



**ORDINARY COUNCIL MEETING
19 July 2022**

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ATTACHMENT – AGENDA ITEM 6.1
Minutes Ordinary Council Meeting June 2022



COUNCIL CALENDAR

Date	Time	Meeting
19 July 2022	4.00pm	Ordinary Council Meeting
16 August 2022	4.00pm	Ordinary Council Meeting

21 June 2022 MEETING PROGRAM

2.00pm	Plant Committee
2.30pm	Councillor Forum
4.00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 21 June 2022, commencing at 4.00pm

1.0 Opening & Welcome

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

2.0 Attendance & Apologies

Attendance

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

Officers

David Blurton	Chief Executive Officer
Tamara Clarkson	Executive Manager Corporate Services
Kathryn Conopo	Administration Officer (Minute Taker)

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

Cr W Milner declared a financial interest in item 8.3.1
D Blurton declared a financial interest in item 8.3.2

4.0 Announcements

4.1 Application for leave of absence

Nil

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 17 May 2022

COUNCIL RESOLUTION

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 17 May 2022 be confirmed as a true and accurate record of the proceedings.

MIN 7439/22 MOTION - Moved Cr. Currie **Seconded Cr. Cole**

CARRIED 8/0

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 17 May 2022

Nil

6.2 Receive Minutes - Plant Committee

COUNCIL RESOLUTION

6.2.1 Confirmation of Minutes

That the minutes of the meeting of the Shire of Narembeen Plant Committee meeting held on 21 June 2022 be confirmed as a true and accurate record of the proceedings.

MIN 7440/22 MOTION - Moved Cr. Bray **Seconded Cr. Currie**

CARRIED 8/0

COUNCIL RESOLUTION

6.2.2 Committee recommendations

That the recommendations of the Shire of Narembeen Plant Committee meeting held on 21 June 2022 be adopted.

MIN 7441/22 MOTION - Moved Cr. Cole **Seconded Cr. Hardham**

CARRIED 8/0

7.0 Status Report

RECOMMENDATION:

That the Status Report for June 2022 be received.

COUNCIL RESOLUTION

MIN 7442/22 MOTION - Moved Cr. Hardham Seconded Cr. Milner

CARRIED 8/0

Cr Stirrat left the meeting at 4:05pm.

Cr Stirrat entered the meeting at 4:07pm.

8.0 Reports

8.1 Chief Executive Officer

AGENDA ITEM: 8.1.1 Adoption of Draft Strategic Community Plan 2022-2032

Subject:	Adoption of Draft Strategic Community Plan 2022-2032
Applicant:	Not applicable
File Ref:	ADM171
Disclosure of Interest:	Not applicable
Author:	David Blurton – Chief Executive Officer
Date:	8 June 2022
Attachments:	Draft Strategic Community Plan 2022-2032

PURPOSE

For Council to consider the adoption of its Strategic Community Plan 2022-2032 in draft format for the purpose of undertaking community consultation.

BACKGROUND

The Council appointed 150 Square Consultancy (Caroline Robinson) to undertake its major review of its strategic community plan document. Following an extensive community consultation process including Councillor workshops to consider the document, it is now presented to for Council to adopt in draft format. Following adoption, the document will be a made available for the community to review and comment on prior to final adoption by Council.

CONSULTATION

Consultation undertaken to date is included in the plan.

STATUTORY IMPLICATIONS

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

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.

- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Not applicable

VOTING REQUIREMENTS

Absolute Majority

COMMENT

The adoption of the Strategic Community Plan is significant in that the plan informs the strategic vision, objectives, and priorities for the Narembeen community over the next 10 years.

Following adoption, staff and 150 Square will progress the Corporate Business Plan 2022-2026 document and other subsidiary plans which form part of the integrated planning framework. This document will identify specific deliverables over the next four years, and it will consider resourcing and asset management aspects required for council to achieve its long-term strategic goals.

The proposed 21-day consultation period is to enable the final plan to be considered by Council at its July 2022 meeting.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council adopt the Draft Strategic Community Plan 2022-2032 and undertake a 21-day community consultation period prior to final adoption.

MIN 7443/22

MOTION - Moved Cr. Currie

Seconded Cr. Bray

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

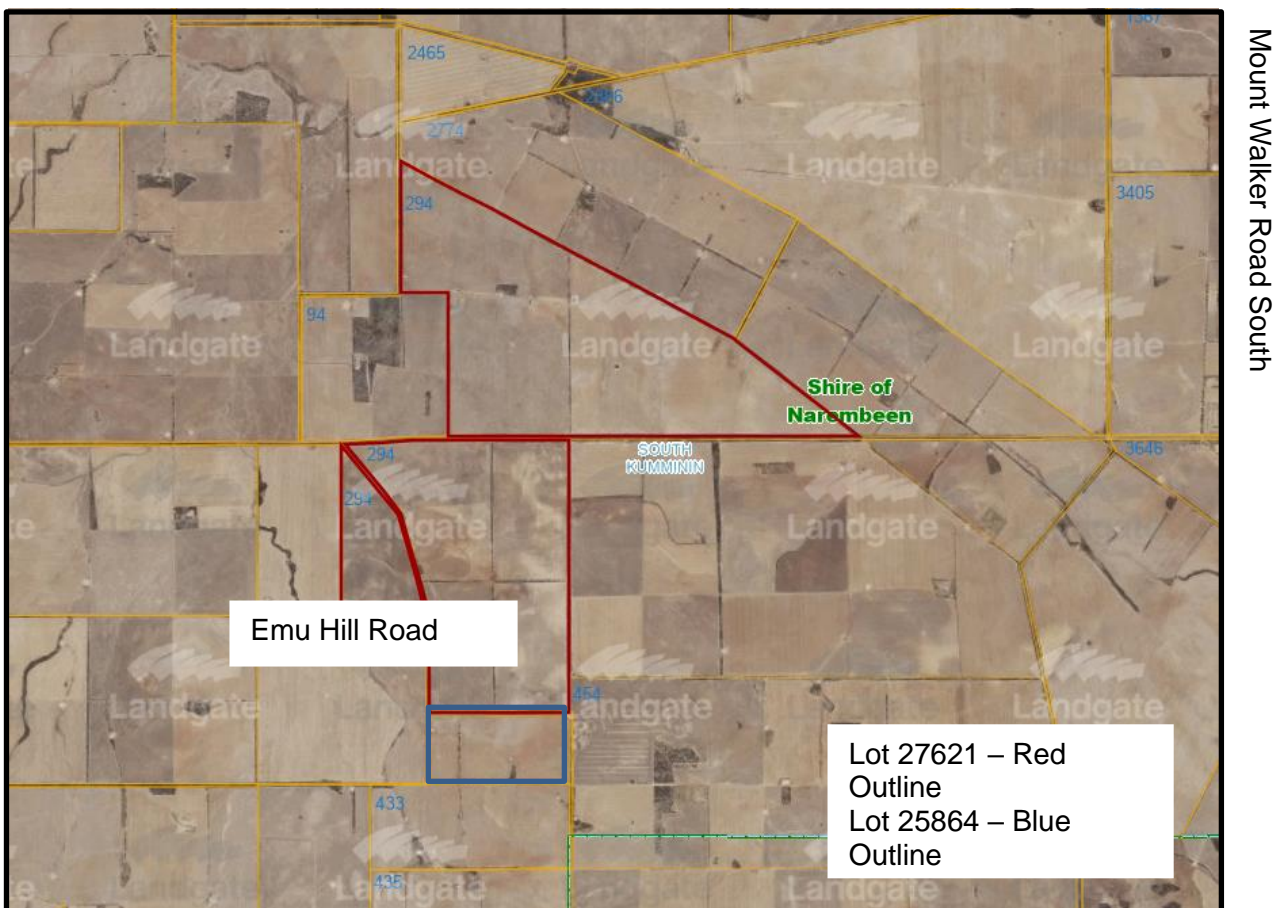
AGENDA ITEM: 8.1.2 Proposed Subdivision Application: Lot 27621 Cavanagh Road and Lot 25864 Fiegert Road, South Kumminin

Subject:	Proposed subdivision
Applicant:	Dynamic Planning
File Ref:	P5024
Disclosure of Interest:	Liz Bushby, Town Planning Innovations Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.430A of <i>Local Government Act 1995</i>
Author:	Liz Bushby, Town Planning Innovations
Date:	8 June 2022
Attachments:	Subdivision Plan

PURPOSE

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

The WAPC has received an application proposing to realign the boundaries between Lot 27621 Cavanagh Road and Lot 25864 Fiegert Road in South Kumminin.



Location Plan

BACKGROUND

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

Lot No	Lot Area
27691	1618.795 hectares
25864	134.4087 hectares

CONSULTATION

The WAPC has referred the application to Western Power; Water Corporation; Department of Mines, Industry and Regulation; and the Department of Biodiversity, Conservation and Attractions for comment. Comments are requested by the 29 June 2022.

STATUTORY IMPLICATIONS

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

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

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

Shire of Narembeen Local Planning Scheme No 2 – Explained in the body of this report.

FINANCIAL IMPLICATIONS

The Shire pays Liz Bushby from Town Planning Innovations for general planning advice.

POLICY IMPLICATIONS

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

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Not Applicable

VOTING REQUIREMENTS

Simple Majority

COMMENT

- **Description of Application**

The application proposes to realign the boundaries between two existing lots. There will be no increase in the number of lots. The proposal will result in the following lot sizes:

Proposed Lot No	Lot Area
1	873.46 hectares
2.	879.5395 hectares

The proposed subdivision plan is attached. Existing Lot 27621 traverses South Kumminin Road. The subdivision will effectively create one lot north of South Kumminin Road and one lot to the south of South Kumminin Road.

- **Scheme Requirements**

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

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

Clause 6.6.4 Subdivision	Assessment / Officer Comment
Having regard to the prime agricultural importance of land in the zone the local government will only support further subdivision of existing lots where:	
a) the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a farming property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of landuse in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);	Not Applicable. There is no significant division.
b) the lots are for farm adjustment and the erection of dwellings is restricted;	The proposal is an adjustment between existing lot boundaries and will not result in any increase in the number of lots or potential dwellings.
c) the lots are for specific uses such as recreation facilities and public utilities;	Not Applicable
d) the lots are required for the establishment of uses ancillary to the rural use of the land or are required for the travelling public and tourists (such as service stations and motels).	Not Applicable
e) There is a general presumption against subdivision in the zone, except that which is consistent with Commission Policy.	The proposed subdivision is consistent with current Commission Policy, as explained over page.
When making recommendations to the Commission on applications for subdivision, local government will have regard to potential impacts on rural uses on surrounding lots, and whether or not an adequate and sustainable water supply is available.	

- **Relevant State Planning Policy**

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

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

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council recommend that the Western Australian Planning Commission unconditionally approve the subdivision application (No 162366) seeking a boundary re-alignment between Lot 27621 Cavanagh Road and Lot 25864 Fiegert Road in South Kumminin.

MIN 7444/22 MOTION - Moved Cr. Milner

Seconded Cr. Bray

CARRIED 8/0

AGENDA ITEM: 8.1.3 Arrangements for Management of Volunteer Bush Fire Brigades: Response to WALGA advocacy position.

Subject:	Volunteer Bush Fire Brigade WALGA discussion paper
Applicant:	Not Applicable
File Ref:	ADM136
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	15 June 2022
Attachments:	WALGA Proposed Advocacy Position Paper; WALGA infopage

PURPOSE

Council is requested to provide comments to the Western Australian Local Governments Associations (WALGA) regarding the proposed Advocacy position on Arrangements for Management of Volunteer Bushfire Brigades to allow WALGA to provide guidance in its engagement with the State Government on the drafting of the Consolidated Emergency Services Act (CES Act).

The State Government is proposing to consolidate the Fire Brigades Act 1942, Bush Fires Act 1954 and the Fire and Emergency Services Act 1998, into a single piece of legislation, which is anticipated to be released as a Green Bill for consultation in early 2023.

BACKGROUND

In May 2022, the Shire received an Infopage and the Proposed Advocacy Position on Arrangements for Management of Bushfire Brigades Paper from WALGA seeking comments from Local Governments that manage bushfire brigades. WALGA has allowed for a six (6) week consultation period (comments to be submitted by 8 July 2022) the item will then go to the WALGA State Council in September 2022.

This is a result of the introduction of the Work Health and Safety Act 2020, which has put on additional responsibilities on Local Government for managing Bush Fire Brigades, along with the State Government drafting the Consolidated Emergency Services Act, which combines the Fire Brigades Act 1942, Bush Fires Act 1954 and Fire and Emergency Services Act 1998 into a single piece of legislation.

In 2021, WALGA undertook a comprehensive Local Government Emergency Management Survey to ascertain the sector’s sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey consisting of:

- 36 Chief Executive Officers;
- 18 Community Emergency Services Managers; and
- 50 Local Government officers.

The survey also asked Local Governments about their level of satisfaction with current arrangements for managing Bush Fire Brigades, 92 Local Governments (69 of which manage Bush Fire Brigades) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

As a result of these findings, WALGA has proposed the following Advocacy Position:

- “1. *The Association advocates that the State Government must provide for:*
- a) *A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;*
 - b) *The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;*
 - c) *Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and*
 - d) *The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.*
2. *That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).*
3. *Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.”*

The recent 2016, Waroona Yarloop bush fires, led to the Public Sector Commission undertaking a special inquiry by Mr Euan Ferguson AFSM, which resulted into recommendations for change in the area of Strategic and Agencies opportunities for improvements. These included 17 Recommendations and 23 Opportunities, including the establishment of a Rural Fire Services established by the State Government, with the options of transferring the management of all Bush Fire Brigades under the Department of Fire and Emergency Services (DFES).

It is understood that in 2017, this recommendation was explored and considered by the Economic Regulation Authority for the Emergency Services Levy, to the extent to which the Emergency Services Levy (ESL) should be available to fund the administrative and operational costs of a rural fire service.

CONSULTATION

WALGA undertook a survey on Local Government Emergency Management 2021 and provide the report and Infopage on its Advocacy Position on the Arrangements for Management of Volunteer Bush Fire Brigades. The process of consultation is being coordinated by WALGA as the lead agency in this process.

STATUTORY IMPLICATIONS

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- The Local Government Act of 1995: Division 3 — Executive functions of local governments, Subdivision 1 — Performing executive functions, s3.18. Performing executive functions: 3(b).
- Work Health and Safety Act 2020, mandates the duty of care to volunteers by the person conducting a business undertaking. Senior Local Government officers with decision making and budget allocation control, have a duty of care to volunteer bush fire brigade members.
- Bush Fires Act 1954, s36 and s41. Provides for local governments to establish, maintain and equip bush fire brigades.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Bush Fires pose a significant risk during summer and ensuring Volunteers are adequately trained, resourced, and managed represents a significant risk for both Council and Management.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

VOTING REQUIREMENTS

Simple Majority

COMMENT

Work Health and Safety (WHS) Act 2020

Some of the key features of the WHS Act as follows:

- The primary duty holder is the 'person conducting a business or undertaking' (PCBU) which is intended to capture a broader range of contemporary workplace relationships.
- A primary duty of care requiring PCBUs to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work.
- Duties of care for persons who influence the way work is carried out, as well as the integrity of products used for work, including the providers of WHS services.
- A requirement that 'officers' exercise 'due diligence' to ensure compliance.
- The new offence of industrial manslaughter, which provides substantial penalties for PCBUs where a failure to comply with a WHS duty causes the death of an individual, in circumstances where the PCBU knew the conduct could cause death or serious harm.
- The voiding of insurance coverage for WHS penalties, and imposition of penalties for providing or purchasing this insurance.
- The introduction of WHS undertakings, which are enforceable, as an alternative to prosecution.
- Reporting requirements for 'notifiable incidents' such as the serious illness, injury or death of persons and dangerous incidents arising out of the conduct of a business or undertaking.
- A framework to establish a general scheme for authorisations such as licences, permits and registrations (for example, for persons engaged in high-risk work or users of certain plant or substances), including provisions for automated authorisations.

Under the Work Health and Safety Act 2020, for Volunteers and Volunteer Organisations, the Shire is responsible for all the volunteers within the Bush Fire Brigades. The Shire is required to ensure that all the Fire Control Officers (FCOs) and Bush Fire volunteers have undertaken the required training to allow them to perform the role safely.

There are very significant fines that now apply to local governments and criminal charges may be imposed on executive staff should they fail in their duty of care under the new WHS Act 2020. A significant increase in the maximum fine is now applicable to executives along with a 20 year jail term. The local government body is now subject to an uninsurable fine up to \$10M.

WALGA Proposed Advocacy Position

The proposed Advocacy position by WALGA is in line with Management's concerns in managing its Bush Fire Brigades Volunteers and the new WHS as well as the ability and the capacity for the Shire to take on the responsibility.

Based on the above, it is recommended that Council endorse the WALGA proposed Advocacy Position to the State Government in addressing this issue as part of its consolidated review of the Emergency Services Act.

Local situation

The Shire currently has 60 registered Bush Fire Brigade Volunteers and one Bush Fire Appliance which is located at Mount Walker. Many of the registered BFB volunteers are also Fire and Rescue Volunteers (VFRS) which is overseen by DFES.

While having a single Bush fire Brigade unit located at Mount Walker is considered good for fast response to local fires, the Council should weigh this against its resourcing obligations in managing brigade members and the risk exposure for Council and its Executive Staff. It is recommended that Council receive a further report on the future of its Bush Fire Brigade after further consultation with brigade members and the Chief Bush Fire Control Officer.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That with respect to the Western Australian Local Government Associations (WALGA) proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades, on the review of the consolidated Emergency Services Act, Council, supports WALGA proposed following Advocacy Position:

1. The Association advocates that the State Government must provide for:
 - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
 - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
 - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
 - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.
4. Council receives a further report on the future of its Bush Fire Brigade after further consultation with brigade members and the Chief Bush Fire Control Officer.

MIN 7445/22

MOTION - Moved Cr. Currie

Seconded Cr. Bray

CARRIED 8/0

8.2 Executive Manager Corporate Services

AGENDA ITEM: 8.2.1 - Schedule of Accounts for May 2022

Subject:	Schedule of Accounts for May 2022
Applicant:	Not Applicable
File Ref:	Not Applicable
Disclosure of Interest:	Nil
Author:	Kathryn Conopo – Administration Officer
Date:	8 June 2022
Attachments:	Creditors Payment List – May 2022, Credit Card Payments List 16 March – 12 April 2022

PURPOSE

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

BACKGROUND

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

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

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

VOTING REQUIREMENTS

Simple majority

COMMENT

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

Municipal Account: \$ 252,741.21

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. Receive the Creditors Payment List - May 2022
2. Receive the Credit Card Payments List 16 March – 12 April 2022

MIN 7446/22 MOTION - Moved Cr. Milner

Seconded Cr. Currie

CARRIED 8/0

AGENDA ITEM: 8.2.2 – Financial Report period ending 31 May 2022

Subject:	Financial Report May 2022
Applicant:	Shire of Narembeen
File Ref:	Not Applicable
Disclosure of Interest:	Nil
Author:	Teresa Cousins – Senior Finance Officer
Date:	21 June 2022
Attachments:	Financial Report May 2022

PURPOSE

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

BACKGROUND

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

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4

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

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

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2027

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

Corporate Business Plan 2020/21 – 2023/24

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

VOTING REQUIREMENTS

Absolute Majority

COMMENT

Council's closing position at 31 May 2022 amounts to \$3,853,487 with unadjusted net current assets of \$6,688,362, \$2,818,838 in reserve funds and \$5,969,379 in municipal funds.

Sale of 10a and b Ada Street and 26 Thomas Street

Staff are currently working on finalising the end of year accounts and note that Council has not resolved to transfer funds received from sale of properties to the Housing Reserve.

It is recommended to transfer these funds received to reserve to access the funds in future when required.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council

1. receive the Shire of Narembeen's Financial Report for May 2022, and
2. by Absolute Majority transfer net proceeds from sale of 10a and b Ada Street (\$179,048) and 26 Thomas Street (\$117,585), Narembeen to the Housing Reserve.

MIN 7447/22 MOTION - Moved Cr Stirrat

Seconded Cr Bray

**CARRIED 8/0
BY ABSOLUTE MAJORITY**

COUNCIL RESOLUTION

That Council close the meeting to public, under Section 5.23 (2) (a), (c) and (d) of the Local Government Act 1995, so that it can discuss employee matters, a contractual agreement and a legal matter.

MIN 7448/22 MOTION - Moved Cr. Currie

Seconded Cr. Cole

CARRIED 8/0

Cr Milner declared a financial interest in item 8.3.1 and left the chambers at 4.38pm

4.38pm K Conopo left the chambers

The meeting was closed to public.

8.3 Confidential Reports

8.3.1 CONFIDENTIAL AGENDA ITEM Provision of Medical services

Subject:	Provision of Medical services
Applicant:	Not Applicable
File Ref:	ADM093
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	8 June 2022
Attachments:	Nil

In accordance with Section 5.23 (2) (d) it is recommended that the meeting be closed to the public to discuss a matter relating to a legal matter.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council authorise the CEO and Shire President to enact option 2 of this report.

MIN 7449/22 **MOTION** - Moved Cr. Hardham Seconded Cr. Currie

CARRIED 8/0

D Blurton declared a financial interest in item 8.3.2 and left the chambers at 5.11pm

5.11pm T Clarkson left the meeting

5.11pm Cr Milner re-entered the meeting

8.3.2 CONFIDENTIAL AGENDA ITEM: Chief Executive Officer Performance and Contract Review

Subject:	Chief Executive Officer Performance and Contract Review
Applicant:	Cr Kellie Mortimore, Shire President
File Ref:	EMP20
Disclosure of Interest (Staff):	David Blurton
Disclosure of Interest (Member):	Nil
Author:	Kellie Mortimore
Date:	26 May 2022
Attachments:	Nil

In accordance with Section 5.23 (2) (a) it is recommended that the meeting be closed to the public to discuss a matter affecting an employee.

COUNCIL RESOLUTION

That Council

- 1. Consider this confidential report and note the satisfactory nature of the CEO performance review outcome.*
- 2. Resolve to adopt the report and note that the CEO's performance review for the 2021/2022 review period resulted in a level of satisfactory performance that exceeded the baseline job requirement.*
- 3. Increase the Salary package by 4% to \$198,492.*
- 4. Inform the CEO in writing of the outcome.*
- 5. Set new KPI's aligning with the Strategic Community Plan.*

MIN 7450/22

MOTION - Moved Cr. T Cole

Seconded Cr. A Hardham

CARRIED 8/0

5.14pm D Blurton re-entered the meeting

8.3.3 CONFIDENTIAL AGENDA ITEM: Works Manager Contract Review

Subject:	Works Manager Contract Review
Applicant:	Not applicable
File Ref:	EMP74
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	David Blurton – Chief Executive Officer
Date:	31 May 2022
Attachments:	Nil

In accordance with Section 5.23 (2) (a) it is recommended that the meeting be closed to the public to discuss a matter affecting an employee.

RECOMMENDATION / COUNCIL RESOLUTION

That Council accept the recommendation of the CEO to renew a contract of employment with Mr Arthur Cousins to the position of Manager of Works with the Shire of Narembeen for a period of three years.

MIN 7451/22 **MOTION** - Moved Cr. Stirrat Seconded Cr. Milner

CARRIED 8 /0

COUNCIL RESOLUTION

That Council allow Urgent Business

MIN 7452/22 **MOTION** - Moved Cr. Stirrat Seconded Cr. Cole

CARRIED 8 /0

5.21 pm D Blurton left the meeting

5.23pm D Blurton, T Clarkson and K Conopo re-entered the meeting

9.0 Urgent business as permitted by Council

9.1.1 CONFIDENTIAL AGENDA ITEM: Latham Road Tender 03/2021

Subject:	Latham Road Tender 03/2021
Applicant:	N/A
File Ref:	ADM053
Disclosure of Interest:	N/A
Author:	David Blurton – Chief Executive Officer
Date:	14 March 2022
Attachments:	Latham Road revised plan

In accordance with Section 5.23 (2) (c) and (d) it is recommended that the meeting be closed to the public to discuss a matter relating to a contractual agreement.

OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That in relation to the Latham Road Upgrade project, Council,
1. Accept the proposed variation to widen Latham Road as per the original design at a cost of \$196,234 ex GST;
2. Identify a funding strategy for the project shortfall as part of the 22/23 Draft Budget.

MIN 7453/22 MOTION - Moved Cr. Bray Seconded Cr. Milner

CARRIED 8/0

COUNCIL RESOLUTION

That Council re-open the meeting to public.

MIN 7454/22 MOTION – Moved Cr. Cole Seconded Cr. Hardham

CARRIED 8/0

5:38pm The meeting was re-opened to the public

10.0 Councillor’s Reports

Cr K Mortimore

Attended

- Meeting with the Auditors, consultation with Interior Designer, LEMC meeting, Great Eastern Country Zone meeting, Plant Committee meeting, Historical Society meeting

Cr S Stirrat

Attended

- Men’s Health Night
- Councillor Training ongoing

Cr H Cusack

Attended

- P&C Meeting
- Councillor Training completed

Cr T Cole

Attended

- Men's Health Night, Plant Committee meeting
- Councillor Training completed

Cr C Bray

Attended

- Roe Tourism meeting, Men's Health Night
- Councillor Training completed

Cr A Hardham

Attended

- School Board meeting

Narembeen DHS is in the top 10 in the Early Childhood Education program.

Cr M Currie

Attended

- Plant Committee meeting
- Councillor Training ongoing

Cr W Milner

Attended

- Men's Health Night, Plant Committee meeting

11.0 Date, time & place of next meeting

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

12.0 Closure

There being no further business the Chair declared the meeting closed at 5:49pm

13.0 Certification of Meeting Minutes

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 21 June 2022, as show on pages 1 to 27 are confirmed as a true and correct record of the meeting.

SHIRE PRESIDENT

Date

ATTACHMENT – AGENDA ITEM 7.0
Status Report

SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6826/19	18-Apr-19	ADM541	Strategic Policy Framework	That Council: 1. Adopt the Council Policy – Strategic Policy Framework as per the attachment. 2. Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.	1. Strategic Policy Framework complete and available online. 2. Polices continue to be reviewed and updated. 3. Development of several HR Executive Policies	Ongoing	EMCS
7188/21	16-Mar-21	P1091/P1019	Proposed Outbuildings - Lot 14 (No 36) and Lot 15 (No 38) Thomas St, Narembeen	That Council:- 1. Note that the application for outbuildings on Lots 14 and 15 Thomas Street, Narembeen has been advertised for public comment as they entail variations to the 'Deemed to Comply' requirements of State Planning Policy 3.1 - Residential Design Codes. Advertising closed on the 7 March 2021 and one supportive submission has been received. 2. Note that the outbuildings meet the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as 'it does not detract from the streetscape or the visual amenity of residents of neighbouring properties' and approve the Outbuilding subject to conditions. 3. Instruct staff to investigate the development of a Local Planning Policy to guide future development of outbuildings.	Point 3 - Contract Planning Staff to develop draft policy for Council consideration. Delayed due to legislative changes expected in July. Council discussion at Forum in November 2021. Policy currently being drafted. Sought update form Planning consultant April 2022	Ongoing	CEO
7269/21	16-Sep-21	ADM491	Reserve 35856 and Lot 303 Fricker Road	That Council, in accordance with Schedule 1 of the Recycled Water Supply Agreement with Water Corporation: 1. Surrender Lot 303 Fricker Road to the Crown under Section 152 of the Planning and Development Act 2005 at nil cost on the condition that proposed Lot 101 is vested to the Council for the purposes of water supply. 2. Support the realignment of the boundary of proposed Lot 102 Fricker Road (Reserve 35856) to allow Shire staff legal access to proposed Lot 101 Fricker Road. 3. Support the amalgamation of proposed Lot 103 Fricker Road into Reserve 35856 to be vested to the Water Corporation for the purposes of wastewater treatment.	Letter sent to Department of Heritage & Lands - 24/9/21 cc. Water Corporation. With Department of Lands to finalise process	Ongoing	CEO
7292/21	16-Nov-21	ADM	Housing Strategy	That Council authorise the Chief Executive Officer to: 1. Dispose of 10 A and B Ada Street, 16 Hilton Way and 26 Thomas Street by way of sale in line with requirements of the Local Government Act 1995, and 2. Form a working group consisting of Councillors Cusack, Hardham and Milner to consider long term strategy for housing.	Initial process commenced and Working Group has met. Auction complete for Ada St and Thomas St. Hilton way withdrawn form market. Working group to reconvene to progress constructoin of dwellings. Housing Strategy	Ongoing	EMCS
7300/21	14-Dec-21	ADM164	Bendering Farm	That Council lease a 45 hectare portion of Lot 23945 on Deposit Plan 151345 on Kondinin-Narembeen Road, Kondinin (Bendering Waste Site) to Notting Nominees Pty Ltd for a period of five years with a five-year option for nil cost.	Notting Nominees has withdrawn from process. For discussion at next RoeRoc meeting.	Completed	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7313/22	31-Jan-22	ADM053	Narembeen Hall Refurbishment	That Council 1. Accept the tender proposal from Budo Pty Ltd for \$240,258 ex GST for stage 1 restoration works of the Narembeen Hall; 2. Nominate an amount of \$102,730 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in tender 05/2021.	Project underway	Ongoing	CEO
7314/22	31-Jan-22	ADM053	Old Church Museum Refurbishment Tender	That Council 1. Accept the tender proposal from Budo Pty Ltd for \$235,815 ex GST for restoration works of the Old Church Museum; 2. Nominate an amount of \$115,299 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in Tender 06/2021.	project underway	Ongoing	CEO
7315/22	31-Jan-22	ADM668	Local Road & Communities Infrastructure Program	That Council nominate the following projects for funding as part of Phase 3 LRCI program; Walker Lake Exercise Equipment \$50,000 Narembeen Public Hall Upgrade – stage 2 \$102730 Old Church Museum – stage 2 \$115,229 Footpath Infrastructure \$175725 Churchill Street Improvements - stage 2 \$350,000 Electronic Sign Board \$50,000 Seal Laneway Savage Street \$250,000	Projects Approved	Ongoing	CEO
7317/22	31-Jan-22	ADM053	Latham Road Tender	That in relation to the Latham Road Upgrade project tender 03-2021, Council; 1. Advise WCP Civil Pty Ltd that they are the preferred tenderer for the project; 2. Direct staff to identify and negotiate potential costs savings with WCP Civil Pty Ltd; 3. Pursue additional grant funds through the Blackspot Program for the project;	project underway, due for completion 10 August 2022	Ongoing	CEO
7324/22	15-Feb-22	ADM	Wadderin Reserve	That Council: 1. 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. 2. Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive.	Requested Water Corporation process transfer. Engaged lawyer to develop lease. Met with President to progress.	Ongoing	EMCS
7418/22	19-Apr-22	ADM555	Fees and Charges 2022/2023	That Council Accepts the 2022/2023 Fees and Charges Schedule as proposed, and Directs the CEO to include the Fees and Charges Schedule in the 2022/2023 Annual Budget for adoption. Review caravan park fees for 2022/2023 in comparison with neighbouring shires and recent improvements.	1. Further report to be presented 2. 3.	Changes to caravan park will be implemented in draft budget	EMCS
7420/22	19-Apr-22	P5294	Write off debt - Deceased Estate A5294 Saunders	That Council: 1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and 2. Direct the CEO to commence the process to return the land to the Crown.	To be actioned	Debt written off. Follow up with Landgate re land	EMCS
7424/22	19-Apr-22	ADM093	Confidential Provision of Medical Services	That Council support the proposed changes to medical service delivery in Narembeen on a trial three-month basis as proposed by Dr Lines and review the effectiveness on the trial after the end of the trial period.	To be received after 3 months	ongoing. Confidential report June 2022	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7429/22	17-May-22	ADM465	Councillors Fees 2022/23	That Council: 1. in accordance with 5.98(1)(b) for the 2022/23 financial year, Council increase Council meeting attendance fees to \$165 per meeting, 2. in accordance with 5.98(1)(b) and 2(A)(b) for the 2022/23 financial year, Council increase committee meeting and prescribed meeting fees to \$85 per meeting, 3. pursuant to 5.98(5) for the 2022/23 financial year, Council increase Shire President Allowance to \$7200 per annum, 4. pursuant to 5.98A(1) for the 2022/23 financial year, Council increase Deputy Shire President Allowance to \$1800 per annum being 25% of the Shire President Allowance, 5. Determine that Councillor fees are paid twice per year in December and June, 6. Rescind policy 4.2.17 Member Sitting Fees and Travel Expenses, and 7. Council note that the reimbursement of travel expenses rate is determined Local Government Officers (Western Australia) Award 2021.	1. Implement in draft budget	complete	CEO
7430/22	17-May-22	ADM168	Community Water Program	That Council Provide an allocation of \$30,000 in the 22/23 Budget to support an application to the Community Water Program to develop a drainage improvement plan and stormwater harvesting system feasibility. Present feasibility report to Council prior to applying to the fund	1. included in draft budget 2.	complete	CEO
7431/22	17-May-22	ADM555	Caravan Park Fees	Council adopt: 1. draft Fees and Charges Schedule 2022/23 the Caravan Park charges as below: Powered Site (Per day) Total including GST \$30.00 Powered Site (Per week) Total including GST \$145 Unpowered Site (Per day) Total including GST \$15.00 Unpowered Site (Per week) Total including GST \$50.00 Use of Amenities only Total including GST \$10.00 Single Cabin Total including GST \$85.00 Double Cabin Total including GST \$140.00 2. Remove reference to senior's discount in schedule.	Included in draft budget	complete	EMCS
7435/2	17-May-22	ADM547	Confidential Mt Walker/Mt Arrowsmith Road Intersection	That Council authorise the use of the Council's common seal on the following documents relating to the widening of Mt Arrowsmith / Mt Walker Road intersection on Lot 16233 on deposited plan 225564. 1. Deed of termination of sale contract 2. Road construction and land use agreement 3. Deed of easement in gross	to be actioned	ongoing	CEO

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</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads. 2. Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager. 3. Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network. 4. Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting. 5. Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated. <p>Discussed with Council December 2021. Assistance will be sought from consulting engineers to progress</p>	<p>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>This item to remain on the status report moving forward</p>	CEO
7443/22	21-Jun-22	ADM171	Adoption of Draft Strategic Community Plan	<p>That Council adopt the Draft Strategic Community Plan 2022-2032 and undertake a 21-day community consultation period prior to final adoption.</p>	<p>July 22 - consultation period underway</p>	ongoing	CEO
7444/22	21-Jun-22	P5024	Proposed Subdivision Application	<p>That Council recommend that the Western Australian Planning Commission unconditionally approve the subdivision application (No 162366) seeking a boundary re-alignment between Lot 27621 Cavanagh Road and Lot 25864 Fiegert Road in South Kumminin.</p>	<p>applicants notified</p>	complete	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7445/22	21-Jun-22	ADM136	Arrangements for Management of Volunteer Bush Fire Brigades	<p>That with respect to the Western Australian Local Government Associations (WALGA) proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades, on the review of the consolidated Emergency Services Act, Council, supports WALGA proposed following Advocacy Position:</p> <p>1.The Association advocates that the State Government must provide for:</p> <p>a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;</p> <p>b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;</p> <p>c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and</p> <p>d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.</p> <p>2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).</p> <p>3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.</p> <p>4. Council receives a further report on the future of its Bush Fire Brigade after further consultation with brigade members and the Chief Bush Fire Control Officer.</p>	not actioned yet	ongoing	CEO
7449	21-Jun-22	ADM093	Confidential Provision of Medical Services	That Council authorise the CEO and Shire President to enact option 2 of this report.	meeting scheduled for 15/7/22	ongoing	CEO
7450	21-Jun-22	EMP20	Confidential Chief Executive Officer Performance & Contract Review	<p>That Council</p> <p>1. Consider this confidential report and note the satisfactory nature of the CEO performance review outcome.</p> <p>2. Resolve to adopt the report and note that the CEO's performance review for the 2021/2022 review period resulted in a level of satisfactory performance that exceeded the baseline job requirement.</p> <p>3. Increase the Salary package by 4% to \$198,492.</p> <p>4. Inform the CEO in writing of the outcome.</p> <p>5. Set new KPI's aligning with the Strategic Community Plan.</p>	actioned. New KPI's to be set	ongoing	CEO
7451	21-Jun-22	EMP74	Confidential Works Manager Contract Review	That Council accept the recommendation of the CEO to renew a contract of employment with Mr Arthur Cousins to the position of Manager of Works with the Shire of Narembeen for a period of three years.	actioned	complete	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7453	21-Jun-22	ADM053	Confidential Latham Road Tender 03/2021	That in relation to the Latham Road Upgrade project, Council, 1. Accept the proposed variation to widen Latham Road as per the original design at a cost of \$196,234 ex GST; 2. Identify a funding strategy for the project shortfall as part of the 22/23 Draft Budget.	actioned	ongoing	CEO

**ATTACHMENT – AGENDA ITEM 8.1.1
Annual Budget 2022-23**

(provided under separate cover)

**ATTACHMENT – AGENDA ITEM 8.1.2
CBH Licence Agreement**

Licence to access CBH Site

Co-operative Bulk Handling Limited

Licensor

Shire of Narembeen

Licensee



Licence to access CBH Site

Date

Parties

Co-operative Bulk Handling Limited ABN 29 256 604 947 of
Level 6, 240 St Georges Terrace, Perth WA 6000 (**Licensor**)

Shire of Narembeen ABN 48 322 867 806 of 1 Longhurst Street,
Narembeen WA 6369 (**Licensee**)

Reference Table

1.	Dated	The _____ day of _____ 2022
2.	Licensor	<p>Licensor: Co-operative Bulk Handling Limited</p> <p>Licensor's address for service of notices: Level 6, 240 St George's Terrace, Perth, WA 6000</p> <p>Licensor's facsimile number for service of notices: (08) 9322 3942</p> <p>Licensor's email address for service of notices: info@cbh.com.au</p>
3.	Licensee	<p>Shire of Narembeen, ABN 48 322 867 806.</p> <p>Licensee's address for service of notices: 1 Longhurst Street, Narembeen WA 6369.</p> <p>Licensee's facsimile number for service of notices: (08) 9064 7037 – Attention: Chief Executive Officer.</p> <p>Licensee's email address for service of notices: admin@narembeen.wa.gov.au</p>
4.	Land	Lot 304 on Deposited Plan 70874 Latham Road, Narembeen, comprised within Certificate of Title Volume 2987 Folio 529
5.	Premises	That part of the Land indicatively shown hatched blue on the plan at Attachment 1.
6.	Period of licence (clause 3.1)	Five (5) years commencing on the Commencing Date and ending on the Expiry Date.
7.	Commencing Date (clause 3.1)	The date of execution of this licence.
8.	Expiry Date (clause 3.1)	<p>The date that is five (5) years after the Commencing Date being _____.</p> <p><i>The Licensee irrevocably authorises the Licensor or the Licensor's solicitors to insert the date once known.</i></p>
9.	Further Term (clause 12.1)	Five (5).

10.	Licence Fee (clause 4.1)	\$1.00
11.	Permitted Use (clause 5.1)	<p>(i) Access to water run-off catchments on the Land to enable the Licensee to extract, divert or transport water off the Land in order to service the Licensee's off-site watering requirements.</p> <p>(ii) The installation, de-installation, testing, maintenance, repair, erection, construction, replacement, renewal, operation and removal of the Licensee's Property required for accessing water from the Land.</p> <p>(iii) The installation, de-installation, maintenance, repair, erection and removal of fence along the boundaries of the Premises.</p>
12.	Public liability insurance amount (clause 8.1)	\$20,000,000.00.
13.	Motor vehicle liability insurance amount (clause 8.1)	\$30,000,000.00.
14	Licensee's yielding up obligations	Unless otherwise agreed between the parties prior to the Expiry Date, when this licence ends, the Licensee must remove the Licensee's Property in accordance with clause 6.

Background:

- (a) CBH holds an interest in the Land as registered proprietor.
- (b) To allow the Licensee to obtain and harvest water from the Land, CBH has agreed to grant the Licensee a licence to access and utilise the Premises on the terms and conditions contained in this licence.

Operative provisions:

1. Grant of licence

The Licensor licences the Premises to the Licensee on the conditions in this licence.

2. Definitions and interpretation

2.1 Definitions

In this licence:

Act means includes any and all Acts of the Parliament of the Commonwealth, and of the State of Western Australia, and includes any ordinance, rule, regulation, by-law, order, code of practice, guideline and proclamation made or issued under any such Act, now in existence, or which comes into existence.

Authorisation includes:

- (c) any consent, registration, filing, agreement, notice of non-objection, notarisaton, certificate, licence, approval, permit, authority or exemption from, by or with an Authority; and
- (d) in relation to anything which an Authority may prohibit or restrict within a specific period, the expiry of that period without intervention or action or notice of intended intervention or action.

Authority means any government or governmental, semi-governmental, statutory, municipal, local, administrative, fiscal, judicial, native title, native heritage or planning, body, department, commission, authority, tribunal, agency or entity or other public body, local authority or other authority of any kind.

Business Day means a day which is not a Saturday, Sunday or public holiday in Perth.

Charges means any charges imposed by an Authority during the Term and any Further Term in relation to the Premises or the Land or any property which includes the Premises or the Land.

Commencing Date means the date in Item 7.

Contaminant means a solid, liquid, gas, odour, heat, sound, vibration, radiation or substance which makes or may make the Premises or the area surrounding or near the Premises:

- (a) unsafe or unfit for habitation by persons or animals;
- (b) degraded in its capacity to support plant life;
- (c) otherwise environmentally degraded; or
- (d) not comply with an Environmental Law.

Contaminate, Contaminated and Contamination have corresponding meanings.

Corporations Act means the Corporations Act 2001 (Cth).

Environment means all components of the Earth, including:

- (a) land, air and water; and
- (b) any layer of the atmosphere; and
- (c) any organic or inorganic matter and any living organism; and
- (d) human-made or modified structures and areas, and includes ecosystems that include components referred to in paragraphs 1 to 3 (inclusive).

Environmental Law means all present and future laws regulating or relating to the Environment including, but not limited to:

- (a) the Environmental Protection Act 1986 (WA), the Rights in Water and Irrigation Act 1914 (WA), the Dangerous Goods Safety Act 2004 (WA) and the Contaminated Sites Act 2003 (WA); and
- (b) laws concerning:
 - (i) land use, planning or heritage;
 - (ii) coastal properties and water catchments;
 - (iii) pollution of air or water;
 - (iv) noise;
 - (v) soil or groundwater contamination;
 - (vi) chemicals and waste;
 - (vii) used, hazardous or dangerous goods or substances;
 - (viii) building regulations;
 - (ix) public and occupational health and safety;
 - (x) noxious trades; and
 - (xi) any other aspect of protection of the Environment or person or property;

Environmental Liability means any obligation, cost, expense, fee and all other Losses or harm, howsoever occasioned, incurred or suffered by the Licensor under an Environmental Law (including without limitation any cost to the Licensor in connection with the carrying out of work by its employees or others and the administration of the carrying out of the work) in connection with or arising from the Licensee's or any of the Licensee's Visitors' use, control or occupation of the Premises or any breaches by the Licensee or any of the Licensee's Visitors of any Environmental Law.

Expiry Date means the date in Item 8.

Facility means a lavatory, sink, drain, main, pipe or other water, sewerage or plumbing facility, and a gas or electrical fitting or appliance in or on the Land.

Item means an item in the reference table at the front of this licence.

Insolvency Event means the happening of any of the following events in relation to the Licensee:

- (a) an application is made to a court for it to be wound up or for the appointment of a

provisional liquidator;

- (b) a meeting is convened to place it in voluntary liquidation or to appoint an official manager or an administrator or a controller of any of its assets;
- (c) the appointment of a liquidator, provisional liquidator, or administrator, receiver or receiver and manager of any of its assets, or a controller of any of its assets;
- (d) it is wound up or dissolved;
- (e) it proposes to enter into or enters into any form of arrangement (formal or informal) with its creditors or any of them;
- (f) it is, or is to be regarded as being under section 460(2) or section 585 of the Corporations Act 2001 unable to pay its debts;
- (g) it becomes an insolvent under administration as defined in section 9 of the Corporations Act 2001; or
- (h) it commits an act of bankruptcy or the Lessee's estate comes within the operation of any law relating to bankruptcy.

Land means the land in Item 4.

Landgate means the Western Australian Land Information Authority established under the Western Australian Land Authority Act 1992 (WA).

Licence Fee includes the Licence Fee set out in the reference table to this licence and any reviewed or other licence fee from time to time payable in respect of this licence.

Licensee means the person named in Item 3 and includes, where the context allows:

- (a) if the Licensee is a body corporate, the Licensee's successors;
- (b) if the Licensee is an individual, the Licensee's executors and administrators; and
- (c) the Licensee's assigns and persons claiming through the Licensee.

Licensee's Proportion means the proportion the area of the Premises bears to the area of the Land.

Licensee's Property means everything in or on the Premises that does not belong to the Licensor, and includes all the Licensee's structures, fixtures, fittings, signs, equipment and goods and any Licensee's Works.

Licensee's Rights means the rights granted by the Licensor to the Licensee in respect of the Premises under this licence.

Licensee's Visitors means each of the Licensee's employees, agents, contractors, service suppliers, sub-contractors, customers and other visitors and any other person who at any time is on the Premises with or without the consent of the Licensee.

Licensee's Works means any works or other things (including works carried out as part of the Permitted Use or under clause 5.9) that the Licensee may carry out or place in, on or over the Premises and where the context permits includes any products of those works.

Licensor means the person named in Item 2 and includes, where the context allows:

- (a) the Licensor's successors and assigns;
- (b) the Licensor's employees; and

any person authorised by the Licensor.

Licensor's Officers means each person from time to time holding, or authorised to act temporarily in that office, in the following designated posts in the Licensor:

- (a) each director of the Licensor;
- (b) each corporate secretary of the Licensor;
- (c) each manager of the Licensor or of any branch, division, section or other part of the Licensor.

Loss means includes any loss, claim, liability, damage, cost or expense (whether in the nature of economic loss, loss of profits or otherwise).

Permitted Use means the use specified in Item 11.

Power includes a right, power, authority, discretion, remedy or privilege.

Premises means the premises described in Item 5.

Security Interest means every mortgage, charge, sub demise, lien, trust or power, which is a security for the payment of money or the compliance with any other obligation.

Services means all or any services running through, or servicing, the Premises, including electricity, gas, oil, fuel, water or other like commodity, facility or service.

Standards and Procedures means the Principal's standards and procedures specified in Annexure A, as amended from time to time.

Taxes means any tax, charge or duty imposed by an Authority during the Term and any Further Term in relation to this licence, the Land or the Premises or any property which includes the Land or the Premises.

2.2 Interpretation

In this licence, unless the contrary intention appears:

- (a) headings, underlining and numbering are for convenience only and do not affect the interpretation of this licence;
- (b) the singular includes the plural and vice versa;
- (c) a gender includes every gender;
- (d) the word person includes a firm, company, partnership, joint venture, association, corporation or other body corporate or an Authority;
- (e) references to parts, clauses and parties are reference to parts and clauses of, and parties to, this licence;
- (f) a reference to a statute, regulation, proclamation, ordinance or by-law includes every statute, regulation proclamation, ordinance or by-law varying, consolidating or replacing it, and a reference to a statute includes every regulation, proclamation, ordinance or by-law issued under that statute;
- (g) a reference to an agreement includes an undertaking, deed, agreement, guarantee or legally enforceable arrangement or understanding, whether or not in writing;
- (h) a reference to a document includes an agreement in writing, or a certificate, notice, instrument or other document of any kind and includes every permitted amendment, variation or supplement to, or replacement or novation of, that document;

- (i) a reference to a party to this licence or to another document referred to in this licence includes that party's successors and permitted assigns;
- (j) where a day on or by which a thing is required to be done is not a Business Day, that thing is to be done on or by the succeeding Business Day;
 - (i) an obligation, representation or warranty in favour of 2 or more persons is for the benefit of them jointly and severally;
 - (ii) an obligation, representation or warranty on the part of 2 or more persons binds them jointly and severally;
 - (iii) each obligation of the Licensor or the Licensee to the other of them has effect as a covenant;
- (k) where the words including or includes are used, they are to be taken to be followed, where the context allows, by the words but not limited to;
- (l) in the interpretation of this licence, no rules of construction apply to the disadvantage of a party because that party was responsible for the drafting of this licence or of a part of this licence;
- (m) a reference in this licence to a subclause, paragraph or subparagraph is a reference to a subclause, paragraph or subparagraph of the clause or definition in which the reference occurs;
- (n) a reference to this licence includes the Reference Table and any schedule, attachment to this licence;
- (o) where a term in this licence is defined in the Reference Table, that term will have the meaning given to it in the Reference Table; and
- (p) a reference to the Licensor includes any person authorised by the Licensor to represent the Licensor in connection with this licence.

3. How long is the licence for?

3.1 Period, start and end

This licence is for the period in Item 6. The period starts on the Commencing Date and ends at midnight on the Expiry Date.

3.2 Conditions attaching to licence

The licence:

- (a) does not create an interest in the Land; and
- (b) confers no right of exclusive occupation of the Premises to the Licensee.

3.3 Continuing occupation after Expiry Date

If the Licensee continues to occupy the Premises after the Expiry Date, the Licensee does so on the same terms as are in this licence immediately before the Expiry Date. The Licensor or the Licensee may end that licence on any day by giving at least 10 Business Days' notice to the other.

3.4 No caveats

The Licensee must not lodge or attempt to lodge any caveat over the Land or the Premises to protect any interest or purported interest of the Licensee under or relating to this licence.

4. Licence Fee

The parties agree to comply with the terms of this agreement in consideration of the payment by the Licensee to the Licensor of one dollar (\$1.00), the receipt and sufficiency of which is acknowledged by each party.

5. What are Licensee's obligations concerning Premises?

5.1 Using Premises

- (a) The Licensee must, and must ensure that the Licensee's Visitors must, only use the Premises for the Permitted Use, or any other use to which the Licensor consents.
- (b) The Licensee:
 - (i) must satisfy itself that the Premises are capable of being lawfully used for the Permitted Use;
 - (ii) acknowledges and agrees that the Licensor makes no representation and gives no warranty regarding the use to which the Premises may lawfully be put or to the grant of this licence under any reservation or management order; and
 - (iii) acknowledges and agrees that the Licensor makes no representation and gives no warranty regarding the quality of water to be harvested or extracted from the Premises and used by the Licensee.
- (c) The Licensee must, and must ensure that the Licensee's Visitors must, obtain and obey all approvals, consents, licences and permits required to carry on the Permitted Use in the Premises (including those needed for environmental matters and matters concerning trade waste and dangerous goods).
- (d) The Licensee must not, and must ensure that the Licensee's Visitors must not, put any sign or advertisement outside the Premises unless the Licensee gets the Licensor's consent.
- (e) The Licensee must not, and must ensure that the Licensee's Visitors must not, use the Premises in a way that interferes with the usual operation of Services which the Licensor supplies to the Premises.
- (f) The Licensor must not interfere with the Licensor's operations on the Land.
- (g) The Licensee must not, and must ensure that the Licensee's Visitors must not, store dangerous substances (including hazardous chemicals, flammable liquids, acetylene, gas, volatile or explosive oils, compounds or substances) on the Premises unless the storage of such substances is reasonably incidental to the Permitted Use.
- (h) The Licensee must, and must ensure that the Licensee's Visitors must, at all times duly and punctually comply with the requirements of all Acts, Authorisations and the requirements of all relevant Authorities from time to time in respect of, or which affect the use of, the Premises or which impose any duty or obligations on the owner, occupier or user of the Premises.

5.2 Letting others into Premises

- (a) The Licensee is responsible for the conduct of all people the Licensee allows in the Premises including the Licensee's customers, employees, contractors and agents.

- (b) The Licensee is not responsible for the conduct of people the Licensor requires to be on the Premises.

5.3 Maintaining Premises and Licensee's Property

- (a) The Licensee must keep the Premises clean and tidy and in the same condition as they were in at the Commencing Date, except for fair wear and tear.
- (b) The Licensee must keep all the Licensee's Property in good and safe working order, repair and condition and free from damage.
- (c) The Licensor may require the Licensee to relocate or remove the Licensee's Property on the Land at the Licensee's cost by giving at least 14 Business Days' notice to the Licensee.

5.4 Fences

- (a) The Licensee will procure and erect a fence on the boundaries of the Premises by no later than [insert date]. The Licensor will be liable to pay the Licensee 50 per cent of the cost of the boundary fence, including construction costs.
- (b) The Licensee is responsible for:
 - (i) all fences now or hereafter permitted to be erected or constructed on the boundaries of the Premises included but not limited to, compliance with the requirements under the Dividing Fences Act 1961 (WA);
 - (ii) the maintenance of those fences in good order and condition; and
 - (iii) any required relocation or re-establishment of such fences at the termination of the term of this licence or any renewed term or early termination of this licence.

5.5 Disposing of rubbish

The Licensee must arrange for the regular removal of rubbish from the Premises.

5.6 Damage to Premises or persons

The Licensee must not, and must ensure that the Licensee's Visitors must not, cause (whether by act or omission) any damage to the Premises, or any danger or injury to, or death of, any person in or on the Premise, and must tell the Licensor as soon as the Licensee knows of any:

- (a) injury, death or loss in the Premises; or
- (b) likely cause of danger or risk to any person in the Premises.

5.7 Licensee must obey the law and notices

The Licensee must, and must ensure that the Licensee's Visitors must, obey any law (including, but not limited to, Environmental Laws) or proper notice from any competent authority requiring the Licensee to do anything concerning:

- (a) the Premises;
- (b) the Permitted Use;
- (c) the health and safety of people using the Premises; or
- (d) this licence.

5.8 How Licensee must behave

The Licensee must not, and must ensure that the Licensee's Visitors must not, do anything that is or may reasonably be considered to be dangerous, offensive or a nuisance to, or that may interfere with, anyone.

5.9 Changes to the Premises

- (a) The Licensee may not make nor permit or allow to be made any alteration or addition to the Premises unless the Licensor gives its prior written consent to any such alteration or addition which consent the Licensor may:
 - (i) grant or refuse; or
 - (ii) grant subject to any conditions, as the Licensor determines.
- (b) Before the Licensee begins to construct or install any Licensee's Works pursuant to clause 5.9(a), the Licensee must submit detailed drawings and specifications in respect of those Licensee's Works (**Licensee's Drawings**) to the Licensor.
- (c) If the Licensor requires, the Licensee must not commence any of the Licensee's Works until the Licensee provides proof to the satisfaction of the Licensor that the Licensee and any contractor which may carry out the Licensee's Works holds:
 - (i) a contract works insurance policy with all extensions required by the Licensor including, but not limited to, public and products liability insurance for a minimum cover of \$20,000,000 for any one claim;
 - (ii) workers compensation and employer's indemnity insurance as required by law and to the Licensor's satisfaction; and
 - (iii) any other insurances that the Licensor acting reasonably may require.
- (d) The Licensee must cause the Licensee's Works to be carried out by the Licensee's employees, agents or contractors:
 - (i) in accordance with the Licensee's Drawings;
 - (ii) in a proper, safe and workmanlike manner; and
 - (iii) strictly in compliance with all Authorisations and all relevant Australian Standards, electrical installation codes, building regulations, codes of practice and environmental and technical constraints.
- (e) Where the context permits or requires, for the purpose of the Licensee's obligations under this licence the Licensee's Works form part of the Premises.

5.10 Licensee not to Contaminate Land

The Licensee must not, and must ensure that the Licensee's Visitors do not:

- (a) do anything on the Land or the Premises; or
- (b) bring anything onto the Land or the Premises,

which will or might Contaminate the Land and if such Contamination of the Land or the Premises occurs, immediately remediate, remove, abate, neutralise and treat that Contamination to the Licensor's satisfaction.

5.11 Environmental Liability indemnity

The Licensee indemnifies the Licensor against:

- (a) all Loss the Licensor may suffer or incur in respect of any matter referred to in clause 5.10; and
- (b) any Environmental Liability.

6. What are Licensee's obligations when this licence ends?

6.1 Licensee's general obligations

- (a) When this licence ends, the Licensee must:
 - (i) give back the Premises to the Licensor in the same layout and condition as they were in at the Commencing Date, except for fair wear and tear, and free from Contaminants taking into account the state of the Premises at the Commencing Date;
 - (ii) remove from the Premises the Licensee's Property or such parts of them as the Licensor shall specify and make good any damage whatsoever caused to the Premises by such removal; and
 - (iii) remove any sign or advertisement installed inside or outside the Premises and repair any damage caused.
- (b) The Licensee must make sure all the Licensee's Property is removed and repair any damage caused. Anything left becomes the Licensor's property and the Licensor may keep, sell or give it away.
- (c) The Licensee must pay the Licensor's reasonable costs of dealing with any of the Licensee's Property left in the Premises (for example: removing the property and restoring the Premises to the required condition).

7. Prohibition on dealing with Premises and this licence

- (a) The Licensee must not deal with the Premises or the Licensee's interest in the Premises (for example: assigning, sharing or licensing them).
- (b) Sections 80 and 82 of the Property Law Act 1969 (WA) do not apply to this licence.

8. Licensee's insurance, release and indemnity

8.1 Licensee's insurance

- (a) The Licensee must have and maintain the following insurances:
 - (i) property insurance covering the Licensee's Property and all fences which the Licensee is responsible for under clause 5.4 on the Premises for their full replacement value;
 - (ii) public liability insurance covering liability arising from the use or occupation of the Premises for the amount in Item 12 in respect of any one claim and unlimited in the aggregate or any higher amount the Licensor may from time to time require which policy must note the Licensor as an interested party;
 - (iii) workers' compensation and employer's indemnity insurance as required by law;
 - (iv) motor vehicle liability insurance covering liability arising from the use of the vehicles of the Licensee on the Premises (other than injury covered by a compulsory third party insurance policy) for the amount in Item 13 in

respect of any one claim and unlimited in the aggregate.

- (b) The Licensee must give the Licensor evidence of the Licensee's insurance (including a certificate of currency) before the Commencing Date, and otherwise when the Licensor asks for it.
- (c) The Licensee must not do anything that may:
 - (i) cancel or make invalid any insurance of the Premises or the Licensee; or
 - (ii) increase the Licensor's insurance premiums.

8.2 Licensee's risk, release and indemnity to Licensor

- (a) The Licensee occupies and uses the Premises at the Licensee's own risk.
- (b) The Licensee releases the Licensor from liability for any damage, Loss, injury or death occurring in the Premises.
- (c) The Licensee indemnifies the Licensor against any action or demand arising from any damage, Loss, injury or death caused or contributed to by:
 - (i) the Licensee or any of the Licensee's Visitors' act or negligence; or
 - (ii) the Licensee or any of the Licensee's Visitors' use or occupation of the Premises.
- (d) The Licensee releases and discharges the Licensor from and against all causes of action, claims, and demands by the Licensee or any third party arising by virtue of or in respect of any matter involving or relating to the use the Premises, including but not limited to claims involving the quality or condition of water on the Land.

9. What are Licensor's rights and obligations?

9.1 Licensor may enter Premises

The Licensor may enter the Premises at any time to inspect the Premises.

9.2 Licensor may do things on Licensee's behalf

The Licensor may carry out any of the Licensee's obligations on the Licensee's behalf if the Licensee does not carry them out on time after receiving a notice of breach. The Licensee must promptly reimburse the Licensor's reasonable costs of doing this.

9.3 Access to water catchments

The Licensor may access the Premises at any time and may use the water from dams or catchments on the Land for its own use.

10. What happens if Licensee breaches this licence?

10.1 Licensee breaches

The Licensee breaches this licence if:

- (a) the Licensee or any of the Licensee's Visitors disobeys any provision of this licence; or
- (b) the Licensee suffers an Insolvency Event.

10.2 Notice of breach

- (a) If the Licensee breaches this licence by disobeying a provision of this licence, the Licensor must give the Licensee a notice describing the breach and requiring the Licensee either to remedy the breach (if it can be remedied) or to make reasonable monetary compensation to the Licensor.
- (b) The Licensor must give the Licensee at least 5 Business Days to obey the Licensor's notice.

10.3 Licensor's rights if Licensee breaches this licence

If the Licensee or any of the Licensee's Visitors:

- (a) breaches this licence; and
- (b) where the breach is the disobedience of a provision of this licence, does not remedy that breach within the time required,

the Licensor may do one or more of the following:

- (c) re-enter and take possession of the Premises and end this licence;
- (d) recover from the Licensee any Loss the Licensor suffers due to the Licensee's breach;
- (e) carry out the Licensee's obligations on the Licensee's behalf (see clause 11.2); and
- (f) exercise any of the Licensor's other legal rights.

10.4 What else may Licensor do?

If the Licensor ends this licence under clause 13.3, it does not affect the Licensor's right to enforce:

- (a) payment of any Licence Fee or other money which was payable by the Licensee to the Licensor before this licence was ended; or
- (b) any other right arising from a breach by the Licensee of the Licensee's obligations before this licence was ended.

11. What if the Licensor wishes to terminate this licence before the Term ends?

11.1 Licensor may terminate by giving written notice

Despite any other provision of this licence, the Licensor may terminate this licence for any reason before the end of the Term by giving written notice to the Licensee.

11.2 When does termination take effect?

The termination is to take effect on the date specified in the notice.

11.3 What period of notice must the Licensor give?

That date referred to in clause 11.2 must be at least 14 Business Days after the notice is given to the Licensee.

11.4 What are the Licensee's obligations on termination

In addition to any other obligations in this licence that the Licensee must comply with on any termination:

- (a) on the termination date, this licence will terminate and the Licensee, and any sub-tenant or occupier of the Premises, is to give up vacant possession of the Premises to the Licensor; and
- (b) the Licensee remains liable for the payment of Licence Fee and to comply with its other obligations under this licence until the termination date, and in the case of obligations which are expressed to survive the termination of the Licence, until they have been met.

11.5 What liability has the Licensor for any Loss occasioned by that termination?

The Licensor will not, in any circumstances, be liable for any Loss sustained by the Licensee or any person claiming under, or through, the Licensee as a result of, or arising directly or indirectly in any way from, the termination of this licence under this clause 11 except in relation to any liability for misrepresentation or fraud.

12. Option to extend the licence

12.1 Option

If the Reference Table at the front of this licence refers to a further term granted by the Licensor to the Licensee, the option is exercisable by the Licensee giving notice to the Licensor not earlier than six (6) months and not later than one (1) months before the end of the term of this licence unless otherwise stated in the Reference Table.

12.2 Loss of option

If, when the Licensee notifies the Licensor or, if the notice has been given at the end of the term of this licence, an event of default has occurred and it has not been remedied or waived, the option to extend this licence ceases to have effect and the Licensee ceases to be entitled to an extension of this licence.

12.3 Terms of extension

The extension of this licence is to be on the same terms as this licence except that:

- (a) the Licence Fee applicable at the commencement date of the extended licence is to be the same as the Licence Fee payable under this licence immediately before the end of the term of this licence; and
- (b) any option to extend this licence included in this licence but which has been exercised does not apply.

12.4 Documentation

The Licensee is to promptly sign a deed of extension of licence, to be prepared by the Licensor or its solicitors, when requested by the Licensor.

13. Communication between the parties

13.1 Notices must be in writing

A notice, request, consent, approval or waiver (each a **notice**) to be given under this licence must be in writing.

13.2 Delivering notices

- (a) If the Licensor wants to give a notice to the Licensee, the Licensor must:
 - (i) give it to the Licensee personally;
 - (ii) leave it at, email it or post or fax it to, the email address stated in Item 3 or Premises; or
 - (iii) leave it at, email it or post or fax it to, the Licensee's registered office or the Licensee's last known business address.
- (b) If the Licensee wants to give a notice to the Licensor, the Licensee must:
 - (iv) give it to the Licensor personally; or
 - (v) leave it at, email, post or fax it to:
 - A. the Licensor's registered office;
 - B. the email address stated in Item 2; or
 - C. any other address that the Licensor nominates.

13.3 When notice is taken as given

- (a) A notice sent by post is regarded as received:
 - (i) if the address is an Australian address, on the second Business Day following the date of postage; or
 - (ii) if the address is not an Australian address, on the eighth Business Day following the date of postage.
- (b) A fax is regarded as received on production of a transmission report by the machine from which the fax was sent which indicates that the fax was sent in its entirety to the recipient's fax number, unless the recipient informs the sender that the notice is illegible or incomplete by 4.00pm on the next Business Day after the day it was transmitted.
- (c) An email is regarded as received if the sender receives an electronic "read receipt" response acknowledging that the email has been read by the receiver, either by:
 - (i) automatic response from the receiver's email system; or
 - (ii) electronic response directly from the receiver to the sender.
- (d) A notice delivered or received other than on a Business Day or after 4.00pm (recipient's time) is regarded as received at 9.00am on the following Business Day, and a notice delivered or received before 9.00am (recipient's time) is regarded as received at 9.00am.

14. Rules and Regulations

14.1 Licensee not to interfere with Licensor's operations

The Licensee must not, and must ensure that each of the Licensee's Visitors must not, create a nuisance, obstruct, disturb or interfere with the Licensor or any of the Licensor's employees, agents, contractors, service suppliers, sub-contractors, customers and other visitors and any other person who at any time is on the Premises or the Land with the Licensor's consent, whether in respect of any operations or business that the Licensor may from time to time conduct on the Land or otherwise.

14.2 Licensee and Licensee's Visitors must comply with Rules and Regulations

The Licensee must, and must ensure that each of the Licensee's Visitors must, promptly comply with any rules, regulations, guidelines or directions that the Licensor may from time to time notify to the Licensee in writing relating to the use or occupation of the Premises or the Land, including any requirements as to any of the following:

- (a) management, and control of the Licensor's operations;
- (b) access or security; or
- (c) health or safety, (the **Rules and Regulations**) and:
- (d) the Licensee must, and must ensure that the Licensee's Visitors must, at all times fully comply with the Rules and Regulations; and
- (e) the Licensee must promptly on becoming aware of any loss of or damage to the Premises or the Land, or anything in, on or under them (including any fencing or gates), notify the Licensor and provide full details thereof.

14.3 Compliance with Standards and Procedures

- (a) The Licensee must ensure that it and each of the Licensee's Visitors comply with any applicable Standards and Procedures.
- (b) The Licensor may update the Standards and Procedures from time to time throughout the term of the agreement and provide a copy of the updated Standards and Procedures to the Licensee.
- (c) The Licensee must comply with the Standards and Procedures no later than fourteen (14) Business Days from the date the updated Standards and Procedures are provided to the Contractor in accordance with clause 14.3(b).

14.4 No liability of Licensor for Rules and Regulations

The Licensor is not liable for any Loss arising out of non-enforcement of the Rules and Regulations or the Standards and Procedures.

14.5 Authorisations

The Licensee must obtain and at all times maintain and comply with all Authorisations from time to time required to use the Premises for the Permitted Use.

15. Licensor's statutory Powers and functions

15.1 Statutory Powers add to express Powers

The Powers conferred on the Licensor by or under any Act, are in addition to the Powers conferred on the Licensor by this licence.

15.2 Acts that alter agreement of parties

If at any time and for so long as:

- (a) any Act applies to this licence; and
- (b) under that Act the conflicting provision of that Act prevails,

each conflicting provision of this licence is deemed to be amended to the extent necessary to resolve the conflict with that Act.

15.3 Licensor's statutory functions

Nothing contained in or implied by this licence has the effect of constraining the Licensor in respect of, placing any fetter on, or otherwise prejudicing or affecting any of, the Licensor's statutory Powers, duties, protections and functions, including those contained or referred to in any Act.

16. Other matters

16.1 Western Australian law applies

This licence is governed by Western Australian law.

16.2 Payments under this licence

All payments under this licence must be made:

- (a) to the Licensor or any other person the Licensor nominates;
- (b) in the place the Licensor nominates;
- (c) if the Licensor directs, by order on the Licensee's bank for payment to the credit of the account, at the bank and branch that the Licensor nominates; and
- (d) without any deduction or set-off.

16.3 Civil liability

Part 1F of the Civil Liability Act 2002 (WA) does not apply to this licence

16.4 Variation of this licence

A variation of this licence must be in writing and signed by the parties.

16.5 Whole agreement

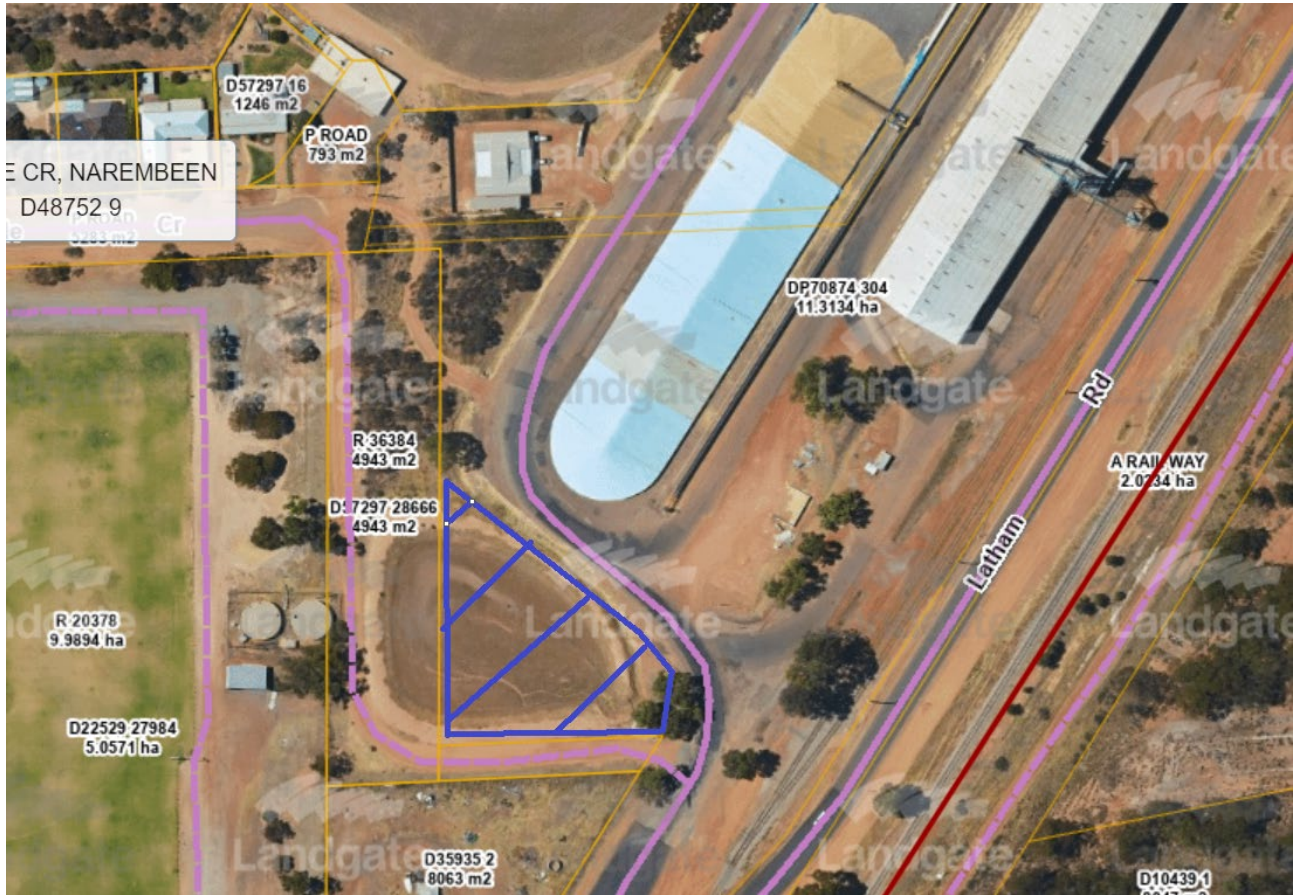
This licence replaces any previous agreement, representation, warranty or understanding between the parties concerning its subject matter and contains the whole agreement between the parties.

16.6 Further assurance

Each party must execute and do all acts and things necessary or desirable to implement and give full effect to the provisions and purpose of this licence.

Attachment 1 - Plan of Premises

Premises - hatched blue



Executed as an Agreement

Licensee

THE COMMON SEAL of the Shire of Narembeen was hereunto affixed in the presence of:

Witness signature

(Print full name)

Witness name and title

(Print full name)

Licensor

Signed by an authorised representative of CO-OPERATIVE BULK HANDLING LIMITED (ABN 29 256 604 947) in the presence of:

Signature of witness

Signature of an authorised representative

Name of witness

Name of authorised representative

ANNEXURE A – STANDARDS AND PROCEDURES

The Licensor's Standards and Procedures include:

Policy/ Procedure Number or link	Description
454112-v8 https://www.cbh.com.au/about-cbh/corporate-governance	Business Code of Conduct ('The Way We Work')
522921-v9 https://www.cbh.com.au/about-cbh/corporate-governance	Whistleblower Policy
https://www.cbh.com.au/privacy-policy.aspx	CBH Group Privacy Policy (including our Privacy Policy and procedures relating to the collection of Personal Information)
10544670-v1 https://www.cbh.com.au/suppliers-and-contractors/standards-and-procedures	Life Saving Rules
https://www.cbh.com.au/suppliers-and-contractors/standards-and-procedures	CBH Safety Principles
HSE Tender Pack	
<p>The HSE tender pack provided to the Licensee incorporates the following documentation:</p> <ul style="list-style-type: none"> • CBH Health, Safety and Environment Policy • HSE Contractor Minimum Standards • HSE Contractor Management Self-Assessment • CBH Alcohol and Drug Procedure • CBH Incident Reporting Investigation and Analysis Procedure • HSE Cultural Alignment questionnaire • Projects Contractor Induction • Worker Health and Fitness Declaration <p>If you have not received this please contact the Contractor safety helpdesk on 08 9416 6200.</p>	
SitePass Induction Process:	To access SitePass (and the online induction) click here .
CBH Group Procurement – Information for suppliers website:	https://www.cbh.com.au/suppliers-and-contractors/supplying-to-cbh
SitePass safety helpdesk:	Phone: 08 9416 6200 Email: contractorsafety@cbh.com.au
<p>The Licensee agrees and acknowledges that it has (as applicable):</p> <ul style="list-style-type: none"> • downloaded and read the Standards and Procedures from the Licensor's website as specified above; or • requested and received from the Licensor and read hard copies of the Standards and Procedures. <p>The Licensee can contact the Contractor safety helpdesk on 08 9416 6200 for any questions regarding content.</p>	

**ATTACHMENT – AGENDA ITEM 8.1.3
Strategic Community Plan 2022 - 2032**



Strategic Community Plan 2022 - 2032

www.narembeen.wa.gov.au

Shire Vision

Together we create the opportunity to grow.

Welcome from the Shire President

I am delighted to present the revised Strategic Community Plan to guide Council's strategic direction towards 2032. The document draws directly from an extensive community consultation process in which over 180 residents shared their views in face-to-face consultations or via online surveys. We thank all participants for their important contributions. This visionary plan would not have been possible without you.

Growing the community, capturing economic opportunities and new partnerships are the cornerstones of this Plan. The goals and strategies to achieve these priorities are realistic and measurable.

I believe the Shire of Narembeen will continue to grow and prosper, we will continue to improve our infrastructure, facilitate a vibrant community lifestyle and create more opportunities for our community. The plan strives for a bright future for Narembeen.

This is truly a plan for the community, by the community, and I invite you to join us in making the vision a reality.



Cr Kellie Mortimore
Shire President

Key Aims of the Plan

- Access and activation of **sport and recreation facilities**
- **Long term approach to economic development** with the development of industrial land, continued business district improvements and coordinated approach to promotion of our community's assets and lifestyle for labour attraction
- Continuing the facilitation of **services for seniors**
- Retention of the **medical centre and allied health services**
- Supporting our **emergency services and club volunteers**
- **Road and footpath** renewal and maintenance
- Quality **Shire owned accommodation**
- **Joint planning** with key organisations and leaders in the community to help achieve our goals

Key Achievements since the 2017 - 2027 Strategic Plan

Our Shire has achieved the following since our last major Strategic Community Plan review.

- ✓ Currall Street Shared Pathway (includes bike racks at strategic locations around town, bicycle pump and repair station)
- ✓ Emu Hill Public Cemetery Re-Development
- ✓ Narembeen Emergency Service Facility (opened in 2018)
- ✓ Narembeen Precinct Upgrade (CRC & Medical Centre) (opened in 2019)
- ✓ Narembeen Lesser Hall Interpretation
- ✓ Narembeen Road Board Building restoration
- ✓ Narembeen Caravan Park upgrade
- ✓ Narembeen Apex Park upgrade
- ✓ Airstrip upgrade
- ✓ Shire rebranding

Our Demographics Tell Us

Where we are now

- **850** ¹people call Narembeen and the local government area home
- **Our population** growth rate is -0.61%
- **Median age** is 48yrs
- **Our community:** 35.8% are couple families with children, and 7.3% are one parent families. However we also have a **lot of couples with no children (55.5%)**
- **We have an ageing population:** The percentage of the resident population from 55 to 85 years and over is noticeably higher than the State average. However we average similar numbers of people, when compared to the state average, in the 0-4yrs, 25yrs – 29yrs and 30-34yrs²
- **We have varied levels of affluence in the community:** family (\$1,672) and household income (\$1332) is below WA and Australian averages, but personal weekly (\$748) income is above. Average annual income is \$42K
- **We have low unemployment:** 4.4%³ compared to state average of 7.8%
- **40% of our workforce works less hours a week** (avg 32.5hrs) than other Western Australians and Australians, but a majority of our workforce works more than 40hrs a week (61.2%)⁴
- **We have high car ownership rates:** because we have no public transport access. We like to walk to work and social activities but also our geographical isolation requires us to travel longer distances
- **We have high volunteerism:** Approximately 226 persons volunteer across the Shire, 39.9% of residents undertake voluntary work, well above the state (19%) and national average (19%)
- **A small proportion changed address in the last 5yrs:** 32.1% of the Shire population were transient (moved to a residence in the Shire or away)
- **Just over a quarter rent their residence in Narembeen**⁵ (state avg 22.4%)
- **1015 Socio-Economic Indexes for Areas (SEIFA)** which indicates minimal disadvantage in the Shire

Where we will be in 10yrs

- **Population may decline by 2031:** Predicted population of 770⁶

¹ .id National Demographic indicators 2016

² Census 2016

³ INSIGHT RAI

⁴ Census 2016

⁵ .id 2016

⁶ WA Tomorrow Band C Report 11

How We Developed this Document

Our Strategic Community Plan reinforces our commitment to the people who live, work and visit Narembeen. The purpose of this document is to provide a clear purpose and strategic direction for our Shire, and to source the funding and support required to address the community priorities detailed later in this document.

It was developed based on

- The State Government's Blueprint for the region and other relevant policies, plans and strategies from both the State and Federal Governments.
- Community engagement on what is important to the people that live within our Shire.
- Input from Elected Members and Staff based on feedback they have received and their strong desire to deliver positive outcomes for their community.
- Current partnerships and projects already being delivered.



Summary of Community Engagement

Engagement Activity	Details	Attendees
Staff Workshop	Shire employees	13
Community Workshop	Facilitated workshop	10
Councillor Workshop 1	Open discussion	6
Councillor Workshop 2	Facilitated workshop with Councillors and senior staff	11
Targeted Interviews	Narembeen CRC/Phone	17
Community Survey	On-line and Hard Copy	120
Business After Hours	Open discussion and one on ones	11
Total		188

Strategic Priorities

Community members were asked to rank the following strategic priorities in order of importance to them with the resulting order being.

	Medium Priority	High Priority
Access to, support and advocacy for local health services		
Provision and maintenance of community buildings, halls and toilets		
Access to services and facilities for indigenous and culturally diverse groups		
Access to services and facilities for people with disabilities		
Bush fire prevention and control		
Natural disaster management and adverse events planning		
Conservation and environmental management including biodiversity, climate change, weed control, water conservation		
Streetscapes, amenity improvement, lighting and development of Town Centre		
Economic and tourism development		
Facilities, services and care available for Seniors		
Delivery and support for events, arts and cultural activities by the Narembeen CRC		
Sport and Recreation activities, facilities and support		
Support for community groups, volunteers and clubs		
Heritage and conservation of history		

Safety, security and ranger services		
Services and facilities for youth		
Provision of parks, play spaces and public open space		
Provision and maintenance of roads, grading, sealing		
Services and facilities for families and early learning years		
Waste collection, minimisation, management and sustainability		
Access, support and development of housing options locally		
Provision of footpaths, cycleways and trails for access and recreation		
Consultation, engagement and communication		

Emerging issues raised by community members at the various engagement forums:

- The **friendly community spirit and care for one another** are recurring reasons that people value living in the Shire
- **Lack of opportunities and employment for young people** are a challenge identified
- There is a desire to **attract more businesses, diversify employment** and activate main street buildings that are empty
- There is a **lack of quality housing** for employees of local businesses
- The **importance of key services and the desire to maintain and retain** them in our future growth (School, Hospital, Medical Centre, Childcare Centre etc) is important
- The **importance of volunteering in the success of our community** and the potential for volunteer burnout
- The **importance of and potential for tourism** particularly in reserves and the night sky
- The **importance of agriculture** to the local economy and the need to maintain road networks
- **Care for our seniors**, facilities and services to support them

Community Priorities 2022 - 2032

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
1. COMMUNITY: Happy, safe, healthy and inclusive community	
1.1 Together with key stakeholders identify and deliver opportunities for young people across the Shire	Develop and implement a Youth Plan
	Shire and District High School partnership delivers joint projects
1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire	Retention of the GP services, Hospital and allied health
	Seniors have access to local support services and social programs
	Develop and implement an Aged Friendly Community Plan
	Achievement of the Narembeen Community Wellbeing Plan
	Implement the Public Health Plan
1.3 Inclusive community activities, events and initiatives	Well attended local events and activities
	Shire and CRC collaborate with local groups to deliver diverse and inclusive events
	Delivery of diverse arts and culture initiatives
1.4 Recreational, social and heritage spaces are safe and encourage active and healthy lifestyles	Achievement of the Sport and Recreation Facilities Plan
	Parks, nature reserves and community spaces are green, tidy, accessible and activated
	Shire owned heritage buildings and places of interest are maintained and managed appropriately
1.5 Support local volunteer organisations through initiatives	Number of unpaid roles in the community is costed and measured

that reduce volunteer fatigue and strengthen their resilience	CRC jointly plans with and offers services that align with the needs of local groups
	Community Grant Scheme with Ramelius Resources is well subscribed and delivers worthwhile community projects
1.6 Support emergency services planning, risk mitigation, response and recovery	We collaboratively plan service delivery and respond to emergency situations (LEMC)
	Emergency service volunteers are supported and the community understands how to respond to emergencies / natural disasters

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
2. ECONOMY: Retain and grow existing businesses, employment and attract new industry			
2.1 Support the diverse industry across the Shire	Mainstreet upgrades completed and activation of passive sites		
	Develop and demonstrated progress towards Economic Development Plan initiatives		
	Demonstrated progress with stakeholders to facilitate industrial land identification and expansion		
2.2 Safe and efficient transport network enables economic growth	RAV Network assessment is completed		
	Achievement of the 10yr Road Plan		
	Road plant and equipment enables achievement of the 10yr Road Plan		
	Demonstrated progress towards the Footpath Asset Management Plan		
2.3 Coordinated planning and promotion of the visitor and	Visitors receive timely, accessible and accurate information about our attractions and services and facilities are maintained to a high standard		

tourist experience to increase its local economic contribution	We actively participate in Roe Tourism to maximise local benefit of the visitor economy
	Support ongoing development of the Wadderin Wildlife Sanctuary as a local tourism product
2.4 Retain and grow our local skills base	Existing shire housing stock is well maintained and new stock constructed
	Coordinated communications that promote the community, lifestyle and business opportunities available
	Apprentices and trainees are part of the Shire workforce
	The child care service is retained and adequately accommodates the needs of parents and guardians

STRATEGIC PRIORITIES		WE KNOW WE ARE SUCCEEDING WHEN	
3. ENVIRONMENT: Care and protection of the environment			
3.1 Maintain a high standard of environmental health and waste services	Participation in the Roe EHO Scheme ensures our compliance and local businesses with environmental health legislation		
	Community is educated about waste avoidance, reduction and reuse		
	Narembeen Waste Transfer Station is tidy with safe access		
	The Bending Regional Waste Site is effectively managed in collaboration with RoeROC		
3.2 Conservation of our natural environment	Community participates in the management of invasive species		
	Our natural environment is promoted to locals and visitors		
	Conservation and activation of the Wadderin Wildlife Sanctuary		

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government

4.1 Forward planning and implementation of plans to achieve strategic priorities	Actively participate in key local and regional organisations to jointly plan for our community and region
	Engagement with the community on key projects and regular, transparent communication by the Shire
	Progress towards achievement of the Corporate Business Plan
	Achievement of our Workforce Plan strategies
	Actively participate in key local and regional organisations to jointly plan for our community and region
4.2 Compliant and resourced Local Government	External audits and reviews confirm compliance with relevant Local Government legislation
	We have sound financial and asset management policies and practices in place
	Provide a high standard of customer service in line with Customer Service Charter.
	Transparent, accountable and integrated reporting
	Elected members are supported in their role through provision of training

Strategic Risks for the Shire of Narembeen:

The following risks were identified by Council and mitigation of these risks are included in the Strategic Community Plan, Corporate Business Plan, Workforce Plan and Long Term Financial Plan.

INTERNAL RISKS	EXTERNAL RISKS
<p>Increasing compliance on local governments</p> <p>Asset management and preservation</p> <p>Attracting and Retaining qualified staff</p> <p>Reliance on external government funding</p> <p>Allocation of resources to achieve our goals</p> <p>Increasing costs of doing business e.g. water, electricity and regulatory price increases</p>	<p>Increasing costs of contractors and low availability</p> <p>Lack of critical mass in the Wheatbelt and Shire</p> <p>Geographical location of Narembeen</p> <p>Health pandemic / endemic</p> <p>Increasing reliance and compliance on volunteers</p> <p>Mine closure due to economic downturn or end of life</p> <p>Increasing competitive nature of government funds</p> <p>Decreasing and complete loss of government funding for core services in the community</p> <p>Poor telecommunications infrastructure and services</p> <p>Ageing population in Narembeen and the Wheatbelt</p> <p>Low capital return for business owners within the town site</p> <p>Mental health of the community</p> <p>Lack of job opportunities / diversity in the Shire and region</p> <p>Natural disasters</p>

REVIEW AND MONITORING

Progress Reporting

The Shire of Narembeen has adopted a traffic light based Quarterly Update to report progress against the priorities as detailed in the Corporate Business Plan which will be shared via a Council Item and on the Shire web-site. In addition, results are formally communicated to the community annually via the legislated Annual Report.

IPR Reviews

This Strategic Community Plan will be subjected to a minor review in 2024 and a major review requiring extensive community engagement in 2026 as legislated. In addition, the Corporate Business Plan will be reviewed and updated annually to reflect any changes to priorities, service levels and the budget.



**ATTACHMENT – AGENDA ITEM 8.1.5
Bendering Landfill Management Plan**



Landfill Management Plan

Bendering Landfill

Prepared for Roe District Regional Organisation of Councils

24 May 2022

Project Number: TW21035

DOCUMENT CONTROL

Version	Description	Date	Author	Reviewer	Approver
0.1	Internal Review	5/07/2021	MH	CS	CS
1.0	Client issue	6/07/2021	MH	CS	CS
1.1	Implement Client Comments	1/06/2022	MH	CS	CS
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Approval for Release

Name	Position	File Reference
Chris Stannard	Senior Waste Engineer	TW21035-02_Bendering Landfill Management Plan_2.0

Signature

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Drawings

Drawing C-101: Stage 1 Conceptual Layout

Drawing C-103: Stage 2 and 3 Conceptual Layout

Drawing C-301: Typical Construction Details

1 Introduction

1.1 Background

Roe District Regional Organisation of Councils (RoeROC), comprising the Shires of Kondinin, Corrigin, Kulin and Narembeen, own the Bendering Landfill (the Site), which was purchased as tenants in common by the four Shires. The Site is approximately 64.8ha and is located on freehold land 240km east of Perth, on Lot 23945 Kondinin-Namenbeen Road, Bendering in the Shire of Kondinin. A Site Selection and Geotechnical Assessment was undertaken by Landform Research in June 2007 (the Site Investigation Study). RoeROC had found differing Site conditions to those outlined within the Site Investigation Study, and sought to develop a new Site plan, inclusive of closure cost estimates suitable for providing a cost estimate to an auditor.

RoeROC appointed Talis Consultants (Talis) to produce a Landfill Management Plan (LMP) to outline the current and future landfill development options for the Site, which has been operating since 2007, in addition to its closure requirements.

1.2 Project Objectives

The LMP will provide RoeROC with clear direction on operations and works required to facilitate the future development and rehabilitation of the landfill in accordance with the Western Australia Environmental Protection (Rural Landfill) Regulations, 2002, (Rural Landfill Guidelines). As WA has no landfill guidelines, the management plan will also be guided by the Victorian Environment Protection Agency (EPA), Best Practice Environmental Management 'Siting, Design, Operation and Rehabilitation of Landfills', 2015, (BPEM Guidelines), working to outline the landfill development and rehabilitation requirements to manage environmental impacts and ensure the safe and stable closure of the landfill.

The key objectives of the LMP are to provide:

1. A final restoration profile in accordance with the WA Rural Landfill Guidelines;
2. An estimate of remaining void space and lifespan calculations;
3. An estimate of the volume of material available/required for restoration;
4. A phased management plan which will form the basis of the subsequent detailed design for the whole Site and guide filling operations; and
5. Cost estimates for the development of future landfill areas and associated closure works.

2 Site Description

The following sections provide an overview of the key aspects of the Site, including its location, surrounding land uses, environmental attributes, relevant legislation, and guidelines.

2.1 Site Location and Access

The Site is located approximately 240km east-southeast of Perth, approximately 13km north of Kondinin along the Kondinin-Naremben Road on Freehold land on Lot 23945. The Site is approximately 64.8ha and is approximately 3km north-northeast of the Bendering town site. The boundary of the Site is shown in Drawing C-101 in Appendix A. Access to the Site is from the north-western corner of the Site.

2.2 Surrounding Land Use and Sensitive Receptors

The Site is located approximately 3km north-northeast of the Bendering town site, within the Shire of Kondinin, and has a Rural Land use, as classified by Map 01 of The Shire's Town Planning Scheme No. 1 (the Shire's Planning Scheme). The land surrounding the Site is predominantly agricultural and is also classified as Rural under the Shire's Planning Scheme. The western edge of the Site borders on a Site classified as Environmental Conservation, whilst the Bendering Nature Reserve is located approximately 4km to the east. Inspection of aerial imagery shows the nearest residences are approximately 1.7km to the northwest and 1.8km to the southwest.

2.3 Environmental Attributes

The following section outlines the key environmental attributes of the Site, that are particularly relevant to the landfill development, closure, and rehabilitation, including climate, topography, geology, groundwater, and surface water.

2.3.1 Climate

The local and regional climate data sources will be utilised for evaluation the Site's surface water system, including rainfall.

The Site experiences a Mediterranean climate, with hot summers and wet, cool winters. According to the Bureau of Meteorology (BOM), the closest weather station with long-term temperature data is Naremben (Station 10612), approximately 34km north-northeast of the Site. The temperature data has been sourced from this weather station and is further discussed in the Sections below.

As the available BOM data for rainfall is incomplete, this data was sourced from Scientific Information for Land Owners (SILO), a database of Australian climate data from 1889 to the present day that is hosted by the Queensland Department of Environment and Science (DES). It provides daily meteorological datasets for a range of climate variables in ready-to-use formats suitable for biophysical modelling, research, and climate applications. The datasets are constructed from observational data obtained from BOM, using mathematical interpolation techniques to infill gaps in time series and construct spatial grids. The spatial grid selected (Latitude: -32.35, Longitude: 118.30) encompasses the Site in its entirety.

2.3.1.1 Rainfall

Being in a Mediterranean Climate, rainfall is seasonal with higher rainfall generally in the months of May to August. Table 2-1 presents a summary of rainfall records, from 1970 to 2020.

Table 2-1: Rainfall Overview in Millimetres (1970-2020)

Aspect	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Average	20.5	18.3	16.9	21.5	36.9	42.7	47.1	40.9	27.5	18.2	19.1	12.7	322
90th Percentile	39.6	0.8	42.1	28	72.8	44.4	48.1	34.4	36.0	28.6	28.6	24.5	428
Highest	3.0	39.2	57.7	44.2	14.2	80.3	37.8	104	38.0	25.2	21.6	14.1	479

The mean annual rainfall for the Site is calculated as 322 millimetres (mm) with the highest recorded annual rainfall at 479mm, which occurred in 1992.

2.3.1.2 Short Duration Design Rainfall

Rainfall Intensity Frequency Duration (IFD) data for the Site was obtained using the BOM Computerised Design IFD Rainfall System (CDIRS) and the Australian Rainfall and Runoff 2016 database (ARR2016). CDIRS produces a complete set of IFD curves and associated weather data based on user-defined coordinates (<http://www.bom.gov.au/water/designRainfalls/revised-ifd/?year=2016>).

Table 2-2 summarises the Annual Exceedance Probability (AEP) of storms with 1 to 120 hour durations. AEPs are required to estimate precipitation rates for a range of events.

Table 2-2: Summary of Annual Exceedance Probabilities for Site (ARR2016)

Storm Duration	1 in 1	1 in 10	1 in 20	1 in 50	1 in 100
	63%	10%	5%	2%	1%
	Rainfall Depth (mm)				
1 hour	11.8	25.0	30.3	37.8	44.2
6 hour	22.4	43.9	52.5	65.3	76.1
12 hour	28.0	55.0	66.2	83.5	98.5
24 hour	33.5	66.7	81.1	104	124
48 hour	38.2	76.4	93.4	120	144
72 hour	40.6	80.4	98.0	125	150
120 hour	44.2	84.4	101	127	152

At 1-in-20-year AEP and 1-in-100-year AEP, 24-hour duration storm events, the rainfall depth is 81.1mm and 124mm respectively.

The highest daily rainfall rate from 1970-2020 was 107.2mm in January 1990, which is approximately equivalent to a 1-in-50-year storm event. The landfill's surface water management system will therefore be designed to manage a 1-in-10-year storm event with contingencies for storms larger than a 1-in-20-year event.

2.3.1.3 Temperature

The highest mean maximum temperature is 34.0°C in January, whilst the lowest mean minimum temperature is 5.4°C in August. Table 2-3 shows the average maximum and minimum temperatures at the Narambeen weather station for years 1965 to 2021.

Table 2-3: Maximum and Minimum Temperatures at Narambeen

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Mean Maximum Temperature (°C)	34.0	33.1	30.3	25.9	21.0	17.6	16.6	17.7	20.7	25.2	28.7	32.1	25.2
Mean Minimum Temperature (°C)	16.6	16.9	15.0	12.0	8.2	6.4	5.5	5.4	6.3	9.2	12.4	14.5	10.7

2.3.2 Topography

Topography at the Site slopes from the northwest corner down towards the southeast corner, from approximately 339m Australian Height Datum (AHD) to 312m AHD. Within Stage 1, the topography has been altered by landfilling activities, with elevations ranging from 339mAHD to 324mAHD. The majority of historical landfilling has been undertaken in trenches, however, recent operation have switched to a land raise style of landfilling. Localised high points approximately 3m high are present across the site in north south orientated bunds formed from soils excavated from the trenches.

The topography and layout of the Site is shown in Drawing C-101 in Appendix A.

2.3.3 Geology

According to NationalMap (<https://nationalmap.gov.au/>) surface geology at the Site is within the Yilgarn Region, with the north-eastern portion of the Site comprising of banded granitic gneiss, whilst the remainder of the site comprises of sand or gravel plains.

A previous Site Investigation Study¹ described the Site as comprising of a granodiorite basement overlain with a minor outcrop present near the centre of the Site. A regolith is present that increases in depth from approximately 0.5m to 6m towards the north of the Site. A geotechnical investigation, in which 6 drill holes and 5 backhoe holes were constructed, revealed soils were predominantly kaolin-based clays, with permeability ranging from 1.1×10^{-6} m/s to 1.2×10^{-10} m/s.

Trial pits undertaken in June 2021, in the footprint of the future landfill trench area highlighted in Drawing C-101, confirmed shallow cohesive soils to 1.5m below ground level overlying a weak and friable weathered granite horizon of approximately 200mm thick, before refusal.

2.3.4 Hydrology

A small farm dam exists immediately to the south of the Site boundary, approximately 1km from the southern edge of Stage 1, whilst another farm dam is located approximately 600m to the north of the

¹ Site Selection and Geotechnical Assessment Proposed Regional Landfill, Landform Research, June 2007

Site. Both of these exceed the 100m separation distance to surface water bodies required by the WA Rural Landfill Regulations

According to NationalMap, a minor ephemeral watercourse passes through the southeast corner of the Site, additionally passing through the farm dam immediately to the south of the Site. The ephemeral stream ultimately joins the system of lakes located approximately 15km to the west, which includes the Kondinin and Kurrenkutten Lakes.

2.3.5 Hydrogeology

Three groundwater bores have been installed at the Site, as displayed in Drawing C-101. BL 1 is located in the northwest corner, BL 3 in the southeast corner and BL 4 in the southwest corner. It is not known if a fourth bore (BL 2) was drilled in the northeast corner of the Site, as no evidence of the bore could be found in this area of the Site.

These bores have not been monitored on a regular basis, however investigations undertaken by Talis during a Site visit in June 2021 determined the depth of the wells and depth to groundwater, presented in Table 2-4.

Table 2-4: Groundwater Monitoring Bores

Bore ID	Depth of Well (mbgl)	Depth of Groundwater (mbgl)
BL 1	20.08	Dry
BL 3	11.64	Dry
BL 4	1.36	0.87

The groundwater data indicates that there is significant separation between the shallow landfill trenches and the underlying regional water table which is over 11 to 20m below ground level, revealed by dry wells at depths of approximately 318-312m AHD. Shallow groundwater was present in BL 4, indicating either perched groundwater in the cohesive soil horizon or localised ingress into the well from significant rainfall experienced at the Site immediately prior to measurement. The shallow depth of the base of the well suggests that the base of the well does not reach the underlying granite geology and is installed within the kaolin-based clay horizon.

2.4 Legislative Context

2.4.1 Environmental Protection (Rural Landfill) Regulations 2002 (WA)

The Site has been registered as a Category 89 Prescribed Premises under Part V of the Environment Protection Act, 1986, (EPA) as the 'Eastern Districts Regional Waste Management Facility', Registration number R1959/2007/1. A Works Approval was not required at the time of submission for the development of the Site.

The Environmental Protection (Rural Landfill) Regulations 2002 (WA Rural Landfill Regulations) apply to Category 89 Prescribed Premises in Schedule 1 Part 2 of the *Environmental Protection Regulations 1987*, for a putrescible landfill site that accepts between 20 and 5,000 tonnes of waste per year.

These regulations outline requirements for the tipping area, covering and containing of waste, the control of surface water runoff, dust suppression, separation distances, disposing of asbestos and clinical waste, and a post-closure plan.

Within the requirements of the Post-Closure Rehabilitation Plan, specification of the following must be provided:

- Options for use of the Site after landfilling has ceased, including specifying a preferred option;
- Conceptual design of the required infrastructure for the preferred post-closure option;
- Estimated final contours for the Site, including allowance for settlement;
- Capping materials to be used at the Site;
- Proposed drainage system for the Site;
- Measures for environmental protection and monitoring at the Site; and
- The estimated period for which the Site will require monitoring.

These regulations have been adopted for the Site, with consideration given to the requirements in the conceptual designs presented in this LMP.

2.4.2 Victoria EPA BPEM Guidelines

The Victoria EPA *Best Practice Environmental Management: Siting, Design, Operation and Rehabilitation of Landfills, 2015*, (BPEM Guidelines) outlines specific landfilling requirements and practices, particularly with regard to the design of a final landfill profile and specifics of surface water management. In the absence of West Australian landfill guidelines, these guidelines have been used to generally guide the specification of the following aspects of the LMP:

- Final landform profile;
- Final capping system, including materials; and
- Proposed drainage system.

2.4.3 Strategic Waste Management Plan for RoeROC

A Strategic Waste Management Plan (SWMP) was first developed for the RoeROC in 2009 and outlined targets for individual Shires and the RoeROC with respect to waste diversion, adequacy of resourcing, data collection, closure of sites and introduction of recycling programs.

A review of the RoeROC SWMP was undertaken in 2013 and found that many of the goals of the initial SWMP had been achieved, including implementation of recycling programs and achieving waste diversion targets. From this review, two new targets were adopted by RoeROC:

1. 30% diversion from landfill of materials presented for collection in the districts encompassed by the RoeROC; and
2. 40% diversion from landfill of materials presented for collection in the districts encompassed by the RoeROC.

No timelines for achieving these targets were specified within the document, however strategies for implementing these targets may be implemented in the future. The RoeROC Shires currently use recycling education and Containers for Change as mechanisms for improving their waste diversion.

3 Current and Historic Landfill Operations

3.1 Waste Activities

The Site, a Category 89 Landfill, can accept the following waste types for landfilling, as defined in the *Landfill Waste Classification and Waste Definitions 1996 (as amended 2019)*:

- Clean Fill;
- Inert Waste Type 1 – Contaminated Solid Waste meeting acceptance criteria for Class I and Class II Landfills
- Special Waste Type 1 - Asbestos
- Special Waste Type 2 – Biomedical Wastes; and
- Putrescible Waste.

The Site currently operates one day a week, receiving wastes from kerbside collection and commercial bins within the RoerOC member Shires. The Site is unmanned and is not open to the public.

Glass was removed from kerbside recycling in 2019, representing a slight increase in total landfilled waste. RoerOC have subsequently introduced a Containers for Change program that aims to recapture that waste stream.

Where wastes are ill-defined or potentially hazardous (e.g. treated power poles), it is recommended that further testing be undertaken to determine the class of waste and the most appropriate treatment/disposal solution, which may include disposal at another licenced landfill site.

3.2 Filling History

The Site was built and began accepting waste in 2009, utilising the trench design outlined in the Site Selection Report². Filling at the Site has, to date, occurred solely in Stage 1, generally progressing from east to west in trenches that have since been backfilled and temporarily capped. Landfilling currently occurs in the 'Current Landfill Trench' displayed in Drawing C-101.

Prior to FY2012-13 record keeping at the Site was limited, and the exact consumption of void space has not been tracked. From the Site Investigation Study¹ undertaken in 2007, 1,000m³ of cover soils are required for 2,000m³ of waste, representing a cover soil requirement equal to 50% of the deposited waste. This represents a high rate of cover soil usage and therefore, for the purposes of modelling, a 20% cover soils requirement has been assumed in line with common industry practice. The likely compaction rate for waste at the Site is 0.5 tonnes/m³ and will be verified as Site development progresses by tracking void fill space over time, as discussed further in Section 4.2.2.

3.3 Waste Data and Projections

The landfill accepted approximately 1,070 tonnes of waste in the 2020/21 financial year. Two waste generation scenarios were modelled to reflect the likely future upper and lower generation rates to be seen across the RoerOC Shires. These scenarios are modelled to provide a range in which the future generation rate will likely fall.

² Site Selection and Geotechnical Assessment Proposed Regional Landfill, Landform Research, June 2007

Given the correlation between the volume of waste generated in a community and its population, a generation rate per person can be applied to predicted population growth rates to determine what future volumes should be catered for at the Site. Therefore, the predicted population growth rates combined with historical waste generation rates can be utilised for modelling waste projections, which will assist in determining the remaining landfill capacity at the Site.

According to the Australian Bureau of Statistic, there were 3,593 people in the RoeROC Area for the 2016 Census. Averaging the annual population growth between census years provides an average annual population growth rate of between -0.4% and -0.7% for each Shire, as shown in Table 3-1.

Table 3-1: Summary of Population & Waste Growth Rate

Year	Population				Average Annual Growth Rate			
	Kondinin	Narembeen	Kulin	Corrigin	Kondinin	Narembeen	Kulin	Corrigin
2001	962	907	835	1,229	-	-	-	-
2006	968	906	881	1,145	+0.1%	0.0%	+1.1%	-1.4%
2011	1,045	811	825	1,063	+1.6%	-2.1%	-1.3%	-1.4%
2016	873	809	765	1,146	-3.3%	0.0%	-1.5%	+1.6%
Average Growth Rate					-0.5%	-0.7%	-0.5%	-0.4%

However, to determine the most conservative growth rate, the population growth rate was also compared to the observed growth rate in landfilled waste from each Shire.

Comparing the annual landfilled waste totals for each Shire, Talis determined the growth rate in landfilled waste between years as shown in Table 3-2.

Table 3-2: Summary of Historical Waste Growth Rate

Financial Year	Total Landfilled Waste (t)				Average Annual Growth Rate			
	Kondinin	Narembeen	Kulin	Corrigin	Kondinin	Narembeen	Kulin	Corrigin
2012	274	238	185	352	-	-	-	-
2013	286	247	191	368	+4.1%	+3.8%	+3.2%	+4.6%
2014	257	245	171	366	-10.0%	-0.6%	-10.4%	-0.8%
2015	279	257	190	366	+8.5%	+4.7%	+11.4%	+0.0%
2016	276	257	189	363	-1.0%	-0.2%	-0.5%	-0.8%
2017	270	249	191	355	-2.2%	-2.7%	+0.6%	-2.0%
2018	263	245	191	353	-2.7%	-1.8%	+0.1%	-0.8%
2019	272	250	189	363	+3.6%	+2.0%	1.0%	+2.8%
2020	273	258	183	357	+0.5%	+3.1%	-3.3%	-1.7%
Average Growth Rate					+0.1%	+1.0%	+0.0%	+0.2%

To determine the 'worst case' landfill lifespan scenario, Talis then determined the maximum growth rate for the purposes of waste generation modelling. If both the population and historical waste growth rate were negative, then a 0% growth rate was applied to ensure a conservative result. Table 3-3 shows the growth rate used for each Shire and select years of waste generation out to 2125.

Table 3-3: Summary of Waste Generation Projections

Shire	Growth Rate	Modelled Waste Generation (t)						
		2020	2030	2040	2050	2075	2100	2125
Kondinin	+0.1%	273	276	278	281	287	294	301
Narembeen	+1.0%	258	285	316	351	453	586	757
Kulin	+0.0%	183	183	183	183	184	185	185
Corrigin	+0.2%	357	363	369	376	393	411	429
RoeROC Total		1,070	1,107	1,147	1,191	1,317	1,475	1,672

As Council continues to gather data on its population and landfilled waste, these generation rate estimates should be updated, with the most conservative rate again selected for use in lifespan modelling. Use of the most conservative rate ensures that the 'worst-case' scenario is modelled, ensuring Council has adequate time to prepare for the landfill's end of life at the Site.

4 Rehabilitation Design

The existing and future developments, filling history, void space, filling rate and phasing of capping works are discussed in the sections below.

4.1 Current Landfill Profile

Stage 1 of the Site comprises numerous historical trenches, an active asbestos trench, an active landfilling trench, and a future landfill trench which was excavated in June 2021. A weighbridge, shed and water tank are located in the northwest corner of the Site.

The current and future landfill trench are located centrally in Stage 1, with historical trenching occurring over much of the East of Stage 1. Historical filling also occurred in the southwest corner of Stage 1, though no other filling has occurred in the vicinity of this area.

Historical asbestos disposal occurred in the north-eastern portion of Stage 1 until 2020. These activities have since moved to the current asbestos trench, located on the north edge of Stage 1 to the west of the current landfilling trench. A new asbestos trench has been constructed in the southwest corner of Stage 1 in early 2022 to provide additional capacity from asbestos containing bushfire wastes.

The southeast corner of the historical landfill area is approximately 2m higher than surrounding ground level and has been rehabilitated and planted with trees.

The layout of the current Site is shown in Drawing C-101, available in Appendix A.

4.2 Proposed Landfill Development

4.2.1 Landfilling Layout

Future development at the Site will be guided by the WA Rural Landfill Regulations, specifically Section 5 which specifies that the tipping area of the Site must not be greater than 30 metres in length and 2 metres above ground level in height. As a result, the final landfill trench design will see a 2m raise of waste above ground height prior to installation of the capping system.

All trenches in Stage 1 and 2 will be oriented in a north-south direction, whilst Stage 3 trenches will be oriented and filled in an east-west direction. Waste filling will occur no less than 35m from the fencing of the Site to comply with Section 9 of the WA Rural Landfill Regulations.

The proposed layout of Stage 1 can be seen in Drawing C-101, available in Appendix A, whilst the layouts of Stage 2 and 3 can be seen in Drawing C-103.

4.2.2 Landfill Trench Design

Landfill trenches have been designed to facilitate easy compliance with the WA Rural Landfill Regulations and to maximise void space at the Site. Trenches will be 30m wide and dug until bedrock is reached, with depth varying depending on the depth of underlying rock and the trench length varying depending on the width of the stage. Within each trench, a number of 'internal cells' will be constructed, 30m wide by 30m long, separated by a 0.5m internal earth bund to mitigate risk in the unlikely event of a subsurface fire. The trench depth is highly dependent on the depth to the on-site granite regolith and may vary with depth increases across the Site.

Overfilling of the trenches, 2m above surrounding ground levels, will be placed above the existing trench ground level to create a trapezoidal waste profile 2m high with 1:3 (V:H) side slopes. Once the final height has been reached, the trench should be covered with intermediate capping, as discussed in Section 4.6.2. Suitable bunding should be used around the perimeter of the landfill to retain waste and divert surface water from the active tipping area.

4.3 Final Profile

It is proposed to cap the Site in a phased approach that will comply with the objectives set out in the WA Rural Landfill Regulations and BPEM Guidelines. To guide these works, key objectives adopted for the closure designs include the following:

- Design and construction of the best cap practicable to prevent pollution of groundwater and degradation of air quality;
- Minimising seepage through the landfill cap by encouraging shedding of surface water;
- Progressive rehabilitation of the landfill; and
- Final fill profile and slopes that are between 5% and 20% to:
 - Ensure the long-term stability and integrity of the capping material and containment layer;
 - Promote natural surface water run-off;
 - Provide an aesthetically acceptable landform; and
 - Minimise long-term maintenance requirements.

Drawing C-103 shows the final capping profile for Stage 1 that complies with the BPEM Guidelines and will have a maximum height of 335mAHD, approximately 3m above existing ground level at the west end of the capped area and approximately 0.8m above existing ground level at the east end of the Site.

The proposed design will deliver the following key outcomes:

- The encapsulation of all waste disposed across the landfill site;
- Facilitate the conventional rehabilitation of the Site through compliance with the WA Rural Landfill Regulations;
- The development of a best practice landfill profile and side slopes which will:
 - Provide a suitable surface for the construction of a capping system;
 - Promote the natural flow of surface water off the landfill, minimising pooling and infiltration;
 - Facilitate the development of a typical perimeter drain around the Site to cater for surface water across the capped landfill;
 - Ensure the long-term stability and integrity of the capping system and environmental control systems (gas and surface water management);
 - Minimise the long-term maintenance requirements of the capping system;
 - Provide an aesthetically acceptable landform long-term and support further post-closure land uses; and
 - Facilitate phased capping of the Landfill

4.4 Surface Water Management

Environmental risks associated with leachate and surface water will be managed through the development of a Surface Water Management System (SWMS) for the new Site landfill. To appropriately manage these risks, a SWMS has been developed for the Site landfill which achieves two key objectives including minimising leachate generation and proactively managing surface water.

These objectives, and the design features incorporated to achieve these, are shown in Table 4-1.

Table 4-1: Objectives and Associated Design Features of the Surface Water Management Plan

Objective	Design Feature
Minimise Leachate Generation	Implement a Site-specific capping and surface water management system over the landfill.
	Develop a perimeter drainage system that: <ul style="list-style-type: none"> • Maintains connectivity with the capping system; and • Includes strategically located discharge points away from the waste mass.
	Locate long-term surface water discharge points.
Proactively Manage Surface Water	Incorporate measures into the capping system to direct surface water from the landfill cap to the discharge points.
	Ensure the surface water management system is appropriately sized to manage a 1-in-10-year Average Recurrence Interval (ARI) storm event and will not result in catastrophic failures during a storm larger than a 1-in-20-year ARI event.
	Establish controlled discharge points for surface water.

The conceptual design for the final capping system of the landfill incorporates conceptual surface water management infrastructure to prevent the infiltration of surface water into the waste mass and thereby preventing the production of leachate over time.

Rainfall landing on the surface of the landfill cap will drain along capping contours into the perimeter surface water ditches, which will outfall into surface water ponds. Surface water from Stages 1 and 2, and a portion of the northern section of Stage 3, will drain via trapezoidal swales into Surface Water Pond 1 on the eastern side of the Site, with an approximate capacity of 6,500m³. Surface water from Stage 3 will drain to Surface Water Pond 2 located in the south of the Site, with an approximate capacity of 2,800m³.

Both surface water ponds will be clay lined with a 500mm layer of compacted site-won material, and both will feature a controlled overflow spillway to facilitate discharge of surface water into the natural water course in the southeast of the Site during a greater than 1-in-20-year ARI storm event.

Calculations for the sizing of the surface water ponds are presented in Appendix B.

4.5 Internal Roads

The Australian Road Research Board (ARRB) have produced a Best Practice Guide for Unsealed Roads³, providing practical advice for the development and maintenance of unsealed roads. This guide is available online for free and may be used to guide the development of future roads at the Site.

4.6 Rehabilitation Profile Design

4.6.1 Objectives of the Capping System

Following the closure of the Site, it is likely that the area will return to agricultural use, similar to other properties in the area. A landfill capping system designed to comply with the BPEM Guidelines is proposed for the Site. In accordance with BPEM Guidelines, the design of the final capping for the landfill shall:

- Minimise infiltration of surface water into the waste;
- Provide a long-term, stable barrier between waste and the environment to protect human health and the environment; and
- Provide land suitable for its intended after use.

4.6.2 Temporary Capping System

Due to the significant landfill lifespan within Stage 1, each trench will need to be temporarily capped until the permanent capping works commence. The temporary cap will need to be consistently maintained, particularly after extreme rainfall events, which could result in scouring and erosion. The temporary capping system should consist of 300mm of low permeability compacted soil layer at a minimum and should be formed such that surface water run-off is diverted away from the landfill trench. This temporary capping layer should be scraped back in the event of further waste placement or may be used as the Regulating Layer for the foundation of the capping system described in Section 4.6.3.

4.6.3 Cap Design

The proposed capping system, in order of construction, from bottom to top, is as follows:

- 150mm Regulating Layer;
- 300mm Compacted Soil Layer;
- 400mm of Restoration Layer, comprising:
 - 300mm thick site-won subsoils ; and
 - 100mm thick topsoils or growing medium/mulch;
- Vegetation Layer from wind-blown seed to reduce erosion and advance revegetation.

The elements of this capping system are discussed in further detail in the sections below, with the design shown in Drawing C-301.

³ Available at: <https://www.arrb.com.au/bestpracticeguides>

4.6.3.1 Regulating Layer

The preferred design approach for the capping system is the utilisation of a 150mm thick regulating bedding layer, consisting of site-won material to provide a smooth firm subgrade for installation of the compacted soil layer.

The regulating layer should meet the following criteria:

- Free from organic matter, perishable material or other deleterious material;
- Not contain clay with liquid limit >80% and/or plasticity index >55%; and
- Have a maximum particle size <50mm.

The material for the regulating layer may be sourced on site from existing stockpiles of excavated soils created during the development of the trenches. Where found to be of suitable material and depth, the temporary cap described in Section 4.6.2 may form part of the regulating layer.

4.6.3.2 Compacted Soil Layer

The 300mm thick low permeability Compacted Soil Layer will be formed from clayey material won from the excavation works during the corresponding trench development. The material should be compacted to reduce the permeability as much as practicable for the material. If limited low permeability soils can be won from the site during trench development, additional borrow pits may be constructed to source additional material.

4.6.3.3 Restoration Layer

The 400mm Restoration Layer will mostly consist of site-won material from the excavation works during the corresponding trench excavation. The lower revegetation layer will comprise of a minimum 300mm of subsoils, which may be Site-won overburden soils. The upper surface of the revegetation layer will comprise of 100mm topsoil, which could be mixed with mulch supplied and placed by RoeROC Shires if available.

The topsoil will promote the growth of the vegetation on the surface of the capping system, which will help minimise erosion. Due to the low-risk nature of the Site, it is anticipated that wind-blown seed will be adequate for establishing a vegetation layer, however this may be supplemented with tube stock planting or application of a seed mix in areas where natural vegetation is taking longer to establish. If agricultural grazing is not pursued, then the applications of grass/seed mix will be based on species native to the region.

4.7 Void Space Modelling

Void space modelling has been undertaken to determine the available filling capacity for the proposed landfill cell development using the calculated waste projections outlined in Section 3.2. This will ensure that the Site can cater for future long-term waste management demands, and the results can be used to project key capital works over the various financial years going forward. This will assist RoeROC Shires with future budgeting works and ensure continued operations at the Site to cater for the communities' disposal requirements.

For the purposes of this modelling, the worst-case scenario must be considered where there is no introduction of significant waste diversion programs that would diminish the tonnages delivered to Site for disposal. In addition, the density of waste after placement is assumed to be 0.5t/m³ and the

cover material requirements is assumed to be 20% of the total available void space volume, a commonly used industry standard.

Based on the trench designs across Stage 1, 2 and 3 the void space for the Site and its estimated lifespan are presented in Table 4-2. The Site has been split between three distinct areas: Stage 1, Stage 2, and Stage 3.

Table 4-2: Estimated Landfill Lifespan

Stage	Number of Trenches	Available Void Space (m ³)	Net Void Space ex. 20% Cover Soils (m ³)	Landfill Capacity (yrs)*
Stage 1	1	12,606	10,110	4
Stage 2	10	157,940	126,788	52
Stage 3	11	147,787	118,353	40
Total	22	318,333	255,251	96

*Assumed at 0.5t/m³ compaction rate

It is estimated that there is approximately 255,251m³ of void space remaining at the Site between the existing Stage 1 landfill and proposed Stages 2 and 3. With the ‘worst case’ waste input volumes, there is an estimated landfill lifespan of approximately 4 years remaining in Stage 1 using the compaction rate of 0.5t/m³.

The Site lifespan and void consumption rates are sensitive to changes in the amount of cover soil used, waste inputs, and the compaction rate at the Site. The on-site void consumption rate should be monitored annually to determine a more accurate representation of void consumption for lifespan modelling. Similarly, changes in waste input will impact the void consumption onsite, therefore, waste and void calculations should be updated regularly to better understand the future demand for landfill void and plan the key capital expenditure works accordingly. The spreadsheet provided by Talis aims to assist with updating these values by providing a framework for monitoring and calculating the input waste streams, cover soils, waste density and capping material availability. Instructions for using the spreadsheet are contained within the workbook.

4.8 Material Balance

A Material Balance is the calculation of the volume of materials required to carry out engineering works, daily cover activities for the landfill and its final restoration and comparing these quantities to the volume of material which can be retrieved from the Site. The balance of material requirements against supply over the life of the landfill should be considered during the conceptual design stage to ensure that the design optimises available fill to meet these requirements. If a Material Balance is not achieved over a landfill’s lifespan, the deficient material will need to be imported at additional cost.

The material required throughout the life of the landfill includes trench construction (internal and external bunds), daily cover material and capping/restoration material, which is further explained as follows:

- Daily cover material and internal bunding is assumed as 20% of the total landfill void;
- The capping material volume is calculated from the modelled three-dimensional area of the top of waste and an assumed restoration soil layer; and
- All the material available from the excavation performed at the Site is assumed suitable for landfill construction and operating activities.

Table 4-3 shows the approximate material balance for Stage 1 and estimates of the material balance for Stages 2 and 3 based on future trench design informed by historical borehole data and EM38 mapping undertaken by RoeROC in 2022.

Table 4-3: Approximate Material Balance Calculations for the Site

Item	Stage 1 Development and Closure	Stage 2 Development and Closure*	Stage 3 Development and Closure*	Surface Water Management	TOTAL
Daily cover material** (m ³)	-2,496	-31,152	-29,433	+0	-63,081
Net cut*** to create new infrastructure (m ³)	+7,800	+92,400	+84,053	+12,259	+196,512
Capping material required (m ³)	-34,000	-61,068	-60,128	+0	-155,196
Total (m³)	-28,696	+180	-5,508	+12,259	-21,765

* Values are estimates based on a 0.85m capping depth over the extent of that Stage. Soil volumes required for attaining required slopes for water shedding will be higher.

**Includes 0.5m internal bunds

*** Net cut for creating new infrastructure doesn't include the soils required for internal or external bunding

Overall, capping for each Stage is the highest material requirement for the Site, requiring a total of 34,000m³ in Stage 1, and an estimated minimum of 121,196m³ for the combined capping of Stage 2 and 3. Currently, there is an overall deficiency of 21,765m³ of materials required for the development and closure of the Site. This value is highly sensitive to the depth of trenches created, and if larger trench depths can be developed across Stage 2 and 3, the overall material deficiency for the Site can be reduced.

This soils deficiency can be made up through a variety of methods, including on-site borrow pits. Coordinating the development of Stage 2 with the closure of Stage 1 can help provide the material requirement for rehabilitation.

4.9 Phasing of the Capping Works

As described in Section 4.7, the total remaining air space of the landfill is estimated to be 318,333m³. The Site currently disposes approximately 1,069t (2,138m³) of waste annually. To improve environmental outcomes for the Site, capping should be undertaken every five to ten years, as filling rates and Council budgets allow. Table 4-4 shows the modelled phasing of the Stages at the Site and the recommended number of capping works for each stage of development.

Table 4-4: Phasing of Capping Works for the Site

Stage	Year of Completion	Recommended Number of Capping Events
Stage 1	2026	1-2
Stage 2	2078	5-11
Stage 3	2118	4-8

The schedule for the phasing of the capping works is heavily dependent on the rate of waste intake between the phases to ensure the next phased area is ready for capping works. Ideally, capping works should be scheduled within six months of completion of tipping operations where possible.

5 Cost Estimates

Talis has prepared indicative cost estimates for the capital works required for the development and closure of the Site, including construction of the surface water management system. These have been based on the proposed trench and capping design and environmental management system for surface water. The cost estimates assume material used in the restoration of the Site will be site-won. No allowance has been made for purchasing or hauling imported material. The cost estimates do not include potential maintenance works required during aftercare.

Several provisions have been allowed for local loading, professional services, and contingency. Local loading has been set at 20% for Narrogin, having regard to regional indices listed within the Rawlinson's Australian Construction Handbook (Edition 38, 2020). The indices are a broad indication of the cost variation within WA and are considered appropriate for this project.

A Professional Services loading of 5% has been applied to cater for consultancy and specialist services required to assist with approvals, design, project management and contract administration activities, site supervision and Construction Quality Assurance. A 10% loading has been included to account for preliminaries, including mobilisation, demobilisation. In addition, a contingency of 20% has been incorporated into the capital cost estimate model.

A summary of the closure cost estimates for the Site is presented in Table 5-1.

Table 5-1: Summary of Cost Estimates for the Closure and Rehabilitation of Site

Stage	Development Cost	Closure Cost
Stage 1	\$24,960	\$331,831
Stage 2	\$344,318	\$544,292
Stage 3	\$334,865	\$535,917
Surface Water Management	-	\$45,444
<i>Subtotal</i>	<i>\$704,142</i>	<i>\$1,460,496</i>
Preliminaries (10%)	\$70,414	\$145,748
Local Loading (20%)*	\$22,907	\$283,651
Professional Services (5%)	\$35,207	\$72,874
Contingency (20%)	\$140,828	\$291,497
Total Cost (ex GST)	\$973,498	\$2,251,255

*Local Loading has only been applied where local costs were not available for use

Taking into account the local loading, professional services and contingency, the overall estimated present day capital cost for the development of the Site is approximately \$975,000, and \$2.25 million for Closure of the Site.

The most expensive element of the works is the earthworks, namely excavation and placement of capping soils. The cost estimate has assumed all soil used in the works can be site-won. If soils need to be imported this can add significant extra cost to the capping works, making this element particularly cost sensitive.

A detailed breakdown of the capital costs is enclosed in Appendix C.

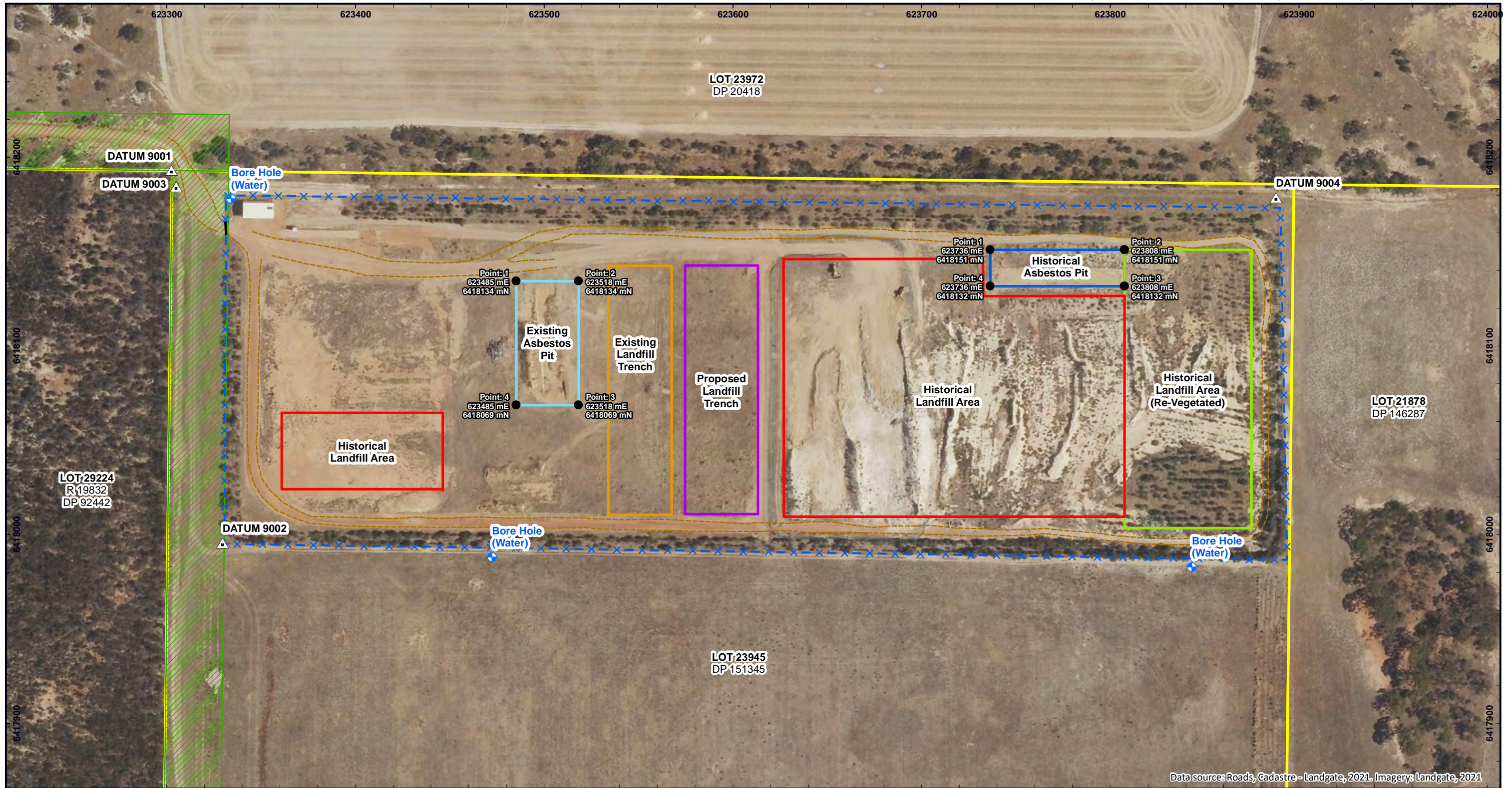
The capital cost estimate has been prepared for the lifetime of the development and is based on the following assumptions:

- Quantities are based on indicative calculations, using geometric approximations for cut requirements;
- Rates are based on Talis' experience in the field and rates published in Rawlinsons Australian Construction Handbook (Edition 38, 2020) and could change depending on market conditions;
- Talis assumes that sufficient material is available onsite to undertake all construction and capping works, except where explicitly otherwise stated;
- Stages 2 and 3 are indicative costs for the 0.85m capping system undertaken from 2D modelling only;
- Professional Fees and Services of 5% has been added to the total cost;
- A 10% allowance has been made for preliminaries;
- Local loading of 20% has been added to the total cost;
- Contingency of 20% has been added to the total cost; and
- GST and inflation are not included in any of the estimates.

6 Recommendations

The continued development operation and closure of the Bending Landfill is dependent on the careful management of onsite materials and optimised location of future landfill developments. As such, Talis recommends the following key actions:

- Excavation of trial pits better map the available airspace between the surface and the granite regolith in all future landfill areas;
- Annual updating of the spreadsheet provided to RoerOC by Talis to update the estimated closure timing and material availability for closure activities, and to help plan the timing of these expenditures;
- Implementation of the staged development plan for the Site, including phased trench development, closure and capping of active cell areas; and
- Investigation of the requirements for the development of Stage 2 and 3 under the existing Site registration.



Data source: Roads, Cadastre - Landgate, 2021. Imagery: Landgate, 2021

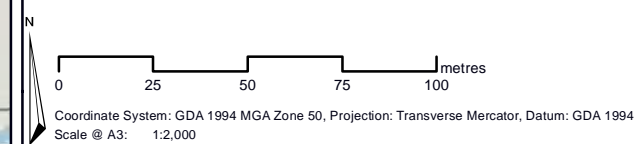
LEGEND

Landuse	Site Layout	Cadastre
Existing Asbestos Pit	Fence	Crown Allotment
Existing Landfill Trench	Gate	Easement
Historical Asbestos Pit	Track	
Historical Landfill Area	Bore Hole	
Historical Landfill Area (Re-Vegetated)	Survey Marks	
Proposed Landfill Trench		



SITE LAYOUT and LANDUSE ZONES
Bendering Landfill Closure

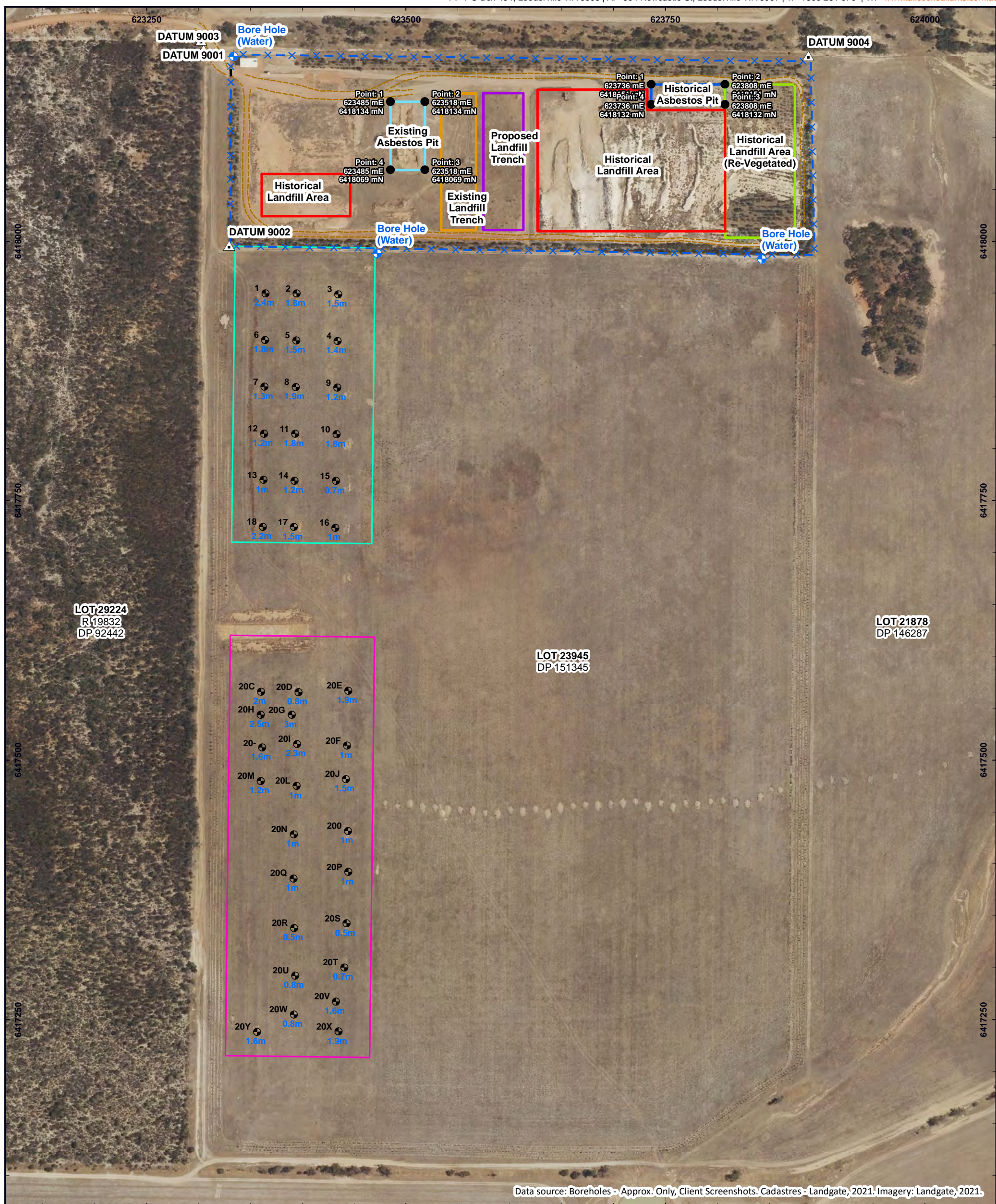
Kondinin
Western Australia



Prepared: N Johnston	Date: 3/12/2021
Reviewed: M Hobley	Figure 1
Project: TW21035	
Revision: A	



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Data source: Boreholes - Approx. Only, Client Screenshots. Cadastres - Landgate, 2021. Imagery: Landgate, 2021.

LEGEND <ul style="list-style-type: none"> Borehole Locations Landuse <ul style="list-style-type: none"> Existing Asbestos Pit Existing Landfill Trench Historical Asbestos Pit Historical Landfill Area Stages <ul style="list-style-type: none"> Stage 2 Stage 3 Historical Landfill Area (Re-Vegetated) Proposed Landfill Trench 		LOCALITY 	BOREHOLE LOCATIONS Bending Landfill Closure Kondinin Western Australia Scale @ A3: 1:3,500 Coordinate System: GDA 1994 MGA Zone 50, Projection: Transverse Mercator, Datum: GDA 1994
		Prepared: N Johnston Reviewed: M Hobley Project: TW21035 Revision: A Date: 24/05/2022	

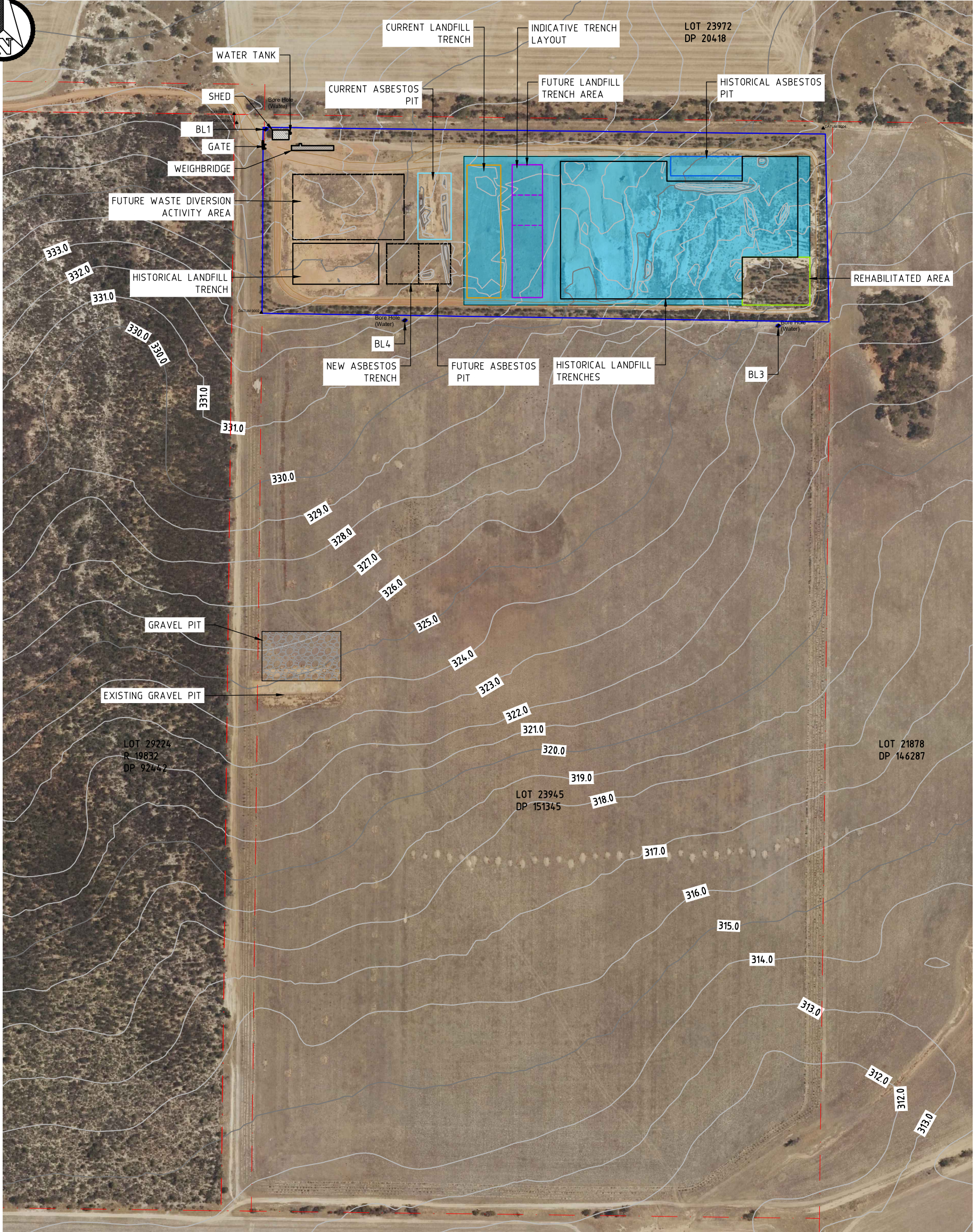
APPENDIX A

Drawings

Drawing C-101: Stage 1 Conceptual Layout

Drawing C-103: Stage 2 and 3 Conceptual Layout

Drawing C-301: Typical Construction Details



LEGEND:

- STAGE 1 CAPPING
- LOT BOUNDARIES

PRELIMINARY ONLY
NOT FOR CONSTRUCTION



VERTICAL DATUM: AUSTRALIAN HEIGHT DATUM
HORIZONTAL DATUM: MGA 94 ZONE 50



ASSET
ENGINEERING
ENVIRONMENT
NOISE
SPATIAL
WASTE

NOTES

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No.	Date	Drawn By	Amendment / Issue	App.
A	21.05.2021	AP	PRELIMINARY ISSUE	MH

Title: **STAGE 1 CONCEPTUAL LAYOUT**

Client:

BENDERING WASTE MANAGEMENT PLAN

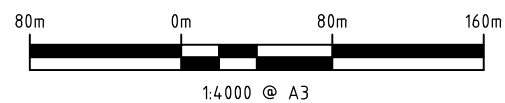
Drawn by:	AP	Job No:	TW21035
Checked by:	AB	File No:	TW21035-C-101
Approved by:	MH	Drg. No:	C-101
Scale:	1:4000 @A3	Rev:	
Date:	21.05.2021		105



LEGEND:

- SURFACE WATER SWALES
- LOT BOUNDARIES

PRELIMINARY ONLY
NOT FOR CONSTRUCTION



VERTICAL DATUM: AUSTRALIAN HEIGHT DATUM
HORIZONTAL DATUM: MGA 94 ZONE 50



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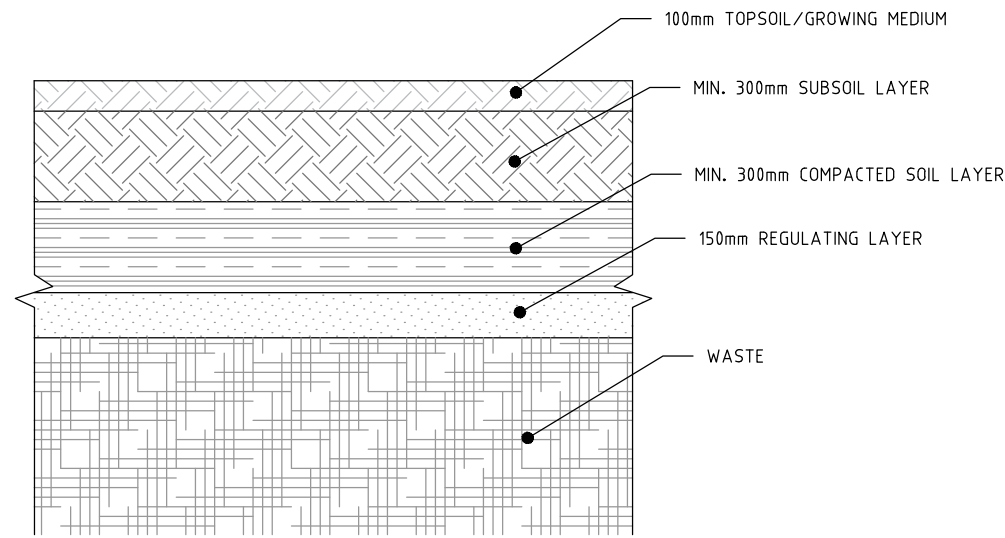
No.	Date	Drawn By	Amendment / Issue	App.
A	21.05.2021	MH	PRELIMINARY ISSUE	MH

Title:
STAGE 2 & 3 CONCEPTUAL LAYOUT

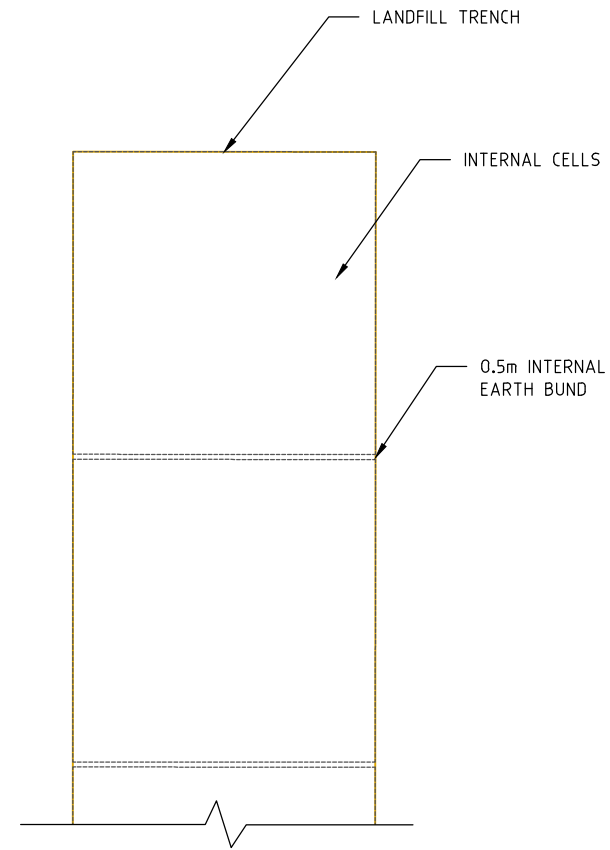


BENDERING WASTE MANAGEMENT PLAN

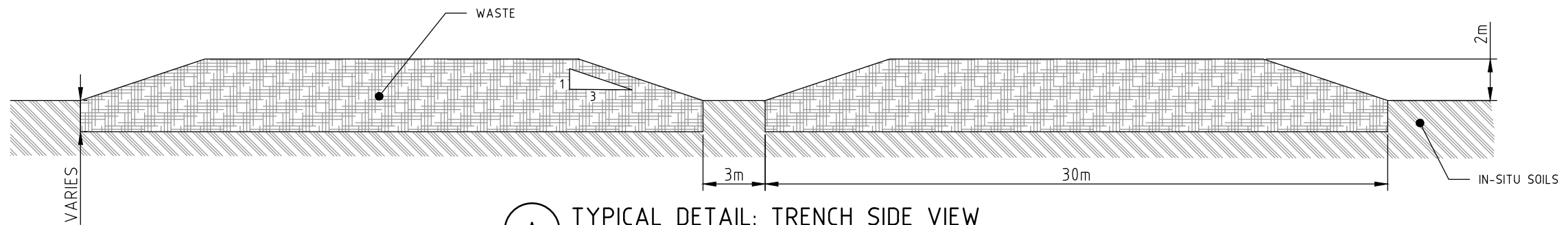
Client:	SHIRE OF CORRIGIN		
Project:	BENDERING WASTE MANAGEMENT PLAN		
Drawn by:	AP	Job No:	TW21035
Checked by:	AB	File No:	TW21035-C-103
Approved by:	MH	Drg. No:	C-103
Scale:	1:4000 @A3	Rev:	A
Date:	21.05.2021		106



TYPICAL DETAIL: CAPPING DESIGN
SCALE: 1:25



TYPICAL DETAIL: TRENCH PLAN VIEW
SCALE: 1:750



A TYPICAL DETAIL: TRENCH SIDE VIEW
SCALE: 1:250

REFER TO PLAN DRAWING 'C-103'
PRE-SETTLEMENT TOP OF WASTE PROFILE SHOWN

PRELIMINARY ONLY
NOT FOR CONSTRUCTION

VERTICAL DATUM: AUSTRALIAN HEIGHT DATUM
HORIZONTAL DATUM: MGA 94 ZONE 50

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Client: SHIRE OF CORRIGIN

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No.	Date	Drawn	Checked	Amendment / Issue	App.
A	01.07.2021	AB	AB	PRELIMINARY ISSUE	MH

Project: **BENDERING WASTE MANAGEMENT PLAN**

Title: **TYPICAL CONSTRUCTION DETAILS**

Scale: AS SHOWN @ A3	Date: 01.07.2021	
Drawn: YJ	Checked: AB	Approved: MH
Job No: TW21035	Drg. No: C-301	Rev:
Filename: TW21035-SET.DWG	107	

APPENDIX B

Surface Water Modelling

Table 1.1: Site Details

Site Location:	Bendering Landfill
Latitude:	-32.3375
Longitude:	118.3125

Table 1.2 Rainfall AEP

Annual Exceedance Probability		Rainfall (mm)										
		63.2%	50.0%	20.0%	10.0%	5.0%	2.0%	1.0%	0.5%	0.2%	0.1%	0.05%
Duration		1:1	1:2	1:5	1:10	1:20	1:50	1:100	1:200	1:500	1:1000	1:2000
Hours	BoM	1:1	1:2	1:5	1:10	1:20	1:50	1:100	1:200	1:500	1:1000	1:2000
0.02	1 min	1.25	1.45	2.18	2.74	3.34	4.23	4.98	6.03	7.56	8.93	10.5
0.03	2 min	2.17	2.5	3.62	4.47	5.36	6.56	7.58	9.01	11.3	13.3	15.7
0.05	3 min	2.91	3.36	4.91	6.07	7.3	9.01	10.5	12.5	15.7	18.5	21.8
0.07	4 min	3.52	4.08	6	7.47	9.02	11.2	13.1	15.7	19.7	23.3	27.5
0.08	5 min	4.03	4.69	6.95	8.68	10.5	13.2	15.5	18.7	23.4	27.6	32.6
0.17	10 min	5.81	6.8	10.3	12.9	15.8	20.2	23.9	29	36.3	42.9	50.6
0.25	15 min	6.96	8.16	12.3	15.6	19.1	24.4	28.9	35.1	44	52	61.3
0.33	20 min	7.83	9.18	13.9	17.5	21.4	27.3	32.3	39.2	49.1	58	68.4
0.42	25 min	8.55	10	15.1	19	23.2	29.5	34.8	42.2	52.8	62.5	73.6
0.50	30 min	9.16	10.7	16.1	20.2	24.6	31.2	36.8	44.5	55.8	65.9	77.7
0.75	45 min	10.6	12.4	18.4	22.9	27.9	35	41.1	49.6	62.1	73.4	86.5
1.00	1 hour	11.8	13.7	20.1	25	30.3	37.8	44.2	53.3	66.7	78.9	92.9
1.50	1.5 hour	13.6	15.7	22.9	28.2	34	42.2	49.1	59.1	74.1	87.5	103
2.00	2 hour	15.1	17.4	25.1	30.8	36.9	45.7	53.1	64	80.2	94.8	112
3.00	3 hour	17.5	20	28.6	35	41.8	51.7	60	72.5	90.8	107	127
4.50	4.5 hour	20.3	23.1	32.7	39.9	47.7	59	68.7	83.3	104	123	146
6.00	6 hour	22.4	25.5	35.9	43.9	52.5	65.3	76.1	92.5	116	137	162
9.00	9 hour	25.6	29.1	41	50.2	60.2	75.5	88.5	108	135	160	189
12.00	12 hour	28	31.7	44.8	55	66.2	83.5	98.5	120	150	178	210
18.00	18 hour	31.3	35.4	50.2	61.9	74.9	95.5	113	138	173	204	241
24.00	24 hour	33.5	37.9	53.9	66.7	81.1	104	124	150	188	222	262
30.00	30 hour	35.1	39.8	56.5	70.1	85.5	110	131	160	200	237	278
36.00	36 hour	36.4	41.1	58.5	72.8	88.9	114	137	166	208	246	289
48.00	48 hour	38.2	43.2	61.4	76.4	93.4	120	144	173	216	255	299
72.00	72 hour	40.6	45.8	64.8	80.4	98	125	150	177	221	260	305
96.00	96 hour	42.4	47.8	67.1	82.6	100	127	152	178	222	261	307
120.00	120 hour	44.2	49.7	69.1	84.4	101	127	152	180	224	262	309
144.00	144 hour	46.1	51.6	71.1	86.1	102	127	152	182	226	265	312
168.00	168 hour	48	53.8	73.3	87.9	103	128	153	185	229	269	316

Table 2.1 Catchment Summary

Catchments	Area (m ²)	Catchment Surface	Comments	Runoff Coefficient
Catchment A	54,550	Graded or No Plant Cover, Clayey Soil, Flat, 0 - 5%	Stage 1	0.5
Catchment B	65,312	Graded or No Plant Cover, Clayey Soil, Flat, 0 - 5%	Stage 2	0.5
Catchment C	30,591	Graded or No Plant Cover, Clayey Soil, Flat, 0 - 5%	Stage 3 North	0.5
Catchment D	33,691	Graded or No Plant Cover, Clayey Soil, Flat, 0 - 5%	Stage 3 South	0.5
Total Area (m²)	184,144		Composite Runoff Coefficient	0.500

Table 3.1 Pond Design Events

Minimum Design Event	
Design Period	1:10
Storm Duration	24 hour
Total Rainfall (mm)	66.7
Maximum Design Event	
Design Period	1:20
Storm Duration	24 hour
Total Rainfall (mm)	81.1

Table 3.2 SW Movement into Ponds

	Pond 1	Pond 2
Catchment A	YES	
Catchment B	YES	
Catchment C	YES	YES
Catchment D		YES

NOTES:

- Volume of Pond: $V=(h/6)*((LxW)+((W+W_b)*(LxL_b))+(L_b*W_b))$
- Passing Minimum Storage Requirement means Operational Capacity is not exceeded during minimum storm event
- Passing Maximum Storage Requirement means Total Capacity is not exceeded during maximum storm event

Table 3.3 Pond Design Details

Aspect	Pond 1	Pond 2
W (m)	30	30
L (m)	158	78
h (m)	1.7	1.5
Side Slope (1:V)	3	3
Freeboard (m)	0.5	0.5
Base Width (m)	19.8	21
Base Length (m)	147.8	69
Operational Width (m)	27	27
Operational Length (m)	155	75
Pond Catchment Area (m ²)	4,740	2,340
Operational Capacity (m ³)	4,256	1,731
Total Capacity (m ³)	6,487	2,822

Table 3.4 Pond Capacity Checks

Aspect	Pond 1	Pond 2
Catchment Area (m ²)	150,453	64,282
Runoff Coefficient	0.5	0.5
Minimum Storage Requirement (m ³)	5,334	2,300
Storage Check	PASS	PASS
Maximum Storage Requirement (m ³)	6,485	2,796
Storage Check	PASS	PASS

APPENDIX C

Cost Estimates

Bendering Landfill

Table A: Quantities and Costs for Construction

No	Item	Unit	Rate	Total Amount	Total Quantity	Costs				Quantities			
						Stage 1	Stage 2	Stage 3	Surface Water	Stage 1	Stage 2	Stage 3	Surface Water
Landfill Cell Construction													
Landfill													
Earthworks													
	Clear and Grub	m ²	\$ 0.75	\$ 114,532.50	152,710	\$ -	\$ 48,637.50	\$ 65,895.00	\$ -	0	64,850	87,860	
	Cut to Spoil	m ³	\$ 3.20	\$ 589,609.60	184,253	\$ 24,960.00	\$ 295,680.00	\$ 268,969.60	\$ -	7,800	92,400	84,053	
	Cell Construction Subtotal			\$ 704,142.10		\$ 24,960.00	\$ 344,317.50	\$ 334,864.60	\$ -				
	Preliminaries		10%	\$ 70,414.21		\$ 2,496.00	\$ 34,431.75	\$ 33,486.46	\$ -				
	Professional Fees and Services		5%	\$ 35,207.11		\$ 1,248.00	\$ 17,215.88	\$ 16,743.23	\$ -				
	Local Loading		20%	\$ 22,906.50		\$ -	\$ 9,727.50	\$ 13,179.00	\$ -				
	Contingency		20%	\$ 140,828.42		\$ 4,992.00	\$ 68,863.50	\$ 66,972.92	\$ -				
				\$ 973,498.34		\$ 33,696.00	\$ 474,556.13	\$ 465,246.21	\$ -				
Capping Works													
	Installation of 150mm Regulating Layer	m ³	\$ 7.60	\$ 217,139.33	28,571	\$ 54,594.60	\$ 81,902.50	\$ 80,642.23	\$ -	7,184	10,777	10,611	
	Installation of 300mm Compacted Soil Layer	m ³	\$ 9.50	\$ 542,848.34	57,142	\$ 136,486.50	\$ 204,756.26	\$ 201,605.58	\$ -	14,367	21,553	21,222	
	Placement of 300mm site-won Subsoil Layer	m ³	\$ 4.62	\$ 233,011.69	50,435	\$ 35,391.51	\$ 99,576.20	\$ 98,043.98	\$ -	7,661	21,553	21,222	
	Supply and Placement of 100mm Topsoil Layer	m ³	\$ 22.00	\$ 419,040.82	19,047	\$ 105,358.00	\$ 158,057.46	\$ 155,625.36	\$ -	4,789	7,184	7,074	
Stormwater Management													
Landfill Perimeter Swales													
	Clear and Grub	m ²	\$ 0.41	\$ 3,312.80	8,080	\$ -	\$ -	\$ -	\$ 3,312.80				8,080
	Cut to Spoil	m ³	\$ 3.20	\$ 9,440.00	2,950	\$ -	\$ -	\$ -	\$ 9,440.00				2,950
Pond 1													
Earthworks													
	Clear and Grub	m ²	\$ 0.41	\$ 1,943.40	4,740	\$ -	\$ -	\$ -	\$ 1,943.40				4,740
	Cut to Spoil	m ³	\$ 3.20	\$ 20,758.40	6,487	\$ -	\$ -	\$ -	\$ 20,758.40				6,487
Pond 2													
Earthworks													
	Clear and Grub	m ²	\$ 0.41	\$ 959.40	2,340	\$ -	\$ -	\$ -	\$ 959.40				2,340
	Cut to Spoil	m ³	\$ 3.20	\$ 9,030.40	2,822	\$ -	\$ -	\$ -	\$ 9,030.40				2,822
	Capping Subtotal			\$ 1,457,484.58		\$ 331,830.61	\$ 544,292.42	\$ 535,917.15	\$ 45,444.40				
	Preliminaries		10%	\$ 145,748.46		\$ 33,183.06	\$ 54,429.24	\$ 53,591.71	\$ 4,544.44				
	Professional Fees and Services		5%	\$ 72,874.23		\$ 16,591.53	\$ 27,214.62	\$ 26,795.86	\$ 2,272.22				
	Local Loading		20%	\$ 283,651.16		\$ 66,366.12	\$ 108,858.48	\$ 107,183.43	\$ 1,243.12				
	Contingency		20%	\$ 291,496.92		\$ 66,366.12	\$ 108,858.48	\$ 107,183.43	\$ 9,088.88				
	Total Capping Cost			\$ 2,251,255.33		\$ 514,337.45	\$ 843,653.25	\$ 830,671.58	\$ 62,593.06				
	Total Capping and Construction Cost			\$ 3,224,753.67		\$ 548,033.45	\$ 1,318,209.37	\$ 1,295,917.79	\$ 62,593.06				



Assets | Engineering | Environment | Noise | Spatial | Waste

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**ATTACHMENT – AGENDA ITEM 8.2.1
Annual Report Elected Members Training**

Annual Report of Training undertaken by Elected Members of the Shire of Narembeen 2021-2022



Pursuant to Section 5.127 of the Local Government Act 1995:

- (1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.
- (2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates

Elected Member	Training Course	Training Dates	Location	Training Provider	Cost
Cr Kellie Mortimore (President)	Nil				
Cr Scott Stirrat (Deputy President)	<ul style="list-style-type: none"> • Understanding Local Government • Serving on Council • Meeting Procedures 	June 2022	Online	WALGA	\$550
Cr Trevor Cole	<ul style="list-style-type: none"> • Understanding Local Government • Conflict of Interest • Meeting Procedures • Serving on Council • Understanding Financial Reports and Budgets 	June 2022	Online	WALGA	\$550
Cr Michael Currie	<ul style="list-style-type: none"> • Understanding Local Government • Conflict of Interest • Meeting Procedures • Serving on Council • Understanding Financial Reports and Budgets 	June 2022	Online	WALGA	\$550
Cr Christopher Bray	<ul style="list-style-type: none"> • Understanding Local Government • Conflict of Interest • Meeting Procedures • Serving on Council • Understanding Financial Reports and Budgets 	April and May 2022	Face to Face	WALGA	\$2,460.00
Cr Holly Cusack	<ul style="list-style-type: none"> • Understanding Local Government • Conflict of Interest • Meeting Procedures • Serving on Council • Understanding Financial Reports and Budgets 	June 2022	Online	WALGA	\$550
Cr Warren Milner	Nil				
Cr Amy Hardham	Nil				

All Elected Members were reminded of their obligations under the *Local Government Act 1995* during the year with respect to the following:

- Primary and Annual Declarations of Financial Interest
- Compliance with the Council's Adopted Code of Conduct; and
- Local Government Act 1995 - Rules of Conduct

**ATTACHMENT – AGENDA ITEM 8.2.2
Monthly Financial Report – June 2022**

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 June 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Original Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1	2,363,237	2,437,701	2,437,701	2,437,701	0	0%	
Revenue from operating activities								
Governance		38,937	53,619	50,434	45,015	(5,419)	(11%)	▼
General Purpose Funding - All Rates		1,870,449	1,870,449	1,870,449	1,878,801	8,352	0%	
General Purpose Funding - Other		1,056,589	1,122,858	1,113,449	3,015,240	1,901,790	171%	▲
Law, Order and Public Safety		71,093	71,093	69,495	67,741	(1,754)	(3%)	
Health		12,691	12,691	12,691	2,145	(10,546)	(83%)	▼
Housing		120,294	120,294	113,827	198,611	84,784	74%	▲
Community Amenities		341,604	341,604	320,007	438,338	118,331	37%	▲
Recreation and Culture		83,850	83,850	80,172	68,086	(12,086)	(15%)	
Transport		550,886	550,886	521,694	1,141,154	619,460	119%	▲
Economic Services		268,962	268,962	246,532	218,551	(27,981)	(11%)	▼
Other Property and Services		136,690	126,810	116,738	130,694	13,956	12%	▲
		4,552,045	4,623,116	4,515,488	7,204,377			
Expenditure from operating activities								
Governance		(231,829)	(231,829)	(220,708)	(1,291,079)	(1,070,371)	(485%)	▼
General Purpose Funding		(168,579)	(168,579)	(154,430)	(21,684)	132,746	86%	▲
Law, Order and Public Safety		(193,936)	(193,936)	(177,722)	(106,632)	71,090	40%	▲
Health		(184,767)	(184,767)	(162,631)	(151,071)	11,560	7%	
Housing		(226,672)	(226,672)	(211,594)	(84,175)	127,419	60%	▲
Community Amenities		(1,145,727)	(1,145,727)	(1,070,215)	(649,540)	420,675	39%	▲
Recreation and Culture		(1,402,106)	(1,448,106)	(1,332,710)	(1,195,816)	136,895	10%	▲
Transport		(2,970,183)	(2,970,183)	(2,722,752)	(2,431,158)	291,594	11%	▲
Economic Services		(509,424)	(509,424)	(467,387)	(384,239)	83,148	18%	▲
Other Property and Services		(111,775)	(136,775)	(129,304)	(385,418)	(256,114)	(198%)	▼
		(7,144,999)	(7,215,999)	(6,649,453)	(6,700,810)			
Operating activities excluded from budget								
Add back Depreciation		2,989,264	2,989,264	2,989,264	3,106,232	116,968	4%	
Adjust (Profit)/Loss on Asset Disposal		35,568	35,568	35,568	(303,417)	(338,985)	(953%)	▼
Non-cash amounts excluded from operating activities		3,024,832	3,024,832	3,024,832	2,802,815			
Amount attributable to operating activities		431,878	431,949	890,867	3,306,381			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	6	5,261,461	4,433,780	4,433,780	1,386,348	(3,047,432)	(69%)	▼
Proceeds from Disposal of Assets		721,664	721,664	0	84,351	84,351		▲
Capital Acquisitions	5	(7,587,854)	(7,516,413)	(7,516,413)	(3,572,583)	3,943,830	52%	▲
Amount attributable to investing activities		(1,604,729)	(2,360,969)	(3,082,633)	(2,101,884)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		15,264	15,264	15,264	15,264	0	0%	
Transfer from Reserves		0	172,359	0	0	0		
Repayment of Debentures		(86,671)	(86,671)	(86,671)	(86,671)	0	0%	
Transfer to Reserves		(1,118,979)	(1,118,979)	(1,320,243)	(1,320,243)	0	0%	
Amount attributable to financing activities		(1,190,386)	(1,018,027)	(1,391,650)	(1,391,650)			
Closing Funding Surplus(Deficit)	1	0	(509,346)	(1,145,714)	2,250,549			

KEY INFORMATION

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

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

BY NATURE OR TYPE

	Ref	Original	Amended	Amended	YTD	YTD	Var. \$	Var. %	
	Note	budget	Annual Budget	YTD Budget (a)	Actual (b)	(b)-(a)	(b)-(a)/(a)	Var.	
			\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	1	2,363,237	2,437,701	2,437,701	2,437,701	0	0%		
Revenue from operating activities									
Rates		1,870,449	1,870,449	1,870,449	1,878,801	8,352	0%		
Specified Area Rates	5	0	0	0	0	0			
Operating Grants, Subsidies and Contributions	6	1,930,587	1,996,856	1,996,856	5,115,589	3,118,733	156%	▲	
Fees and Charges		570,098	560,218	560,218	633,207	72,989	13%	▲	
Service Charges		0	0	0	0	0			
Interest Earnings		43,059	43,059	43,059	27,238	(15,821)	(37%)		
Other Revenue		74,885	89,567	89,567	151,268	61,701	69%	▲	
Profit on Disposal of Assets		62,968	62,968	62,968	303,417				
		4,552,045	4,623,116	4,623,117	8,109,520				
Expenditure from operating activities									
Employee Costs		(2,030,431)	(2,030,431)	(2,030,431)	(2,116,150)	(85,719)	0%		
Materials and Contracts		(1,474,803)	(1,545,803)	(1,545,803)	(1,593,946)	(48,143)	30%		
Utility Charges		(251,750)	(251,750)	(251,750)	(264,972)	(13,222)	(5%)		
Depreciation on Non-Current Assets		(2,989,264)	(2,989,264)	(2,989,264)	(3,106,232)	(116,968)	(4%)		
Interest Expenses		(44,108)	(44,108)	(44,108)	(32,631)	11,477	26%		
Insurance Expenses		(199,607)	(199,607)	(199,607)	(204,741)	(5,134)	(3%)		
Other Expenditure		(56,500)	(56,500)	(56,500)	(44,439)	12,061	21%		
Loss on Disposal of Assets		(98,536)	(98,536)	(98,536)	0				
		(7,144,999)	(7,215,999)	(7,215,999)	(7,363,110)				
Operating activities excluded from budget									
Add back Depreciation		2,989,264	2,989,264	2,989,264	3,106,232	116,968	4%		
Adjust (Profit)/Loss on Asset Disposal		35,568	35,568	35,568	(303,417)	(338,985)	(953%)	▼	
		3,024,832	3,024,832	3,024,832	2,802,815				
Non-cash amounts excluded from operating activities		431,878	431,949	431,950	3,549,224				
Amount attributable to operating activities									
Investing activities									
Non-operating grants, subsidies and contributions	6	5,261,461	4,433,780	4,433,780	1,386,348	(3,047,432)	(69%)	▼	
Proceeds from Disposal of Assets		721,664	721,664	0	84,351	84,351		▲	
Capital acquisitions	5	(7,587,854)	(7,516,413)	(7,516,413)	(3,572,583)	3,943,830	52%	▲	
Amount attributable to investing activities		(1,604,729)	(2,360,969)	(3,082,633)	(2,101,884)				
Financing Activities									
Self-Supporting Loan Principal		15,264	15,264	15,264	15,264				
Transfer from Reserves		0	172,359	0	0	0			
Repayment of Debentures		(86,671)	(86,671)	(86,671)	(86,671)	0	0%		
Transfer to Reserves		(1,118,979)	(1,118,979)	(1,320,243)	(1,320,243)	0	0%		
Amount attributable to financing activities		(1,190,386)	(1,018,027)	(1,391,650)	(1,391,650)				
Closing Funding Surplus (Deficit)	1	0	(509,346)	(1,604,633)	2,493,392				

KEY INFORMATION

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

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

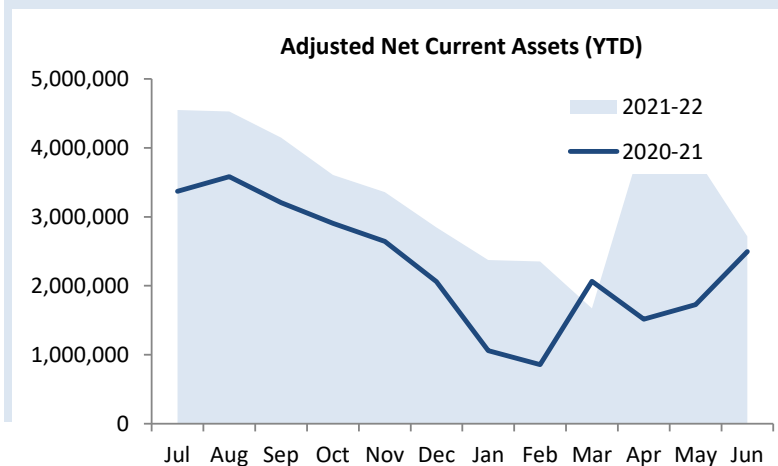
Adjusted Net Current Assets	Ref Note	30 June 2021	This Time Last Year 30 Jun 2021	Year to Date Actual 30 Jun 2022
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	3,426,704	3,426,704	4,514,147
Cash Restricted	3	2,813,325	2,813,325	4,133,567
Receivables - Rates	4	109,967	113,926	77,843
Receivables - Other	4	28,392	28,392	173,437
Loans receivable		15,264	15,264	0
Interest / ATO Receivable		81,999	82,000	71,150
Inventories		13,371	13,372	13,372
Land held for resale - current		0	0	0
Contract Asset		0	0	0
		6,489,022	6,492,982	8,983,516
Less: Current Liabilities				
Payables		(284,870)	(284,870)	(633,512)
Provisions - employee		(309,959)	(309,959)	(309,959)
Long term borrowings		(86,671)	(86,671)	0
Contract Liability		(627,900)	(627,900)	(1,217,253)
		(1,309,400)	(1,309,400)	(2,160,724)
Unadjusted Net Current Assets		5,179,622	5,183,582	6,822,792
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(2,813,325)	(2,813,325)	(4,133,567)
Less: Loans receivable		(15,264)	(15,264)	0
Add : Long Term Borrowings		86,671	86,671	0
Adjusted Net Current Assets		2,437,701	2,441,665	2,689,225

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$2.69 M
Last Year YTD
Surplus(Deficit)
\$2.44 M

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
	(5,419)		underbudget		Timing of councillor sitting fee payments, awaiting contractor commencement asset management and valiations.
Governance		(11%)		Timing	
General Purpose Funding - Other	1,901,790	171%	overbudget	Permanent	22/23 FAGS grants prepaid
Health	(10,546)	(83%)	underbudget	Timing	Budgeted YTD profit of \$13k from asset sales yet to be includes proceeds from sale of 26 Thomas St
Housing	84,784	74%	overbudget	Timing	
Community Amenities	118,331	37%	overbudget	Timing	CRC Revenue is \$80k better than YTD budget due to grants and other operating income, additional rubbish collection charges are \$9k better than YTD budget.
Transport	619,460	119%	overbudget	Permanent	22/23 Local road grants prepaid
Other Property and Services	13,956	12%	overbudget	Timing	Commercial building rent \$7k better than YTD Budget.
Expenditure from operating activities					
Law, Order and Public Safety	71,090	40%	underbudget	Timing	Depreciation \$14k and animal control expenses \$9k better than YTD budget.
Community Amenities	420,675	39%	underbudget	Timing	No expenditure YTD against the allocated budget of \$245k for land development projects (jobs LD0, LD1 & LD3).
Transport	291,594	11%	underbudget	Timing	Road Maintenance expenditure is \$128k higher than YTD budget, this is due to budgets being spread over 12 months. This should even out as Capital road projects commence. Depreciation costs \$270k underbudget.
Other Property and Services	(256,114)	(198%)	overbudget	Timing	Corrections of Depreciation
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(3,047,432)	(69%)	underbudget	Timing	Grant income is brought to account when relevant costs are incurred. No revenue recognised YTD against budget for R2R, Black Spot funding WSNF programs
Proceeds from Disposal of Assets	84,351		overbudget	Timing	3 assets sold YTD with transactions yet to be entered into the assets register.
(Profit)/Loss on Asset Disposal	(338,985)		underbudget	Timing	3 assets sold YTD with transactions yet to be entered into the assets register.
Capital Acquisitions	3,943,830	52%	underbudget	Timing	Refer to Note 5 for variance explanations.

KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

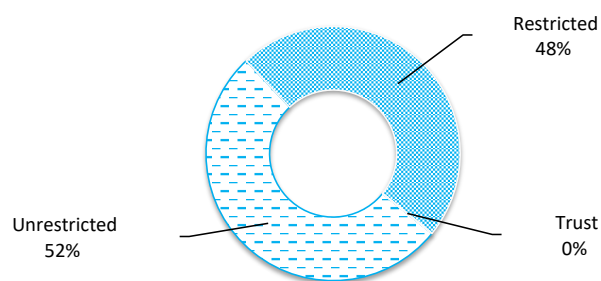
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	657			657			
At Call Deposits							
Municipal Fund	1,733,115			1,733,115	Bankwest	0.10%	
Reserve Fund		1,628,054		1,628,054	Bankwest	0.00%	
Trust Fund			3,006	3,006	Bankwest	0.00%	
Term Deposits							
Municipal Investment - Term Deposit CBA 38420506	1,780,391			1,780,391	CBA	2.14%	11/11/2022
Municipal Investment - Term Deposit (188-037927-7)	1,000,000			1,000,000	Bankwest	0.20%	15/08/2022
Reserve investment - Term Deposit (188-037925-1)		2,004,660		2,004,660	Bankwest	0.30%	13/07/2022
Reserve investment - Term Deposit (188-037924-3)		500,853		500,853	Bankwest	0.30%	13/07/2022
Total	4,514,163	4,133,567	3,006	8,650,736			

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
\$8.65 M	\$4.51 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 Jun 22
	\$
Opening Arrears	109,967
Levied this year	1,877,223
Less Collections to date	(1,909,347)
Equals Current Outstanding	77,843
Net Rates Collectable	77,843
% Collected	101.71%

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

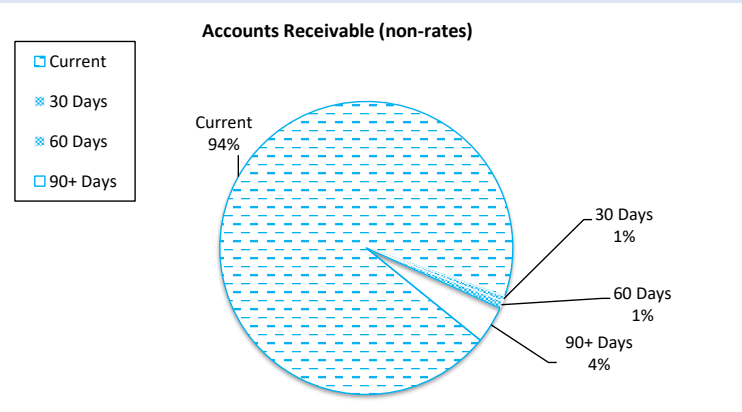
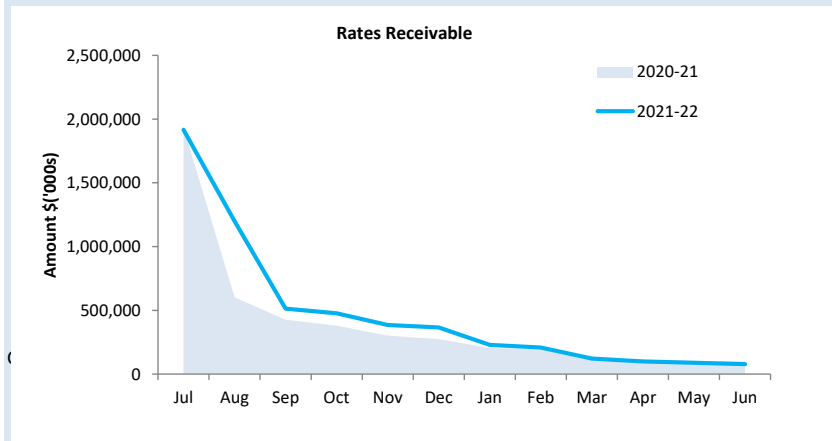
Amounts shown above include GST (where applicable)

KEY INFORMATION

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

SIGNIFICANT ACCOUNTING POLICIES

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



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

Rates Received	Rates Due
102%	\$77,843

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

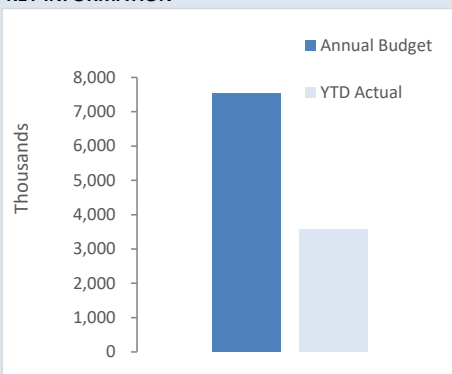
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	Current		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Land		0	0	0	0
Buildings	1,077,525	963,255	963,255	338,658	(624,597)
Plant & Equipment	1,038,840	1,038,840	1,038,840	365,422	(673,418)
Furniture & Equipment	70,000	80,048	80,048	28,518	(51,530)
Infrastructure - Roads	3,878,841	3,606,484	3,606,484	1,836,279	(1,770,205)
Other Infrastructure	1,522,648	1,827,786	1,827,786	1,003,707	(824,079)
Capital Expenditure Totals	7,587,854	7,516,413	7,516,413	3,572,583	(3,943,830)
Funding of Capital Acquisitions:					
		\$	\$		
Capital grants and contributions	5,261,461	4,433,780	4,433,780	1,386,348	(3,047,432)
Borrowings	721,664	0	0	0	0
Other (Disposals & C/Fwd)	0	721,664	0	0	0
Contribution from Rates and other revenue	1,432,370	2,188,610	3,082,633	2,186,235	(896,398)
Capital Funding Total	7,587,854	7,516,413	7,516,413	3,572,583	(3,943,830)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.52 M	\$3.57 M	48%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$4.43 M	\$1.39 M	31%

INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)

		Original Budget	Amended Budget	YTD Budget				
					0			44,755
Buildings Specialised								
Administration Office and Chambers Refurbishment - stage 1,2	2055	45,000	45,000	45,000	317	-44,683	consultant appointed	
LRCI stage 1 - Town Hall upgrades	1704	157,269	157,269	157,269	159,773	2,504	project underway	
LRCI stage 2 - Church Museum upgrades	2073	131,256	131,256	131,256	131,764	508	project underway	
Narembeen Gym - Solar panels	2077	10,000	0	0	0	0	not proceeding	
St Pauls Church – asbestos lining to the power/switchboards box, front gable and veranda lining	2089	7,000	0	0	3,114	3,114	complete	
LRCI Stage 3 Townhall upgrades	2093	200,000	102,730	102,730	0	-102,730	project underway	
Caravan Park Amenities Upgrade	2063	20,000	20,000	20,000	37,840	17,840	Complete	
Repalce asbestos fence (Numbats)	2088	7,000	7,000	7,000	5,850	-1,150	complete by July 2022	
Sub Total		577,525	463,255	463,255	338,658	-141,288		
Building - Non Specialised								
2 new houses Cheetham Way	2045	500,000	500,000	500,000	0	-500,000	Strategy to be developed	
Total Buildings		1,077,525	963,255	963,255	338,658	-641,288		
Furniture and Equipment								
Hardware Renewal and Plan Initiatives (Admin Server)	2043	25,000	25,000	25,000	0	-25,000	project ongoing	
new electronic payroll system	2096	45,000	55,048	55,048	28,518	-26,530	implemented July 2022	
		70,000	80,048	80,048	28,518	-51,530		
Plant & Equipment								
Replacement Vehicle - CEO	2029	70,000	70,000	70,000	18,836	-51,164	Completed	
Replacement Vehicle - EMCS	2054	45,000	45,000	45,000	49,379	4,379	Completed	
Replacement Vehicle - Doctor	2056	45,000	45,000	45,000	23,499	-21,501	Completed	
Cat Backhoe	2066	173,840	173,840	173,840	175,412	1,572	Completed	
Water Tanker NB5868	2068	100,000	100,000	100,000	98,295	-1,705	Completed	
LRCI stage 3 - Electronic sign board	2094	50,000	50,000	50,000	0	-50,000	seeking quotes	
Toyota Landcruiser - Skeleton Weed Vehicle NB7511	2041	70,000	70,000	70,000	0	-70,000	sought quotes. Waiting	
Prime Mover NB7704	2086	300,000	300,000	300,000	0	-300,000	Defer	
Howard Porter Side Tipper NB3937	2087	110,000	110,000	110,000	0	-110,000	Defer	
Electronic fuel management system	2095	30,000	30,000	30,000	0	-30,000	Quotes sought	
Replacement Vehicle - Mechanic	2064	45,000	45,000	45,000	0	-45,000	Defer	
		1,038,840	1,038,840	1,038,840	365,422	-673,418		

INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Infrastructure - Roads							
R2R - Soldiers road gravel resheet	2062	510,025	510,025	510,025	106,531	-403,494	Due for May Completion
RRG Funded - Narembeen South Road slk10.90-14.62 (4170005)	2079	561,735	561,735	561,735	382,254	-179,481	Completed except for final seal
WSFN - Narembeen-Kondinin Road slk10-13.2 widen to 10m and overlay	2080	830,000	0	0	20,010	20,010	Completed except for final seal
WSFN - Narembeen-Kondinin Road slk14-16 widen and overlay	2081	530,000	583,000	583,000	437,014	-145,986	Completed except for final seal
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	110,000	110,000	110,000	0	-110,000	Design of next stage underway
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 other preliminary work	2083	70,000	70,000	70,000	57,711	-12,289	Design of next stage underway
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc	2084	145,000	145,000	145,000	29,185	-115,815	Design of next stage underway
WSFN - Merredin-Narembeen Road SLK 18.5-24.5 Survey design, drawings	2097	109,800	0	0	0	0	Advice from WSFN is that project will not proceed
Latham road Improvements (C/F)	2015	822,281	1,376,724	1,376,724	789,651	-587,073	Contractor commence Mid April
Longhurst Street Improvements - c/f	G136	90,000	0	0	4,987	4,987	Defer
LRCI stage 3 - Seal Laneway Savage Street - Latham Road	2091	100,000	250,000	250,000	8,936	-241,065	Requested Water Corp to remove pipe
		3,878,841	3,606,484	3,606,484	1,836,279	-1,770,205	
Other Infrastructure							
LRCI stage 2 - Walker lake Dual use path	1924	241,641	414,738	414,738	405,084	-9,654	Complete
Dual Use Footpath - Brown / Ada Street	2018	100,000	100,000	100,000	90,738	-9,262	Complete
LRCI stage 3 - Footpath Infrastructure	1430	143,684	175,725	175,725	3,964	-171,761	Design stage
LRCI stage 3 - Planning and improvements Churchill Street	2092	250,000	350,000	350,000	0	-350,000	Progressing
Drought Communities funding - Apex Park Precinct Upgrade	2061	541,361	541,361	541,361	337,052	-204,309	Complete
Town Dam Fencing c/f	2070	30,000	30,000	30,000	0	-30,000	Expected installation July 2022
LRCI stage 1 - Main Street upgrades	2071	165,962	165,962	165,962	166,824	862	Complete
LRCI stage 3 - Walker Lake exercise equipment	2090	50,000	50,000	50,000	45	-49,955	Awaiting delivery
		1,522,648	1,827,786	1,827,786	1,003,707	-824,079	
TOTAL CAPITAL ACQUISITIONS		7,587,854	7,516,413	7,516,413	3,572,583	-3,960,520	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

NOTE 6
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant Operating (LG Grants Commission) - Income	631,479	646,618	646,618	1,968,178	1,321,560
Financial Assistance Grant Funding - Roads (LG Grants Com) - Income	373,110	424,240	424,240	863,071	438,831
	1,004,589	1,070,858	1,070,858	2,831,249	1,760,391
Governance					
Emergency Services Levy (ESL) Contribution (DFES) - Income				6,543	6,543
	0	0	0	6,543	0
Emergency Services Levy (ESL) Contribution (DFES) - Income					
Emergency Services Levy (ESL) Contribution (DFES) - Income	4,000	4,000	4,000	0	(4,000)
Bush Fire Brigade Operating Grant (DFES) - Income	12,000	12,000	12,000	12,801	801
		0			
	16,000	16,000	16,000	12,801	(3,199)
Community Amenities					
CRC Grants and Contributions	159,000	159,000	159,000	252,622	93,622
	159,000	159,000	159,000	252,622	93,622
Recreation and Culture					
Rec & Sport - Other Income	25,000	25,000	25,172	9	(25,163)
Library - Income	1,500	1,500	1,500	0	(1,500)
Pool Operating Grant (Dept. of Finance) - Income	0	0	0	0	0
	26,500	26,500	26,672	9	(26,663)
Transport					
Direct Grant Funding (Main Roads) - Income	200,626	200,626	200,626	211,240	10,614
Airfield Contributions				1,406	
Road Maintenance Contributions	346,260	346,260	346,260	427,503	81,243
	546,886	546,886	546,886	640,149	91,857
Economic Services					
Grant Funding - Skeleton Weed Program (DAFWA) - Income	177,612	177,612	177,612	169,174	-8,438
	177,612	177,612	177,612	169,174	(8,438)
Operating grants, subsidies and contributions Total	1,930,587	1,996,856	1,997,028	3,912,547	1,907,570
Non-operating grants, subsidies and contributions					
Community Amenities					
Local Road and Community Infrastructure Funding Round 3	1,093,684	1,093,684	1,093,684	12,944	(1,080,740)
	1,093,684	1,093,684	1,093,684	12,944	-1,080,740
Recreation and Culture					
Drought Communities Funding	710,964	710,964	710,964	448,152	(262,812)
	710,964	710,964	710,964	448,152	-262,812
Transport					
Regional Road Group Funding (Main Roads) - Income	343,337	343,337	343,337	1,331,716	988,379
Roads to Recovery Funding (FDoT) - Income	510,025	510,025	510,025	105,843	(404,182)
Black Spot Funding - Income	636,663	636,663	636,663	377,963	(258,700)
Footpath grants	291,641	291,641	291,641	158,737	(132,904)
Wheatbelt Secondary Freight Network	1,675,147	847,466	847,466	0	(847,466)
	3,456,813	2,629,132	2,629,132	1,974,258	192,592
Non-operating grants, subsidies and contributions Total	5,261,461	4,433,780	4,433,780	2,435,354	(1,150,960)
Grand Total	7,192,048	6,430,636	6,430,808	6,347,901	756,611

KEY INFORMATION

ATTACHMENT – AGENDA ITEM 8.2.3
Schedule of Accounts – June 2022

SHIRE OF NAREMBEEN
Creditors Payment List - June 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15668	Christopher David Bray REFUND - LG ELECTION NOMINATION - 2021		80.00
EFT15669	Cr Amy Hardham REFUND - LG ELECTION NOMINATION - 2021		80.00
EFT15670	HOLLY ANNE CUSACK REFUND - LG ELECTION NOMINATION - 2021		80.00
EFT15671	Michael Jeffrey Currie REFUND - LG ELECTION NOMINATION - 2021		80.00
EFT15672	Naremben Shire Council BOND RETURN - 10 ADA STREET - OFFSET AGAINST SALE OF ASSET		1,476.00
EFT15673	Trevor Wayne Cole REFUND - LG ELECTION NOMINATION - 2021		80.00
EFT15674	WA Regional Plumbing BOND REFUND - DOREEN STREET - INDUSTRIAL UNIT		380.00
EFT15675	A-Team Printing CRC - Custom Order - 500x magnets as per quote		460.60
EFT15676	Australian Services Union Payroll deductions		49.80
EFT15677	Budo Group Pty Ltd Church Museum Restoration - Stage 1 - Progress Claim 1		89,784.73
EFT15678	Chris Bray Electrics Pty Ltd Airfield - replace floodlight at Patient Transfer Centre		154.00
EFT15679	Christopher David Bray Reimbursement for costs incurred through WALGA Training		1,197.02
EFT15680	Connelly Images Caravan Park - Entry Sign		1,175.00
EFT15681	Copier Support Admin Office printing charges - 26/04 - 17/05/2022		643.18
EFT15682	Department Of Fire And Emergency Services (FESA) 2021/2022 ESLB Quater 4 Contribution		5,156.80
EFT15683	Estimating & Civils Australia Pty Ltd Lake Walker Shared Pathway - Progress Claim 3		7,296.94
EFT15684	Landgate Valuation Roll - Mining Tenements - 2022		394.10
EFT15685	Merredin Glazing Service Caravan Park - Supply and install 2x doors to laundry		1,452.00
EFT15686	Mineral Crushing Services (WA) Pty Ltd Supply and delivery - road maintenance materials		1,677.50
EFT15687	Office of the Auditor General 2020/2021 Annual Financial Audit Fee		51,150.00
EFT15688	P M Services Naremben Waste Transfer Station Management Fees - May 2022		2,592.00
EFT15689	Stirling Asphalt Road Maintenance - Supply and lay asphalt		84,656.00
EFT15690	The Naremben Cafe Roe Tourism Meeting - Catering		400.00
EFT15691	Toll Ipec Pty Ltd Delivery Charges		13.84
EFT15692	Town Planning Innovations General Planning Services - May 2022		618.75
EFT15693	WA Distributors Pty Ltd Caravan Park - Cleaning Supplies		184.60

SHIRE OF NAREMBEEN
Creditors Payment List - June 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15694	Willway Plumbing and Gas 21 Northmore Street - Supply and install instant HWU		1,925.00
EFT15695	Clinicare Pharmacy Naremben Employee Health - Flu Shot 2022 x 22		582.50
EFT15696	Cohesis Pty Ltd Cohesis CIO Services and QBIT Managed IT Services 2021/2022 - to June 2022		3,454.28
EFT15697	Dormakaba Australia Pty Ltd Admin Office - Automatic entry door repair		669.99
EFT15698	It Vision Australia Pty Ltd Altus Payroll - Implementation - Phase 2		30,415.00
EFT15699	Landgate Rural UV General Revaluation 2021/2022		7,283.15
EFT15700	Naremben P & C Association Catering - Council Meeting - May 2022.		240.00
EFT15701	The Morning Sun Motel Accommodation - Payroll consultant - 10 nights over 4 visits		1,340.00
EFT15702	Tyson Hayter Admin - Printer Paper - Pallet		1,996.01
EFT15703	Willway Plumbing and Gas Recreation Centre - Changerooms - Replace shower heads and valves to increase water tempera		937.50
EFT15704	AFGRI Equipment Australia Pty Ltd Depot - parts for plant maintenance		609.80
EFT15705	Aust Post Postage Charges - May 2022		33.57
EFT15706	Boc Gases Depot - parts for plant maintenance		53.36
EFT15707	Butler Settineri (Audit) Pty Ltd Audit for Drought Community Program Acquittal		880.00
EFT15708	Civic Legal Legal Fees associated with the Easement on Mt Arrowsmith Road / Mt Walker Road Intersecti		1,819.13
EFT15709	Fieldtech Pty Ltd Depot - scheduled service - 2000HR service - Cat Grader 140		1,650.00
EFT15710	Kim Thorn CRC - Catering - High Tea - Wed 4 May 2022		700.00
EFT15711	Liberty Oil Rural Pty Ltd Depot - parts for plant maintenance		1,850.00
EFT15712	P M Services Naremben Waste Transfer Station Management Fees - May/ June 2022		2,592.00
EFT15713	Raoul Lawrence Refund - Gym Card bond		50.00
EFT15714	Repcos a division of GPC Asia Pacific Pty Ltd Depot - parts for plant maintenance		891.58
EFT15715	Ron Bateman And Co Depot - parts for plant maintenance		451.00
EFT15716	Ross Diesel Service Depot - parts for plant maintenance		2,087.93
EFT15717	Sigma Chemicals Swimming Pool - pool chemical		151.80
EFT15718	T - Quip Depot - parts for plant maintenance		1,607.40
EFT15719	The Lines Family Trust T/As Naremben Medical Centre Parks & Gardens - Post Incident Medical Clearance		149.00
	The Naremben Cafe		

SHIRE OF NAREMBEEN
Creditors Payment List - June 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15720	The Narembeen Cafe CRC - Catering - Cupcakes for National Road Safety Week 2022		200.00
EFT15721	Toll Ipec Pty Ltd Delivery Charges		169.96
EFT15722	Trustee for J & S Baldwin Trust Depot - parts for plant maintenance		1,293.60
EFT15723	Wep Civil Pty Ltd Latham Road Upgrades - progress claim 1		230,642.93
EFT15724	Western Australian Treasury Corporation Loan No. 127E Interest payment - SSL - Narembeen Aged Homes		2,475.70
EFT15725	Westrac Equipment Pty Ltd Depot - parts for plant maintenance		1,164.52
EFT15726	Wheatbelt Office and Business Machines CRC - Printing and copier charges - 02/05 - 06/06/2022		115.24
EFT15727	Australasian Performing Right Association Music Licence for Rural Councils		350.00
EFT15728	Australian Services Union Payroll deductions		49.80
EFT15729	Australian Taxation Office BAS - May 2022		68,862.00
EFT15730	Avon Waste Waste Collection Services - May 2022		15,518.85
EFT15731	Bruce Rock Community Resource Centre SOCK Week Grant Programme - Bruce Rock CRC		1,199.00
EFT15732	Colestan Electrics 8 Cheetham Way - Repair smoke alarms		231.29
EFT15733	Corsign WA PTY LTD WSFN signage		1,404.81
EFT15734	Cutting Edges Pty Limited Depot - parts for plant maintenance		1,984.62
EFT15735	Fabienne Gracia Reimbursement - refreshments purchased for CRC event		85.29
EFT15736	GSG WA Pty Ltd (Narembeen Roadhouse) Fuel Purchases - May 2022		639.94
EFT15737	It Vision Australia Pty Ltd Altus Payroll Implementation - Travel for trainer		1,505.32
EFT15738	Maxine Blows Refund - Accommodation booking - Double to single cabin		55.00
EFT15739	Narembeen IGA Council Refreshments - May 2022		208.03
EFT15740	Narembeen Club Inc Power Charges for clubs at recreation centre		4,623.37
EFT15741	Narembeen Engineering & Steel Transfer Station - Plate and Handrail repairs		176.00
EFT15742	Narembeen Hardware And Ag Supplies Pty Ltd Depot - equipment for road maintenance		433.70
EFT15743	Narembeen P & C Association ANZAC Day Event - Catering - Finger Food Lunch ANZAC Day 2022		1,800.00
EFT15744	Phil Doncon's Paint Storm Street Festival Event - Paint Storm Performance + Travel		3,487.00
EFT15745	Prime Television (Southern) Pty Limited TV Advertising - SOCK poem during NRSW 15- 22 May 2022		5,500.00
	Quairading Community Resource Centre Inc		

SHIRE OF NAREMBEEN
Creditors Payment List - June 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15746	Quairading Community Resource Centre Inc SOCK Week Grant Programme - Quairading CRC		1,188.00
EFT15747	Repeco a division of GPC Asia Pacific Pty Ltd Depot - parts for plant maintenance		376.65
EFT15748	Shire Of Corrigin SOCK Week Grant Programme 2022 - Corrigin CRC		1,166.00
EFT15749	Thomas Lewis Gym Card Bond Refund		50.00
EFT15750	Toll Ipec Pty Ltd Delivery fees		11.01
EFT15751	Trustee for J & S Baldwin Trust Depot - parts for plant maintenance		150.00
EFT15752	WA Contract Ranger Services Contract Ranger Services - May 2022		467.50
EFT15753	WALGA Council Member Essentials eLearning subscription		2,480.50
EFT15754	Willway Plumbing and Gas Admin Office - Replace tap on HWU in kitchen		121.00
EFT15755	Yongergnow - Ongerup CRC SOCK Week Grant Programme - Yongergnow - Ongerup CRC		550.00
EFT15756	York Community Resource Centre Inc. SOCK Week Grant Programme - York CRC		1,375.00
EFT15757	Peta Kerry Knight REFUND - CAT TRAP		100.00
EFT15758	Ampac Debt Recovery (WA) Pty Ltd Debt Management - Commissions and Costs for May 2022		356.49
EFT15759	Arthur Cousins REFUND - overcharged vehicle registration fee 8/12/2021		139.20
EFT15760	Augusta Community Resource Centre Inc. SOCK Week Grant Programme - Augusta CRC		1,375.00
EFT15761	Australia's Golden Outback 2022/2023 Membership - Australias Golden Outback		350.00
EFT15762	Australian Services Union Payroll deductions		49.80
EFT15763	Beverley Community Resource Centre Inc. SOCK Week Grant Programme - Beverley CRC		1,375.00
EFT15764	Budo Group Pty Ltd Town Hall Upgrades - Stage 1 - progress claim 2		194,994.57
EFT15765	CDA Air Conditioning & Refrigeration Shire properties - servicing of air conditioning units		1,131.00
EFT15766	Christopher David Bray Councillor Sitting Fees - December 2021 - June 2022		1,360.00
EFT15767	Cr Amy Hardham Councillor Sitting Fees - December 2021 - June 2022		1,120.00
EFT15768	Eastern Hills Saws And Mowers Parks and Gardens - replacement equipment		1,603.30
EFT15769	HOLLY ANNE CUSACK Councillor Sitting and Travel Fees - December 2021 - June 2022		1,300.80
EFT15770	Initial Sanitary Disposal Service - Wadderin Reserve - 25/04/2022 - 26/06/2022		93.72
EFT15771	Kellie Jane Mortimore Shire President - Sitting and Travel Fees - December 2021 - June 2022		6,941.40
	Merredin Monumental Works		

SHIRE OF NAREMBEEN
Creditors Payment List - June 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	Merredin Monumental Works		
EFT15772	Plaque Production Fee - Mortimore x3 plaques		2,009.00
	Michael Jeffrey Currie		
EFT15773	Councillor Sitting and Travel Fees - December 2021 - June 2022		1,440.00
	Mullewa Community Resource Centre Inc		
EFT15774	SOCK Week Grant Programme - Mullewa CRC		1,375.00
	P M Services Narembreen		
EFT15775	Waste Transfer Station Management Fees - June 2022		2,592.00
	Peak Constructions WA		
EFT15776	REED - Removal of asbestos fence and installation of new fence		6,435.00
	RG Gilbert and KJ Hindmarsh		
EFT15777	Exterior Paint Prep Barlow's Store		450.00
	Reality Landscapes		
EFT15778	Works associated with the Town Square Revitalisation Project		40,769.60
	Scott William Stirrat		
EFT15779	Deputy President - Sitting and Travel Fees - December 2021 - June 2022		3,822.00
	Shire Of Kalamunda		
EFT15780	Building Services - 01/03/2022 - 30/04/2022		285.60
	Shire Of Kellerberrin		
EFT15781	Hire of Road Sweeper - 25/05/2022		1,317.50
	Team Digital		
EFT15782	CRC - Printing supplies		179.02
	Trevor Wayne Cole		
EFT15783	Councillor Sitting and Travel Fees - December 2021 - June 2022		1,755.60
	Walpole CRC		
EFT15784	SOCK Week Grant Programme - Walpole CRC		1,375.00
	Warren Hendy Milner		
EFT15785	Councillor Sitting Fees - December 2021 - June 2022		1,280.00
	Willway Plumbing and Gas		
EFT15786	Depot - clear blocked drain		121.00
	Wurth Australia Pty Ltd		
EFT15787	Depot - parts for plant maintenance		484.78
	Water Corporation		
DD11427.1	Water usage and service charges - June 2022		184.22
	Water Corporation		
DD11427.2	Water usage and service charges - June 2022		6,909.90
	Water Corporation		
DD11427.3	Water usage and service chages - June 2022		1,635.21
	Water Corporation		
DD11427.4	Water - usage and service charges - June 2022		8,321.77
	Water Corporation		
DD11427.5	Water - useage and service charges		597.23
	Water Corporation		
DD11427.6	Water - useage and service charges - June 2022		1,747.77
	Water Corporation		
DD11427.7	Water - usage and service charges - June 2022		216.97
	Power ICT Pty Ltd		
DD11428.1	Admin - messages on hold service		75.90
	Commander Australia Pty Ltd		
DD11428.2	Admin - Phone - usage and service charges - June 2022		68.51
	HBF		
DD11428.3	HBF - Health - Works Manager - as per Contract of Employment		466.18
	HBF		

SHIRE OF NAREMBEEN
Creditors Payment List - June 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	HBF		
DD11428.4	HBF - Health - EMCS - as per Contract of Employment		169.63
	Telstra		
DD11428.5	CRC - Phone charges - June 2022		229.13
	Telstra		
DD11428.6	Admin - phone charges - June 2022		1,885.71
	Synergy - Western Power		
DD11429.1	Synergy - power usage and service charges - June 2022		7,612.82
	Synergy - Western Power		
DD11429.2	Synergy - power usage and service charges - June 2022		118.25
	Synergy - Western Power		
DD11429.3	Power usage and service charges - June 2022		234.26
	Synergy - Western Power		
DD11429.4	Power usage and service charges - June 2022		1,442.58
	Synergy - Western Power		
DD11429.5	Power usage and service charges - June 2022		1,323.17
	Australian Super		
DD11430.1	Superannuation contributions		1,010.34
	Aware Super		
DD11430.2	Superannuation contributions		9,089.14
	Hostplus		
DD11430.3	Superannuation contributions		1,308.45
	Laird SMSF Pty Ltd		
DD11430.4	Superannuation contributions		618.31
	ANZ Smart Choice Super		
DD11430.5	Superannuation contributions		377.76
	Spirit Super		
DD11430.6	Superannuation contributions		144.55
	UniSuper		
DD11430.7	Superannuation contributions		218.88
	Rest Superannuation		
DD11430.8	Superannuation contributions		169.91
	BT Super for Life		
DD11430.9	Superannuation contributions		268.74
	Australian Super		
DD11434.1	Superannuation contributions		1,051.30
	Aware Super		
DD11434.2	Superannuation contributions		9,200.13
	Hostplus		
DD11434.3	Superannuation contributions		1,472.26
	Laird SMSF Pty Ltd		
DD11434.4	Superannuation contributions		618.31
	ANZ Smart Choice Super		
DD11434.5	Superannuation contributions		377.76
	Spirit Super		
DD11434.6	Superannuation contributions		54.21
	UniSuper		
DD11434.7	Superannuation contributions		217.80
	Rest Superannuation		
DD11434.8	Superannuation contributions		169.91
	BT Super for Life		
DD11434.9	Superannuation contributions		268.74
	Bankwest		

SHIRE OF NAREMBEEN
Creditors Payment List - June 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	Bankwest		
DD11440.1	Credit Card purchases - 13 April - 13 May 2022		20,158.48
	BANKFEES - BANK FEES		
300622	BANK FEES CBA MERCHANT FEE		288.53
	BANKFEES - BANK FEES		
300622	BANK FEES		199.06
	BANKFEES - BANK FEES		
300622	BANK FEES		199.06
	BANKFEES - BANK FEES		
300622	ELECTRONIC TRANSACTION FEE		29.20
	BANKFEES - BANK FEES		
300622	REVERSE ENTRY OF BANK FEE TC		-199.06
	BANKFEES - BANK FEES		
300622	REVERSE ENTRY , SHOULD HAVE BEEN INTEREST		-199.06
	BANKFEES - BANK FEES		
300622	LINE OF CREDIT FEE		150.00
	BANKFEES - BANK FEES		
300622	MAINTENANCE BANK FEES		20.00
	BANKFEES - BANK FEES		
300622	OVER THE COUNTEER FEE		6.80
	BANKFEES - BANK FEES		
300622	PAPER TRANSACTION BANK FEES		8.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
MUNI	Municipal 5347926	1,024,006.59
TRUST	Trust 5347934	2,356.00
TOTAL		1,026,362.59



Credit Card Purchases 13 April - 13 May 2022

CEO

Date	Account Code	Store		Amount
12/04/2022	4211150.000	Narembeen IGA	CEO - office refreshments	\$ 3.99
12/04/2022	PE114	BP	CEO - fuel	\$ 64.11
14/04/2022	PE114	Narembeen Roadhouse	CEO - fuel	\$ 56.24
19/04/2022	2055	Melissa Welsh Style	CEO - Interior Design Consult - Council Chambers	\$ 349.00
21/04/2022	PE116	Midland Toyota	CEO - transfer fees for new vehicle	\$ 490.15
26/04/2022	114416000.000	Shire of Narembeen	CEO - Fleet licensing - part payment	\$ 8,000.00
2/05/2022	PE116	BP	CEO - Fuel	\$ 249.67
9/05/2022	PE116	BP	CEO - Fuel	\$ 70.23
TOTAL CEO CREDIT CARD PAYMENTS				\$ 9,283.39

EMCS

Date	Account Code	Store		Amount
13/04/2022	4211200	Seton	EMCS - Swimming Pool - Chemical Spill Tank - LGIS Dividend	\$ 527.23
14/04/2022	175111200	Radiological Council	EMCS - Dentist - Radiation Safety Act - Renewal of License	\$ 440.00
14/04/2022	1131102	Hart Sport	EMCS - Replacement Netball Rings	\$ 476.00
20/04/2022	PE1303	Coles Express	EMCS - fuel	\$ 64.16
21/04/2022	1481110	Narembeen Hardware	EMCS - Key Cutting	\$ 23.80
26/04/2022	114416000	Shire of Narembeen	EMCS - Fleet Licencing - part payment	\$ 2,902.40
27/04/2022	PE92	Ross's Diesel Service	EMCS - Pre-registration vehicle Inspection	\$ 195.40
28/04/2022	4211200	Officeworks	EMCS - stationery	\$ 322.93
5/05/2022	4218000	Secure Parking	EMCS - parking - Recovery Coordinators Course	\$ 12.30
5/05/2022	1481150	Bunnings	EMCS - Apex Park - clean and seal new concrete	\$ 204.19
6/05/2022	4218000	Secure Parking	EMCS - parking - Recovery Coordinators Course	\$ 12.30
6/05/2022	PE1303	Puma	EMCS - fuel	\$ 104.65
9/05/2022	PE221	Shire of Narembeen	EMCS - New vehicle registration	\$ 489.85
10/05/2022	14218000.21	Shire of Narembeen	EMCS - Staff MDL renewal	\$ 44.05
11/05/2022	1321101	Slimline Warehouse	EMCS - Caravan Park - Notice boards	\$ 559.55
11/05/2022	1431101	Training Momentum	EMCS - Training - WHS Certificate IV - incl. surcharge	\$ 2,168.34
11/05/2022	1321101	Kmart	EMCS - Caravan Park - replacement cookware	\$ 177.00

TOTAL EMCS CREDIT CARD PAYMENTS

\$ 8,724.15

Mechanic

Date	Account Code	Store		Amount
12/04/2022	PE999	Officeworks	Mechanic - Stationery for workshop	\$ 183.03
TOTAL MECHANIC CREDIT CARD PAYMENTS				\$ 183.03

Skeleton Weed

Date	Account Code	Store		Amount
19/04/2022	1311102	Narembeen Hardware	Skeleton Weed - cleaning supplies	\$ 14.90
22/04/2022	1311102	Narembeen Hardware	Skeleton Weed - pesticide	\$ 21.30
3/05/2022	1311102	Narembeen Hardware	Skeleton Weed - parts for boom spray	\$ 90.00
10/05/2022	1311102	Narembeen Hardware	Skeleton Weed - batteries for electronic equipment	\$ 26.75
10/05/2022	1311102	Narembeen Post Office	Skeleton Weed - computer equipment	\$ 19.98
TOTAL SKELETON WEED CREDIT CARD PAYMENTS				\$ 172.93

CRC

Date	Account Code	Store		Amount
11/04/2022	115112100.288	Officeworks	CRC - Client Merchandise - envelopes	\$ 81.10
14/04/2022	115112100.288	Merredin Community Resource Centre	CRC - Client Merchandise - tapes	\$ 35.00
19/04/2022	CR11	Narembeen IGA	CRC - Coffee Club - Catering - April 2022	\$ 40.22
19/04/2022	115112100.288	Officeworks	CRC - Special paper - Mondi Card	\$ 55.30
19/04/2022	115112100.230	Narembeen Post Office	CRC - A4 copy paper	\$ 37.45
21/04/2022	CRC9	Narembeen IGA	CRC - School Holiday Activity - Catering	\$ 16.95
26/04/2022	115112100.000	Dropbox	CRC - Dropbox access 26/04/2022 - 26/04/2023	\$ 184.67
28/04/2022	CRC0	Road Safety Week(Paypal - Sarah)	CRC - National Road Safety Week - Lapel Ribbons	\$ 89.00
28/04/2022	CRC0	Edible Cake Topper	CRC - National Road Safety Week - NRSW Logo Cake Toppers	\$ 49.44
29/04/2022	Lib1	Narembeen IGA	CRC - Story Time - Catering - April 2022	\$ 21.47
2/05/2022	CR12	Kmart	CRC - High Tea Event - Decorations and materials	\$ 199.25
2/05/2022	CR12	Mecca Cosmetics	CRC - High Tea Event - Materials for Self Care bags	\$ 70.00
2/05/2022	CR12	Officeworks	CRC - High Tea Event - Gift Bags	\$ 61.66
2/05/2022	CR12	The Body Shop	CRC - High Tea Event - Materials for Self Care bags	\$ 100.00
2/05/2022	CR12	T2	CRC - High Tea Event - Materials for Self Care bags	\$ 49.50
2/05/2022	CR12	Noveltea Vintage	CRC - High Tea event - Equipment	\$ 100.00
3/05/2022	CR12	Narembeen IGA	CRC - High Tea Event - refreshments	\$ 74.00
3/05/2022	CR12	Narembeen Hardware	CRC - High Tea Event - materials	\$ 414.95
3/05/2022	CR12	Clinicare Pharmacy	CRC - High Tea Event - Materials for Self Care bags	\$ 29.75
4/05/2022	CR12	Narembeen IGA	CRC - High Tea Event - refreshments	\$ 24.82
10/05/2022	CR12	Narembeen Hardware	CRC - High Tea Event - gift voucher	\$ 25.00
10/01/1900	C12	Narembeen Post Office	CRC - Youth Week Event - Prize	\$ 30.00

			TOTAL CRC CREDIT CARD PAYMENTS	\$ 1,789.53
13/01/2022	142111500.287	Bankwest	Interest & Other Charges	\$ 5.45
			TOTAL CREDIT CARD PAYMENTS	<u>\$ 20,158.48</u>