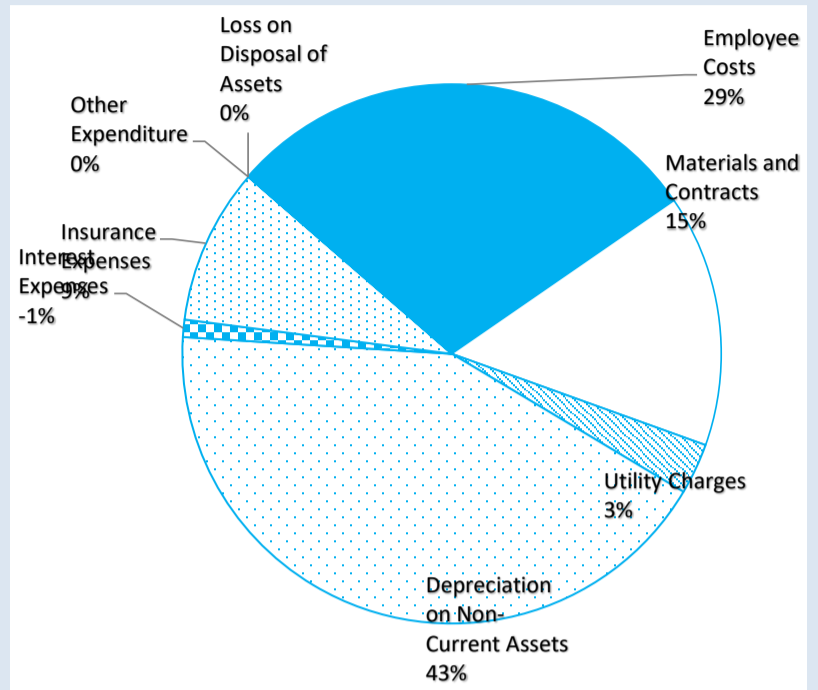
#### **ROUNDING OFF FIGURES**

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

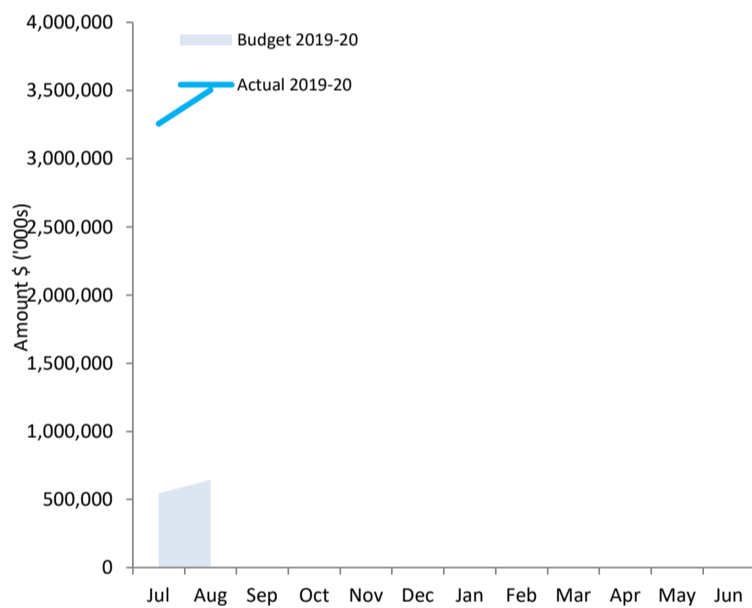
**OPERATING REVENUE**



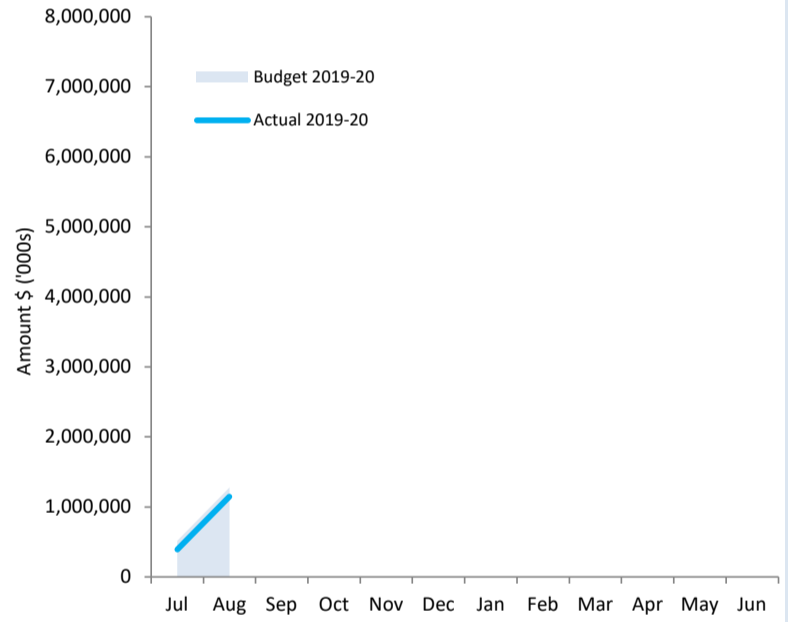
**OPERATING EXPENSES**



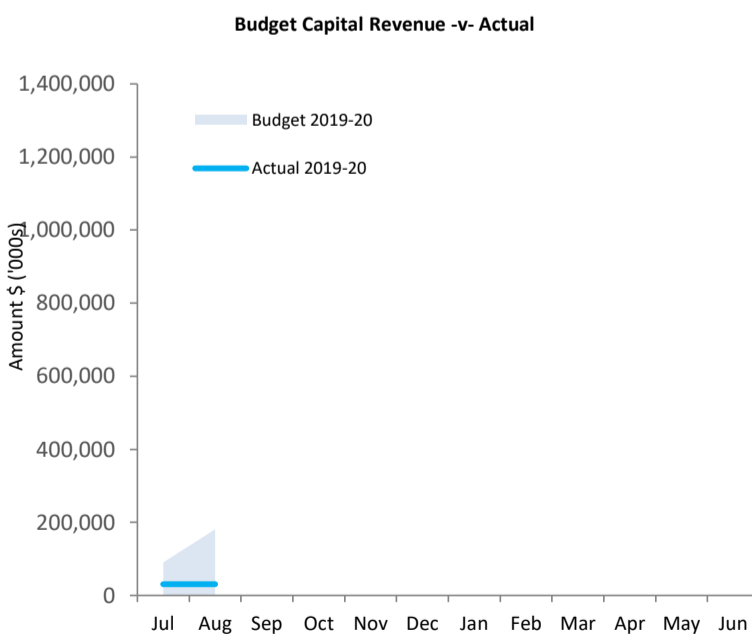
**Budget Operating Revenues -v- Actual**



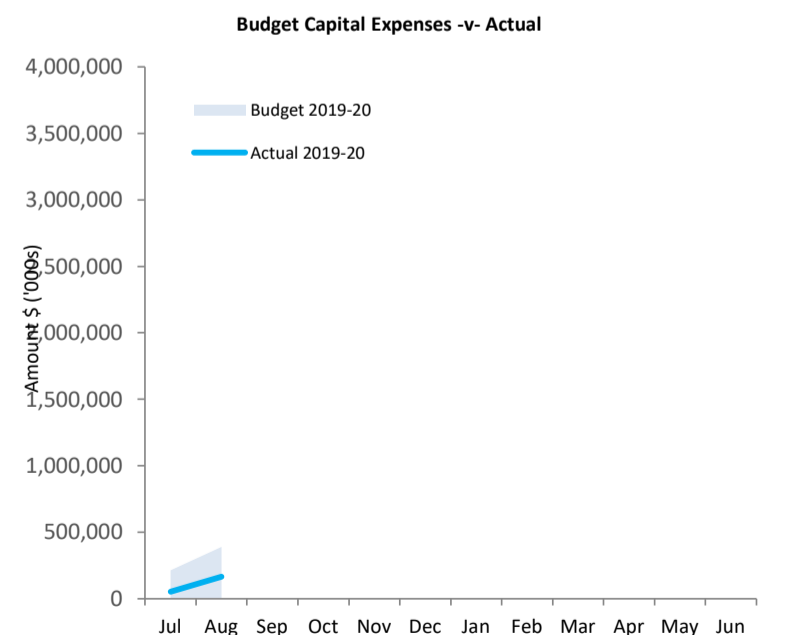
**Budget Operating Expenses -v- YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**STATUTORY REPORTING PROGRAMS**

City operations as disclosed in these financial statements encompass the following service orientated activities/programs.

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
<b>HEALTH</b>	To provide an operational framework	Inspection of food outlets and their control, provision of
<b>HOUSING</b>	To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences and Narembeen Community Resource Centre.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, and other cultural facilities.
<b>TRANSPORT ECONOMIC SERVICES</b>	To provide safe, effective and To help promote the City and its economic wellbeing.	Construction and maintenance of roads, streets, footpaths, Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control City overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,830,991	1,830,991	<b>1,195,833</b>	(635,158)	(35%)	
<b>Revenue from operating activities</b>							
Governance		47,000	7,828	<b>5,059</b>	(2,769)	(35%)	
General Purpose Funding - Rates	5	1,731,892	288,464	<b>1,731,792</b>	1,443,328	500%	▲
General Purpose Funding - Other		1,194,824	199,318	<b>288,164</b>	88,846	45%	▲
Law, Order and Public Safety		80,566	9,590	<b>51,928</b>	42,338	441%	▲
Housing		77,742	12,952	<b>17,575</b>	4,623	36%	
Community Amenities		303,098	7,338	<b>144,387</b>	137,049	1868%	▲
Recreation and Culture		32,954	5,484	<b>2,373</b>	(3,111)	(57%)	
Transport		186,580	34,414	<b>978,841</b>	944,427	2744%	▲
Economic Services		358,450	59,736	<b>268,018</b>	208,282	349%	▲
Other Property and Services		190,904	19,206	<b>15,972</b>	(3,234)	(17%)	
		<b>4,204,010</b>	<b>644,330</b>	<b>3,504,109</b>			
<b>Expenditure from operating activities</b>							
Governance		(212,830)	(348,672)	<b>(251,479)</b>	97,193	28%	▲
General Purpose Funding		(149,660)	(3,998)	<b>(129)</b>	3,870	97%	
Law, Order and Public Safety		(197,098)	(21,336)	<b>(19,917)</b>	1,419	7%	
Health		(141,446)	(7,809)	<b>(19,100)</b>	(11,291)	(145%)	
Housing		(180,470)	(20,769)	<b>(16,073)</b>	4,696	23%	
Community Amenities		(806,434)	(103,596)	<b>(77,715)</b>	25,881	25%	▲
Recreation and Culture		(1,178,838)	(186,466)	<b>(126,780)</b>	59,687	32%	▲
Transport		(3,272,331)	(505,910)	<b>(616,674)</b>	(110,764)	(22%)	▼
Economic Services		(513,367)	(78,466)	<b>(55,370)</b>	23,096	29%	
Other Property and Services		(197,654)	(170)	<b>38,681</b>	38,851	22854%	▲
		<b>(6,850,127)</b>	<b>(1,277,192)</b>	<b>(1,144,556)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,834,942	472,484	<b>496,122</b>	23,638	5%	
Adjust (Profit)/Loss on Asset Disposal	6	(64,900)	0	<b>0</b>	0		
Movement in Trust and Accrued Loan Interest				<b>10,955</b>			
Local Government House				<b>0</b>			
Bring to Account CRC Accounts				<b>0</b>			
<b>Amount attributable to operating activities</b>		<b>123,924</b>	<b>(160,378)</b>	<b>2,866,629</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	10	1,300,067	180,842	<b>30,814</b>	(150,028)	(83%)	▼
Proceeds from Disposal of Assets	6	206,000	0	<b>0</b>	0		
Capital Acquisitions	7	(3,558,051)	(388,724)	<b>(163,881)</b>	224,843	58%	▲
<b>Amount attributable to investing activities</b>		<b>(2,051,984)</b>	<b>(207,882)</b>	<b>(133,067)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		20,000	0	<b>0</b>	0		
Transfer from Reserves	9	200,000	0	<b>0</b>	0		
Repayment of Debentures	8	(69,000)	0	<b>0</b>	0		
Transfer to Reserves	9	(53,931)	0	<b>(4,935)</b>	(4,935)		
<b>Amount attributable to financing activities</b>		<b>97,069</b>	<b>0</b>	<b>(4,935)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>0</b>	<b>1,462,731</b>	<b>3,924,461</b>			

**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.

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.

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**PROFIT ON ASSET DISPOSAL**

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

**FEES AND CHARGEES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**BY NATURE OR TYPE**

	Ref Note	Amended Annual Budget \$	Amended YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,830,991	1,830,991	<b>1,195,833</b>	(635,158)	(35%)	▼
<b>Revenue from operating activities</b>							
Rates	5	1,730,783	288,464	1,731,792	1,443,328	500%	▲
Operating Grants, Subsidies and Contributions	10	1,690,598	258,160	1,537,500	1,279,340	496%	
		0	0	0	0		
Fees and Charges		597,287	78,490	216,398	137,908	176%	▲
Interest Earnings		81,842	13,638	13,358	(280)	(2%)	
Other Revenue		33,500	5,578	5,061	(517)	(9%)	
Profit on Disposal of Assets	6	70,000	0	0			
		<b>4,204,010</b>	<b>644,330</b>	<b>3,504,109</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(2,063,666)	(394,907)	<b>(339,112)</b>	55,795	14%	▲
Materials and Contracts		(1,345,481)	(181,193)	<b>(176,376)</b>	4,817	3%	
Utility Charges		(329,000)	(47,890)	<b>(35,703)</b>	12,187	25%	
Depreciation on Non-Current Assets		(2,834,942)	(472,484)	<b>(496,122)</b>	(23,638)	(5%)	
Interest Expenses		(51,750)	(8,622)	<b>12,119</b>	20,741	241%	
Insurance Expenses		(203,689)	(169,350)	<b>(109,362)</b>	59,988	35%	▲
Other Expenditure		(16,500)	(2,746)	<b>0</b>	2,746	100%	
Loss on Disposal of Assets	6	(5,100)	0	0			
		<b>(6,850,127)</b>	<b>(1,277,192)</b>	<b>(1,144,556)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,834,942	472,484	<b>496,122</b>	23,638	5%	
Adjust (Profit)/Loss on Asset Disposal	6	(64,900)	0	<b>0</b>	0		
Adjust Provisions and Accruals NC LSL				<b>0</b>			
Movement in Trust and Accrued Loan Interest				<b>10,955</b>			
Local Government House				<b>0</b>			
Bring to Account CRC Accounts				<b>0</b>			
		<b>123,924</b>	<b>(160,378)</b>	<b>2,866,630</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	10	1,300,067	180,842	<b>30,814</b>	(150,028)	(83%)	▼
Proceeds from Disposal of Assets	6	206,000	0	<b>0</b>	0		
Capital acquisitions	7	(3,558,051)	(388,724)	<b>(163,881)</b>	224,843	58%	▲
		<b>(2,051,984)</b>	<b>(207,882)</b>	<b>(133,067)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		20,000	0	<b>0</b>	0		
Self-Supporting Loan Principal				<b>0</b>			
Transfer from Reserves	9	200,000	0	<b>0</b>	0		
Repayment of Debentures	8	(69,000)	0	<b>0</b>	0		
Transfer to Reserves	9	(53,931)	0	<b>(4,935)</b>	(4,935)		
		<b>97,069</b>	<b>0</b>	<b>(4,935)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>0</b>	<b>1,462,731</b>	<b>3,924,461</b>			

**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 City 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 City 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 City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

#### **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.

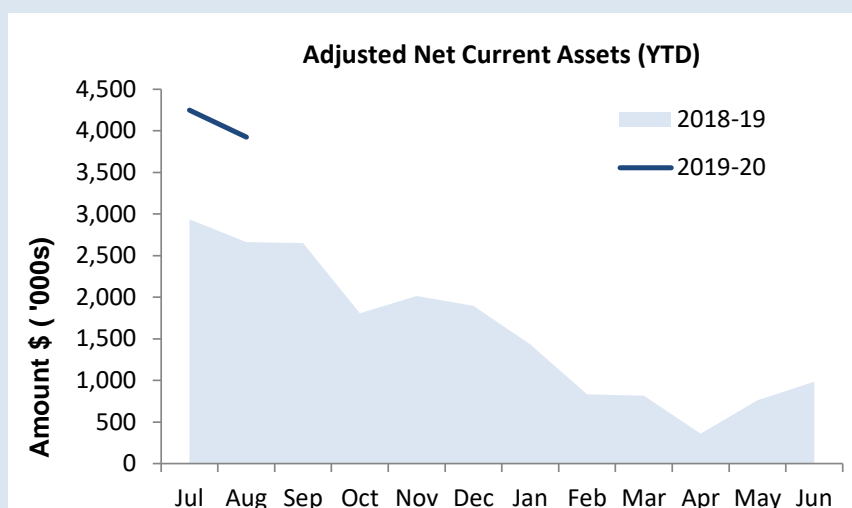
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 31 Aug 2018	Year to Date Actual 31 Aug 2019
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	1,124,110	2,384,574	3,084,650
Cash Restricted	3	2,599,707	2,448,218	2,604,641
Receivables - Rates	4	69,496	519,666	514,095
Receivables - Other	4	93,809	68,470	348,884
Loans receivable		5,314	6,275	5,314
Interest / ATO Receivable		0	0	(0)
Inventories		6,024	14,932	6,024
Land held for resale - current		370,000	370,000	370,000
		4,268,460	5,442,135	6,933,609
<b>Less: Current Liabilities</b>				
Payables		(97,606)	13,894	(28,709)
Provisions - employee		(352,032)	(340,705)	(352,032)
Long term borrowings		(69,846)	(67,639)	(69,846)
		(519,484)	(394,450)	(450,587)
<b>Unadjusted Net Current Assets</b>		<b>3,748,976</b>	<b>5,047,685</b>	<b>6,483,022</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(2,599,707)	(2,448,218)	(2,604,641)
Less: Land held for resale		(370,000)	(370,000)	(370,000)
Less: Loans receivable		(5,314)	(6,275)	(5,314)
Add: Provisions - employee		352,032	340,705	352,032
Add: Long term borrowings		69,846	67,639	69,846
<b>Adjusted Net Current Assets</b>		<b>1,195,833</b>	<b>2,631,537</b>	<b>3,924,944</b>

**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.



<b>This Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$3.92 M</b>
<b>Last Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$2.63 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**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
	\$	%			
<b>Revenue from operating activities</b>					
Governance	(2,769)	(35%)			
General Purpose Funding - Rates	1,443,328	500%	▲	Timing	Rates raised July ytd budget August
General Purpose Funding - Other	88,846	45%	▲	Timing	Profile error
Law, Order and Public Safety	42,338	441%	▲	Timing	ESL raises with rates not yet received
Health	0				
Education and Welfare	0				
Housing	4,623	36%			
Community Amenities	137,049	1868%	▲	Timing	Rubish raised with rates
Recreation and Culture	(3,111)	(57%)			
Transport	944,427	2744%	▲	Permanent	WANDRRA funding budgeted as a contract asset
Economic Services	208,282	349%	▲	Timing	Skeleton weed funding received
Other Property and Services	(3,234)	(17%)			
<b>Expenditure from operating activities</b>					
Governance	97,193	28%	▲	Timing	Profiling error
General Purpose Funding	3,870	97%			
Law, Order and Public Safety	1,419	7%			
Health	(11,291)	(145%)			
Education and Welfare	0				
Housing	4,696	23%			
Community Amenities	25,881	25%	▲		
Recreation and Culture	59,687	32%	▲	Timing	Depreciation not applied
Transport	(110,764)	(22%)	▼	Timing	Depreciation not applied
Economic Services	23,096	29%			
Other Property and Services	38,851	22854%	▲	Timing	Insurance profiling error
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(150,028)	(83%)	▼	Timing	Grants not received yet
Proceeds from Disposal of Assets	0				
Land Held for Resale	0				
Capital Acquisitions	224,843	58%	▲	Timing	Projects commenced not yet billed
<b>Financing Activities</b>	0	0%			
Proceeds from New Debentures	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	0				
Advances to Community Groups	0				
Repayment of Debentures	0				
Transfer to Reserves	(4,935)				

**KEY INFORMATION**

Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	716			716			
<b>At Call Deposits</b>							
Municipal Fund	3,077,115			3,077,115			
Reserve Fund		2,604,641		2,604,641			
Restricted - Cash	4,791			4,791			
Trust Fund			19,693	19,693			
CRC - operating	2,028						
<b>Term Deposits</b>							
Municipal Investment - Term Deposit		0					
<b>Total</b>	<b>3,084,650</b>	<b>2,604,641</b>	<b>19,693</b>	<b>5,706,241</b>			

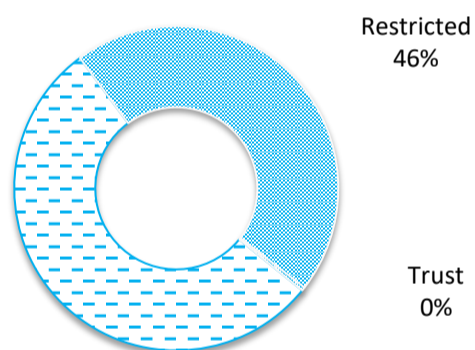
Difference to Note 1a 0

**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.



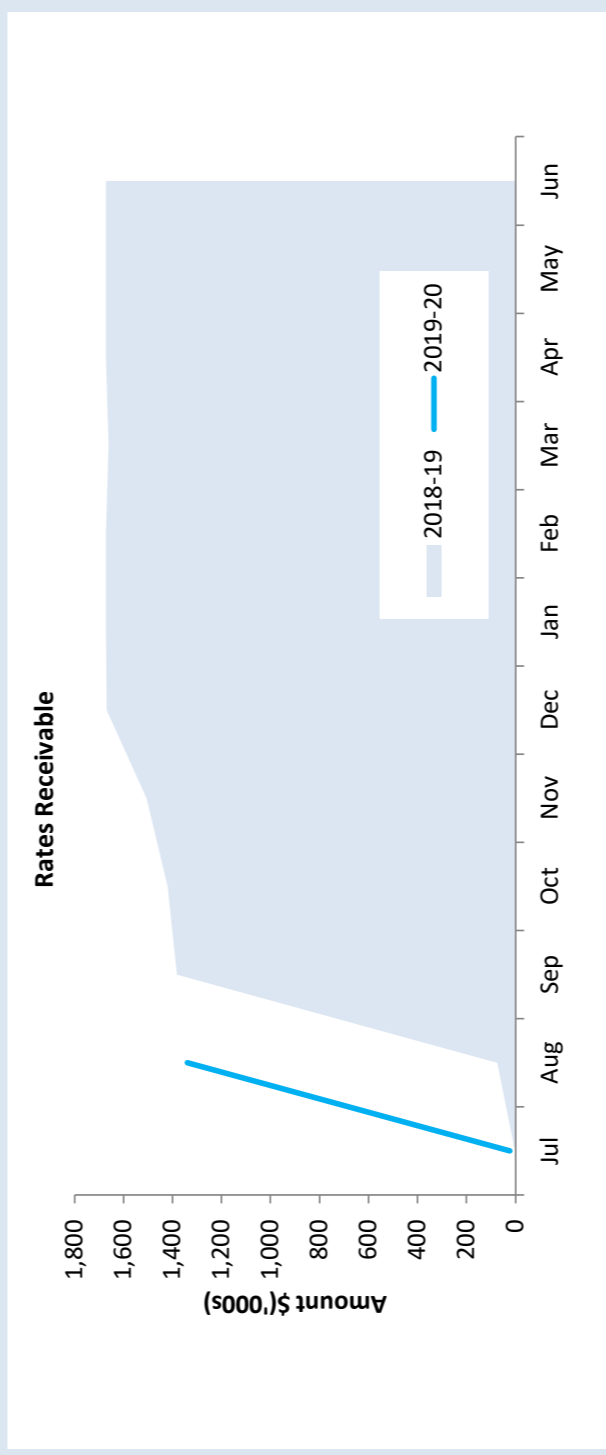
Total Cash	Unrestricted
<b>\$5.71 M</b>	<b>\$3.08 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

Rates Receivable	1/07/2018 30 June 2019	31 Aug 19
Opening Arrears Previous Years	\$ 82,539	\$ 69,496
Levied this year	1,669,192	1,785,421
Less Collections to date	(1,682,235)	(1,340,822)
Equals Current Outstanding	<b>69,496</b>	<b>514,095</b>
<b>Net Rates Collectable</b>	<b>69,496</b>	<b>514,095</b>
% Collected	100.78%	75.10%

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.



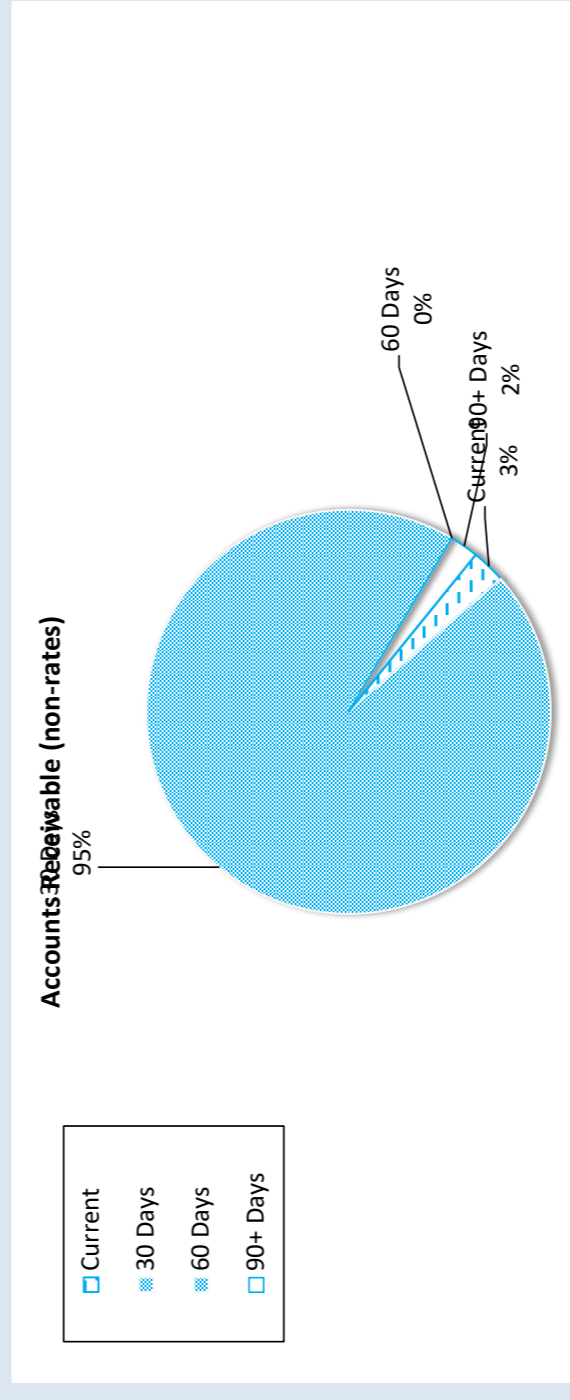
<b>Collected</b>	<b>75%</b>
<b>Rates Due</b>	<b>\$514,095</b>

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
Receivables - General	\$ 8,602	\$ 300,741	\$ 0	\$ 7,302	\$ 316,645
Percentage	3%	95%	0%	2%	
<b>Balance per Trial Balance</b>	<b>8,602</b>	<b>300,741</b>	<b>0</b>	<b>7,302</b>	<b>316,645</b>
Sundry debtors	0	0	0	0	0
GST receivable	0	0	0	0	0
Loans receivable - clubs/institutions	0	0	0	0	0
Income in advance	0	0	0	0	0
<b>Total Receivables General Outstanding</b>					<b>316,645</b>
<b>Amounts shown above include GST (where applicable)</b>					

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.



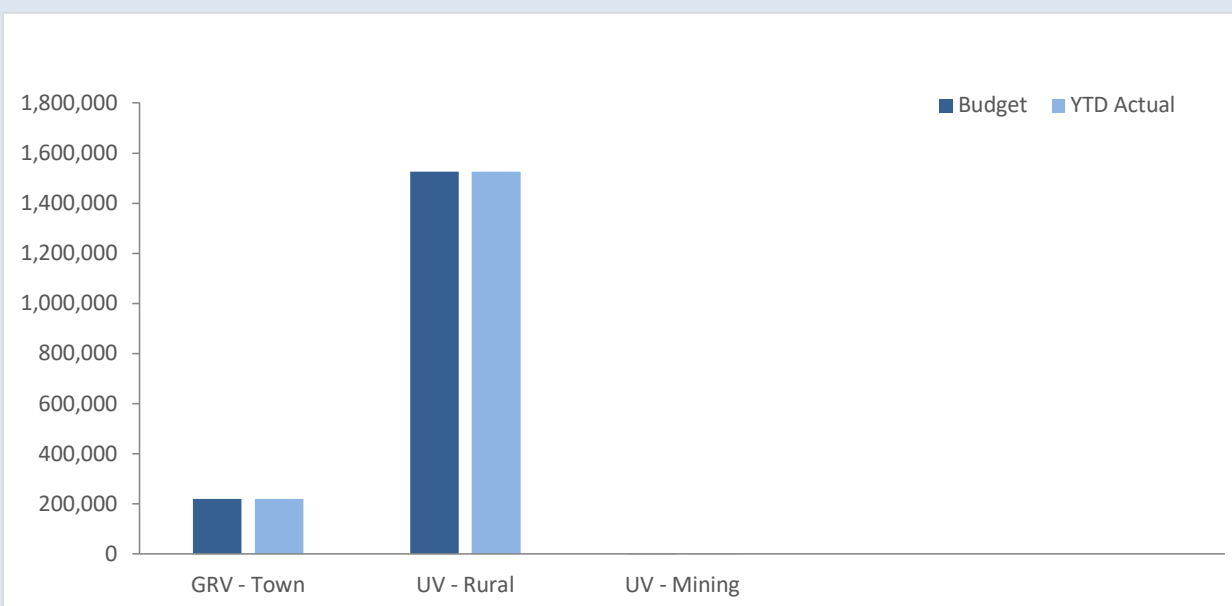
<b>Debtors Due</b>	<b>\$316,645</b>
<b>Over 30 Days</b>	<b>97%</b>
<b>Over 90 Days</b>	<b>2%</b>

General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Town	0.115740	237	1,900,888	220,009			220,009	220,009			220,009
UV - Rural	0.014410	325	105,860,000	1,525,443			1,525,443	1,525,443			1,525,443
UV - Mining	0.014410	2	89,777	1,294			1,294	1,294			1,294
							0				0
							0				0
	Minimum \$										
	455						0				0
GRV - Town		15	5,580	6,825			6,825	6,825			6,825
UV - Rural		46	623,700	20,930			20,930	20,930			20,930
UV - Mining		24	236,568	10,920			10,920	10,920			10,920
							0	0			0
							0	0			0
<b>Sub-Totals</b>		<b>649</b>	<b>108,716,513</b>	<b>1,785,420</b>	<b>0</b>	<b>0</b>	<b>1,785,421</b>	<b>1,785,421</b>	<b>0</b>	<b>0</b>	<b>1,785,421</b>
Discount							(53,529)	-52,820			
<b>Amount from General Rates</b>							<b>1,731,892</b>	<b>1,732,602</b>			<b>1,785,421</b>
Ex-Gratia Rates							21,278	21,278			-
<b>Total General Rates</b>							<b>1,753,170</b>	<b>1,753,880</b>			<b>1,785,421</b>
<b>Totals</b>							<b>1,753,170</b>	<b>1,753,880</b>			<b>1,785,421</b>

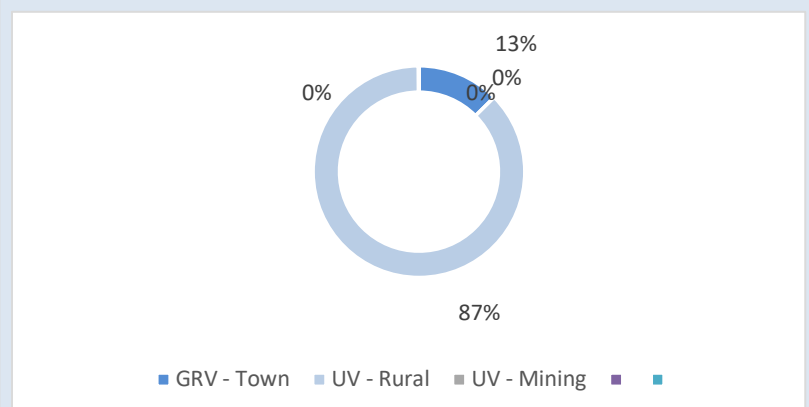
SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

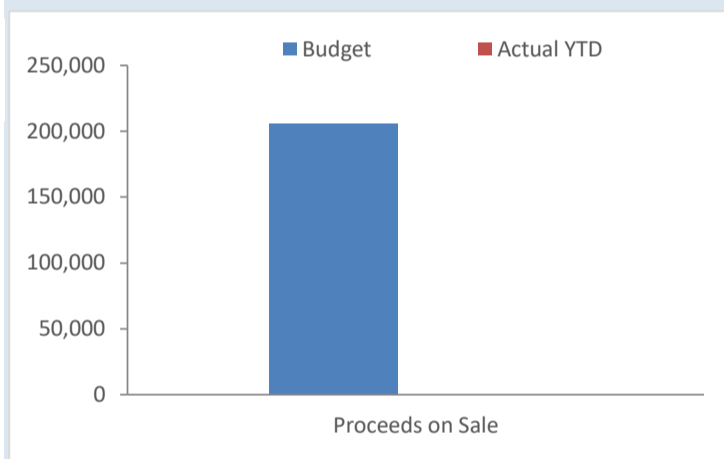


General Rates		
Budget	YTD Actual	%
<b>\$1.73 M</b>	<b>\$1.79 M</b>	<b>103%</b>



Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
PE191	Nissan Navara	26,226	23,673		2,553				
PE207	NB175 Nissan RX Navara	20,477	18,030		2,447				
PE200	1NB CEO car	36,040	35,940		100				
PE174	NB688 Grader	58,356	128,356	70,000					
		<b>114,873</b>	<b>206,000</b>	<b>70,000</b>	<b>2,547</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$206,000</b>	<b>\$0</b>	<b>0%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

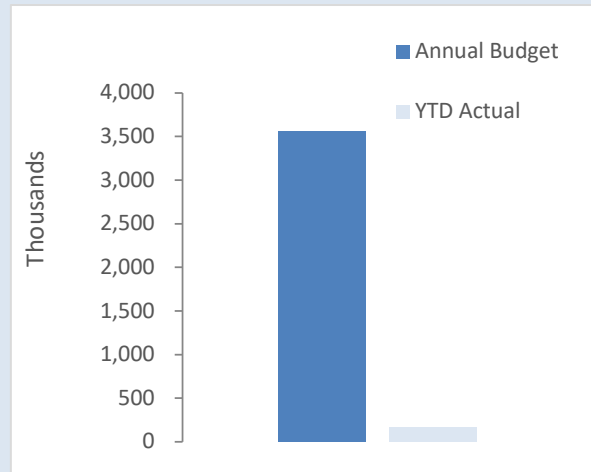
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	1,164,174	310,058	137,523	(172,535)
Plant & Equipment	581,500	51,500	22,538	(28,962)
Furniture & Equipment	50,000	15,000	0	(15,000)
Infrastructure - Roads	1,754,877	12,166	3,819	(8,347)
Parks, Gardens, Recreation Facilities	7,500	0	0	0
Sewerage	0	0	0	0
Urban Infrastructure	0	0	0	0
<b>Capital Expenditure Totals</b>	<b>3,558,051</b>	<b>388,724</b>	<b>163,881</b>	<b>(224,843)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions				0
Borrowings	20,000	0	20,000	20,000
Other (Disposals & C/Fwd)	206,000	0	0	0
Cash Backed Reserves				
Infrastructure Reserve	0	0	0	0
Pensioner Unit Maintenance Reserve	0	0	0	0
Plant Replacement Reserve	0	0	0	0
Contribution - operations	3,332,051	388,724	143,881	(244,843)
<b>Capital Funding Total</b>	<b>3,558,051</b>	<b>388,724</b>	<b>163,881</b>	<b>(224,843)</b>

**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
	<b>\$3.56 M</b>	<b>\$0.16 M</b>	<b>5%</b>



Information on Borrowings	2018/19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
Particulars	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>									
129 Solar Panels	44,965				14,590	44,965	30,375		1,112
							0		
<b>Recreation and Culture</b>									
Loan 125 Swimming Pool	200,119			0	19,652	200,119	180,467		13,045
128 Recreation Centre	670,044			0	30,290	670,044	639,754		34,851
							0		
	915,128	0	0	0	64,532	915,128	850,596	0	49,008
<b>Self supporting loans</b>									
127 Aged Homes	35,044			0	3,580				1,372
<b>Recreation and Culture</b>									
Mt Walker Tennis Courts	0	0	20,000		888	0	(888)		1,370
<b>Economic Services</b>									
	35,044	0	20,000	0	4,468	0	-888	0	2,742
							0		
<b>Total</b>	950,172	0	20,000	0	69,000	915,128	849,708	0	51,750

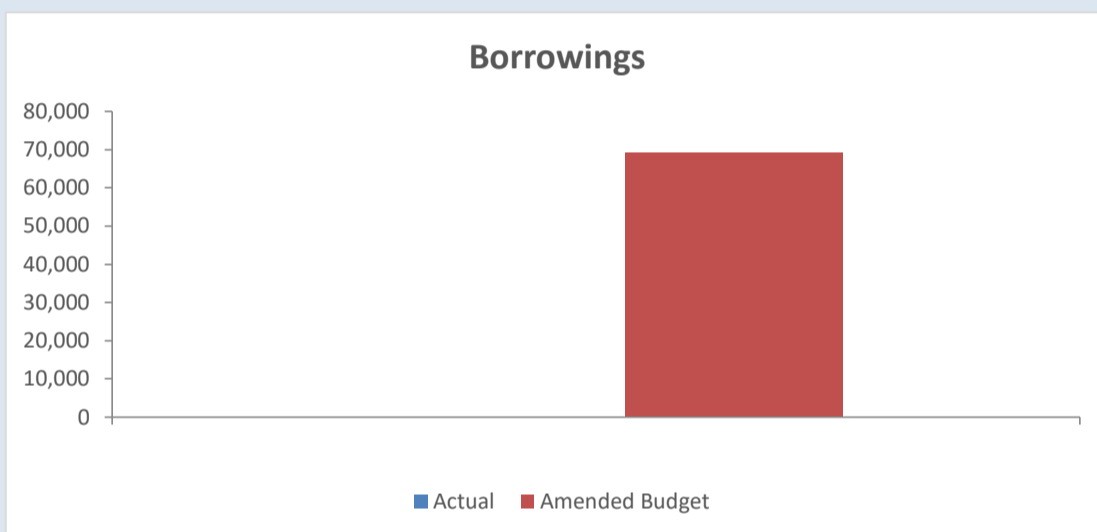
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



<b>Principal Repayments</b>	<b>\$0</b>
<b>Interest Earned</b>	<b>\$13,358</b>
<b>Interest Expense</b>	<b>\$0</b>
<b>Reserves Bal</b>	<b>\$2.6 M</b>
<b>Loans Due</b>	<b>\$.92 M</b>

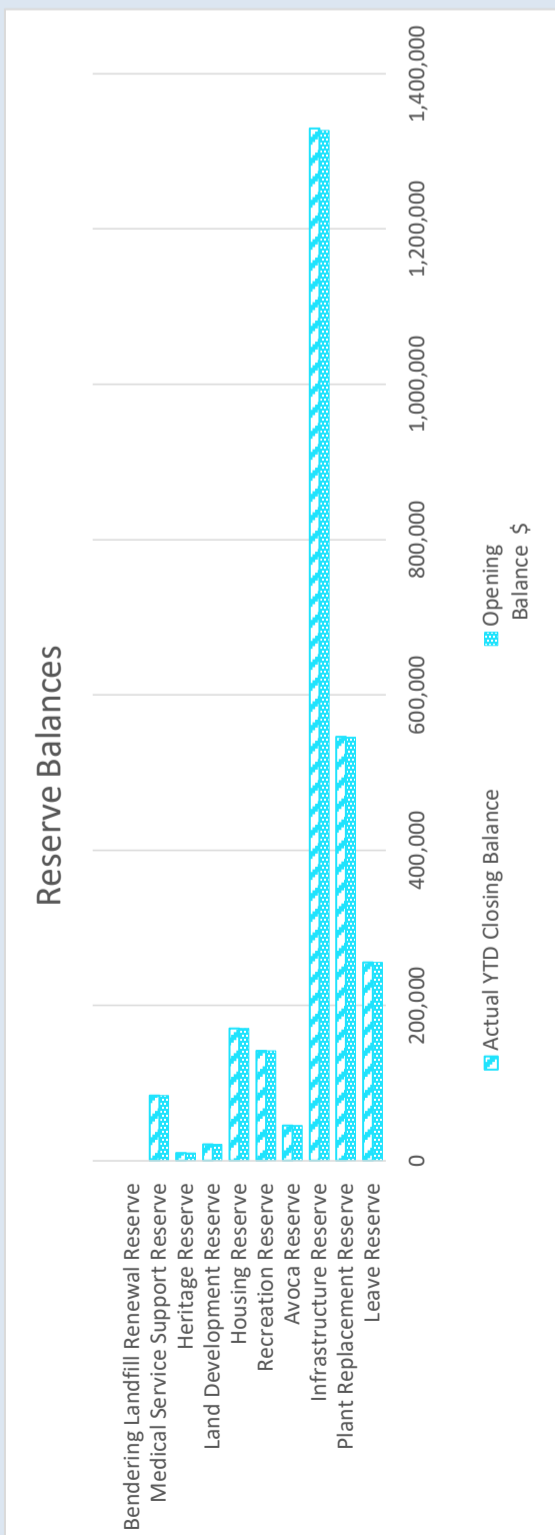
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES  
NOTE 9  
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 255,254	\$	\$ 485	\$ 2,155	\$	\$ 0	\$ 0	\$ 257,409	\$ 255,739
Plant Replacement Reserve	545,304	1,035	1,035	7,465		0	0	552,769	546,339
Infrastructure Reserve	1,326,811	2,518	2,518	18,163		(200,000)	0	1,144,974	1,329,329
Avoca Reserve	45,102	86	86	617		0	0	45,719	45,188
Recreation Reserve	141,598	269	269	1,688		0	0	143,286	141,867
Housing Reserve	170,330	323	323	2,332		0	0	172,662	170,653
Land Development Reserve	21,119	40	40	289		0	0	21,408	21,159
Heritage Reserve	10,081	19	19	71		0	0	10,152	10,100
Medical Service Support Reserve	84,108	160	160	1,151		0	0	85,259	84,268
Bendering Landfill Renewal Reserve	0	0	0	20,000		0	0	20,000	0
	<b>2,599,707</b>	<b>0</b>	<b>4,935</b>	<b>53,931</b>	<b>0</b>	<b>(200,000)</b>	<b>0</b>	<b>2,453,638</b>	<b>2,604,642</b>

KEY INFORMATION



Grants and Contributions

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
<b>Operating grants, subsidies and contributions</b>				
<b>General Purpose funding</b>				
Financial assistance grant	640,820	106,802	158,217	51,415
Financial assistance Roads	446,234	74,372	93,421	19,049
	<b>1,087,054</b>	<b>181,174</b>	<b>251,638</b>	<b>70,464</b>
<b>Law, order and public safety</b>				
Bush Fire Brigade Operating Grant (DFES) - Income	23,000	0	0	0
	<b>23,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Community Amenities</b>				
CRC Grants and Contributions	118,666	8	30,122	30,114
	<b>118,666</b>	<b>8</b>	<b>30,122</b>	<b>30,114</b>
<b>Transport</b>				
Direct Grant Funding (Main Roads) - Income	180,000	30,000	194,092	164,092
	<b>180,000</b>	<b>30,000</b>	<b>194,092</b>	<b>164,092</b>
<b>Economic Services</b>				
Grant Funding - Skeleton Weed Program (DAFWA) - Income	252,000	42,000	252,000	210,000
	<b>252,000</b>	<b>42,000</b>	<b>252,000</b>	<b>210,000</b>
<b>Operating grants, subsidies and contributions Total</b>	<b>1,660,720</b>	<b>253,182</b>	<b>727,852</b>	<b>474,670</b>
<b>Non-operating grants, subsidies and contributions</b>				
<b>Recreation and Culture</b>				
Public / Lesser Hall Hire Fees - Income	80,500	82	30,814	30,732
Mt Walker Contribution	80,000	0	0	0
	<b>160,500</b>	<b>82</b>	<b>30,814</b>	<b>30,732</b>
<b>Transport</b>				
Regional Airport Development funding	0	0	0	0
Regional Road Group Funding (Main Roads) - Income	404,971	67,494	0	(67,494)
Roads to Recovery Funding (FDoT) - Income	408,000	68,000	0	(68,000)
Black Spot Funding - Income	272,096	45,348	0	(45,348)
Airfield Contributions	61,580	4,414	0	(4,414)
	<b>680,096</b>	<b>113,348</b>	<b>0</b>	<b>-113,348</b>
<b>Non-operating grants, subsidies and contributions Total</b>	<b>1,307,147</b>	<b>185,338</b>	<b>30,814</b>	<b>-154,524</b>
<b>Grand Total</b>	<b>2,967,866</b>	<b>438,520</b>	<b>758,666</b>	<b>320,146</b>

KEY INFORMATION

# Shire of Narembeen

## Bank Reconciliation - August 2019

BW account #  
GL Account #

Balance as per GL Cash at Bank GEN

	Municipal	Restricted Cash	Reserves	Trust
	5347926	0059637	5347900	5347934
	11590100	1590200	1595500	1591000
	\$ 3,077,115.36	\$ 4,791.00	\$ 2,604,641.48	\$ 19,692.91
<b>Plus</b>				
Unpresented Cheques/EFT	0.00			\$ -
<b>Outstanding as per Synergy report</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>PLUS</b>				
Shire banking 29/08	(703.55)			
CRC banking 29/08	(0.30)			
CRC EFT no received	(320.60)			
Shire banking 30/08	(72,906.01)			
CRC transfer in September	(108.00)			
CRC banking 30/08	(21.90)			
CRC EFT 30/08	(67.75)			
Trust transfer	(505.95)			505.95
BSL transfer to trust	61.65			(61.65)
<b>TOTAL</b>	<b>(74,572.41)</b>	<b>0.00</b>	<b>0.00</b>	<b>444.30</b>
<b>Total</b>	<b>\$ 3,002,542.95</b>	<b>\$ 4,791.00</b>	<b>\$ 2,604,641.48</b>	<b>\$ 20,137.21</b>
<b>Balance as per BW Statement</b>	<b>\$ 3,002,542.95</b>	<b>\$ 4,791.00</b>	<b>\$ 2,604,641.48</b>	<b>\$ 20,137.21</b>
<b>Difference</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

OUTSTANDING CHEQUES

Muni

Trust

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Prepared By: Rachael Moore  
 Signed:   
 Date: 5-9-19

Checked By: SCOTT WILDGOOSE  
 Signed:   
 Date: 9/9/19