



**ORDINARY COUNCIL MEETING
19 April 2022**

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ATTACHMENT – AGENDA ITEM 6.1
Confirmation Of Minutes Of Ordinary Council
Meeting



COUNCIL CALENDAR

Date	Time	Meeting
19 April 2022	4.00pm	Ordinary Council Meeting
17 May 2022	4.00pm	Ordinary Council Meeting

15 March 2022 MEETING PROGRAM

2.30pm	Councillor Forum
4.00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 15 March 2022, commencing at 4.00pm

1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.00pm

2.0 Attendance & Apologies

Attendance

Councillors

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

Officers

Mr David Blurton	Chief Executive Officer
Ms Tamara Clarkson	Executive Manager Corporate Services
Ms Diana Blacklock	Economic Development Officer

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

Nil

4.0 Announcements

4.1 Application for leave of absence

Nil

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on 15 February 2022.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7396/22 **MOTION** - Moved Cr. T Cole Seconded Cr. A Hardham

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 15 February 2022 be confirmed as a true and accurate record of the proceedings

CARRIED 8/0

6.2 Minutes - Audit and Risk Committee

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7397/22 **MOTION** - Moved Cr. W Milner Seconded Cr. M Currie

That the minutes of the Shire of Narembeen Audit and Risk Committee Meeting held on Tuesday 16 March 2021 be received and the following actions endorsed:

1. *Approve the 2021 Compliance Audit Return for signing by the Shire President and Chief Executive Officer.*
2. *Endorse the Compliance Audit Return for submission to the Department of Local Government, Sport, and Cultural Industries.*

CARRIED 8/0

6.3 Minutes - Annual Elector's Meeting

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7398/22 **MOTION** - Moved Cr. C Bray Seconded Cr. T Cole

That Council receive the minutes of the Shire of Narembeen's Annual Elector's Meeting held on Thursday 3 March 2022.

CARRIED 8/0

7.0 Status Report

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7399/22 **MOTION** - Moved Cr. W Milner Seconded Cr. M Currie

That the Status Report for March 2022 be received.

CARRIED 8/0

8.0 Reports

8.1 Chief Executive Officer

AGENDA ITEM: 8.1.1 Review of Local Purchasing support

Subject:	Local Purchasing Support
Applicant:	Not applicable
File Ref:	Policy
Disclosure of Interest:	Nil
Author:	David Blurton – Chief Executive Officer
Date:	22 February 2022
Attachments:	Procurement Framework and Executive Policy – Purchasing Goods and Services

PURPOSE

To provide Council the opportunity to review its local purchasing policy.

BACKGROUND

The Council has included a Key Performance Indicator of the CEO to develop a local purchasing policy with a key measure of success being a 10% budget spend being sourced from within the Shire of Narembeen.

The Council currently has in place a Procurement Framework which defines and guides many aspects of the procurement cycle. Sitting below this is an Executive Policy – Purchasing goods and Services which is an operational policy with more specific detail about how procurement processes will be undertaken.

Both documents already include some aspects of supporting the local business community through the supply of Council's goods and services and staff have marked up recommended changes to further enhance support.

CONSULTATION

Executive Manager Corporate Services
Works Manager
Economic Development Officer

STATUTORY IMPLICATIONS

Under the Local government Act, the Council is responsible for development of policy. The CEO is responsible for the development of processes to support the Council's policies.

FINANCIAL IMPLICATIONS

The policy introduces quantifiable amounts to support decision making when staff are comparing nonlocal quotes with local quotes. This may come at a cost for Council to support local businesses (up to \$15,000 with large purchases), however this is offset by strengthening the local economy and providing jobs and is considered a good investment from an Economic Development perspective.

POLICY IMPLICATIONS

Executive Policy – Purchasing Goods and Services
Procurement Framework

RISK MANAGEMENT IMPLICATIONS

Risk of policies being overdue for review – considered low risk
Reputational risk for not supporting local businesses – considered low risk
Economic leakage from local economy – considered low risk

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal 1 – focus upon local economic drivers to retain and grow existing businesses, employment and to attract new industry.

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

After 10 years, we will have achieved:

- *The Shire and Local Business communicate and work together to capture opportunities*
- *We will demonstrate best practice local purchasing practices.*

VOTING REQUIREMENTS

Simple majority

COMMENT

Additional sections are recommended to be added to both documents to demonstrate the organisations commitment to sourcing local goods and services where possible.

Both Council and staff have an obligation to ensure value for money is achieved when sourcing goods and services and it is suggested that a 10% price preference is added for purchases up to \$100,000 and a flat \$10,000 is used for amounts between \$100,000 and \$150,000 and a flat \$15,000 is used for amounts over \$150,000 for comparative purposes when comparing quotes and tenders.

Further, Staff consider that the Shire of Narembeen should aim to source at least 15% of total expenditure locally per annum. Council expenditure on Narembeen based businesses for the period November 21 – January 22 was 13.4%.

To further support the growth of local businesses, Shire representatives can promote upcoming commercial opportunities at business events including Wheatbelt Business Network meetings as an example.

It is also recommended that Council prepare a press release to promote awareness of the new policy and as a show of support to the local business community.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7344/22 **MOTION** - Moved Cr. C Bray Seconded Cr. A Hardham

That Council:

1. *endorse changes to its Procurement Framework Policy as attached and*
2. *note changes proposed to Executive Policy – Purchasing Goods and Services as attached.*

CARRIED 8/0

AGENDA ITEM: 8.1.2 Customer Service Charter – March 2022

Subject:	Customer Service Charter
Applicant:	Not applicable
File Ref:	Policy
Disclosure of Interest:	Nil
Author:	David Blurton – Chief Executive Officer
Date:	23 February 2022
Attachments:	Draft Customer Service Charter March 2022

PURPOSE

For Council to consider adoption of a Customer Service Charter.

BACKGROUND

The Council has included a Key Performance Indicator in the CEO contract to develop a customer service charter to improve relationships between elected members and community.

A customer service charter is a document that outlines how an organisation promises to work with its customers and the standard of service that the customer can expect from the organisation.

CONSULTATION

Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Under the Local Government Act, the Council is responsible for development of policy. The CEO is responsible for the development of processes to support the Council's policies.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Risk of adopting the charter and not delivering against it can be mitigated by staff training and considering any feedback received – reputational risk and considered low.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal 1 – focus upon local economic drivers to retain and grow existing businesses, employment and to attract new industry.

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

VOTING REQUIREMENTS

Simple majority

COMMENT

The Charter will set Council expectations of all staff when dealing with the public and community surveying can be used as a measure of success against the charter.

It is recommended that the charter be reviewed every two years to ensure it remains relevant and meets expectations.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7401/22

MOTION - Moved Cr. W Milner

Seconded Cr. S Stirrat

That Council adopt the Customer Service Charter 2022 document as attached and sets a review date of March 2024.

CARRIED 8/0

AGENDA ITEM: 8.1.3 Draft Public Health Plan 2022-2026

Subject:	Draft Public Health Plan 2022-2026
Applicant:	Not applicable
File Ref:	ADM186
Disclosure of Interest:	Nil
Author:	David Blurton – Chief Executive Officer
Date:	8 March 2022
Attachments:	Draft Public Health Plan 2022-2026

PURPOSE

The purpose of the report is to present the Draft Shire of Narembeen Public Health Plan 2022-2026.

BACKGROUND

Part 5 of the Public Health Act 2016 requires the preparation of two types of public health plans:

State public health plan prepared by the Chief Health Officer and
Local public health plan prepared by each local government district

A Local plan must be consistent with the State public health plan whilst responding to local public health risks. The plan must:

- identify the public health needs of the local government district
- include an examination of data relating to health status and health determinants in the local government district
- establish objectives and policy priorities for the promotion and protection of public health in the local government district
- describe the development and delivery of public health services in the local government district and
- include a report on the local government's performance of its functions under the Act

The Council's draft Public Health Plan has been developed by consultant Liew Withers in conjunction with ROE Regional Group of Councils. It has included a community survey and workshop with Councillors.

CONSULTATION

Community Survey
Shire President
Environmental Health Officer
CRC Coordinator

STATUTORY IMPLICATIONS

Part 5 of the Health Act 2016 provides for public health planning and will not come into effect until stage 5 of implementation. Once Part 5 is in effect each local government has two years to produce the first Local Plan.

Public health planning has been designed to complement the integrated planning process required under the Local Government Act 1995, to support and drive ongoing improvements to the health and wellbeing of local communities.

FINANCIAL IMPLICATIONS

The financial impact on Council in delivering the plan is not considered substantial. Identified strategies can be included in the Council's annual budget processes where appropriate.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal 3 – contribute to a Health Community

Corporate Business Plan 2020/21 – 2023/24

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

3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models

3.4 We enable and support medical and emergency services to serve in our community

3.5 We investigate sub regional waste strategies that reduce costs on our community and environment

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council is also in the process of revising its Community Wellbeing Plan document which it has developed in partnership with Holyoake, Department of Health, Department of Education, WA Police and community representatives.

It is envisaged that the two documents will complement each other with the CWP having a specific focus on Drug and Alcohol harm minimisation and mental health in the community.

The Draft Public Health Plan has five key strategies to improve standard of public health in Narembeen.

1. Prevent Harm from the use of Alcohol, Drugs and Tobacco
2. Adequate recreation facilities and lifestyle choices.
3. A healthy and sustainable community with access to relevant health services for all demographics
4. Planning a Covid safe and healthy outcome
5. Environmental Health protection to reduce risks to community health.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7402/22

MOTION - Moved Cr. T Cole

Seconded Cr. M Currie

That Council adopt the Shire of Narembeen Public Health Plan 2022-2026 with any changes identified.

CARRIED 8/0

AGENDA ITEM: 8.1.4 Proposed Subdivision Application: Lots 2217 Emu Hill Road East & Lot 232 Mount Walker Road, Mount Walker

Subject:	Proposed subdivision
Applicant:	Brown McAllister Surveyors
File Ref:	Property File
Disclosure of Interest:	Liz Bushby Town Planning Innovations Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.430A of <i>Local Government Act 1995</i>
Author:	Liz Bushby, Town Planning Innovations
Date:	1 March 2022
Attachments:	Subdivision Plan

PURPOSE

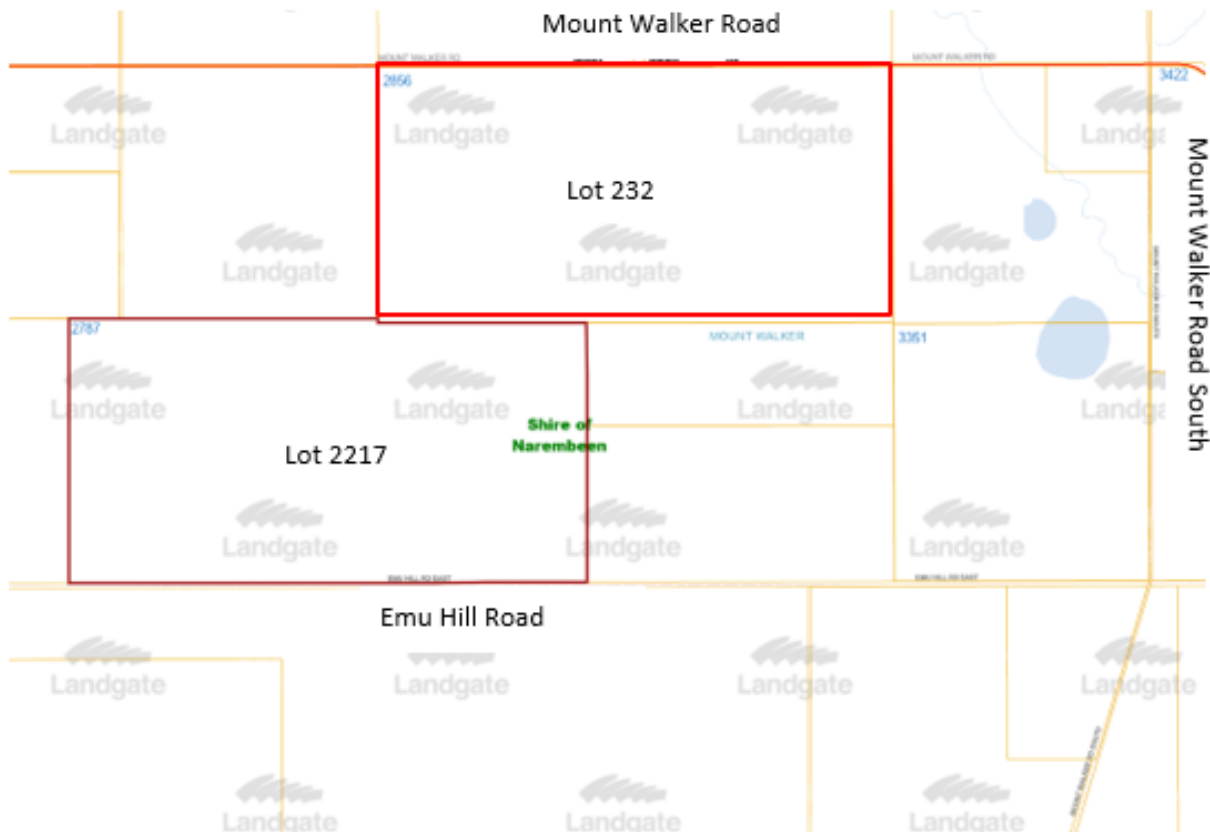
Council is to consider an application referred to the Shire by the Western Australian Planning Commission (WAPC) for comment and recommendation.

The WAPC has received an application proposing to realign the boundaries between Lot 2217 (No 2787) Emu Hill Road East and Lot 232 (No 2856) Mount Walker Road, Mount Walker.

BACKGROUND

The subject lots are used for agricultural activities and are substantially cleared. The existing lot areas are as follows:

Lot No	Lot Area
232	809.2094 hectares
2217	835.6759 hectares



CONSULTATION

The WAPC has referred the application to Western Power; Water Corporation; Department of Mines, Industry and Regulation; and the Department of Biodiversity, Conservation and Attractions for comment.

Comments are requested by the 11 April 2022.

STATUTORY IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 - The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015, which became effective on 19 October 2015.

The Regulations include 'Deemed Provisions' that automatically apply and override parts of Scheme 2.

Regulation 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Shire of Narembeen Local Planning Scheme

FINANCIAL IMPLICATIONS

The Shire pays TPI for general planning advice.

POLICY IMPLICATIONS

The requirements of WAPC Development Control Policy 3.4 are explained in the body of this report.

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Nil

Corporate Business Plan 2020/21 – 2023/24

Nil

VOTING REQUIREMENTS

Simple Majority

COMMENT

Description of Application

The application proposes to realign the boundaries between two existing lots. There will be no increase in the number of lots.

The proposal will result in the following lot sizes:

Lot No	Lot Area
A	1324.8853 hectares
B	320.0000 hectares

The proposed subdivision plan is attached.

Scheme Requirements

The lots are zoned 'Farming' under the Shire of Narembeen Local Planning Scheme No 2 (Scheme 2).

Scheme 2 has specific provisions relating to the subdivision of Farming land as summarised in the table over page.

Clause 6.6.4 Subdivision	Assessment / Officer Comment
Having regard to the prime agricultural importance of land in the zone the local government will only support further subdivision of existing lots where:	
a) the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a farming property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);	Not Applicable
b) the lots are for farm adjustment and the erection of dwellings is restricted;	The proposal is an adjustment between existing farm lot boundaries, and will not result in any increase in the number of lots or potential dwellings.
c) the lots are for specific uses such as recreation facilities and public utilities;	Not Applicable
d) the lots are required for the establishment of uses ancillary to the rural use of the land or are required for the travelling public and tourists (such as service stations and motels).	Not Applicable
e) There is a general presumption against subdivision in the zone, except that which is consistent with Commission Policy.	The proposed subdivision is consistent with current Commission Policy, as explained over page.
When making recommendations to the Commission on applications for subdivision, local government will have regard to potential impacts on rural uses on surrounding lots, and whether or not an adequate and sustainable water supply is available.	Both proposed lots will contain existing dams.

Relevant State Planning Policy

The WAPC has a Development Control Policy 3.4 that outlines the circumstances where the subdivision of rural land can be considered. The Policy requirements are summarised below:

Clause 6.3 Property rationalisation to improve land management	Assessment / Officer Comment
Multiple lots in one ownership may be rationalised provided that:	
(a) there is no increase in the number of lots;	There are 2 existing lots and 2 proposed lots.
(b) the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use	The proposal is an adjustment between existing farm lot boundaries, and will not result in any adverse impacts. The proposed lot boundaries take into account the location of vegetation, dams and existing buildings.
(c) no new roads are created, unless supported by the local government;	No new roads are proposed.
(d) new vehicle access points on State roads are minimised;	No access points to state roads are proposed.
and (e) rural living sized lots (1-40 hectares), created as a result of the rationalisation, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.	Not Applicable. The proposed lot sizes exceed 40 hectares.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7403/22

MOTION - Moved Cr. S Stirrat

Seconded Cr. T Cole

That Council recommend that the Western Australian Planning Commission unconditionally approve the subdivision application (No 162058) seeking a boundary re-alignment between Lot 2217 (No 2787) Emu Hill Road East and Lot 232 (No 2856) Mount Walker Road, Mount Walker.

CARRIED 8/0

AGENDA ITEM: 8.1.5 Shire of Narembeen Community Grants Program 2022/2023

Subject:	Community Grants Program 2022/23
Applicant:	Not applicable
File Ref:	ADM681
Disclosure of Interest:	Nil
Author:	Diana Blacklock – Economic Development Officer
Date:	8 March 2022
Attachments:	Nil

PURPOSE

Council to consider allocating some of its own funds into the Ramelius Resources and Shire of Narembeen Community Benefit Fund.

BACKGROUND

The Shire of Narembeen Community Grant Program provides financial assistance to local incorporated organisations supporting the following program objectives:

- Supporting Seniors;
- Providing opportunity for lifelong learning;
- Improving/increasing safety within the community;
- Supporting local culture;
- Encouraging conservation and natural resource awareness; and
- Incorporating the elements of the Shire of Narembeen's Strategic Community Plan goals.

The Shire of Narembeen has an established policy 3.1.10 – Community Grant Funding which states that the Community Grant Fund is to be advertised in February/March of each year.

Council contributes between \$10,000 and \$15,000 per annum to the program.

In 2021 a Community Benefit Fund was established with Ramelius Resources and the Shire of Narembeen. Currently, Tampia Ltd (Ramelius Resources) are the sole contributor to the fund with an amount of \$40,000.

The first round has been completed with four community groups being successful; the second round is currently open now until the 31 March 2022.

The fund is open for other organisations to contribute to the fund as they see fit.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As reported in the Budget review process, Council has more than \$100,000 that it is currently carrying as a surplus in the 22/23 financial year. The recommended allocation is within Councils' financial means.

POLICY IMPLICATIONS

Council Policy – 3.1.10 Community Grant Funding

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

Goal 3 – contribute to a Health Community

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

Corporate Business Plan 2020/21 – 2023/24

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

Work collaboratively with the mine to maximize the benefit to the Shire and District.

VOTING REQUIREMENTS

Absolute Majority

COMMENT

It is considered that a Council contribution toward the existing fund will demonstrate commitment to the fund as well as streamline application processes for community groups by having less grant schemes in operation.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7404/22 **MOTION** - Moved Cr. A Hardham Seconded Cr. M Currie

The Council allocate an amount of \$5,000 towards the Ramelius Resources and Shire of Narembeen Community Benefit Fund for the second round of grants in 2021/22 and \$10,000 in the 2022/23 financial year.

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

4:27pm D Blacklock left the Council Chambers and did not return.

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1 Financial Report period ending 28 February 2022

Subject:	Financial Report February 2022
Applicant:	Shire of Narembeen
File Ref:	Not applicable
Disclosure of Interest:	Nil
Author:	Teresa Cousins – Senior Finance Officer
Date:	15 March 2022
Attachments:	Financial Report February 2022

PURPOSE

For Council to accept the monthly statement of Financial Activity disclosing the Shires financial activities for the period February 2022.

BACKGROUND

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

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Corporate Business Plan 2020/21 – 2023/24

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

VOTING REQUIREMENTS

Simple majority

COMMENT

Council's closing position on 28 February 2022 amounts to \$3,500,915.62 with current assets of \$8,441,539 and \$313,325 in reserve funds and \$4,500,000 in term deposits.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7405/22 MOTION - Moved Cr. W Milner

Seconded Cr. T Cole

That Council receive the Shire of Narembeen's Financial Report for February 2022.

CARRIED 8/0

AGENDA ITEM: 8.2.2 Schedule of Accounts for February 2022

Subject:	Schedule of Accounts for February 2022
Applicant:	Not applicable
File Ref:	NA
Disclosure of Interest:	Nil
Author:	Kathryn Conopo – Administration Officer
Date:	4 March 2022
Attachments:	Creditors Payment List – February 2022 and Credit Card Payments List 14 December 2021 – 14 January 2022

PURPOSE

For Council to review the payments made by the Shire of Narembeen in February 2022.

BACKGROUND

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

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.

3. A list prepared under sub regulation (1) or (2) is to be –
 - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
 - b. Recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

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

VOTING REQUIREMENTS

Simple majority

COMMENT

A schedule of accounts paid during the month of February 2022 is attached to this report and the total amount paid from the municipal fund is as follows:

Municipal Account: \$ 570,551.78

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7406/22 MOTION - Moved Cr. C Bray

Seconded Cr. W Milner

That Council:

1. *Receive the Creditors Payment List - February 2022*
2. *Receive the Credit Card Payments List 14 December 2021 – 14 January 2022*

CARRIED 8/0

AGENDA ITEM: 8.2.3 - Narembeen CRC Service Agreement Award

Subject:	Narembeen CRC Service Agreement Award
Applicant:	Not applicable
File Ref:	ADM139
Disclosure of Interest:	Nil
Author:	Tamara Clarkson – Executive Manager Corporate Services
Date:	10 March 2022
Attachments:	Narembeen CRC Service Agreement Award and annual Service Variation

PURPOSE

Council to endorse the Narembeen CRC Service Agreement Award as presented by the Department of Primary Industries and Regional Development (DPIRD).

BACKGROUND

Shire of Narembeen signed a Service Agreement Award with DPIRD in 2017 to provide access to services to the community of Narembeen via the Community Resource Centre. This includes access to government information, delivery of community development programs and business and economic development activities.

A review was undertaken in 2019 where an extension of the contract was awarded until 30 June 2022. This agreement is now due for renewal and a five-year Service Agreement Award has been offered.

Together with the Service Agreement Award, the annual Service Variation is also provided to Council for their consideration. Narembeen CRC is consistently delivering above the required outcomes of this service plan.

CONSULTATION

Chief Executive Officer
CRC Coordinator

STATUTORY IMPLICATIONS

Local Government Act 1995

Division 3 — Planning for the future

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

(3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

FINANCIAL IMPLICATIONS

Without this service agreement in place, Shire of Narembeen would be required to fund all programs and services currently delivered by the CRC.

The annual contract contribution is \$113,375 including GST.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

High – The potential lack of services together with financial impact of not signing a new agreement may result in community outrage.

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

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

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

Goal 3. We contribute to a healthy community.

VOTING REQUIREMENTS

Simple majority.

COMMENT

Service Agreement Award 2022 to 2027

The Narembeen CRC continues to deliver a high level of community development programs and services that benefit the Narembeen community as a whole.

By signing a five year agreement, this will provide the CRC and the Shire with a level of security and allow for longer term planning of initiatives that the community need.

The proposed agreement is in line with the existing agreement.

Annual Service Variation

The CRC has three service level outcomes (SLO), determined by DPIRD, that it is assessed against.

These are:

- Community members are provided with access to State Government and community information and services
- Local businesses and the workforce have access to activities and initiatives that improve skills and capacity to foster economic growth in the local community
- Community members have access to activities and initiatives that create or improve community connectedness and capacity.

Each SLO has a number of core services identified. The service variations that have been proposed are in line with the capacity of the current staffing model and community need.

Following an assessment on the current service delivery model, the main changes that were suggested and accepted were:

- to remove the need to fulfill government hot office hours, this space is used frequently but if not by a government representative, the hours could not be recorded,
- A reduction in the number of business development focus workshops (based on community need),
- reduce number of community focus information sessions (also based on community need), and
- increase number of one on one support for community members and local initiatives.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

MIN 7407/22

MOTION - Moved Cr. T Cole

Seconded Cr. S Stirrat

Council approve the Chief Executive Officer to sign the Narembeen CRC Service Agreement Award 2022 – 2027 and Service Variation as presented by the Department of Primary Industries and Regional Development (DPIRD).

CARRIED 8/0

9.0 Confidential Reports

10.0 Urgent business as permitted by Council

COUNCIL RESOLUTION

MIN 7408/22 MOTION - Moved Cr. S Stirrat Seconded Cr. W Milner

To discuss urgent business.

CARRIED 8/0

COUNCIL RESOLUTION

MIN 7409/22 MOTION - Moved Cr. M Currie Seconded Cr. C Bray

That Council close the meeting to public, under Section 5.23 (2) (c) of the *Local Government Act 1995*, so that it can discuss a contractual matter

CARRIED 8/0

CONFIDENTIAL AGENDA ITEM: 10.1 Latham Road Tender 03/2021

Subject:	Latham Road Tender 03/2021
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	14 March 2022
Attachments:	1. revised project tender submission; 2. Gantt Chart; 3 - list of proposed variations.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That in relation to the Latham Road Upgrade project tender 03-2021, Council, by ABSOLUTE MAJORITY;

1. Accept the revised tender submission from WCP Civil Pty Ltd subject to clarification on queries raised;
2. Authorise the CEO to negotiate further savings with WCP Civil where possible;
3. Fund the project shortfall as follows;
 - Defer job G136 – Longhurst St drainage \$90,000
 - 21/22 carry forward surplus \$80,000
 - Transfer from Infrastructure reserve of up to \$384,433

COUNCIL RESOLUTION

MIN 7410/22 MOTION - Moved Cr. S Stirrat Seconded Cr. A Hardham

**CARRIED 6/2
BY ABSOLUTE MAJORITY**

RECOMMENDATION

That Council re-open the meeting to public.

COUNCIL RESOLUTION

MIN 7411/22

MOTION - Moved Cr. C Bray

Seconded Cr. T Cole

That Council re-open the meeting to public.

CARRIED 8/0

11.0 Councillor's Reports

Cr K Mortimore

Attended

- Meeting with Dr Lines, Lucy Lines and Practice Manager
- Historical Society AGM
- Grants Commission meeting
- Go Narembeen AGM
- Community Wellbeing Plan meeting
- Narembeen DHS Swimming Carnival presentations

Cr S Stirrat

Attended

- Grants Commission meeting

Cr H Cusack

Attended

- NB Netball Club meeting
- NB Club Committee
- NB Swimming Club Swim Meet - 147 Swimmers

General Business

*Shade Sails at the Club need relocating, currently pulling on the roof which is damaging it.
P&C cancelled their Quiz Night.*

Cr T Cole

Attended

- Nil

Cr C Bray

Attended

- Community Wellbeing Meeting

General Business

Looking to establish equestrian riding school at the old pony club. K Mortimore advised this was previously investigated but there is significant asbestos in the building and this became prohibitive to lease. Suggested liaison with staff when a proposal has been developed.

Cr A Hardham

It is good to see the pathways around town are getting a lot of use and I am sure the Walker Lake footpath will too.

Roe Tourism AGM - Bevan Thomas is still president. The focus this year is Pathways to Wave Rock website and signage. There will be drone footage done of each town and a photography competition but the numbers of tourists around the tourism sights have increased and the interest in finding 'off the track' tourism sights.

Town Team - The Main Street festival will be held this Friday and it is shaping up to be a great event. Barlows store has been completed and there have been a lot of positive comments. The mural on the old Telstra building is being painted as we speak, and the Main Street is looking good with the tree guards being erected today. Will speak more about it at the meeting.

Cr M Currie

Attended

- *Narembeen District Swimming Carnival*
- *Go Narembeen AGM*

Cr W Milner

Attended

- *Grants Commission meeting*

General Business

Tree Pruning conducted recently has some mess left on the streets.

Received feedback on the street beautification and generally people are disappointed in it as it does not look much different. I emphasise to them that it is not finished yet.

Letter received from neighbour to the Community Shed requesting the trees be cut down at the rear of the Community Shed.

Has the entry statement signage been decided or ordered for the Caravan Park? Yes, this has been ordered and will be installed soon.

12.0 Date, time & place of next meeting

Tuesday 19 April 2022, 4.00pm at the Shire of Narembeen Council Chambers.

13.0 Closure

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

9.0 Certification of Meeting Minutes

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 15 March 2022, as show on pages 1 to 26 are confirmed as a true and correct record of the meeting.

SHIRE PRESIDENT

Date

ATTACHMENT – AGENDA ITEM 6.2
Community Benefit Fund Advisory Committee
Minutes



MINUTES

RAMELIUS RESOURCES & SHIRE OF NAREMBREEN

COMMUNITY BENEFIT FUND ADVISORY COMMITTEE

**WEDNESDAY 6 APRIL 2022, 3.00PM
SHIRE OF NAREMBREEN**



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MINUTES

Ramelius Resources & Shire of Narembeen Community Benefit Fund Advisory Committee Meeting Wednesday 6 April 2022, commencing at 3.00pm

1.0 Opening & Welcome

Cr Kellie Mortimore, Shire President welcomed everyone to the meeting and declared the meeting open at 3.02pm.

2.0 Attendance & Apologies

Attendance

Cr Kellie Mortimore	President Shire of Narembeen
Mr Hugh Trivett	Ramelius Resources
Mr Aaron Lyon	Go Narembeen
Mr David Blurton	Chief Executive Officer – Shire of Narembeen
Ms Diana Blacklock	Economic Development Officer – Shire of Narembeen (minute taker)

Apologies

Nil

3.0 Declarations of Interest

Cr K Mortimore, Shire President declared a proximity interest in Item 5.0 – Assessment of Applications as she resides near Wadderin Wildlife Sanctuary.

A Lyon declared an impartial interest in 5.0 – Assessment of Applications as the Go Narembeen Community Representative on the Assessment Panel.

D Blacklock declared an impartial interest in 5.0 – Assessment of Applications as she is a member of Wadderin Wildlife Sanctuary.

4.0 Minutes of Previous Meetings

4.1 Confirmation of Minutes

Confirmation of Minutes from the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee held on 1 November 2021.

RECOMMENDATION:

That the minutes of the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee held on 1 November 2021 be confirmed as a true and accurate record of the proceedings.

COMMITTEE RESOLUTION

MIN 7412/22

MOTION – Moved A Lyon

Seconded H Trivett

CARRIED 3/0

Discussion

Cr Mortimore asked if the Fund should change its name to encourage other organisations to contribute financially to the fund to increase the budget given the large amount applied for this round.

H Trivett queried whether Go Narembeen would like to contribute a cash component to the fund so they too can be formally recognised on fund name.

Cr Mortimore explained the historical relationship with Go Narembeen and why they were selected to be the Community Representative on the Panel. H Trivett explained the lease agreement between Go Narembeen and Ramelius Resources.

A Lyon explained the cropping program. \$63,000 went back into the community via applications to provide seeding, spreading spraying etc (clubs and organisations get the opportunity to do the work and get paid). The individuals that perform the work get to decide how much of the proceeding get donated back to the community (nominated club).

5.0 Assessment of Applications

Advisory Committee assessed the following grant applications:

RECOMMENDATION

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

Club/Group	Project/Event	Amount
Narembeen Junior Football Club	Subs and Football	\$2,000
Narembeen Church of Christ – Uke Kids Club	Instruments and music books	\$2,943.90
Narembeen H20 Ski Club	Rebuild boat ramp	\$5,445.00
Narembeen District High School and Parents and Citizens Group – iPads	iPad for Classroom	\$11,430.00
Narembeen District High School and Parents and Citizens Group – Shade	Shade structure for playground	\$16,500.00
Narembeen Hockey and Netball Club Combined	Sub and Affiliations Fees	\$1,700.00
Narembeen Church of Christ – Dorcas Second Chance of Life	Ceiling repairs	\$19,000.00
Narembeen Football Club	Mobile video screen	\$20,000.00
Mt Walker Golf Club	Upgrade seating	\$3,500.00
Narembeen Hockey Club	Drinking fountain	\$5,000.00
Wadderin Wildlife Sanctuary	Drinking stations for animals	\$1,947.00
The Co-Op Cafe	Meat slicer	\$920.00
Narembeen Community Resource Centre	High Tea for Mums event	\$1,450.00
TOTAL		\$91,835.90

COMMENTS

Funding for 21/22 Ramelius Resources and Shire of Narembeen Community Benefit Fund is **Total \$40,000**

Round one 7 Applications - 1 Withdrawal, 1 Not Approved, 5 Successful (2 Fully Paid, 3 Partially Paid) Total payout **\$19,960.00**

Leaving **\$20,040** for the Second Round, with the additional funds from the Shire of Narembeen as per 15 March 2022 Council Resolution:

The Council allocated an amount of \$5,000 towards the Ramelius Resources and Shire of Narembeen Community Benefit Fund for the second round of grants in 2021/22 and \$10,000 in the 2022/23 financial year.

Round two total budget of **\$25,040.00**.

To assist future rounds, it is also suggested that the committee review the eligibility criteria. This will assist staff in better advising potential applicants. A scoring Matrix has been provided to assist the selection process.

COMMITTEE RESOLUTION

MIN 7413/22 **MOTION** – Moved A Lyon

Seconded H Trivett

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

Club/Group	Project/Event	Amount
Narembeen Junior Football Club	Subs and Football	<i>Partial</i> \$1,000.00
Narembeen Church of Christ – Uke Kids Club	Instruments and music books	<i>Partial</i> \$951.30
Narembeen H20 Ski Club	Rebuild boat ramp	<i>Not Successful</i>
Narembeen District High School and Parents and Citizens Group – iPads	iPad for Classroom	<i>Not Successful</i>
Narembeen District High School and Parents and Citizens Group – Shade	Shade structure for playground	<i>Not Successful</i>
Narembeen Hockey and Netball Club Combined	Sub and Affiliations Fees	<i>Partial</i> \$850.00
Narembeen Church of Christ – Dorcas Second Chance of Life	Ceiling repairs	<i>Partial</i> \$5,000.00
Narembeen Football Club	Mobile video screen	<i>Partial</i> \$6,000.00
Mt Walker Golf Club	Upgrade seating	<i>Not Successful</i>
Narembeen Hockey Club	Drinking fountain	<i>Not Successful</i>
Wadderin Wildlife Sanctuary	Drinking stations for animals	<i>Full</i> \$1,947.00
The Co-Op Cafe	Meat slicer	<i>Full</i> \$920.00
Narembeen Community Resource Centre	High Tea for Mums event	<i>Full</i> \$1,450.00
TOTAL		\$18,118.30

Acquittal date to be completed prior to 1 October 2022.

CARRIED 3/0

6.0 Other Business

- **Suggested Round 2 Dates (to be confirmed)**

- Applications Open – 1 October 2022
- Applications Close – 31 October 2022
- Assessment Panel Meet – 3 November 2022
- Agenda Item Prepared for Council – 7 November 2022
- Recommendation Presented to Council – 15 November 2022
- Applicants Notified – 21 November 2022
- Acquittal due – prior to 30 February 2023

- **Additional Funds for the Community Benefit Fund**

Cr Mortimore confirmed the Shire of Narembeen will contribute to the fund \$5,000 in 2021/22 and will contribute \$10,000 in 22/23, budget allowing. The intention of Council is to continue a \$10,000 contribution in subsequent financial years.

A Lyon suggested that he may take the request to the Go Narembeen Committee for consideration given the community needs and the amount applied for this round.

- **Grant Application Form**

To be added to the application form –

- *More information is required by groups and clubs who answer Yes to continuing their project.*
- *To change the form to give more clarity on guidelines for the criteria and circulate it to the panel for approval prior to distribution.*

- **Confirmation of Funding Letter**

Letters to be written to those that were successful with funding, after the April Council meeting. Clubs/groups receiving only partial funding will be provided with a reason.

7.0 Next Meeting

The next meeting will be held on 3 November 2022.

8.0 Closure

There being no further business the Chairperson declared the meeting closed at 4.39pm.



**RAMELIUS RESOURCES &
SHIRE OF NAREMBREEN**

**COMMUNITY BENEFIT FUND ADVISORY COMMITTEE
6 April 2022**

ATTACHMENTS

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ATTACHMENT – AGENDA ITEM 5.0
Application - Narembeen Junior Football Club

APPLICANT INFORMATION			
Name of Project/Activity:	NAREMBEEN JUNIOR FOOTBALL CLUB AUSKICK SUBS		
Project/Activity Date(s): (if applicable)	APRIL 22 - SEP 22		
Name of Applicant:	TIM CUSACK		
Name of Organisation:	NAREMBEEN JUNIOR FOOTBALL CLUB		
ABN:	518 250 742 41		
Is your Organisation registered for GST?	YES	NO	
Name of President:	STUART YANDLE		
Current Address:	POST OFFICE C/O		
Town:	NAREMBEEN	State:	WA
Post Code:	6769.		
Contact Number:	0427 230120		
Email:	narembreenfc@gmail.com		
Requested Funding Amount:	\$2000	Required By Date:	30/04/22

PROJECT INFORMATION

Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.

We are requesting a grant to fund our Junior Football subs.

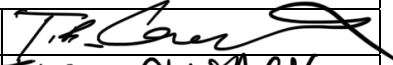
With junior multi-sports becoming available we don't want financial barriers for participation to become an issue.

We are also lacking the required number of footballs to run an adequate training.

33 AUSKICKERS - 5 - 12 YRS
10 JUNIORS - 12 - 15 YRS

PROJECT/ACTIVITY INFORMATION

Does your project/activity involve volunteers?		<input checked="" type="radio"/> YES	<input type="radio"/> NO
If yes, how many?	25		
Who will benefit from your project/activity? (Please circle all that apply)			
<input checked="" type="radio"/> Youth	<input checked="" type="radio"/> Adults	<input type="radio"/> Males	<input type="radio"/> Females
<input type="radio"/> Parents	<input type="radio"/> Seniors	<input type="radio"/> Students	Other:
Where will your project/activity be held? (Please circle all that apply)			
<input checked="" type="radio"/> Narembeen	Other:		
In what category does your project fall? (Please circle all that apply)			
<input type="radio"/> Arts	<input type="radio"/> Education	<input type="radio"/> Environment	<input type="radio"/> Health & Wellbeing
<input checked="" type="radio"/> Sport	Other:		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?		<input type="radio"/> YES	<input checked="" type="radio"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)		<input type="radio"/> YES	<input checked="" type="radio"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)		<input type="radio"/> YES	<input checked="" type="radio"/> NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))			
\$50 for Auskick sponsorship age 5 - 12 yrs. x 33			
\$20 for Junior footballers age 13 - 14 yrs. x 10			
\$150 New training balls.			
What is the overall cost for this project/activity		\$ 2000	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)			
<input type="checkbox"/> Brochures	<input checked="" type="checkbox"/> Certificate	<input checked="" type="checkbox"/> Event Invitation	<input checked="" type="checkbox"/> Logo Branding
<input checked="" type="checkbox"/> Newsletter	<input type="checkbox"/> Newspaper	<input checked="" type="checkbox"/> Posters	
<input type="checkbox"/> Radio	<input checked="" type="checkbox"/> Social Media	<input checked="" type="checkbox"/> Speech Acknowledgement	<input type="checkbox"/> TV Advertising
<input type="checkbox"/> Website	<input checked="" type="checkbox"/> Word of Mouth	Other:	
If unsuccessful, are you still planning on running this project/activity?		<input checked="" type="radio"/> YES	<input type="radio"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	
Name of Applicant:	Tim Cusack
Date:	15/03/22

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		

NAREMBEEN FC AUSKICK REGISTRATIONS

Hi All,

The footy club is now a registered Auskick club!!
Nothing like finally getting sorted halfway through
the year!!

If all children participating in Auskick, aged 5 years or
older from 30.06.2021, could please register their
children through the following link:

<https://www.playhq.com/afl/register/6b14f0>

For 2021, it will cost you \$50 to register with a Burst
pack provided to your child. The Football Club will be
reimbursing \$30/child.

If you could please email the club at
narembeenfc@gmail.com with:

- + Your child's name
- + Your bank account details
- + Proof of payment

The football club will then arrange that
reimbursement for you.

For all children younger than the required registration
age... this absolutely does not affect your
participation! 🙌

SHERRIN

Sherrin AFL KB All Surface Synthetic Football 3

Details <https://www.rebelsport.com.au/p/sherrin-afl-kb-all-surface-synthetic-football-3-M47960801.html>

\$29.99

29.99AUD Promotions

Free Delivery over \$150

Variations

Colour

Pink

Size 3

Add to cart options

Product Actions

QTY

1

PLU: M47960801

Delivery | Click & Collect | In-Store

Please select your product options to display the delivery and availability information.

(Example: Select your size and or colour).

If an item is not available for Click & Collect at your preferred store, speak to the store team who can order items for you. Delivery timeframes are subject to change. See full shipping info here.

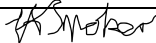
TEAM UP WITH

ATTACHMENT – AGENDA ITEM 5.0
Application – Narembeen Church of Christ
Uke Kids Club

APPLICANT INFORMATION					
Name of Project/Activity:		Ukelele's for Kids			
Project/Activity Date(s): (if applicable)		ongoing			
Name of Applicant:		Hannah Smoker			
Name of Organisation:		Narembeen Church of Christ			
ABN:		57392074128			
Is your Organisation registered for GST?			YES <input checked="" type="checkbox"/>		NO
Name of President:			Michael Smoker		
Current Address:		8 Ada Street			
Town:	Narembeen	State:	WA	Post Code:	6369
Contact Number:		0437 001 471			
Email:		mhsmoker@hotmail.com			
Requested Funding Amount:		\$2943.90	Required By Date:		1st May 2022

PROJECT INFORMATION
<p><i>Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.</i></p> <p>I want to start an after-school ukelele group for students from Year 4 and above. I will teach the children to play the ukelele as well as fostering and developing musical abilities. Currently there is very little, to no opportunities in Narembeen for children to engage in musical activities. This currently includes even within the school (music education at Narembeen District High School has not been present since 2020).</p> <p>Music has been shown to have many benefits both to a person's well-being and their education success. It has been shown to reduce stress, boost memory, and improve and develop language skills in children, to name just a few of the benefits.</p> <p>Although this project will be run through the local Church of Christ, there will be no religious agenda. The Narembeen Church of Christ is a group that has initiated and run many after school activity groups for children for many years.</p> <p>If given the opportunity to start the ukelele group, it will help children to reach their full potential. I will be teaching in a voluntary capacity. It will provide many social benefits to the local community as described above.</p>





PROJECT/ACTIVITY INFORMATION		
Does your project/activity involve volunteers?	YES ✓	NO
If yes, how many?	one	
Who will benefit from your project/activity? (Please circle all that apply)		
Youth ✓	Adults	Males
	Females	Parents
	Seniors	Students ✓
Other:		
Where will your project/activity be held? (Please circle all that apply)		
Narembeen ✓ Other:		
In what category does your project fall? (Please circle all that apply)		
Arts ✓	Education	Environment
	Health & Wellbeing ✓	Sport
Other:		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?	YES	NO ✓
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)	YES	NO ✓
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)	YES ✓	NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))		
30 x ukelele and bags @\$59 each		
30 x ukelele tuner @ \$6.95 each		
Ukelele rack x 3 @ \$159 each		
30 x Black belt ukelele 1 student book @ \$15.95 each		
Delivery @ \$9.90		
What is the overall cost for this project/activity	\$2943.90	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)		
Brochures	Certificate	Event Invitation
	Logo Branding	Newsletter ✓
	Newspaper	Posters
Radio	Social Media ✓	Speech Acknowledgement
	TV Advertising	Website
	Word of Mouth ✓	
Other:		
If unsuccessful, are you still planning on running this project/activity?	YES	NO ✓

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	
Name of Applicant:	Hannah Smoker
Date:	30.03.2022

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	YES	NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		

Ramelius Resources and Shire of Narembeen Community Benefit Fund

How I intend to fund future activities: If there is a desire for the students to continue learning to play the ukulele after they have learnt all of the musical activities in the 'Black Belt Ukelele student book 1', there will be an expectation that students then fund the second book in the series themselves, unless further funding can be found through alternate grants or donations. The cost of these books is very reasonable, at only @15.95 each. Other than this there will be no further ongoing costs.

Remove	Product(s)	Qty.	Price Per.	Total
<input type="checkbox"/>	Ukulele Rack for 12 - floor or wall mountable 	3	AUD\$159.00	AUD\$477.00
<input type="checkbox"/>	Black Belt Sop. Ukulele with Bag - 12 or more 	30	AUD\$59.00	AUD\$1,770.00
<input type="checkbox"/>	Clip-on Tuner - 12 or more 	30	AUD\$6.95	AUD\$208.50
<input type="checkbox"/>	Black Belt Ukulele Student Book One, Audio App and Belts - 20 or more 	30	AUD\$15.95	AUD\$478.50

Total: AUD\$2,934.00
Delivery: AUD\$9.90
 No matter how much you order!

Shopping Cart

Items :93 Total:AUD\$2,934.00
 Edit Checkout

Delivery: AUD\$9.90
 No matter how much you order!

Product Locator

Enter keyword

Go

Login


Your Email Address

Your Password

Account Type

Personal (or Student)
 School
 Shop

Login New user?
 Forgot Password?

Like us on **facebook**  **We are here!**

Live Chat Online 1

ATTACHMENT – AGENDA ITEM 5.0
Application – Narembeen H2O Ski Club

APPLICANT INFORMATION					
Name of Project/Activity:		Re-build of boat ramp			
Project/Activity Date(s): (if applicable)		June 2022 - weather permitting			
Name of Applicant:		Anita Parsons			
Name of Organisation:		Narembeen H2O Ski Club			
ABN:		77 506 218 985			
Is your Organisation registered for GST?			YES		<input checked="" type="checkbox"/> NO
Name of President:			Brendon Parsons		
Current Address:		2886 Hedges East Rd			
Town:	Narembeen	State:	WA	Post Code:	6369
Contact Number:		0419 854350			
Email:		bermudafarm2@bigpond.com			
Requested Funding Amount:			\$5,445.00	Required By Date:	April 30th 2022

PROJECT INFORMATION

Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.

The Narembeen H2O ski club has been a long operating sporting club in our community, although recently has not been active due to the lake not filling as regularly as it once did many years ago.

The ski club have for many years spoken of putting into action a plan to enable our club to operate more regularly and to increase community benefits from the ski lake. There are a few things on the list to get the club up and running again, most importantly, purchasing and installing a gate system with which we would be able to direct the water for the skiing season more frequently and with ease. This will enable the club to run on a more regular basis and our members and the community would obtain the benefits of being a part of the Narembeen H2O ski club. We are still investigating the gate system which would suit our lake best and aim to make this project happen for our club in the near future.

Three things we have indicated as a club we feel important in gaining more use from the lake and it's current facilities.

1. New gate operating system
2. New boat ramp
3. New amenities building

We would like to start with making an improvement to our boat ramp. Currently the boat ramp has a steep angle, and is only 3m wide, making it difficult for boat owners to reverse trailers and put boats in the water. It is also in need of repairs, cement has cracked away from the edges, making it unsafe for those climbing in and out of boats or aiding in putting the boat on the trailer. We will be removing the old ramp and replacing it with one that has a less incline and is wide enough for members to reverse trailers back with ease. The volunteers of our club will be involved in the removal of the old boat ramp, which we hope to take advantage soon due to the current low water levels. It is not a project that can easily be completed with the water levels of the lake changing throughout the seasons. The lake is currently low and we wish to take advantage of that.

When the Narembeen H2O ski club is able to operate and the lake is in a good condition, it provides immense social benefits for the club members and the general public of Narembeen. Community members often communicate how the ski lake can be beneficial to the mental health of our community. It brings people together from all areas of our community, all ages, and all abilities – you certainly don't have to be a water skier or own a boat to take advantage of the lake or enjoy it's benefits. Many years ago, when Narembeen experienced a very bad seasonal frost, a men's mental health event was organized and hosted at the lake due to it always bringing people from our community together and therefore enabling communication between those people. We would love to see this venue used more often for community events and for water skiing.

The ski lake also brings physical health benefits for those people taking part in water skiing or other water activities. When the ski club is operational, it allows those members of our community who aren't a tennis player, cricketer or bowler to take part in another sporting code during the summer months.

We have obtained 2 quotes, both from local cement contractors. We would like to use our local contractors and always trust they will complete the job to a very high standard.

Contact people for this project:

Narembeen H2O Ski Club President: Brendon Parsons

Narembeen H2O Ski Club Works Manager: Michael Currie

PROJECT/ACTIVITY INFORMATION		
Does your project/activity involve volunteers?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, how many?	Re-build (10)	
Who will benefit from your project/activity? (Please circle all that apply)		
<input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Males <input checked="" type="checkbox"/> Females <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> Students Other:		
Where will your project/activity be held? (Please circle all that apply)		
<input checked="" type="checkbox"/> Narembeen Other:		
In what category does your project fall? (Please circle all that apply)		
Arts Education Environment <input checked="" type="checkbox"/> Health & Wellbeing <input checked="" type="checkbox"/> Sport Other:		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))		
The funding will specifically go to the purchase of cement and mesh, and the payment of contractors to mix and pour the cement. Our members will volunteer their time to remove the old boat ramp, complete earthworks and put together the form work required for pouring a new ramp pad. Both local contractors have offered their levelling time as a donation to our club.		
What is the overall cost for this project/activity		
	\$5,445.00	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)		
Brochures Certificate Event Invitation Logo Branding Newsletter <input checked="" type="checkbox"/> Newspaper Posters Radio Social Media <input checked="" type="checkbox"/> Speech Acknowledgement TV Advertising Website <input checked="" type="checkbox"/> Word of Mouth Other:		
If unsuccessful, are you still planning on running this project/activity?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	<i>A Parsons</i>
Name of Applicant:	Anita Parsons
Date:	28/03/2022

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		

Quotation

FS & S & M LOPEZ

ABN: 56881197991

Company Address

P.O BOX 23 NAREMBEEN W.A 6369
PH: (08) 90 616 048 FAX: (08) 90 616 001

Date 29/03/2022
Quotation # H20 SKI CLUB

Quotation For

NAREMBEEN H20 SKI CLUB

Quotation valid until: 28/04/2022

Comments or Special Instructions

EARTHWORKS AND LEVELLING NOT INCLUDED IN QUOTE, SUPPLY ONLY

SALES	QUOTE	START DATE	FINISH DATE	Terms
FRANK				30 DAYS

Quantity	Description	Unit Price	Taxable?	Amount
1	SUPPLY CONCRETE AND MESH 4 X 20M RAMP	\$ 4,950.00	Yes	\$ 4,950.00
1		\$ -	Yes	\$ -
1		\$ -	Yes	\$ -
1		\$ -	Yes	\$ -
1		\$ -	Yes	\$ -
1		\$ -	Yes	\$ -

Subtotal \$ 4,950.00

Tax Rate 10.00%

Sales Tax \$ 495.00

Other

TOTAL \$ 5,445.00

If you have any questions concerning this quotation, please contact:
Frank Lopez on 0429 616 048

ATTACHMENT – AGENDA ITEM 5.0
Application – Narembeen DHS and P&C iPads

APPLICANT INFORMATION

Name of Project/Activity:	IPADS for classroom use		
Project/Activity Date(s): (if applicable)	2022 - AS SOON AS POSSIBLE		
Name of Applicant:	CATHERINE LUCY LINES		
Name of Organisation:	NAREMBEEN DHS P/C ASSOC		
ABN:	83565604028		
Is your Organisation registered for GST?	YES	<input checked="" type="radio"/> NO	
Name of President:	CRAIG GMEINER		
Current Address:	APA STREET		
Town:	NAREMBEEN	State:	WA Post Code: 6369
Contact Number:	0890647286		
Email:	craig.gmeiner@education.wa.edu.au		
Requested Funding Amount:	\$11,430.00	Required By Date:	ASAP

PROJECT INFORMATION

Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.

At Narembeen DHS we use iPads in the classroom, from Kindergarten to Year 10, as a convenient way for the students to take photographs and access the internet, as well as to use specific educational apps such as Reading Express, A+Spelling, Book Creator, Targeting Maths, and many more. iPads are an important addition to our suite of student accessed technology, equipping students with 21st learning skills that will be used lifelong to communicate with others, source information, and support creativity. The 18 iPads for which we are seeking funding are 9Gen Wifi enabled 256GB models, which will replace out of date iPads that no longer support more recent apps. Ensuring that we have up to date IT devices ensures that our regional students are exposed to the newest technology, and are not disadvantaged due to being isolated, and in a small school. I am happy to provide any further information that you require.

PROJECT/ACTIVITY INFORMATION		
Does your project/activity involve volunteers?	YES	<input checked="" type="radio"/> NO
If yes, how many?		
Who will benefit from your project/activity? (Please circle all that apply)		
<input checked="" type="radio"/> Youth	Adults	Males
	Females	Parents
	Seniors	<input checked="" type="radio"/> Students
Other:		
Where will your project/activity be held? (Please circle all that apply)		
<input checked="" type="radio"/> Narembeen	Other:	
In what category does your project fall? (Please circle all that apply)		
Arts	<input checked="" type="radio"/> Education	Environment
	Health & Wellbeing	Sport
Other:		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?	YES	<input checked="" type="radio"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)	YES	<input checked="" type="radio"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)	YES	<input checked="" type="radio"/> NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))		
Purchase of iPads - 18 - for classroom use		
What is the overall cost for this project/activity		
	\$ 11430.00	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)		
Brochures	<input checked="" type="checkbox"/> Certificate	Event Invitation
	Logo Branding	<input checked="" type="checkbox"/> Newsletter
	Newspaper	Posters
Radio	<input checked="" type="checkbox"/> Social Media	Speech Acknowledgement
	TV Advertising	Website
		<input checked="" type="checkbox"/> Word of Mouth
Other:		
If unsuccessful, are you still planning on running this project/activity?	<input checked="" type="radio"/> YES	<input type="radio"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	<i>[Handwritten Signature]</i>
Name of Applicant:	C. L. LINES
Date:	30/3/22

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	YES	NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		

Russell Arnold
 Narembeen District High School
 Ada Street
 Narembeen Western Australia
 6369

Quote Number Q-17216
 Quote Date 22/03/2022
 Expiry Date 16/04/2022

Contact for this Quote John Purtill
 Phone 1300 746 752

Q-17216 - iPad 9th Gen

Image	SKU	Description	QTY	Sales Price Excl. GST	Sales Price Incl. GST	Subtotal Sales Price Incl. GST
	533300	IPAD (9GEN) 10.2 WI-FI 256GB SG Manufacturer: APPLE Model: MK2N3X/A	18	\$ 577.27	\$ 635.00	\$11,430.00
	331937	DEP REGISTRATION APPLE Manufacturer: APPLE Model: DEP	1	\$ 0.00	\$ 0.00	\$ 0.00
Total Sales Price Excl. GST						\$10,390.91
Total Sales Price Incl. GST						\$11,430.00

Standard Shipping



Standard Freight Pricing subject to change

Terms

- Any variation to the quoted quantities may lead to variation in the quoted price
- Prior to the placement of order, it is your responsibility to ensure the quantities and the item type meet the required specification for the project
- The products quoted are special orders and are subject to a 20% restocking fee should the order be cancelled
- Should this quote contain any errors, omissions or otherwise be incorrect in any way we apologise for the inconvenience and withdraw the quotation
- Subject to credit application approval
- JB Hi-Fi Solutions Standard [Terms and Conditions Apply](#)
- Title of goods does not transfer until invoice is paid in full
- Supply subject to manufacturers availability

If you have any questions about the above information, please do not hesitate to contact

Account Manager: John Purtill
Phone:
Email: john.purtill@jbhifi.com.au

Coordinator: John Purtill
Phone:
Email: john.purtill@jbhifi.com.au

Quote Acceptance

Please email purchase orders to: orders.wa@jbhifi.com.au

Organisation Narembeen District High School

Address Ada Street
Narembeen Western Australia
6369

Finance Provider (If Applicable) -----

Quote Number Q-17216

Purchase Order Number

Name

Email

Phone

Job Title

Signed

Date

I have read, understood, and agree to the terms and conditions contained within the supplied quotation. Furthermore, the undersigned has the full authority to place this order on behalf of Narembeen District High School.

ATTACHMENT – AGENDA ITEM 5.0
Application - Narembeen DHS and P&C Shade

PROJECT/ACTIVITY INFORMATION

Does your project/activity involve volunteers?		<input checked="" type="radio"/> YES	<input type="radio"/> NO
If yes, how many?	5+		
Who will benefit from your project/activity? (Please circle all that apply)			
<input checked="" type="radio"/> Youth	Adults	Males	Females
Parents	Seniors	<input checked="" type="radio"/> Students	
Other:			
Where will your project/activity be held? (Please circle all that apply)			
<input checked="" type="radio"/> Narembeen	Other:		
In what category does your project fall? (Please circle all that apply)			
Arts	<input checked="" type="radio"/> Education	<input checked="" type="radio"/> Environment	<input checked="" type="radio"/> Health & Wellbeing
Sport	Other:		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?		YES	<input type="radio"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)		YES	<input type="radio"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)		YES	<input type="radio"/> NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))			
A shade structure to cover the Kindergarten sand pit and play space.			
What is the overall cost for this project/activity		\$ 16500	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)			
Brochures	Certificate	Event Invitation	Logo Branding
Radio	<input checked="" type="checkbox"/> Social Media	<input checked="" type="checkbox"/> Speech Acknowledgement	<input checked="" type="checkbox"/> Newsletter
Other:	TV Advertising	Newspaper	Posters
Website	<input checked="" type="checkbox"/> Word of Mouth		
If unsuccessful, are you still planning on running this project/activity?		YES	NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	J Cheetham
Name of Applicant:	Joanne Cheetham
Date:	14/3/2022

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	YES	NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		

APPLICANT INFORMATION					
Name of Project/Activity:		Kindergarten Shade structure			
Project/Activity Date(s): (if applicable)		ASAP			
Name of Applicant:		Joanne Cheetham + Lucy Lines -			
Name of Organisation:		Narembeen DHS P & C			
ABN:		83565604028			
Is your Organisation registered for GST?			YES <input type="radio"/> NO <input checked="" type="radio"/>		
Name of President:		Craig Ameiner			
Current Address:		7 Ada st Narembeen			
Town:	Narembeen	State:	WA	Post Code:	6369
Contact Number:		90649600			
Email:		joanne.cheetham@education.wa.edu.au			
Requested Funding Amount:			\$16500		Required By Date: ASAP

PROJECT INFORMATION
<p>Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.</p>

The kindergarten play space does not currently have a shade over the playground or play space. With temperatures in Narembeen averaging over 34 degrees in Summer, this makes this play space not only unpleasant, but unsafe for students to play in. Even during cooler weather or cloudy days, the sun causes damage and can drastically increase the student's risk of skin cancer. We have 26 students who access this area and with a shade we will be able to use this play space for an extended period of time. With the air circulation, plus the shade the structure provides, it will create a much cooler pocket of space for students to gather under. In addition to the shade providing protection from the elements, it will also protect equipment and keep any equipment cooler for students to play with, and on.

These 2 pictures show the proposed site.



Our only covered space in the Kindergarten area.

CJB Carpentry
P.O Box 90
Narembeen WA 6369
0427745301
ABN: 77907525488



Quote

ADDRESS

Narembeen District High
School

QUOTE NO. 1033

DATE 28/03/2022

ACTIVITY	AMOUNT	GST
Scope of work To supply and install steel and colourbond outdoor shade structure to Kindy playground at the Narembeen District High School. Approximate size 6m wide x 8m long x 3m high.		
Materials Materials including concrete footings.	6,000.00	GST
Labour Labour including paint, plans and engineering.	9,000.00	GST
	SUBTOTAL	15,000.00
	GST TOTAL	1,500.00
	TOTAL	A\$16,500.00

Accepted By

Accepted Date

This quote is subject to change if the customer does not reply within 30 days.
The quote may also change if unforeseen circumstances increase labour or material costs.

ATTACHMENT – AGENDA ITEM 5.0
Application – Hockey and Netball combined

APPLICANT INFORMATION					
Name of Project/Activity:		Junior Hockey and Junior Netball Affiliation Fees			
Project/Activity Date(s): (if applicable)					
Name of Applicant:		Narembeen Hockey Club and Narembeen Netball Club			
Name of Organisation:		Narembeen Hockey Club and Narembeen Netball Club			
ABN:					
Is your Organisation registered for GST?			YES		NO
Name of President:			Carissa Wanless & Brit Duncan		
Current Address:		c/o Post Office			
Town:	Narembeen	State:	WA	Post Code:	6369
Contact Number:		0418942209			
Email:		wanderup@live.com.au			
Requested Funding Amount:		\$1414.66		Required By Date:	20/04/2022

PROJECT INFORMATION	
<p><i>Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.</i></p> <p>The Narembeen Hockey Club and Narembeen Netball Club currently are charged affiliation fees for their junior members to Hockey WA and Netball WA respectively. Both clubs then charge a little extra for their junior subs to cover equipment purchases to ensure that thier junior members get the best possible start to their times playing both sports. The affiliation fees are similar to insurance and these are passed on to junior members by way of subs.</p> <p>This year in the Eastern Wheatbelt a winter sports committee was formed with the purpose to activate winter sports participation in 10 communities of the Eastern Wheatbelt. The group is guiding and supporting communities to help enable families to travel and play together at a one day sports competition. The beauty of this for our junior population is that they will be (due to the timing of games) if they want to, play 3 sports in one day. This includes hockey, netball and football. Allowing our children in our community to have a go at three different sports in one year is amazing and so beneficial to our children. It supports the Act, Belong, Commit motto and also allows our children to be there to support the Football, Hockey and Netball clubs in allowing teams to be formed and participation to be essential.</p> <p>So our request to the Community Benefit Fund is helping us to pay the junior members affiliation fees to Hockey WA and Netball WA. The respective clubs will then cover the other costs that would normally be charged. Essentially this is allowing juniors to play both Hockey and Netball free of charge and encouraging participation where otherwise this would not have been able.</p>	

PROJECT/ACTIVITY INFORMATION		
Does your project/activity involve volunteers?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
If yes, how many?	Coaches, team managers, parents	
Who will benefit from your project/activity? (Please circle all that apply)		
<input checked="" type="radio"/> Youth	<input type="radio"/> Adults	<input type="radio"/> Males
<input type="radio"/> Other:	<input type="radio"/> Females	<input type="radio"/> Parents
	<input type="radio"/> Seniors	<input type="radio"/> Students
Where will your project/activity be held? (Please circle all that apply)		
<input type="radio"/> Narembeen	<input checked="" type="radio"/> Other:	<input type="radio"/> Eastern Wheatbelt
In what category does your project fall? (Please circle all that apply)		
<input type="radio"/> Arts	<input type="radio"/> Education	<input type="radio"/> Environment
<input type="radio"/> Other:	<input type="radio"/> Health & Wellbeing	<input checked="" type="radio"/> Sport
Has your Organisation received a grant from RRSNCBF in the past three (3) years?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)	<input checked="" type="radio"/> YES	<input type="radio"/> NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))		
The funding will go towards affiliation fees to Hockey WA and Netball WA for junior players to be encouraged to play up to 3 sports on one day.		
2021 Junior Hockey membership - 15 juniors @ \$31 per junior to be payed to Hockey WA (please see attached membership for 2021 juniors as well as a receipt showing affiliation fee to Hockey WA)		
2021 Junior Netball membership - 9 juniors @ \$86 per junior to be payed to Netball WA (this year the fee has increased to \$94.17 per junior)		
What is the overall cost for this project/activity		
	\$	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)		
<input type="checkbox"/> Brochures	<input type="checkbox"/> Certificate	<input type="checkbox"/> Event Invitation
<input type="checkbox"/> Radio	<input checked="" type="checkbox"/> Social Media	<input checked="" type="checkbox"/> Speech Acknowledgement
<input type="checkbox"/> Other:	<input type="checkbox"/> Logo Branding	<input type="checkbox"/> Newsletter
	<input checked="" type="checkbox"/> Newspaper	<input type="checkbox"/> Posters
	<input type="checkbox"/> TV Advertising	<input type="checkbox"/> Website
		<input type="checkbox"/> Word of Mouth
If unsuccessful, are you still planning on running this project/activity?	<input type="radio"/> YES	<input type="radio"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	<i>Carissa Wanless</i>
Name of Applicant:	Carissa Wanless
Date:	27/03/2022

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	<input type="radio"/> YES	<input type="radio"/> NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		

APPLICANT INFORMATION

Name of Project/Activity:	Junior Hockey and Junior Netball Affiliation fees			
Project/Activity Date(s): (if applicable)				
Name of Applicant:	Narembeen Hockey Club & Narembeen Netball Club			
Name of Organisation:	Narembeen Hockey Club & Narembeen Netball Club			
ABN:				
Is your Organisation registered for GST?		YES		NO
Name of President:		Carissa Wanless & Brit Duncan		
Current Address:		C/O Narembeen Post Office Narembeen WA 6369		
Town:	Narembeen	State:	WA	Post Code: 6369
Contact Number:		0418942209		
Email:		naremhockey@yahoo.com.au		
Requested Funding Amount:		\$1700	Required By Date:	20/04/2022

PROJECT INFORMATION

Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.

The Narembeen Hockey Club and Narembeen Netball Club currently are charged affiliation fees for their junior members to Hockey WA and Netball WA respectively. Both clubs then charge a little extra for their junior subs to cover equipment purchases to ensure that their junior members get the best possible start to their times playing both sports. This year in the Eastern Wheatbelt a winter sports committee was formed with the purpose to activate winter sports participation in 10 communities of the Eastern Wheatbelt. The group is guiding and supporting communities to help enable families to travel and play together at a one day sports competition. The beauty of this for our junior population is that they will be (due to the timing of games) if they want to, play 3 sports in one day. This includes hockey, netball and football. Allowing our children in our community to have a go at three different sports in one year is amazing and so beneficial to our children. It supports the Act, Belong, Commit motto and also allows our children to be there to support the Football, Hockey and Netball Clubs in allowing teams to be formed and participation to be essential. So our request to the Community Benefit Fund is helping us to pay the juniors affiliation fees to Hockey WA and Netball WA. The respective clubs will then cover the other costs that would normally be charged. Essentially this is allowing juniors to play both Hockey and Netball free of charge and encouraging participation where otherwise this would not have been able.

PROJECT/ACTIVITY INFORMATION

Does your project/activity involve volunteers?		<input checked="" type="radio"/> YES	<input type="radio"/> NO
If yes, how many?		Coaches, team managers, parents	
Who will benefit from your project/activity? (Please circle all that apply)			
<input checked="" type="radio"/> Youth	<input type="radio"/> Adults	<input type="radio"/> Males	<input type="radio"/> Females
<input type="radio"/> Parents	<input type="radio"/> Seniors	<input type="radio"/> Students	<input type="radio"/> Other:
Where will your project/activity be held? (Please circle all that apply)			
<input type="radio"/> Narembeen	Other: Eastern Wheatbelt		
In what category does your project fall? (Please circle all that apply)			
<input type="radio"/> Arts	<input type="radio"/> Education	<input type="radio"/> Environment	<input type="radio"/> Health & Wellbeing
<input type="radio"/> Other:	<input checked="" type="radio"/> Sport		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?		<input type="radio"/> YES	<input checked="" type="radio"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)		<input checked="" type="radio"/> YES	<input type="radio"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)		<input type="radio"/> YES	<input type="radio"/> NO
Please see attached			
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))			
The funding will go towards affiliation fees to Hockey WA and Netball WA for junior plays in the respective clubs.			
What is the overall cost for this project/activity		\$ 2169	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)			
<input type="checkbox"/> Brochures	<input type="checkbox"/> Certificate	<input type="checkbox"/> Event Invitation	<input type="checkbox"/> Logo Branding
<input type="checkbox"/> Newsletter	<input checked="" type="checkbox"/> Newspaper	<input type="checkbox"/> Pasters	<input type="checkbox"/> Radio
<input type="checkbox"/> TV Advertising	<input checked="" type="checkbox"/> Website	<input type="checkbox"/> Word of Mouth	<input checked="" type="checkbox"/> Social Media
<input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Speech Acknowledgement		
If unsuccessful, are you still planning on running this project/activity?		<input checked="" type="radio"/> YES	<input type="radio"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	<i>Carissa</i>
Name of Applicant:	Carissa Wankless
Date:	27.03.2022

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		

Overview of Costs Incurred

	# of juniors	Hockey WA affiliation	Netball WA affiliation	Total
Hockey	19	31		589
Netball	9		91.74	825.66
				1414.66

Community Benefit Fund Application

Have you secured any funding for your project/activity from sources other than this grant?

Yes.

In February of 2022, with Narembeen Bat and Ball as the lead, Sporting clubs in Narembeen worked together to secure John Worsfold to visit Narembeen. The night dubbed "A night with John Worsfold" aimed at giving participants an overview of his journey. The night was held at the Narembeen Club in which the facility was kindly donated and facility hire waived by the Narembeen Shire. All proceeds from the night inclusive of a door fee, a memorabilia auction and raffles went to all junior sporting clubs in Narembeen. From this \$1000 was raised for each and every club's junior sporting participants. This \$1000 that went to Narembeen Hockey Club and Narembeen Netball Club will be used to cover the other costs of Junior subs.

Will this project be ongoing?

Both Narembeen Hockey Club and Narembeen Netball Club are both fully supportive of what the Winter Sports Working Group are trying to achieve. By bringing all 3 codes of Hockey, Netball and Football together on the same day in the same town and want to continue encourage junior members of our clubs to be able to participate in any and every sport they wish to.

We would like to partner with Ramelius Resources and the Shire of Narembeen and waive the junior membership fees in season 2022 to encourage Narembeen Juniors to play multiple sports on a Saturday and not discourage participation because of financial constraints on families. Season 2022 is an opportunity for juniors and their families and the wider community to experience travelling and playing together.

Our approach to this is to review at the end of the season and see how successful we have been in our endeavours.

National ID Number	Name	Payment status	Payment method	Payment date	Receipt No.
208941	Slade, Toby	Sub-Junior (Aged 8 and under)	Other	30/04/2021	
209204	Wanless, Ava	Sub-Junior (Aged 8 and under)	Other	29/04/2021	
209219	Hayter, Lyla	Sub-Junior (Aged 8 and under)	Other	30/04/2021	
209283	Robinson, Charles	Sub-Junior (Aged 8 and under)	Other	30/04/2021	
209787	Smoker, Aden	Sub-Junior (Aged 8 and under)	Other	30/04/2021	
237112	Hickey, Immogen	Sub-Junior (Aged 8 and under)	Other	30/04/2021	
237123	Hooper, Daisy	Sub-Junior (Aged 8 and under)	Other	30/04/2021	
168325	Latham, Angus	Junior (9 - 18)	Pin Payments	29/04/2021	ch_VO2QHA6rM0NISkdcS_HMRHw
173400	Nation, Samantha	Junior (9 - 18)	Pin Payments	29/04/2021	ch_kU_dB341_oVx3CqcOL9XqQ
208959	Smoker, Kate	Junior (9 - 18)	Pin Payments	30/04/2021	ch_ejUPNFcbboxHqyps0_29RQ
209089	Smoker, Noah	Junior (9 - 18)	Pin Payments	29/04/2021	ch_BoG82399y3iB3fOaPVLUOw
209203	Wanless, Jack	Junior (9 - 18)	Pin Payments	29/04/2021	ch_DabegEBKPNtfuVGIt7HVQw
209771	Hall, Courtney	Junior (9 - 18)	Other	29/04/2021	
236870	Cotter, Trey	Junior (9 - 18)	Pin Payments	29/04/2021	ch_q8QaGcJeQy2krjnSTbHaFQ
236876	Rajagopalan, Xavier	Junior (9 - 18)	Pin Payments	29/04/2021	ch_p-ZaVI7CD6URG5pxmSF48g
236920	Miller, Deakan	Junior (9 - 18)	Pin Payments	29/04/2021	ch_90ov5Ekp1848Hz-hAdKPyQ
237126	Miller, Dakoda	Junior (9 - 18)	Pin Payments	30/04/2021	ch_qtn5g_prchhyU5obWZnmQA
237127	Browning, Noah	Junior (9 - 18)	Pin Payments	30/04/2021	ch_KNH7JBW0oS4N43e0JYnVng
237131	Lynch, Parker	Junior (9 - 18)	Pin Payments	30/04/2021	ch_iLgladqVLgb0RE0gBJjOQA

Narembeen Hockey Club Inc

Tax Receipt



ISSUED TO
Parent/Guardian of Jack Wanless (National ID Number: 209203)
314 Clarke Road Muntadgin WA 6420

DETAILS
Reference: MR20
Date issued: 29 Apr 2021

Item description	Unit cost	Qty	GST	Amount
Hockey Australia membership	\$31.50	1	\$2.86	\$31.50
Hockey Western Australia membership	\$0.00	1	\$0.00	\$0.00
Junior (9 - 18)	\$0.00	1		\$0.00
Eastern Districts Hockey Association membership	\$0.00	1		\$0.00
Total paid				\$31.50

Thank you for your payment!

Paid via Pin Payments on 2021-04-29 with receipt number ch_DabcgEBKPNtfuVG1t7HVQw

Issued by Hockey Western Australia ABN 93 502 752 344
Hockey Australia ABN 26 546 955 455

PRE-SEASON GENERAL MEETING

Monday 28 March 2022

Narembeen Club 6:30pm

AGENDA

1. **Open**
2. **Attendance/Apologies**
C&DNA Board: Anita Parsons, Kate Hayes-Thompson, Trish Barrett, Lauren James,
Tessa Silver, Rachelle Coppin
BRUCE ROCK:
CORRIGIN:
HYDEN:
KONDININ:
KULIN:
NAREMBEEN:
NUKARNI:
PATRON:
AUDO:
AJDO:
APOLOGIES:
3. **Minutes of previous PreSeason Meeting General Meeting- 22.03.21**
Moved:
Seconded:
4. **Business arising from minutes**
5. **Treasurer's Report and Financial Statement**
Moved: Tessa Silver
Seconded:
6. **Correspondence – Inward and Outward**
Summarised by Kate Hayes-Thompson
7. **Business Arising from correspondence**

- COVID information and rules are constantly being updated. Please read all emails regarding this for player and volunteer safety.
- Letters from Narembeen club and members regarding third side – board voted against this unanimously in an effort to trial one day sport in its purest form and expected complications of player numbers due to COVID. Also taken into account was that each team will be playing more netball than many seasons prior.

8. Endorse Rachelle Coppin as Corrigin Board Member

9. A.U.D.O Report

10. Junior Development Officer's Report

11 Fees and Levies – Netball WA, Netball Australia and C&DNA

2021	NWA	CDNA	Total
Senior	98.26	10.20	108.46
2 nd Membership		30	30
Junior	94.17	4.08	98.25
NSG	62.30	2	64.30
NSG- Secondary (Not including Net Set Go Participation Pack)	23	2	25
Non-Players	0	0	0
Volunteers	0	0	0

Umpire Development Officer Payment	500
Junior Development Officer Payment	500
Umpire Per Final	50
Professional Development Levy	100
Members Carnival Levy	150
Uniform Levy	50
Umpires Levy	200
Senior Carnival Fee (per carnival)	30
Junior Carnival Fee (per carnival)	10

**CLUB LEVY \$500
PAYMENT DUE 28 APRIL**

12 Team Nominations, Grades and Gala Days

A1	A2	Junior	NetSetGo
Bruce Rock 1	Bruce Rock 2	Bruce Rock 3	
Corrigin 1	Burracoppin	Corrigin 3	
Hyden 1	Corrigin 2	Hyden 3	
Kulin 1	Hyden 2	Kondinin 2	

Narembeen 1	Kondinin 1	Kulin 3	
Nukarni	Kulin 2	Narembeen 3	
Southern Cross 1	Narembeen 2		
	Southern Cross 2		

13 FIXTURES – ENDORSE FIXTURES AND TIMES

Start Date: Round 1 – 30th April.

Night Game: *Round 14 needs to be played at some point. Negotiation amongst clubs. We suggest it might be easiest on Saturday 23 April.*

Gala Days: 7 May - hosted by Narembeen** 15 July – hosted by Hyden

***coaching development day, Green shirt umpiring and WWCC information*

Finals: Semis – Kulin, Prelim – Bruce Rock, Grand Final – Corrigin

14 General Business

a) Summary of Important Dates

- Wheatbelt Goldfields Regional Netball Championships Carnival Date; TBA
- Association Champs 4-6th June

b) COVID

- Review information and requirements

c) Association Champs Representation

15 New Bylaws and Game Rules for 2022 only

- *Please read and be ready to discuss/endorse*

16 PlayHQ

- Dates for registration- Prior to the first game of the season. Kate to confirm competition and notify clubs.

17 Meeting Closed

ATTACHMENT – AGENDA ITEM 5.0
Application - Narembeen Church of Christ
Dorcas

APPLICANT INFORMATION			
Name of Project/Activity:	Ceiling Repairs		
Project/Activity Date(s): (if applicable)	21 st March 2022		
Name of Applicant:	Rosemary Smoker		
Name of Organisation:	Church of Christ Dorcas Clothing		
ABN:	57392074128		
Is your Organisation registered for GST?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
Name of President:	Rosemary Smoker		
Current Address:	14 Cheetham Way		
Town:	Narembreen	State:	W.A. Post Code: 6369
Contact Number:	0429 335 646		
Email:	rosemarysmoker@hotmail.com		
Requested Funding Amount:	\$20,000	Required By Date:	15-4-22

PROJECT INFORMATION

Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.

Dorcas Clothing is a second-hand shop in Narembreen, which provides very cheap clothing, furniture and goods to the towns folk, plus the other wheatbelt towns around. It is great for people to have somewhere to donate goods, plus a place to shop and then with the proceeds we donate to worthy charities around the town, state, and even over seas. Clothing is also sent to India, New Guinea & Philippines. Dorcas Clothing is a great place to meet and mix with other people. The volunteers are a great asset to Dorcas, but it is also a great place to volunteers to feel needed, useful and social. We have had to close down the shop while the ceiling is undergoing repairs and it has left a huge hole in the town, with many people ringing, waiting for it to open again. Having the funding for the huge repairs, would be most

appreciated not by just us, but by the whole community. Many thanks for this great initiative!

Rosemary Smoker

PROJECT/ACTIVITY INFORMATION

Does your project/activity involve volunteers?		<input checked="" type="radio"/> YES	<input type="radio"/> NO
If yes, how many?	About 12 volunteers during the week		
Who will benefit from your project/activity? (Please circle all that apply)			
<input checked="" type="radio"/> Youth	<input checked="" type="radio"/> Adults	<input checked="" type="radio"/> Males	<input checked="" type="radio"/> Females
<input checked="" type="radio"/> Parents	<input checked="" type="radio"/> Seniors	<input checked="" type="radio"/> Students	Other:
Where will your project/activity be held? (Please circle all that apply)			
<input checked="" type="radio"/> Narembeen	Other:		
In what category does your project fall? (Please circle all that apply)			
Arts	Education	Environment	Health & Wellbeing
Sport	Other: Repairs + safe building		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?	YES	<input type="radio"/> NO	
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)	YES	<input type="radio"/> NO	
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)	YES	<input type="radio"/> NO	
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))			
Ceiling repairs - renewal - about \$14,000			
Electrical repairs + renewal - about \$5,000			
Demolition done by volunteers			
What is the overall cost for this project/activity		\$19,000.00	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)			
Brochures	Certificate <input checked="" type="checkbox"/>	Event Invitation	Logo Branding
Radio	Social Media <input checked="" type="checkbox"/>	Speech Acknowledgement	TV Advertising
Newspaper	Website	Posters	Word of Mouth <input checked="" type="checkbox"/>
Other:			
If unsuccessful, are you still planning on running this project/activity?		<input checked="" type="radio"/> YES	<input type="radio"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	<i>Rosemary Smote</i>
Name of Applicant:	Rosemary Smote
Date:	15-3-22

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	YES	NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		

ATTACHMENT – AGENDA ITEM 5.0
Application – Narembeen Football Club

APPLICANT INFORMATION					
Name of Project/Activity:		Narembeen Football Club/Community video board			
Project/Activity Date(s): (if applicable)		April			
Name of Applicant:		Mitchell Miolini			
Name of Organisation:		Narembeen Football Club			
ABN:		51825074241			
Is your Organisation registered for GST?			YES		NO
Name of President:			Stuart Yandle		
Current Address:		P.O Box 47			
Town:	Narembeen	State:	WA	Post Code:	6369
Contact Number:		0458000931			
Email:		mitchellmiolini@hotmail.com + narembeenfc@gmail.com			
Requested Funding Amount:			Unspecified		Required By Date: April

PROJECT INFORMATION
<p><i>Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.</i></p> <p>The Narembeen Football Club are seeking funds to upgrade its scoreboard. Not only would the project help the football club it would help the community. The scoreboards are video capable easily connected to with a HDMI cable. In conversation with the Narembeen CRC they would highly support the project and see great value in being able to use it for displaying movies, text, sponsors etc. The board comes with both football and cricket scoring systems with the ability to add further scoring systems if required.</p> <p>The board would be mounted on a trailer so that it could be easily shifted/moved to where it is required. With the ability to display text and sponsor logos etc. we see great value for the community as a whole for events in the future. Not only that but the ability to display movies, live stream sport this board could be utilized all year round. (Watching the AFL grand final at the recreation center on the big screen outside)</p> <p>The approximate cost would be \$42000. \$36000 for the board as attached in quote and then \$6000 in a trailer and materials to mount the board on. If successful with an unspecified amount we would sort for the shortfall to be covered by sponsorship to keep the board as a community project and no hire costs involved. If the NBFC and NBCC made a contribution then the board would likely be hired out. Hiring a board like this from Perth for 90 minutes is approximately \$2500.</p> <p>As the project is under the football club banner as such our reason for pursuing funding is that our scoreboard is dated and needs a lot of work to make it safe for children and secure. Along with that the boards are controlled wirelessly so therefore not having to rely on children to have the task of keeping the scoreboard.</p> <p>Kind Regards Mitch Miolini</p>

PROJECT/ACTIVITY INFORMATION		
Does your project/activity involve volunteers?	YES	NO
If yes, how many?	10	
Who will benefit from your project/activity? (Please circle all that apply)		
<i>Youth</i> <i>Adults</i> <i>Males</i> <i>Females</i> <i>Parents</i> <i>Seniors</i> <i>Students</i> Other:		
Where will your project/activity be held? (Please circle all that apply)		
<i>Narembeen</i> Other:		
In what category does your project fall? (Please circle all that apply)		
<i>Arts</i> <i>Education</i> <i>Environment</i> <i>Health & Wellbeing</i> <i>Sport</i> Other:		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?	YES	NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)	YES	NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)	YES	NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))		
Purchase of scoreboard and trailer for it to be mounted on		
What is the overall cost for this project/activity	\$ \$42000	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)		
<i>Brochures</i> <i>Certificate</i> <i>Event Invitation</i> <i>Logo Branding</i> <i>Newsletter</i> <i>Newspaper</i> <i>Posters</i> <i>Radio</i> <i>Social Media</i> <i>Speech Acknowledgement</i> <i>TV Advertising</i> <i>Website</i> <i>Word of Mouth</i> Other:		
If unsuccessful, are you still planning on running this project/activity?	YES	NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	<i>MMiolini</i>
Name of Applicant:	Mitchell Miolini
Date:	13/03/2022

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	YES	NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		



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BROOK TECHNOLOGIES PTY. LTD
A.B.N. 76 657 646 381

AUSTRALIAN MANUFACTURERS

OF QUALITY
SCOREBOARDS – LED VIDEO DISPLAYS – SPORTS TIMING EQUIPMENT

4 KETCH CLOSE, OURIMBAH
PO BOX 299 OURIMBAH
NSW 2258 AUSTRALIA

PHONE: (02) 4388 5421
WEB: www.sthncross.com.au
EMAIL: sales@sthncross.com.au

21st February 2022

Mitchell Miolini
Narembeen AFL Club

Dear Mitchell,

NAREMBEEN AFL CLUB – LED MATRIX SCOREBOARDS

Further to your enquiry, we are pleased to supply the following information regarding our LED Matrix Scoreboards.

Please note that our LED Matrix Scoreboards can also be used for various sports, making them multi-purpose for your venue, club or project.

Southern Cross Scoreboards are based on the Central Coast, New South Wales and manufacture Australian made superior quality electronic scoreboards and LED screens.

We are industry leaders of sporting results displays and commercial advertising solutions. With distribution both nationwide and internationally we cater to a wide range of clients.

Displays utilised are high visibility, long-life LED's (Light Emitting Diodes) which are housed in powder coated aluminium enclosures making them robust exposed to the elements and against vandalism.

Southern Cross Scoreboards is a subsidiary of Brook Group who is Australia's largest provider of photo finish systems, sports timing equipment and racing display boards for sporting and racing venues for over 60 years.

Southern Cross Scoreboards specialise in:-

- Solutions to meet the wide variety of sporting disciplines
- Sporting and commercial video screens
- Large scale racing and entertainment LED screens
- The latest LED technology
- Multi-functional scoreboard programming
- Durable and reliable products against the harshest conditions
- Onsite construction and installations
- After sales technical and service support



Our LED Matrix Display Scoreboards will have the ability to display:-

- Multiple Sports Scoring Software
- Player Profiles
- Sponsors Messages
- Sponsors logos
- Text
- Animated advertisements
- .jpg files
- Graphics
- Dependent on-screen size, ability to display live video to the scoreboard

The presence of full matrix display boards truly enhances the viewing experience at venues. Displays have the ability to show high resolution live close ups during games which improves the overall entertainment value for the general public.

The technology of LED display panels uses thousands of LED diodes that allow the screen to be visible from any angle no matter what the light condition is. They provide amazing clarity.

Game days are also the perfect place to advertise sponsors products and services. This offers sponsors a better return on their investment and also assists clubs in both retaining and securing new sponsors with the use of this new advertising technology.



* Concept Design – not to scale or size. Reference only *

A single sided LED Matrix Scoreboard that is 3840mm (W) x 2880mm (H) will have an active display area of 11.06m². The display will include the following specifications:-

- Display screen resolution of 384 pixels wide x 288 pixels high
- Pixel Spacing of 10mm (P10)
- Brightness of 7,500Nits (CD/M²)
- Fully enclosed powder coated aluminium cabinets which are IP65 rated
- Rear access serviced
- Include Spare Parts

In addition, the following items will also be included:-

- Southern Cross Scoreboards AFL & Cricket Scoring Software (additional sports can be added upon request at cost)
- LED Video Scoreboard Computer Control Equipment
- Display Software for Advertising, Sponsors and Graphics
- The ability to display Live Video / Movies
- Installation, Labour, Commissioning and Training

LED Matrix Scoreboard (Supply)	\$45,000.00 + GST
LED Matrix Scoreboard (Surround Frame)	\$11,000.00 + GST
LED Matrix Scoreboard (Installation & Travel)	\$14,450.00 + GST
Control Equipment & Software	\$10,000.00 + GST
Bird Spikes (protect from defecation)	\$2,500.00 + GST
Supply 1 x 12v External Siren	\$2,000.00 + GST
LED Matrix Scoreboard (Design & Engineering)*	NO PROVISION
LED Matrix Scoreboard (Steel Structure)*	NO PROVISION
LED Matrix Scoreboard Foundations (Concrete Slab)*	NO PROVISION
Data / Fibre & Power Requirements	NO PROVISION

TOTAL **\$84,950.00 + GST**

* Subject to final design / location as determined by customer. These items can be supplied and installed by others, organised by the customer, alternatively we can provide this service at an extra charge.



* Concept Design – not to scale or size. Reference only *

A single sided LED Matrix Scoreboard that is 2880mm (W) x 1920mm (H) will have an active display area of 5.53m². The display will include the following specifications:-

- Display screen resolution of 288 pixels wide x 192 pixels high
- Pixel Spacing of 10mm (P10)
- Brightness of 7,500Nits (CD/M²)
- Fully enclosed powder coated aluminium cabinets which are IP65 rated
- Rear access serviced
- Include Spare Parts

In addition, the following items will also be included:-

- Southern Cross Scoreboards AFL & Cricket Scoring Software (additional sports can be added upon request at cost)
- LED Video Scoreboard Computer Control Equipment
- Display Software for Advertising, Sponsors and Graphics
- Installation, Labour, Commissioning and Training

LED Matrix Scoreboard (Supply)	\$30,000.00 + GST
LED Matrix Scoreboard (Surround Frame)	\$7,000.00 + GST
LED Matrix Scoreboard (Installation & Travel)	\$14,450.00 + GST
Control Equipment & Software	\$7,500.00 + GST
Bird Spikes (protect from defecation)	\$2,000.00 + GST
Supply 1 x 12v External Siren	\$2,000.00 + GST
LED Matrix Scoreboard (Design & Engineering)*	NO PROVISION
LED Matrix Scoreboard (Steel Structure)*	NO PROVISION
LED Matrix Scoreboard Foundations (Concrete Slab)*	NO PROVISION
Data / Fibre & Power Requirements	NO PROVISION

TOTAL **\$62,950.00 + GST**

* Subject to final design / location as determined by customer. These items can be supplied and installed by others, organised by the customer, alternatively we can provide this service at an extra charge.

Frame Design & Structure

Generic drawings for the steel support frame and foundations have been prepared by an engineer but are not site specific. Our examples of a typical support frame do not include any exterior cladding or rear gantries.

Please note, if site specific engineered drawings are required then these would need to be undertaken, including all associated costs by the customer.

Structure, Footings and Engineering costs (if specified) are to be used as budgetary only. Final costs are dependent on final design and position of the LED Matrix Display advised by the customer.

Costs of supplying, installing, fitting or modifying structures or footings are not included (unless otherwise stated).

Software

- Southern Cross Scoreboards AFL & Cricket Scoring Software (additional sports can be added upon request at cost)
- Full Video Playback (for Option 1 only)
- IPTV Integration (HDMI Connection)
- Comprehensive Instruction Manual

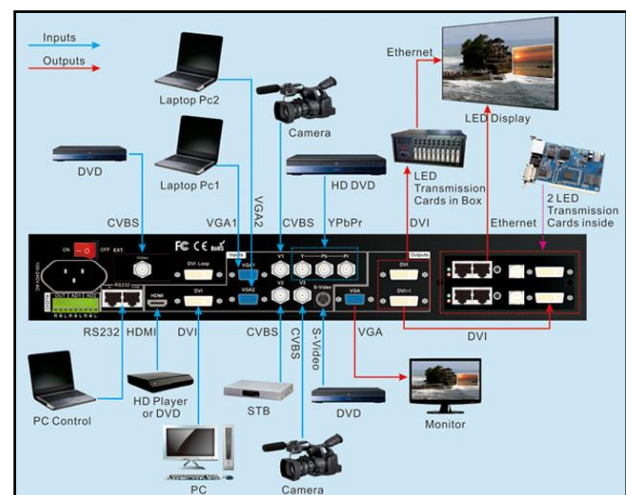
Control of the LED Matrix Scoreboard will be by way of CAT6 Data Cable or a Fibre Optic connection from the LED Matrix Scoreboard (depending on the distance).

This will be supplied and installed by others to the LED Matrix Scoreboard Rack Mount Video Processor to be located in the designated Control Room (identified by you). This can be done by your appointed Electrician.

The Video Processor for the LED Matrix Scoreboard has its own default software "Nova Studio Plus" that may be used to send text, images, video etc. to the LED Matrix Scoreboard.

The Control Equipment includes:-

- 1 x Rack Cabinet
- 1 x Fibre Termination Panel
- 1 x Fibre Converter
- 1 x Rack Mount Video Processor
- 1 x Nova Studio Plus software
- 1 x Intel Pentium Rackmount Computer, Microsoft operating system, keyboard, and mouse
- 1 x Rack Mount Uninterrupted Power Supply
- 1 x TFT Slim line colour monitor
- 1 x Set Top Box / Media Centre



Please note, for our LED Matrix Scoreboards there is prior work to be carried out before installation. This is to be supplied and installed by others. As a guide these include:-

- The supply and laying of all 240v AC Cables, CAT6 Data Cables (or Fibre Optic Cables) in conduit, at the LED Matrix Scoreboard location and Control Room. This can be provided by your appointed Electrician. A minimum of 3m slack should be allowed for our installation.
- Removal and disposal of existing Scoreboards / structures.
- The supply of lifting equipment (scissor lift, crane, scaffold etc.) to be made available during the period of installation.
- The supply and installation of structures, footings and engineering of the display support (if not specified above). We can provide generic drawings and we'd be happy to provide recommendations based on review.

As each installation will vary, we will provide a detailed site works document that will list all requirements prior to Southern Cross Scoreboards installation.

Please note the above do not include costs associated with Local Council requirements, Development Approvals and Planning and Building Permits if applicable, all of which will be the responsibility of the individual Clubs.

Power Requirements for our LED Matrix Scoreboards

Power requirements to be confirmed on section of model / size.

D-Curve breakers must be installed for inrush start up current.

Data Requirements for our LED Matrix Scoreboards

The type of data cabling required to control the LED Matrix Scoreboard is determined by the cable distance required to reach from the LED Matrix Scoreboard to the Control Room.

If the total cable length required is 80 meters (or less):-

- 3 x 4 pair Cat 6 Underground Mega Twist cable

If the total cable length is greater than 80 metres:-

- 1 x 12 core Single Mode Fibre cable terminated by others at both ends. Connectors are to be LC Type. **Cable Type Andersen Indoor / Outdoor Close Buffered Cable Single Mode**
- 2 x 4 pair Cat 6 Underground Mega Twist cable



COMMUNITY GRANTS UP TO \$35,000

LOOKING TO UPGRADE YOUR SCOREBOARD?

We Can Help!

Applying for a Community or Sports Grant is a great way to source funding for your brand new Southern Cross Scoreboard for your Club, School or Organisation.

They provide a useful source to fund for your projects and to engage with local, state or national funding authorities to assist in improving infrastructure and bringing additional benefits of local sport within your community.

We understand the true value of community sports and how important it is and that's why we are always willing to support our customers. You can use this proposal as evidence for your Grant Application.

Visit <https://sportscommunity.com.au/grant-category/grants-open-grants/> for all available Grants and for further information and assistance in the application process.

The following terms and conditions apply.

All quotes are valid for 30 days and are priced in AUD. Our terms are 50% non-refundable progress payment with your official order with the balance prior to installation. We must receive a minimum of 50% prior to work commencing.

The LED Matrix Scoreboard would normally be ready for installation between 18 to 20 weeks from 50% deposit receipt. We will also provide you with a site works document outlining all works to be carried out prior to installation.

Construction Methodology

- Upon awarding of the works, we then arrange a meeting with local Contractors to formulate works to be undertaken. These include the support structure, electrical and data requirements
- The selected displays are ordered and freight is arranged to site
- Prior to the board's arrival at site, we will be in constant contact with Contractors to confirm all pre installation works have been undertaken
- Installation of the LED Matrix Scoreboard by us
- Post installation testing and commissioning
- On-site training. During installation on-site training will be conducted to personnel in all aspects of the LED Matrix Scoreboard

Total Quality Management

As we are supplying a quality product that has undergone strict quality control during the production process the additional features below are included with our LED Matrix Scoreboard.

- We supply a full set of spare parts for immediate swap out in the event of a parts failure
- We provide fall back fibre connections from the LED Matrix Scoreboard to the display control system in the Control Room
- Control system is protected with uninterrupted power supplies for power and surge protection
- All LED Matrix Scoreboard have loop through feature, this enables data to be sent to the LED Matrix Display Scoreboard from both ends as opposed to a single loop data feed that may stop in the event of a faulty individual display module.

Training

During installation on-site training will be conducted to personnel in the set up and use in all aspects of the LED Matrix Scoreboard and preventative maintenance.

Each LED Matrix Scoreboard comes with a user-friendly Operations and Service Manual. As the LED Matrix Scoreboard is very user friendly and the operational features are easily learned we consider one-day training sufficient.



Terms & Conditions

Telephone: (02) 4388 5421
Email: sales@sthncross.com.au
Website: <http://www.sthncross.com.au/>

After Sales Service & Warranty

To this end our office phones are manned Monday to Friday from 8 am to 4 pm daily. In addition, all staff have mobile phones and are available for contact out of office hours. This will enable telephone support at all times.

If a problem cannot be resolved over the phone, then we will arrange to attend site to rectify the problem. All effort will be made to repair faults prior to the next session subject to sufficient notification of the fault being reported to us.

As standard our displays have a 24 months (2 years) warranty.

The initial 12 months of the warranty will cover parts and labour, followed by an additional 12 months, parts only warranty, whereby we require the faulty part to be returned to us, and a replacement item is provided. Labour will be charged.

All displays are supplied with a spare parts package consisting of individual display modules, internal display power supplies and internal data cables. These may be installed if required by local contractors or trained employees.

As a guide we would recommend a regular maintenance schedule be adopted following the warranty period. The timing of these preventative maintenance services will be determined at the conclusion of the warranty period. Factors such as screen usage and environmental factors will influence the spacing of these services. We are able to offer a range of preventative maintenance services and we will be happy to discuss these with you.

We recommend every 3 years that the screen is recalibrated for brightness and colour balance. We have the equipment to undertake these works and we are happy to help you with the maintenance when required.

Due to the ongoing development of technology, structure, footing and engineering costs subject to site specific requirements we have the right to amend the prices accordingly. Any increases or decreases of prices will be communicated prior to final order.

If a site inspection or further information is required, we are happy to attend site or to set up a virtual meeting via Zoom to discuss the project requirements with you.

We trust the above is of assistance and if you have any further queries regarding any of the above information, please do not hesitate to contact this office.

Yours faithfully,

Alex Mountain

Sales Manager



AusSport



**Proposal for
Narembeen AFL Club
Medium Video Scoreboard Display**

8434.1



Introduction

Thank you for the opportunity to provide our proposal for your new video display for Narembeen AFL Club.

A video display can be a daunting technology purchase.

We understand that most people don't want all the technical details (although we are happy to make them available).

Mostly we have found our customers are interested in whether the video display will do what they want it to do, be easy to operate and run reliably for many years.

In the following pages we outline our understanding of your current situation and your requirements. If any of that is inaccurate please let us know as it may impact on the video display or the options we have offered.

We have included a short technical description which outlines our proposed video displays. It shows how our video display will deliver the enduring brightness, reliability and ease of use you require.

Within the technical description are links to further information, if you require it.

There are options for you to consider so we've included those and done our best to explain what they mean for you.

Our customers usually want to know whether we are the competent people to deliver an outstanding video display. We've included a section on why choose us and some info about our team. We think they are the best!

Towards the end of the proposal is the Fee Summary and our Terms & Conditions of Sale.

Our mission is to successfully deliver innovative, quality, easy to use and reliable video display.

We care about our clients and we work hard to ensure you are happy with our work from start to finish.

If, at any time, you are not happy with what we are doing (or haven't done!) please let us know.

We are looking forward to the Narembeen AFL Club becoming another happy customer of AusSport.



Directors of AusSport
Peter Vane & Malcolm Neale



Your Current Situation and Requirements

Narembeen AFL Club have requested a quotation for the a supply for DIY Installation.

They would like to consider a Medium size Video Scoreboard, looking at mounted onto trailer supplied by themselves. AusSport will supply assemble guides for installation and frame size in what is required to support the display.

The screen must have the capability to project sponsor logos/messages effectively.

Have intuitive and easy to use scoring software for Cricket and AFL, be able to control the scoring wireless/ remotely.

Project Summary:

Medium Size Video Scoreboard P16 Video Scoreboard measuring 3200mm wide x 1920mm high

- Fully encapsulated **corrosion resistant** IP65 rated panels
- Light weight **aluminium cabinets** (30% lighter than steel cabinets)
- GameChanger scoring software for Cricket / AFL
- Brightness sensor which automatically adjusts the brightness to suit ambient light
- Ability to display all types of sponsor advertising including sponsor graphics, text and video
- Ability to display pre-recorded video
- Player profiles and goal animations
- Wireless communication system via laptop computer in the clubhouse to the screen
- 2 year warranty
- Delivery of the scoreboard in crates
- Complete testing and commissioning of the scoreboard in our factory
- Training in the use of the scoreboard
- Ongoing support in the use of the scoreboard

Additional items to be provided by others

- Engineering design and detail for a steel structure and mounting onto trailer
- Provision/connection of Electrical cabling.
- Data cabling in the clubhouse from the Ariel to the laptop controller if hardwired.
- Audio system for the scoreboard (if required).

Technical Description

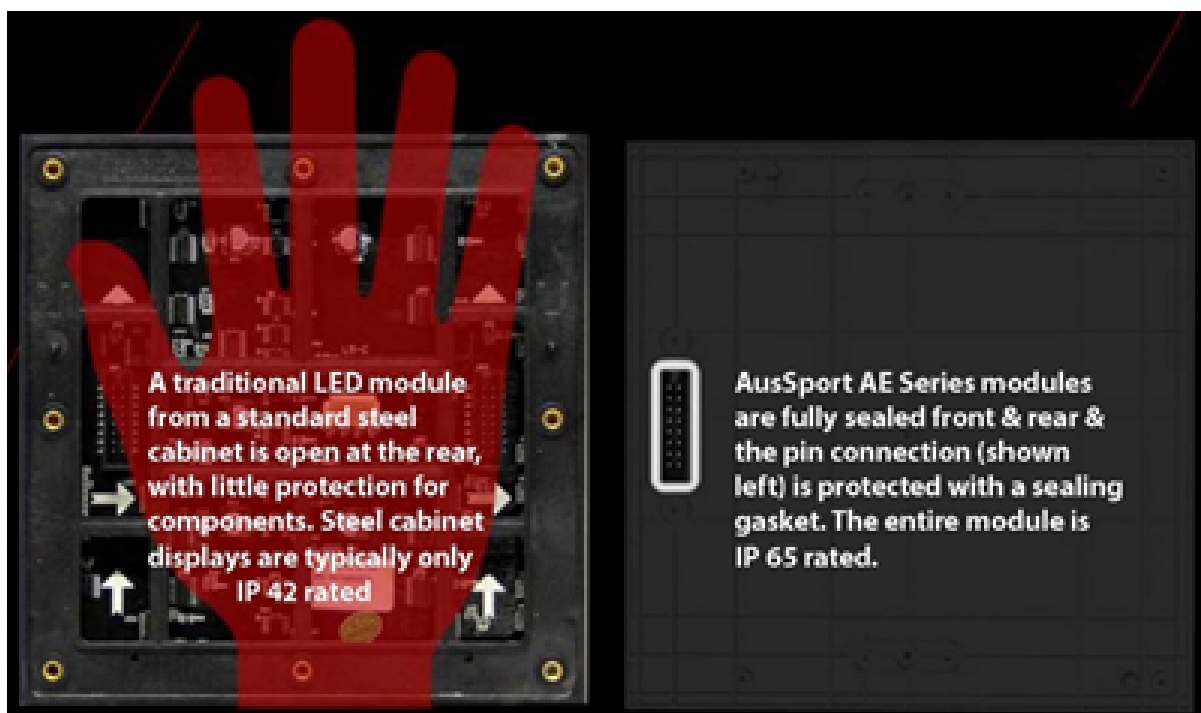
The hardware

Your screen is based on our AE 16D video LED panels. These have a 16mm pixel pitch resolution which means you will see a good quality image from longer viewing distances. They are wide angle LED lamps rated to 10000 nits/sq metre suitable for full sun outdoor applications.

Please note: A P16 screen can be viewed from no closer than 16M, a P10 no closer than 10M and so on, otherwise the display becomes pixelated. *However, this is usually only an issue when viewing finer detail in pictures and video.* From longer distances away it can be extremely hard to tell the difference.

The panels are fully encapsulated and IP65 rated. They have no external cooling requirement. We know that Australian coastal conditions require these specifications for reliable, long term performance.

Your panels are built into lightweight aluminium cabinets. We do not use steel cabinets. We have found through experience that long term reliable performance in coastal locations requires the corrosion resistant aluminium.

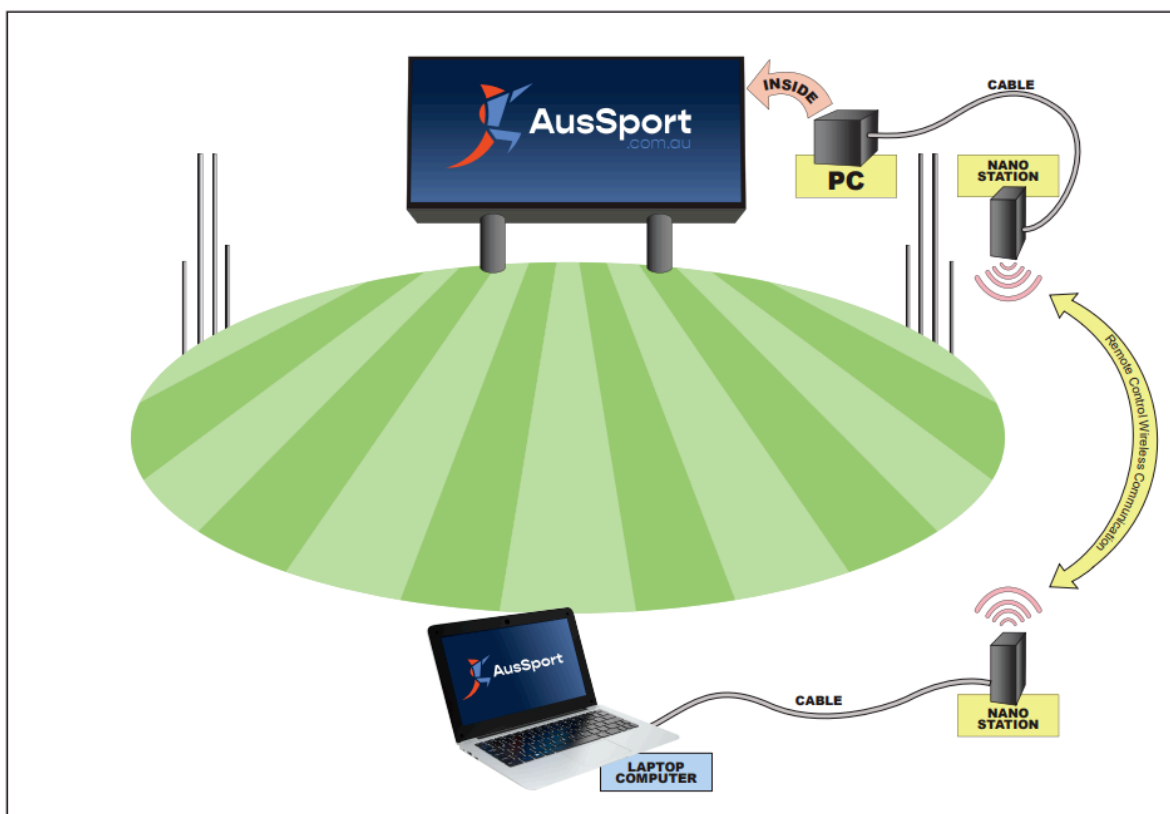


Over time all LEDs lose their light output. Our panels are rated for 100000 hours of operation before dropping to half brightness. If you use your video display for 24 hours a day, everyday, it will be nearly 11.5 years before it drops to half brightness.

The power supplies we use in our screens are high quality and come from an industry leading supplier. We specify fan less power supplies as fans are the most common source of failure in these components.

All video displays have a control system, working in the background, to make everything operate correctly. Your video display has an Intel based control PC installed within it. Our team will load it with our customised programming to ensure ease of use. It also provides a range of diagnostics on your video display, if ever required.

The video display is controlled via a specialised 15 inch screen laptop running Windows 10. The laptop is normally located remotely from the video display, wherever is convenient for you. Usually it is where you currently do your scoring.



AusSport Scoreboards- Diagramatic View of Scoreboard & Wireless Communication System.

The Software

For many years we used scoreboard software from overseas suppliers. Both our customers and ourselves were never happy with it's ease of use or performance.

We decided the only way to resolve it was to write our own. Game Changer will allow you to easily and simply score Rugby League. The software has many features including playing sponsor advertising, still photos or video, scrolling text, player profiles all in one easy to use package.

The user interface is intuitive and very easy to use. You can see how GameChanger works via [our tutorial videos](#).

LED Screen Specification - 3200mm x 1920mm

Model: AE 16D - Outdoor - REAR ACCESS

Pixel Pitch	16mm	Maximum Power	2028W + Inrush
Module size	320 x 320	Average Power	646W
Aspect Ratio	16:9	Control Method	by PC
Total Resolution	12000 pixels	Construction	Lightweight Aluminium
LED Type	DIP	Communication	Wireless
Display size	3200mm x 1920mm	Brightness	10000cd/m2
Total Square Mtrs	6.144m2	Protection	IP65 front / IP54 rear
Weight	233kg	Life	100,000 hrs



Medium Fee Summary - Option 1 - DIY Installation

Description	Price	Qty	Subtotal
AE16 P16 DIP 3200 x 1920 Full colour outdoor video scoreboard with a 16mm pixel pitch resolution	\$25,355	1	\$25,355
PC Dedicated PC with all hardware and software fully loaded	\$1,050	1	\$1,050
Wireless Comms Wireless nano station communication system and laptop computer	\$1,635	1	\$1,635
LOUD SIREN Extra Loud Siren	\$970	1	\$970
GAMECHANGER Gamechanger Sports Control Software for Cricket & AFL	\$1,100	2	\$2,200
FREIGHT - Approx Cost Only * Delivery of Video Cabinets in manufacturers crates via General Freight . NB: Forklift will be required.	\$1,755	1	\$1,755
Subtotal			\$32,965
GST (10%)			\$3,296.50
Total			\$36,261.50

This quotation is valid for 45 days and excludes installation and council approvals.

*Freight prices are indicative cost only and will be repriced at the time of shipping.

We recommend obtaining transit insurance for your new scoreboard. Cost \$165 inc GST and is to be purchased by you, prior to arrangement of collection from our premises.

Previous Full Colour Screen Projects



FULL COLOUR VIDEO SCOREBOARD

Location: South West Rocks

Model: P16

Size: 3.2m x 1.92m

Galvanized Frame

Previous Projects (cont'd)



AFL FULL COLOUR VIDEO DISPLAY

Location: Sydney

Model: Large P16

Size: 4.5m x 3m

Previous Projects (cont'd)



FULL COLOUR VIDEO SCOREBOARD

Location: Wollongong University, NSW

Model: P16

Size: 5.12m x 2.88m

Why Choose an AusSport video display?

We make great looking scoreboards!

We believe your scoreboard should be unique. It has to make you and your club members really proud. You can be assured your scoreboard will look great.

We've been around a while!

Since we started in 1999 we have seen constant growth and are now positioned as one of the largest and best sporting scoreboard manufacturers in Australia. Over 2,000 scoreboards have been produced to date. We must be doing something right! For the past 7 years we have also included video based scoreboards in our range. We now have plenty of great installations of these video display scoreboards under our belt.

We know what we're doing!

We have an ace team with a combined experience of over 30 years building scoreboards for Australian conditions. Our combination of design, manufacturing, programming and support means we know how to get the best result for you. We also have the confidence to tell you what works and what won't work.

Our products are quality!

We choose our suppliers with great care. We travel to their factories and inspect their facilities. Our team carefully inspects and test all components prior to your video display being constructed. Every board is hand assembled, double checked for quality and thoroughly mechanically, electrically and environmentally tested prior to shipping. All software is installed, run-up and checked for correct operation. It takes a little longer but it is worth it. You want a scoreboard that works perfectly from day one and for many years after.

Value for money!

We know how hard it is to get enough funds together to purchase a new scoreboard. Often countless hours are spent fundraising, writing grant applications and seeking sponsorship. You want to be certain you are getting value for your money and that your scoreboard will really last the distance. We have a huge range of scoreboards and options to suit most budgets. We don't claim to be the cheapest, but no one wants to buy off the cheap guy.

We are the kings of customising!

Because we control all of our construction it means we can almost do whatever the customer requires (within reason!) We resize boards to fit to certain locations, we modify software to suit a customers needs, we change our designs to get the right light output, we fit extra items, drill specific holes in frames. We do all the stuff that board distributors won't (or can't) do.

Meet Our Team



PETER

Director

An Electrical Engineer from birth...apparently. He's been playing with all things electrical and electronic for a very long time now.

Peter worked in the electricity supply industry and then ran his own IT business for many years. He absolutely believes in doing things right and just loves being able to solve problems.



MALCOLM

Director

Mal is the key member of our sales team.

He has found successful LED signage and scoreboard solutions for organisations and sporting teams throughout Australia.

He's our go to person when it's business OR when you want a chat. He's that sort of guy.



JAMES

Technical Manager

AKA 'Merlin, the Wizard'. James can always be found nutting out a techy scoreboard head scratcher or learning the newest of screen technologies.

He is the face of our GameChanger software developed by him from a few ideas on paper to a fully fledged industry leader.



GARY

Graphic Design and Print

There is a creative amongst us! Gaz turns out the great looking custom prints for scoreboards. Give him your logo and be prepared to be impressed. In fact Gary is great for almost any graphic design task.

When Gaz is not at work he can be found with his family somewhere on a soccer field on the Mid North Coast.



WADE

Assembly Tech

Wade knows LED displays like no one else, especially scoreboards. He has driven process and product improvement at AusSport.

With his Electronics training at TAFE and his never ending enthusiasm for the job, he is a key player in our team

He can be found fishing or playing drums in his band when not at AusSport.



MATT

Assembly Tech

Matt lives on the factory floor making sure every one of our boards is picture perfect before it goes out the door.

He developed his skills in other industries and has many life skills as well. His eye for detail is second to none.

The good news is he is passionate about electronics and always works to make things right.



MEG

Customer & Operations Support

Every business needs a Meg! If she's not keeping all the admin tasks ticking over like clockwork she's chatting to customers, talking to suppliers or just generally keeping everyone else in line.

Meg loves her sport almost as much as she loves her family!



ROGER

Assembly Tech

Roger is another of our talented technical people.

With an air force engineering background he really understands what is happening when those electrons are whizzing around our boards!

A great asset in our team.

Important Info

What's needed for us to get started on your scoreboard

A deposit of 50% is required upon signing of the contract.

The remaining total is due prior to shipping/installation of your video display

How long will the scoreboard take to build?

Once you have paid the deposit we will send to you a final sign off for approval.

After we receive your approval it usually takes 18 weeks to complete the board. This can vary depending on our workload and the time of year. We give you as accurate a picture as we can at time of order.

What is excluded from this quote - Option DIY

- Council certification/approvals or permits to dig and operate in area.
- All surveys for underground services and cables.
- Geotechnical Investigation.
- No allowance is made for provision or connection of the electrical supply.
- Audio system for the scoreboard.
- Data or Fibre Cabling to the scoreboard (Not required with Wireless system).
- Concrete footings
- Assembly of video screen modules
- Support structure / design for mounting onto trailer.

Warranty

This scoreboard has a standard warranty period of 24 months from the date of invoice.

More information on our conditions of ordering, our general terms and conditions of sale and our warranty can be found on our [General Information page on the AusSport website](#)

And Finally

We know that buying an video display can be a daunting technical purchase.

We've tried to keep things simple and still fully explain the important parts for you. However we are not perfect!

It is always best if we have a discussion after you receive a proposal to ensure it meets your needs. We will make contact with you shortly.

If there is anything that is not clear, you need further information or you need an alternate proposal please do not hesitate to contact us.



Directors of AusSport
Peter Vane & Malcolm Neale



**ATTACHMENT – AGENDA ITEM 5.0
Application – Mt Walker Golf Club**

MT WALKER GOLF CLUB COMMUNITY GRANT APPLICATION

1. PROJECT OUTLINE:

Mt Walker Golf Club is once again applying for funding for new seating at holes on the the golf course. Currently seating is old, falling apart and unsafe. The seating will allow players and members to wait whilst their partners or group tee off, rest, converse and enjoy the natural surroundings. The majority of the golf club members are over 50yrs of age and hence seating will support these older members. Seating will also improve the experience for visiting players on our open days.

New seating will complement course upgrades and maintenance completed by volunteers in 2021. Last year members and volunteers spread fertiliser and clover seed to improve ground cover, deep ripped roots, removed dead vegetation across the course, built a new bridge at one hole and levelled some tee boxes. These activities are aimed at supporting our current members and attracting new ones.

The golf season runs from April to September. There are currently 10 active members of the golf club who regularly attend each week and we can get up to 25 players on our open days and competition days.

The installation of seating does not require approval from the Shire of Narembeen. The Mt Walker Sports Club has approved the seating upgrades.

2. CONTACT DETAILS

GOLF PRESIDENT - Joe Wilson M 0439044748

CAPTAIN - Colin Ashmore M 0427651375.

3. BUDGET

Income	Amount
Shire of NB Ramelius Resources Grant	\$3500.00
Expenditure	
10 x Aluminium Benches (see attached quote)	\$3319.42
Sponsorship acknowledgement – plaques engraved on seats	\$ 200.00

Mt Walker Golf Club players and volunteers will collect and install the seating (in kind).

4. PROMOTION

At our July/Aug 2022 open day we will invite and officially acknowledge the Shire of Narembeen and Ramelius Resources for the grant and we will place engraved plaques on each bench acknowledging the sponsors.

5. EXAMPLES OF CURRENT SEATING



SHIRE OF NAREMBEEN			
RECEIVED:			
	10-3-22		
President		CEO	
EMCS		WM	
EHO		SFO	
CRC		Other	EDO
Filing	ADM 6&1		

APPLICANT INFORMATION					
Name of Project/Activity:	Seating Upgrade Mt Walker Golf				
Project/Activity Date(s): (if applicable)	July / Aug 2022				
Name of Applicant:	Carolyn Fagan				
Name of Organisation:	Mt Walker Golf Club				
ABN:	53 182 311 963				
Is your Organisation registered for GST?	YES		<input checked="" type="radio"/> NO		
Name of President:	Joe Wilson				
Current Address:	Po Box 145				
Town:	Narembeen	State:	WA	Post Code:	6369
Contact Number:	0407645023				
Email:	zanikplebigpond.com				
Requested Funding Amount:	\$3500.00	Required By Date:	June 22		

PROJECT INFORMATION
<p>Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.</p> <p>Please find attached application.</p>

PROJECT/ACTIVITY INFORMATION		
Does your project/activity involve volunteers?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
If yes, how many?	10	
Who will benefit from your project/activity? (Please circle all that apply)		
<input checked="" type="radio"/> Youth	<input checked="" type="radio"/> Adults	<input checked="" type="radio"/> Males
<input checked="" type="radio"/> Females	<input type="radio"/> Parents	<input checked="" type="radio"/> Seniors
<input type="radio"/> Students	Other:	
Where will your project/activity be held? (Please circle all that apply)		
<input type="radio"/> Narembeen	Other: MT WALKER SPORTS CLUB	
In what category does your project fall? (Please circle all that apply)		
<input type="radio"/> Arts	<input type="radio"/> Education	<input type="radio"/> Environment
<input checked="" type="radio"/> Health & Wellbeing	<input checked="" type="radio"/> Sport	Other:
Has your Organisation received a grant from RRSNCBF in the past three (3) years?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)	<input type="radio"/> YES	<input checked="" type="radio"/> NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))		
Seating around our golf course		
What is the overall cost for this project/activity		
\$ 3519.42		
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)		
<input type="checkbox"/> Brochures	<input type="checkbox"/> Certificate	<input checked="" type="checkbox"/> Event Invitation
<input type="checkbox"/> Radio	<input checked="" type="checkbox"/> Social Media	<input checked="" type="checkbox"/> Logo Branding
<input type="checkbox"/> TV Advertising	<input checked="" type="checkbox"/> Speech Acknowledgement	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Website	<input checked="" type="checkbox"/> Word of Mouth	<input type="checkbox"/> Posters
Other:		
If unsuccessful, are you still planning on running this project/activity?	<input type="radio"/> YES	<input checked="" type="radio"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	C. Fagan
Name of Applicant:	Carolyn Fagan
Date:	9/3/22

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		



Gavin Aggiss T/as Hyden Steel Fabricators
PO Box 157, 9 Munday Loop, Hyden WA 6359
Ph: 08 9880 5555 / 0428 413 899
Fax: 08 9880 5544
Email: hydensteel2@westnet.com.au
ABN: 47 286 090 599

QUOTE

Thursday, 21 October 2021

Carol Fagan
Mt Walker Golf club

We are pleased to provide you with the following quote as per your specifications: -

10 x 2m long Aluminium Tee Box seats

Subtotal	\$3,017.65
GST	\$301.77
Total	<u>\$3,319.42</u>

Thankyou for the opportunity to provide you with this quotation. Should you require further assistance please do not hesitate to call.

Regards

Gavin Aggiss

I / we accept this quote with the conditions below (sign).....

Terms and Conditions

This quote is valid for 30 days from the date of this quote.
To accept this quote please sign and remit within the period.
On expiry of this quote, an upgraded quote will be required.
This quote supersedes any previously signed or unsigned quote given.
Any alterations to this quote will result in a new quote being submitted.

ATTACHMENT – AGENDA ITEM 5.0
Application – Narembeen Hockey Club

APPLICANT INFORMATION

Name of Project/Activity:	Water Connection to Narembeen Hockey Club Shed				
Project/Activity Date(s): (if applicable)					
Name of Applicant:	Narembeen Hockey Club				
Name of Organisation:	Narembeen Hockey Club				
ABN:					
Is your Organisation registered for GST?	YES			NO	
Name of President:	Carissa Wanless				
Current Address:	C/O Narembeen Post Office Narembeen WA 6369				
Town:	Narembeen	State:	WA	Post Code:	6369
Contact Number:	0418942209				
Email:	naremhockey@yahoo.com.au				
Requested Funding Amount:	5000	Required By Date:	16/04/2022		

PROJECT INFORMATION

Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.

The Narembeen Hockey Club erected a shed for storage as well as team gatherings adjacent to the playing fields in 2019. Since this time it has become increasingly apparent that the requirement for water at the shed for cleaning as well as drinking water is huge. Our nearest water point for filling water bottles and accessing water for cleaning is at the recreation centre. The Narembeen Hockey Club has a lot of junior players who would benefit from not having to walk so far to fill their water bottles.

For water to be directed to the Hockey Club Shed it is proposed that a submeter would be installed at the water meter on Dale Crescent. A 200m long trench would be then dug between the treeline and car park and 25mm pressure poly pipe layed. A water fountain and small leach drain will be installed for drinking water as well as a garden tap for water for cleaning.

The Narembeen Shire has given approval for these works to go ahead.

PROJECT/ACTIVITY INFORMATION		
Does your project/activity involve volunteers?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
If yes, how many?	3-4	
Who will benefit from your project/activity? (Please circle all that apply)		
<input checked="" type="radio"/> Youth	<input type="radio"/> Adults	<input type="radio"/> Males
<input type="radio"/> Other:	<input checked="" type="radio"/> Females	<input type="radio"/> Parents
	<input type="radio"/> Seniors	<input type="radio"/> Students
Where will your project/activity be held? (Please circle all that apply)		
<input checked="" type="radio"/> Narembeen	<input type="radio"/> Other:	
In what category does your project fall? (Please circle all that apply)		
<input type="radio"/> Arts	<input type="radio"/> Education	<input type="radio"/> Environment
<input type="radio"/> Other:	<input type="radio"/> Health & Wellbeing	<input checked="" type="radio"/> Sport
Has your Organisation received a grant from RRSNCBF in the past three (3) years?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)	<input type="radio"/> YES	<input checked="" type="radio"/> NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))		
The funding will go towards the purchase of the water fountain as well as the hiring of a plumber to perform the tasks.		
What is the overall cost for this project/activity	\$	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)		
<input type="checkbox"/> Brochures	<input checked="" type="checkbox"/> Certificate	<input type="checkbox"/> Event Invitation
<input type="checkbox"/> Radio	<input checked="" type="checkbox"/> Social Media	<input type="checkbox"/> Logo Branding
<input type="checkbox"/> Other:	<input type="checkbox"/> Speech Acknowledgement	<input type="checkbox"/> Newsletter
	<input type="checkbox"/> TV Advertising	<input checked="" type="checkbox"/> Newspaper
	<input type="checkbox"/> Website	<input type="checkbox"/> Posters
	<input type="checkbox"/> Word of Mouth	
If unsuccessful, are you still planning on running this project/activity?	<input checked="" type="radio"/> YES	<input type="radio"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	<i>Carissa Wainess</i>
Name of Applicant:	Carissa Wainess
Date:	2-03-2022

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		

Willway Plumbing & Gas

QUOTE

Shire of Narembeen

Date
04 February
2022

Expiry Date
06 March 2022

Quote Number
QT00004

ABN
79514996112

Willway Plumbing & Gas
508 Hunter Rd
South Kuminin
WA 6368
Australia

This quote is to install a water fountain and garden tap at the Narembeen Hockey Club.

Work breakdown

Install a sub meter on water meter at the end of Dale crescent.
Dig 200m long trench from new sub meter to hockey club between car park and tree line
lay new 25mm pressure poly water feed.
Install new water fountain with small leach drain for waste water.
Install new garden tap.
backfill hole and clean site.

note; water fountain will need a gpo to cool the water.

The shire will need to provide clean sand for clean fill in trench, 1x bucket of blue metal for leach drain, electrical locating devise and may also have to dispose of excess dirt removed from trench.

Description	Quantity	Unit Price	Amount
Labour	1	1,250.00	1,250.00
Materials	1	2,925.00	2,925.00
Digger Hour Rate	4.5	110.00	495.00
		Subtotal	4,670.00
		Total GST	467.00
		Total AUD	5,137.00

ATTACHMENT – AGENDA ITEM 5.0
Application – Wadderin Wildlife Sanctuary

APPLICANT INFORMATION				
Name of Project/Activity:	RAINWATER TANKS - ANIMAL DRINKING STATIONS			
Project/Activity Date(s): (if applicable)	TO INSTALL DURING 2022			
Name of Applicant:	CATHERINE NUCY LINES			
Name of Organisation:	WADDERIN WILDLIFE SANCTUARY			
ABN:	64501393395			
Is your Organisation registered for GST?	<input checked="" type="radio"/> YES		<input type="radio"/> NO	
Name of President:	BRIAN CUSACK			
Current Address:	383 BERNE CUSACK DRIVE			
Town:	NAREMBEEN	State:	WA	Post Code: 6369
Contact Number:	0407647270/9064 8331			
Email:	bjcusack@bigpond.com			
Requested Funding Amount:	\$1947	Required By Date:	ASAP	
PROJECT INFORMATION				

Wadderin Wildlife Sanctuary, 10km from Narembreen, consists of fenced bushland where re-introduced native species can live free from the threat of feral cats and foxes. The sanctuary currently provides a home to phascogales, quenda, woylie, kangaroo, brush tail possums, bandicoot, echidna, and owls. Volunteers are involved in many tasks including twice weekly fence check, creation of a self-guided wildflower/bush walk with information pavilion and toilet, land management tasks to reduce risk of bush fire, providing food within the nursery enclosure, creating nesting boxes, assisting the visiting biologist who traps and monitors animal populations, and providing night time guided tours for visitors to the area, as well as interested local community members.

Our volunteers currently maintain three animal drinking stations and refill these by carrying water between the water source and the drinking stations on a weekly basis. As our volunteers are generally of retirement age, or older, this physical task places a considerable burden upon them. By locating three rain water tanks close to the drinking stations they can be refilled without any requirement to carry containers of water.

Volunteers will install the tanks, should we be successful in our application for funding. The attached quote covers the cost of three rainwater tanks. Any small additional costs associated with installation will be met by our group.

Benefits of installing the tanks include

- Physical benefits to our volunteers who maintain the drinking stations
- Constant supply of drinking water for the protected species within the reserve
- Maintaining the reserve, and it's growing potential as a visitor attraction, has social, educational, environmental and economic benefits for our local community

Thank you for consideration of our project. I would be happy to provide any further information that you require.

PROJECT/ACTIVITY INFORMATION		
Does your project/activity involve volunteers?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
If yes, how many?	15	
Who will benefit from your project/activity? (Please circle all that apply)		
<input checked="" type="radio"/> Youth	<input checked="" type="radio"/> Adults	<input checked="" type="radio"/> Males
<input checked="" type="radio"/> Females	<input type="radio"/> Parents	<input type="radio"/> Seniors
<input type="radio"/> Students	Other:	
Where will your project/activity be held? (Please circle all that apply)		
<input checked="" type="radio"/> Narembeen	Other:	
In what category does your project fall? (Please circle all that apply)		
<input type="radio"/> Arts	<input type="radio"/> Education	<input checked="" type="radio"/> Environment
<input type="radio"/> Health & Wellbeing	<input type="radio"/> Sport	
Other:		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)	<input type="radio"/> YES	<input checked="" type="radio"/> NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))		
PURCHASE OF THREE 1200LIT WATER TANKS THESE WILL BE USED TO REFILL ANIMAL DRINKING STATIONS WITHIN THE RESERVE		
What is the overall cost for this project/activity	\$1947 INCHES	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)		
<input type="checkbox"/> Brochures	<input type="checkbox"/> Certificate	<input type="checkbox"/> Event Invitation
<input type="checkbox"/> Logo Branding	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Posters	<input type="checkbox"/> Radio	<input checked="" type="checkbox"/> Social Media
<input checked="" type="checkbox"/> Speech Acknowledgement	<input type="checkbox"/> TV Advertising	<input checked="" type="checkbox"/> Website
<input checked="" type="checkbox"/> Word of Mouth	Other: FENCEPOST	
If unsuccessful, are you still planning on running this project/activity?	<input checked="" type="radio"/> YES	<input type="radio"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	<i>Catherine Lines</i>
Name of Applicant:	CATHERINE LINES
Date:	6/3/22

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		



Narembeen Hardware & Ag Supplies

20 Churchill St, Narembeen WA 6369

PH: 08 90647302 FX: 08 90647058

Email: nbhardwareag@westnet.com.au

To: Wadderin wildlife

From: Andrew Hardham

Subject: Water tanks.

To whom it may concern,

It is with great pleasure that we present you with the quotation below.

Westcoast Poly

1200lt urban water tank, \$649 INC GST Each.

Three water tanks are required totalling \$1947 INC GST.

You will get a choose of colour bond colours.

The above pricing is landed in Narembeen

The above quote is valid for 7 days.

Regards

Andrew Hardham

The above quotation is valid for seven days upon receipt.

For any further questions please contact the office.

PH: 08 90647302 FX: 08 90647058

Email: nbhardwareag@westnet.com.au

ATTACHMENT – AGENDA ITEM 5.0
Application – The Co-Op Cafe

APPLICANT INFORMATION					
Name of Project/Activity:		Purchase of Commercial Meat Slicer for Narembeen Co-Op Cafe			
Project/Activity Date(s): (if applicable)		NA			
Name of Applicant:		Sheree Thomas			
Name of Organisation:		The Narembeen Co-Op Cafe			
ABN:		60 576 165 126 (Go Narembeen Progress Association Inc)			
Is your Organisation registered for GST?			YES		NO
Name of President:			Mr Aaron Lyon		
Current Address:		25 Churchill Street			
Town:	Narembeen	State:	WA	Post Code:	6369
Contact Number:		0427 610 193 (Sheree Thomas)			
Email:		narembeencafe@gmail.com			
Requested Funding Amount:		\$920 (ex gst)		Required By Date:	April 2022

PROJECT INFORMATION
<p><i>Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.</i></p> <p>The Narembeen Co-Op Cafe is a community Cafe owned and run by the Go Narembeen Progress Association for the Narembeen community. The Narembeen Co-Op Cafe would like to purchase a commercial meat slicer.</p> <p>The Narembeen Cafe was established in 2018 when four Narembeen ladies saw a gap in service delivery in Narembeen - good coffee and quality food. It had been noted that the vibrancy of the main street had diminished due to a number of businesses closing. Nearly 4 years later the Cafe is the hub of the main street and receives incredible support from the community and visitors. The Cafe is an important part of Narembeen in that it provides a multitude of community benefits including reduced social isolation, skill development and increased local spend.</p> <p>The new commercial meat slicer would provide our staff with a faster, safer option to slice meats, the model we are looking at is built to be disassembled quickly for easy cleaning. The meat slicer will ensure a better cut of meat, with less wastage. The slicer will be a more hygienic option to slice cold meats.</p>

PROJECT/ACTIVITY INFORMATION		
Does your project/activity involve volunteers?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
If yes, how many?	The Cafe is managed by 4 volunteers	
Who will benefit from your project/activity? (Please circle all that apply)		
<input checked="" type="radio"/> Youth <input checked="" type="radio"/> Adults <input type="radio"/> Males <input type="radio"/> Females <input type="radio"/> Parents <input type="radio"/> Seniors <input type="radio"/> Students Other: Visitors/Tourists/Business People		
Where will your project/activity be held? (Please circle all that apply)		
<input checked="" type="radio"/> Narembeen Other:		
In what category does your project fall? (Please circle all that apply)		
<input type="radio"/> Arts <input type="radio"/> Education <input type="radio"/> Environment <input checked="" type="radio"/> Health & Wellbeing <input type="radio"/> Sport Other: Social		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)	<input type="radio"/> YES	<input checked="" type="radio"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)	<input type="radio"/> YES	<input checked="" type="radio"/> NO
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))		
The funding will assist the Narembeen Co-Op Cafe to purchase a Noaw NS220		
Meat Slicer (quote attached)		
What is the overall cost for this project/activity	\$ 920 (ex gst) [quote attached]	
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)		
<input type="checkbox"/> Brochures <input type="checkbox"/> Certificate <input type="checkbox"/> Event Invitation <input type="checkbox"/> Logo Branding <input type="checkbox"/> Newsletter <input checked="" type="checkbox"/> Newspaper <input type="checkbox"/> Posters <input type="checkbox"/> Radio <input checked="" type="checkbox"/> Social Media <input type="checkbox"/> Speech Acknowledgement <input type="checkbox"/> TV Advertising <input type="checkbox"/> Website <input checked="" type="checkbox"/> Word of Mouth Other:		
If unsuccessful, are you still planning on running this project/activity?	<input checked="" type="radio"/> YES	<input type="radio"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	
Name of Applicant:	Sheree Thomas
Date:	21 March 2022

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	<input type="radio"/> YES	<input type="radio"/> NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		

Proposal 235161.01



Date 21/03/2022
 Entered by matt.burn
 Sales Rep Matthew Burn

ABN: 63 641 959 484

WA 6007

Contact Sheree Thomas
 Phone 0427 610 193
 Fax
 Email narembencecafe@gmail.com
 ABN

Stock Code	Description	Qty	Each	Selling Unit	Selling Unit	Total ex GST
26NS220	Noaw NS220 Slicer 220mm Medium Duty Manual Feed	1	\$860.00	Each	1	\$860.00
DF000000	Delivery Fee	1	\$60.00	Each	1	\$60.00
Sub Total						\$920.00
GST 10%						\$92.00
Total						\$1,012.00

BUY-IN ITEMS - BI (Buy-in) & MO (Made to Order) stock codes denote a buy-in product. These products are procured specifically and are not returnable for credit. All goods returned are subject to a minimum 20% restocking fee. Pick up charges may apply.

Comments:

Yours faithfully
 Matt Burn
 Hisco Pty Ltd

Standard Terms and Conditions

- Prices are valid 7 days from date of quote.
- Free delivery in the Perth metro area for all orders over \$150, unless by prior arrangement
- Commercial equipment may be subject to an additional delivery fee. Installation costs are not included in commercial equipment price.

To accept this quotation please complete the following and fax to us on 9285 3455 or send by post.

Date: ____/____/____ Order Number: _____

Accepted by
 Name: _____ Signed: _____

HOSPITALITY SUPPLIER OF CHOICE

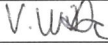
<p>SHOWROOM</p> <p>A City West Shopping Centre, Cnr Railway & Sutherland Street, West Perth WA 6005</p> <p>T 08 9285 3400 F 08 9285 3455 E sales@hisco.com.au</p>	<p>SUPERSTORE</p> <p>A City West Shopping Centre, Cnr Railway & Sutherland Street, West Perth WA 6005</p> <p>T 08 9285 3456 E superstore@hisco.com.au</p>	<p>WAREHOUSE</p> <p>A 10b Marriot Road Jandakot WA 6164</p>	<p>www.hisco.com.au</p> <p> HiscoWA</p>
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ATTACHMENT – AGENDA ITEM 5.0
Application – Narembeen CRC

APPLICANT INFORMATION					
Name of Project/Activity:		High Tea for Mums			
Project/Activity Date(s): (if applicable)		Wednesday, 4 May 2022			
Name of Applicant:		Vanessa Wittstock			
Name of Organisation:		Narembeen Community Resource Centre			
ABN:		48322867806			
Is your Organisation registered for GST?			YES X		NO
Name of President:					
Current Address:		2/19 Churchill Street Narembeen			
Town:	Narembeen	State:	WA	Post Code:	6369
Contact Number:		90647055			
Email:		crcmanager@narembeen.wa.gov.au			
Requested Funding Amount:		\$1450		Required By Date:	20 April

PROJECT INFORMATION					
<p><i>Please use this space to tell us about your project and how it will benefit the community. If more space is needed, please attach further information.</i></p> <p>After a successful high tea in 2020, the Narembeen CRC, in partnership with the local community health nurse Carissa Wanless as well as Suicide Prevention Officer Jo Drayton (WCADS - Wheatbelt Community Alcohol and Drug Services), is planning to host another 'High Tea for Mums' on World Maternal Health Day Wednesday, 4 May 2022.</p> <p>Due to a significant rise in maternal mental health issues in mothers in the Narembeen area, we believe this event is extremely important. This event is aimed at targeting women, mothers and mothers-to-be from our local community as well as surrounding communities.</p> <p>The aim of this event is to raise awareness about maternal mental health, including signs of perinatal mental illnesses such as depression, anxiety and severe mental illness. The aim is to also raise awareness regarding selfcare strategies for the prevention of illness and maintenance of wellbeing, as well as promoting local health services that can support parents with babies.</p> <p>This event will give women the opportunity to connect with other women/mothers and share their stories and grow together. The Narembeen CRC wants all women to know that they are not alone and that there are support services available. Referral pathways with relevant phone numbers, email addresses and tips will be provided on the day.</p> <p>This free of charge event will offer an opportunity for primarily women, who are expecting a baby or have a baby; to get together, dress up and enjoy a morning catered especially for them.</p> <p>The day will also incorporate guest speakers.</p> <p>This event will give local people the opportunity to communicate with one another and provide social benefits to the local community. It will also provide a volunteer opportunity.</p>					

PROJECT/ACTIVITY INFORMATION		
Does your project/activity involve volunteers?		YES <input checked="" type="checkbox"/> NO
If yes, how many?	5	
Who will benefit from your project/activity? (Please circle all that apply)		
Youth Adults Males Females <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/> Seniors Students		
Other:		
Where will your project/activity be held? (Please circle all that apply)		
Narembeen <input checked="" type="checkbox"/> Other:		
In what category does your project fall? (Please circle all that apply)		
Arts Education Environment Health & Wellbeing <input checked="" type="checkbox"/> Sport		
Other:		
Has your Organisation received a grant from RRSNCBF in the past three (3) years?		YES <input checked="" type="checkbox"/> NO
Have you secured any funding for your project/activity from sources other than this grant? (If yes please attached details)		YES <input checked="" type="checkbox"/> NO
Will this project be on-going? (If yes, please attached details of how you intent to fund future activities)		YES NO <input checked="" type="checkbox"/>
What will the funding amount requested go towards specifically? (Please attach supporting quote(s))		
The funding will be used for high tea equipment hire as well as decorations and towards self-care goodie bags for each attendee with selfcare ideas and resources.		
Funding towards catering and a few other charges is confirmed from North Metropolitan Health Service (budget attached)		
What is the overall cost for this project/activity		\$ 2450
If successful, how will you promote RRSNCBF throughout your project? (Please tick all that apply)		
Brochures Certificate Event Invitation <input checked="" type="checkbox"/> Logo Branding <input checked="" type="checkbox"/> Newsletter <input checked="" type="checkbox"/> Newspaper <input checked="" type="checkbox"/> Posters <input checked="" type="checkbox"/>		
Radio Social Media <input checked="" type="checkbox"/> Speech Acknowledgement <input checked="" type="checkbox"/> TV Advertising Website <input checked="" type="checkbox"/> Word of Mouth <input checked="" type="checkbox"/>		
Other:		
If unsuccessful, are you still planning on running this project/activity?		YES <input checked="" type="checkbox"/> NO

SIGNATURES	
I represent and warrant that the information above is complete and accurate	
Signature of Applicant:	
Name of Applicant:	Vanessa Wittstock
Date:	22/03/2022

OFFICE USE ONLY		
Date Received:		
Approved by RRSNCBF:	YES	NO
RRSNCBF Signature:		
Name of RRSNCBF Representative:		
Date Approved:		



Government of **Western Australia**
North Metropolitan Health Service
Women and Newborn Health Service

Enquiries: Lisa Wolinski
Telephone: 6458 2822

Vanessa Wittstock
Shire of Narembeen

Dear Vanessa

ADVICE OF ACCEPTANCE OF OFFER FOR GRANT FOR HIGH TEA FOR MUMS

The Women and Newborn Health Service (the 'State Party') is pleased to accept your Offer relating to the above Grant Request. Acceptance of this Offer creates a Grant Agreement between Shire of Narembeen and the State Party.

The Grant is for the provision of \$1,000.00 including GST as part of perinatal mental health awareness raising for Maternal Mental Health Week 2022.

If you require further information, please contact Lisa Wolinski, Senior Health Promotion Officer on 6458 2822 or email spimhp@health.wa.gov.au

Please sign below and email to spimhp@health.wa.gov.au

Yours sincerely

Leanda Verrier
State Coordinator Perinatal and Infant Mental Health
Women and Newborn Health Service
Tuesday, 22 March 2022

I Vanessa Wittstock accept this offer on behalf of Shire of Narembeen.

Signature

22/03/22

Date

High Tea Budget

Expense	\$	Comments	In-Kind	
Printing of flyers, posters + postage	\$ 50.00		Venue Hire	Rec Centre
Catering - High Tea	\$ 800.00	Quote: 40x \$20 pp	Staff Time - Event Managmanert + Creche	CRC
High Tea Equipment	\$ 700.00		Staff Time - Design of posers + resources	CRC
Decorations	\$ 250.00			
Coffee, Tea, milk etc.	\$ 50.00			
Selfcare Gift Bags	\$ 500.00			
Printing of health resources	\$ 50.00			
Other materials (napkins, etc.)	\$ 50.00			
	\$ 2,450.00			
Ramelius/Shire	\$ 1,450.00			
North Metropolitan Health Service	\$ 1,000.00			
Total	\$ 2,450.00			

ATTACHMENT – AGENDA ITEM 7.0
Status Report

SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
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. Strategic Policy Framework complete and available online. 2. Polices continue to be reviewed and updated.	Ongoing	EMCS
7188/21	16-Mar-21	P1091/P1019	Proposed Outbuildings - Lot 14 (No 36) and Lot 15 (No 38) Thomas St, Narembeen	That Council:- 1. Note that the application for outbuildings on Lots 14 and 15 Thomas Street, Narembeen has been advertised for public comment as they entail variations to the 'Deemed to Comply' requirements of State Planning Policy 3.1 - Residential Design Codes. Advertising closed on the 7 March 2021 and one supportive submission has been received. 2. Note that the outbuildings meet the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as 'it does not detract from the streetscape or the visual amenity of residents of neighbouring properties' and approve the Outbuilding subject to conditions. 3. Instruct staff to investigate the development of a Local Planning Policy to guide future development of outbuildings.	Point 3 - Contract Planning Staff to develop draft policy for Council consideration. Delayed due to legislative changes expected in July. Council discussion at Forum in November 2021. Policy currently being drafted.	Ongoing	CEO
7269/21	16-Sep-21	ADM491	Reserve 35856 and Lot 303 Fricker Road	That Council, in accordance with Schedule 1 of the Recycled Water Supply Agreement with Water Corporation: 1. Surrender Lot 303 Fricker Road to the Crown under Section 152 of the Planning and Development Act 2005 at nil cost on the condition that proposed Lot 101 is vested to the Council for the purposes of water supply. 2. Support the realignment of the boundary of proposed Lot 102 Fricker Road (Reserve 35856) to allow Shire staff legal access to proposed Lot 101 Fricker Road. 3. Support the amalgamation of proposed Lot 103 Fricker Road into Reserve 35856 to be vested to the Water Corporation for the purposes of wastewater treatment.	Letter sent to Department of Heritage & Lands - 24/9/21 cc. Water Corporation	Ongoing	CEO
7292/21	16-Nov-21	ADM	Housing Strategy	That Council authorise the Chief Executive Officer to: 1. Dispose of 10 A and B Ada Street, 16 Hilton Way and 26 Thomas Street by way of sale in line with requirements of the Local Government Act 1995, and 2. Form a working group consisting of Councillors Cusack, Hardham and Milner to consider long term strategy for housing.	Initial process commenced and Working Group has met.	Ongoing	EMCS
7300/21	14-Dec-21	ADM164	Bendering Farm	That Council lease a 45 hectare portion of Lot 23945 on Deposit Plan 151345 on Kondinin-Narembeen Road, Kondinin (Bendering Waste Site) to Notting Nominees Pty Ltd for a period of five years with a five-year option for nil cost.	Disposal of land process underway.	Ongoing	CEO
7313/22	31-Jan-22	ADM053	Narembeen Hall Refurbishment	That Council 1. Accept the tender proposal from Budo Pty Ltd for \$240,258 ex GST for stage 1 restoration works of the Narembeen Hall; 2. Nominate an amount of \$102,730 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in tender 05/2021.	Awaiting confirmation of Phase 3 allocation from LRCI fund prior to signing contract.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7314/22	31-Jan-22	ADM053	Old Church Museum Refurbishment Tender	That Council 1. Accept the tender proposal from Budo Pty Ltd for \$235,815 ex GST for restoration works of the Old Church Museum; 2. Nominate an amount of \$115,299 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in Tender 06/2021.	Awaiting confirmation of Phase 3 allocation from LRCI fund prior to signing contract.	Ongoing	CEO
7315/22	31-Jan-22	ADM668	Local Road & Communities Infrastructure Program	That Council nominate the following projects for funding as part of Phase 3 LRCI program; Walker Lake Exercise Equipment \$50,000 Narembeen Public Hall Upgrade – stage 2 \$102730 Old Church Museum – stage 2 \$115,229 Footpath Infrastructure \$175725 Churchill Street Improvements - stage 2 \$350,000 Electronic Sign Board \$50,000 Seal Laneway Savage Street \$250,000	Project Approvals pending form LRCI program	Ongoing	CEO
7317/22	31-Jan-22	ADM053	Latham Road Tender	That in relation to the Latham Road Upgrade project tender 03-2021, Council; 1. Advise WCP Civil Pty Ltd that they are the preferred tenderer for the project; 2. Direct staff to identify and negotiate potential costs savings with WCP Civil Pty Ltd; 3. Pursue additional grant funds through the Blackspot Program for the project;	variations have been identified and awaiting costing 8/3/22	Ongoing	CEO

**ATTACHMENT – AGENDA ITEM 8.1.1
Financial Report March 2022**

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 March 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Original Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1	2,363,237	2,430,458	2,430,458	2,430,458	0	0%	
Revenue from operating activities								
Governance		38,937	53,619	29,422	35,492	6,070	21%	▲
General Purpose Funding - All Rates		1,870,449	1,870,449	1,870,449	1,875,398	4,949	0%	
General Purpose Funding - Other		1,056,589	1,122,858	840,474	980,175	139,701	17%	▲
Law, Order and Public Safety		71,093	71,093	66,331	63,713	(2,618)	(4%)	
Health		12,691	12,691	12,691	2,145	(10,546)	(83%)	▼
Housing		120,294	120,294	58,086	67,174	9,088	16%	▲
Community Amenities		341,604	341,604	286,709	407,442	120,733	42%	▲
Recreation and Culture		83,850	83,850	72,868	66,173	(6,695)	(9%)	
Transport		550,886	550,886	463,318	518,106	54,788	12%	▲
Economic Services		268,962	268,962	201,708	199,225	(2,483)	(1%)	
Other Property and Services		136,690	126,810	96,696	110,179	13,483	14%	▲
		4,552,045	4,623,116	3,998,752	4,325,221			
Expenditure from operating activities								
Governance		(231,829)	(231,829)	(240,554)	(178,598)	61,956	26%	▲
General Purpose Funding		(168,579)	(168,579)	(126,170)	(118,510)	7,660	6%	
Law, Order and Public Safety		(193,936)	(193,936)	(145,454)	(130,784)	14,670		
Health		(184,767)	(184,767)	(138,597)	(132,356)	6,241		
Housing		(226,672)	(226,672)	(132,390)	(82,298)	50,092	38%	▲
Community Amenities		(1,145,727)	(1,145,727)	(920,947)	(672,195)	248,752	27%	▲
Recreation and Culture		(1,402,106)	(1,448,106)	(1,007,032)	(970,344)	36,687	4%	▲
Transport		(2,970,183)	(2,970,183)	(2,228,156)	(1,963,853)	264,303	12%	▲
Economic Services		(509,424)	(509,424)	(383,661)	(341,727)	41,934	11%	▲
Other Property and Services		(111,775)	(136,775)	(114,848)	(320,393)	(205,545)	(179%)	▼
		(7,144,999)	(7,215,999)	(5,437,809)	(4,911,058)			
Operating activities excluded from budget								
Add back Depreciation		2,989,264	2,989,264	2,241,882	1,791,880	(450,003)	(20%)	▼
Adjust (Profit)/Loss on Asset Disposal		35,568	35,568	28,265	0	(28,265)	(100%)	▼
		3,024,832	3,024,832	2,270,147	1,791,880			
Non-cash amounts excluded from operating activities								
Amount attributable to operating activities		431,878	431,949	831,090	1,206,043			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	6	5,261,461	4,433,780	3,013,384	863,948	(2,149,436)	(71%)	▼
Proceeds from Disposal of Assets		721,664	721,664	0	82,351	82,351		▲
Capital Acquisitions	5	(7,587,854)	(6,867,199)	(4,493,754)	(2,133,157)	2,360,597	53%	▲
Amount attributable to investing activities		(1,604,729)	(1,711,755)	(1,480,370)	(1,186,858)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		15,264	15,264	13,297	13,297	0	0%	
Transfer from Reserves		0	172,359	0	0	0		
Repayment of Debentures		(86,671)	(86,671)	(73,314)	(73,314)	0	0%	
Transfer to Reserves		(1,118,979)	(1,118,979)	0	0	0		
Amount attributable to financing activities		(1,190,386)	(1,018,027)	(60,017)	(60,017)			
Closing Funding Surplus(Deficit)	1	0	132,625	1,721,162	2,389,626			

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

The material variance adopted by Council for the 2021/22 year is \$25,000 or 10% whichever is the greater.

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

BY NATURE OR TYPE

	Ref	Original	Amended	Amended	YTD	YTD	Var. \$	Var. %	
	Note	budget	Annual Budget	YTD Budget (a)	Actual (b)	(b)-(a)	(b)-(a)/(a)	Var.	
			\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	1	2,363,237	2,430,458	2,430,458	2,430,458	0	0%		
Revenue from operating activities									
Rates		1,870,449	1,870,449	1,870,449	1,875,398	4,949	0%		
Specified Area Rates	5	0	0	0	0	0			
Operating Grants, Subsidies and Contributions	6	1,930,587	1,996,856	1,547,794	1,750,492	202,698	13%	▲	
Fees and Charges		570,098	560,218	461,849	539,994	78,145	17%	▲	
Service Charges		0	0	0	0	0			
Interest Earnings		43,059	43,059	30,033	19,123	(10,910)	(36%)		
Other Revenue		74,885	89,567	68,492	140,214	71,722	105%	▲	
Profit on Disposal of Assets		62,968	62,968	20,135	0				
		4,552,045	4,623,116	3,998,752	4,325,221				
Expenditure from operating activities									
Employee Costs		(2,030,431)	(2,030,431)	(1,537,923)	(1,646,296)	(108,373)	(7%)		
Materials and Contracts		(1,474,803)	(1,545,803)	(1,162,094)	(1,039,613)	122,481	11%	▲	
Utility Charges		(251,750)	(251,750)	(188,916)	(177,915)	11,001	6%		
Depreciation on Non-Current Assets		(2,989,264)	(2,989,264)	(2,241,882)	(1,791,880)	450,003	20%	▲	
Interest Expenses		(44,108)	(44,108)	(25,632)	(27,163)	(1,531)	(6%)		
Insurance Expenses		(199,607)	(199,607)	(191,102)	(204,741)	(13,639)	(7%)		
Other Expenditure		(56,500)	(56,500)	(41,860)	(23,451)	18,409	44%		
Loss on Disposal of Assets		(98,536)	(98,536)	(48,400)	0				
		(7,144,999)	(7,215,999)	(5,437,809)	(4,911,058)				
Operating activities excluded from budget									
Add back Depreciation		2,989,264	2,989,264	2,241,882	1,791,880	(450,003)	(20%)	▼	
Adjust (Profit)/Loss on Asset Disposal		35,568	35,568	28,265	0	(28,265)	(100%)	▼	
Non-cash amounts excluded from operating activities		3,024,832	3,024,832	2,270,147	1,791,880				
Amount attributable to operating activities		431,878	431,949	831,090	1,206,043				
Investing activities									
Non-operating grants, subsidies and contributions	6	5,261,461	4,433,780	3,013,384	863,948	(2,149,436)	(71%)	▼	
Proceeds from Disposal of Assets		721,664	721,664	0	82,351	82,351		▲	
Capital acquisitions	5	(7,587,854)	(6,867,199)	(4,493,754)	(2,133,157)	2,360,597	53%	▲	
Amount attributable to investing activities		(1,604,729)	(1,711,755)	(1,480,370)	(1,186,858)				
Financing Activities									
Self-Supporting Loan Principal		15,264	15,264	13,297	13,297				
Transfer from Reserves		0	172,359	0	0	0			
Repayment of Debentures		(86,671)	(86,671)	(73,314)	(73,314)	0	0%		
Transfer to Reserves		(1,118,979)	(1,118,979)	0	0	0			
Amount attributable to financing activities		(1,190,386)	(1,018,027)	(60,017)	(60,017)				
Closing Funding Surplus (Deficit)	1	0	132,625	1,721,162	2,389,626				

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.

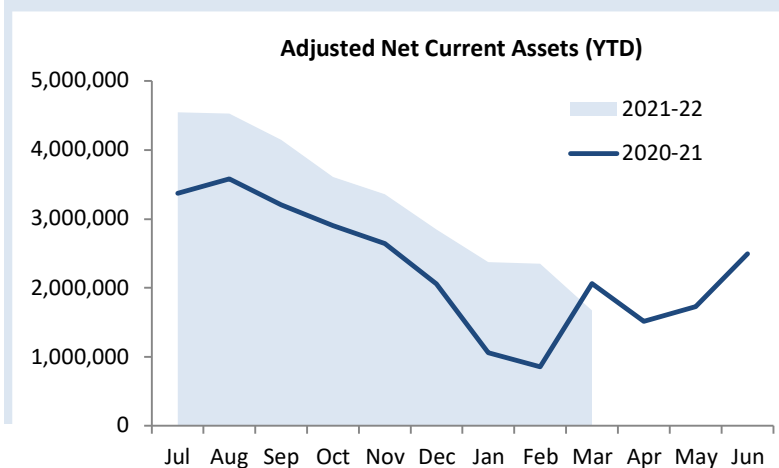
Adjusted Net Current Assets	Ref Note	30 June 2021	This Time Last Year 31 Mar 2021	Year to Date Actual 31 Mar 2022
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	3,426,704	2,400,565	2,903,047
Cash Restricted	3	2,813,325	2,810,924	2,813,325
Receivables - Rates	4	109,967	125,630	121,439
Receivables - Other	4	28,392	1,013,637	95,018
Loans receivable		15,264	1,886	1,967
Interest / ATO Receivable		81,999	(101,405)	87,128
Inventories		13,371	8,324	13,372
Land held for resale - current		0	0	0
Contract Asset		0	0	0
		6,489,022	6,259,562	6,035,296
Less: Current Liabilities				
Payables		(292,113)	(116,462)	(71,834)
Provisions - employee		(309,959)	(329,178)	(309,959)
Long term borrowings		(86,671)	(12,552)	(13,357)
Contract Liability		(627,900)	(893,915)	(448,585)
		(1,316,643)	(1,352,107)	(843,735)
Unadjusted Net Current Assets		5,172,379	4,907,455	5,191,561
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(2,813,325)	(2,810,924)	(2,813,325)
Less: Loans receivable		(15,264)	(1,886)	(1,967)
Add : Long Term Borrowings		86,671	12,552	13,357
Adjusted Net Current Assets		2,430,458	2,107,197	2,389,626

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$2.39 M
Last Year YTD
Surplus(Deficit)
\$2.11 M

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**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 2021/22 year is \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	6,070	21%	overbudget	Timing	Insurance reimbursements \$12k better than YTD budget.
Health	(10,546)	(83%)	underbudget	Timing	Budgeted YTD profit of \$13k from asset sales yet to be
Housing	9,088	16%	overbudget	Timing	Other housing income \$8k better than YTD budget.
Community Amenities	120,733	42%	overbudget	Timing	CRC Revenue is \$80k better than YTD budget due to grants and other operating income, additional rubbish collection charges are \$9k better than YTD budget.
Transport	54,788	12%	overbudget	Permanent	Additional unbudgeted other revenue of \$61k for private works received YTD.
Economic Services	(2,483)	(1%)	underbudget	Timing	Caravan park fees \$15k better than YTD budget, skeleton weed grant income \$82k and Standpipe fees \$9k under YTD budget.
Other Property and Services	13,483	14%	overbudget	Timing	Commercial building rent \$7k better than YTD Budget.
Expenditure from operating activities					
Law, Order and Public Safety	14,670	0%	underbudget	Timing	Depreciation \$14k and animal control expenses \$9k better than YTD budget.
Community Amenities	248,752	27%	underbudget	Timing	No expenditure YTD against the allocated budget of \$245k for land development projects (jobs LD0, LD1 & LD3).
Transport	264,303	12%	underbudget	Timing	Road Maintenance expenditure is \$128k higher than YTD budget, this is due to budgets being spread over 12 months. This should even out as Capital road projects commence. Depreciation costs \$270k underbudget.
Economic Services	41,934	11%	underbudget	Timing	Skeleton weed employee costs \$8k under, caravan park expense \$8k over, admin costs under budget
Other Property and Services	(205,545)	(179%)	overbudget	Timing	Depreciation \$67k, Admin allocation costs \$56k, public works overhead allocation \$81k under YTD Budget.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(2,149,436)	(71%)	underbudget	Timing	Grant income is brought to account when relevant costs are incurred. No revenue recognised YTD against budget of \$255k for R2R, \$88k recognised against a budget of \$424k YTD for Black Spot funding and \$40k recognised against a YTD budget of \$219k for footpath grants.
Proceeds from Disposal of Assets	82,351		overbudget	Timing	3 assets sold YTD with transactions yet to be entered into the assets register.
(Profit)/Loss on Asset Disposal	(28,265)		underbudget	Timing	3 assets sold YTD with transactions yet to be entered into the assets register.
Capital Acquisitions	2,360,597	53%	underbudget	Timing	Refer to Note 5 for variance explanations.
Financing Activities					

KEY INFORMATION

Depreciation has been applied to the accounts as per the budget, actual depreciation will be applied from the Assets Register in due course.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

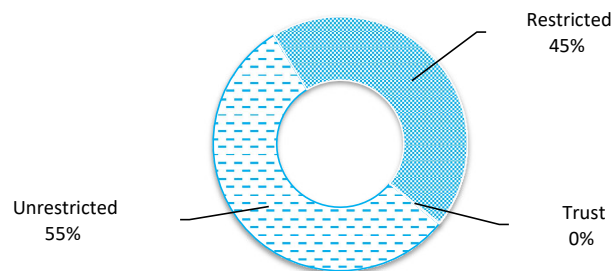
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	657			657			
At Call Deposits							
Municipal Fund	1,500,916			1,500,916	Bankwest	0.10%	
Reserve Fund		313,325		313,325	Bankwest	0.00%	
Trust Fund			4,984	4,984	Bankwest	0.00%	
Term Deposits							
Municipal Investment - Term Deposit	1,000,000			1,000,000	Bankwest	0.05%	17/03/2022
Municipal Investment - Term Deposit	1,000,000			1,000,000	Bankwest	0.20%	15/08/2022
Reserve investment - Term Deposit		2,000,000		2,000,000	Bankwest	0.35%	13/04/2022
Reserve investment - Term Deposit		500,000		500,000	Bankwest	0.25%	13/04/2022
Total	3,501,573	2,813,325	4,984	3,819,881			

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
\$3.82 M	\$3.5 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	31 Mar 22
	\$
Opening Arrears	109,967
Levied this year	1,877,223
Less Collections to date	(1,865,751)
Equals Current Outstanding	121,439
Net Rates Collectable	121,439
% Collected	99.39%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	49,521	310	423	2,148	52,402
Percentage	95%	1%	1%	4%	
Balance per Trial Balance					
Sundry debtors	49,521	310	423	2,148	52,402
GST receivable	0				0
Loans receivable - clubs/institutions					0
Income in advance					0
					0
					0
					0
					0
Total Receivables General Outstanding					52,402

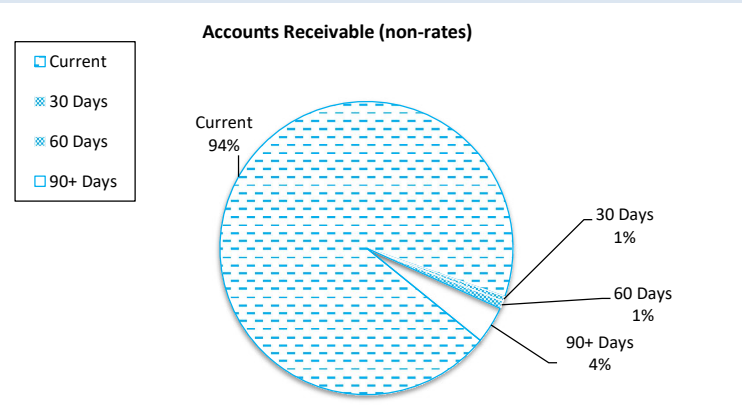
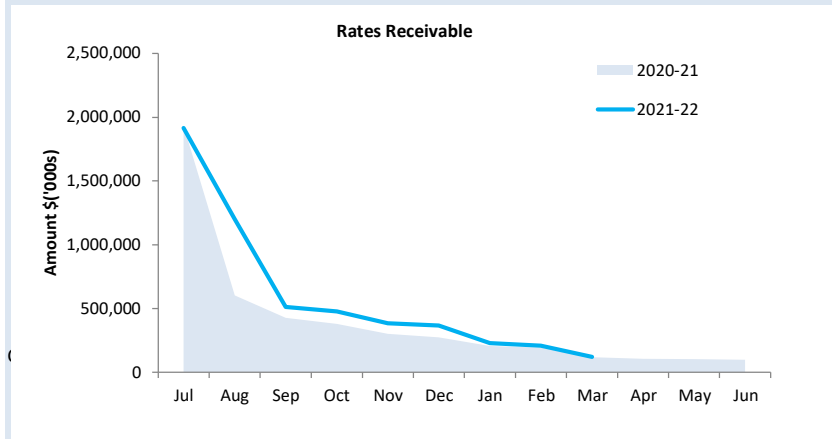
Amounts shown above include GST (where applicable)

KEY INFORMATION

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

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$52,402
Over 30 Days
5%
Over 90 Days
4%

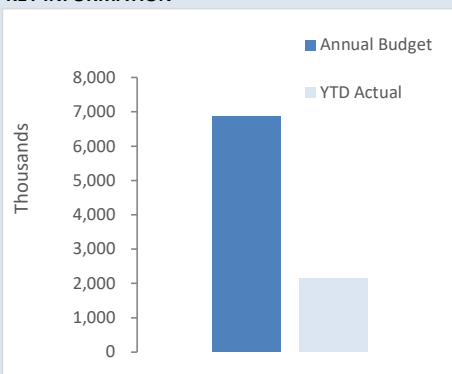
Rates Received	Rates Due
99%	\$121,439

Capital Acquisitions	Original Budget	Current		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Land		0	0	0	0
Buildings	1,077,525	1,060,525	560,525	39,972	(520,553)
Plant & Equipment	1,038,840	1,038,840	848,840	297,206	(551,634)
Furniture & Equipment	70,000	80,048	25,000	0	(25,000)
Infrastructure - Roads	3,878,841	2,992,041	2,098,902	1,166,778	(932,124)
Other Infrastructure	1,522,648	1,695,745	960,487	629,201	(331,286)
Capital Expenditure Totals	7,587,854	6,867,199	4,493,754	2,133,157	(2,360,597)
Funding of Capital Acquisitions:					
		\$	\$	\$	\$
Capital grants and contributions	5,261,461	4,433,780	3,013,384	863,948	(2,149,436)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	721,664	721,664	0	0	0
Contribution from Rates and other revenue	1,432,370	1,539,396	1,480,370	1,269,209	(211,161)
Capital Funding Total	7,587,854	6,867,199	4,493,754	2,133,157	(2,360,597)

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
	\$6.87 M	\$2.13 M	31%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$4.43 M	\$.86 M	19%

INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Buildings Specialised							
Administration Office and Chambers Refurbishment - stage 1,2	2055	45,000	45,000	45,000	0	-45,000	Staff seeking quotes
LRCI stage 1 - Town Hall upgrades	1704	157,269	157,269	157,269	21,398	-135,871	Awaiting LRCI 3 approval
LRCI stage 2 - Church Museum upgrades	2073	131,256	131,256	131,256	10,740	-120,516	Awaiting LRCI 3 approval
Narembeen Gym - Solar panels	2077	10,000	0	0	0	0	
St Pauls Church – asbestos lining to the power/switchboards box, front gable and veranda lining	2089	7,000	0	0	3,114	3,114	
LRCI Stage 3 Townhall upgrades	2093	200,000	200,000	200,000	0	-200,000	Awaiting LRCI 3 approval
Caravan Park Amenities Upgrade	2063	20,000	20,000	20,000	4,720	-15,280	Complete
Repalce asbestos fence (Numbats)	2088	7,000	7,000	7,000	0	-7,000	Complete
Sub Total		577,525	560,525	560,525	39,972	-498,274	
Building - Non Specialised							
2 new houses Cheetham Way	2045	500,000	500,000	0	0	0	Yet to commence
Total Buildings		1,077,525	1,060,525	560,525	39,972	-498,274	
Furniture and Equipment							
Hardware Renewal and Plan Initiatives (Admin Server)	2043	25,000	25,000	25,000	0	-25,000	Yet to commence
new electronic payroll system	2096	45,000	55,048	0	0	0	Project underway, delay with IT Vision
		70,000	80,048	25,000	0	-25,000	
Plant & Equipment							
Replacement Vehicle - CEO	2029	70,000	70,000	70,000	0	-70,000	Vehicle ordered, delivery Mid April
Replacement Vehicle - EMCS	2054	45,000	45,000	45,000	0	-45,000	Vehicle ordered, waiting on delivery
Replacement Vehicle - Doctor	2056	45,000	45,000	45,000	23,499	-21,501	Completed
Cat Backhoe	2066	173,840	173,840	173,840	175,412	1,572	Completed
Water Tanker NB5868	2068	100,000	100,000	100,000	98,295	-1,705	Completed
LRCI stage 3 - Electronic sign board	2094	50,000	50,000	0	0	0	awaiting LRCI approval
Toyota Landcruiser - Skeleton Weed Vehicle NB7511	2041	70,000	70,000	70,000	0	-70,000	Defer
Prime Mover NB7704	2086	300,000	300,000	300,000	0	-300,000	Defer
Howard Porter Side Tipper NB3937	2087	110,000	110,000	0	0	0	Out for Tender
Electronic fuel management system	2095	30,000	30,000	0	0	0	Quotes sought
Replacement Vehicle - Mechanic	2064	45,000	45,000	45,000	0	-45,000	Quotes sought
		1,038,840	1,038,840	848,840	297,206	-551,634	

**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)**

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Infrastructure - Roads							
R2R - Soldiers road gravel resheet	2062	510,025	510,025	0	83,645	83,645	Due for May Completion
RRG Funded - Narembeen South Road slk10.90-14.62 (4170005)	2079	561,735	561,735	428,331	380,267	-48,064	Completed except for final seal
WSFN - Narembeen-Kondinin Road slk10-13.2 widen to 10m and overlay	2080	830,000	0	0	19,759	19,759	Defer
WSFN - Narembeen-Kondinin Road slk14-16 widen and overlay	2081	530,000	583,000	333,290	427,238	93,948	
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	110,000	110,000	110,000	0	-110,000	Design of next stage underway
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 other preliminary work	2083	70,000	70,000	70,000	4,834	-65,166	Design of next stage underway
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc	2084	145,000	145,000	145,000	80,192	-64,808	Design of next stage underway
WSFN - Merredin-Narembeen Road SLK 18.5-24.5 Survey design, drawings	2097	109,800	0	0	0	0	Advice from WSFN is that project will not proceed
Latham road improvements (C/F)	2015	822,281	822,281	822,281	159,481	-662,800	Contractor commence Mid April
Longhurst Street Improvements - c/f	G136	90,000	90,000	90,000	4,987	-85,013	Defer
LRCI stage 3 - Seal Laneway Savage Street - Latham Road	2091	100,000	100,000	100,000	6,376	-93,624	Awaiting LRCI approval
		3,878,841	2,992,041	2,098,902	1,166,778	-932,124	
Other Infrastructure							
LRCI stage 2 - Walker lake Dual use path	1924	241,641	414,738	0	113,368	113,368	90% complete
Dual Use Footpath - Brown / Ada Street	2018	100,000	100,000	100,000	88,838	-11,162	Complete
LRCI stage 3 - Footpath Infrastructure	1430	143,684	143,684	0	3,964	3,964	Awaiting approval from LRCI on projects
LRCI stage 3 - Planning and improvements Churchill Street	2092	250,000	250,000	250,000	0	-250,000	95% complete
Drought Communities funding - Apex Park Precinct Upgrade	2061	541,361	541,361	406,017	294,050	-111,967	Seeking quotes
Town Dam Fencing c/f	2070	30,000	30,000	30,000	0	-30,000	Seeking quotes
LRCI stage 1 - Main Street upgrades	2071	165,962	165,962	124,470	128,981	4,511	Awaiting approval from LRCI on projects
LRCI stage 3 - Walker Lake exercise equipment	2090	50,000	50,000	50,000	0	-50,000	Awaiting approval from LRCI on projects
		1,522,648	1,695,745	960,487	629,201	-331,286	
TOTAL CAPITAL ACQUISITIONS		7,587,854	6,867,199	4,493,754	2,133,157	-2,338,317	

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant Operating (LG Grants Commission) - Income	631,479	646,618	484,965	697,084	212,119
Financial Assistance Grant Funding - Roads (LG Grants Com) - Income	373,110	424,240	318,180	106,060	(212,120)
	<u>1,004,589</u>	<u>1,070,858</u>	<u>803,145</u>	<u>803,144</u>	<u>(2)</u>
Governance					
Emergency Services Levy (ESL) Contribution (DFES) - Income	0	0	0	1,720	1,720
				<u>1,720</u>	<u>0</u>
Law, order and public safety					
Emergency Services Levy (ESL) Contribution (DFES) - Income	4,000	4,000	2,997	0	(2,997)
Bush Fire Brigade Operating Grant (DFES) - Income	12,000	12,000	9,000	9,299	299
	<u>16,000</u>	<u>16,000</u>	<u>11,997</u>	<u>9,299</u>	<u>(2,699)</u>
Community Amenities					
CRC Grants and Contributions	159,000	159,000	119,250	208,275	89,025
	<u>159,000</u>	<u>159,000</u>	<u>119,250</u>	<u>208,275</u>	<u>89,025</u>
Recreation and Culture					
Rec & Sport - Other Income	25,000	25,000	18,788	9	(18,779)
Library - Income	1,500	1,500	1,125	0	(1,125)
Pool Operating Grant (Dept. of Finance) - Income	0	0	0	0	0
	<u>26,500</u>	<u>26,500</u>	<u>19,913</u>	<u>9</u>	<u>(19,904)</u>
Transport					
Direct Grant Funding (Main Roads) - Income	200,626	200,626	200,626	211,240	10,614
Airfield Contributions				1,406	
Road Maintenance Contributions	346,260	346,260	259,695	240,475	(19,220)
	<u>546,886</u>	<u>546,886</u>	<u>460,321</u>	<u>453,120</u>	<u>(8,606)</u>
Economic Services					
Grant Funding - Skeleton Weed Program (DAFWA) - Income	177,612	177,612	133,209	125,068	-8,141
	<u>177,612</u>	<u>177,612</u>	<u>133,209</u>	<u>125,068</u>	<u>(8,141)</u>
Operating grants, subsidies and contributions Total	1,930,587	1,996,856	1,547,835	1,600,634	49,673
Non-operating grants, subsidies and contributions					
Community Amenities					
Local Road and Community Infrastructure Funding Round 3	1,093,684	1,093,684	1,093,684	0	(1,093,684)
	<u>1,093,684</u>	<u>1,093,684</u>	<u>1,093,684</u>	<u>0</u>	<u>-1,093,684</u>
Recreation and Culture					
Drought Communities Funding	710,964	710,964	710,964	298,770	(412,194)
	<u>710,964</u>	<u>710,964</u>	<u>710,964</u>	<u>298,770</u>	<u>-412,194</u>
Transport					
Regional Road Group Funding (Main Roads) - Income	343,337	343,337	257,499	276,669	19,170
Roads to Recovery Funding (FDoT) - Income	510,025	510,025	255,012	-24,339	(279,351)
Black Spot Funding - Income	636,663	636,663	477,495	159,480	(318,015)
Footpath grants	291,641	291,641	218,730	153,368	(65,362)
Wheatbelt Secondary Freight Network	1,675,147	847,466	0	0	0
	<u>3,456,813</u>	<u>2,629,132</u>	<u>1,208,736</u>	<u>565,178</u>	<u>(643,558)</u>
Non-operating grants, subsidies and contributions Total	5,261,461	4,433,780	3,013,384	863,948	(2,149,436)
Grand Total	7,192,048	6,430,636	4,561,219	2,464,582	(2,099,763)

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**NOTE 7
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	
						\$	\$	\$	\$	
	Budget Adoption and Actual Audit	Item 8.2.2, 15/02/2022	Opening Surplus	2,363,237	2,430,458	-	67,221		67,221	
	Permanent Changes								67,221	
2096	Altus payroll package	Item 8.2.2, 15/02/2022	Capital Expenses	45,000	55,048	-	-	(10,048)	57,173	
2077	Narembeen Gym upgrades	Item 8.2.2, 15/02/2022	Capital Expenses	10,000	-	-	10,000	-	67,173	
2089	St Pauls Church asbestos lining to the power/switchboards box	Item 8.2.2, 15/02/2022	Capital Expenses	7,000	-	-	7,000	-	74,173	
1924	Footpath Construction	Item 8.2.2, 15/02/2022	Capital Expenses	241,641	414,738	-	-	(173,097)	(98,924)	
3102600	Transfer from Infrastructure Reserve	Item 8.2.2, 15/02/2022	Capital Expenses	-	172,359	-	172,359	-	73,435	
2097	WSFN Merredin-Narembeen road SLK18.5-24.5 engineering, su	Item 8.2.2, 15/02/2022	Capital Expenses	109,800	-	-	109,800	-	183,235	
2080	WSFN - Narembeen-Kondinin Road slk10-13.2 widen to 10m an	Item 8.2.2, 15/02/2022	Capital Expenses	830,000	-	-	830,000	-	1,013,235	
2081	WSFN - Narembeen-Kondinin Road slk14-16 widen and overlay	Item 8.2.2, 15/02/2022	Capital Expenses	530,000	583,000	-	-	(53,000)	960,235	
1212801	Wheatbelt Secondary Freight Network	Item 8.2.2, 15/02/2022	Capital Revenue	102,480	-	-	-	(102,480)	857,755	
1212801	Wheatbelt Secondary Freight Network	Item 8.2.2, 15/02/2022	Capital Revenue	774,667	-	-	-	(774,667)	83,088	
1212801	Wheatbelt Secondary Freight Network	Item 8.2.2, 15/02/2022	Capital Revenue	494,667	544,133	-	49,466	-	132,554	
1131181	Gym Operating Expenses	Item 8.2.2, 15/02/2022	Operating Expenses	10,000	22,000	-	-	(12,000)	120,554	
1151112	Community Shed - Expense	Item 8.2.2, 15/02/2022	Operating Expenses	600	14,600	-	-	(14,000)	106,554	
1121102	Swimming Pool Maintenance - Expense	Item 8.2.2, 15/02/2022	Operating Expenses	77,590	97,590	-	-	(20,000)	86,554	
1441200	Fuel & Oil - Expense	Item 8.2.2, 15/02/2022	Operating Expenses	175,000	200,000	-	-	(25,000)	61,554	
3221100	Financial Assistance Grant Operating (LG Grants Commission) -	Item 8.2.2, 15/02/2022	Operating Revenue	631,479	646,618	-	15,139	-	76,693	
1212500	Financial Assistance Grant Funding - Roads (LG Grants Com) - Ir	Item 8.2.2, 15/02/2022	Operating Revenue	373,110	424,240	-	51,130	-		
1482110	Shop 3/8 Churchill Street - Rental Income	Item 8.2.2, 15/02/2022	Operating Revenue	13,000	3,120	-	-	(9,880)		
4221400	Admin Office Insurance Reimbursements - Income	Item 8.2.2, 15/02/2022	Operating Revenue	-	14,682	-	14,682	-	#VALUE!	
							-	1,326,797	(1,194,172)	132,625

KEY INFORMATION

ATTACHMENT – AGENDA ITEM 8.1.2
Schedule of Accounts - Creditors
Payment List



Credit Card Purchases 15 January - 11 February 2022

CEO

Date		Store		Amount
15/01/2022	PE114	Puma	CEO - Fuel	\$ 85.81
20/01/2022	PE114	Narembreen Roadhouse	CEO - Fuel	\$ 70.48
29/01/2022	PE114	BP	CEO - Fuel	\$ 78.38
31/01/2022	110416000.000	Water Corporation	CEO - REFUND - Service Charges - Vacant Land Lot 67 Cheetham Way	-\$ 127.34
3/02/2022	PE114	Narembreen Roadhouse	CEO - Fuel	\$ 81.69
7/02/2022	PE114	United Petroleum	CEO - Fuel	\$ 72.98
TOTAL CEO CREDIT CARD PAYMENTS				\$ 262.00

EMCS

Date	Account Code	Store		Amount
18/01/2022	CE2	Scouts WA Adcenture Centre	EMCS - Australia Day - Climbing Wall hire	\$ 1,787.00
21/01/2022	4211020	Slimline Warehouse	EMCS - Admin office Bollards and barriers	\$ 719.18
24/01/2022	2068	Shire of Narembreen	EMCS - Vehicle transfer and plate change fee	\$ 49.40
24/01/2022	4211020	Seton	EMCS - Admin office - GQ code and sanitiser stand, sanitiser	\$ 133.69
24/01/2022	4211020	Slimline Warehouse	EMCS - Admin Office Freight for bollards and barriers	\$ 425.82
24/01/2022	42111500	Officeworks	EMCS - Admin Office - Stationery	\$ 543.49
25/01/2022	4115000	Narembreen Club	EMCS - Council meeting - refreshments	\$ 174.00
25/01/2022	CE2	Narembreen Club	EMCS - Australia Day - Ambassador Reception - refreshments	\$ 64.10
25/01/2022	CE2	Narembreen Workers Hotel	EMCS - Australia Day - Ambassador Reception - refreshments	\$ 477.50
25/01/2022	PE1305		EMCS - Fuel (60.11)	
	CE2	Narembreen Roadhouse	EMCS - Australia Day - Ice (\$12.00)	\$ 72.11
25/01/2022	175110200	Seton	EMCS - Sneeze guards - Doctor Surgery	\$ 718.81
25/01/2022	175110200	Seton	EMCS - Sneeze guards - Doctor Surgery	\$ 430.32
25/01/2022	CE2	Narembreen Hardware	EMCS - Australia Day - Citizenship Ceremony	\$ 14.00
27/01/2022	114811110	Seton	EMCS - Sneeze guards - Pharmacy	\$ 359.40

1/02/2022	113211010	Better Living Products	EMCS - Caravan park - Dispenser	\$ 38.45
4/02/2022	4211200	Ergolink	EMCS - Office chair - CEO	\$ 738.96
6/02/2022	PE1305	Narembeen Roadhouse	EMCS - Fuel	\$ 56.31
7/02/2022	5111220	Narembeen Workers Hotel	EMCS - VBFB - refreshments	\$ 132.00
9/02/2022	175110200	Australian Plastic Fabricators	EMCS - Sneeze guards - Doctor Surgery	\$ 324.50
9/02/2022	1481110	Narembeen Hardware	EMCS - Key cutting - Town Hall	\$ 7.15
9/02/2022	4211300	Zoom	EMCS - Annual Zoom subscription	\$ 209.90
9/02/2022	4211010	Myer	EMCS - Councillors uniform	\$ 300.00
TOTAL EMCS CREDIT CARD PAYMENTS				\$ 7,776.09

WORKS

Date	Account Code	Store		Amount
17/01/2022	2081	Narembeen Roadhouse	Works - Fuel	\$ 30.25
4/02/2022	142180000	Wheatbelt Uniforms Signs and Safety	Works - Uniform	\$ 144.97
TOTAL WORKS CREDIT CARD PAYMENTS				\$ 175.22

Mechanic

Date	Account Code	Store		Amount
16/01/2022	PE055	Puma	Mechanic - fuel	\$ 64.80
27/01/2022	2081.000	Narembeen Roadhouse	Mechanic - fuel	\$ 35.89
1/02/2022	1131122	Narembeen Roadhouse	Mechanic - fuel	\$ 78.94
2/02/2022	2081.000	Narembeen Roadhouse	Mechanic - fuel	\$ 45.19
3/02/2022	PE3937	Narembeen Hardware	Mechanic - Grease line fittings	\$ 55.45
10/02/2022	PE613	Unicorn Transport Equipment	Mechanic - parts for plant repair	\$ 365.98
TOTAL MECHANIC CREDIT CARD PAYMENTS				\$ 646.25

Skeleton Weed

Date	Account Code	Store		Amount
15/01/2022	1311102	Narembeen Tyre Service	Skeleton Weed - Tyre repair	\$ 45.00
18/01/2022	1311102	Narembeen IGA	Skeleton Weed - cleaning supplies	\$ 24.64
19/01/2022	1311102	Narembeen Tyre Service	Skeleton Weed - Tyre repair	\$ 90.00
4/02/2022	1311102	AMPOL	Skeleton Weed - Fuel	\$ 59.96
5/02/2022	1311102	Narembeen Roadhouse	Skeleton Weed - Fuel	\$ 101.86
8/02/2022	1311102	Narembeen Hardware	Skeleton Weed - Parts for firefighter	\$ 48.96
TOTAL SKELETON WEED CREDIT CARD PAYMENTS				\$ 370.42

CRC

Date	Account Code	Store		Amount
14/01/2022	CE2	Seton	CRC - Events trolley	\$ 299.00
1/02/2022	111413000.000	SumWare Consulting	CRC - Library Software Licence	\$ 585.00
2/02/2022	115112100.231	Narembeen IGA	CRC - stain remover - tablecloths	\$ 5.00
3/02/2022	CE2	Slimline Warehouse	CRC - A-Frame - display frame	\$ 605.00
3/02/2022	CE2	Slimline Warehouse	CRC - Freight - A-Frame	\$ 171.18
7/02/2022	C10	The Co-Op Narembeen	CRC - Catering - Seniors Movie	\$ 36.00
9/02/2022	115112100.288	Peterkin Paper	CRC - Special Paper order	\$ 108.75
9/02/2022	115112100.288	Merredin Community Resource Centre	CRC - Customer job	\$ 45.00
10/02/2022	CRC8	Narembeen IGA	CRC - Catering - Business After Hours	\$ 71.92
TOTAL CRC CREDIT CARD PAYMENTS				\$ 1,926.85

13/01/2022	142111500.287	Bankwest	Interest & Other Charges	\$ 45.19
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TOTAL CREDIT CARD PAYMENTS

\$ 11,202.02

**ATTACHMENT – AGENDA ITEM 8.1.3
Fees and Charges 2021/22**

SHIRE OF NAREMBEEN

Schedule of Fees and Charges for 2021/2022



COA No.		FEE	GST	TOTAL
GOVERNANCE				
4221600	Administration Fee on Rates Instalments (GST not applicable) LGA S6.45 (3)	\$ 30.00		\$ 30.00
3121600	Rate Enquiry Fee	\$ 60.00	\$ 6.00	\$ 66.00
4222000	Document / Building Plan Search Fee	\$ 60.00	\$ 6.00	\$ 66.00
4222000	Fax - send 1st page	\$ 1.36	\$ 0.14	\$ 1.50
4222000	Fax - subsequent pages	\$ 0.45	\$ 0.05	\$ 0.50
4222000	Receive per page	\$ 0.45	\$ 0.05	\$ 0.50
3121600	Rate Book - Full print out LGA S6.16	\$ 40.00	\$ 4.00	\$ 44.00
4222000	Administration Fee for sale of Shire plates	\$ 18.18	\$ 1.82	\$ 20.00
4222000	Electoral Roll	\$ 60.00	\$ 6.00	\$ 66.00
	Freedom of Information Act 1992			
4222000	Freedom of Information - Application fee			
4222000	Freedom of Information - Administration / Staff time \$/hr			
4222000	Freedom of Information - Postage			
4222000	Freedom of Information - Photocopying			
		As per FOI regulation 1993 schedule (1)		
COMMUNITY AMENITIES				
SANITATION				
1012100	Domestic Refuse/Recycle Charge 120/240 litre per annum (1 Bin)	\$ 350.08		\$ 350.08
1012100	Domestic Refuse/Recycle Charge 240 litre per annum (Additional Bin/s)	\$ 349.35	\$ 34.94	\$ 384.29
	Asbestos Disposal Charge per cubic metre - Health (Disposal of Asbestos) Reg 1992			
1022200	Building Rubble Per cubic Metre	\$ 40.91	\$ 4.09	\$ 45.00
CEMETERY CHARGES				
	For Each Interment:			
	<i>a) In Open Ground (no perpetual maintenance) plus Grant of Right of Burial 25 year tenure</i>			
1052100	Grant of Right of Burial (25 year tenure)	\$ 36.36	\$ 3.64	\$ 40.00
1052100	Land for grave in open ground	\$ 272.73	\$ 27.27	\$ 300.00
1052100	For interment of any person Monday to Friday	\$ 600.00	\$ 60.00	\$ 660.00
1052100	For interment of any person Weekend and Public Holiday	\$ 1,200.00	\$ 120.00	\$ 1,320.00
	Niche Wall:			
1052100	Grant of Right of Burial (25 year tenure)	\$ 36.36	\$ 3.64	\$ 40.00
1052100	Niche reservation	\$ 150.00	\$ 15.00	\$ 165.00
1052100	Interment including plaque installation - Monday to Friday	\$ 220.00	\$ 22.00	\$ 242.00
1052100	Interment including plaque installation - Weekend and Public Holiday	\$ 440.00	\$ 44.00	\$ 484.00
1052100	Plaque	Charged at Cost + \$30 Admin fee		
	Exhumations			
1052100	Fee for exhumation	\$ 100.00	\$ 10.00	\$ 110.00
1052100	Re-opening of grave for exhumation	\$ 300.00	\$ 30.00	\$ 330.00
1052100	Re-interment in new grave after exhumation	\$ 300.00	\$ 30.00	\$ 330.00
	Re-opening of Grave			
1052100	For each interment	\$ 222.73	\$ 22.27	\$ 245.00
1052100	For each interment of cremated ashes	\$ 36.36	\$ 3.64	\$ 40.00
	Miscellaneous Charges			
1052100	Copy of a Grant of Right of Burial	\$ 40.00	\$ 4.00	\$ 44.00
1052100	Funeral Booking Fee - late notice charge (less than 24 hours)	\$ 40.00	\$ 4.00	\$ 44.00
1052100	Permit to erect monument, headstone or memorial	\$ 50.00	\$ 5.00	\$ 55.00
1052100	Removal of Monumental work prior to reopening	\$ 135.00	\$ 13.50	\$ 148.50
COMMUNITY RESOURCE CENTRE				
	Binding			
1052510	Plastic Combs Up to 20 pp	\$ 3.18	\$ 0.32	\$ 3.50
1052510	Plastic Combs 20 - 50 pp	\$ 5.00	\$ 0.50	\$ 5.50
1052510	Plastic Combs 50 - 100 pp	\$ 6.82	\$ 0.68	\$ 7.50
1052510	Plastic Combs 100 pp+	\$ 8.64	\$ 0.86	\$ 9.50
1052510	Wire Combs (8mm only)	\$ 5.91	\$ 0.59	\$ 6.50
	Internet Use			
1052510	per hour	\$ 6.36	\$ 0.64	\$ 7.00
1052510	per 1/2 hour	\$ 3.64	\$ 0.36	\$ 4.00
1052510	up to 1/4 hour	\$ 1.82	\$ 0.18	\$ 2.00

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2021/2022



COA No.		FEE	GST	TOTAL
COMMUNITY RESOURCE CENTRE				
Equipment Hire (Per Day)				
1052510	Chair Covers / Tablecloths (each)	\$ 5.00	\$ 0.50	\$ 5.50
1052510	Data Projector	\$ 27.27	\$ 2.73	\$ 30.00
1052510	Data Projector with Screen	\$ 70.00	\$ 7.00	\$ 77.00
1052510	Data Projector/Laptop/Screen	\$ 120.00	\$ 12.00	\$ 132.00
1052510	Digital Camera	\$ 40.00	\$ 4.00	\$ 44.00
1052510	Display Board	\$ 20.00	\$ 2.00	\$ 22.00
1052510	Laptop	\$ 36.36	\$ 3.64	\$ 40.00
1052510	Lectern	\$ 50.00	\$ 5.00	\$ 55.00
1052510	PA System	\$ 63.64	\$ 6.36	\$ 70.00
1052510	Projector Screen	\$ 27.27	\$ 2.73	\$ 30.00
1052510	iPad	\$ 27.27	\$ 2.73	\$ 30.00
	Miscellaneous items available for hire refer catalogue for full list			
Laminating				
1052510	A4	\$ 2.73	\$ 0.27	\$ 3.00
1052510	A3	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Large (per metre)	\$ 12.73	\$ 1.27	\$ 14.00
Meeting Room/Hot Office				
1052510	Meeting Room - Day	\$ 136.36	\$ 13.64	\$ 150.00
1052510	Meeting Room - Half Day (Up to 4 hours)	\$ 68.18	\$ 6.82	\$ 75.00
1052510	Meeting Room - Per Hour	\$ 31.82	\$ 3.18	\$ 35.00
1052510	Hot Office - Day	\$ 18.18	\$ 1.82	\$ 20.00
1052510	Hot Office - Half Day (Up to 4 hours)	\$ 9.09	\$ 0.91	\$ 10.00
1052510	Hot Office - Per Hour	\$ 3.64	\$ 0.36	\$ 4.00
1052510	Tea & Coffee with Room Hire Complimentary			
1052510	Catering			
				FOC
				Charged at Cost + 10% Admin fee
Merchandise (Stationery)				
1052510	Coloured Paper A4	\$ 0.27	\$ 0.03	\$ 0.30
1052510	Coloured Paper A3	\$ 0.73	\$ 0.07	\$ 0.80
1052510	Coloured Card A4	\$ 0.55	\$ 0.05	\$ 0.60
1052510	Coloured Card A3	\$ 1.00	\$ 0.10	\$ 1.10
1052510	Envelopes - Plain DL	\$ 0.36	\$ 0.04	\$ 0.40
1052510	Envelopes - C4 (A4)	\$ 0.64	\$ 0.06	\$ 0.70
1052510	Labels (per sheet)	\$ 2.73	\$ 0.27	\$ 3.00
1052510	Photo Paper - Smooth Ilford Pearl	\$ 2.73	\$ 0.27	\$ 3.00
1052510	White Paper A4	\$ 0.18	\$ 0.02	\$ 0.20
1052510	White Paper A3	\$ 0.27	\$ 0.03	\$ 0.30
1052510	White Paper A4 (Ream)	\$ 6.82	\$ 0.68	\$ 7.50
1052510	Special Peterkin paper/ card	\$ 0.64	\$ 0.06	\$ 0.70
1052510	Mondi Card	\$ 0.36	\$ 0.04	\$ 0.40
Printing - Large Format				
Canvas (fully framed & protected)				
1052510	A1	\$ 131.82	\$ 13.18	\$ 145.00
1052510	A2	\$ 90.91	\$ 9.09	\$ 100.00
1052510	A3	\$ 59.09	\$ 5.91	\$ 65.00
Canvas (Print Only, Not Framed)				
1052510	A1	\$ 40.91	\$ 4.09	\$ 45.00
1052510	A2	\$ 27.27	\$ 2.73	\$ 30.00
1052510	A3	\$ 22.73	\$ 2.27	\$ 25.00
Photo Lustre				
1052510	A1	\$ 31.82	\$ 3.18	\$ 35.00
1052510	A2	\$ 22.73	\$ 2.27	\$ 25.00
1052510	A3	\$ 13.64	\$ 1.36	\$ 15.00
1052510	A4	\$ 5.45	\$ 0.55	\$ 6.00
Glossy Photo Paper				
1052510	6x4	\$ 1.77	\$ 0.18	\$ 1.95
1052510	Custom Sizes for all Paper Types			Charged at Cost + 20% Admin fee for members and 30% for non members

SHIRE OF NAREMBEEN

Schedule of Fees and Charges for 2021/2022



COA No.		FEE	GST	TOTAL
COMMUNITY RESOURCE CENTRE				
Photocopying/Printing				
1052510	A4 single sided - Black and White	\$ 0.27	\$ 0.03	\$ 0.30
1052510	A4 double sided - Black and White	\$ 0.45	\$ 0.05	\$ 0.50
1052510	A3 single sided - Black and White	\$ 0.36	\$ 0.04	\$ 0.40
1052510	A3 double sided - Black and White	\$ 0.64	\$ 0.06	\$ 0.70
1052510	A4 single sided - Colour	\$ 0.55	\$ 0.05	\$ 0.60
1052510	A3 single sided - Colour	\$ 0.73	\$ 0.07	\$ 0.80
1052510	A4 double sided - Colour	\$ 1.00	\$ 0.10	\$ 1.10
1052510	A3 double sided - Colour	\$ 1.36	\$ 0.14	\$ 1.50
	10% Discount on photocopying/printing 100 sheets plus			
CRC member - 20% discount to be applied to above stated CRC fees (unless stated otherwise)				
Memberships				
1052510	Business - (CRC only)	\$ 80.00	\$ 8.00	\$ 88.00
1052510	Community Group/Club	\$ 60.00	\$ 6.00	\$ 66.00
1052510	Family	\$ 80.00	\$ 8.00	\$ 88.00
1052510	Individual	\$ 40.00	\$ 4.00	\$ 44.00
1052510	Seniors/Concession	\$ 27.27	\$ 2.73	\$ 30.00
Staff Assistance				
1052510	Graphic Design - Desktop Publishing/Photo Restoration etc. (per hour)	\$ 50.00	\$ 5.00	\$ 55.00
1052510	Send Email	\$ 2.27	\$ 0.23	\$ 2.50
1052510	Scan Document & Send Email	\$ 3.18	\$ 0.32	\$ 3.50
1052510	Download Photos and Save to CD or USB	\$ 11.82	\$ 1.18	\$ 13.00
1052510	Administrative/Secretarial Tasks - Computer assistance, phone calls, typing, scanning, folding, cutting, collating etc. (5 minutes - minimum charge)	\$ 4.09	\$ 0.41	\$ 4.50
1052510	Administrative/Secretarial Tasks - Computer assistance, phone calls, typing, scanning, folding, cutting, collating etc. (15 minutes)	\$ 11.82	\$ 1.18	\$ 13.00
1052510	Administrative/Secretarial Tasks - Computer assistance, phone calls, typing, scanning, folding, cutting, collating etc. (1 Hour)	\$ 45.45	\$ 4.55	\$ 50.00
Pop-up Shop Hire				
1052510	Pop - up Shop -Day (Gst Registered)	\$ 18.18	\$ 1.82	\$ 20.00
1052510	Pop - up Shop -Week (Gst Registered)	\$ 72.73	\$ 7.27	\$ 80.00
1052510	Pop - up Shop -Day (NOT Gst Registered)	\$ 9.09	\$ 0.91	\$ 10.00
1052510	Pop - up Shop -Week (NOT Gst Registered)	\$ 36.36	\$ 3.64	\$ 40.00
1052510	Cleaning Fee per hour	\$ 27.27	\$ 2.73	\$ 30.00
1052510	Slideshow - Per Hour	\$ 50.00	\$ 5.00	\$ 55.00
Merchandise (Souvenirs, Publications, Other)				
1052510	Postcards	\$ 2.00	\$ 0.20	\$ 2.20
1052510	On The Greens	\$ 31.82	\$ 3.18	\$ 35.00
1052510	Pioneers of Narembreen	\$ 22.73	\$ 2.27	\$ 25.00
1052510	The Holleton Story	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Blain Brothers - Pioneers	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Seedtime & Harvest	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Moppett's Bus Lines	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Narembreen Tennis Club 90 years	\$ 18.18	\$ 1.82	\$ 20.00
1052510	Narembreen Magnets	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Narembreen Key Chains	\$ 7.27	\$ 0.73	\$ 8.00
1052510	Special Order	Charged at Cost + 20% Admin fee for members and 30% for non members		
Community Telephone Directory				
1052510	Community Telephone Directory	\$ 15.00	\$ 1.50	\$ 16.50
1052510	Small advertisement (125mm x 60mm)	\$ 59.09	\$ 5.91	\$ 65.00
1052510	Medium advertisement (125mm x 85mm)	\$ 77.27	\$ 7.73	\$ 85.00
1052510	Large advertisement (125mm x 180mm)	\$ 136.36	\$ 13.64	\$ 150.00
1052510	Stand alone business listing (no colour or graphics)	\$ 22.73	\$ 2.27	\$ 25.00
Events/Workshops				
1052510	School Holiday Activities	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Business Women Networking Event	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Triathlon Entry Adult	\$ 9.09	\$ 0.91	\$ 10.00
1052510	Triathlon Entry Child	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Community Markets Stall holder	\$ 54.55	\$ 5.45	\$ 10.00
1052510	Workshop/Training/Other event	Charged at Cost + 20% Admin fee (Admin fee capped at \$100 per person)		

SHIRE OF NAREMBEEN

Schedule of Fees and Charges for 2021/2022



COA No.		FEE	GST	TOTAL
RECREATION & CULTURE				
SWIMMING POOL				
	Casual Admission Charges			
1122200	Under 5	No Charge		
1122200	Child 5 - 16	\$ 1.82	\$ 0.18	\$ 2.00
1122200	Adult 16+	\$ 3.64	\$ 0.36	\$ 4.00
1122200	Senior/Concession	\$ 1.82	\$ 0.18	\$ 2.00
1122200	Spectator	\$ 1.82	\$ 0.18	\$ 2.00
	Centre Membership			
1122200	Family Season Ticket	\$ 190.91	\$ 19.09	\$ 210.00
1122200	Adult Season Ticket	\$ 100.00	\$ 10.00	\$ 110.00
1122200	Child Season Ticket	\$ 68.18	\$ 6.82	\$ 75.00
1122200	Senior/Concession Season Ticket	\$ 68.18	\$ 6.82	\$ 75.00
1122200	Monthly Ticket - Family	\$ 54.55	\$ 5.45	\$ 60.00
1122200	Monthly Ticket - Adult	\$ 31.82	\$ 3.18	\$ 35.00
1122200	Monthly Ticket - Child	\$ 22.73	\$ 2.27	\$ 25.00
1122200	Monthly Ticket - Senior	\$ 22.73	\$ 2.27	\$ 25.00
RECREATION/HALLS				
	Venue Hire			
3202700	Venue Bond (with alcohol)	\$ 136.36	\$ 13.64	\$ 150.00
3202700	Venue Bond (without alcohol)	\$ 90.91	\$ 9.09	\$ 100.00
	Town Hall - Community Groups, Clubs & School			
	End of year School performance / presentation and High School drama	FOC		
1112100	24 hours	\$ 135.00	\$ 13.50	\$ 148.50
1112100	Hourly charge	\$ 9.09	\$ 0.91	\$ 10.00
	Town Hall - Commercial / Private			
1112100	up to 4 hours	\$ 90.91	\$ 9.09	\$ 100.00
1112100	24 hours	\$ 181.82	\$ 18.18	\$ 200.00
1112100	Hourly charge	\$ 27.27	\$ 2.73	\$ 30.00
1112100	Mt Arrowsmith Tennis Club - 24 hours	\$ 90.91	\$ 9.09	\$ 100.00
	Equipment Hire			
1132400	Large round tables (each)	\$ 13.64	\$ 1.36	\$ 15.00
1132400	Chairs (each)	\$ 5.00	\$ 0.50	\$ 5.50
1132400	Replacement of cost of broken chair	\$ 50.00	\$ 5.00	\$ 55.00
1132400	Tablecloth	\$ 5.00	\$ 0.50	\$ 5.50
1132400	Stage Hire - unassembled	\$ 45.45	\$ 4.55	\$ 50.00
	Minimum Charge on all of the Above	\$ 13.64	\$ 1.36	\$ 15.00
	Gymnasium			
1132150	Annual Gym Membership	\$ 120.00	\$ 12.00	\$ 132.00
1132150	3 Monthly Gym Membership	\$ 60.00	\$ 6.00	\$ 66.00
1132150	Monthly Gym Membership	\$ 20.00	\$ 2.00	\$ 22.00
1132150	Casual Gym Usage per visit	\$ 10.00	\$ 1.00	\$ 11.00
1132150	Hire of Gym for Group Classes (Payable by Instructor) per hour	\$ 10.00	\$ 1.00	\$ 11.00
SD	Swipe Card Bond (Refundable)	\$ 50.00	-	\$ 50.00
	Sporting Clubs			
1132200	Bowling Club	\$ -	\$ -	\$ -
1132300	Football Ground Fees	\$ -	\$ -	\$ -
1132300	Cricket Ground Fees	\$ -	\$ -	\$ -
1132300	Hockey Ground Fees	\$ -	\$ -	\$ -
1132300	Tennis Ground Fees	\$ -	\$ -	\$ -
1132300	Netball Ground Fees	\$ -	\$ -	\$ -
	Community Bus			
SD	Bus Hire Bond (Refundable)	\$ 100.00	\$ -	\$ 100.00
1052400	Bus Hire Charge (Rate per Kilometre) - Conditions Apply	\$ 0.70	\$ 0.07	\$ 0.77

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2021/2022



COA No.			FEE	GST	TOTAL
ECONOMIC SERVICES					
STANDPIPE CHARGES					
1362100	water usage charge (Per Kilolitre)		\$ 5.00	\$ -	\$ 5.00
CARAVAN PARK					
1322100	Powered Site (Per Week)		\$ 120.00	\$ 12.00	\$ 132.00
1322100	Powered Site (Per Day)		\$ 25.00	\$ 2.50	\$ 27.50
1322100	Unpowered Site (Per Week)		\$ 40.00	\$ 4.00	\$ 44.00
1322100	Unpowered Site (Per Day)		\$ 10.00	\$ 1.00	\$ 11.00
1322100	Onsite Cabins - 1 Bedroom (2 persons) (Per Day)		\$ 70.00	\$ 7.00	\$ 77.00
1322100	Onsite Cabins - Each Additional Person (Per Day)		\$ 15.00	\$ 1.50	\$ 16.50
1322100	Onsite Cabins - 2 Bedroom self contained cabins		\$ 120.00	\$ 12.00	\$ 132.00
1322100	Cancellation/No Show (Less than 24hours Notice)		One night Accommodation		
10% seniors card holder discount on caravan park fees					
Saleyard					
1342100	Saleyard rental fee (per head)		\$ 0.50	\$ 0.05	\$ 0.55
OTHER PROPERTY & SERVICES					
PRIVATE WORKS					
Plant Inclusive of Labour (Per Hour Charge)					
1412400	Loader	Per hour	\$ 250.00	\$ 25.00	\$ 275.00
1412400	Grader	Per hour	\$ 200.00	\$ 20.00	\$ 220.00
1412400	Large Truck (> 5 Tonne)	Per hour	\$ 150.00	\$ 15.00	\$ 165.00
1412400	Small Truck (< 5 Tonne)	Per hour	\$ 120.00	\$ 12.00	\$ 132.00
1412400	Backhoe	Per hour	\$ 150.00	\$ 15.00	\$ 165.00
1412400	Semi & Low Loader	Per hour	\$ 160.00	\$ 16.00	\$ 176.00
1412400	John Deere Tractor and implement	Per hour	\$ 130.00	\$ 13.00	\$ 143.00
1412400	Rollers	Per hour	\$ 200.00	\$ 20.00	\$ 220.00
1412400	Water Truck	Per hour	\$ 150.00	\$ 15.00	\$ 165.00
1412400	Utes	Per hour	\$ 50.00	\$ 5.00	\$ 55.00
All equipment is wet hire - plant and operator - if works are to be carried out outside of ordinary hours or on weekends, RDO or public holidays an increase of 20% per hour will apply					
MATERIAL CARTAGE & DELIVERY CHARGES (PER M3)					
1412400	Delivery outside townsite		Delivery as per plant charges		
1412400	Sand & Gravel (Depot) (Pick Up)		\$ 30.00	\$ 3.00	\$ 33.00
1412400	Sand & Gravel		\$ 36.36	\$ 3.64	\$ 40.00
1412400	Blue Metal (Pick Up)		\$ 22.73	\$ 2.27	\$ 25.00
1412400	Blue metal (delivered in town)		\$ 36.36	\$ 3.64	\$ 40.00
1412400	Crushed Aggregate		\$ 90.91	\$ 9.09	\$ 100.00
1412400	Metal Dust		\$ 60.00	\$ 6.00	\$ 66.00
1412400	6 Wheeler load of Sand (11 Tonne)		\$ 220.00	\$ 22.00	\$ 242.00
1412400	Semi Load of Sand (20 Tonne)		\$ 320.00	\$ 32.00	\$ 352.00
1412400	Semi Load of Gravel (20 Tonne)		\$ 170.00	\$ 17.00	\$ 187.00
1412400	Miscellaneous Parts		Cost plus 10%		
1412400	Large Private Works Jobs		By Negotiation		
LABOUR					
1412400	Supervisor	Normal Hours Monday - Friday	\$ 110.00	\$ 11.00	\$ 121.00
1412400	Leading Hand	Normal Hours Monday - Friday	\$ 55.00	\$ 5.50	\$ 60.50
1412400	Crew	Normal Hours Monday - Friday	\$ 50.00	\$ 5.00	\$ 55.00
1412400	Supervisor	Outside Normal Hours	\$ 220.00	\$ 22.00	\$ 242.00
1412400	Leading Hand	Outside Normal Hours	\$ 110.00	\$ 11.00	\$ 121.00
1412400	Crew	Outside Normal Hours	\$ 100.00	\$ 10.00	\$ 110.00
4226000	CEO	Normal hours Monday - Friday	\$ 150.00	\$ 15.00	\$ 165.00
4226000	EMCS	Normal hours Monday - Friday	\$ 130.00	\$ 13.00	\$ 143.00
4226000	Administration	Normal hours Monday - Friday	\$ 88.00	\$ 8.80	\$ 96.80

SHIRE OF NAREMBEEN

Schedule of Fees and Charges for 2021/2022



COA No.		FEE	GST	TOTAL
Statutory Fees & Charges for 2020/21				
LAW, ORDER AND PUBLIC SAFETY				
Dog Control - (Governing Legislation - Dog Act WA 1976)				
5223000	Dog Registration (Unsterilised) - 1 Year Standard	\$ 50.00	\$ -	\$ 50.00
5223000	Dog Registration (Unsterilised) - 1 Year Pensioner	\$ 25.00	\$ -	\$ 25.00
5223000	Dog Registration (Unsterilised) - 3 Years Standard	\$ 120.00	\$ -	\$ 120.00
5223000	Dog Registration (Unsterilised) - 3 Years Pensioner	\$ 60.00	\$ -	\$ 60.00
5223000	Dog Registration (Sterilised) - 1 Year Standard	\$ 20.00	\$ -	\$ 20.00
5223000	Dog Registration (Sterilised) - 1 Year Pensioner	\$ 10.00	\$ -	\$ 10.00
5223000	Dog Registration (Sterilised) - 3 Years Standard	\$ 42.50	\$ -	\$ 42.50
5223000	Dog Registration (Sterilised) - 3 Years Pensioner	\$ 21.25	\$ -	\$ 21.25
5223000	Dog Registration (Sterilised) - Lifetime Standard	\$ 100.00	\$ -	\$ 100.00
5223000	Dog Registration (Sterilised) - Lifetime Pensioner	\$ 50.00	\$ -	\$ 50.00
5223000	Dog Registration (Unsterilised) - Lifetime Standard	\$ 250.00	\$ -	\$ 250.00
5223000	Dog Registration (Unsterilised) - Lifetime Pensioner	\$ 125.00	\$ -	\$ 125.00
Concessions:				
5223000	Guide Dogs			NIL
5223000	Dogs used for Droving or Tending Stock			25% of Fee
5223000	Pensioners			25% of Fee
*All Dogs three months of age and over must be registered. Discounts applied as per the Dog Act WA 1976				
5223000	Replacement Dog Tag	\$ 6.64	\$ 0.66	\$ 7.30
52210000	Transporting Dog Back to Owner (Per Instance)	\$ 50.00	\$ 5.00	\$ 55.00
52210000	Sustenance & Maintenance of Dog (Per Day)	\$ 25.00	\$ 2.50	\$ 27.50
52210000	Seizing and Impounding of Dog	\$ 100.00	\$ 10.00	\$ 110.00
5223000	Application for 3rd Dog - Standard	\$ 100.00	\$ 10.00	\$ 110.00
5223000	Application for 3rd Dog - Pensioners	\$ 30.00	\$ 3.00	\$ 33.00
Fines/Penalties				
52210000	Unregistered Dog	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Keeping of more than 2 Dogs	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Dangerous Dog Penalty	\$ 400.00	\$ 40.00	\$ 440.00
52210000	Dog not held by a Leash in Certain Public Places	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Failure to Control Dog in Exercise Areas & Rural Areas	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Dog in a Place without Consent	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Dog causing a Nuisance	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Dog in Public Place without Collar or Registration Tag	\$ 200.00	\$ 20.00	\$ 220.00
Cat Control - (Governing Legislation - Cat Act WA 2011)				
5223000	Cat Registration - 31 May to 31 October Standard	\$ 10.00	\$ -	\$ 10.00
5223000	Cat Registration - 31 May to 31 October Pensioner	\$ 5.00	\$ -	\$ 5.00
5223000	Cat Registration - 1 Year Standard	\$ 20.00	\$ -	\$ 20.00
5223000	Cat Registration - 1 Year Pensioner	\$ 10.00	\$ -	\$ 10.00
5223000	Cat Registration - 3 Years Standard	\$ 42.50	\$ -	\$ 42.50
5223000	Cat Registration - 3 Years Pensioner	\$ 21.25	\$ -	\$ 21.25
5223000	Cat Registration - Lifetime Standard	\$ 100.00	\$ -	\$ 100.00
5223000	Cat Registration - Lifetime Pensioner	\$ 50.00	\$ -	\$ 50.00
52210000	Transportation of Cat Back to Owner	\$ 50.00	\$ 5.00	\$ 55.00
52210000	Seizing and Impounding of a Cat	\$ 100.00	\$ 10.00	\$ 110.00
52210000	Sustenance & Maintenance of Cat (Per Day)	\$ 25.00	\$ 2.50	\$ 27.50
52210000	Administration Fee for Application to Breed Cats	\$ 50.00	\$ 5.00	\$ 55.00
Other Animals				
52210000	Seizing and impounding animal (Per Animal)	\$ 100.00	\$ 10.00	\$ 110.00
52210000	Sustenance and Maintenance of Animal	\$ 25.00	\$ 2.50	\$ 27.50
SD	Trap Hire Bond	\$ 100.00	\$ -	\$ 100.00

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2021/2022



COA No.		FEE	GST	TOTAL
PLANNING SERVICES				
Development Application Fees				
10426000	a) Development application fee for extractive industry where the development has not been commenced or carried	\$ 739.00	\$ -	\$ 739.00
10426000	a) Development application fee for extractive industry where the development has been commenced or carried out.	\$739.00 plus (\$739 X 2 penalty)		
10426000	b) Development Applications less than \$50,000	\$ 147.00	\$ -	\$ 147.00
10426000	c) Development Applications from \$50,000 - \$500,000	0.32% of estimated cost of development		
10426000	c) Development Applications from \$500,000 - \$2.5million	\$1,700 plus 0.257% for every \$1 > \$500k		
10426000	For development applications >\$2.5million, refer to WAPC Planning Bulletin 93/2013			
10426000	Determining a development application where the development has commenced or been carried out	Fee as above plus by way of penalty, twice that fee		
10426000	Determining an application to amend or cancel development application	\$ 295.00	\$ -	\$ 295.00
10426000	Subdivision clearance - not more than 5 lots (per lot)	\$ 73.00	\$ -	\$ 73.00
10426000	Subdivision clearance - more than 5 lots but not more than 195 (per lot)	\$73 per for the first 5 lots and then \$35 per lot		
10426000	Subdivision clearance - More than 195 lots	\$ 7,393.00	\$ -	\$ 7,393.00
10426000	Zoning Certificate	\$ 73.00	\$ -	\$ 73.00
10426000	Written Planning Advice	\$ 73.00	\$ -	\$ 73.00
10426000	Home Occupancy Permit - renewal prior to expiry date	\$ 73.00	\$ -	\$ 222.00
10426000	Home Occupancy Permit - renewal after expiry	\$73 plus (\$73 X 2 penalty)		
10426000	Home Occupancy Permit - Initial Fee (where occupation has not commenced)	\$ 222.00	\$ -	\$ 222.00
10426000	Home Occupancy Permit - Initial Fee (where occupation has commenced)	\$222.00 plus (2 X \$222 penalty)		
BUILDING SERVICES				
Administration Fees & Charges - Subject to change as per the Building Regulations 2012				
1332200	(A) For the grant of a building permit to do building work in respect of a building or incidental structure of Class 1 and			
1332200	(i) Uncertified Application (Per Application)	0.32% of the estimated value of the proposed building work (inc. GST). As determined by the permit authority but not less than \$105.00		
1332200	(ii) Uncertified Application (Per Application) - Non Residential Class 10 farm storage shed	0.32% of the estimated value of the proposed building work (inc. GST). As determined by the permit authority but not less than \$96.00.		
1332200	(iii) Uncertified Application (Per Application) - application to extend duration of building permit	\$ 105.00	\$ -	\$ 105.00
1332200	(iv) Uncertified Application (Per Application) - amended plans (minor)	\$ 90.00	\$ 9.00	\$ 99.00
1332200	Building Services Levy (BSL) - value <\$45,000	\$ 61.65	\$ -	\$ 61.65
1332200	Building Services Levy (BSL) - value >\$45,000	0.137% x value of work		
1332200	Building Construction Industry Training Levy - if value of work exceeds \$20,000	0.2% x value of work OVER the value of \$20,000		
1332200	(B) For the grant of a building permit to do building work in respect of a building or incidental structure of Class 2 to 9.			
1332200	(i) Certified Application (Per Application) - Residential Class 1 and 10	0.19% of the estimated value of the proposed building work (inc. GST). As determined by the permit authority but not less than \$105.00		
1332200	(ii) Certified Application (Per application) - Commercial Class 2-9	0.09% of the estimated value of the proposed building work (inc. GST). As determined by the permit authority but not less than \$105.00		
1332200	(iii) Certified Application (Per Application) - application to extend duration of building permit	\$ 105.00	\$ -	\$ 105.00
1332200	(v) Uncertified Application (Per Application) - amended plans (minor)	\$ 105.00	\$ -	\$ 105.00
1332200	Building Services Levy (BSL) - value <\$45,000	\$ 61.65	\$ -	\$ 61.65
1332200	Building Services Levy (BSL) - value >\$45,000	0.137% x value of work		
1332200	Building Construction Industry Training Levy	0.2% x value of work OVER the value of \$20,000		

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2021/2022



COA No.		FEE	GST	TOTAL
	Permits - Demolition Permits			
1332200	(a) For the grant of a demolition permit to do demolition work in respect of a building or incidental structure of Class 1 & 10 (per building).	\$ 105.00	\$ -	\$ 105.00
1332200	(b) For the grant of a demolition permit to do demolition work in respect of a building or incidental structure of Class 2 to 9 (per storey)	\$ 105.00	\$ -	\$ 105.00
	(c) application to extend duration of demolition permit	\$ 105.00	\$ -	\$ 105.00
1332200	Building Services Levy (BSL) - value <\$45,000	\$ 61.65	\$ -	\$ 61.65
1332200	Building Services Levy (BSL) - value >\$45,000	0.137% x value of work		
1332200	Building Construction Industry Training Levy	0.2% x value of work OVER the value of \$20,000		
	Building Services Levy for occupancy permit or building approval certificate			
1332200	Approved building work under Section 47, 49, 50 or 52 of the Building Act	\$61.65 (capped) regardless of building costs		
1332200	Unauthorised building work under Section 51 of the Building Act	0.274% of the value of the work		
1332200	Unauthorised building work under Section 51 of the Building Act ,<\$45,000	\$ 123.30	\$ -	\$ 123.30
1332200	Unauthorised building work under Section 51 of the Building Act >\$45,000	0.274% of the value of the work		
1332200	Occupancy permit under Section 46 of the Building Act or modification for additional use under Section 48 (temporary)	NO LEVY IS PAYABLE		
	Permits - Occupancy Permits			
1332200	Application for occupancy permit for completed building (Class 2 to 9) - Per Application	\$ 105.00	\$ -	\$ 105.00
1332200	Application for temporary occupancy permit for incomplete building - Per Application	\$ 105.00	\$ -	\$ 105.00
1332200	Application for modification of occupancy permit for additional use of building on temporary basis - Per Application	\$ 105.00	\$ -	\$ 105.00
1332200	Application for replacement occupancy permit for permanent change of building use and classification - Per	\$ 105.00	\$ -	\$ 105.00
1332200	Application for occupancy permit or building approval certificate for registration of strata scheme, plan or re-subdivision	\$11.60 per strata unit - minimum \$115		
1332200	Application for occupancy permit for a building in respect of which unauthorised work	0.18% of estimated value including GST but not less than \$105.00		
1332200	Application for occupancy permit for a building in respect of which unauthorised work	0.38% of estimated value including GST but not less than \$105.00		
1332200	Application to replace an occupancy permit for an existing building	\$ 105.00	\$ -	\$ 105.00
1332200	Application for occupancy permit for unauthorised Class 2 to 9 Buildings- Certified - Per Application	0.18% of the estimated value of the proposed building work (inc. GST). As determined by the permit authority but not less than \$105.00		
1332200	Building approval certificate for unauthorised Class 1 & 10 - Certified - Per Application	0.38% of the estimated value of the proposed building work (inc. GST). As determined by the permit authority but not less than \$105.00		
1332200	Application for occupancy permit for building with existing authorisation	\$ 105.00	\$ -	\$ 105.00
1332200	Application for building approval certificate for building with existing authorisation (Class 1 & 10)	\$ 105.00	\$ -	\$ 105.00
1332200	Strata Scheme Registration. Plan of subdivision Class 1 & 10	\$11.60 per strata unit - min \$115.00		
1332200	Extension of time permit is valid	\$ 105.00	\$ -	\$ 105.00

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2021/2022



COA No.		FEE	GST	TOTAL
	Other Applications			
1332200	Application as defined in Regulation 31 (for each building standard in respect of which a declaration is sought)	\$ 2,160.15	\$ -	\$ 2,160.15
	Shire Other Fees and Charges			
1332200	Building Inspection Service Fee	\$45 plus \$1.00 per kilometre (incl GST) for staff travel time		
1332200	Bond for material on street (per m2 per month)	\$ 1.00	\$ -	\$ 1.00
1332200	Preliminary Building plans (% of licence)	25% + GST		
	BCITF (Building & Construction Industry Training Fund) - Levy			
1332200	Levy on all Residential, Commercial & Civil Engineering Project where value of construction is more than \$20,000	0.2% X value of work OVER the value of \$20,000.		
Health Services Health Act 1911 and associated Regulations				
	Septic Applications			
7524010	Application to construct onsite septic system	\$ 118.00		\$ 118.00
	Application for permit to use septic system	\$ 118.00		\$ 118.00
	Food Businesses - Food Act 2008 (charitable and community groups exempt)			
4222000	Registration - new or transfer of ownership	\$ 150.00		\$ 150.00
4222000	Annual Inspection - low risk	\$ 50.00		\$ 50.00
4222000	Annual Inspection - medium and high risk	\$ 100.00		\$ 100.00
	Offensive Trades			
10426000	As prescribed in the Health (Offensive Trades Fees) Regulations 1976			
	Lodging Houses - Health Act (Misc Prov) Act 1911			
4222000	Registration - New and annual renewal pursuant to Health Local Laws 2016	\$ 180.00	\$ -	\$ 180.00
	Public Buildings / Events- (charitable and community may be groups exempt)			
4222000	Application to construct, alter or amend	\$ 500.00	\$ -	\$ 500.00
4222000	Annual Inspection (Local Government Act 1995)	\$ 100.00	\$ -	\$ 100.00
4222000	Private Swimming Pool Inspection Fee - 4 yearly	\$ 57.45	\$ -	\$ 57.45
4222000	Private Swimming Pool Inspection Fee & Written Report	\$ 150.00	\$ 15.00	\$ 165.00
4222000	Private Swimming Pool - Failure to Enclose Swimming Pool (Fine)	\$ 750.00	\$ -	\$ 750.00
	Environmental Health Officer			
7524010	EHO hourly rate - applied to any application process where it has been determined that the amount of time taken to obtain required information and conduct inspections has been deemed excessive	\$ 86.36	\$ 8.64	\$ 95.00

**ATTACHMENT – AGENDA ITEM 8.1.3
Fees and Charges 2022/23**

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2022/2023



COA No.		FEE	GST	TOTAL
GOVERNANCE				
4221600	Administration Fee on Rates Instalments (GST not applicable) LGA S6.45 (3)	\$ 30.00		\$ 30.00
3121600	Rate Enquiry Fee	\$ 60.00	\$ 6.00	\$ 66.00
4222000	Document / Building Plan Search Fee	\$ 60.00	\$ 6.00	\$ 66.00
4222000	Fax - send first page	\$ 1.36	\$ 0.14	\$ 1.50
4222000	Fax - send subsequent pages	\$ 0.45	\$ 0.05	\$ 0.50
4222000	Fax - receive per page	\$ 0.45	\$ 0.05	\$ 0.50
3121600	Rate Book - Full print out LGA S6.16	\$ 40.00	\$ 4.00	\$ 44.00
4222000	Administration Fee for sale of Shire plates	\$ 18.18	\$ 1.82	\$ 20.00
4222000	Electoral Roll	\$ 60.00	\$ 6.00	\$ 66.00
Freedom of Information Act 1992				
4222000	Freedom of Information - Application fee			
4222000	Freedom of Information - Administration / Staff time \$/hr			
4222000	Freedom of Information - Postage			
4222000	Freedom of Information - Photocopying			
As per FOI regulation 1993 schedule (1)				
COMMUNITY AMENITIES				
SANITATION				
1012100	Domestic Refuse/Recycle Charge 120/240 litre per annum (1 Bin)	\$ 350.08		\$ 350.08
1012100	Domestic Refuse/Recycle Charge 240 litre per annum (Additional Bin/s)	\$ 349.35	\$ 34.94	\$ 384.29
	Asbestos Disposal Charge per cubic metre - Health (Disposal of Asbestos) Reg 1992			
CEMETERY CHARGES				
For Each Interment:				
1052100	Grant of Right of Burial (25 year tenure)	\$ 36.36	\$ 3.64	\$ 40.00
1052100	Land for grave in open ground (reservation)	\$ 272.73	\$ 27.27	\$ 300.00
1052100	For interment of any person Monday to Friday	\$ 600.00	\$ 60.00	\$ 660.00
1052100	For interment of any person Weekend and Public Holiday	\$ 1,200.00	\$ 120.00	\$ 1,320.00
Niche Wall:				
1052100	Grant of Right of Burial (25 year tenure)	\$ 36.36	\$ 3.64	\$ 40.00
1052100	Niche reservation	\$ 150.00	\$ 15.00	\$ 165.00
1052100	Interment including plaque installation - Monday to Friday	\$ 220.00	\$ 22.00	\$ 242.00
1052100	Interment including plaque installation - Weekend and Public Holiday	\$ 440.00	\$ 44.00	\$ 484.00
1052100	Plaque			Charged at Cost + \$30 Admin fee
Exhumations				
1052100	Fee for exhumation	\$ 100.00	\$ 10.00	\$ 110.00
1052100	Re-opening of grave for exhumation	\$ 300.00	\$ 30.00	\$ 330.00
1052100	Re-interment in new grave after exhumation	\$ 300.00	\$ 30.00	\$ 330.00
Re-opening of Grave				
1052100	For each interment	\$ 222.73	\$ 22.27	\$ 245.00
1052100	For each interment of cremated ashes	\$ 36.36	\$ 3.64	\$ 40.00
Miscellaneous Charges				
1052100	Copy of a Grant of Right of Burial	\$ 40.00	\$ 4.00	\$ 44.00
1052100	Funeral Booking Fee - late notice charge (less than 24 hours)	\$ 40.00	\$ 4.00	\$ 44.00
1052100	Permit to erect monument, headstone or memorial	\$ 50.00	\$ 5.00	\$ 55.00
1052100	Removal of Monumental work prior to reopening	\$ 135.00	\$ 13.50	\$ 148.50
COMMUNITY RESOURCE CENTRE				
Binding				
1052510	Plastic Combs Up to 20 pp	\$ 3.18	\$ 0.32	\$ 3.50
1052510	Plastic Combs 20 - 50 pp	\$ 5.00	\$ 0.50	\$ 5.50
1052510	Plastic Combs 50 - 100 pp	\$ 6.82	\$ 0.68	\$ 7.50
1052510	Plastic Combs 100 pp+	\$ 8.64	\$ 0.86	\$ 9.50
1052510	Wire Combs (8mm only)	\$ 5.91	\$ 0.59	\$ 6.50
Internet Use				
1052510	per hour	\$ 6.36	\$ 0.64	\$ 7.00
1052510	per 1/2 hour	\$ 3.64	\$ 0.36	\$ 4.00
1052510	up to 1/4 hour	\$ 1.82	\$ 0.18	\$ 2.00

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2022/2023



COA No.		FEE	GST	TOTAL
COMMUNITY RESOURCE CENTRE				
Equipment Hire (Per Day)				
1052510	Chair Covers / Tablecloths (each)	\$ 5.00	\$ 0.50	\$ 5.50
1052510	Data Projector	\$ 27.27	\$ 2.73	\$ 30.00
1052510	Projector Screen	\$ 27.27	\$ 2.73	\$ 30.00
1052510	Data Projector with Screen	\$ 51.00	\$ 9.00	\$ 60.00
1052510	Data Projector/Laptop/Screen	\$ 90.91	\$ 9.09	\$ 100.00
1052510	Digital Camera	\$ 40.00	\$ 4.00	\$ 44.00
1052510	Display Board	\$ 20.00	\$ 2.00	\$ 22.00
1052510	Laptop	\$ 36.36	\$ 3.64	\$ 40.00
1052510	Lectern	\$ 50.00	\$ 5.00	\$ 55.00
1052510	PA System	\$ 63.64	\$ 6.36	\$ 70.00
1052510	iPad	\$ 36.36	\$ 3.64	\$ 40.00
105210	Miscellaneous items available for hire - refer catalogue for full list	Cost as per catalogue		
Laminating				
1052510	A4	\$ 2.73	\$ 0.27	\$ 3.00
1052510	A3	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Large (per metre)	\$ 12.73	\$ 1.27	\$ 14.00
Meeting Room/Hot Office				
1052510	Meeting Room - Day	\$ 136.36	\$ 13.64	\$ 150.00
1052510	Meeting Room - Half Day (Up to 4 hours)	\$ 68.18	\$ 6.82	\$ 75.00
1052510	Meeting Room - Per Hour	\$ 31.82	\$ 3.18	\$ 35.00
1052510	Hot Office - Day	\$ 18.18	\$ 1.82	\$ 20.00
1052510	Hot Office - Half Day (Up to 4 hours)	\$ 9.09	\$ 0.91	\$ 10.00
1052510	Hot Office - Per Hour	\$ 3.64	\$ 0.36	\$ 4.00
1052510	Catering	Charged at Cost + 10% Admin fee		
	Complimentary Tea and Coffee with Room Hire			
Merchandise (Stationery)				
1052510	Coloured Paper A4	\$ 0.27	\$ 0.03	\$ 0.30
1052510	Coloured Paper A3	\$ 0.73	\$ 0.07	\$ 0.80
1052510	Coloured Card A4	\$ 0.55	\$ 0.05	\$ 0.60
1052510	Coloured Card A3	\$ 1.00	\$ 0.10	\$ 1.10
1052510	Envelopes - Plain DL	\$ 0.36	\$ 0.04	\$ 0.40
1052510	Envelopes - C4 (A4)	\$ 0.64	\$ 0.06	\$ 0.70
1052510	Labels (per sheet)	\$ 2.73	\$ 0.27	\$ 3.00
1052510	Photo Paper - Smooth Ilford Pearl	\$ 2.73	\$ 0.27	\$ 3.00
1052510	White Paper A4	\$ 0.18	\$ 0.02	\$ 0.20
1052510	White Paper A3	\$ 0.27	\$ 0.03	\$ 0.30
1052510	White Paper A4 (Ream)	\$ 6.82	\$ 0.68	\$ 7.50
1052510	Special Peterkin paper/ card	\$ 0.64	\$ 0.06	\$ 0.70
1052510	Mondi Card	\$ 0.36	\$ 0.04	\$ 0.40
1052510	Mondi Card A3	\$ 0.64	\$ 0.06	\$ 0.70
Printing - Large Format				
Canvas (fully framed & protected)				
1052510	A1	\$ 131.82	\$ 13.18	\$ 145.00
1052510	A2	\$ 90.91	\$ 9.09	\$ 100.00
1052510	A3	\$ 59.09	\$ 5.91	\$ 65.00
Canvas (Print Only, Not Framed)				
1052510	A1	\$ 40.91	\$ 4.09	\$ 45.00
1052510	A2	\$ 27.27	\$ 2.73	\$ 30.00
1052510	A3	\$ 22.73	\$ 2.27	\$ 25.00
Photo Lustre				
1052510	A1	\$ 31.82	\$ 3.18	\$ 35.00
1052510	A2	\$ 22.73	\$ 2.27	\$ 25.00
1052510	A3	\$ 13.64	\$ 1.36	\$ 15.00
1052510	A4	\$ 5.45	\$ 0.55	\$ 6.00
Glossy Photo Paper				
1052510	6x4	\$ 1.77	\$ 0.18	\$ 1.95
1052510	Custom Sizes for all Paper Types	Charged at Cost + 20% Admin fee for members and 30% for non members		

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2022/2023



COA No.		FEE	GST	TOTAL
COMMUNITY RESOURCE CENTRE				
Photocopying/Printing				
1052510	A4 single sided - Black and White	\$ 0.27	\$ 0.03	\$ 0.30
1052510	A4 double sided - Black and White	\$ 0.45	\$ 0.05	\$ 0.50
1052510	A3 single sided - Black and White	\$ 0.36	\$ 0.04	\$ 0.40
1052510	A3 double sided - Black and White	\$ 0.64	\$ 0.06	\$ 0.70
1052510	A4 single sided - Colour	\$ 0.55	\$ 0.05	\$ 0.60
1052510	A3 single sided - Colour	\$ 0.73	\$ 0.07	\$ 0.80
1052510	A4 double sided - Colour	\$ 1.00	\$ 0.10	\$ 1.10
1052510	A3 double sided - Colour	\$ 1.36	\$ 0.14	\$ 1.50
10% Discount on photocopying/printing 100 sheets plus				
CRC member - 20% discount to be applied to above stated CRC fees (unless stated otherwise)				
Memberships				
1052510	Business - (CRC only)	\$ 80.00	\$ 8.00	\$ 88.00
1052510	Community Group/Club	\$ 60.00	\$ 6.00	\$ 66.00
1052510	Family	\$ 80.00	\$ 8.00	\$ 88.00
1052510	Individual	\$ 40.00	\$ 4.00	\$ 44.00
1052510	Seniors/Concession	\$ 27.27	\$ 2.73	\$ 30.00
Staff Assistance				
1052510	Graphic Design - Desktop Publishing/Photo Restoration etc. (per hour)	\$ 50.00	\$ 5.00	\$ 55.00
1052510	Send Email	\$ 2.27	\$ 0.23	\$ 2.50
1052510	Scan Document & Send Email	\$ 3.18	\$ 0.32	\$ 3.50
1052510	Download Photos and Save to CD or USB	\$ 11.82	\$ 1.18	\$ 13.00
1052510	Administrative/Secretarial Tasks - Computer assistance, phone calls, typing, scanning, folding, cutting, collating etc. (5 minutes - min charge)	\$ 4.09	\$ 0.41	\$ 4.50
1052510	Administrative/Secretarial Tasks - Computer assistance, phone calls, typing, scanning, folding, cutting, collating etc. (15 minutes)	\$ 11.82	\$ 1.18	\$ 13.00
1052510	Administrative/Secretarial Tasks - Computer assistance, phone calls, typing, scanning, folding, cutting, collating etc. (1 Hour)	\$ 45.45	\$ 4.55	\$ 50.00
Pop-up Shop Hire				
1052510	Pop - up Shop -Day (Gst Registered)	\$ 18.18	\$ 1.82	\$ 20.00
1052510	Pop - up Shop -Week (Gst Registered)	\$ 72.73	\$ 7.27	\$ 80.00
1052510	Pop - up Shop -Day (NOT Gst Registered)	\$ 9.09	\$ 0.91	\$ 10.00
1052510	Pop - up Shop -Week (NOT Gst Registered)	\$ 36.36	\$ 3.64	\$ 40.00
1052510	Cleaning Fee per hour	\$ 27.27	\$ 2.73	\$ 30.00
1052510	Slideshow - Per Hour	\$ 50.00	\$ 5.00	\$ 55.00
Merchandise (Souvenirs, Publications, Other)				
1052510	Postcards	\$ 2.00	\$ 0.20	\$ 2.20
1052510	On The Greens	\$ 31.82	\$ 3.18	\$ 35.00
1052510	Pioneers of Narembeen	\$ 22.73	\$ 2.27	\$ 25.00
1052510	The Holleton Story	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Blain Brothers - Pioneers	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Seedtime & Harvest	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Moppett's Bus Lines	\$ 13.64	\$ 1.36	\$ 15.00
1052510	Narembeen Tennis Club 90 years	\$ 18.18	\$ 1.82	\$ 20.00
1052510	Narembeen Magnets	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Narembeen Key Chains	\$ 7.27	\$ 0.73	\$ 8.00
1052510	Special Order	Charged at Cost + 20% Admin fee for members and 30% for non members		
Community Telephone Directory				
1052510	Community Telephone Directory	\$ 15.00	\$ 1.50	\$ 16.50
1052510	Small advertisement (125mm x 60mm)	\$ 59.09	\$ 5.91	\$ 65.00
1052510	Medium advertisement (125mm x 85mm)	\$ 77.27	\$ 7.73	\$ 85.00
1052510	Large advertisement (125mm x 180mm)	\$ 136.36	\$ 13.64	\$ 150.00
1052510	Stand alone business listing (no colour or graphics)	\$ 22.73	\$ 2.27	\$ 25.00
Events/Workshops				
1052510	Ladies Long Lunch	\$ 72.73	\$ 7.27	\$ 80.00
1052510	School Holiday Activities	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Business Women Networking Event	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Triathlon Entry Adult	\$ 9.09	\$ 0.91	\$ 10.00
1052510	Triathlon Entry Child	\$ 4.55	\$ 0.45	\$ 5.00
1052510	Community Markets Stall holder	\$ 54.55	\$ 5.45	\$ 60.00
1052510	Workshop/Training/Other event	Charged at Cost + 20% Admin fee (Admin fee capped at \$100 per person)		

SHIRE OF NAREMBEEN

Schedule of Fees and Charges for 2022/2023



COA No.		FEE	GST	TOTAL
RECREATION & CULTURE				
SWIMMING POOL				
Casual Admission Charges				
1122200	Under 5		No Charge	
1122200	Child 5 - 16	\$ 1.82	\$ 0.18	\$ 2.00
1122200	Adult 16+	\$ 3.64	\$ 0.36	\$ 4.00
1122200	Senior/Concession	\$ 1.82	\$ 0.18	\$ 2.00
1122200	Spectator	\$ 1.82	\$ 0.18	\$ 2.00
Centre Membership				
1122200	Family Season Ticket	\$ 190.91	\$ 19.09	\$ 210.00
1122200	Adult Season Ticket	\$ 100.00	\$ 10.00	\$ 110.00
1122200	Child Season Ticket	\$ 68.18	\$ 6.82	\$ 75.00
1122200	Senior/Concession Season Ticket	\$ 68.18	\$ 6.82	\$ 75.00
1122200	Monthly Ticket - Family	\$ 54.55	\$ 5.45	\$ 60.00
1122200	Monthly Ticket - Adult	\$ 31.82	\$ 3.18	\$ 35.00
1122200	Monthly Ticket - Child	\$ 22.73	\$ 2.27	\$ 25.00
1122200	Monthly Ticket - Senior	\$ 22.73	\$ 2.27	\$ 25.00
RECREATION/HALLS				
Venue Hire				
3202700	Venue Bond (with alcohol)	\$ 136.36	\$ 13.64	\$ 150.00
3202700	Venue Bond (without alcohol)	\$ 90.91	\$ 9.09	\$ 100.00
Town Hall - Community Groups, Clubs & School				
End of year School performance / presentation and High School drama			Free of Charge	
1112100	24 hours	\$ 135.00	\$ 13.50	\$ 148.50
1112100	Hourly charge	\$ 9.09	\$ 0.91	\$ 10.00
Town Hall - Commercial / Private				
1112100	up to 4 hours	\$ 90.91	\$ 9.09	\$ 100.00
1112100	24 hours	\$ 181.82	\$ 18.18	\$ 200.00
1112100	Hourly charge	\$ 27.27	\$ 2.73	\$ 30.00
Equipment Hire				
1132400	Large round tables (each)	\$ 13.64	\$ 1.36	\$ 15.00
1132400	Chairs (each)	\$ 5.00	\$ 0.50	\$ 5.50
1132400	Replacement of cost of broken chair	\$ 50.00	\$ 5.00	\$ 55.00
1132400	Stage Hire - unassembled	\$ 45.45	\$ 4.55	\$ 50.00
	Minimum Charge on all of the above	\$ 13.64	\$ 1.36	\$ 15.00
Community Gym				
1132150	Annual Gym Membership	\$ 120.00	\$ 12.00	\$ 132.00
1132150	3 Monthly Gym Membership	\$ 60.00	\$ 6.00	\$ 66.00
1132150	Monthly Gym Membership	\$ 20.00	\$ 2.00	\$ 22.00
1132150	Casual Gym Usage per visit	\$ 10.00	\$ 1.00	\$ 11.00
1132150	Hire of Gym for Group Classes (Payable by Instructor) per hour	\$ 10.00	\$ 1.00	\$ 11.00
SD	Swipe Card Bond (Refundable)	\$ 50.00	-	\$ 50.00
Sporting Clubs				
1132200	Bowling Club	\$ -	\$ -	\$ -
1132300	Football Ground Fees	\$ -	\$ -	\$ -
1132300	Cricket Ground Fees	\$ -	\$ -	\$ -
1132300	Hockey Ground Fees	\$ -	\$ -	\$ -
1132300	Tennis Ground Fees	\$ -	\$ -	\$ -
1132300	Netball Ground Fees	\$ -	\$ -	\$ -
1132300	Swimming Lane Fees	\$ -	\$ -	\$ -
Community Bus				
SD	Bus Hire Bond (Refundable)	\$ 100.00	\$ -	\$ 100.00
1052400	Bus Hire Charge (Rate per Kilometre) - Conditions Apply	\$ 0.70	\$ 0.07	\$ 0.77

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2022/2023



COA No.		FEE	GST	TOTAL
ECONOMIC SERVICES				
STANDPIPE CHARGES				
1362100	water usage charge (Per Kilolitre)	\$ 5.00	\$ -	\$ 5.00
CARAVAN PARK				
1322100	Powered Site (Per Week)	\$ 120.00	\$ 12.00	\$ 132.00
1322100	Powered Site (Per Day)	\$ 25.00	\$ 2.50	\$ 27.50
1322100	Unpowered Site (Per Week)	\$ 40.00	\$ 4.00	\$ 44.00
1322100	Unpowered Site (Per Day)	\$ 10.00	\$ 1.00	\$ 11.00
1322100	Onsite Cabins - 1 Bedroom (2 persons) (Per Day)	\$ 70.00	\$ 7.00	\$ 77.00
1322100	Onsite Cabins - 2 Bedroom self contained cabins	\$ 120.00	\$ 12.00	\$ 132.00
1322100	Onsite Cabins - additional bed (Per Day)	\$ 15.00	\$ 1.50	\$ 16.50
1322100	Cancellation/No Show (Less than 24hours Notice)			One night Accommodation
10% seniors card holder discount on all caravan park fees				
Saleyard				
1342100	Saleyard rental fee (per head)	\$ 0.50	\$ 0.05	\$ 0.55
OTHER PROPERTY & SERVICES				
PRIVATE WORKS				
Plant Inclusive of Labour (Per Hour Charge)				
1412400	Loader	\$ 250.00	\$ 25.00	\$ 275.00
1412400	Grader	\$ 218.18	\$ 21.82	\$ 240.00
1412400	Large Truck (> 5 Tonne)	\$ 163.64	\$ 16.36	\$ 180.00
1412400	Small Truck (< 5 Tonne)	\$ 120.00	\$ 12.00	\$ 132.00
1412400	Backhoe	\$ 154.55	\$ 15.45	\$ 170.00
1412400	Semi & Low Loader	\$ 172.73	\$ 17.27	\$ 190.00
1412400	John Deere Tractor and implement	\$ 136.36	\$ 13.64	\$ 150.00
1412400	Rollers	\$ 200.00	\$ 20.00	\$ 220.00
1412400	Water Truck	\$ 154.55	\$ 15.45	\$ 170.00
1412400	Utes	\$ 50.00	\$ 5.00	\$ 55.00
All equipment is wet hire - plant and operator - if works are to be carried out outside of ordinary hours or on weekends, RDO or public holidays an increase of 20% per hour will apply				
Material Cartage and Delivery Charges (Per M3)				
1412400	Delivery outside townsite			Delivery as per plant charges
1412400	Sand and Gravel (Depot) (Pick Up)	\$ 30.00	\$ 3.00	\$ 33.00
1412400	Sand and Gravel	\$ 36.36	\$ 3.64	\$ 40.00
1412400	Blue Metal (Pick Up)	\$ 27.27	\$ 2.73	\$ 30.00
1412400	Blue metal (delivered in town)	\$ 45.45	\$ 4.55	\$ 50.00
1412400	Crushed Aggregate	\$ 90.91	\$ 9.09	\$ 100.00
1412400	Metal Dust	\$ 60.00	\$ 6.00	\$ 66.00
1412400	6 Wheeler load of Sand (11 Tonne)	\$ 220.00	\$ 22.00	\$ 242.00
1412400	Semi Load of Sand (20 Tonne)	\$ 320.00	\$ 32.00	\$ 352.00
1412400	Semi Load of Gravel (20 Tonne)	\$ 170.00	\$ 17.00	\$ 187.00
1412400	Miscellaneous Parts			Cost plus 10%
1412400	Large Private Works Jobs			By Negotiation
Labour				
1412400	Supervisor - Normal Hours Monday - Friday	\$ 110.00	\$ 11.00	\$ 121.00
1412400	Leading Hand - Normal Hours Monday - Friday	\$ 55.00	\$ 5.50	\$ 60.50
1412400	Crew - Normal Hours Monday - Friday	\$ 50.00	\$ 5.00	\$ 55.00
1412400	Supervisor - Outside Normal Hours	\$ 220.00	\$ 22.00	\$ 242.00
1412400	Leading Hand - Outside Normal Hours	\$ 110.00	\$ 11.00	\$ 121.00
1412400	Crew - Outside Normal Hours	\$ 100.00	\$ 10.00	\$ 110.00
4226000	CEO - Normal hours Monday - Friday	\$ 150.00	\$ 15.00	\$ 165.00
4226000	EMCS - Normal hours Monday - Friday	\$ 130.00	\$ 13.00	\$ 143.00
4226000	Administration - Normal hours Monday - Friday	\$ 88.00	\$ 8.80	\$ 96.80

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2022/2023



COA No.		FEE	GST	TOTAL
Statutory Fees and Charges for 2022/23				
LAW, ORDER AND PUBLIC SAFETY				
Dog Control - (Governing Legislation - Dog Act WA 1976)				
5223000	Dog Registration (Unsterilised) - 1 Year Standard	\$ 50.00	\$ -	\$ 50.00
5223000	Dog Registration (Unsterilised) - 1 Year Pensioner	\$ 25.00	\$ -	\$ 25.00
5223000	Dog Registration (Unsterilised) - 3 Years Standard	\$ 120.00	\$ -	\$ 120.00
5223000	Dog Registration (Unsterilised) - 3 Years Pensioner	\$ 60.00	\$ -	\$ 60.00
5223000	Dog Registration (Sterilised) - 1 Year Standard	\$ 20.00	\$ -	\$ 20.00
5223000	Dog Registration (Sterilised) - 1 Year Pensioner	\$ 10.00	\$ -	\$ 10.00
5223000	Dog Registration (Sterilised) - 3 Years Standard	\$ 42.50	\$ -	\$ 42.50
5223000	Dog Registration (Sterilised) - 3 Years Pensioner	\$ 21.25	\$ -	\$ 21.25
5223000	Dog Registration (Sterilised) - Lifetime Standard	\$ 100.00	\$ -	\$ 100.00
5223000	Dog Registration (Sterilised) - Lifetime Pensioner	\$ 50.00	\$ -	\$ 50.00
5223000	Dog Registration (Unsterilised) - Lifetime Standard	\$ 250.00	\$ -	\$ 250.00
5223000	Dog Registration (Unsterilised) - Lifetime Pensioner	\$ 125.00	\$ -	\$ 125.00
Concessions:				
5223000	Guide Dogs		NIL	
5223000	Dogs used for Droving or Tending Stock		25% of Fee	
5223000	Pensioners		25% of Fee	
*All Dogs three months of age and over must be registered. Discounts applied as per the Dog Act WA 1976				
Management				
5223000	Replacement dog or cat tag	\$ 6.64	\$ 0.66	\$ 7.30
52210000	Transporting dog or cat back to owner (Per Instance)	\$ 50.00	\$ 5.00	\$ 55.00
52210000	Sustenance and maintenance of dog or cat (Per Day)	\$ 25.00	\$ 2.50	\$ 27.50
52210000	Seizing and Impounding of dog or cat	\$ 100.00	\$ 10.00	\$ 110.00
5223000	Application for third dog - Standard	\$ 100.00	\$ 10.00	\$ 110.00
5223000	Application for third dog - Pensioners	\$ 30.00	\$ 3.00	\$ 33.00
Fines/Penalties				
52210000	Unregistered dog	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Keeping of more than two dogs	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Dangerous dog penalty	\$ 400.00	\$ 40.00	\$ 440.00
52210000	Dog not held by a leash in certain public places	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Failure to control dog in exercise areas and rural areas	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Dog in a place without consent	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Dog causing a nuisance	\$ 200.00	\$ 20.00	\$ 220.00
52210000	Dog in public place without collar or registration tag	\$ 200.00	\$ 20.00	\$ 220.00
Cat Control - (Governing Legislation - Cat Act WA 2011)				
5223000	Cat Registration - 1 Year Standard	\$ 10.00	\$ -	\$ 10.00
5223000	Cat Registration - 1 Year Pensioner	\$ 5.00	\$ -	\$ 5.00
5223000	Cat Registration - 1 Year Standard	\$ 20.00	\$ -	\$ 20.00
5223000	Cat Registration - 1 Year Pensioner	\$ 10.00	\$ -	\$ 10.00
5223000	Cat Registration - 3 Years Standard	\$ 42.50	\$ -	\$ 42.50
5223000	Cat Registration - 3 Years Pensioner	\$ 21.25	\$ -	\$ 21.25
5223000	Cat Registration - Lifetime Standard	\$ 100.00	\$ -	\$ 100.00
5223000	Cat Registration - Lifetime Pensioner	\$ 50.00	\$ -	\$ 50.00
52210000	Administration Fee for application to breed cats	\$ 50.00	\$ 5.00	\$ 55.00
Other Animals				
SD	Trap Hire Bond	\$ 100.00	\$ -	\$ 100.00

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2022/2023



COA No.		FEE	GST	TOTAL
PLANNING SERVICES				
<i>Development Application Fees (Schedule 2, Planning and Development Regulations 2009)</i>				
10426000	Development Application Fees			
10426000	1. Determining a development application where the development has commenced or been carried out and the estimated cost of the development is -			
10426000	a.) Development Applications less than \$50,000	\$ 147.00	\$ -	\$ 147.00
10426000	b) Development Applications \$50,000 - \$500,000	0.32% of estimated cost of development		
10426000	c) Development Applications \$500,000 - \$2.5million	\$1,700 plus 0.257% for every \$1 in excess of \$500k		
10426000	d) Development Applications \$2.5 million - \$5million	\$7,161 plus 0.206% for every \$1 in excess of \$2.5million		
10426000	e) Development Applications \$5million - \$21.5million	\$12,633 plus 0.257% for every \$1 in excess of \$2.5million		
10426000	f) Development Applications more than \$2.5million	\$1,700 plus 0.257% for every \$1 in excess of \$500k		
10426000	g) Development Applications \$5million - \$21.5million	\$34,196		
10426000	For development applications >\$2.5million, refer to WAPC Planning Bulletin 93/2013			
10426000	2. Development application fee (other than for extractive industry) where the development has been commenced or carried out.	Fee in item 1 plus by way of penalty, twice that fee		
10426000	3. Development application fee for extractive industry where the development has not been commenced or carried out.	\$ 739.00	\$ -	\$ 739.00
10426000	4. Development Application where the development has commenced or been carried out	\$739.00 plus by way of penalty, twice that fee		
10426000	5A. Determining an application to amend or cancel development application	\$ 295.00	\$ -	\$ 295.00
10426000	5. (a) Subdivision clearance - not more than 5 lots (per lot)	\$ 73.00	\$ -	\$ 73.00
10426000	5. (b) Subdivision clearance - more than 5 lots but not more than 195 (per lot)	\$73 per for the first 5 lots and then \$35 per lot		
10426000	5. (c) Subdivision clearance - More than 195 lots	\$ 7,393.00	\$ -	\$ 7,393.00
10426000	6. Home Occupation Permit - Initial Fee (where occupation has not commenced)	\$ 222.00	\$ -	\$ 222.00
10426000	7. Home Occupation Permit - Initial Fee (where occupation has commenced)	\$222.00 plus by way of penalty, twice that fee		
10426000	8. Renewal of an approval of a home occupation where the application is made before the approval expires	\$ 73.00	\$ -	\$ 73.00
10426000	9. Renewal of an approval of a home occupation where the application is made after the approval has expired	\$73.00 plus by way of penalty, twice that fee		
10426000	10. Application for a change of use or for an alteration or extension or change of a non-confirming use to which item 1 does not apply, where the change or alteration, extension or change has not commenced or been carried out	\$ 295.00		\$ 295.00
10426000	11. Application for a change of use or for an alteration or extension or change of a non-confirming use to which item 2 does not apply, where the change or alteration, extension or change has not commenced or been carried out	\$295.00 plus by way of penalty, twice that fee		
10426000	12. Zoning Certificate	\$ 73.00	\$ -	\$ 73.00
10426000	13. Replying to a property settlement questionnaire	\$ 73.00	\$ -	\$ 73.00
10426000	14. Written Planning Advice	\$ 73.00	\$ -	\$ 73.00

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2022/2023



COA No.		FEE	GST	TOTAL
BUILDING SERVICES				
Administration Fees and Charges - Subject to change as per the Building Regulations 2012				
1332200	Building Services Levy (BSL) - value less than \$45,000 - Building and Demolition Permit	\$ 61.65	\$ -	\$ 61.65
1332200	Building Services Levy (BSL) - value \$45,000 or more - Building and Demolition Permit	0.137% of the value of the work		
Permits - Building and Demolition Permits				
1332200	Certified application for a building permit (s.16 (1)) For building work for a Class 1 or Class 10 building or incidental structure.	0.19% of the estimated value of the building work (inc. GST). As determined by the permit authority but not less than \$110.00		
1332200	Certified application for a building permit (s.16 (1)) For building work for a Class 2 to Class 9 building or incidental structure.	0.09% of the estimated value of the building work (inc. GST). As determined by the permit authority but not less than \$110.00		
1332200	Uncertified application for a building permit (s. 16 (1))	0.32% of the estimated value of the building work (inc. GST). As determined by the permit authority but not less than \$110.00		
1332200	Application for demolition permit (s.16(1)) For demolition work for a Class 1 or Class 10 building or incidental structure	\$ 110.00	\$ -	\$ 110.00
1332200	Application for demolition permit (s.16(1)) For demolition work for a Class 2 to Class 9 building - per storey	\$ 110.00	\$ -	\$ 110.00
1332200	Application to extend duration of building or demolition permit (s.32 (3) (f))	\$ 110.00	\$ -	\$ 110.00
Building Services Levy for occupancy permit or building approval certificate				
1332200	Approved building work under Section 47, 49, 50 or 52 of the Building Act	\$61.65 (capped) regardless of building costs		
1332200	Unauthorised building work under Section 51 of the Building Act (value less than \$45,000)	0.274% of the value of the work		
1332200	Unauthorised building work under Section 51 of the Building Act (value \$45,000 or more)	\$ 123.30	\$ -	\$ 123.30
1332200	Occupancy permit under Section 46 of the Building Act or modification for additional use under Section 48 (temporary)	No levy is payable		
Permits - Occupancy Permits				
1332200	Application for occupancy permit for completed building (s.46)	\$ 110.00	\$ -	\$ 110.00
1332200	Application for temporary occupancy permit for incomplete building (s.47)	\$ 110.00	\$ -	\$ 110.00
1332200	Application for modification of occupancy permit for additional use of building on temporary basis (s.48)	\$ 110.00	\$ -	\$ 110.00
1332200	Application for replacement occupancy permit for permanent change of building use and classification (s.49)	\$ 110.00	\$ -	\$ 110.00
1332200	Application for occupancy permit for a building in respect of which unauthorised work has been done (s.51 (2))	0.18% of estimated value including GST but not less than \$110.00		
1332200	Application for building approval certificate for a building in respect of which unauthorised work has been done (s.51 (3))	0.38% of estimated value including GST but not less than \$110.00		
1332200	Application to replace an occupancy permit for an existing building (s.52 (1))	\$ 110.00	\$ -	\$ 110.00
1332200	Application for building approval certificate for an existing building where unauthorised work has not been done (s.52 (2))	\$ 110.00	\$ -	\$ 110.00
1332200	Application to extend the time during which an occupancy permit or building approval certificate has effect (s.65 (3) (a))	\$ 110.00	\$ -	\$ 110.00

SHIRE OF NAREMBEEN
Schedule of Fees and Charges for 2022/2023



COA No.		FEE	GST	TOTAL
Other Applications				
1332200	Application as defined in Regulation 31 (for each building standard in respect of which a declaration is sought)	\$ 2,160.15	\$ -	\$ 2,160.15
1332200	Inspection of pool enclosures (regulation 53)	\$ 58.45	\$ -	\$ 58.45
1332200	Application for approval of battery powered smoke alarms (regulation 61)	\$ 179.40	\$ -	\$ 179.40
Shire Other Fees and Charges				
1332200	Building Inspection Service Fee	\$50 plus \$1.00 per kilometre (incl GST) for staff travel time		
1332200	Bond for material on street (per m2 per month)	\$ 1.00	\$ -	\$ 1.00
1332200	Preliminary Building plans (% of licence)	25% + GST		
BCITF (Building & Construction Industry Training Fund) - Levy				
1332200	Levy on all Residential, Commercial & Civil Engineering Project where value of construction is more than \$20,000	0.2% X value of work over the value of \$20,000.		
Health Services				
<i>Health Act 1911 and associated Regulations</i>				
Septic Applications				
7524010	Application to construct onsite septic system	\$ 118.00		\$ 118.00
	Application for permit to use septic system	\$ 118.00		\$ 118.00
Food Businesses - Food Act 2008 (charitable and community groups exempt)				
7524010	Registration - new or transfer of ownership	\$ 150.00		\$ 150.00
7524010	Annual Inspection - low risk	\$ 50.00		\$ 50.00
7524010	Annual Inspection - medium and high risk	\$ 100.00		\$ 100.00
Offensive Trades				
10426000	As prescribed in the Health (Offensive Trades Fees) Regulations 1976			
Lodging Houses - Health Act (Misc Prov) Act 1911				
7524010	Registration - New and annual renewal pursuant to Health Local Laws 2016	\$ 180.00	\$ -	\$ 180.00
Public Buildings / Events- (charitable and community groups may be exempt)				
7524010	Application to construct, alter or amend	\$ 500.00	\$ -	\$ 500.00
7524010	Annual Inspection (<i>Local Government Act 1995</i>)	\$ 100.00	\$ -	\$ 100.00
7524010	Private Swimming Pool Inspection Fee - Four yearly	\$ 57.45	\$ -	\$ 57.45
7524010	Private Swimming Pool Inspection Fee and Written Report	\$ 150.00	\$ 15.00	\$ 165.00
Environmental Health Officer				
7524010	EHO hourly rate - applied to any application process where it has been determined that the amount of time taken to obtain required information and conduct inspections has been deemed excessive	\$ 86.36	\$ 8.64	\$ 95.00

**ATTACHMENT – AGENDA ITEM 8.1.6
Emergency Management**



**Local Emergency Management
Arrangements**

The aim of the Shire of Narembreen Local Emergency Management Arrangements (LEMA) is to ensure there is a written understanding between agencies and stakeholders involved in managing emergencies within the Local Government to ensure the community is prepared to deal with emergencies should they arise.

Document Control			
Document ID		Version	
LEMC Endorsement date		Last Review	
Current Review		Next Review Date	
Prepared by			
Documents maintained by			

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AUTHORITY

These arrangements have been produced and issued in compliance with s(41)(1) and (2) of the [Emergency Management Act 2005](#) ('the Act'), endorsed by the Shire of Narembeen Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

These arrangements have been developed by personnel within the Shire of Narembeen and by the Local Emergency Management Committee. Consultation has been sought from the wider community.

These arrangements should be read in conjunction with the Emergency Management Act 2005 and the State Emergency Management Plans (WESTPLAN), State Hazard Plans (SHP), State Emergency Management Policy Statements and the Department of Communities' Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:

Chairperson, LEMC

Date

President Shire of Narembeen
Resolution Number:

Date

Document Review Date:

AMENDMENT HISTORY

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME
V1	January 2022	Create LEMA	Tamara Clarkson

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

To forward feedback, please copy the relevant section, mark the proposed changes and forward to;

The Chairperson

Local Emergency Management Committee Shire of Narembeen

1 Longhurst Street, Narembeen WA 6369

Or email to: admin@narembeen.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

- [State Emergency Management Policy](#)
- [State Emergency Management Plan](#)
- [State Emergency Management Procedure](#)
- [State Emergency Management Guidelines](#)
- [State Emergency Management Glossary](#)

DISTRIBUTION LIST

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Shire Ranger		
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Emergency Management Committees		
Chairperson LEMC		
Committee Members		
State Emergency Management Committee		
West Australian Police (WAPOL)		
OIC Police Station		
Local Emergency Services		
Chief Bush Fire Control Officer		
Wheatbelt District Emergency Management Committee		
Health Service Manager Narembeen Hospital		
St John Ambulance		
Other External Agencies and neighbours		
Department of Communities - DESO		
DBCA – Parks & Wildlife (Local office)		
Narembeen District High School		
Shire of Bruce Rock		
Shire of Kondinin		
Shire of Merredin		
Shire of Yilgarn		

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SECTION ONE

INTRODUCTION

1.0 Glossary of Terms

Australasian Inter-Service Incident Management System (AIIMS): A nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat Agency: As prescribed under Section 6(2) of the *Emergency Management Act 2005*, a combat agency is to be a public authority, or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Comprehensive Approach: The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases. (Synonyms: disaster cycle, disaster phases and PPRR)

Command: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also *Control* and *Coordination*)

Control: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (See also *Command* and *Coordination*)

Controlling Agency: An agency nominated to control the response activities to a specified type of emergency.

Coordination: The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination related primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. (See also *Control* and *Command*)

District Emergency Management Committee: A committee established under Section 31(1) of the *Emergency Management Act 2005*.

Emergency: The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response

Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of services.

Emergency Management: The management of the adverse effects of an emergency including

- A. Prevention: the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
- B. Preparedness: preparation for response to an emergency.
- C. Response: the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed up the recovery process.
- D. Recovery: the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency: A hazard management agency (HMA), a combat agency or a support organisation.

Hazard: An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction; or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

Hazard Management Agency (HMA): A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard for a part of the whole of that State.

Incident: the occurrence or imminent occurrence of a hazard.

Incident Controller: The person designated by the Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology, however, the function remains the same).

Incident Support Group: A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Coordinator: The person appointed by the State Emergency

Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Committee: A committee established under Section 38 of the *Emergency Management Act 2005*.

Operational Area: The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

Preparedness: Preparation for response to an emergency.

Prevention: The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Public Authority: An agency as defined in the *Public Sector Management Act 1994*;

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- A local government or regional local government;
- The Police Force of Western Australia;
- A member or officer of a body referred to in one of the above; or
- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition

Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Response: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

Risk: A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood;
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is not in the product of hazard and vulnerability.

Standard Operating Procedure: A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Emergency Management Committee: A committee established under Section 13 of the *Emergency Management Act 2005*.

Vulnerability:

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

Welfare: The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

1.1 General Acronyms used in these Arrangements

BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	(Volunteer) Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PaW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance
WA HEALTH	Department of Health
WAPOL	WA Police Force

1.2 Disclaimer

The Shire of Narembeen makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of Narembeen hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of Narembeen be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

1.3 Document Availability

A copy of this document is available on the Shire of Narembeen website www.narembeen.wa.gov.au

A print copy of this document (public version) will be made available to the public at the Shire of Narembeen administration building at 1 Longhurst Street, NAREMBEEN.

An electronic copy of this document (confidential version) is available to all Local Emergency Management Committee members.

1.4 Aim

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.5 Purpose

To set out:

- The Shire of Narembeen policies for emergency management.
- The roles and responsibilities for public authorities and other persons involved in emergency management.
- Provisions about the coordination of the emergency operations by performed by the public authorities and other persons.
- Description of emergencies likely to occur within the Shire of Narembeen.
- Strategies and priorities for emergency management in the district.
- Other matters about emergency management in the Shire of Narembeen that the Shire of Narembeen considers appropriate.

1.6 Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs individual plans.

- This document applies to the local government district of the Shire of Narembeen
- This document covers areas where the Shire of Narembeen provides support to HMAs in the event of an incident.
- This document details the Shire of Narembeen capacity to provide resources in support of an emergency, while still maintaining business continuity, and the Shire of Narembeen responsibilities in relation to recovery management.

The arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state, or federal level.

1.7 Area Covered

The Shire of Narembeen is located approximately 296 kilometres north east of Perth. It encompasses an area of 3821 km² and includes the localities of Narembeen, South Kumminin, Mount Walker, Woolocutty, Holleton and Wadderin.

1.8 Exercising, Reviewing and Reporting

Exercising

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to enable people to practice working together. The different types of exercises include Discussion, Field, Table Top and Tactical Exercise without Troops.

Testing and Exercising is important for a number of reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The Shire of *Narembeen* Local Emergency Management Committee exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

In alignment with section 4.7 of the State Emergency Management Plan, an exercise report should be developed as soon as practical at the completion of the exercise and sent to the Wheatbelt DEMC executive officer for tabling at the next meeting.

Reviewing:

An entire review of the emergency management arrangements should be undertaken

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination.
- Every five years and;
- Whenever the local government considers it appropriate.

The Contacts and Resources list should be reviewed and updated as needed but at a minimum quarterly.

Reporting:

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the preparedness Capability Survey as directed each year by the SEMC.

1.9 Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local Government	<p>The responsibilities of the Shire of Narembeen are defined in s.36 of the <i>Emergency Management Act 2005</i></p> <p>It is a function of a local government – subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and to manage recovery following an emergency affecting the community in its district; and to perform other functions given to the local government under this Act</p>
Local Emergency Coordinator	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i></p> <p>a) The Local Emergency Coordinator for a local government district has the following functions –</p> <p>b) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;</p> <p>c) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator</p>
Local Recovery Coordinator	<p>To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p>
Local Government Welfare Liaison Officer	<p>During an evacuation assist Dept. Communities by providing advice information and resources</p> <p>a) open and establish a welfare centre at the nominated facility until the arrival of DC;</p> <p>b) establish the registration process of evacuees until the arrival of DC;</p> <p>c) provide advice, information and resources in support of the facility; and</p> <p>d) assist with maintenance requirements for the facility.</p>
Local Government Liaison Officer (to ISG/IMT)	<p>During a major emergency the liaison officer attended ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.</p>

1.10 LEMC Roles and Responsibilities

Shire of Narembeen has established a Local Emergency Management Committee (LEMC) as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The Shire of Narembeen LEMC meets quarterly, generally on the third Thursday of every March, June, September, and December.

LEMC Role	Description of Responsibilities
LEMC Chair Kellie Mortimore Shire President	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer Tamara Clarkson	<p>Provide executive support to the LEMC by: Facilitating the provision of secretariat support including:</p> <ul style="list-style-type: none"> • Meeting agenda; • Minutes and action lists; • Correspondence; • Maintain committee membership contact register <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> • Annual Report • Annual Business Plan • Maintain Local Emergency Management Arrangements; <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> • Participate as a member of subcommittees

1.11 LEMC Membership

The LEMC was established by the local government to develop, overview, plan and test the Local Emergency Management Arrangements, convening every three months. The committee includes representatives of agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements. Members of the Shire’s LEMC include representatives from DFES, Shire of Narembeen councillors and staff, WA Police, WA Department of Health, and the Department of Communities as well as business and community representatives. The LEMC also facilitates training and exercises for emergency management.

For current LEMC membership names and contacts please see [LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS](#) Section – this is only available to LEMC members and Emergency Management professionals.

1.12 Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles:

Agency Roles	Description of Responsibilities:
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident
Hazard Management Agency	<p>A HMA is to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed”</p> <p>A HMA’s function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects • Appointment of Hazard Management Officers • Declare/Revoke Emergency Situation • Coordinate the development of the Westplan for that hazard

Combat Agency	A combat agency as prescribed under Subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

1.13 Related Documents and Arrangements

Local Emergency Management Policies:

As per section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify "the local government policies for emergency management". The Shire of Narembeen has the following emergency management policies in place:

Policy Name	Policy Objective
5.1.3 Bushfire Fire Control Officers	All Bush Fire Control Officers must have attended a Fire Control Officers course conducted by the Department of Fire and Emergency before being able to act in that position.
5.1.4 Bush Fire Permits	No permits shall be issued to set fire to the bush during the prohibited burning period except for reasons as specified under the Bush Fires Act.
5.1.7 Harvest Ban Officers	Shire of Narembeen has the right to impose the ban on activities such as harvesting crops, vehicle movements and hot works. The only exception to the ban is watering and feeding of livestock. This procedure is to refine the way the ban is measured and implemented.
5.1.14 Automatic Harvest Bans	Council imposes an automatic Harvest Ban on Christmas Day and New Years Day.
5.1.15 Restricted, prohibited and stubble burning periods	Allow landholders to proceed with their land maintenance whilst ensuring any burning is undertaken during the appropriate times.

Existing Plans and Arrangements:

Document	Owner	Location	Date of Plan
Risk Register	Shire of Narembeen	Shire of Narembeen	
Local Hazard Plan – Road Crash	WAPOL	Narembeen Police Station	30/06/2016
Local Hazard Plan – Air Crash	WAPOL	Narembeen Police Station	30/06/2016
Local Hazard Plan – Land Search	WAPOL	Narembeen Police Station	30/06/2016
Local Hazard Plan – Terrorist Act	WAPOL	Narembeen Police Station	
Local emergency management plan for the provision of welfare support Merredin district	Department of Child Protection and Family Support	Department of Child Protection and Family Support (SPFS Share Point)	December 2015
Emergency and Critical Incident Management Plan for Narembeen District High School	Narembeen School	Narembeen DHS	2021
Bushfire Management Plan	Shire of Narembeen	Shire of Narembeen	2007
Narembeen Hospital emergency evacuation plan	Narembeen Hospital	Narembeen Hospital	Reviewed Annually
Narembeen airstrip emergency light plan	Narembeen Hospital	Narembeen Hospital	Reviewed Annually
Emergency cards action plan	Narembeen Hospital	Narembeen Hospital	Reviewed Annually
Narembeen Sub Centre Plan and Checklist	St John Ambulance	Narembeen St John Ambulance	06/02/2017

Local Agreements, Understanding and Commitments

Shire of Narembeen is continuing to work towards provision of Mutual Aid during Emergencies and Post Incident Recovery.

Narembeen IGA, Narembeen Roadhouse, MAKIT Hardware	MOU for cooperative multi agency management and operations
Community	A reciprocal understanding with neighbouring Shires that we will assist each other in the event of a major emergency
Narembeen Recreation Centre	An agreement that in the case of an emergency the facility will be available as an evacuation point
Local farmers	Use of earth moving equipment in an emergency
ROE ROC Councils	MOU to provide support during an emergency and during the recovery process.

1.14 Community Consultation

These arrangements have been developed by the Shire of Narembeen in consultation with the Shire of Narembeen Local Emergency Management Committee.

- Community representatives are encouraged to become members of the LEMC
- The LEMC seeks community leaders to assist with consultations and attend exercises where appropriate
- Through utilisation of the Shire Facebook and website pages

1.15 Community Awareness

The Shire of Narembeen LEMC makes every effort to increase community awareness of emergency management.

- EM news including raising awareness of risks and preparedness measures provided in local newspapers/newsletters and social media platforms. (ie storm season preparedness, bush fire awareness)
- Invitations to major exercises
- emergency management days
- workshops and information days
- Encourage LEMC members to share learnings with family, friends and colleagues and to disseminate information through their agencies.

SECTION TWO

**COORDINATION OF
EMERGENCIES**

AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

In a multi-agency system, incident management comprises command, control and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

In order to work together effectively, emergency management agencies need a common framework of roles, responsibilities and processes. In Australia, AIIMS is the nationally recognised system of incident management. AIIMS is founded on five key principles, with eight key functions identified within the structure.

The five key principles of AIIMS:

Unity of Command	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
Span of Control	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
Functional Management	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team (IMT).
Management by Objectives	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
Flexibility	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIIMS:

Control	Management of all activities required to resolve the incident.
Planning	Development of objectives, strategies and plans for the resolution of the incident.
Intelligence	Collecting and analysing information or data, which is distributed as intelligence to support decision making and planning.
Public Information	Provisions of warnings, information and advice to the public, liaison with the media and community.
Operations	Tasking and application of resources.
Investigation	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
Logistics	Acquisition and provision of human and physical resources, facilities, services and materials.
Finance	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

2.0 Coordination of Emergency Operations.

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Narembeen is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

The Local government liaison officer will attend the IMT and ISG as required to provide the link between operations and the local government.

2.1 Incident Management Team (IMT)

An IMT is made up of incident management personnel comprising the Incident Controller and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

2.2 Incident Support Group (ISG)

The role of an ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may have involvement in the incident and who provide support to the Controlling Agency.

2.3 Triggers for an ISG

An ISG is triggered when the incident is a “Level 2” or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

Level	Description	Local Response Required
Level One	Usually resolved through local or initial response	Provide support to resolve the incident at the local level
Level Two	Require deployment of resources beyond initial response, functional sections established due to complexity	Provide support to resolve the incident at a local level, provide a Local Government Liaison Officer to the ISG. Make facilities available to the HMA as evacuation centres.
Level Three	Complexity may require divisions for effective management to be established, usually involves delegation of all functions	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and /or OASG. Make facilities available to the HMA as evacuation centres.

2.4 Membership of an ISG

The recovery coordinator should be a member of the ISG from the outset to ensure consistency of information flow, situational awareness and handover to recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the incident.

Agencies supplying staff/liason officers for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

2.5 Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will depend of the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

2.6 Location of Incident Control Centres

Primary Emergency Operations Centre (Response)

Latham Road, Narembeen			
	Contact	Name	Mobile
Emergency Services Building Latham Road, Narembeen	1st Contact	Renee Lynch	0407 389 849
	2nd Contact	Lorraine Lethlean	0458 033 568

Alternative Centres

	Shire of Narembeen – 1 Longhurst Street, Narembeen		
	Contact	Name	Mobile
Shire of Narembeen Administration Building	1st Contact	David Blurton	0428 647 312
	2nd Contact	Tamara Clarkson	0409 444 425
	3rd Contact	Arthur Cousins	0429 647 330

	Contact	Name	Mobile
Narembeen District High School Ada Street, Narembeen	1st Contact	Chris Arnold	0428 647 293
	2nd Contact	Russ Arnold	0438 141 587

2.7 Locations of ISG Meetings

Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

The following locations can be used for ISG meetings:

<i>Location</i>	<i>Address</i>
Shire of Narembeen	1 Longhurst Street, Narembeen
Emergency Services Building	Latham Road, Narembeen

For a list of contacts in order to open these locations for ISG meetings, please refer to [INCIDENT SUPPORT GROUPS MEETING LOCATIONS AND CONTACTS](#) in the Contacts and Resources Section.

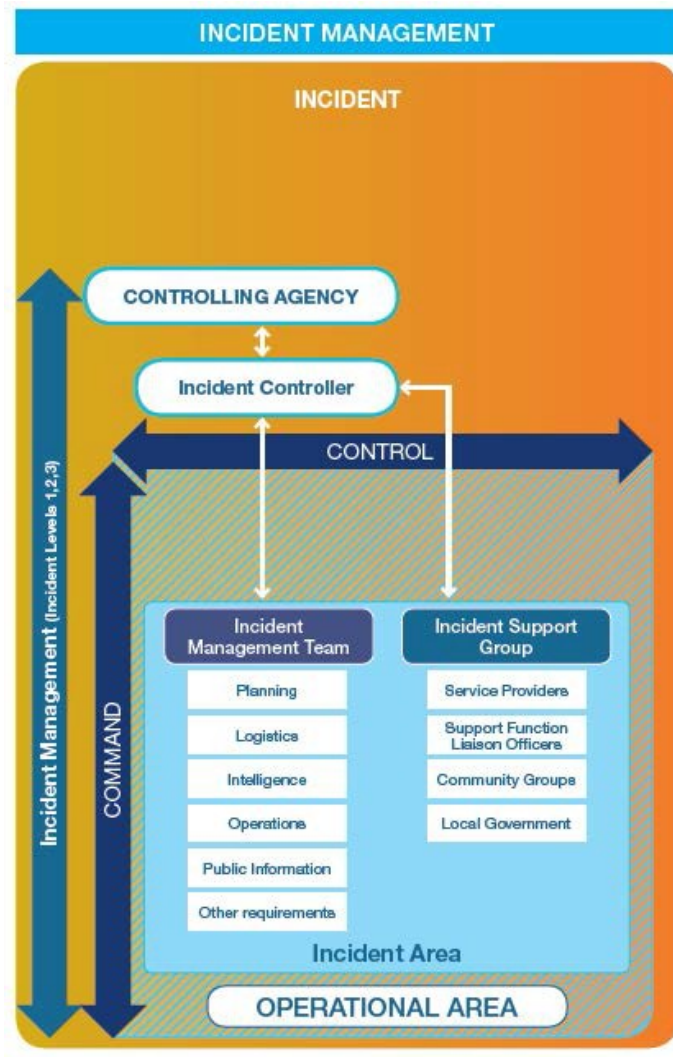


Figure 1: A diagram illustrating Incident Management

2.8 Financial Arrangements

The Shire of Narembeen is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the Shire of Narembeen occurs to ensure the desired level of support is achieved.

SECTION THREE

RISK

3.0 Risk Management

Risk Management is a vital part of the emergency management process. It is vital that we understand the hazards and risks likely to impact the Shire of Narembeen.

The Shire of Narembeen LEMC has taken into account that there are a number of special considerations to be given attention when considering risks affecting our community. They are listed below.

3.1 Special Considerations

- Bush fire season is starting earlier and finishing later. Many volunteers away during summer.
- There is the possibility that summer storms may become more severe and that cyclones will be a new consideration as they move further south with the current warming trend.
- Tourist influx periods and major community events.
- An emergency incident may occur during a COVID-19 outbreak or lockdown. All agencies to refer to their own guidelines or the state Government COVID-19 plan. The Dept of Communities have a plan that covers actions to run a Welfare centre safely during a COVID-19 outbreak
- Vulnerable residents will require special considerations. Welfare services that work with these residents are included in the contacts list. Refer to the contacts and resources register.

3.2 Critical Infrastructure:

The following assets/infrastructure are located within the Shire of Narembeen have been classified as critical infrastructure:

Infrastructure	Location	Owner	Contact Details	Description	Impact
Phone Line	Latham Road	Telstra		Telstra Exchange	No Communication
Sewerage	Latham Road	Narembeen Shire	90647308	Town Dam	Health Issues
Bridge	Narembeen/ Kondinin Road	Narembeen Shire	90647308	Causeway	Sealed Access In / Out of Narembeen

3.3 Risk Register:

The Shire of Narembeen LEMC has undertaken extensive risk assessment work to better understand our local capability and capacity.

- Scenarios of the top 6 hazards were presented and 190 risk statements were assessed across the 6 hazards of Flood, storm, Earthquake, Human Epidemic, Animal Biosecurity and Bushfire.
- 103 of the risk statements have been recommended for treatment consideration.
- Likelihood of a risk occurring was rare in the majority of risks assessed. However, the consequence of the risks, should they occur, predominantly fell in the Moderate – Catastrophic range. Storm was the only assessed hazard which defied this trend with the majority of its risks falling the insignificant and minor consequence categories.
- Earthquake had the lowest likelihood, but the greatest consequence.
- Human Epidemic risk were the most likely to be realised (owing to the largest Annual Exceedance Probability.)

For further detail, the full risk register and the “Local Risk Assessment Summary Document” are available from the Shire of Narembeen.

3.4 Emergencies likely to occur / Hazards Register

The following hazards were identified as the most likely to occur in the Shire. Below is a register of the identified hazards.

Hazard	HMA	Controlling agency	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local plan
Fire (Local Govt Land)	DFES	LG	VFES	LGA staff	Fire 2019	Response plan
Fire (Structure in Gazetted town boundary)	DFES	DFES	VFES	LGA Staff, Police, SJA	Fire 2019	SOPs
Bush Fire	DFES	LGA	VBFB	LGA Staff, Police, SJA, Church Groups	Fire 2019	SOP
Electricity Supply Disruption	Public Utilities Office	Public Utilities Office	Western Power	Western Power		
Flood	DFES	DFES	VFES and regional SES	LGA staff	Flood 2016	SOPs
Pandemic	Dept of Health	Dept of Health	Health Services	Narembeen Hospital	Human Epidemic 2016	SOPs
Road Crash	WA Police Force	WA Police Force	VFES	Police, SJA, Hospital, LG Staff	Crash Emergency 2018	SOPs
Hazmat Emergency	DFES	DFES	VFES and Regional SES	Hazmat	Hazardous materials emergencies (HAZMAT) 2016	

SECTION FOUR

EVACUATION

Evacuation

There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of Narembeen and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of Narembeen and the Department of Communities.

4.0 Types of Evacuations

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. The Controlling Agency should provide sufficient, timely and relevant information to the community to assist in them making an informed decision to self-evacuate.

A **controlled evacuation** is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).

A **recommended evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property, but it is not believed to be imminent or significant.

A **directed evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency issues a direction for people and animals to evacuate/be evacuated, with which they are obliged to comply. This is most likely to occur when injury or loss of life is imminent.

4.1 The Five stages of Evacuation



Things to Consider: Legislative powers, risk management, resource requirements.

Reasons to/not to evacuate must be recorded.

Stage Two: Warning – Telling people of the need to go

Part of the LEMC's planning process is to identify available communication methods for public information.

Stage Three: Withdrawal – Getting people out

Self-evacuation, recommended evacuation or directed evacuation?

Controlling Agency should, as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security and/or traffic management contractors.

Stage Four: Shelter – Where people can go and providing support

Where a Controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare support for evacuated persons.

Stage Five: Return – Allowing people back and supporting their return

In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local level.

A relevant person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be executed in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of welfare support services.

4.2 Evacuation (WELFARE) Centres

Please refer to section Five Welfare for a full list of evacuation centres.

4.3 Evacuation to other Local Government Areas

The Shire of Narembeen and its LEMC have planned for the instance in which evacuation to all local welfare centres is impossible. Partnering agreements with surrounding Shires has yet to be developed.

Shire of Bruce Rock 39kms travelling North West along the Bruce Rock-Narembeen Road
Alternative Route: Via Merredin and Cramphorne Roads 45.3km

FACILITY	CAPACIT	ADDRESS	CONTACT
Bruce Rock Recreation Facility	300	Cramphorne Road, Bruce Rock	Shire of Bruce Rock 9061 1377

Shire of Merredin: 70.4kms travelling North along the Narembeen-Merredin Road
Alternative Route: Bruce Rock-Narembeen Road, Bruce Rock-Merredin Road (89.3km)

FACILITY	CAPACIT	ADDRESS	CONTACT
Merredin Recreation Centre	200	Bates Street, Merredin	Shire of Merredin 9041 1611

Shire of Kondinin: 49.9kms travelling South along the Narembeen Kondinin Road, Corrigin-Kondinin Road

FACILITY	CAPACIT	ADDRESS	CONTACT
Kondinin Town Hall	150	Jones Street, Kondinin	Shire of Kondinin 9889 1006

4.4 Special Needs Groups

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available [VULNERABLE PEOPLE CONTACT GROUPS](#) in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people that they are responsible for.

4.5 Evacuation of Animals

Assistance animals are welcomed at all welfare centres. For a list of evacuation locations for pets, please refer to the [ANIMAL WELFARE](#) within the Contacts and Resources section.

4.6 Maps

Detailed maps showing key routes, location of evacuation centres and other required information are located at the Shire Administration Office.

SECTION FIVE

WELFARE

5.0 Local Emergency Management Plan for the Provision of Welfare Support

The Department of Communities has the role of managing welfare. The Shire of Narembeen falls under the Merredin district of the Department of Communities. They have developed a Local Emergency Management Plan for the Provision of Welfare Support, which aims to prescribe the arrangements for the provision of welfare support services during emergencies. The plan is available from the Shire of Narembeen and/or the Department of Communities. The plan contains private contact details of key personnel and is not for public distribution.

5.1 Local Welfare Coordinator

The Local Welfare Coordinator for the Shire of Narembeen is Department of Communities (Merredin LEMC) Office. Their contact details can be found in the Contacts and Resources section.

5.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Narembeen appointed Local Welfare Liaison officer is Tamara Clarkson, Executive Manager Corporate Services.

5.3 Register find Reunite

Where a large-scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This allows friends and relatives to locate each other. The Department of Communities has an arrangement in place with the Red Cross to assist with the registration process.

5.4 Animal Welfare

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events that can often limit the ability of people to fulfil these obligations. Furthermore, their inability to provide care for their animals can lead to significant distress in already trying situations.

The Shire and LEMC is developing an Animal Welfare Plan to assist the community with the care and management of domestic and native animals during an emergency.

5.5 Welfare Centre

The Local Government may choose to manage a Welfare Centre however the Department of Communities has a team available for this purpose. It is the responsibility of the Hazard Management Agency, in consultation with the Local Emergency Coordinator, to request assistance with the Department of Communities. In the event Department of Communities assume control of one or more evacuation centres, the Shire of Narembeen will have representation at the centre to provide support to the Department.

EVACUATION/WELFARE CENTRES

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Contact details
Narembeen Recreation Centre	Currall Street, Narembeen	xx	xx	xx
Narembeen Town Hall				

Functional areas of Welfare Coordination include;

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance
- Opening and Coordination of Welfare Evacuation Centres

The Department of Communities (Communities) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

In many cases this will require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as Communities are able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the Dept of Communities should be contacted immediately and advised of the decision to stand up the evacuation centre.

Local government staff or LEMC members may be asked to open a Welfare Centre and manage it until Department of Communities staff arrive. A Guide and Checklist has been provided by the Department of Communities to assist with process.

The LG staff or LEMC members will provide a handover to the Communities staff on their arrival at the Evacuation Centre. Communities may require assistance with coordinating of tasks, such as provision of food etc.

The Shire of Narembeen is yet to reach agreements with food provision services in town for the after-hours supply of food and drinks in the event of an emergency.

5.6 Shire Emergency Activation Kits

Two emergency activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre. The kits are located at the following venue

- Shire of Narembeen Administration Office (located in the Safe)

A copy of this LEMA and the activation kits in both hardcopy and electronic copy (USB) are also in the activation kits.

SECTION SIX

RECOVERY PLAN

Recovery Coordinator:

Mobile Number:

Deputy Recovery Coordinator:

Mobile Number:

Endorsed at LEMC:

Date

Endorsed at Council:

Date and resolution number

6.0 Introduction

Recovery

The Shire of Narembeen Local Recovery Plan has been prepared by the Shire of Narembeen Local Emergency Management Committee to reflect the capacity of the Shire and to address the Shire's legislative responsibility under Section 36(b) and Section 41(4) of the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*.

This recovery plan forms part of the Shire of Narembeen's Local Emergency Management Arrangements (LEMA).

Authority

The local recovery plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [s.41 (4)] and State Emergency Management Policy Chapter 6, Westplan Recovery Coordination.

Objectives:

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Narembeen;
- Establish a basis for the coordination of recovery activities at the local level;
- To promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management;
- Provide a framework for recovery operations for the Shire of Narembeen

Scope:

The scope of this recovery plan is limited to the boundaries of the Shire of Narembeen. It details general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

6.1 Roles and Responsibilities

Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management arrangements for the local government.

The Shire of Narembeen has appointed officers and key personnel to lead the community recovery process in accordance with the requirements of the *Emergency Management Act*, Section 41(4). The Shire of Narembeen may appoint more than one person to the position of LRC by appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

The Shire of Narembeen Local Recovery Coordinator is David Blurton - CEO and the Deputy Local Recovery Coordinator is Tamara Clarkson – EMCS.

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;

- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

The above can be read in conjunction with the Aide Memoire – Local Recovery Coordinator local level recovery arrangements provided by the State Emergency Management Committee. - [APPENDIX 6B: AIDE MEMOIRE LOCAL RECOVERY COORDINATOR](#)

Local Recovery Coordination Group (LRCG)

The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community.

Functions

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - takes account of the local government long term planning goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of

- State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery by:
- Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
- Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

Management Handbook 2 "Community Recovery" for details on the principles, and methodologies for effective recovery management which may assist the local recovery coordination group.

6.2 Controlling Agency/Hazard Management Agency

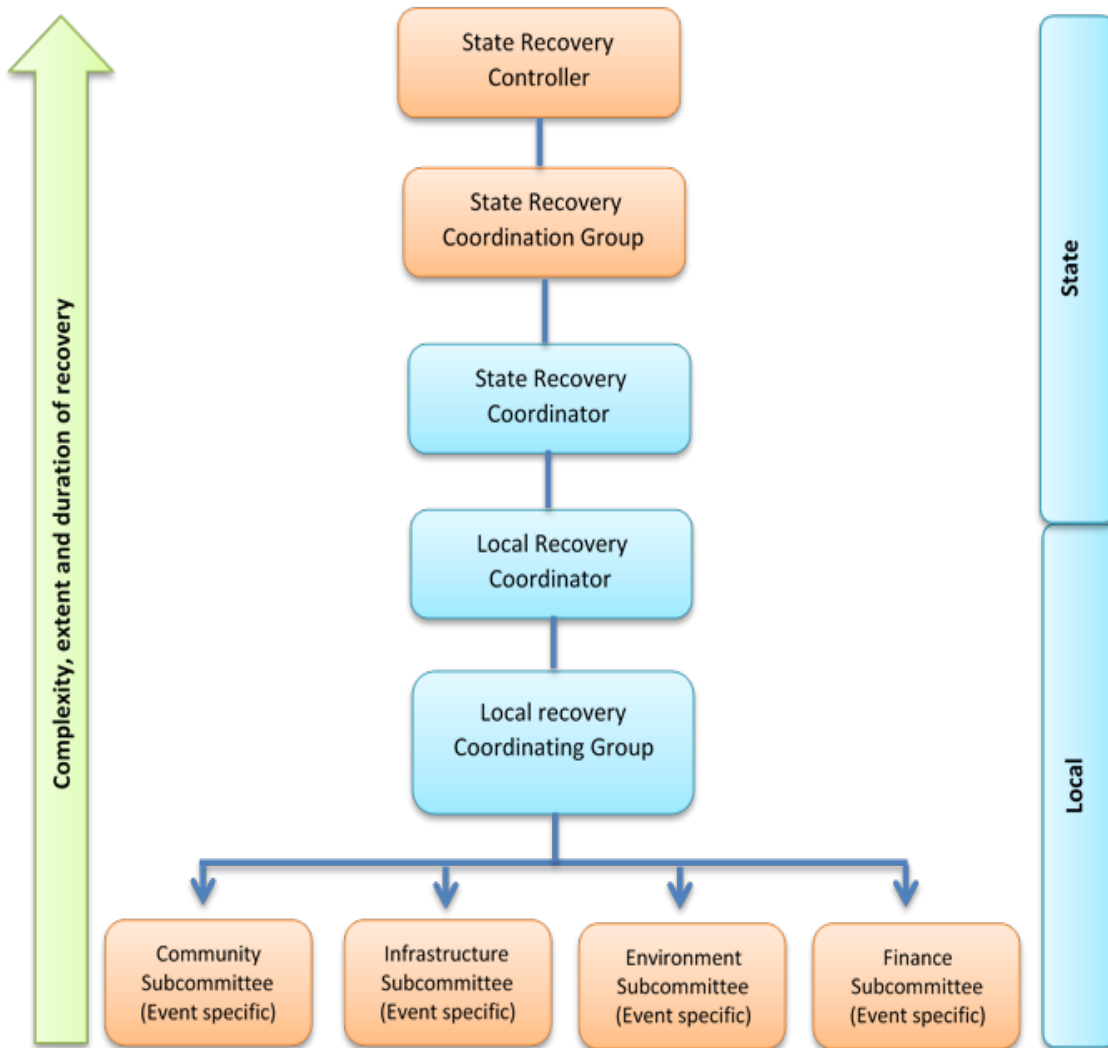
The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

6.3 State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

6.4 Recovery Structure State and Local



6.5 Commencement of Recovery

Local Recovery Coordinator

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery. The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish a Local Recovery Committee, and any sub committees as required.

The Controlling Agency

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, it will;

- Liaise with the Local Recovery Coordinator and include them in the incident management arrangements including the Incident Support Group or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected local government/s and the State Recovery Coordinator.
- Provide risk management advice to the affected community.
- Complete an Impact Statement document.

Local Recovery Coordination Group

Where required, the LRC shall form a Local Recovery Coordination Group which shall consist of, as a guide, the following:

Core Recovery Group:

(Function – recovery planning, activation of plan, Support Local Recovery Coordinator to manage the recovery process. The core group is usually made up of local government elected members and administration staff)

Position	Primary	Alternate
Chair	Kellie Mortimore	Scott Stirrat
Local Recovery	David Blurton – CEO	Tamara Clarkson – EMCS
Deputy Recovery	Tamara Clarkson	Vanessa Wittstock
Administrative support	Teresa Cousins	Kathryn Conopo
Communications officer	Vanessa Wittstock	Cynthia Mayberry
Manager of Works	Arthur Cousins	Peter Hills

Co-opted members:

(Function – these members would be co-opted as required to provide agency specific or expert advice and resources to assist the recovery process.)

Hazard Management Agency or controlling	DFES, WA Police
Essential services	Telstra, Water Corp, Main Roads, Western Power, Kleenheat
Welfare agencies	DCP, Red Cross, Local Welfare Services
Financial services	Centrelink, Shire of Narembeen, Insurance
Dept of Health	Narembeen District Hospital
Dept of Education	Narembeen District High School, REED Childcare
Dept of Transport	Shire of Narembeen, School Bus Contractors
Dept of Food and Agriculture	
Community Groups or representatives.	Lions, Autumn Club, Churches

Subcommittees:

(Function – sub committees may be formed to assist the recovery process by considering specific priority areas)

Core priority areas that may require the formation of a subcommittee include;

- Economic / Finance Subcommittee
- Infrastructure Subcommittee
- Personal / Community Subcommittee
- Environmental Subcommittee

Please refer to [APPENDIX 6A: SUB COMMITTEES – OBJECTIVES](#) for objectives and Terms of Reference for these four subcommittees should they need to be activated quickly.

6.6 Priorities for Recovery

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shire of Narembeen aligns its priorities for recovery to the National Principles for Disaster Recovery.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader content and recognising complexity is foundational.

Understand the CONTEXT	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise COMPLEXI	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use COMMUNITY-LED approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
COMMUNICATE effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and Build CAPACITY	Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

The complete National Principles for Disaster recovery can be found at <https://knoweldge.aider.org.au/resources/national-principles-disster-recvoery>

6.7 Assessment and Operational Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Statement data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Appendix 6 B: Operational Recovery Plan template](#)

6.8 Resources

Recovery Resources

The Local Recovery Coordinator for the Shire of Shire of Narembeen is responsible for determining the resources required for recovery activities in consultation with the Controlling Agency/Hazard Management Agency and Support Organisations.

The Shire of Narembeen resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Narembeen should an emergency occur.

6.9 Financial Arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

Through the Disaster Recovery Funding Arrangements – WA (DRFA-WA), the State Government provides a range of relief measures to assist communities in recovering from an eligible natural event. The Shire of Narembeen will make claims for recovery activities where they are deemed eligible under DRFA.

More information regarding DRFA is available from the State Emergency Management Committee web page - link - <https://www.dfes.wa.gov.au/recovery/Pages/default.aspx>

DFES, as the State Administrator, may activate DRFA-WA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

6.10 Financial Preparation:

The Shire of Narembeen will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of section 6.8(1) (b) or (c) of the *Local Government Act 1995*. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the *Local Government Act 1995* to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the *Local Government Act 1995* to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements- WA (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA, or Main Roads WA.

Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure1– Management of Public Fundraising and donations.

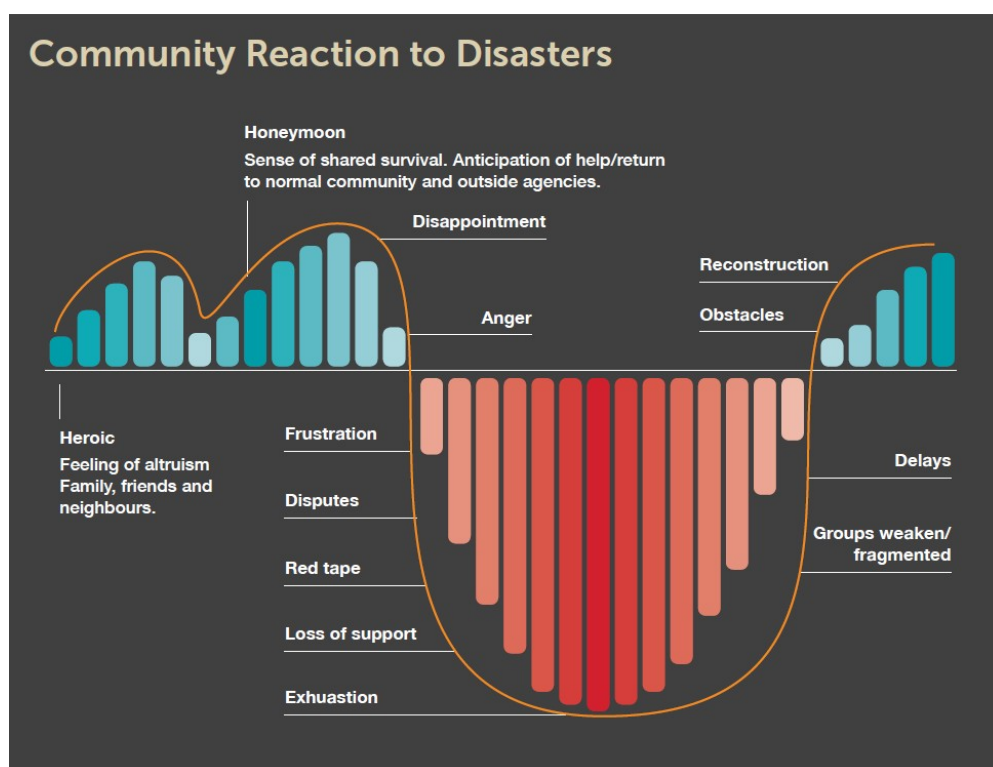
NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor’s Distress Relief Fund.

6.11 Community Reactions

It is important to understand the common reactions that individuals and the affected community as a whole, move through, when they are touched by an emergency.

Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life.

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage



It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

6.12 Actions and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a list of recovery activities that may be undertaken together with suggested strategies has been provided. The list is not exhaustive but meant as a prompt to initiate discussion and planning.

Activities:

- One Stop Shop
- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/ Planning schemes

Strategies:

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies

Provide regular updates on

- current state and extent of the disaster
- actual and proposed official response
- desired community response
- advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as:
 - One Stop Shop
 - Door Knocks
 - Out Reach Programs
 - Information Sheets and or/ Community Newsletters

Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

APPENDIX 6A: Sub Committees– Objectives

Committee	Objectives
Community (or Social) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event • To facilitate understanding on the needs of the impacted community in relation to community wellbeing • To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing • To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration of the natural environment post the event • To facilitate understanding of the needs of the impacted community in relation to environmental restoration • To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee Objectives	<ul style="list-style-type: none"> • Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate • To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency • To assess and recommend priority infrastructure projects to • assist with the recovery process in the immediate and short, medium and long term.

Finance (or Economic) Subcommittee	<p>To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.</p> <ul style="list-style-type: none">• The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:<ul style="list-style-type: none">○ ensure the principles of equity, fairness, simplicity and transparency apply○ ensure the procedures developed are straightforward and not onerous to individuals seeking assistance○ recognise the extent of loss suffered by individuals• complement other forms of relief and assistance provided by government and the private sector; recognise immediate, short, medium and longer term needs of affected individuals• ensure the privacy of individuals is protected at all times.• Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.
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Local Recovery Coordinator Aide Memoire

Local governments are to nominate a suitably skilled Local Recovery Coordinator in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary Local Recovery Coordinator is unavailable during an event.

ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the [Local Recovery Coordination Group](#) (LRCG).

FUNCTIONS

Pre-Event

- Prepare, maintain and test the [Local Recovery Plan](#) in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;
- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the [Impact Statement](#) prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;

- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

MEMBERSHIP

The Local Recovery Coordinator is to consider potential membership of the LRCG prior to an event occurring. During an emergency, consider membership of the LRCG that is event specific. The following agencies and organisations may have a role on the LRCG.

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;

Potential Members – Event Specific continued

- Essential Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: [Impact Statement](#); State Recovery Cadre; [Disaster Recovery Funding Arrangements Western Australia](#); environmental protection, clean up and waste management; Public Donations criteria for financial assistance; etc.:

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- [Lord Mayor's Distress Relief Fund](#) (City of Perth).

LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan .	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
Within 48 hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	

Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	
Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	

Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 to 12 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

Local Recovery Coordination Group Aide Memoire

Local government may establish a Local Recovery Coordination Group (LRCG) as the strategic decision-making body for recovery during an emergency within its district.

ROLE

The LRCG is to coordinate and support local management of the recovery processes by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

FUNCTIONS

- Assess the [Impact Statement](#) for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;
- Monitor known or emerging impacts using existing incident reports e.g. [Impact Statement](#), Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;
- Confirm whether the event has been declared an eligible natural disaster under the [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA) and, if so, what assistance measures are available;
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the [Lord Mayor's Distress Relief Fund](#) if activated;
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;
- Prepare a Communications Plan where appropriate;
- Depending on the extent of damage, develop an event specific [Operational Recovery Plan](#) which allows full community participation and access, as well as:
 - taking account of the local government's long term planning and goals; and
 - assessing which recovery functions are still required, timeframes and responsibilities for completing them.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people;
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted;
- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community;
- Negotiate most effective use of State and Commonwealth agencies' resources;

- Monitor the progress of recovery and request periodic reports from recovery agencies;
- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services and donated money;
- Coordinate a multi agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness;
- Ensure the local government's existing [Local Recovery Plan](#) is reviewed and amended after an event in which the [Local Recovery Plan](#) was implemented.

MEMBERSHIP

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

Appropriate membership for the LRCG must be determined for the specific emergency event. The following agencies and organisations may have a role on the LRCG:

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;

Potential Members – Event Specific continued

- Essential Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: [Impact Statement](#), State Recovery Cadre, [Disaster Recovery Funding Arrangements Western Australia](#), environmental protection, clean up and waste management, Public Donations criteria for financial assistance etc.

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- [Lord Mayor's Distress Relief Fund](#) (City of Perth).

LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	

Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

SHIRE OF NAREMBEEN
Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage: (Refer Comprehensive Impact Assessment)

Residential:

Commercial:

Industrial:

Transport:

Essential Services: (*include State and local government infrastructure*)

Estimates of damage costs:

Temporary accommodation requirements: (*includes evacuation centres*)

Additional personnel requirements:

Human services: (*personal and psychological support requirements*)

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (DRFA-WA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

Section 6 – Conclusion

(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

6.13 Recovery Report

STATE RECOVERY COORDINATING COMMITTEE RECOVERY REPORT – (Emergency Situation)

Agency / Organisation:.....Report No:

To: Chairman, SRCC/State Recovery Coordinator

Situation Update should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.

Proposed Activities: Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

Special Assistance:

Requirements: Includes support from other agencies, SRCC intervention with priorities.

Financial Issues: May include support from SRCC for additional funding from Treasury.

Recommendations:

Signature

Title

SECTION SEVEN

COMMUNICATIONS

PLAN

7.0 Introduction

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

When communicating with an affected community, special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient; and people with Culturally and Linguistically Diverse backgrounds. A list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the [VULNERABLE PEOPLE CONTACT GROUPS](#) within the Contacts and Resources section.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporate on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflict messages being given to the public.

All Council (Local Government) medial contact must be directed to the Shire President or Chief Executive Officer.

7.1 Communication Policy

Management of communication in a crisis is critical. This section has been created to guide the Shire of Narembeen in approaching crisis communication in a way that is structured, well- coordinated and effective.

During a crisis, this response will be led by the Local Response Coordinator (LRC) with assistance from key members of the Local Recovery Coordination Committee (LRCC). In the management of media relations, the Local Recovery Coordination (LRCC) must seek direction from the Hazard Management Agency and the Shire of Narembeen CEO and/or Shire President.

7.2 Communication Principals

In an emergency, communication with stakeholders must adhere to the following principals

- Timeliness - regularly updating stakeholders on the situation
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and progress
- Simplicity - ensuring communication is easily understood and consistent
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Accountability - accepting responsibility if appropriate and reasonable.

7.3 Stakeholder Communication

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the Local Recovery Coordination Committee (LRCC) in collaboration with the President and CEO of the Shire of Narembeen.

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination Committee (LRCC) response objectives and with the Shire of Narembeen's communications policy.

A well-managed and coordinated response will ensure the following occurs:

- Communication is facilitated only by those authorised to do so
- Information released is confirmed and accurate
- Communication is regular, consistent and takes into account sensitivities.

7.4 Communicating in the Prevention Stage:

Prevention is defined as “the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency”.

The Shire of Narembeen employs several practices in order to aid the prevention of emergencies and these are communicated to the public. One example is the Firebreak Order distributed to the public every year, requiring firebreaks to be installed and properties to be clear of fire-hazardous materials by 15 September.

7.5 Communicating in the Preparedness Stage:

Preparedness is defined as “the preparation for response to an emergency”.

Through increasing community preparedness, Emergency Management Agencies can educate stakeholders, networks and communities on potential emergency risks, impacts, and personal responsibility, therefore promoting community resilience. By doing so an EMA can;

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);
- Raise personal awareness of risks and the need for adequate insurance;
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas;
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

7.6 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. Such information should include the following information:

- Where to go
- The safest route to take
- What to take (Medications etc)

This section highlights local communication strategies.

Local Systems

- Notice Boards
 - Shire of Narembeen Notice Board
 - Community Newsletter – The Fence Post
 - IGA Notice Board
 - Temporary notice boards may be erected in easy-to-access locations during emergencies- Roadhouse
 - Information would also be public displayed at any evacuation centres that were opened as a result of the emergency.
- Shire of Narembeen Facebook
- Shire Website www.narembeen.wa.gov.au
- Telstra SMS Service

State Systems

During a major emergency you can also find information on:

- DFES's recorded information line
- Emergency broadcast on your local Radio Station frequency
- TV and radio news bulletins, print and online newspapers
- A staffed communication information line may be set up
- A TV crawler displaying messages at the bottom of the screen may be used.
- Standard Emergency Warning Signal (SEWS):
SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.

In Western Australia, the broadcast of SEWS is authorised by the Department of Fire and Emergency Services, or the Regional Director of the Bureau of Meteorology for flood and weather events.

DFES Public Info line

Website www.dfes.wa.gov.au and www.emergency.wa.gov.au

Telephone 13 3337 (13DFES) (For emergency information only) –
OR 1300 657 209 (recorded information line).

ABC Radio

ABC Mid West and Wheatbelt - 1300 501 222

Geraldton - 08 9923 4111

Midwest Radio

08 9362 6664

State Alert System

1300 253 787

Emergency WA Website

<https://www.emergency.wa.gov.au/#>

State Alert

StateAlert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

- Recorded voice – Landline and mobile, and/or
- Text – mobile telephone, email and RRS feed.

StateAlert is also available for use by external HMAs for situations where lives may be in danger. All requests for StateAlert messaging will be evaluated to ensure the need is commensurate with both the definition of Emergency and that the proposed release of StateAlert is classed as a 'Life threatening' incident.

7.7 Communicating in the Response Stage:

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community, or part of it, should it be under threat from an emergency. They will decide how best to communicate the evacuation suggestion, or order, to community members.

7.8 Communicating in the Recovery Stage:

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals, and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do

Status Update

The status update is the first information assessment about what is happening, which provides crucial information about the emergency and recovery efforts. These are maintained on a daily basis in summary form, which are used to inform key talking points for use by the Shire of Narembeen.

Talking Points

The talking points are developed from information contained within the status updates.

The talking points provide key messages to be used by the spokesperson and all members of the Shire who are in contact with affected community and general public. Talking points can be used for all communication methods such as the newsletter, community meetings etc.

Social Media Applications

Social media can be used effectively as an engagement tool with the community in the event of an emergency and recovery. The Shire is committed to regular use of Facebook and will monitor and update regularly.

Media Release

Media releases can provide a vital way of providing instant information that can be picked up by the local newspaper or radio station. The designated local government spokesperson must be used in the media release. Consider co-branded media releases that relate to a specific stakeholder in the early stages of the response to recovery phase.

Community Meetings

Community meetings are essential in response and recovery as it is important to address the community in a face-to-face setting early on, to earn the trust and respect of the affected community and engage in meaningful dialogue. Community meetings may involve many state government agencies such as the Hazard Management Agency, along with local government and community organisation representatives. It is important that the Master of Ceremony and spokesperson are delegated by the local government.

sNotice Boards

A central notice board at a key location in the community can be used to provide information in recovery. This may be a location already being used or one that is decided that is best placed for the emergency and recovery effort.

- The information must be general, local and provide people with call to actions such as contact numbers and places to go for additional information.
- The notice board may also be used to gain feedback directly from the community, if required.

Media Conference

A media conference can be utilised if there is public and media interest after the emergency and can be used to get specific messages across the media, general public and the community.

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.
- The announcement will need to be prepared, the spokesperson chosen and briefed, and the time of the conference chosen to suit relevant media deadline

Community Newsletter

A community newsletter that is printed or emailed is a simple and easy method of communication in recovery.

Newspaper Article

A newspaper article may be picked up by the newspaper from the media release that has been issued, the local government may be given a regular space each week to address the issues in recovery for the community or be able to place paid advertising within the newspaper.

Recovery Communications Plan

A recovery communications plan details the local governments' strategy on communication and consultation with the affected community in recovery.

A copy of a basic communications plan template can be found at *Appendix 7A*

Managing the Media

During a crisis information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. The Local Response Coordinator (LRC) is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings within the Local Recovery Coordination Committee (LRCC). Information is never to be assumed
- The Local Recovery Coordination Committee (LRCC) will draft documents for release to external stakeholders
- The Local Response Coordinator (LRC) must confirm all incident-related facts

- Local Recovery Coordination Committee (LRCC) Chair will coordinate final sign-off from the CEO prior to document release.

Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. Designated spokespeople may include:

- Shire of Narembeen – CEO
- Shire President
- Incident relevant elected representative

They must have the updated facts and be both available and prepared to manage media relations. It is crucial that all employees are aware of the procedure for handling enquiries and know how to appropriately direct calls and visitors.

General Enquiries

Frontline employees from outside the Local Recovery Coordination Committee (LRCC) must be prepared to receive enquiries from a range of stakeholders. The Shire of Narembeen's Communication advisor will ensure that they are provided with a script based on the key messages and a copy of the prepared Q&As and must brief them on the communication policies. Other than approved spokespeople, no employee is authorised to make comment to any stakeholder beyond the scope of the script and these documents.

- No employee or spokesperson is to give “off the record” or “in confidence” information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or Local Recovery Coordination Committee (LRCC) Chair.

APPENDIX 7A Recovery Communications Plan Template

SHIRE OF NAREMBEEN

RECOVERY COMMUNICATION PLAN

Recovery Vision for the affected Community.

Vision

Mission

Mission of the recovery communications plan.

Why?	
Who?	
What?	
When?	
Where?	
How?	

BACKGROUND

Brief detailed description of the emergency events.

COMMUNICATION OBJECTIVES

Clear, measurable and achievable objectives. No more than five.

Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and by when?

Target Audience	
Descriptions	
Actions	
Who	
By When	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message	
Method	
Who	

Actions

What communications are being undertaken to which stakeholder group and how is this being done?

Who has responsibility and how often will they be distributed and/or updated?

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method	
Monitor and	
Frequency	

Communications Budget

How much money has been allocated to be spend on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method	
Amount Allocated	
Amount Spend/Date	

Communications Plan Review

Who is responsible for monitoring the complete recovery communications plan, what date was it reviewed and what were the major changes that were made?

By Whom	
Date	
Major Changes	

SECTION EIGHT

**CONTACTS AND
RESOURCES REGISTER**

Please note that this section of the LEMA is private and confidential. The information contained within this section will only be made available to emergency management personnel and is not available for viewing by the public.

Administration Office and Depot

Shire of Narembeen	
Administration Office	Depot
1 Longhurst Street, Narembeen	Mt Walker Road, Narembeen
Ph: 08 90647308	Ph: 90648134
	Radio Channel Two Way: 28
Email: admin@narembeen.wa.gov.au	
Website: www.narembeen.wa.gov.au	

Shire Councillors 2021 - 2023

Role	Name	Phone
Shire President	Kellie Mortimore	0427 647 090
Deputy Shire President	Scott Stirrat	0427 635 030
Councillor	Amy Hardham	0429 647 177
Councillor	Warren Milner	0409 881 495
Councillor	Michael Currie	0428 230 276
Councillor	Trevor Cole	0428 647 038
Councillor	Chris Bray	0418 911 872
Councillor	Holly Cusack	0429 611 003

Shire Staff

Chief Executive Officer	David Blurton	0428 647 312
Executive Manager Corporate Services	Tamara Clarkson	0409 444 425
Works Supervisor	Arthur Cousins	0429 647 330
Environmental Health Officer	Brendon Gerrard	0409 770 824
Senior Finance Officer	Teresa Cousins	0456 370 742
Economic Development Officer	Diana Blacklock	0421 631 632
Corporate Services Officer	Salma Khan	0403 196 698
Administration Officer	Kathryn Conopo	0439 914 577
Customer Service Officer	Cynthia Lowe	0467 170 882

Emergency Management Role

Recovery Coordinator	David Blurton	0428 647 312
Assistant Recovery Coordinator	Tamara Clarkson	0409 444 425
Welfare Liaison officer	Tamara Clarkson	0409 444 425

Services - Trades and Services, Catering, and Accommodation.

Role	Name	Location	Phone
Waste Disposal	Avon Waste	York	9641 1318
Electrician	Chris Bray	Narembeen	0418 911 872
Electrician	Mac Cole – Colestan Electric	Narembeen	0427 232 695
Grain Exporter	CBH		9041 1522
Heavy Haulage	Varley Transport		9393 9107
Refrigeration Repairs	Wheatbelt Refrigeration		0451 088 731
Cafe	The Narembeen Co-op	Narembeen	0447 403 373
Fuel Supplier	Liberty Rural – Merredin	Merredin	9041 4753
Builder	Glenn Jones, Busselton City Construction		0410 857 246
Builder	Chris Batty – CJB Carpentry	Narembeen	0427 745 301
Builder	Craig Kennedy	Narembeen	0429 647 137
Pest Control	Ross Leo – Combined Pest Control		0438 375 146
Earthmoving Equipment Hire	Joe Wilson		0427 620 046
Cleaning	Peter and Jackie Jackson Laurinda Miller	Narembeen	0428 973 602
Plumbing	Dean Williams – Willway Plumbing	Narembeen	0407 762 543
Carpet Cleaning	QC Ultimate Clean - Cristy	Kellerberrin	0407 383 113 0427 904 599
Ag Machine and Vehicle Repairs	AFGRI	Narembeen	9064 7065 0409 408 957
Hotel Meals Accommodation	Narembeen Hotel	Narembeen	9064 8608
Accommodation	Morning Sun Motel	Narembeen	0448 102 296
Mechanic	AMAC – Marcus Cheetham	Narembeen	0455 026 873
Hardware	Narembeen Hardware	Narembeen	9064 7302 0429 647 173

Groceries	IGA Narembeen	Narembeen	9064 7223 0448 075 839
Liquid Waste Removal	Wheatbelt Liquid Waste	Merredin	0429 469 095
Machining, Fabrication	Narembeen Engineering & Steel Supplies	Narembeen	9064 7132 0429 647 452
Transport equipment Fabrication	Bruce Rock Engineering	Bruce Rock	9061 1253
IT Support	QBIT		6364 0600
IT Support	Navada		9247 5530
General health supplies	Narembeen Pharmacy	Narembeen	9064 7373
First Aid Machinery Resources	Ramelius Resources	Narembeen	Hugh Trivett 0422 813 233
Heavy Haulage	Greg Fagan		0427 645 023
Fuel Food	Narembeen Roadhouse		9064 7315

Local Emergency Management Committee Contacts

Organisation	Name / Position	Phone	Email
Shire of Narembeen	Kellie Mortimore, Shire President	0427 647 090	iandkmortimore@bigpond.com
Shire of Narembeen	David Blurton, CEO	0428 647 312	ceo@narembeen.wa.gov.au
Shire of Narembeen	Tamara Clarkson, LEMC Executive Officer	0409 444 425	emcs@narembeen.wa.gov.au
WA Police	Steve Szokolai, Officer in Charge Narembeen Police	9045 6050	steve.szokolai@police.wa.gov.au
Fire and Rescue	Murray Dixon, Chief Bushfire Control Officer	0427 645 026	fairview1861@gmail.com
Department Fire and Emergency Services	Yvette Grigg, District Emergency Management Advisor	0488 907 187	Yvette.Grigg@dfes.wa.gov.au
Department Fire and Emergency Services	Justin Corrigan, Acting District Officer Avon	0418 164 118	justin.corrigan@dfes.wa.gov.au
Narembeen District School	Russell Arnold, Deputy Principal	0438 141 587	russell.arnold@education.wa.edu.au
St John Ambulance	Ian Mortimore, President	0428 647 090	iandkmortimore@bigpond.com
Narembeen Hospital	Marie Hedley, Acting Health Service Manager	9064 6222	Marie.hedley@health.wa.gov.au
Department of Communities	Jo Spadaccini, District Emergency Service Officer – Wheatbelt	0429 102 614	joanne.spadaccini@communities.wa.gov.au

Plant and Equipment

No	Description	Contact	Alt Contact
Shire of Narembeen	Graders	Arthur Cousins 0429 647 330	Tamara Clarkson 0409 444 425
	Trucks		
	Side Tipper		
	Trainers		
	Loaders		
	Water Tanker		
	Fuel Tanker		
	Community Bus		

Emergency Services

*In an emergency situation, please always call 000.

WESTERN AUSTRALIAN POLICE FORCE

<i>Name</i>	<i>Position</i>	<i>Phone</i>
Steve Szokolai	Officer in Charge	9045 6050
Adriaan Geldenhuys	Senior Constable	9045 6050

NAREMBEEN VOLUNTEER FIRE AND EMERGENCY SERVICES

<i>Name</i>	<i>Position</i>	<i>Phone</i>
Murray Dixon	Chief Fire Control Officer	0427 645 026
Andy Hardham	Bushfire Brigade	0429 647 173

ST JOHN AMBULANCE

<i>Name</i>	<i>Position</i>	<i>Phone</i>
Ian Mortimore	President	0428 647 090
Michael Lethlean	Vice President	0428 647 961

Vulnerable People Contacts Groups

Business/Group	Location	Capacit	Contact Name	Contact Number
Narembeen District High School	Ada Street, Narembeen		Christine Arnold	9064 9600 0428 647 293
Reed – Regional Early Education and Development Narembeen (Numbats)	Churchill Street, Narembeen		Morgan Houde-Pearce	9064 7250 6832 3825
Narembeen Hospital & Koolberrin Lodge	Ada Street, Narembeen		HSM	9064 6222
Narembeen Caravan Park	Currall Street, Narembeen		Shire	9064 7308
Narembeen Homes for the Aged	Hilton Way, Narembeen		Julie Hayter	0428 647 329