



**ORDINARY COUNCIL MEETING  
19 December 2023**

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**ATTACHMENT – AGENDA ITEM 6.1**  
**Minutes Ordinary Council Meeting**  
**21 November 2023**



Agenda for the 701<sup>st</sup> Ordinary Council Meeting

21 November 2023

#### COUNCIL CALENDAR

Date	Time	Meeting
19 December 2023	5.00pm	Ordinary Council Meeting
20 February 2024	5.00pm	Ordinary Council Meeting

#### NOVEMBER MEETING PROGRAM

2.30pm	Councillor Discussion Forum
5.00pm	Ordinary Council Meeting

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# DECLARATION OF INTEREST FORM

**TO: CHIEF EXECUTIVE OFFICER**

As required by Section 5.65 of the Local Government Act 1995, I \_\_\_\_\_  
 hereby disclose my interest in the following matters of the agenda papers for the Council  
 meeting dated \_\_\_\_\_.

FINANCIAL INTEREST			
AGENDA ITEM No.	SUBJECT	REASON FOR FINANCIAL DECLARATION	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST			
AGENDA ITEM No.	SUBJECT	REASON FOR IMPARTIALITY DECLARATION	MINUTE No.

PROXIMITY INTEREST			
AGENDA ITEM No.	SUBJECT	REASON FOR PROXIMITY DECLARATION	MINUTE No.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTES:**

- For the purposes of the financial interest provisions, you will be treated as having a financial interest in a matter if either you, or a person with whom you are closely associated, have a direct or indirect financial interest or a proximity interest in the matter.  
**NB: it is important to note that under the Act you are deemed to have a financial interest in a matter if a person with whom you are closely associated has a financial interest or a proximity interest. It is not necessary that there be a financial effect on you.**
- This notice must be given to the Chief Executive Officer prior to the meeting.
- It is the responsibility of the individual Councillor or Committee Member to disclose a financial interest. If in doubt, seek appropriate advice.
- A person who has disclosed an interest must not preside at the part of the meeting relating to the matter, or participate in, be present during any discussion or decision-making procedure relating to the matter unless allowed to do so under Section 5.68 or 5.69 of the Local Government Act 1995.

- OFFICE USE ONLY:**
- Particulars of declaration given to meeting
  - Particulars recorded in minutes
  - Particulars recorded in register

**CHIEF EXECUTIVE OFFICER:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

# NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 701<sup>st</sup> Ordinary Meeting of Council has been convened for:

**Date:** Tuesday 21 November 2023

**At:** Shire of Narembeen Council Chambers  
1 Longhurst Street, Narembeen

**Commencing:** 5.00pm



Rebecca McCall  
**Chief Executive Officer**

Date: 15 November 2023

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## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Narembeen for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Narembeen disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Narembeen during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narembeen. The Shire of Narembeen warns that anyone who has an application lodged with the Shire of Narembeen must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Narembeen in respect of the application.

# AGENDA

## Shire of Narembeen Ordinary Council Meeting Tuesday 21 November 2023, commencing at 5.00pm

### 1.0 Opening & Welcome

The President, Cr Scott Stirrat, welcomed everyone to the meeting and declared the meeting open at 5:00pm.

### 2.0 Attendance & Apologies

#### Attendance

#### **Councillors**

Cr Scott Stirrat	President
Cr Holly Cusack	Deputy President
Cr Chris Bray	
Cr Any Hardham	
Cr Trevor Cole	
Cr Hannah Bald	
Cr Michael Currie	

#### **Officers**

Rebecca McCall	Chief Executive Officer
Ben Forbes	Executive Manager Corporate Services
Ken Markham	Acting Executive Manager Infrastructure Services

#### **Public**

Renee Lynch (until 5.40pm)  
Byron Lynch (until 5.40pm)

#### 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)

*Renee and Byron Lynch were in attendance and offered Council the chance to ask any questions that they may have about the feedlot in item 8.1.4.*

*Councillor Bray asked: is there sufficient ground water available for the project?*

*A: four locations within the area have been identified to supply the required usage. As the supply is utilised, desalination may also be considered. Existing water supplies should sustain the project and provide the amount of water required per head of cattle until the point of certification.*

*Councillor Bray asked: is there any risk of contamination to ground water?*

*A: there are evaporation ponds that are all lined to the level of a waste site, which is rated on the level of permeability. The standard required for permeability of the evaporation ponds is like that of concrete. Testing was conducted and nothing was found within a 5km radius at 56 meters deep.*

*Councillor Bray asked: in the event of a downpour, can the water be contained on the site?*

*A: yes, there is sufficient containment. The Department of Water and Environmental Regulation (DWER) imposes strict compliance requirements and does intermittent audits to ensure this.*

*Councillor Stirrat asked: is scheme water intended to be used?*

*A: scheme water is not intended as part of the overall business plan, but it will be used as a last resort, if necessary. The project attempts not to rely on scheme water, and if it is used it will be within bounds of the Intensive Agriculture regulations.*

*Councillor Bray asked: given the foot and mouth concern from approximately 18 months ago, what procedures are in place to manage this?*

*A: animals are acquired via vetted private channels and are vaccinated prior to coming to site. Cattle are then quarantined for 2 weeks away from the rest of the livestock. All visitors to site are also registered to ensure that any potential exposure can be traced.*

*Councillor Cusack asked: regarding the proposed heavy vehicle movements, what roads will be used?*

*A: traffic will go towards Kondinin or Corrigin to the southwest and then on to Perth. Returning traffic will be via the same roads. Intended configuration is B-doubles as opposed to road trains, though road trains may be used in the future.*

*Councillor Stirrat asked: what are the workforce requirements and where will employees live?*

*A: a full concept hasn't been completed on this, yet. There is sufficient housing for the current stage of the project, but no specific plans. The focus is on getting the first pen run done, becoming accredited and then looking to the future from then.*

## 6.0 Minutes of Previous Meetings

### 6.1 Confirmation of Minutes of Ordinary Meeting of Council

#### 6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 24 October 2023

#### RECOMMENDATION/ COUNCIL RESOLUTION

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 24 October 2023 be confirmed as a true and accurate record of the proceedings.

**MIN 7687/23 MOTION** - Moved Cr. Bray

Seconded Cr. Cole

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.  
Against: Nil*

#### 6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 24 October 2023.

### 6.2 Receive Minutes – Eastern Wheatbelt Biosecurity Group (EWBG) Annual General Meeting

#### 6.2.1 Receive Minutes – Eastern Wheatbelt Biosecurity Group (EWBG) Annual General Meeting held on Monday 16 October 2023.

#### RECOMMENDATION/ COUNCIL RESOLUTION

That the minutes of Eastern Wheatbelt Biosecurity Group (EWBG) Annual General Meeting held on Monday 16 October 2023 be received.

**MIN 7688/23 MOTION** - Moved Cr. Stirrat

Seconded Cr. Currie

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.  
Against: Nil*

**6.3 Receive Minutes – Central East Accommodation and Care Alliance Inc (CEACA) Management Committee Meeting**

6.3.1 Receive Minutes Central East Accommodation and Care Alliance Inc (CEACA) Management Committee Meeting held on 20 October 2023.

**RECOMMENDATION/ COUNCIL RESOLUTION**

That the minutes of the Central East Accommodation and Care Alliance Inc (CEACA) Management Committee Meeting held on 20 October 2023 be received.

**MIN 7689/23 MOTION** - Moved Cr. Cusack                      Seconded Cr. Bald

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.  
Against: Nil*

**6.4 Receive Minutes – Local Emergency Management Committee Meeting**

6.4.1 Receive Minutes – Local Emergency Management Committee Meeting held on 26 October 2023.

**RECOMMENDATION/ COUNCIL RESOLUTION**

That the minutes of the Local Emergency Management Committee Meeting held on 26 October 2023 be received.

**MIN 7690/23 MOTION** - Moved Cr. Bray                                      Seconded Cr. Currie

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.  
Against: Nil*

**6.5 Receive Minutes – Ramelius Resources and Shire of Naremben Community Benefit Fund Advisory Committee Meeting**

6.5.1 Receive Minutes – Ramelius Resources and Shire of Naremben Community Benefit Fund Advisory Committee Meeting held on Wednesday 8 November 2023.

**RECOMMENDATION/ COUNCIL RESOLUTION**

That the minutes of the Ramelius Resources and Shire of Naremben Community Benefit Fund Advisory Committee Meeting held on Wednesday 8 November 2023 be received.

**MIN 7691/23 MOTION** - Moved Cr. Stirrat                                      Seconded Cr. Cole

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.  
Against: Nil*

## 6.5.2 Committee Recommendation – Grant Funding Recipients.

### RECOMMENDATION/ COUNCIL RESOLUTION

That Council adopts the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee's recommendation to approve the following grant applications:

Club/Group	Project/Event	Amount
Hurt for Help Charity Ltd	Local Charity Launch Event	5,500
Narembeen CRC	Christmas Party	4,500
Narembeen Football Club	Electronic Outdoor Scoreboard	20,000
Narembeen P&C	Indigenous Mural – Breezeway	4,500
Mt Walker Golf Club	Seating	1,922
<b>TOTAL</b>		<b>\$36,422.00</b>

**MIN 7692/23 MOTION** - Moved Cr. Stirrat

Seconded Cr. Cole

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.*

*Against: Nil*

### 6.6 Receive Minutes - Central East Accommodation and Care Alliance Inc (CEACA) Management Committee Meeting

6.6.1 Receive Minutes Central East Accommodation and Care Alliance Inc (CEACA) Management Committee Meeting held on 6 November 2023

### RECOMMENDATION/ COUNCIL RESOLUTION

That the minutes of the Central East Accommodation and Care Alliance Inc (CEACA) Management Committee Meeting held on 6 November 2023 be received.

**MIN 7693/23 MOTION** - Moved Cr. Cusack

Seconded Cr. Hardham

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.*

*Against: Nil*



### 8.1 Chief Executive Officer

#### AGENDA ITEM: 8.1.1 – ROE REGIONAL ORGANISATIONS OF COUNCILS MOU

<b>Subject:</b>	RoeROC Memorandum of Understanding
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM499
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>Date:</b>	13 November 2023
<b>Attachments:</b>	ROEROC MOU

#### PURPOSE

This item seeks Council endorsement of an extension to the existing Roe Regional Organisation of Council (RoeROC) Memorandum of Understanding (MOU).

#### BACKGROUND

RoeROC was established in October 2006 to facilitate voluntary cooperation and resource sharing between the Shires of Corrigin, Kondinin, Kulin, and Narembeen.

The RoeROC was established to:

- enhance and assist in the advancement of the Region.
- form a strategic alliance for the retention of infrastructure, community services and population, increased funding for development and maintenance/improvement of local road network, economic development initiatives, promotion and marketing initiatives, retention of health services, salinity and environment and general local government industry issues.
- encourage cooperation and resource sharing on a regional basis.
- not to detract from the relationships an individual Shire holds within its community, with the state and federal governments and other entities it interacts with in the course of usual business.

The activities of RoeROC include:

#### Cooperation

To provide a strong and cohesive regional group that has the capacity to provide leadership and practical projects that will enhance the region.

#### Tourism and Event Coordination

To maximise the potential of tourism and community events in the region through the coordination of tourism and marketing activities, individual events, staging of major events and promotions including, but not limited to;

- the marketing and development of the Roe Regional Tourism Strategy.
- the marketing and promotion of events and attractions.
- coordinating and/or staging events in the South-Eastern Wheatbelt region to maximise community benefit.

#### Resource Sharing

To promote inter-council cooperation and resource sharing opportunities where these add value and do not diminish the way individual councils provide services to their communities. These opportunities can include but are not limited to the following;

- enhance the finance/compliance capability of individual councils.

- joint purchasing of plant items.
- facilitate resource sharing of technical/professional officer positions for two or more local governments by creating the blueprint for successful joint arrangements.
- establish a central facility for local government functions such as rating, accounting, and records management.
- develop the capacity as a group to tender for and undertake major and minor works.

### **Economic and Community Building**

To implement strategies relating to issues of regional significance that foster and promote development opportunities that benefit the region. These opportunities can include, but are not limited to;

- developing and implementing alternative power systems in the region using renewable resources.
- lobby for tax incentive schemes for new industries.
- Lobby for the delivery of tertiary and further education to regional areas.
- Lobby for a regional tourist drives and routes.
- Facilitating niche marketing and branding for the region.

### **Health and Community Services**

To act as a catalyst to promote the well-being of the regional community and undertake activities including, but not limited to;

- Lobby government for continued stability and incentives for the provision of doctors.
- Lobbying government for education of nurses to meet the needs of rural areas.
- Lobbying for changes to accident, emergency and hospital care in the region.
- Facilitating improved health resources for the vulnerable members of the RoeROC community.

### **Environment**

To provide leadership, coordination and information on regional natural resource management practices and undertake activities including, but not limited to;

- Achieving improved control and utilisation of surface and sub-surface water resources.
- Achieving improved land management practices across the region.
- Ensure the long-term economic future of the region through sustainability practices.
- Implementing progressive Natural Resource Management initiatives.
- Reporting on the state of the environment in the RoeROC region.

### **Recreation**

To provide planning and leadership in the coordination and development of recreational activities and facilities in the region including, but not limited to;

- Regional Recreational planning
- Improving participation in and awareness of various sporting and recreational activities (ie supporting be-active coordinators).

### **Transport**

To provide representation, planning and input into the coordination and development of transport networks in the region including, but not limited to;

- Obtaining Federal and State funding for road networks.
- Lobbying for further input into MRWA road maintenance programs.
- Lobbying for greater input into the regulation of transport operators ie: school bus, heavy haulage, etc.
- Liaise on regional transport issues.

## **CONSULTATION**

RoeROC Chief Executive Officers  
RoeROC Council Delegates

## STATUTORY IMPLICATIONS

*Local Government Act 1995.*

## FINANCIAL IMPLICATIONS

Member Councils are required to make an annual financial contribution towards the operations of RoeROC in equal shares and may also be requested to contribute towards specific projects or initiatives.

## POLICY IMPLICATIONS

Nil

## RISK MANAGEMENT IMPLICATIONS

Risk Rating – Low

Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.

The MOU outlines the terms and conditions of the agreement, minimising the exposure to risk.

## STRATEGIC PLAN REFERENCE

### Strategic Community Plan 2022-2032

4 Civic Leadership: well governed and efficiently managed Local Government.

4.1 Forward planning and implementation of plans to achieve strategic priorities.

### Corporate Business Plan 2022-2024

4.1(c) Active participation in RoeROC, GECZ and regional groupings.

## VOTING REQUIREMENTS

Simple majority

## COMMENT

The current MOU expired on 30 June 2023 and was circulated to delegates on 13 March 2023 for comment. The RoeROC MOU was reviewed by the Chief Executive Officers of the member councils on 12 May 2023 and the revised draft was presented to the RoeROC delegates for consideration.

## OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council:

1. Endorse the RoeROC Memorandum of Understanding for the period 1 July 2023 to June 2028.
2. Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.

**MIN 7696/23**

**MOTION** - Moved Cr. Cole

Seconded Cr. Currie

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.*

*Against: Nil*



## AGENDA ITEM: 8.1.2 – ROE REGIONAL ENVIRONMENTAL HEALTH SERVICES SCHEME MOU

<b>Subject:</b>	Roe Regional Environmental Health Services Scheme Memorandum of Understanding
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM499
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>Date:</b>	13 November 2023
<b>Attachments:</b>	Roe Regional Environmental Health Services Scheme MOU

### PURPOSE

This item seeks Council endorsement of an extension to the existing Roe Regional Environmental Health Services Scheme Memorandum of Understanding which expired on 30 June 2023.

### BACKGROUND

The Roe Regional Environmental Health Services Scheme (RREHSS) provides an Environmental Health Service to the Shires of Corrigin, Kondinin, Kulin, Narembeen, and Lake Grace.

The environmental health service is administered by the Shire of Corrigin and employs 1.3 full-time equivalent staff.

The service operates under an existing MOU between the Councils and it is proposed that the current arrangement be extended for a term from 1 July 2023 to 30 June 2028.

### CONSULTATION

RoeROC Chief Executive Officers  
RoeROC Council Delegates

### STATUTORY IMPLICATIONS

*Local Government Act 1995.*

### FINANCIAL IMPLICATIONS

Scheme administration costs are included in the annual budget each year based on the visitation schedule included in Schedule 1 of the MOU.

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

Risk Rating – Low

Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.

The MOU outlines the terms and conditions of the agreement, minimising the exposure to risk.

### STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

- 3 Environment: care and protection of the environment.
- 3.1 Maintain a high standard of environmental health and waste services.
- 4 Civic Leadership: well governed and efficiently managed Local Government.
- 4.1 Forward planning and implementation of plans to achieve strategic priorities.

Corporate Business Plan 2022-2024

- 3.1(a) Participate in the Roe Environmental Health Scheme.
- 4.1(c) Active participation in RoeROC, GECZ and regional groupings.

**VOTING REQUIREMENTS**

Simple Majority

**COMMENT**

The current MOU expires on 30 June 2023 and was circulated to delegates on 13 March 2023 for comment. The RoeROC MOU was reviewed by the Chief Executive Officers of the member councils on 12 May 2023 and the revised draft was presented to the RoeROC delegates for consideration.

**OFFICER RECOMMENDATION/ COUNCIL RESOLUTION**

That Council:

1. Endorse the Roe Regional Environmental Health Services Scheme Memorandum of Understanding for the period 1 July 2023 to June 2028.
2. Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.

**MIN 7697/23**      **MOTION** - Moved Cr. Bald      Seconded Cr. Cusack

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.*  
*Against: Nil*

## AGENDA ITEM: 8.1.3 – Ordinary Meeting of Council December 2023 - Change of Date

<b>Subject:</b>	Ordinary Meeting of Council – Change of Date
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM499
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>Date:</b>	13 November 2023
<b>Attachments:</b>	Nil

### PURPOSE

This item is presented to the Council to consider moving the Ordinary Meeting of Council advertised for 12 December 2023 to 19 December 2023.

### BACKGROUND

At the Ordinary Meeting of Council dated 15 November 2022, Council resolved to advertise the 2023 Ordinary Meetings of Council to be held in the Council Chambers on the following dates at 5.00pm:

Tuesday 21 February 2023	Tuesday 15 August 2023
Tuesday 21 March 2023	Tuesday 19 September 2023
Tuesday 18 April 2023	Tuesday 24 October 2023
Tuesday 16 May 2023	Tuesday 24 November 2023
Tuesday 20 June 2023	Tuesday 12 December 2023
Tuesday 18 July 2023	

It was proposed to hold the December meeting one week earlier to allow for finalisation of the minutes and respond to issues before the Christmas and New Year office closure.

### CONSULTATION

Council Discussion Forum – October 2023  
Executive Manager Corporate Services

### STATUTORY IMPLICATIONS

Section 5.3 of the *Local Government Act 1995* is applicable and states:

#### **5.3. Ordinary and special council meetings**

- (1) *A council is to hold ordinary meetings and may hold special meetings.*
- (2) *Ordinary meetings are to be held not more than 3 months apart.*
- (3) *If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

Regulation 12(1) of the *Local Government (Administration) Regulations 1996*.

## FINANCIAL IMPLICATIONS

There will be a small cost to advertise the new meeting date.

## POLICY IMPLICATIONS

Nil

## RISK MANAGEMENT IMPLICATIONS

Risk Rating – Low

Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring.

## STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

4 Civic Leadership: well governed and efficiently managed Local Government.

4.2 Compliant and resourced local government.

Corporate Business Plan 2022-2024

4.2(a) Continue to meet compliance with statutory and regulatory requirements.

## VOTING REQUIREMENTS

Simple Majority

## COMMENT

It is proposed to move the December meeting back to the third Tuesday of the month. The CEO is of the opinion that there is adequate time to address meeting actions prior to the Christmas closure.

If the Council resolves to change the date of the Ordinary Meeting of Council for December, the new date will need to be advertised locally.

## OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council resolves that the December Ordinary Meeting of Council be held in the Council Chambers of the Shire Administration Building on the 19 December 2023 commencing at 5:00pm and the date be advertised.

**MIN 7698/23**

**MOTION** - Moved Cr. Bray

Seconded Cr. Hardham

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.*

*Against: Nil*

**AGENDA ITEM: 8.1.4 - PROPOSED CATTLE FEEDLOT – LOT 803 (NO 3821) KONDININ-NAREMBEEN ROAD, SOUTH KUMMININ**

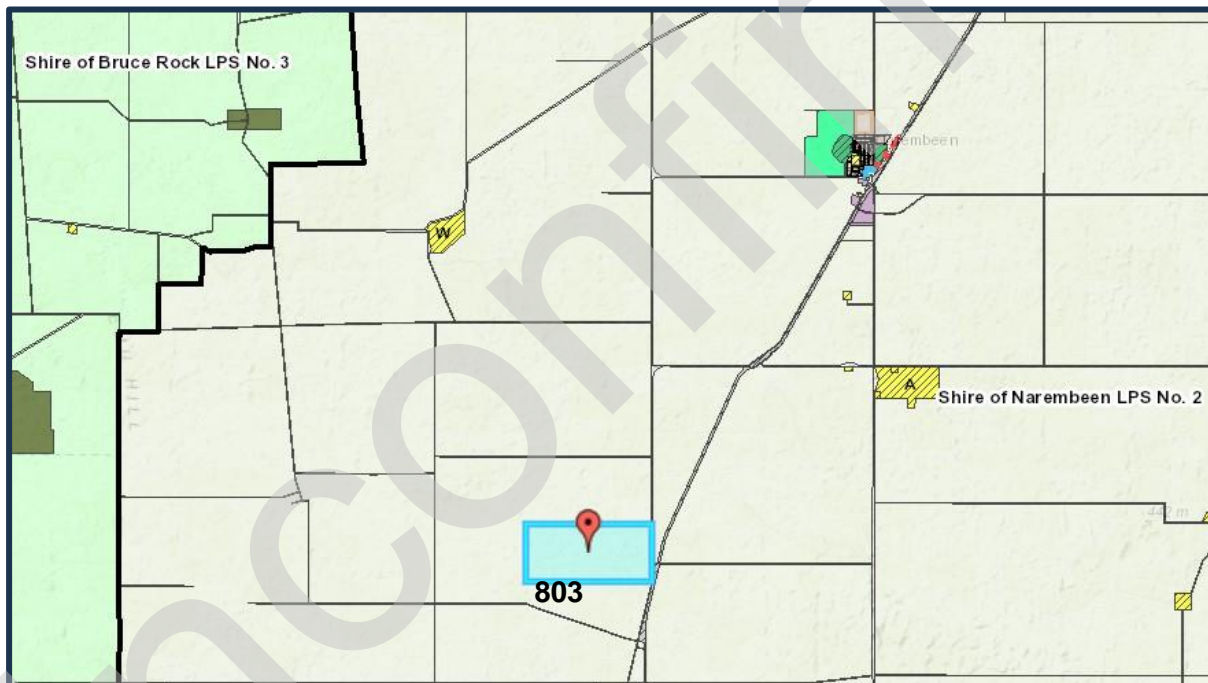
<b>Subject:</b>	Proposed Feedlot (Animal Husbandry-Intensive) – Lot 803 (No 3821) Kondinin-Narembreen Road, Kumminin
<b>Applicant:</b>	Emu Hill Pastoral Pty Ltd
<b>File Ref:</b>	P5086
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Liz Bushby, Town Planning Innovations (TPI)
<b>Date:</b>	9 November 2023
<b>Attachments:</b>	1. Development Application Report

**PURPOSE**

Council is to consider an application proposing a cattle feedlot on Lot 803 (No 3821) Kondinin-Narembreen Road, South Kumminin.

**BACKGROUND**

Lot 803 is located approximately 10 kilometres to the south-west of Narembreen townsite and is zoned 'Farming' under the Shire of Narembreen Town Planning Scheme No 2 ('the Scheme').



Above: Zoning Map

Lot 803 has an approximate area of 401 hectares. The majority of the lot has been cleared with defined strips or pockets of native vegetation – refer aerial over page.

The closest intersection to the lot is Kondinin-Narembreen Road and Koolberrin Road.



Above: Aerial Map

The lot is currently used for agricultural activities focused on producing quality beef, hay and grain.

The applicant has advised that one-third of the property is rotated through a legume program for pasture and hay production while the remaining land produces wheat, barley and oaten hay. The owners have a 350-head Angus breeding herd, which is self-replacing and will supply the feedlot.

## CONSULTATION

Shire Administration is advertising the application for public comment through a Notice on the Shire website, and letters to nearby and surrounding neighbours. Advertising closes on 17 November 2023.

## STATUTORY IMPLICATIONS

### Shire of Narembeen Town Planning Scheme No 2 –

The objectives of the Farming zone are:

- a) to ensure the continuation of broad-hectare farming as the principal land use in the District and encourage where appropriate the retention and expansion of agricultural activities.
- b) to consider non-rural uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or the environment.
- c) to allow for facilities for tourists and travellers, and for recreation uses.

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

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Narembeen Town Planning Scheme No 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.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

### **FINANCIAL IMPLICATIONS**

Development application fees will be applicable.

### **POLICY IMPLICATIONS**

There are no local planning policy implications associated with this report..

### **RISK MANAGEMENT IMPLICATIONS**

There are no known risk management implications associated with this report.

### **STRATEGIC PLAN REFERENCE**

Not Applicable.

### **VOTING REQUIREMENTS**

Absolute Majority

### **COMMENT**

#### **Description of Proposal**

New feeding pen facilities are proposed to accommodate up to 10,000 (8,400 CSU) head of cattle. The facility will be developed in stages, with stage 1 accommodating 2500 head of cattle.

The design includes the following:

1. A set of cattle yards in the north-east corner of the facility. The cattle yards will be constructed on the permeability pad within the controlled drainage area. They cover an area of approximately 1,500m<sup>2</sup>.
2. Four feed lanes with one positioned at the high point (front) of each run of pens. The feed lanes will be 5 metres wide and run north-south with turning capacity at each end. There will be no cattle access to the feed lanes. The feed lanes will be constructed on the permeability pad with the controlled drainage area.
3. Five cattle lanes. One cattle lane is positioned at the low point (back) of each run of pens, they are 6 meters wide, run north-south and are gated at each end. Another cattle lane is positioned on the north side of the pens, it is 10 meters wide and runs east-west connecting each pen run to the cattle yards.

The cattle lanes will be constructed on the permeability pad within the controlled drainage area.

4. Four runs of pens with each pen run holding 2,500 head of cattle (2,075 SCU) at a stocking density of 12m<sup>2</sup>/head (14.5m<sup>2</sup>/SCU). Each pen run will comprise:

- (i) 8 x 'A' type pens 54m x 48m - designed to hold 225 head of cattle;
- (ii) 5 x 'B' type pens 36m x 48m - designed to hold 150 head of cattle;
- (iii) 1 x 'H' type pen 12m x 48 x 6m - designed as a hospital pen.

Pens will include feed and water troughs with a 2.5m concrete apron and slope away from the troughs. The pens will be constructed on the permeability pad within the controlled drainage area.

5. In compliance with the National Guidelines for Beef Cattle Feedlots in Australia (3rd Edition, MLA, 2012) a relatively impermeable liner will be formed under the feedlot infrastructure including the pens, cattle lanes, cattle yards, solid waste storage, drains and evaporation ponds.
6. TC Drainage has been engaged by the owners as a consultant to develop the construction methodology. Construction will be completed under the supervision of TC Drainage and both parties will inspect and approve the permeability pad on completion.

All pens will be built to meet the standards required to achieve accreditation through the National Feedlot Accreditation Scheme (NFAS).

The applicant has advised that Accreditation to NFAS is a demonstration to the consumer and community that the feedlot is constructed and managed to the best practice standard with an annual audit confirming continued compliance.

The applicant has also advised that all associated environmental impacts can be appropriately managed on site and the by-products of the feedlot used to enhance their grain and hay production.

The applicant has lodged a detailed report with the application – refer Attachment 1. A site plan is included on page 6 of the report.

### **Land Use Classification**

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (ie. if the land use is permitted, not permitted, discretionary or requires advertising).

The proposed land use is construed as 'animal husbandry-intensive' which is defined in the Scheme as *'means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) or other livestock in feedlots, sheds or rotational pens.'*

Under Table 1 of the Scheme the 'animal husbandry-intensive' land use is listed as 'SA' in the Farming zone which means that *'the use is not permitted unless the local government has granted development approval after giving notice in accordance with Clause 64 of the deemed provisions'*.



## TABLE 1 - ZONING TABLE

AMD 04 GG 15/07/11; AMD 7 GG 17/11/17

		RESIDENTIAL	TOWN CENTRE	RURAL TOWNSITE	INDUSTRIAL	SPECIAL RURAL	RURAL ENTERPRISE	FARMING	RESIDENTIAL DEVELOPMENT
1	abattoir						SA	SA	
2	aged or dependent persons dwelling	AA							AA
3	agriculture – extensive <i>AMD 7 GG 17/11/17</i>						AA	P	
4	agriculture – intensive <i>AMD 7 GG 17/11/17</i>						SA	AA	
5	ancillary accommodation	P		P		AA		AA	AA
6	animal husbandry – intensive <i>AMD 7 GG 17/11/17</i>							SA	
7	bed and breakfast <i>AMD 7 GG 17/11/17</i>	AA	SA	AA		SA	AA	AA	SA

Essentially that means that Council has discretion to consider the land use in the Farming zone, however it is compulsory for the application to be advertised first.

### Guidelines for the Environmental Management of Beef Cattle Feedlots in Western Australia

The Department of Environment Guidelines for the Environmental Management of Beef Cattle Feedlots in Western Australia (WA) outlines criteria for site selection, pen areas/stocking density, feed troughs, laneways, fencing, shade, waste management. Disposal of waste over land, odour control, dust control and vermin management.

The applicant is concurrently seeking planning approval from the Shire, and a separate works approval from the Department of Water and Environmental Regulation (DWER) prescribed under the Schedule 1 of the *Environmental Protection Regulations 1987*.

*DWER* considers the National Guidelines for Beef Cattle Feedlots in Australia (Meat and Livestock Australia, June 2012), and the National Beef Cattle Feedlot Environmental Code of Practice (Meat and Livestock Australia, June 2012) as the most appropriate industry guidelines to inform its assessment of works approval and licence applications for cattle feedlots.

## Separation Distances

The Environmental Protection Authority 'Separation between Industrial and sensitive uses' recommends a buffer of 1000-2000 metres (depending on size) between feedlots and any sensitive land uses (dwellings).

The Department of Environment Guidelines for the Environmental Management of Beef Cattle Feedlots in WA has more specific separation distances summarised below;

Description	Separation distances to sensitive land marks
A. Groundwater table (wet season level)	1.5m
B. Banks of watercourses that flow intermittently	50m
C. Property boundary	50m
D. Private water supply bores and dams	100m
E. Conservation wetlands	200m
F. Boundary of wetland vegetation around estuaries and lakes	200m
G. Neighbouring isolated residences or public amenities	1000m
H. Populated townsite (residential areas)	5000m

Source – Table 3 from The Department of Environment Guidelines for the Environmental Management of Beef Cattle Feedlots in WA

The applicant has advised that the feedlot is over 3,800 metres from the nearest single farm or rural dwelling, and over 10,200 metres from Narembreen townsite. The applicants report includes mapping showing the distances, and includes a table summary replicated below:

## SUMMARY

Compliance of the nearest receptors with the s-factor calculation.

	Distance & Direction from the feedlot	Type of receptor	Compliance with s-factor
1.	3.8 km to the S	Single farm or rural dwelling	Yes
2.	5.3 km to the E	Single farm or rural dwelling	Yes
3.	4.6 km to the N	Single farm or rural dwelling	Yes
4.	10.2 km to Narembreen townsite to the NE	Medium town (>125-500 persons)	Yes

## OFFICER RECOMMENDATION

That Council:

1. Note that the feedlot application is being advertised for public comment, and advertising closes on 17 November 2023.
2. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for 'animal husbandry-intensive' on Lot 803 (No 3821) Kondinin-Narembeen Road, South Kumminin.

## ALTERNATE MOTION

*Cr Stirrat proposed an alternate motion:*

*That Council:*

1. *Note that the feedlot application is being advertised for public comment, and advertising closes on 17 November 2023.*
2. *Endorse the application on the condition that the conditions of the development application are brought back to Council in December 2023 for final discussion and approval.*

**MIN 7699/23 MOTION** - Moved Cr. Stirrat

Seconded Cr. Bray

**DEFEATED 2 / 5**

*For: Cr Stirrat, Cr Bray.*

*Against: Cr Cusack, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.*

*Without sufficient support for the alternate motion, discussion returned to the officer recommendation.*

## COUNCIL RESOLUTION

*That Council:*

1. *Note that the feedlot application is being advertised for public comment, and advertising closes on 17 November 2023.*
2. *Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for 'animal husbandry-intensive' on Lot 803 (No 3821) Kondinin-Narembeen Road, South Kumminin.*

**MIN 7700/23 MOTION** - Moved Cr. Hardham

Seconded Cr. Cole

**CARRIED 5 / 2**

*For: Cr Cusack, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.*

*Against: Cr Stirrat, Cr Bray.*

## 8.2 Executive Manager Corporate Services

### AGENDA ITEM: 8.2.1- Delegations Review November 2023

<b>Subject:</b>	<b>Delegations Review November 2023</b>
<b>Applicant:</b>	N/A
<b>File Ref:</b>	ADM022
<b>Disclosure of Interest:</b>	N/A
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Date:</b>	14 November 2023
<b>Attachments:</b>	Delegation register update (write-off)

#### PURPOSE

Council to endorse the updated delegation to the Chief Executive Officer for the write-off of sundry and rate-related debts.

#### BACKGROUND

To assist in the effective administration of the Shire, Council delegates some of its authorities.

Under the *Local Government Act 1995*, Council may only make delegations to the Chief Executive Officer (CEO) or committees. Where appropriate, the CEO may sub-delegate to other officers.

The delegation to write-off debts should allow the CEO sufficient discretion in the fulfillment of Council's principles to keep operations efficient. However, the existing delegation omitted some functions that have forced several immaterial items to come to Council for approval recently.

The CEO and any sub-delegates must exercise delegated authority in accordance with the Delegated Authority Register and Council policies.

#### CONSULTATION

Chief Executive Officer

#### STATUTORY IMPLICATIONS

*Local Government Act 1995*

##### 5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*

##### 5.43. Limits on delegations to CEO<sup>28</sup>

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;

- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

#### 5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

#### 5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

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

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

which is owed to the local government.

### **FINANCIAL IMPLICATIONS**

There are no financial implications directly associated with the proposed revision to the delegations. If anything, the proposal will have a net positive surplus impact to Council by making the administration more efficient with less procedural motions coming to Council for approval.

### **POLICY IMPLICATIONS**

This delegation overlaps with Council's Debt Recovery policy.

### **RISK MANAGEMENT IMPLICATIONS**

Use of delegated authority by staff must be recorded in the delegation register, which is accessible to Council for review and critique.

Given that the delegations relate to financial functions, which need to be properly documented for audit scrutiny, the risk of staff acting outside of the specified authority is low.

## STRATEGIC PLAN REFERENCE

### Strategic Community Plan 2022-2032

- 4 Civic Leadership: well governed and efficiently managed Local Government.
- 4.2 Compliant and resourced local government.

### Corporate Business Plan 2022-2024

- 4.2(a) Continue to meet compliance with statutory and regulatory requirements.

## VOTING REQUIREMENTS

Absolute Majority

## COMMENT

Council entrusts the administration to fulfill its objectives and to operate in an efficient manner. The proposed delegation will allow more flexibility for staff to immediately respond to community requests for discounts of an immaterial amount or write-off amounts that are known to be unrecoverable, whilst being guided by policy and principles devised by Council.

## OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council endorse the proposed revision of Delegation F.2 as attached.

**MIN 7701/23**      **MOTION** - Moved Cr. Bald      Seconded Cr. Hardham

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.*  
*Against: Nil.*

## AGENDA ITEM: 8.2.2 – Monthly financial statements for the month ended 31 October 2023

<b>Subject:</b>	Monthly financial statements for month ended 31 October 2023
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Date:</b>	17 October 2023
<b>Attachments:</b>	Shire of Narembeen - Financial statements for month ended 31 October 2023

### PURPOSE

For Council to accept the financial statements for the month ended 31 October 2023.

### BACKGROUND

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

### CONSULTATION

Chief Executive Officer

### STATUTORY IMPLICATIONS

*Local Government Act 1995, Section 6.4*

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

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

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

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

## STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

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

## VOTING REQUIREMENTS

Simple Majority

## COMMENT

Council's closing funding surplus as at 31 October 2023 is \$5,531,796, with cash on hand of \$10,123,221 including \$4,734,815 of restricted reserves.

## OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council receive the monthly financial statements for the month ended 31 October 2023.

**MIN 7702/23**      **MOTION** - Moved Cr. Bray      Seconded Cr. Cole

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.  
Against: Nil.*



## AGENDA ITEM: 8.2.3 - Schedule of Accounts for month ended 31 October 2023

<b>Subject:</b>	Schedule of Accounts for month ended 31 October 2023
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM018
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Annette Byrne – Finance Officer
<b>Date:</b>	13 November 2023
<b>Attachments:</b>	Schedule of accounts paid - 1 October to 31 October 2023 Credit card payments - 16 August to 13 September 2023

### PURPOSE

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 31 October 2023.

### BACKGROUND

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

### CONSULTATION

Nil

### STATUTORY IMPLICATIONS

*Local Government (Financial Management) Regulations 1996*

Reg. 13 List of Accounts

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

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

Nil

## STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

CIVIC LEADERSHIP: Well governed and efficiently managed Local Government.

### 4.2 Compliant and resourced Local Government

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

## VOTING REQUIREMENTS

Simple majority

## COMMENT

The schedule of accounts paid showing total payments from the municipal account of \$932,364.38 for the month ended 31 October 2023 is attached to this report.

## OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council:

1. Receive the schedule of accounts paid for the month ended 31 October 2023
2. Receive the credit card payments list for the period 16 August 2023 – 13 September 2023.

**MIN 7703/23**      **MOTION** - Moved Cr. Cusack      Seconded Cr. Hardham

**CARRIED 7 / 0**

*For: Cr Stirrat, Cr Cusack, Cr Bray, Cr Hardham, Cr Cole, Cr Bald, Cr Currie.*

*Against: Nil.*

### 8.3 Confidential Reports

Nil

Unconfirmed

**9.0 Urgent business as permitted by Council**

*Nil.*

Unconfirmed

**10.0 Councillor's Reports**

**Cr S Stirrat**

Attended:

RoeROC meeting  
Great Eastern Country Zone meeting  
Eastern Wheatbelt Biosecurity Group

**Cr H Cusack**

Attended:

CEACA management committee and Annual General Meeting  
Development assessment panel  
RoeROC  
Bruce Rock supermarket opening  
Shire Centenary

**Cr C Bray**

Attended:

Local Emergency Management Committee  
Community Wellbeing meeting  
Historical society meeting

**Cr A Hardham**

Attended:

Narembeen Police station barbecue  
Mt Arrowsmith premises inspection with the CEO

**Cr T Cole**

Attended:

Narembeen Police station barbecue

**Cr H Bald**

Attended:

Narembeen Police station barbecue

**Cr M Currie**

Attended:

Narembeen Police station barbecue

**11.0 Date, time & place of next meeting**

Tuesday 19 December 2023, 5.00pm at the Shire of Narembeen Council Chambers.

**12.0 Closure**

There being no further business the Chair declared the meeting closed at 6:06pm.

**13.0 Certification of Meeting Minutes**

I, \_\_\_\_\_, \_\_\_\_\_ certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 21 November, as shown on pages 1 to 34 are confirmed as a true and correct record of the meeting.

\_\_\_\_\_  
**SHIRE PRESIDENT**

\_\_\_\_\_  
**Date**

**ATTACHMENT – AGENDA ITEM 6.3**  
**Minutes Great Eastern Country Zone Meeting**  
**20 November 2023**



# Great Eastern Country Zone

## Minutes

**Monday, 20 November 2023**

**Commencing at 9:36am**

**Shire of Kellerberrin**

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## 1. Opening and Welcome

The Chair declared the meeting open at 9.36am.

### 1.1 Acknowledgement of Country

We, the Great Eastern Country Zone of WALGA acknowledge the Traditional Custodians of this land, and pay our respects to their Elders past, present and future.

The first item of the meeting was the conduct of elections.

## 2. ELECTIONS

Pursuant to the WALGA Constitution, the Secretariat assumed the Chair for conducting the election of office bearers.

Guidelines for elections were distributed to Member Councils via email dated 19 October 2023.

Nominations were asked to be submitted preferably by Wednesday, 8 November. However, nominations can still be submitted prior to the commencement of the Zone meeting and from the floor.

### 2.1 Elections of Chair and Deputy Chair of the Great Eastern Country Zone

The election for the Chairperson and Deputy Chairperson was conducted and the term set at two years expiring in November 2025, in line with the terms of State Council representatives and in sync with Local Government Elections.

#### Zone Chairperson:

The following nomination were received for the positions of Chair for 2 years, November 2023 to November 2025.

- Cr Tony Sachse Shire of Mt Marshall

No further nominations were received.

## DECLARATION

**That Cr Tony Sachse is declared elected as Chairperson of the of the Great Eastern Country Zone for the term of 2 years, November 2023 to November 2025.**

#### Deputy Zone Chairperson:

No written nominations were received for the position of Deputy Chairperson. Nominations were called from the floor.

The initial nominations were received from the floor:

- Cr Mark McKenzie Shire of Merredin

Cr McKenzie was not in attendance at the meeting. On contacting Cr McKenzie, he declined the nomination.

**The position was not filled.**

## **2.2 Elections of State Council Representatives and Deputy State Council Representatives to the Great Eastern Country Zone**

WALGA incorporates a 24 members State Council with its members derived from Metropolitan and Country Zones. The State Council is chaired by the Association President.

In accordance with sub-clause 9(3) of the WALGA Constitution representatives and deputy representatives to the State Council shall be elected by Zones of the Metropolitan and Country constituencies for two (2) year terms, commencing from the Ordinary Meeting of State Council in December 2021 and concluding at the Ordinary Meeting of State Council two years later.

For the Great Eastern Country Zone, there is one (1) representative position on State Council and one (1) deputy representative position. The term is from the Ordinary Meeting of State Council in December 2023 and concluding at the Ordinary Meeting of State Council in December 2025.

### State Councillor:

The following written nominations were received for the position of State Council Representative:

- Cr Stephen Strange                      Shire of Bruce Rock

No further nominations were received.

### **DECLARATION**

**That**

**Cr Stephen Strange is declared elected as State Council Representative of the Great Eastern Country Zone to the State Council for the term of 2 years, December 2023 to December 2025.**

### Deputy State Councillor:

The following written nominations were received for the position of Deputy State Council Representative.

- Cr Stephen Strange                      Shire of Bruce Rock
- Cr Tony Sachse                              Shire of Mt Marshall

As Cr Stephen Strange was elected State Councillor, his nomination for Deputy State Councillor lapsed .

No further nominations were received.

### **DECLARATION**

**That**

**Cr Tony Sachse is declared elected as Deputy State Council Representative of the Great Eastern Country Zone to the State Council for the term of 2 years, December 2023 to December 2025.**

### We asked the elected delegates to note the following details:

WALGA will host a 'State Councillor Induction Session' on 30 November, 2023.

Further information will be e-mailed shortly.

**2.3 Election of up to three (3) Zone Executive Committee Members of the Great Eastern Country Zone**

Automatic Executive Committee membership will include the Zone Chair , Deputy Zone Chair and the State Council Representative.

The election for the Zone Executive Committee representatives shall be conducted and the term set at two years expiring in November 2025, in line with the terms of Zone Delegates and in sync with Local Government Elections.

Nominations for up to three Zone Executive Committee Representatives will be taken from the floor.

Should a ballot be required, nominees will be afforded the opportunity to provide a two (2) minute election bid.

Each voting delegate will be entitled to cast one (1) vote in the ballot process.  
The candidates with the greater number of votes will be elected.

- Cr Mark Crees                                      Shire of Westonia
- Cr Pippa De Lacy                                      Shire of Nungarin
- Cr Melanie Brown                                      Shire of Trayning

**DECLARATION**

**That Cr Mark Creese and Cr Melanie Brown and Cr Pippa DeLacy, are declared elected as Zone Executive Committee representative for the term of 2 years, November 2023 to November 2025.**

**2.4 Wheatbelt District Emergency Management Committee/ Wheatbelt Operational Area Support Group Committee of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate**

The election for the Wheatbelt District Emergency Management Committee/ Wheatbelt Operational Area Support Group Committee delegates of the Great Eastern Country Zone shall be conducted.

Delegate

Nominations were taken from the floor.  
Cr Tony Sachshe                                      Shire of Mount Marshall

**DECLARATION**

**That Cr Tony Sachse is declared elected as Wheatbelt District Emergency Management Committee Delegate/Wheatbelt Operational Area Support Group Committee of the Great Eastern Country Zone**

Deputy Delegate

Nominations were taken from the floor.

- Cr Melanie Brown Shire of Trayning

**DECLARATION**

**That Cr Melanie Brown is declared elected as Wheatbelt District Emergency Management Committee/ Wheatbelt Operational Area Support Group Committee Deputy Delegate of the Great Eastern Country Zone**

<b>2.5 Election of the Regional Health Advocacy Representative of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate</b>
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The election for the Regional Health Advocacy Representative of the Great Eastern Country Zone shall be conducted.

Delegate

Nominations were taken from the floor.

- Cr Alison Harris Shire of Cunderdin

**DECLARATION**

**That Cr Alison Harris is declared elected as the Regional Health Advocacy Representative Delegate of the Great Eastern Country Zone.**

Deputy Delegate

Nominations for the Regional Health Advocacy Representative Deputy Delegate were taken from the floor.

- Cr Ramesh (Ram) Rajagopalan Shire of Bruce Rock

**DECLARATION**

**That Cr Ramesh (Ram) Rajagopalan is declared elected as the Regional Health Advocacy Representative Deputy Delegate of the Great Eastern Country Zone.**

*At the conclusion of the election process, Cr Tony Sachse assumed the Chair.*

*Cr Sachse congratulated all those recently elected and thanked delegates for their contribution to the Zone.*

**3. Attendance and Apologies**

**Shire of Bruce Rock**

President Cr Ram Rajagopalan

Cr Stephen Strange

Mr Darren Mollenoyux, Chief Executive Officer, non-voting

<b>Shire of Cunderdin</b>	President Cr Alison Harris Mr Stuart Hobley, Chief Executive Officer, non-voting
<b>Shire of Dowerin</b>	President Cr Robert Trepp Deputy President Cr Nadine McMorran
<b>Shire of Kellerberrin</b>	Deputy President Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer, non-voting
<b>Shire of Kondinin</b>	Mr David Burton, Chief Executive Officer, non-voting
<b>Shire of Koorda</b>	President Cr Jannah Stratford Ms Lana Foote, A/Chief Executive Officer, non-voting
<b>Shire of Merredin</b>	Deputy President Cr Renee Manning Ms Leah Boehme, Executive Manager Corporate Services, non-voting
<b>Shire of Mount Marshall</b>	Cr Tony Sachse Mr Ben Mckay, Chief Executive Officer, non-voting
<b>Shire of Mukinbudin</b>	Mr Dirk Sellenger, Chief Executive Officer, non-voting
<b>Shire of Narembeen</b>	President Cr Scott Stirrat Rebecca McCall, Chief Executive Officer, non-voting
<b>Shire of Nungarin</b>	President Cr Pippa de Lacy Mr John Merrick, A/Chief Executive Officer, non-voting
<b>Shire of Tammin</b>	Deputy President Cr Tanya Nicholls Ms Joanne Soderlund, Chief Executive Officer, non-voting
<b>Shire of Trayning</b>	President Cr Melanie Brown
<b>Shire of Westonia</b>	President Cr Mark Crees Deputy President Ross Della Bosca
<b>*Shire of Wyalkatchem</b>	President Cr Owen Garner Mr Peter Klein, Chief Executive Officer, non-voting
<b>Shire of Yilgarn</b>	Mr Nic Warren, Chief Executive Officer, non-voting
<b>Guests</b>	
Department of Fire and Emergency Services	Murray Carter, Executive Director – Rural Fire Division
Wheatbelt Development Commission	Susan Hall, A/Chief Executive Officer
Water Corporation	Rebecca Bowler, Manager Customer & Stakeholder – Goldfields & Agricultural Region

Regional Development Australia WA	Mandy Walker, Director Regional Development
<b>Members of Parliament</b>	Hon Mia Davies MLA, Member for Central Wheatbelt
<b>WALGA</b>	Daniel Thompson, Economist Naoimh Donaghy, Governance & Organisational Services Officer
<b>Apologies</b>	
Shire of Dowerin	Mr David Singe, Chief Executive Officer, non-voting
Shire of Kellerberrin	President Cr Matt Steber
Shire of Kondinin	President Cr Kent Mouritz Deputy President Cr Bev Gangell
Shire of Koorda	Deputy President Cr Gary Greaves
Shire of Merredin	President Cr Mark McKenzie Ms Lisa Clack, Chief Executive Officer, non-voting
Shire of Mount Marshall	Deputy President Cr Nick Gillett
Shire of Mukinbudin	President Cr Gary Shadbolt
Shire of Narembeen	Deputy President Cr Holly Cusack
Shire of Nungarin	Deputy President Cr Gary Coumbe
Shire of Tammin	Cr Nick Caffell
Shire of Trayning	Cr Michelle McHugh Ms Leanne Parola, Chief Executive Officer, non-voting
Shire of Westonia	Mr Bill Price, Chief Executive Officer, non-voting
Shire of Yilgarn	President Cr Wayne Della Bosca Deputy President Cr Bryan Close
Members of Parliament	Hon Martin Aldridge MLC, Member for Agricultural Region Hon Colin de Grussa MLC, Member for Agricultural Region Hon Steve Martin, Member for the Agricultural Region Rick Wilson MP, Federal Member for O'Connor Hon Peter Rundle MLA, Member for Roe Hon Shelley Payne MLC, Member for Agricultural Region Hon Darren West MLC, Member for Agricultural Region Hon Sandra Carr MLC, Member for Agricultural Region
Wheatbelt Development Commission	Pip Gooding, Regional Development Officer Wheatbelt South
Main Roads WA	Mohammad Siddiqui, Regional Manager Wheatbelt
Department of Local Government, Sport, & Cultural Industries	Samantha Cornwathie, Regional Manager Wheatbelt
WALGA	James McGovern, Manager Governance & Procurement Cliff Simpson, Regional Road Safety Advisor

## Attachments

The following are provided as attachments to the Minutes:

1. Item 8.5 Water Corporation

### [State Council Agenda 6 December](#)

#### 4. Declarations of Interest

NIL

#### 5. Announcements

#### 6. Guest Speakers / Deputations

##### 6.1 Speakers for the November Zone Meeting

###### Department of Fire and Emergency Services

###### Murray Carter, Executive Director, Rural Fire Division

Murray Carter attended to provide a Department of Fire and emergency Services update, relevant to the Zone.

Attachment 1 to the agenda was received by WALGA from the Department of Fire and Emergency services on Friday 27 October. This presentation, 'Road works during Total Fire Bans, Proposed regulatory changes' takes into consideration concerns raised by the Zone and brought to DFES's attention. Slides 13 through 15 outlined the conditions and benefits of these proposed changes.

###### Murrays presentation included the below:

- Year to date 2,030 bush fires compared to 1,400 at this time last year.
- 30% were suspicious or deliberate.
- 5% of fires have been caused by lightening.
- 10% are escaped burns.
- Staffing – 29 permanent staff plus 32 temporary staff are currently employed.
- 600 bushfire courses have been facilitated in the last 12 months with a total of 8,000 participants.
- *The Bushfire Controls Officer Forum* was in July. There were 60 attendees, 8 of which were from the Great Eastern Country Zone.
- 60 Local Governments have participated in the '*Road works during Total Fire Bans*' workshops.
- 90 Local Governments are involved in creating bushfire risk management plans with DFES. Roughly a third of Great Eastern Country Zone members are involved, three are going through the process of grant approval.

If something is inflated or ratings don't look right on the ground, please notify DFES.

Murray also took questions from the floor.

**NOTED**



## 2.1 Elections of the Deputy Chair of the Great Eastern Country Zone

### Deputy Zone Chairperson:

WALGA assumed the Chair and revisited the position of Deputy Chair of the Great Eastern Country Zone

Nominations were called from the floor:

Cr Melanie Brown                      Shire of Trayning

### **DECLARATION**

**That Cr Melanie Brown is declared elected as Deputy Chairperson of the Great Eastern Country Zone for the term of 2 year, November 2023 to November 2025.**

## 2.3 Election of up to three (3) Zone Executive Committee Members of the Great Eastern Country Zone

As Cr Brown was elected to the position of Deputy Chair (which automatically assumes a position on the Executive Committee) this created a vacancy on the Executive Committee.

Nominations were called from the floor:

- Cr Alison Harris                      Shire of Cunderdin
- Cr Renee Manning                      Shire of Merredin

Each voting delegate was entitled to cast one (1) vote in the ballot process.  
The candidate with the greater number of votes was elected.

### **DECLARATION**

**That Cr Alison Harris is declared elected as Zone Executive Committee representative for the term of 2 years, November 2023 to November 2025.**

*Cr Tony Sachse assumed the role as Chair.*

## **7. Members of Parliament**

*Any Members of Federal and State Government in attendance are invited to provide a brief update on matters relevant to the Zone.*

- Hon Mia Davies MLA, Member for Central Wheatbelt

**Presentation included:**

- Firearms Act Reform public consultation – more time than is being allowed to consider the Reform proposals.
- Aboriginal Cultural Heritage Act has been replaced with the original Act with some amendments – advised Councillors to be aware of these changes.
- Live Exports
- Electoral amendment bill in terms of political donations, gifts etc

Hon Mia Davies MLA took questions from the floor.

- The Shire of Wyalkatchem enquired about nurse practitioners and aged care staffing/facilities. The Hon Mia Davies shared that Martin Aldridge MLA is currently enquiring about funds announced in 2019 for health upgrades in the region. These appear to have been redirected.
- The Shire of Bruce Rock raised concerns about the qualifications of truck drivers. The Hon Mia Davies MLA shared this is a topic of discussion within her party.

*Mia congratulations new and re-elected members.*

**RESOLUTION:**

**That the Executive Committee note the 2019 health upgrade monies as a priority.**

**CARRIED**

**8. Agency Reports**

**8.1 Department of Local Government, Sport, and Cultural Industries**

Samantha Cornthwaite, Regional Director Wheatbelt was an apology. The November 2023 report was attached.

*The Shire of Kellerberrin voiced ongoing frustrations that aspects of the Audit process. Auditors are insisting on reporting that is no longer legislatively required. That the regulations are not in line with the accounting standards.*

**RESOLUTION:**

**Moved: Cr Jannah Stratford**

**Seconded: Cr Mark Crees**

**That the Executive extend an invite to Grant Robertson, Assistant Auditor General to the February meeting of the Zone.**

**CARRIED**

**8.2 Wheatbelt Development Commission**

Renee Manning, Principal Regional Development Officer provided a report.

**NOTED**

### 8.3 Regional Development Australia Wheatbelt

Mandy Walker, Director Regional Development, provided a report.

*Mandy announced that this will be her last Zone meeting as she will be stepping back from her role at RDAW. State Councillor Stephen Strange thanked Mandy for her wonderful contribution and passion for what she does, and all she has done for the Great Eastern Country Zone.*

**NOTED**

### 8.4 Main Roads Western Australia

Mohammad Siddiqui, Regional Manager Wheatbelt, was an apology for this meeting.

**RESOLUTION:**

**That on behalf of the Zone, WALGA enquire about the requirements for overseas heavy vehicle drivers to drive in WA, and voice the Zone's concerns about dangerous driving causing accidents in the region.**

**CARRIED**

### 8.5 Water Corporation

Rebecca Bowler, Manager Customer & Stakeholder, provided a report which is now attached to the Minutes (**Attachment 1**)

**NOTED**

## 9. Minutes

### 9.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday 21 August 2023

The Minutes of the Great Eastern Country Zone meeting held on Monday 21 August 2023 have previously been circulated to Member Councils.

**RESOLUTION:**

**Moved: Cr Owen Garner**

**Seconded: Cr Mark Crees**

**That the minutes of the Great Eastern Country Zone meeting held on Monday 21 August 2023 be confirmed as a true and accurate record of the proceedings.**

**CARRIED**

### 9.2 Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Monday 21 August 2023

**NIL**

## 10. Zone Business

### 10.1 Wheatbelt Human Services Management Forum

Through his association with the Wheatbelt District Emergency Management Committee and the Wheatbelt Operational Area Support Group Committee, Cr Tony Sachse has sat on the committee of the Wheatbelt Human Services Management Forum as a Local Government representative.

This Forum covers areas such as Education (e.g truancy), housing, health and other areas that Local Government can have input into

The Zone is asked to consider if a Great Eastern Country Zone representative should sit on this committee.

Cr Tony Sasche gave an overview of the forum.

#### **RESOLUTION:**

**Moved: Cr Melanie Brown**

**Seconded: Cr Owen Garner**

**That the Great Eastern Country Zone appoint a representative for the Wheatbelt Human Services Management Forum.**

**CARRIED**

### 10.2 Wheatbelt Human Services Management Forum Representative of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate

The election for the Wheatbelt Human Services Management Forum delegates of the Great Eastern Country Zone shall be conducted.

Nominations were taken from the floor.

- Cr Alison Harris                      Shire of Cunderdin

#### **DECLARATION**

**That Cr Alison Harris is declared elected as Wheatbelt Human Services Management Forum Representative Delegate of the Great Eastern Country Zone**

#### Deputy Delegate

Nominations were taken from the floor.

- Cr Melanie Brown                      Shire of Trayning

#### **DECLARATION**

**That Cr Melanie Brown is declared elected as Wheatbelt Human Services Management Forum Representative Deputy Delegate of the Great Eastern Country Zone**

### 10.3 Proposed 2024 meeting dates

#### Background:

Meeting dates for the Great Eastern Country Zone's Executive Committee and Zone meetings are presented for the Zone's review and acceptance.

The Executive Committee dates are 1.5 weeks prior to the Zone meeting. Zone meetings are scheduled to align with State Council meetings.

NOTICE OF MEETINGS  
GREAT EASTERN COUNTRYZONE EXECUTIVE COMMITTEE 2024

Exec Comm Meeting Dates Tuesday	Time	HOST COUNCIL
<b>6 February</b>	Tuesday 8am	MsTeams
<b>2 April</b>	Tuesday 8am	MsTeams
<b>4 June</b>	Tuesday 8am	MsTeams
<b>6 August</b>	Tuesday 8am	MsTeams
<b>5 November</b>	Tuesday 8am	MsTeams

NOTICE OF MEETINGS  
GREAT EASTERN COUNTRY ZONE 2024

Zone Meeting Dates Monday	Time	Host Council	Window for Zone meetings to occur	State Council meeting Dates 2024
<b>19 February</b>	Monday 9.30 am	Merredin	Thursday 15 – Monday 26 February	Wednesday 6 March
<b>15 April</b>	Tuesday 9.30 am	Kellerberrin	Thursday 11 – Monday 22 April	Wednesday 1 May
<b>17 June</b>	Monday 9.30 am	Merredin	Thursday 13 – Monday 24 June	Wednesday 3 July
<b>19 August</b>	Monday 9.30 am	Kellerberrin	Thursday 15 – Monday 26 August	Regional Meeting 5-6 September
<b>18 November</b>	Monday 9.30 am	Merredin	Thursday 14 – Monday 25 November	Wednesday 4 December

**RESOLUTION:**

**That the Executive assess the possibility of holding the Great Eastern Country Zone meetings on a day other than a Monday that will facilitate most Ordinary Council meetings of the Members.**

**CARRIED**

**10.4 Financial Report for the Period Ended 30 September 2023**

**Background:**

Presenting the Financial Report for the three months ended 30 September 2023.

Consistent with accrual accounting, this includes the Profit and Loss Statement reporting income and expenses for the year to date against budget. Also provided is the Zone's Balance Sheet as at 30 September 2023.

**Comments:**

Balance Sheet

Attachment 6 was the Balance Sheet as at 30 September 2023, this shows cash and investments at the bank with a total of \$215,690. This includes \$180,000 invested in a Term Deposit, the remainder of the funds are available for use at short notice if required.

The accrual of \$2,100 relates to the audit fee accrual for the 30 June 2023 audit. This will be paid in October.

Net assets are \$213,590, representing the Zone's equity.

Profit and Loss Statement

Attachment 7 was the Profit and Loss Statement for the 3 months to 30 September 2023. The result is a surplus of \$23,505, which compares favourably to the budgeted full-year deficit of \$13,140.

Membership subscriptions for the 2023-24 financial year were invoiced in September. As of 25<sup>th</sup> October, all 16 members have paid their invoices and therefore, no invoices remain outstanding.

Interest is accruing at a rate of 5.1% on the term deposit.

**Moved: Cr Alison Harris**

**Seconded: Cr Scott Stiratt**

**RESOLUTION**

**That the Profit and Loss Statement and Balance Sheet at 30 September 2023 be received.**

**CARRIED**

### 10.5 List of Accounts Paid

Date	Payee	Purpose	Amount (Incl GST)
24/07/2023	Up2Date Accounting	bookkeeping service for June	\$231.00
14/08/2023	Committee members	Direct Credit 301500 - CommBiz GECZHonorarium2223	\$1,100.00
22/08/2023	Up2Date Accounting	fees for July23	\$594.00
23/08/2023	Merredin Regional Community and Leisure Centre	21/8 GECZ meeting - catering	\$1,679.76
		<b>Total</b>	<b>\$3,604.76</b>

**Moved: Cr Melanie Brown**  
**Seconded: Cr Jannah Stratford**

#### RESOLUTION

That the Accounts Paid for the period 1 July 2023 to 30 September 2023 totalling \$3,604.76 be approved.

**CARRIED**

### 10.6 Closure of Westpac Bank accounts

The zone's two bank accounts with Westpac closed down as the balance was \$0. All funds have been transferred to WALGA bank accounts including preserving the term deposit as a separate deposit with CBA.

In order to close down the Westpac bank accounts, a letter requesting closure was provided to the bank. This letter needed to be signed by 2 existing authorised signatories – Tim Lane & Cr Stephen Strange.

This process was completed in October 2023.

#### NOTED

### 10.7 Audited Financial Statements to 30 June 2023

The audit of the financials for 2022-23 is complete & the audit report was signed off on the 19<sup>th</sup> of October 2023. A copy of the audited financial statements was attached as Attachment 8.

#### RESOLUTION

**Moved: Cr Robert Trepp**  
**Seconded: Cr Alison Harris**

**That the Zone endorse the audited annual financial statements for the year ended 30 June 2023**

**CARRIED**

## **11. Zone Reports**

### **11.1 Zone President Report**

There was no report.

**NOTED**

### **11.2 Wheatbelt District Emergency Management Committee (DEMC)**

President Cr Tony Sachse shared the last meeting was on 19<sup>th</sup> October. A report will be prepared for the next meeting of the Zone.

**NOTED**

### **11.3 Regional Health Advocacy Group**

Cr Alison Harris provided a report.

**RESOLUTION**

**Moved: Cr Pippa De Lacy  
Seconded: Cr Emily Ryan**

**That the Regional Health Advocacy Report be received.**

**CARRIED**

### **11.4 WALGA RoadWise**

Cliff Simpson, Road Safety Advisor, was an apology for this meeting, however provided a written report with the Agenda.

**NOTED**

## **12. Western Australian Local Government Association (WALGA) Business**

### **12.1 State Councillor Report**

*State Councillor Stephen Strange*

- Cr Strange gave a brief overview of the regional State Council meeting held in September. This meeting including presentations from other Zones. Cr Strange stated he is very proud of the progress of the Great Eastern Country Zone.
- Cr Strange spoke to the recent Local Government elections and how WALGA are on the front foot for initiating change that will streamline the process for the next election.
- The WALGA Convention had a great number of registrations, however the number of people in the room for guest speakers was embarrassing. Respect should be shown to those people giving their time to us. He also congratulated all those who received accolades at the Convention and suggested these presentations should happen at a different time of the next Convention. Cr Strange suggested the Zones have input into the programming of the Convention.





*Zone discussion in relation to the venue led to the following resolution:*

**RESOLUTION**

**Moved: Cr Mark Crees**

**Seconded: Cr Stephen Strange**

**That the 2024 WALGA Convention be hosted by the Perth Convention Exhibition Centre.**

**CARRIED**

**RESOLUTION**

**Moved: Cr Jannah Stratford**

**Seconded: Cr Mark Crees**

**That the State Councillor Report be received.**

**CARRIED**

## 12.2 WALGA Status Report

## COMPLETE ZONE STATUS REPORT November 2023

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
<del>Grt Eastern C</del>	<del>20 June 2023 Zone Agenda Item 10.2 – Aboriginal Cultural Heritage Act 2021 – Aboriginal Cultural Heritage Act Update</del>	<p>That the Great Eastern Country Zone:</p> <ol style="list-style-type: none"> <li><del>1. request the Department of Planning Lands and Heritage (DPLH) to provide information on the cost to Local Governments and to fund implementation of the regulations.</del></li> <li><del>2. request WALGA to collate the information on the impacts/anticipated costs to Local Governments of the Aboriginal Cultural Heritage Act 2021 and the implementation of the Regulations.</del></li> <li><del>3. writes urgently to DPLH to raise concerns the community feedback from the Wheatbelt Community Forum on the Aboriginal Cultural Heritage Act 2021, held in Morredin on 19 June 2023 needs to be addressed urgently. Key concerns include:               <ol style="list-style-type: none"> <li><del>a. Further details and guidance is needed to understand how decision-making criteria should be applied, and the consultation process with the LACHs (Local Aboriginal Cultural Heritage Services).</del></li> <li><del>b. Traditional Owners raised concerns about who can talk for County in the Eastern Wheatbelt, calling on communities and Shires for their support for an additional LACH to be endorsed for our area. As the Act will be in effect within weeks, this is something that urgently need consideration by the Government and Minister.</del></li> <li><del>e. Based on the above, WALGA State Council advocate for a delay in the implementation of the Aboriginal Cultural Heritage Act 2021 until such time as all affected stakeholders are satisfied.</del></li> </ol> </del></li> </ol>	<p>The Aboriginal Cultural Heritage Act (2021) is to be repealed and the amended Aboriginal Heritage Act (1972) is to be reintroduced.</p> <p>WALGA continues to advocate for Local Government exemption for costs associated with compliance with the Aboriginal Heritage legislation, in particular the fees payable for section 18 applications.</p>	<del>August 2023</del>	<del>Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9243 2039</del>

**RESOLUTION:**

**That the November Status Report be deleted – no longer relevant.**

**CARRIED**

**12.3 State Council Agenda Items – 6 December 2023**

**Background**

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: [State Council Agenda 6 December](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

**MATTERS FOR DECISION**

**7.1 2023 Annual General Meeting Resolutions**

That:

1. the following resolutions from the 2023 WALGA Annual General Meeting be referred to the People and Place Policy Team for further work to be undertaken:

- 5.1 Local Governments' representation at the State Administrative Tribunal relating to planning matters within its district

That WALGA lobby the State Government for legislative reform to enable Local Governments the automatic right to be a represented party at all State Administrative Tribunal hearings related to planning matters within its district.

- 5.2 Land Use Policy

*That WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.*

- 5.4 Regional and Remote Housing

*That WALGA advocates to the WA State and Commonwealth Governments to address the dire shortage of affordable key worker family housing options in regional and remote towns to encourage families to live and work in regional and remote towns. Social housing is addressed at both the State and Federal levels.*

State Council notes that the following resolution is being considered in Agenda item 7.2 of this meeting Agenda:

- 5.3 Transparency – Management Order Determinations

That WALGA:

1. Advocates for Department of Planning, Lands and Heritage to consult and collaborate with Local Governments in reviewing and publishing its policies, decision making criteria, guidelines and procedures associated with the administration of management orders;

2. Ensure the review recognises the cost burden on local governments in managing reserves and options for supporting local governments in meeting that responsibility; and
3. Calls for proactive consultation and advice to Local Government management bodies.

## **7.2 Advocacy Position – Crown Land and Management Order Administration – Land Administration Act 1997**

That WALGA endorse the below Advocacy Position:

Crown Land and Management Order Administration - Land Administration Act 1997

WALGA advocates to the Department of Planning, Lands and Heritage (DPLH) to:

1. Apply the following principles when dealing with matters affecting Local Government's role in managing Crown land:
  - a. Local Government is an equal partner with State Government in managing, developing and administration of Crown land for community benefit.
  - b. Local Government should be provided timely advice and consulted where State Government proposals impact management of or investment in Crown land.
  - c. Ensure timely communication with Local Government where DPLH intends to challenge an intention to levy leasing or land use revenues under a power to lease arrangement.
  - d. Decision-making criteria, policy and procedure transparency contributes to whole of government efficiency, effectiveness and accountability.
2. Publish the policies and procedures that underpin decision making regarding:
  - a. Establishing, varying or revoking management orders.
  - b. Leasing Crown land or facilities, subject to a management order.
  - c. Decision review where a management body or proponent lessee is dissatisfied with a decision or process.

## **7.3 Review of Public Open Space Advocacy Positions**

That WALGA endorse:

1. the deletion of Advocacy Position 4.3 Water Management;
2. the deletion of Advocacy Position 4.4 Public Open Space; and
3. new Advocacy Position 6.11 Public Open Space as follows:

### **6.11 Public Open Space**

New subdivisions and developments should provide appropriate Public Open Space (POS) or POS contributions to provide environmental benefits and meet the needs of the community.

The State Government should take a leadership role in the strategic planning of POS, in consultation with Local Government, including:

1. Reviewing the requirement for a minimum 10 per cent of all new residential land to be provided as POS to determine if this metric is still appropriate.
2. Developing a 10+ year regional level sporting facilities plan to identify and prioritise gaps in regional sporting facilities and acquire and fund regional open spaces, specifically sporting facilities, in a timely manner to align with population growth.
3. Developing contemporary legislative and policy mechanisms to ensure that:
  - a. POS design and delivery:

- i. appropriately allocates different POS uses and purposes, balancing environmental, recreational, sporting and community needs.
    - ii. does not have its use impeded by drainage and utilities facilities.
    - iii. is accessible and appropriately distributed.
    - iv. is cost effective to enable sustainable maintenance and replacement by Local Government.
    - v. is responsive to urban ecology, regional climatic conditions, and climate change.
    - vi. considers water requirements and availability as a priority, includes water sensitive urban design principles, and prioritises water allocations for the irrigation and maintenance of functional active recreational and sport facilities.
  - b. POS cash in lieu contributions are equitable, transparent, and simplified by:
    - i. streamlining the process to collect and expend cash in lieu contributions by delegating functions to Local Government.
    - ii. broadening how cash in lieu funds can be spent to include works beyond the current scope.
    - iii. allowing for the collection of cash in lieu contributions at development application stage and for all forms of subdivision, including two lot subdivisions or developments.
    - iv. investigating the option of a standard fixed rate contribution fee per lot or dwelling when contributions are intended for public open space upgrades.
4. Providing guidance documents and support to assist Local Governments with their strategic POS planning.

#### **7.4 2024 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members**

That WALGA endorse the submission to the 2024 Salaries and Allowances Tribunal Remuneration Inquiry for Local Government Chief Executive Officers and Elected Members.

#### **7.5 Household Hazardous Waste Policy Statement and Advocacy Position**

That WALGA:

1. Rescind the 2003 WALGA Household Hazardous Waste Policy Statement and Advocacy Position 7.10 Household Hazardous Waste; and
2. Endorse a new Household Hazardous Waste Policy Statement and Advocacy Position as follows:

##### **7.10 Household Hazardous Waste**

1. Household Hazardous Waste (HHW) is a small but significant component of the waste stream which requires specialised management strategies to protect human health, property and the environment.
2. This requires:
  - a. Effective Product Stewardship for all HHW; and
  - b. The maintenance and expansion of the HHW Program, funded by the State Government and Product Stewardship Schemes, to provide for the management of HHW collected from the community by Local Government.

#### **7.6 Waste Education Policy Statement and Advocacy Position**

That WALGA:

1. Rescind the existing WALGA Waste Management Education Policy Statement 2008 and Advocacy Position 7.8 Waste Management Education; and
2. Endorse a revised WALGA Waste Education Policy Statement 2023 and Advocacy Position as follows:

1. Waste education is essential part of waste management that empowers the community to engage in waste avoidance, reuse and recovery, and to use services correctly.
2. Effective waste education requires:
  - a. Consistent communications by all stakeholders to ensure messages are clear and the community has confidence in the information provided.
  - b. A strategic and long-term investment from the State Government, with funding mechanisms in place to support and enable collaboration between Local Governments and Regional Councils.
  - c. Recognition of waste education in the definition of 'waste service' in the Waste Avoidance and Resource Recovery Act 2007, in order to allow a charge for waste education as part of the waste service charge.
  - d. Identification of priority problematic materials within the waste stream and ongoing advocacy for evidence based alternative approaches.

### **7.7 Submission E-Waste Landfill Ban Regulations**

That WALGA endorse the Submission on the Waste Avoidance and Resource Recovery (e-waste) Regulations 2023.

### **7.8 Submission on Philanthropic Engagement Framework for Emergency Management**

That WALGA endorse the submission to the State Emergency Management Committee on the Draft Philanthropic Engagement Framework for Emergency Management.

### **7.9 Submission to the WA Action Plan for Young People Consultation Paper**

That WALGA endorse the submission to the WA Action Plan for Young People Consultation Paper.

## **POLICY TEAM AND COMMITTEE REPORTS**

- 8.1 Environment and Waste Policy Team Report
- 8.2 Governance and Organisational Services Policy Team Report
- 8.3 Infrastructure Policy Team Report
- 8.4 People and Place Policy Team Report
- 8.5 Municipal Waste Advisory Council (MWAC) Report

## **MATTERS FOR NOTING / INFORMATION**

- 9.1 Planning and Development Amendment Bill 2023 and Associated Regulations and Guidelines
- 9.2 WALGA Emergency Management Survey 2023
- 9.3 WALGA Submission on Aboriginal Cultural Heritage Legislation dated 26 September 2023 and Update
- 9.4 Legal Response to the Local Government Approaches to Tree Retention Issues Paper
- 9.5 Flying Minute: Submission to the Review of the Main Roads Pedestrian Crossing Facilities Guidelines
- 9.6 Flying Minute – Draft Operational Policy 2.3: Planning for Public Open Space
- 9.7 Flying Minute – Submission on Independent Review of Commonwealth Disaster Funding Arrangements
- 9.8 Flying Minute – Objection to the 2023 WA Electoral Distribution Commission Proposed Boundaries
- 9.9 Flying Minute: Submission on the Exposure Draft of the Recycling and Waste Reduction (Export – Paper and Cardboard) Rules 202396
- 9.10 Flying Minute: Submission on National Asbestos Strategic Plan

- 9.11 Flying Minute: Draft Code of Practice for On-Site Wastewater Disposal
- 9.12 Flying Minute – 2024-25 WALGA State Budget Submission

## RESOLUTION

**Moved: Cr Alison Harris**  
**Seconded: Cr Owen Garner**

**That the Great Eastern Country Zone:**

- 1. Supports all Matters for Decision as listed above in the December 2023 State Council Agenda; and**
- 2. Notes all Matters for Noting, Policy Team and Committee Reports and Organisational Reports as listed in the December 2023 State Council Agenda.**

**CARRIED**

## 12.4 WALGA President's Report – December 2023

The WALGA President's Report WAS attached to the agenda.

## RESOLUTION

**Moved: Cr Ram Rajagopalan**  
**Seconded: Cr Tanya Nicholls**

**That the Great Eastern Country Zone notes the WALGA President's Report.**

**CARRIED**

## 13. Emerging Issues

- 13.1** Cr Alison Harris raising concerns in relation to lights on train carriages. It was agreed that this be a topic of interest for the Executive Committee, to advocate for the lighting of carriages on the rail network.

**NOTED**

- 13.2** The Shire of Mukinbudin referred to communications from Telstra stating that 3G coverage will be turned off on 30 June 2024 without reference to filling the gaps in coverage when that happens. Update to be provided to future Zone meeting.

**NOTED**

- 13.3** Cr Alison Harris brought a Medicare item forward, that Medicare are proposing that the rebate will not be offered for first consultations with speciality doctors. This item will be brought to the Executive Committee.

**NOTED**

- 13.4** WALGA were asked to remind Local Governments of the Zone Training Rebate allocated in the 2023/2024 Zone Budget. This matter was discussed at the June 2023 Executive Committee meeting and will be actioned by the Zone Executive.

**NOTED**

**14. Date, Time, and Place of Next Meetings**

As resolved in item 10.3;

*That the Executive assess the possibility of holding the Great Eastern Country Zone meetings on a day other than a Monday that will facilitate most Ordinary Council meetings of the Members.*

Once agreed, notification will be sent to all Zone Members.

**15. Closure**

There being no further business the Chair declared the meeting closed at 1.pm.



**ATTACHMENT – AGENDA ITEM 6.4**  
**Minutes Wheatbelt South Regional Road**  
**Group Roe Sub Group**  
**22 November 2023**

## MINUTES

### WHEATBELT SOUTH REGIONAL ROAD GROUP ROE SUB-GROUP

Wednesday 22 November 2023  
VIA MS TEAMS CONFERENCING PLATFORM

#### 1. OPENING

Chairperson Cr Des Hickey opened the meeting at 9:03am.

#### ATTENDANCE

##### **Shire of Bruce Rock**

Cr Kevin Foss - Delegate  
Darren Mollenoyux CEO

##### **Shire of Corrigin**

Cr Des Hickey - Delegate  
Cr Sharon Jacobs - Proxy  
Natalie Manton CEO

##### **Shire of Kondinin**

Cr Bruce Browning - Proxy  
David Burton CEO  
Mark Burgess Manager of Works  
Debra Wright Depot Administration

##### **Shire of Narembeen**

Cr Scott Stirrat - Delegate  
Rebecca McCall CEO  
Arthur Cousins Manager of Works  
Ken Markham Acting Executive Manager Infrastructure Services

##### **Shire of Quairading**

Cr Trevor Stacey - Delegate  
Sarah Caporn Executive Manager of Works and Services

Allison Hunt - Main Roads WA

John Nuttall - Wheatbelt Secondary Freight Network

#### APOLOGIES

Cr Brenden Waight – Proxy Delegate Bruce Rock  
Dave Holland Manager of Works and Services Bruce Rock  
Terry Barron Manager of Works and Services Shire of Corrigin  
Cr Brett Smith – Delegate shire of Kondinin  
Cr Holly Cusack – Proxy Delegate Shire of Narembeen  
Natalie Ness CEO Shire of Quairading

## 2. MINUTES OF PREVIOUS MEETING

**Moved Cr. K Foss**

**Seconded Cr. S Stirrat**

*That the Minutes of the Roe Sub-Group Meeting held on 26 May 2023 via email are confirmed as true and correct.*

**Carried**

S Caporn joined the meeting at 9:05am

## 3. MATTERS FOR CONSIDERATION

### 3.1. Confirmation of Regional Road Group - Roe Sub Group Voting Delegates

**Moved Cr. K Foss**

**Seconded Cr. B Browning**

*That the Wheatbelt South Regional Road Group- Roe Sub group endorse the following delegates for a two year term ending in October 2025:*

**Shire of Bruce Rock**

*Cr Kevin Foss - Delegate*

*Cr Brenden Waight - Proxy*

**Shire of Corrigin**

*Cr Des Hickey - Delegate*

*Cr Sharon Jacobs - Proxy*

**Shire of Kondinin**

*Cr Brett Smith - Delegate*

*Cr Bruce Browning - Proxy*

**Shire of Narembeen**

*Cr Scott Stirrat - Delegate*

*Cr Holly Cusack - Proxy*

**Shire of Quairading**

*Cr Trevor Stacey - Delegate*

*Cr Becky Cowcill - Proxy*

**Carried**

Cr. T Stacey Joined the meeting at 9:08am

### 3.2. Confirmation and Election of Secretariat and Chair of Sub-Group

The sub group previously resolved at meetings in 2011 that the Chair/Secretariat should be based on a two year cycle with terms ending on the Local Government election day.

The intended order was not actually followed and the sub group secretariate has rotated in the following order:

Quairading	2011-2013
Corrigin	2013-2015
Narembeen	2015-2020
Corrigin	2020-2023

In November 2021 the sub group passed a resolution that the Shire of Corrigin continue as the secretariate for the Wheatbelt South Regional Road Group Roe Sub Group until October 2023 followed by shires in the following order for a two year cycle with terms ending on the Local Government election day:

Bruce Rock	2023-2025
Kondinin	2025-2027
Quairading	2027-2029
Narembeen	2029-2031

**Moved Cr. S Stirrat**

**Seconded Cr. B Browning**

That the Shire of Bruce Rock provide the secretariate for the Wheatbelt South Regional Road Group Roe Sub Group until October 2025 followed by shires in the following order for a two year cycle with terms ending on the Local Government election day:

Kondinin	2025-2027
Quairading	2027-2029
Narembeen	2029-2031
Corrigin	2031-2033

**Carried**

**Election of Regional Road Group Roe Subgroup Chairperson**

Nominations were called for the position of Wheatbelt South Regional Road Group Roe Subgroup Chairperson for a term of two years ending in October 2025.

Cr. K Foss was nominated by Cr. D Hickey and seconded by Cr. T Stacey.

Cr. K Foss accepted the nomination and was elected as the Chairperson for the Wheatbelt South Regional Road Group Roe Subgroup for a term of two years ending in October 2025.

**Deputy Chairperson**

Nominations were called for the position of Wheatbelt South Regional Road Group Roe Subgroup Deputy Chairperson for a term of two years ending in October 2025.

Cr. B Waight was nominated by Cr. D Hickey and seconded by Cr. S Stirrat.

Cr. B Waight was elected as the Deputy Chairperson for the Wheatbelt South Regional Road Group Roe Subgroup for a term of two years ending in October 2025.

**3.3. Regional Road Group Voting Delegates and Proxy**

Nominations were called for the position of Wheatbelt South Regional Road Group Voting Delegate for a term of two years ending in October 2025.

**Delegate 1**

Cr. D Hickey was nominated by Cr. K Foss and seconded by Cr. S Jacobs.

Cr. D Hickey accepted the nomination and was elected as the Wheatbelt South Regional Road Group Voting Delegate for a term of two years ending in October 2025.

**Delegate 2**

Cr. B Browning nominated himself and was seconded by Cr. S Stirrat.

Cr. B Browning accepted the nomination and was elected as the Wheatbelt South Regional Road Group Voting Delegate for a term of two years ending in October 2025.

### **Proxy Delegate**

Cr. K Foss was nominated by Cr. S Jacobs and seconded by Cr. D Hickey.

Cr. K Foss accepted the nomination and was elected as the Wheatbelt South Regional Road Group Proxy Voting Delegate for a term of two years ending in October 2025.

### **3.4. Regional Road Group Technical Working Group Delegate and Proxy**

Nominations are called for the position of Wheatbelt South Regional Road Group Technical Working Group Representative for a term of two years ending in October 2025.

#### **Technical Working Group Delegate**

Dave Holland was nominated by Cr. K Foss and seconded by Cr. S Jacobs.

Dave Holland was elected as the Wheatbelt South Regional Road Group Technical Working Group Representative.

#### **Technical Working Group Proxy**

Cr. S Stirrat nominated himself and was seconded by Cr. K Foss.

Cr. S Stirrat accepted the nomination and was elected as the Wheatbelt South Regional Road Group Technical Working Group Proxy.

### **3.5. Wheatbelt Secondary Freight Network (WSFN) Voting Delegate and Proxy**

John Nuttall, Program Director, Wheatbelt Secondary Freight Network provided an update on the project.

The lack of signature on the Project Proposal Report (PPR) is causing some issues. The funding report was lodged in March 2023 and is awaiting confirmation.

Cr. Hickey questioned whether there was a timeframe for the recent funding announcement. John commented that nothing had changed, and the plan is to continue with the current funding due to be used by 2026.

The project team are currently reassessing route prioritisation traffic counts.

Main Roads has approved all roads to be line marked.

N Manton requested that correspondence and documents specify the projects and funding amounts for each year so it can be matched with funding approval documents.

Nominations were called for the position of Wheatbelt South Regional Road Group member of the Wheatbelt Secondary Freight Network Steering Committee for a term of two years ending in October 2025.

Only Roe Sub Group voting delegates are eligible to be nominated.

#### **WSFN Steering Committee Member**

Cr. T Stacey was nominated by Cr. D Hickey and seconded by Cr. K Foss.

Cr. T Stacey accepted the nomination and was elected as the Wheatbelt South Regional Road Group member of the WSFN Steering Committee for a term of two years ending in October 2025.

#### **WSFN Steering Committee Proxy**

Cr. K Foss was nominated by Cr. D Hickey and seconded by Cr. T Stacey.

Cr. K Foss accepted the nomination and was elected as the Wheatbelt South Regional Road Group proxy member of the WSNF Steering Committee for a term of two years ending in October 2025.

Nominations are called for the position of Wheatbelt South Regional Road Group member of the Wheatbelt Secondary Freight Network Technical Committee for a term of two years ending in October 2025.

Only Roe Sub Group voting delegates are eligible to be nominated.

**WSNF Technical Committee Member**

Dave Holland was nominated by Cr. D Hickey and seconded by Cr. S Stirrat.

Dave Holland was elected as the Wheatbelt South Regional Road Group member of the WSNF Technical Committee.

**WSNF Technical Committee Proxy**

Mark Burgess was nominated by Cr. B Browning and seconded by Cr. S Jacobs.

Mark Burgess accepted the nomination and was elected as the Wheatbelt South Regional Road Group proxy member of the WSNF Technical Committee.

### 3.6. 2023/24 WBS RRG Road Project Funding as at 26 October 2023

Shires to update delegates on claims and any potential issues, underspend or carryovers.

<b>State Black Spot</b>	0% unclaimed
Shire of Bruce Rock	0% unclaimed
Shire of Narembeen	0% unclaimed

<b>Federal Black Spot</b>	0% claimed
<b>Regional Road Group Projects</b>	71% unclaimed
Shire of Bruce Rock	62% unclaimed
Shire of Corrigin	60% unclaimed
Shire of Kondinin	60% unclaimed
Shire of Narembeen	61% unclaimed
Shire of Quairading	100% unclaimed

**Commodity Route**  
NIL

**Direct Grant** 100% claimed

**Remote Roads Pilot Program**  
Shire of Kondinin 80% unclaimed

**Wheatbelt Secondary Freight Network**  
Shire of Bruce Rock 100% unclaimed  
Shire of Corrigin 2020/21 20% unclaimed clearing permit  
Shire of Corrigin 2022/23 80% unclaimed clearing via clearing permit

M Burgess commented on the requirement to spend Remote Roads Pilot Program funds up front and then make claims for reimbursement following completion of milestone. This funding model places additional financial pressure on cashflow.

### 3.7. Regional Road Group Project Allocations 2023/24

The Sub-Group to review the Regional Road Group Project Allocations for 2023/24 and advise any amendments to Multi Criteria Assessments (MCAs) and Program.

#### Shire of Quairading - Variation Request

The Shire of Quairading requests a variation to reduce the scope of the 2023/24 construction on the Quairading -Corrigin Road from 3km (SLK 20.47 to SLK 23.02) to 2km (SLK 18.83-20.83). This will provide some additional funds to reseal the works completed during 2022/23 from SLK 2.57 to SLK 9.30. In preparing for the 2023/24 programme, there was greater pavement failures further north at SLK18.83 so it is proposed to move the starting location to capture this. Due to looming weather conditions, the Shire needed to cover the 2022/23 works with an emulsion seal. It is now proposed to return with a crumb rubber S45R reseal of the full 6km section to ensure structural integrity and provide greater longevity of asset life. The total project cost and RRG funding will remain the same.

Original MCA	Scope	RRG	Shire	Total
Quairading - Corrigin Road	SLK 20.47 - SLK 23.02, Reconstruct and widen.	\$460,028	\$230,013	\$690,041
		\$460,028	\$230,013	\$690,041

Revised MCA	Scope	RRG	Shire	Total
Quairading - Corrigin Road	SLK 18.83 - SLK 20.83, Reconstruct and widen.	\$306,839	\$154,109	\$460,948
Quairading - Corrigin Road	SLK 2.93 - SLK 9.30, Final seal	\$153,189	\$75,904	\$229,093
		\$460,028	\$230,013	\$690,041

#### Moved Cr. S Jacobs

#### Seconded Cr. S Stirrat

*That the Roe Sub Group support the Shire of Quairading request to change scope of the 2023/24 construction on the Quairading -Corrigin Road from 3km (SLK 20.47 to SLK 23.02) to 2km (SLK 18.83-20.83). Additional funds to be used to reseal the works completed during 2022/23 from SLK 2.57 to SLK 9.30*

Original MCA	Scope	RRG	Shire	Total
Quairading - Corrigin Road	SLK 20.47 - SLK 23.02, Reconstruct and widen.	\$460,028	\$230,013	\$690,041
		\$460,028	\$230,013	\$690,041

Revised MCA	Scope	RRG	Shire	Total
Quairading - Corrigin Road	SLK 18.83 - SLK 20.83, Reconstruct and widen.	\$306,839	\$154,109	\$460,948
Quairading - Corrigin Road	SLK 2.93 - SLK 9.30, Final seal	\$153,189	\$75,904	\$229,093
		\$460,028	\$230,013	\$690,041

**Carried**



#### **4. GENERAL BUSINESS**

##### **4.1. Other Issues Raised by Members**

#### **5. NEXT SUB-GROUP MEETING**

Next Regional Road Group Roe Sub-Group meeting to be held in February 2024

Regional Road Group meeting 8 March 2024, hosted by Shire of Bruce.

#### **6. CLOSURE**

Cr. D Hickey thanked Arthur Cousins for his dedication, loyalty and commitment during his 28 years of service.

There being no further business the Chairperson closed the meeting at 9:48am and thanked everyone for their attendance.

**ATTACHMENT – AGENDA ITEM 7.0**  
**Status Report – December 2023**

## SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7083/20	Ongoing since 2020	ADM547	RAV Working Group	<p>Previous status report item is complete. Details here -</p> <p>7083/20 19-Aug-20 ADM547 Narembeen RAV Rating and Conditions Review That Council:</p> <ol style="list-style-type: none"> <li>Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads.</li> <li>Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager.</li> <li>Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network.</li> <li>Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting.</li> <li>Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated.</li> </ol> <p>Discussed with Council December 2021. Assistance will be sought from consulting engineers to progress</p> <p>20.09.2022 - Cr Stirrat advised no changes or upgrades identified. Is there any capacity for a temporary RAV permit? CEO advised yes - will seek more information from main roads</p>	<p>July 22 - Main roads engaged to review 4 roads RAV status. Howson Project Management preparing assesment of additional roads for upgraded RAV status</p> <p>Cr. Stirrat provided update: - 4 roads assessed - 3 roads assessed as R7 Unconditional - Statchevich - Chapman Road, Georgeff Road and Merredin-Narembeen Road. - Cramphorne Road has increased from 60 to 80.</p> <p>Roads requiring assessment have been identified and sent to Main Roads RAV Assessments team. Main Roads has requested traffic counts to enable assessment. Yet to ascertain if we have the required data; <b>New EMIS to review assessment requests before progressing</b></p>	Progressing	EMIS
7315/22	31-Jan-22	ADM668	Local Road & Communities Infrastructure Program	<p>That Council nominate the following projects for funding as part of Phase 3 LRCI program;</p> <ol style="list-style-type: none"> <li>Walker Lake Exercise Equipment \$50,000</li> <li>Narembeen Public Hall Upgrade – stage 2 \$102730</li> <li>Old Church Museum – stage 2 \$115,229</li> <li>Footpath Infrastructure \$175725</li> <li>Churchill Street Improvements - stage 2 \$350,000</li> <li>Electronic Sign Board \$50,000</li> <li>Seal Laneway Savage Street \$250,000</li> </ol>	<p>Projects Approved</p> <ol style="list-style-type: none"> <li>COMPLETED</li> <li>COMPLETED</li> <li>COMPLETED</li> <li>COMPLETED</li> <li>Contract signed. <b>Onsite meeting held on 28 November 2023.</b></li> <li>Waiting for electrical connection.</li> <li>Included in Churchill Street Improvement scope of works.</li> </ol>	Progressing	CEO
7324/22	15-Feb-22	ADM	Wadderin Reserve	<p>That Council:</p> <ol style="list-style-type: none"> <li>Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembeen for the purposes of "water and conservation" with the power to lease.</li> <li>Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive.</li> </ol>	<p>Engaged lawyer to develop lease, and met with President to progress; Confirmed to DLPH agreement to accept management order for Reserve; CEO and EMCS to meet with WWG President to discuss lease; <b>Management Order may be in place, CEO to confirm</b></p>	Progressing	EMCS
7420/22	19-Apr-22	P5294	Write off debt - Deceased Estate A5294 Saunders	<p>That Council:</p> <ol style="list-style-type: none"> <li>Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and</li> <li>Direct the CEO to commence the process to return the land to the Crown.</li> </ol>	<ol style="list-style-type: none"> <li>Debt written off.</li> <li>EMCS to progress once budget adoption and annual audit completed</li> </ol>	Progressing	EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7542/22	13-Dec-22	ADM053	Multipurpose Sports Facility Feasibility and Concept Design	That Council: 1) Resolve not to proceed with the seeking of funding and construction of the Multipurpose Sports Facility project due to the estimated costs being substantially higher than the budget, no guarantee of successful grant funding and the withdrawal of support by the sporting clubs. 2) Instruct the CEO to undertake discussions with local Tennis and Hockey clubs regarding future improvements to their facilities	2) EMCS meeting with clubs to assess lighting needs. Verbal report provided in August, detailed report pending; Narembeen Hockey rep advised CEO the the clubs revised priority to proceed with lighting upgrade & defer proposed surface; The intent is to submit grant application in early 2024. Staff still need to consult with football club. Mt Walker Sports Association advised CEO they would also like to upgrade 2 lights; recommend a joint submission ; <b>Club meeting held on 6.12.23 (football, hockey, netball &amp; tennis); feasibility study for multipurpose sports facility to be carried out in early 2024; 150Square engaged to prepare project plan and funding applications to progress Club Night Light projects for hockey, football and tennis; Electrical contractor conducted onsite visit to prepare quote for lighting design.</b>	Progressing	CEO
7552/23	21-Feb-23	ADM547	Traffic Route Proposal – Variation of Agreement	That Council endorse the proposed variations to the original Traffic Route Proposal Letter of Agreement dated 26 May 2020 as follows: 1. References to “Explaurum Operations Pty Ltd” are to be replaced with “Tampia Operations Pty Ltd” to reflect a name change. 2. Condition 2 is amended to read “That Mt Arrowsmith Road SLK 0.00 to SLK 9.50, having been sealed with a 2 coat seal in 2021 pursuant to an agreement between the Council and Tampia Operations Pty Ltd, be maintained by Tampia Operations Pty Ltd, not subject to the financial contribution of \$0.0107 per kilometre per tonne as set out in Condition 15. 3. Upon the cessation of haulage, Mt Arrowsmith Road SLK 0.00 to SLK 9.50 be returned to a gravel road subject to a gravel overlay treatment being undertaken to the satisfaction of the Shire of Narembeen Works Manager and the Councils Engineering consultant.” 4. Condition 11 is deleted. 5. All other terms of the Letter (dated 26 May 2020) remain unchanged.	Letter sent to Ramelius/ Tampia requesting Variation of Agreement to be amended. Awaiting Variation letter from Tampia for signing. Part 3 now replaced by April '23 Council decision (7576/23) An in-principal agreement has been made pending costings by Works Manager. Costings are yet to be finalised. Ramelius is expecting the quotation by late December 2023; <b>New EMIS preparing options and costings for consideration</b>	Progressing	CEO
7576/23	18-Apr-23	ADM 547	Mt Arrowsmith Road Haulage Contribution	That Council agrees to reimburse Tampia Operations \$132,353.47 (incl GST), in lieu previously agreed \$94,073 (October 2022), from its infrastructure reserve fund representing road haulage contributions collected for Mt Arrowsmith Road from July 2021 to September 2022 on the following conditions:  1.The reinstatement of SLK 0 to SLK 10.5 to a gravel surface shall be undertaken at the direction and supervision of the Shire of Narembeen CEO and completed to the satisfaction of the Shire of Narembeen CEO; and  2.Should the reinstatement to a gravel surface not be completed to the satisfaction of the Shire of Narembeen CEO, the Shire of Narembeen reserves the right to complete the reinstatement to a satisfactory standard and charge Tampia Operations for the work undertaken	An in-principal agreement has been made pending costings by Works Manager. <b>Refer to previous item for update.</b>	Progressing	CEO
7594/23	16-May-23	Nil	Doctors Residence	That Council approves: 1.The construction of a new 4/2 doctor’s residence on a Shire owned lot (Lot 69) in Cheetham Way. 2.The allocation of unbudgeted expenditure of \$500,000 in the 2022/23 budget, with funds being reallocated from the ‘shire staff housing construction’ budget allocation and a budget amendment to reflect this change. 3.The sale of 16 Hilton Way once the construction of the new doctor’s residence is completed	1) RFQ complete, contract pending. Pre-start meeting completed. Contract signed. Construction commenced. 2) Completed 3) <b>To be actioned in 2024</b>	Progressing	CEO
7609/23	20/06/2023	ADM127	Health and Safety Compliance Representative	That appointment of a Work, Health and Safety Officer is not pursued at this time to allow the incoming Chief Executive Officer to consider the position as part of an overall future organisational structure.	Part of new CEO Organisational Review; <b>scheduled to review and action in 3rd quarter</b>	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7611/23	20-Jun-23	ADM674	Local Roads and Community Infrastructure (LRCI) Phase 3 – Churchill Street Improvements	That Council: 1.Endorse the following components of the Churchill Street Improvement project, noting that the components will be undertaken in the priority order listed, with completion of all components depending on final costings and available funding: a)Pavement/Footpath Repairs – Churchill Street b)New Pedestrian Pathways c)Wayfinding Signage d)Caravan Parking Bay e)Historical Interpretation/Signage f)Lighting Improvements g)Resealing (asphalt) and Line Marking 2.That should sufficient funding not be available from the LRCI Phase 3 allocation of \$350,000 to complete the asphalt and line marking then funding be utilised from the LRCI Phase 4 part B allocation of \$315,430	1) RFQ seeking EOI closing mid August '23 Tenders to be evaluated - to be presented to Council in October  2) CEO to report to Council once costs for 1(g) are known. Costings for asphalt and line marking form part of contract. Components (e) and (f) are not included in the contract (will need to fund with LRCI Phase funding); <b>December Discussion Forum agenda item</b>	(1) Completed (2) Progressing	CEO
7612/23	20-Jun-23	ADM668	Local Roads and Community Infrastructure (LRCI) Phase 4	That Council: 1.Endorse the allocation of the LRCIP Phase 4 Part A funding of \$546,842 to the following project: <input type="checkbox"/> Swimming Pool Heating\$100,000 <input type="checkbox"/> Hall accessibility Upgrades\$ 75,000 <input type="checkbox"/> Culvert on Corrigin/Narembeen Road\$120,000 <input type="checkbox"/> Townsite Drainage\$251,842 2.Defer making a decision on the allocation of the LRCI Phase 4 Part B funding of \$315,430 until the final total costs for the 'Churchill Street Improvements' is known.	1) Complete  2) CEO to report to Council once cost are known for 1(g) in decision 7611/23 are known; December Discussion Forum agenda item	Progressing	EDO/ WM  CEO
7627/23	18-Jul-23	ADM688	RFQ Doctors House	That Council accept the quotation received from Modular WA for \$533,024 (Ex GST) to construct a 4x2 modular steel framed house on lot 69 (24) Cheetham Way, Narembeen with the CEO authorised to approved minor variations, which are to be reported to the next Councillor Discussion Forum.	Contract signed; construction commenced; <b>wall frames completed</b>	Progressing	CEO
7630/23	18-Jul-23	ADM125	Disposal of properties held in joint venture with Department of Communities	•Agree to dispose of all properties located at 31 Currall Street, 33 Currall Street and 24 Doreen Street to the Department of Communities in accordance with the terms of the respective Joint Venture Agreements •Authorise the Shire President and the Chief Executive Officer to affix the common seal and execute any future sale contracts with the Department of Communities, as per this resolution	Department of Communities have requested historical records that are not on hand. Given the anticipated workload in finding or reproducing this information, this has been put on hold until after the completion of the annual report and audit.	Ongoing	CEO/ EMCS
7639/23	15-Aug-23	ADM545	Wheatbelt South Regional Road Group –	That Council endorse the WBS Regional Road Group 5 Year Program for the 2025 to 2029 financial years for future RRG funding, as detailed in the attachment.	Yet to be submitted; scheduled to action 3rd quarter.	Progressing	EMIS
7641/23	15-Aug-23	ADM465	Budget amendments	That Council: •authorise management to dispose of the 2015 Nissan Navara, registration 1HAQ076 •approve the following budget amendments:  <b>Plant/Job codeDescriptionNew annual budget income/(expense)Surplus increase/(decrease)</b> <b>#2126Narembeen football oval – new goal posts(10,000)(10,000)</b> <b>#1442200Profit on sale of assets172,0002,000</b>	Pickles engaged to carry out auction in October. Appraisals to set reserves provided to Plant Committee 12/10/23.	Progressing	WM
7659/23	26-Sep-23	ADM 053	RFQ 04/2023 Main Street Development	That Council accept Prism Contracting and Consulting as the successful supplier for RFQ 04/2023 – Redevelopment of Main Street in Narembeen.	Contract signed	Completed	CEO
7671/23	24-Oct-23	NA	Christmas and New Year Administration, Depot, and Community Resource Centre Closure	That Council acknowledges the administration, depot and Community Resource Centre closure for the period commencing Monday 25 December 2023, reopening 8.30am Monday 8 January 2024	Staff advised; <b>community advertising scheduled.</b>	Progressing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7675/23	24-Oct-23	ADM597	Disposal of Property; Plant and Equipment	That Council proceeds with Pickles to auction the listed plant with a set reserve price of:  PlantReserve Price (\$) GST Inclusive + Fees Mack Prime Mover NB 607985,000 Mack Prime Mover NB 770490,000 Volvo Loader PE1207100,000 Toro Reelmaster Mower PE1565,000	Volvo Loader & Mack Prime Movers disposed of & money received; Toro Reelmaster to be considered at budget review	Progressing	CEO
7676/23	24-Oct-23	ADM 053	RFT 02/2023 Provision of Engineering Technical Services	That Council:  1. accepts the Tender submitted by SEMC Australia Pty Ltd as the successful supplier for Request for Tender 02/2023 – Provision of Engineering Technical Services in the amount as per the Confidential Attachment as the most advantageous tender to form a Contract; and 2.in accordance with regulation 20(1) of the Local Government (Functions & General) Regulations 1996, Council delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract. 3.authorises the Chief Executive Officer to execute the contract	Determination provided to applicant; waiting for SEMC to sign contract	Progressing	CEO
7683/23	24-Oct-23	ADM053	Draft Minor Works Contract	That Council: 1.endorses the draft Minor Works Contract and Technical Requirements and Scope of Works between the Shire of Naremben and Prism Contracting & Consulting Pty Ltd; 2.in accordance with regulation 20(1) of the Local Government (Functions & General) Regulations 1996, Council delegates the of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract. 3.authorises the Chief Executive Officer to execute the contract. 4.authorises the Chief Executive Officer to approve project variations after the execution of the contract as per the below:  Project VariationsValueAuthorisation Single Project VariationCapped at \$20,000CEO Authorised Single Project VariationAbove \$20,000To be presented to Council Total Project VariationsCapped at \$55,000CEO Authorised Total Project VariationsAbove \$55,000To be presented to Council	Contract signed; on-site meeting held on 28 November 2023; waiting for contractor to provide schedule of works; contractor to commence works mid-January 2024.	Progressing	CEO
7692/23	21-Nov-23	ADM681	Committee Recommendation – Grant Funding Recipients.	That Council adopts the Ramelius Resources and Shire of Naremben Community Benefit Fund Advisory Committee's recommendation to approve the following grant applications:  Club/GroupProject/EventAmount Hurt for Help Charity LtdLocal Charity Launch Event5,500 Naremben CRCChristmas Party4,500 Naremben Football ClubElectronic Outdoor Scoreboard20,000 Naremben P&CIndigenous Mural – Breezeway4,500 Mt Walker Golf ClubSeating1,922 TOTAL\$36,422.00	Recipients notified.	Completed	CEO
7696/23	21-Nov-23	ADM499	ROE REGIONAL ORGANISATIONS OF COUNCILS MOU	That Council: 1.Endorse the RoeROC Memorandum of Understanding for the period 1 July 2023 to June 2028. 2.Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.	ROEROC members notified; MOU yet to be signed.	Progressing	CEO
7697/23	21-Nov-23	ADM499	Roe Regional Environmental Health Services Scheme Memorandum of Understanding	That Council: 1.Endorse the Roe Regional Environmental Health Services Scheme Memorandum of Understanding for the period 1 July 2023 to June 2028. 2.Authorise the Shire President and Chief Executive Officer to execute the Memorandum of Understanding and affix the Shire's common seal.	ROEROC members notified; MOU yet to be signed.	Progressing	CEO
7698/23	21-Nov-23	ADM499	Ordinary Meeting of Council – Change of Date	That Council resolves that the December Ordinary Meeting of Council be held in the Council Chambers of the Shire Administration Building on the 19 December 2023 commencing at 5:00pm and the date be advertised.	Meeting change advertised	Completed	CEO
7700/23	21-Nov-23	P5086	PROPOSED CATTLE FEEDLOT – LOT 803 (NO 3821) KONDININ-NAREMBEEN ROAD, SOUTH KUMMININ	That Council: 1.Note that the feedlot application is being advertised for public comment, and advertising closes on 17 November 2023. 2.Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for 'animal husbandry-intensive' on Lot 803 (No 3821) Kondinin-Naremben Road, South Kumminin.	Determination provided with conditions	Completed	CEO
7701/23	21-Nov-23	ADM022	Delegations Review November 2023	That Council endorse the proposed revision of Delegation F.2 as attached.	Delegation Register updated	Completed	CEO

**ATTACHMENT – AGENDA ITEM 8.1.1  
Policy Review - 4.3.25 Work Health and Safety**

<b>POLICY NUMBER:</b> 4.3.25
<b>POLICY TITLE:</b> WORK HEALTH & SAFETY POLICY

## **PURPOSE**

This policy will provide guidance and set the expectation for procedures and conduct that safeguard the health and wellbeing of:

- any members of the community, or other persons who may be affected by works undertaken
- all workers, whilst engaged in the performance of works, and
- all visitors to our workplaces.

## **SCOPE**

The Shire of Narembeen, as the Person Conducting a Business or Undertaking (PCBU), is committed to providing and maintaining a safe and healthy workplace for all workers and visitors. The Shire will wherever possible, minimise or eliminate, as far as reasonably practicable, the causes both physical and psychological harm which lead to:

- accidents, injury, incidents, or illness
- damage and downtime of plant, equipment, or infrastructure
- unsafe or poor quality products and environmental damage.

## **POLICY STATEMENT**

The Shire of Narembeen understands and accepts the responsibilities imposed under the Workplace Health and Safety (WHS) legislation and is committed to providing healthy and safe working conditions which will prevent work-related injuries or ill health. Accordingly, the Shire of Narembeen will:

1. through the proactive identification of work-related hazards, eliminate and minimise all identified risks to acceptable levels with the application of a hierarchy of controls (where risks cannot be eliminated entirely)
2. endeavour to continuously improve work health and safety performance by utilising best practice procedures
3. comply with all applicable legislation and requirements
4. establish, implement and maintain a Workplace Health and Safety Management System, which will include measurable objectives and targets aimed at the elimination risks
5. ensure all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures through a process of training, instruction, information sharing, and supervision
6. effectively communicate and consult with all WHS duty holders, including workers and their representatives, to ensure that everyone within the workplace is offered the opportunity to participate in the ongoing development of a healthy and safe workplace, and
7. ensure all workers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely the health and safety of others through any act or omission and report hazards, accidents, incidents and near misses to their supervisor.

Copies of this policy shall be made readily available to all workers and any other interested parties, including through display within the workplace.



## **ROLES AND RESPONSIBILITIES**

This policy applies to all Shire of Narembeen contractors, elected members, employees, and visitors who are engaged in business as a worker for the PCBU.

## **RELATED LEGISLATION**

*Work Health and Safety Act 2020*  
*Work Health and Safety Act (General) Regulations 2022*

## **RELATED DOCUMENTATION**

Workplace Health and Safety Management System

## **RELATED DELEGATION**

Nil

## **MONITOR AND REVIEW**

This policy will be reviewed by the CEO in conjunction with the Executive Managers annually.

Adopted:	18/11/2015	MIN:	6065/15
Reviewed:	15/02/2017	MIN:	6367/17
Reviewed:	/05/2022	MIN:	
Reviewed:	11/11/2023	MIN:	

**ATTACHMENT – AGENDA ITEM 8.2.1**  
**Council Policy Review – Procurement Policy**

# Council Policy

## Procurement Framework



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# Council Policy

## Procurement Framework



### 1. PURCHASING

The Shire of Narembreen (“the **Shire**”) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire’s strategic and operational objectives.

#### 1.1 OBJECTIVES

The Shire’s purchasing activities will:

- (a) achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors
- (b) foster economic development by maximising participation of local businesses in the delivery of goods and services
- (c) use consistent, efficient and accountable purchasing processes and decision-making, including: competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements
- (d) apply fair and equitable competitive purchasing processes that engage potential suppliers impartially and honestly
- (e) commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest
- (f) comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures
- (g) ensure purchasing outcomes contribute to efficiencies for the Shire of Narembreen
- (h) identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management framework
- (i) ensure that sufficient and appropriate records are kept in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan
- (j) ensure professional confidentiality is always maintained, in accordance with Council policies.

#### 1.2 ETHICS & INTEGRITY

The Shire’s Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

# Council Policy

## Procurement Framework



### 1.3 VALUE FOR MONEY

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

#### 1.3.1 Assessing Value for Money

Value for money assessments will consider:

- (a) the total cost of ownership for a potential purchase and all associated incidental costs
- (b) the technical merits of the goods or services.
- (c) the supplier's availability, capacity, capability, warranties and level of service
- (d) the supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective supplier in terms of managerial and technical capabilities and compliance history
- (e) the competitiveness of each quote received by obtaining a sufficient number of other quotations, as consistent with this Policy
- (f) the safety requirements and standards associated with both the product design and the specification offered by suppliers.

### 1.4 PURCHASING THRESHOLDS AND PRACTICES

#### 1.4.1. Purchases Under Contract, Aggregation of Purchases

Where the Shire has regular and ongoing need for goods or services, wherever possible suppliers should be engaged under contract to supply the Shire's annual requirements, the annual value of which will be determined by review of the aggregate annual cost as per recent financial records.

The appropriate length of a contract is to have regard for market volatility and the ongoing need of the supply.

Quotation, documentation and assessment requirements for purchases based on aggregate annual cost will be in accordance with the terms of this Policy.

#### 1. Individual Purchasing Value Assessments

Each purchasing activity is to assess the purchasing value as:

- (a) exclusive of Goods and Services Tax (GST)
- (b) including the total expenditure for the proposed supply (total cost of ownership)
- (c) the whole required amount of goods or services (purchases must not be split into components to avoid purchasing or tendering thresholds, as per Local Government Act (Functions and General) Regulations 1996 Section 12).

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### 1.4.2. Table of Purchasing Thresholds and Practices

#### (1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

<b>Priority 1:</b>	<b>Existing suppliers</b> Current contracts, including any Prequalified Suppliers or contracted suppliers, must be used where available.
<b>Priority 2:</b>	<b>Local suppliers</b> The Shire will ensure that, wherever possible, quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority. Consideration may be given to discounting local suppliers based on past experience.
<b>Priority 3:</b>	<b>Other Suppliers</b> Where there are no existing or local suppliers are available goods and services may be obtained from other suppliers. Consideration is to be given to WALGA Preferred Suppliers.

#### (2) Purchasing Practice Purchasing Value Thresholds

The CEO is to develop an executive policy regarding the method of assessing quotes received in accordance with this section, the qualitative metrics of this clause and clauses 2.1 to 2.3 and the documentation requirements for quotes obtained as per this clause.

The below purchases practices must be observed for each purchasing activity (other than via credit cards), with aggregate annual costs assessed as per clause 1.4.1:

<b>Purchase Value Threshold (ex-GST)</b>	<b>Purchasing Practice</b>
Up to \$5,000	No quote or purchase order required. Purchases may be made using credit cards based on the retailer's (online or in-store) advertised price.
\$5,001 to \$10,000	Minimum of one (1) verbal quote required. A purchase order is considered evidence of a verbal quote being received. Where possible, written quotes should be obtained.
\$10,001 to \$50,000	Request at least three (3) written quotes and receive at least two (2). If the selected supplier is a local supplier only two (2) quotes must be requested and one (1) received.
\$50,000 to \$249,999	Obtain at least three (3) written quotes. Received quotes are to be assessed against pre-determined selection criteria.

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Purchase Value Threshold (ex-GST)	Purchasing Practice
<p>Over \$250,000</p>	<p><b><u>Request for quote (RFQ) method</u></b></p> <p>A formal RFQ is to be issued to WALGA preferred suppliers via WALGA's e-Quote portal.</p> <p>Submissions received are to be assessed according to pre-determined selection criteria.</p> <p><b><u>Request for tender (RFT) method</u></b></p> <p>If there are insufficient or unsatisfactory submissions received for an RFQ, or if it is determined that there would be better value for money in advertising to the market at large, an RFT process is to be undertaken in accordance with Part 4 of the Local Government Act (Functions and General) Regulations 1996.</p> <p>The requirements of this section (specifically this purchase value threshold bracket) do not apply for tender exempt purchases as outlined in this Policy or the Local Government Act 1995.</p> <p>Contracts must be prepared for purchases under in this bracket.</p>
<p>Emergency Purchases <i>(Within Budget)</i> Refer to Clause 1.4.3</p>	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>
<p>Emergency Purchases <i>(No budget allocation available)</i> Refer for Clause 1.4.3</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with section 6.8 of the <i>Local Government Act 1995</i>, the president must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO must ensure that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>

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## Procurement Framework



### 1.4.3. Exemption, Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with a:

- (a) local emergency where the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets, or
- (b) local emergency where the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a), or
- (c) State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11 (2) (aa) or (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

### 1.4.4. Exemption, Sole Suppliers

Goods and services may be obtained without adherence to clause 1.4.2 where it is deemed unlikely that there is more than one potential supplier for the required goods or services.

Determining a sole supplier requires that:

- (a) the specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified requirement; and
- (b) sufficient market testing has been undertaken and documented, including a rationale for why the supply is determined to be unique and why quotes cannot be sourced through more than one potential supplier.

Ongoing arrangements of this nature may only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the process will need to be re-performed.

The following is a list of suppliers that has been determined by Council to meet the requirements of a sole supplier, for which repeated market testing is not required:



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Company	Good or Service Provided	Reason for exemption
Telstra	Phone or Internet Services	This is the only provider of phone services.
Synergy	Electricity	Sole supplier
Water Corporation	Water	Sole Supplier
Narembeen Post Office	General Postal Services	Impracticality of using another town's post office.
Landgate	Rates Valuations and other land enquiry services	Sole Supplier
WALGA	Subscriptions and councillor training	Unique advocacy body
LGIS	Insurance and insurance related services	Self-insuring LG body, specifically exempted.
IT Vision	Financial Management Software provision	It isn't feasible to routinely consider other accounting and rating system. Licence fees with IT Vision are to be classed as sole supplier as they are the only company able to provide a licence for the SynergySoft system.

### 1.4.5. Contract Renewals and Extensions

Upon expiry of a contract, pending any available extensions (as mutually agreed between the Shire and contractor) the Shire will undertake the necessary purchasing practices of this Policy.

## 2. SUSTAINABLE PROCUREMENT

### 2.1. LOCAL ECONOMIC BENEFIT

The Shire is committed to promoting economic development by encouraging and prioritising the supply of goods and services by local suppliers permanently located within the District first, and those permanently located within its broader region second. As much as practicable, the Shire will:

- (a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents

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- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e.: servicing and support)
- (c) where possible, undertake analysis to understand local business capability and local availability of goods or services
- (d) ensure that RFQs and RFTs are designed to accommodate the capabilities of local businesses
- (e) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion must be included in the CEO's executive policy under clause 1.4.2(2) for RFQs and RFTs where suppliers are located within the Shire, or where the supplier will substantially demonstrate a benefit or contribution to the local economy.

### 2.2. SOCIALLY SUSTAINABLE PROCUREMENT

The Shire will support purchasing from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

#### (1) Aboriginal Businesses

*Functions and General Regulation 11(2)(h)* provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000, it must be satisfied that the offer truly represents value for money.

#### (2) Australian Disability Enterprises

*Functions and General Regulation 11(2)(i)* provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

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Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000, it must be satisfied that the offer truly represents value for money.

### **2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT**

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

## **3. PANELS OF PRE-QUALIFIED SUPPLIERS**

### **3.1. OBJECTIVES**

The Shire may create a Panel of Pre-Qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Considerations relevant to the establishment of a Panel are:

- (a) there are numerous potential suppliers in the local and regional sectors that satisfy will provide value for money;
- (b) whether the Panel will streamline the procurement processes.

### **3.2. ESTABLISHING AND MANAGING A PANEL**

If the Shire decides that a Panel is to be created, it will establish the Panel in accordance with the Regulations. Panels may be established for similar goods or services (i.e.: trades, professional services, supply of a type of similar goods such as aggregate or bitumen, etc.).

Panels may be established for a maximum of three (3) years. The length of time of a Panel is to be declared in the request for submissions.

The CEO is to develop and Executive Policy regarding the qualitative assessment of Panel submissions.

If a Panel member leaves the Panel, the Shire may reperform the assessment process to establish a new panel member or otherwise continue to use other appointed Panel members.

### **3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS**

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- (a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- (b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

# Council Policy

## Procurement Framework



(c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members and non-Panel members alike the Shire will have regard for the prescribed criteria of *Local Government (Functions and General) Regulations 1996* section 24AD.

### **3.4. PURCHASING FROM THE PANEL**

An invitation to apply to be considered to join a Panel must state how future quotes will be sought from Panel members, and the degree of exclusivity afforded Panel members for future work.

## **4. RECORD KEEPING**

The Shire will include in each contract for the provision of works or services the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire where relevant to the performance of the contract.

## **5. PURCHASING POLICY NON-COMPLIANCE**

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where compliance with this Policy is not reasonably able to be achieved, records must evidence the rationale and decision-making processes to substantiate the non-compliance.

If non-compliance with the relevant legislation, this Policy or the Code of Conduct is identified it must be reported to the Chief Executive officer and the Executive Manager Corporate Services.

Failure to comply with legislative or Policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation with findings to be considered in context of the responsible person's training, experience, seniority, and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

# **ATTACHMENT – AGENDA ITEM 8.2.2 Delegations Review**

## Delegation F.1 – Payments From Municipal and Trust Funds

<b>Date Adopted:</b>	19/12/2023	<b>Delegate:</b>	CEO
<b>Date Last Reviewed by Council:</b>	18/04/2023	<b>Sub-Delegate:</b>	EMCS EMIS CRC coordinator Mechanic SFO
<b>Policy Reference:</b>	Procurement Policy	<b>Chief Executive Instruction/Procedure:</b>	XXXXXX

<b>Legal (Parent):</b>	<b>Legal (Subsidiary):</b>
<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> <li>• Section 5.42</li> <li>• Section 5.43</li> <li>• Section 5.44</li> </ul>	<p><i>Local Government Act 1995:</i></p> <ul style="list-style-type: none"> <li>• Section 6.7(2)</li> <li>• Section 6.8</li> <li>• Section 6.10</li> </ul> <p><i>Local Government, (Financial Management) regulations 1995:</i></p> <ul style="list-style-type: none"> <li>• Section 11</li> <li>• Section 12</li> <li>• Section 13</li> </ul>

### **Procurement**

Subject to Council’s Procurement Policy, Council delegates to the Chief Executive Officer its power to acquire goods and services or incur legal liabilities via purchase orders from Council’s Municipal fund or Trust fund.

The ability to sub-delegate authority under this delegation will be limited to:

- |   |           |
|---|-----------|
| • Executive Manager Corporate Services      | \$150,000 |
| • Executive Manager Infrastructure Services | \$150,000 |
| • CRC coordinator                           | \$10,000  |
| • Mechanic                                  | \$5,000   |

For the avoidance of doubt, there is no limit on the Chief Executive Officer’s authority.

### **Payment**

Council delegates its authority and power to the Chief Executive Officer to authorise and make payments from the Municipal and Trust Funds, including use of credit cards.

All payments are to be authorised by two (2) employees which, wherever possible, will be the Chief Executive Officer and the Executive Manager Corporate Services.

Co-authorisation of credit card purchases may be done on review of the monthly statement.

## Delegation F.3 – Sole supplier arrangements

<b>Date Adopted:</b>	19/12/2023
<b>Date Last Reviewed by Council:</b>	
<b>Policy Reference:</b>	Procurement Policy

<b>Delegate:</b>	CEO
<b>Sub-Delegate:</b>	<b>EMCS</b>
<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>
Local government Act 1995 6.12 (1) c

<b>Legal (Subsidiary):</b>
Local Government (Functions and General) Regulations 1996 section 12(f)

Council delegates its authority and power to the Chief Executive Officer to assess and approve sole supplier arrangements in accordance with Council’s Procurement Policy.

**ATTACHMENT – AGENDA ITEM 8.2.4**  
**Monthly Financial Statement for month ended**  
**30 November 2023**



SHIRE OF NAREMBEEN  
**MONTHLY**  
FINANCIAL STATEMENT

**NOVEMBER 2023**



## **SHIRE OF NAREMBEEN**

### **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 November 2023**

**LOCAL GOVERNMENT ACT 1995**

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

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\* Statement of Financial Activity by Nature or Type

\* Note 1            Net Current Assets

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Note 3            Cash and Investments

Note 4            Receivables

Note 5            Capital Acquisitions

Note 6            Grants and Contributions

Note 7            Budget Amendments

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

\* Statutory Report

**STATUTORY REPORT  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**BY NATURE OR TYPE**

	Ref Note	Annual Budget	YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1	3,711,589	3,711,589	<b>5,228,099</b>	1,516,510	41%	▲
<b>Revenue from operating activities</b>							
Rates		2,046,893	2,053,610	2,026,468	(27,142)	(1%)	
Operating Grants, Subsidies and Contributions	6	731,743	451,412	623,138	171,726	38%	overbudget
Fees and Charges		604,679	366,269	376,384	10,115	3%	
Interest Earnings		198,049	82,515	42,213	(40,302)	(49%)	underbudget
Other Revenue		74,600	60,240	82,055	21,815	36%	
Profit on Disposal of Assets		(39,500)	(16,455)	0	16,455		
		<b>3,616,464</b>	<b>2,997,591</b>	<b>3,150,258</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(2,052,097)	(854,830)	<b>(953,930)</b>	(99,100)	(12%)	overbudget
Materials and Contracts		(1,604,354)	(709,040)	<b>(818,255)</b>	(109,215)	(15%)	overbudget
Utility Charges		(231,113)	(96,220)	<b>(79,606)</b>	16,614	17%	
Depreciation on Non-Current Assets		(3,100,700)	(1,291,915)	<b>(1,251,152)</b>	40,763	3%	
Interest Expenses		(36,582)	(15,230)	<b>(18,321)</b>	(3,091)	(20%)	
Insurance Expenses		(239,698)	(221,698)	<b>(239,698)</b>	(18,000)	(8%)	
Other Expenditure		(163,482)	(68,095)	<b>(10,475)</b>	57,620	85%	underbudget
Loss on Disposal of Assets		170,000	70,830	<b>(19,617)</b>	(90,447)	128%	
		<b>(7,258,026)</b>	<b>(3,186,198)</b>	<b>(3,391,056)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		3,100,700	1,291,915	<b>1,251,152</b>	(40,763)	(3%)	
Adjust (Profit)/Loss on Asset Disposal		(130,500)	(54,375)	<b>19,617</b>	73,992	(136%)	
Movement in Local Government House Trust		(3,500)	0	<b>0</b>	0		
Movement in Investments in an Associate		0	0	<b>4,163</b>	4,163		
		<b>2,966,700</b>	<b>1,237,540</b>	<b>1,274,932</b>			
<b>Non-cash amounts excluded from operating activities</b>		<b>(674,862)</b>	<b>1,048,933</b>	<b>1,034,134</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	6	3,189,736	1,301,017	<b>976,824</b>	(324,193)	(25%)	underbudget
Proceeds from Disposal of Assets		671,500	455,000	<b>106,617</b>	(348,383)	(77%)	underbudget
Proceeds from self-supporting loans		15,835	5,787	<b>5,787</b>	0	0%	
Capital acquisitions	5	(7,179,458)	(3,402,020)	<b>(2,280,311)</b>	1,121,709	33%	underbudget
Transfer from Capital Works in Progress		0	0	<b>164,875</b>	164,875		
		<b>(3,302,387)</b>	<b>(1,640,216)</b>	<b>(1,026,208)</b>			
<b>Financing Activities</b>							
Transfer from Reserves		726,907	0	<b>0</b>	0		
Repayment of Debentures		(78,676)	(36,756)	<b>(36,756)</b>	0	0%	
Transfer to Reserves		(384,571)	0	<b>0</b>	0		
		<b>263,660</b>	<b>(36,756)</b>	<b>(36,756)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1	<b>(2,000)</b>	<b>3,083,550</b>	<b>5,199,269</b>			

**KEY INFORMATION**

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

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

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

STATUTORY REPORT  
 NOTES TO THE STATEMENT OF FINANCIAL  
 FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES  
 NOTE 1  
 ADJUSTED NET CURRENT ASSETS

	Ref Note	UNAUDITED 30 June 2023	This Time Last Year 30 Nov 2022	Year to Date Actual 30 Nov 2023
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	5,519,403	3,780,794	5,114,640
Cash Restricted	3	4,252,582	4,144,745	4,355,928
Receivables - Rates	4	57,924	305,982	264,612
Receivables - Other	4	116,283	205,853	79,354
Loans receivable		15,836	9,817	10,049
Net GST receivable/(payable)		78,570	78,376	143,414
Inventories		6,020	13,372	32,773
		10,046,618	8,538,938	10,000,769
<b>Less: Current Liabilities</b>				
Payables		(111,779)	(4,025)	(100,724)
Provisions - employee		(317,362)	(340,620)	(317,362)
Long term borrowings		(76,539)	(39,908)	(39,783)
Net GST receivable/(payable)		0	0	0
Contract Liability		(120,960)	(1,132,498)	(120,960)
Provisional liabilities			0	0
		(626,640)	(1,517,050)	(578,829)
<b>Unadjusted Net Current Assets</b>		<b>9,419,978</b>	<b>7,021,888</b>	<b>9,421,940</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Restricted cash	3	(4,252,582)	(4,144,745)	(4,252,582)
Less: Loans receivable		(15,836)	(9,817)	(10,049)
Add : Long Term Borrowings		76,539	39,908	39,783
<b>Adjusted Net Current Assets</b>		<b>5,228,099</b>	<b>2,907,233</b>	<b>5,199,270</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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

**This Year YTD**

**Surplus(Deficit)**

**\$5.2 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$2.91 M**

**STATUTORY REPORT**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**NOTE 2**

**EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2023/24 year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Operating Grants, Subsidies and Contributions	171,726	38%	overbudget	Timing	Variance predominantly due to higher than expected HVRIC from Ramelius and receipt of Community Water Supply grant funding (not budgeted for as wasn't secured at time of budget preparation).
Interest Earnings	(40,302)	-49%	underbudget	Timing	Interest is received upon maturity of term deposits; will align more over time.
<b>Expenditure from operating activities</b>					
Employee Costs	(99,100)	-12%	overbudget	Timing	Variance predominantly due to works crew doing more maintenance work than capital works (capital works aren't expensed). Note the budget variance is diminishing over time now that more capital works are in progress by the works crew.
Materials and Contracts	(109,215)	-15%	overbudget	Timing	Category-wide over expenditure, including: road maintenance expenses, revaluation expenses and town oval fertiliser being more than budgeted for.
Other Expenditure	57,620	85%	underbudget	Timing	All costs in category under-budget - not expected to be a permanent variance.
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(324,193)	(25%)	underbudget	Timing	Income is under budget due to: 1. LRCI funding behind estimates due to due diligence holding up project commencement. 2. R2R funding behind as projects not yet started, anticipated to commence in summer. 3. WSNF funding delayed to 2025 due to issues getting projects going.
Proceeds from Disposal of Assets	(348,383)	(77%)	underbudget	Timing	The shortfall in income is heavily offset by \$434K of DFES capital grant funding that wasn't anticipated to come in for 2024. Therefore actual deficit from the above is \$758k Mack trucks not yet sold as of 30 November 2023, and proceeds on loader significantly less than expected.
Capital Acquisitions	1,121,709	33%	underbudget	Timing	See note 5. Emphasis on works crew doing maintenance grading in addition to other capital expenditure being in progress.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS

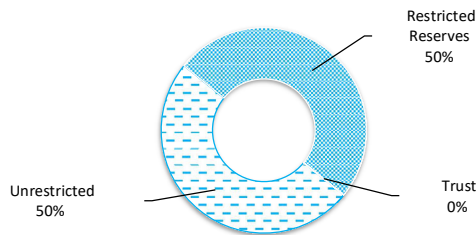
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats							
<b>At Call Deposits</b>							
Municipal Fund	4,735,752	378,887	0	5,114,640	Bankwest	0.10%	
<b>Term Deposits</b>							
Term Deposit - CBA #38420506	0	4,355,928	0	4,355,928	CBA	5.07%	15/03/2024
<b>Total</b>	<b>4,735,752</b>	<b>4,734,815</b>	<b>0</b>	<b>9,470,568</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



Total Cash	Unrestricted
<b>\$9.47 M</b>	<b>\$4.74 M</b>

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

NOTES TO THE STATEMENT OF FINANCIAL  
ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2023

OPERATING ACTIVITIES

NOTE 4  
RECEIVABLES

Rates Receivable including ESL and Rubbish	30 Nov 23
	\$
Opening Arrears	57,924
Levied this year	2,133,835
Less Collections to date	(1,927,142)
Equals Current Outstanding	<b>264,612</b>
<b>Net Rates Collectable</b>	<b>264,612</b>
% Collected	90.31%

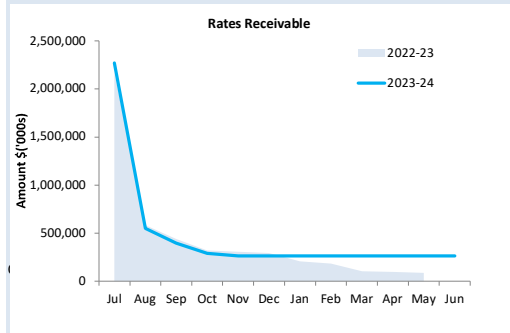
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	13,356	26,571	0	2,911	42,838
Percentage	31%	62%	0%	7%	
<b>Balance per Trial Balance</b>					
Sundry debtors	13,356	26,571	0	2,911	42,838
Other receivable	36,516	0	0	0	36,516
<b>Total Receivables General Outstanding</b>					<b>79,354</b>

KEY INFORMATION

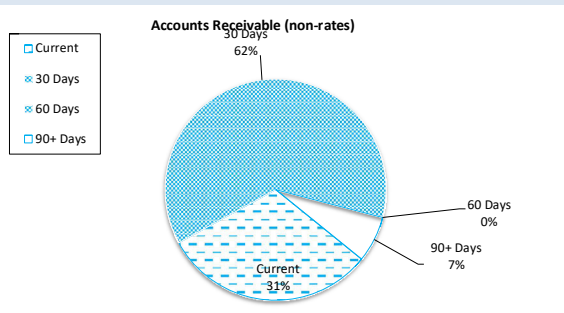
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Rates Received	Rates Due
<b>90%</b>	<b>\$264,612</b>



<b>Debtors Due</b>
<b>\$79,354</b>
<b>Over 30 Days</b>
<b>69%</b>
<b>Over 90 Days</b>
<b>7%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

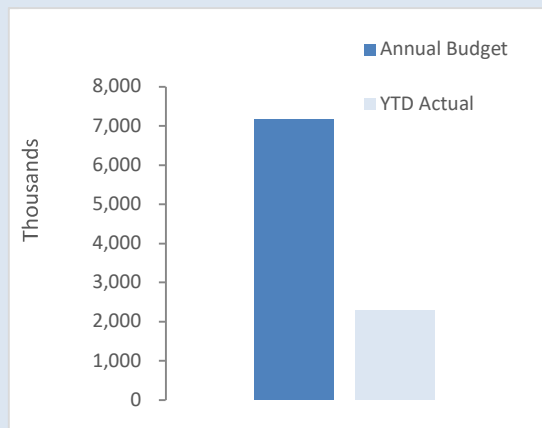
**INVESTING ACTIVITIES  
NOTE 5  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Current		YTD Actual	YTD Budget Variance
	Annual Budget	YTD Budget	Total	
	\$	\$	\$	\$
Buildings	1,588,137	661,705	72,858	(588,847)
Plant & Equipment	1,769,580	1,142,135	1,567,669	425,534
Furniture & Equipment	70,000	29,160	0	(29,160)
Road Infrastructure	2,629,338	1,095,540	440,139	(655,401)
Other Infrastructure	1,122,403	473,480	199,646	(273,834)
<b>Capital Expenditure Totals</b>	<b>7,179,458</b>	<b>3,402,020</b>	<b>2,280,311</b>	<b>(1,121,709)</b>
<b>Funding of Capital Acquisitions:</b>				
	\$	\$		
Capital grants and contributions	3,189,736	1,301,017	976,824	(324,193)
Borrowings	671,500	0	0	0
Other (Disposals & C/Fwd)	0	455,000	106,617	-348,383
Contribution from Rates and other revenue	3,318,222	1,646,003	1,196,870	(449,133)
<b>Capital Funding Total</b>	<b>7,179,458</b>	<b>3,402,020</b>	<b>2,280,311</b>	<b>(1,121,709)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$7.18 M</b>	<b>\$2.28 M</b>	<b>32%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$3.19 M</b>	<b>\$.98 M</b>	<b>31%</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Account Number	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Buildings Specialised</b>					
LRCI 3 - Townhall upgrades	2093	20,000	8,330	0	(8,330)
LRCI 4 - Townhall upgrades	2128	75,000	31,250	0	(31,250)
Administration Office and Chambers Refurbishment - stage 1	2055	88,137	36,720	33,504	(3,216)
Industrial plot development	2131	250,000	104,165	0	(104,165)
Administration Office, tank and pump for reticulation	2132	5,000	2,080	0	(2,080)
Recreation Centre, generator	2133	80,000	33,330	0	(33,330)
Mt Arrowsmith tennis club, 3-phase power installation	2164	10,000	4,165	0	(4,165)
Sub Total		528,137	220,040	33,504	(186,536)
<b>Building - Non Specialised</b>					
Shire Staff Housing Construction - Thomas St	2045	450,000	187,500	0	(187,500)
26 Hilton Way - landscaping	2129	10,000	4,165	0	(4,165)
New house - 24 Cheetham Way	2130	600,000	250,000	39,354	(210,646)
Sub Total		1,060,000	441,665	39,354	(402,311)
<b>Total Buildings</b>		<b>1,588,137</b>	<b>661,705</b>	<b>72,858</b>	<b>(588,847)</b>
<b>Furniture and Equipment</b>					
New phone system (admin & CRC)	2146	5,000	2,080	0	(2,080)
Hardware Renewal and Plan Initiatives (Admin Server)	2043	15,000	6,250	0	(6,250)
Video conferencing equipment for Council Chambers	2147	30,000	12,500	0	(12,500)
Starlink internet equipment and installation	2148	20,000	8,330	0	(8,330)
<b>Total Furniture and equipment</b>		<b>70,000</b>	<b>29,160</b>	<b>0</b>	<b>(29,160)</b>
<b>Plant &amp; Equipment</b>					
Toyota Prado - Works Manager	2115	80,000	33,330	0	(33,330)
Toyota Prado - CEO	2135	80,000	33,330	0	(33,330)
Toyota Hilux - Mechanic	2136	50,000	20,830	0	(20,830)
Ford Ranger	2137	35,000	14,580	0	(14,580)
Ford Ranger	2138	42,000	17,500	0	(17,500)
Volvo Loader	2134	450,000	187,500	399,700	212,200
2x Mack Prime Movers	2086	630,000	630,000	643,310	13,310
CAT vibrating drum roller	2139	200,000	83,330	0	(83,330)
Tri-axle dolly	2140	35,000	14,580	0	(14,580)
Toro Reelmaster Mower	2141	64,010	64,010	64,010	0
Ute-mounted boom spray	2142	15,170	6,320	0	(6,320)
Vertimower reel	2143	18,400	7,665	0	(7,665)
Skidsteer loader with attachments	2144	65,000	27,080	0	(27,080)
Fuso Rosa bus - vinyl wrap	2145	5,000	2,080	0	(2,080)
Fire Fighting Appliance (DFES Grant Funded)	2165	0	0	433,849	433,849
Trailer Mounted Generator (gifted from Ramelius)	1363200	0	0	26,800	26,800
<b>Total Plant and equipment</b>		<b>1,769,580</b>	<b>1,142,135</b>	<b>1,567,669</b>	<b>398,734</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	Account Number	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Infrastructure - Roads</b>					
LRCI 3 - Seal Laneway Savage street to Latham Road	2091	226,540	94,390	42,025	(52,365)
LRCI 4 - Corrigin/Narembeen Road culvert	2122	120,000	50,000	0	(50,000)
Blackspot - Townsite intersection Latham, Churchill, Currall and Longhurst Streets	2015	10,000	4,165	57,574	53,409
R2R - Soldiers Road gravel resheeting SLK 10-65.66	2062	545,509	227,295	676	(226,619)
R2R - Soldiers Road, resealing works	2151	150,000	62,500	0	(62,500)
R2R - Yeomans Road, gravel resheeting (SLK 8.70 - 11.70)	2152	150,000	62,500	0	(62,500)
R2R - Sloss Road, gravel resheeting (SLK 0.00 - 4.30)	2153	150,000	62,500	0	(62,500)
RRG - Cramphorne Road, reconstruct to 9m and seal (SLK 37.29 - 42.29)	2154	620,000	258,330	222,932	(35,398)
RRG - Cramphorne Road, second coat seal (SLK 11.64 - 12.20   13.33 - 14.41   16.24 - 17.31)	2155	100,000	41,665	100	(41,565)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 10.00 - 13.20)	2080	327,546	136,475	12,350	(124,125)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 14.00 - 16.00)	2081	47,744	19,890	0	(19,890)
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	54,688	22,785	77,244	54,459
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 4.80 - 5.40)	2112	85,597	35,665	0	(35,665)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 6.00 - 6.30)	2113	41,714	17,380	0	(17,380)
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 other preliminary work	2083	0	0	18,194	18,194
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc	2084	0	0	5,361	5,361
WSFN - Corrigin - Narembeen Road South Kuminin Intersection Reconstruct	2110	0	0	594	594
WSFN - Narembeen- Kondinin SLK 19.5 - 23 Widen, Overlay	2111	0	0	3,089	3,089
<b>Total Roads</b>		<b>2,629,338</b>	<b>1,095,540</b>	<b>440,139</b>	<b>(682,640)</b>
<b>Other Infrastructure</b>					
LRCI 3 - Electronic sign Cnr Churchill St & Currall St	2094	8,000	3,330	3,257	(73)
LRCI 4 - Swimming Pool Heating	2149	100,000	41,665	0	(41,665)
LRCI 4 - Townsite drainage improvements	2150	251,842	104,930	0	(104,930)
LRCI 3 - Footpath Infrastructure	1430	30,000	12,500	10,000	(2,500)
LRCI 3 - Churchill Street improvements	2092	307,561	128,150	63,437	(64,713)
Cemetery shade structures and seating	2120	15,000	6,250	0	(6,250)
Stormwater Harvesting Project	2116	30,000	12,500	113,607	101,107
Narembeen football oval - new goal posts	2126	10,000	10,000	9,345	(655)
Townsite drainage survey and design	2156	60,000	25,000	0	(25,000)
Townsite kerb replacement	2157	150,000	62,500	0	(62,500)
Airfield lighting upgrades	2158	20,000	8,330	0	(8,330)
Netball and basketball court shade structure, design and QS	2159	50,000	20,830	0	(20,830)
Walker Lake signage	2160	25,000	10,415	0	(10,415)
Community Directory website development	2161	5,000	2,080	0	(2,080)
BMX track, survey and design	2162	10,000	4,165	0	(4,165)
Ski Lake planning and development	2163	50,000	20,835	0	(20,835)
<b>Total Other Infrastructure</b>		<b>1,122,403</b>	<b>473,480</b>	<b>199,646</b>	<b>(273,834)</b>
<b>TOTAL CAPITAL ACQUISITIONS</b>		<b>7,179,458</b>	<b>3,402,020</b>	<b>2,280,311</b>	<b>(1,175,747)</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2023

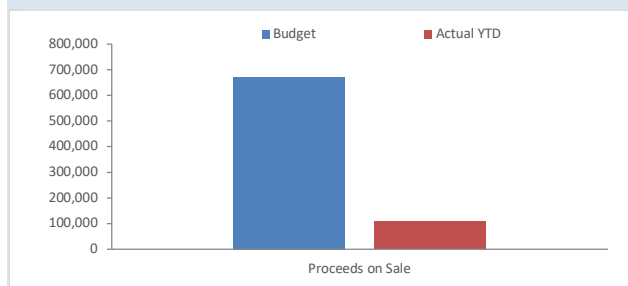
NOTE 6  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
<b>Operating grants, subsidies and contributions</b>					
<b>General Purpose funding</b>					
Financial Assistance Grant - General portion	30,500	30,500	15,200	30,766	15,566
Financial Assistance Grant - Roads portion	19,500	19,500	10,000	27,037	17,037
	<u>50,000</u>	<u>50,000</u>	<u>25,200</u>	<u>57,802</u>	<u>32,602</u>
<b>Law, Order and Public Safety</b>					
Bush Fire Brigade Operating Grant	7,820	7,820	3,255	4,400	1,145
	<u>7,820</u>	<u>7,820</u>	<u>3,255</u>	<u>4,400</u>	<u>1,145</u>
<b>Community Amenities</b>					
CRC Grants and Contributions	185,000	185,000	77,075	97,873	20,798
SOCK Week Grant	25,000	25,000	10,415	0	(10,415)
Community water supply grant	0	0	0	31,000	31,000
	<u>210,000</u>	<u>210,000</u>	<u>87,490</u>	<u>128,873</u>	<u>41,383</u>
<b>Recreation and Culture</b>					
Reimbursements from sporting groups	15,000	15,000	6,250	0	(6,250)
	<u>15,000</u>	<u>15,000</u>	<u>6,250</u>	<u>0</u>	<u>(6,250)</u>
<b>Transport</b>					
Main Roads Direct Grant	243,717	243,717	243,717	249,552	5,835
Heavy Vehicle Road Maintenance Contributions	205,206	205,206	85,500	182,511	97,011
	<u>448,923</u>	<u>448,923</u>	<u>329,217</u>	<u>432,063</u>	<u>102,846</u>
<b>Operating grants, subsidies and contributions Total</b>	<b>731,743</b>	<b>731,743</b>	<b>451,412</b>	<b>623,138</b>	<b>171,726</b>
<b>Non-operating grants, subsidies and contributions</b>					
<b>Law, Order &amp; Public Safety</b>					
Fire Prevention - Capital Grants Income	0	0	0	433,849	433,849
	<u>0</u>	<u>0</u>	<u>0</u>	<u>433,849</u>	<u>433,849</u>
<b>Community Amenities</b>					
Stormwater Harvesting Project	0	0	0	4,545	4,545
	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,545</u>	<u>4,545</u>
<b>Recreation and Culture</b>					
LRCI Grant Funding	1,068,222	1,068,222	534,110	187,793	(346,317)
	<u>1,068,222</u>	<u>1,068,222</u>	<u>534,110</u>	<u>187,793</u>	<u>-346,317</u>
<b>Transport</b>					
Regional Road Group Grant funding	480,000	480,000	258,505	218,505	(40,000)
Roads to Recovery grant funding	995,509	995,509	250,000	0	(250,000)
Wheatbelt Secondary Freight Network grant funding	646,005	646,005	258,402	105,332	(153,070)
	<u>2,121,514</u>	<u>2,121,514</u>	<u>766,907</u>	<u>323,837</u>	<u>(443,070)</u>
<b>Other Economic Services</b>					
Capital grants and contributions	0	0	0	26,800	26,800
	<u>0</u>	<u>0</u>	<u>0</u>	<u>26,800</u>	<u>26,800</u>
<b>Non-operating grants, subsidies and contributions Total</b>	<b>3,189,736</b>	<b>3,189,736</b>	<b>1,301,017</b>	<b>976,824</b>	<b>-324,193</b>
<b>Grand Total</b>	<b>3,921,479</b>	<b>3,921,479</b>	<b>1,752,429</b>	<b>1,599,962</b>	<b>(152,467)</b>

Asset Ref.	Asset Description	Original Budget				YTD Actual			
		Net Book Value	Proceeds	Amended Proceeds	Profit (Loss)	Net Book Value	Proceeds	Profit (Loss)	(Loss)
		\$	\$			\$	\$	\$	\$
PE116	Toyota Prado (CEO's car)	40,000	55,000		15,000	0	0	0	0
PE1305	Toyota Prado (WM's car)	45,000	55,000		10,000	0	0	0	0
PE613	Nissan Navara	20,000	20,000		0	0	0	0	0
PE7298	Nissan Navara	20,000	20,000		0	0	0	0	0
PE191	Nissan Navara	10,000	8,000		0	(2,000)	0	0	0
NB6079	Mack Granite prime mover	100,000	105,000		5,000	0	0	0	0
NB7704	Mack Granite prime mover	100,000	100,000		0	0	0	0	0
PE1203	Cat vibrating roller	90,000	55,000		0	(35,000)	0	0	0
PE1207	Volvo Loader	110,000	250,000		140,000	0	126,234	106,617	(19,617)
PE156	Toro Reelmaster mower	8,000	3,500		0	(4,500)	0	0	0
		<b>543,000</b>	<b>671,500</b>	<b>0</b>	<b>170,000</b>	<b>(41,500)</b>	<b>126,234</b>	<b>106,617</b>	<b>0 (19,617)</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$671,500</b>	<b>\$106,617</b>	<b>16%</b>

Information on Borrowings Particulars	30 Jun 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>									
Loan 125 - Swimming Pool	113,134	0	0	12,570	(25,560)	100,564	87,574	3,779	2,970
Loan 128 - Recreation Centre	538,853	0	0	18,399	(37,282)	520,454	501,571	14,172	11,605
	651,986	0	0	30,969	(62,841)	621,018	589,145	17,950	14,575
<b>Self supporting loans</b>									
<b>Housing</b>									
Loan 127 - Aged Homes	18,046	0	0	0	(4,232)	18,046	13,814	-	375
<b>Recreation and Culture</b>									
Loan 130 - Mt Walker Tennis Club	7,639	0	0	1,894	(3,799)	5,745	3,840	42	30
Loan 131 - Narembeen Bowling Club	64,616	0	0	3,893	(7,805)	60,723	56,811	315	250
	90,301	0	0	5,787	(15,835)	84,514	74,466	356	655
<b>Total</b>	<b>742,287</b>	<b>0</b>	<b>0</b>	<b>36,756</b>	<b>(78,676)</b>	<b>705,532</b>	<b>663,611</b>	<b>18,306</b>	<b>15,230</b>

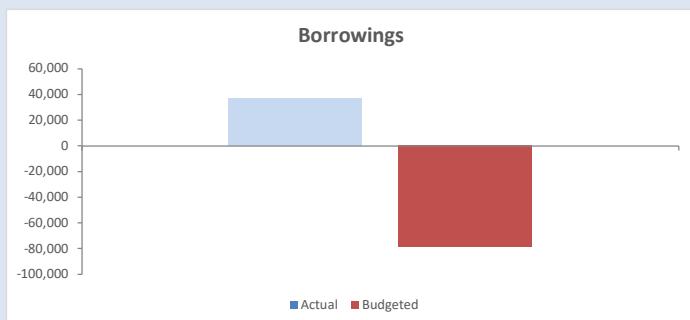
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



<b>Principal Repayments</b>	<b>\$36,756</b>
<b>Interest Earned</b>	<b>\$42,213</b>
<b>Interest Expense</b>	<b>\$18,306</b>
<b>Reserves Bal</b>	<b>\$4.13 M</b>
<b>Loans Due</b>	<b>\$0.71 M</b>

**ATTACHMENT – AGENDA ITEM 8.2.5**  
**Schedule of Accounts for month ended**  
**30 November 2023**



**Shire of Narembeen**  
**Schedule of accounts paid**  
**For the month ended 30 November 2023**

Chq/EFT	Date	Name	Description	Amount
EFT17184	16/11/2023	AFGRI Equipment Australia Pty Ltd	Depot - Service items for new loader	1,289.80
EFT17148	02/11/2023	Alloy and Stainless Products Pty Ltd	Depot - Toro Slasher GM360 4WD - BR-08720 Slasher blades	993.85
EFT17229	30/11/2023	AMAC Mechanical	Depot - PE98 - repairs to old water tanker	4,394.06
EFT17230	30/11/2023	Works Manager	Works Manager - Gratuity Payment - Arthur Cousins	1,950.00
EFT17228	30/11/2023	A-Team Printing	CRC - NDHS Centenary Calendars x20	251.90
EFT17185	16/11/2023	Aust Post	Admin and CRC - Postage Charges - October 2023	171.36
EFT17149	02/11/2023	Australian Services Union	Payroll Deductions/Contributions	26.50
EFT17186	16/11/2023	Australian Services Union	Payroll Deductions/Contributions	26.50
EFT17231	30/11/2023	Australian Services Union	Payroll Deductions/Contributions	26.50
EFT17187	16/11/2023	Avon Waste	Avon Waste - Domestic Rubbish Collection - 2/10/2023 - 24/10/2023	17,488.86
	02/11/2023	Bankwest	Credit Card Purchases	7,551.93
DD11991.1	10/11/2023	Beam Precision Superannuation	Superannuation Payments for Payroll 50 26/10/2023 - 8/11/2023	14,298.64
DD11999.1	24/11/2023	Beam Precision Superannuation	Superannuation Payments for Payroll 51 - 9/11/2023 - 22/11/2023	14,351.56
EFT17188	16/11/2023	Boc Gases	Depot - Workshop Consumables - Gas	55.41
EFT17189	16/11/2023	Brand Republic Pty Ltd	CRC - Australia Day Event 2024 - paper bags	362.89
EFT17190	16/11/2023	Gym member	Gym Card Bond Refund	50.00
EFT17150	02/11/2023	Chris Bray Electrics Pty Ltd	EDO - Electrical works for the installation of Electronic Signage	2,735.50
EFT17191	16/11/2023	Chris Bray Electrics Pty Ltd	Apex Park Facilities - repair lights	436.15
EFT17232	30/11/2023	Chris Bray Electrics Pty Ltd	Street lights - Repairs to street lighting	429.55
EFT17233	30/11/2023	Caravan park customer	REFUND - Accommodation x3 nights	255.00
EFT17192	16/11/2023	Colestan Electrics	26 Hilton Way - Supply and installation of a TV Decoder Box - CEO house	457.59
DD12007.2	09/11/2023	Commander Australia Pty Ltd	Admin - Commander Service and Equipment charges 22/9/2023 -	68.51
EFT17151	02/11/2023	Copier Support	Admin - printing and copier expenses 28/9/2023 - 23/10/2023	1,217.51
EFT17234	30/11/2023	Copier Support	Admin - printing and copier expenses 23/10/2023 - 23/11/2023	910.36
EFT17193	16/11/2023	Cromag Pty Ltd T/A Sigma Chemicals	Swimming Pool - Chemicals	612.70
EFT17235	30/11/2023	Cromag Pty Ltd T/A Sigma Chemicals	Swimming Pool - Chemicals	337.50
EFT17152	02/11/2023	Darryl S Johnson Pty Ltd T/A Mental Health Journey Australia	EMCS - WHS Psychosocial Hazards Workshop	250.80
EFT17236	30/11/2023	Department Of Fire And Emergency Services (DFES)	DFES - ESL 2nd Qtr Contribution - 2023/24	17,561.60
EFT17153	02/11/2023	Dry Kirkness (Audit) Pty Ltd	Audit fees - R2R annual return	1,650.00
EFT17154	02/11/2023	Eastern Wheatbelt Biosecurity Group Inc	EWBG - Annual Membership 2023/2024	110.00
EFT17194	16/11/2023	Emma Maree Miolini	Council - 700th meeting celebration - Cake	200.00
EFT17237	30/11/2023	Enviro Pipes	Works - Cramphorne Road - HDPE pipe and joiners	9,284.00
EFT17195	16/11/2023	Peter Jackson T/A GOATSHED STUDIOS	16 Hilton Way - Chamberlain Rollerlift Garage Door	440.00
EFT17155	02/11/2023	Haines, Vicent Peter T/A POP Magic	CRC - Childrens Week Event 2023 - Magician	1,045.00
EFT17196	16/11/2023	Hanson Construction Materials Pty Ltd	Works - 14mm aggregate washed	38,310.89
EFT17238	30/11/2023	Hanson Construction Materials Pty Ltd	Works - 14mm aggregate washed	2,353.43
DD12007.3	11/11/2023	HBF	HBF - Health - Works Manager as per Contract of Employment	452.09
EFT17197	16/11/2023	Hersey's Safety Pty Ltd	Depot - Workshop Supplies	838.20
EFT17239	30/11/2023	IT Vision User Group	IT Vision User Group - Membership Subscription 2023/2024	770.00
EFT17157	02/11/2023	JP Promotions Pty Ltd	Admin - Uniform - Shire of Narembeen branded Corporate Polos	3,041.50
EFT17159	02/11/2023	Landgate	Landgate - Valuation Service fees - 24/12/2022 - 29/09/2023	74.15
EFT17240	30/11/2023	Landgate	Landgate - Rural UV'S Service fees - 08/07/2023 - 27/10/2023	165.75
EFT17241	30/11/2023	Shire customer	Bond Refund - Town Hall	300.00
EFT17158	02/11/2023	LGIS	LGIS - Insurance Public Liability Membership 30/6/2023 - 30/6/2024 - payment part 2 of 2	134,145.78
EFT17198	16/11/2023	Liberty Oil Rural Pty Ltd	Works - Supply and deliver 4500 litres	8,441.78
EFT17242	30/11/2023	Liberty Oil Rural Pty Ltd	Works - Supply and deliver 15000 litre low sulphur diesel	28,974.00
EFT17199	16/11/2023	Livingston Medical Pty Ltd	Service fees as per general practice agreement	25,956.66
EFT17243	30/11/2023	Livingston Medical Pty Ltd	Admin - New Cleaner - pre-employment medical	275.00
EFT17160	02/11/2023	Local Government Professionals Australia WA	Admin - LG Training - eLearning modules	1,320.00
EFT17200	16/11/2023	Local Government Professionals Australia WA	CEO - Annual State Conference - Awards Dinner November 2023	50.00



**Shire of Narembeen**  
**Schedule of accounts paid**  
**For the month ended 30 November 2023**

Chq/EFT	Date	Name	Description	Amount
EFT17202	16/11/2023	Mark Ward & Catherine Smith T/A Promotions Only	CRC - Australia Day Event 2024 - jelly beans	342.10
EFT17161	02/11/2023	Merredin Freightliners	Freight Charges - Depot and Swimming Pool	882.31
EFT17244	30/11/2023	Merredin Freightliners	Freight Charges - Sigma Chemicals	384.67
EFT17162	02/11/2023	Merredin Glazing Service	Building Maintenance - various properties - reglazing	2,270.40
EFT17201	16/11/2023	MJB Industries Pty Ltd	Works - Cramphorne Road reconstruction - concrete Pipes	13,502.15
EFT17163	02/11/2023	Modularis Pty Ltd T/A Modular WA	DEPOSIT - New House - Contract for Construction - 24 Cheetham Way	38,111.00
EFT17203	16/11/2023	Momar Australia Pty Ltd	Depot - Lubricants for Graders	826.54
EFT17245	30/11/2023	Narembeen District High School	CRC - NDHS - End of Year Concert 2023 - Technology Awards	70.00
EFT17164	02/11/2023	Narembeen Engineering & Steel Supplies	Depot - Car Trailer - front wheel stopper for security	660.00
EFT17204	16/11/2023	Narembeen Engineering & Steel Supplies	Depot - For mounting Analogue fuel meter	33.48
EFT17246	30/11/2023	Narembeen Freightliners	Works - Freight Delivery - 880.18 tones of aggregate	42,600.73
EFT17205	16/11/2023	Narembeen IGA	Caravan Park - replacement microwaves - cabin 1 and 2	2,294.74
EFT17206	16/11/2023	Nextra Merredin News & Stationery OIL Drum Lane Pty Ltd ATF The Aurora Family Trust	Works and Garden Crew - Marbig A4 Clipfolder Insert & Pocket Folders for Vehicles	1,139.40
EFT17207	16/11/2023	Gym member	Gym Card - Bond Refund	50.00
EFT17247	30/11/2023	Nordic Fitness Equipment	Narembeen Gym - Supply and install new gym equipment and service machines (inc. call out)	4,252.10
EFT17165	02/11/2023	Officeworks	CRC - printer paper	154.95
EFT17166	02/11/2023	Omnicom Media Group Australia Pty Ltd	Advertising - EMIS Recruitment The West 30/09/2023	1,239.80
EFT17167	02/11/2023	P M Services Narembeen	Waste Transfer Station - Facility Management 14/10/ 2023 - 27/10/2023	2,842.00
EFT17208	16/11/2023	P M Services Narembeen	Waste Transfer Station Facility Management - 28/10/2023 - 10/11/2023	2,842.00
EFT17248	30/11/2023	P M Services Narembeen	Waste Transfer Station - Facility Management 11/11/2023 - 24/11/2023	2,842.00
DD12007.1	17/11/2023	Power ICT Pty Ltd	Admin - Message on hold service - November 2023	75.90
EFT17168	02/11/2023	Prestige Lock Service	Annual Salto Subscription	662.31
EFT17209	16/11/2023	Prestige Lock Service	Depot - replace locks for truck tool-boxes and better quality split	274.00
EFT17249	30/11/2023	Prism Contraction & Consulting Pty Ltd	Initial deposit (10%) - LRCI Phase 3 Stage 2 - Churchill St Redevelopment and Seal Savage Laneway	60,500.00
EFT17210	16/11/2023	Prompt Safety Solutions	Generic TMP and Triathlon plans 23/24	8,800.00
EFT17250	30/11/2023	Prompt Safety Solutions	Works - Staff Drug and Alcohol Testing	1,621.40
EFT17169	02/11/2023	Qbit Trading Company Pty Ltd	Admin - Managed IT services - November 2023	4,603.39
EFT17251	30/11/2023	Qbit Trading Company Pty Ltd	Admin - Managed IT Services - December 2023	4,056.14
EFT17170	02/11/2023	RB Northey & SA Pearson	Building Maintenance - Road Board Building - clean and reseal	7,106.00
EFT17172	02/11/2023	Repco a division of GPC Asia Pacific Pty Ltd	Depot - Caterpillar Grader - JB-Weld. Plastic tank repair kit.	36.00
EFT17253	30/11/2023	Repco a division of GPC Asia Pacific Pty Ltd	Depot - PE1305 - Service items for Works Manager Prado	719.67
EFT17171	02/11/2023	RG Gilbert and KJ Hindmarsh	Works - Detail clean of 2 Trucks for sale	2,490.00
EFT17252	30/11/2023	RG Gilbert and KJ Hindmarsh	NB 1 - Car Detailing Services	450.00
EFT17211	16/11/2023	Ron Bateman And Co	Depot - Part for plant maintenance - Diesel meter mechanical 1 4 digit"	949.45
EFT17212	16/11/2023	Ross Diesel Service	Depot - Truck Brake Repairs	128.73
EFT17213	16/11/2023	Rural Traffic Services Pty Ltd	Works - 3x traffic controllers to complete 5km section road	27,768.60
EFT17254	30/11/2023	Shire Of Corrigin	Roe Regional Shared Environmental Health Services - September 2023	796.40
EFT17175	02/11/2023	Shire of Cunderdin	Velpic Software - Shared Charges - Annual Subscription 31/05/2023- 30/05/2024	426.00
EFT17215	16/11/2023	Shire of Dowerin	Staff Training - Reimbursement - LG Pro Membership - CEO - Shire of Dowerin	531.00
EFT17255	30/11/2023	Shire Of Kellerberrin	Hire road sweeper - 24/10/2023 & 25/10/2023	2,867.50
EFT17174	02/11/2023	Shire Of Kulin	CEO - Reimbursement for RoeROC dinner	700.00
EFT17256	30/11/2023	Shire Of Merredin	Catering for Psychosocial Hazards Workshop Training 14 September 2023	67.60
EFT17257	30/11/2023	Shire Of Yilgarn	Admin - Accommodation at Southern Cross Caravan Park - Admin staff training	120.00
EFT17173	02/11/2023	SLR Consulting Australia Pty Ltd	Works - vegetation Clearing Permit Application	11,605.02
EFT17214	16/11/2023	SLR Consulting Australia Pty Ltd	Vegation Clearing Permit Application	1,994.30
EFT17216	16/11/2023	Sophie Jane Music	Deposit - CRC - Australia Day Event - Music Entertainment	360.00





Shire of Narembeen  
Schedule of accounts paid  
For the month ended 30 November 2023

Chq/EFT	Date	Name	Description	Amount
DD12006.1	10/11/2023	Synergy - Western Power	Power Usage and Service Charges - November 2023	482.33
DD12006.2	24/11/2023	Synergy - Western Power	Power Usage and Service Charges - November 2023	275.86
DD12006.3	28/11/2023	Synergy - Western Power	Power Usage and Service Charges - November 2023	402.93
DD12006.4	29/11/2023	Synergy - Western Power	Power Usage and Service Charges - November 2023	2,605.15
EFT17176	02/11/2023	T - Quip	Depot - Toro Slasher GM360 4WD - Parts - cup scalp- belt decks-bolts	984.96
EFT17177	02/11/2023	Team Digital	CRC - Epson Replacement Auto Cutter Blade	239.00
EFT17258	30/11/2023	Team Digital	CRC - Photo Printer + Inks	2,381.40
EFT17217	16/11/2023	Team Global Express Pty Ltd	Freight Charges - Depot and Pathwest 16 October - 23 October 2023	198.88
EFT17259	30/11/2023	Team Global Express Pty Ltd	Freight Charges - Admin Works Clothing & Depot - 17/10/2023, 01/11/2023	274.98
DD12011.1	16/11/2023	Telstra	Admin - Phone Usage and Service Charges - November 2023	2,328.59
DD12011.2	30/11/2023	Telstra	CRC - Phone Usage and Services Charges - November 2023	218.76
EFT17260	30/11/2023	The Len Bell Family Trust T/A Work Clobber Mandurah	Works Crew - Protective Clothing	2,045.94
EFT17218	16/11/2023	The Narembeen Cafe	CRC - Mental Health Week - catering	200.00
EFT17261	30/11/2023	The Sandcar Trust T/A Eastway Food Supplies	Admin - Arthurs retirement - food	200.04
EFT17262	30/11/2023	The Trustee for West Coast Shade Trust T/A West Coast Shade Pty Ltd	Swimming Pool - Travel and Installation of 4x Pool Shades	2,420.00
EFT17219	16/11/2023	The Trustee for The AVP Unit Trust T/A Asset Valuation Advisory	Revaluation - Other infrastructure as at 30 June 2023	11,880.00
EFT17220	16/11/2023	The Trustee for the Brown Family Trust T/A Flex Events	CRC - 2023 Community Christmas Party - outdoor cinema (initial deposit)	697.50
EFT17263	30/11/2023	The Trustee for the Knipe Trading Trust T/A Merredin Toyota and Isuzu Ute	NB1 Prado GXL Wagon - Repair and Maintenance	278.25
EFT17221	16/11/2023	Town Planning Innovations	General Planning Services - 6/10/2023 - 20/10/2023	577.50
EFT17178	02/11/2023	Trustee for J & S Baldwin Trust	Depot - Roller NB3521 -7.50-16 MRL roller tyre	751.00
EFT17222	16/11/2023	Trustee for J & S Baldwin Trust	Depot - Plz supply & fit; 2 x 265/65/R17 tyres - 1NB	1,035.00
EFT17264	30/11/2023	Trustee for J & S Baldwin Trust	Depot - PE 1305 - New Tyres Works Manager Prado	1,242.00
EFT17179	02/11/2023	WA Contract Ranger Services	WA Contract Ranger Services Weekly - 9/10/2023 - 23/10/2023	940.50
EFT17223	16/11/2023	WA Contract Ranger Services	WA Contract Ranger Services Weekly - 30/10/2023 - 7/11/2023	731.50
EFT17265	30/11/2023	WA Contract Ranger Services	WA Contract Ranger Services Weekly - 14/11/2023 - 20/11/2023	627.00
EFT17266	30/11/2023	WA Distributors Pty Ltd	Shire Properties - Cleaning Supplies - Caravan Park, Public Toilets,	902.60
EFT17267	30/11/2023	WALGA	Admin - Training - SAO - Meeting Practices for Good Governance	638.00
DD12007.4	29/11/2023	Water Corporation	Water Corp - Standpipe Kondinin Narembeen rd - 11/09/2023 -	78.72
EFT17227	27/11/2023	Western Australian Treasury Corporation	Loan No 125 - Swimming Pool - Principal and Interest Payment	16,348.64
EFT17180	02/11/2023	Westrac Equipment Pty Ltd	Depot - Various Graders - service and repair parts	1,124.09
EFT17224	16/11/2023	Westrac Equipment Pty Ltd	Depot - Caterpillar CS74 Roller - Battery cable	396.42
EFT17268	30/11/2023	Westrac Equipment Pty Ltd	Depot - Hydraulic Oil Filters - PE67, PE122, PE688	586.44
EFT17269	30/11/2023	Wheatbelt Liquid Waste	Depot - Septic tank pump out	550.00
EFT17225	16/11/2023	Wheatbelt Office and Business Machines	CRC - Photocopier charges 8/05/2023 - 3/11/20223	974.52
EFT17270	30/11/2023	Wild Poppy Cafe	CRC - Wellbeing Luncheon - Catering	1,498.50
EFT17181	02/11/2023	Willway Plumbing and Gas	Recreation Centre - investigate plumbing concerns and repairs	7,623.64
EFT17226	16/11/2023	Willway Plumbing and Gas	Works - remove and replace backflow device	1,317.11
EFT17271	30/11/2023	Willway Plumbing and Gas	2/24 Doreen Street - Repairs to retic burst pipe	162.09
EFT17182	02/11/2023	Wren Oil	Depot - Remove Waste Oil - - Admin and Compliance Fees	16.50
EFT17183	02/11/2023	Wurth Australia Pty Ltd	Depot - Workshop Consumables	300.18
EFT17272	30/11/2023	Wurth Australia Pty Ltd	Depot - Workshop Consumables	255.37
<b>Total payments for October 2023</b>				<b><u>670,602.43</u></b>



## Credit Card Purchases 14 September 2023 - 13 October 2023

Payment Date 2 November 2023

### CEO

Date	Account Code	Store		Amount
18/09/2023	PO 3266	BP The Lakes	Fuel	\$ 68.04
23/09/2023	PO 3469	Narembeen Roadhouse	Fuel	\$ 29.99
5/10/2023	PO 3564	Local Government Professionals	LGPRO Annual State Conference 2023	\$ 1,450.00
10/10/2023	PO 3573	Starlink Australia Pty Ltd	Starlink dish + shipping	\$ 629.00
10/10/2023	PO 3573	Starlink Australia Pty Ltd	Starlink dish + shipping	\$ 629.00
10/10/2023	PO 3573	Starlink Australia Pty Ltd	Starlink dish + shipping	\$ 629.00
<b>TOTAL CEO CREDIT CARD PAYMENTS</b>				<b><u>\$ 3,435.03</u></b>

### EMCS

Date	Account Code	Store		Amount
19/09/2023	PO 3505	Ozwashroom	CRC - Baby Changing Table	\$ 861.68
19/09/2023	PO 3509	Seek AU	Pre-payment of bulk advertising	\$ 1,650.00
21/09/2023	PO 3523	Narembeen workers hotel	Council - Refreshments	\$ 129.03
23/09/2023	PO 3530	Amazon Marektplace	Council - Ballot Balls	\$ 14.55
23/09/2023	PO 3530	Amazon Marektplace	CRC - Wireless Door Bell	\$ 20.32
29/09/2023	PO 3266	Fresh Trading CO OPS	Fuel	\$ 123.27
29/09/2023	PO 3632	Kmart	CRC - Childrens Week Event 2023 - Materials	\$ 109.00
1/10/2023	PO 3266	BP The Lakes	Fuel	\$ 69.84
6/10/2023	PO 3266	BP Merredin	Fuel	\$ 87.41
11/10/2023	PO 3266	EG Group	Fuel	\$ 106.74
<b>TOTAL EMCS CREDIT CARD PAYMENTS</b>				<b><u>\$ 3,171.84</u></b>



## Credit Card Purchases 14 September 2023 - 13 October 2023

Payment Date 2 November 2023

### Works Manager

Date	Account Code	Store	Description	Amount
14/09/2023	PO 3372	Narembeen Hardware	Parks and Gardens - Gloves	\$ 117.00
25/09/2023	PO 3266	BP Carnamah	Fuel	\$ 101.50
5/10/2023	PO 3354	Department of Transport	Vehicle Licensing (Plate Change)	\$ 31.10
5/10/2023	PO 3266	Narembeen Roadhouse	Fuel	\$ 149.40
9/10/2023	PO 3642	Impact Panel and Paint	NB1 - Insurance Excess for crash repair	\$ 506.05
9/10/2023	PO 3266	BP The Lakes	Fuel	\$ 40.01
<b>TOTAL WORKS MANAGER CREDIT CARD PAYMENTS</b>				<b><u>\$ 945.06</u></b>

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Bankwest

Interest & Other Charges

\$ -

**TOTAL CREDIT CARD PAYMENTS**

**\$ 7,551.93**