



ATTACHMENTS

Ordinary Council Meeting
19 March 2024

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ATTACHMENT 7.1A
Ordinary Council Meeting Minutes
20 February 2024



MINUTES

Ordinary Council Meeting
20 February 2024

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1. Official Opening and Welcome

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

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr SW Scott	President
Cr HA Cusack	Deputy President
Cr TW Cole	
Cr MJ Currie	
Cr HJ Bald	
Cr CD Bray	

Staff:

Ms R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Mr K Markham	Acting Executive Manager Infrastructure Services
Ms K Conopo	Senior Administration Officer

Member of Public:

Apologies:

Cr AM Hardham

3. Public Question Time

Nil

4. Disclosure of interest

Nil

5. Application for Leave of Absence

Nil

6. Deputations/ Petitions/ Presentations/ Submissions

Nil

7. Confirmation of Previous Meetings

7.1 Ordinary Council Meeting 19 December 2023

Attachment 7.1A

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 7.1

That the minutes of the Shire of Narembeen Ordinary Council Meeting held on Tuesday 19 December 2023, as presented, be confirmed as a true and correct record of proceedings.

MIN 7722/24 **MOTION** - Moved Cr. Cole Seconded Cr. Currie

CARRIED 6 / 0

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

8. Minutes of Committee Meetings to be Received

8.1 Annual Electors Meeting
Attachment 8.1A

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 8.1

That the minutes of the Shire of Narembeen Annual Electors Meeting held on Tuesday 6 February 2024, as presented, be received.

MIN 7723/24 **MOTION** - Moved Cr. Cole Seconded Cr. Bald

CARRIED 6 / 0

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

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by Presiding Member without Discussion

The Presiding Member thanked everyone for their continued sponsorship and support of the Rotary Swim For Reading event held over the weekend. The annual event supports Narembeen and Bruce Rock District High Schools by raising funds for the schools' reading programs. Narembeen once again came away with the win for 2024.

11. Officers Reports - Office of the Chief Executive Officer

11.1 Corporate Business Plan – Quarterly Monitoring Report – December 2023

Date:	12 February 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM172

Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	11.1A IPR Quarterly Progress Report – December 2023

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item presents the Corporate Business Plan (CBP) – quarterly monitoring report for December 2023 to Council for consideration and, if satisfactory, receive.

Background

The council, community, and administration each has a unique role and responsibilities for the development of effective and sustainable integrated plans for the local area and reporting on the progress of those plans. A successful integrated planning and reporting process will deliver a:

- Strategic Community Plan (SCP) that clearly links the community's aspirations with the council's vision and long-term strategy;
- Corporate Business Plan that integrates resourcing plans and specific council plans with the strategic community plan; and
- Clearly stated vision for the future viability of the local area.

The Integrated Planning and Reporting Framework:

- recognises that planning for a local government is holistic in nature and driven by the community;
- builds organisational and resource capability to meet community need;
- optimises success by understanding the integration and interdependencies between the components; and
- emphasises performance monitoring so that local governments can adapt and respond to changes in community needs and the business environment.

A strategic review is undertaken every two years, alternating between a minor review and a major review. The Shire of Narembeen's second major strategic review was carried out in 2022/2023 resulting in the adoption of the:

- Strategic Community Plan 2022-2032
- Corporate Business Plan 2022-2023 / 2025-2026

Comment

The CBP undergoes an annual review alongside the yearly budget deliberations, with quarterly reports on operational progress. This process ensures that the Shire of Narembeen is actively working towards achieving and implementing identified goals.

It is crucial for the Shire to assess and track the success of the initiatives to fulfill the aspirations and strategies outlined in the SCP. To this end, the organisation is dedicated to reviewing internal reporting mechanisms to ensure alignment with its commitments and priorities.

Progress reports will be conducted quarterly using a traffic light system to indicate progress against the priorities outlined in the CBP. It is recommended that these quarterly reports be shared with

Council as part of a formal agenda item. Additionally, annual results will be communicated to the community through the end-of-year financial annual report as required by legislation.

The CBP – Quarterly Monitoring Review for December 2023 is presented to Council for its review.

Consultation

Executive Manager Corporate Services

Statutory Implications

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future.

Division 3 D(a) of the *Local Government (Administration) Regulations 1996* specifies the requirements for the CBP.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership

Objective: Well governed and efficiently managed Local Government

Strategy: 4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item as the CBP recognise outcomes. Identified outcomes from the CBP are factored into the Council's Long-Term Financial Plan.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 11.1

That Council receives the Corporate Business Plan Quarterly Monitoring Report – December 2023 as presented in Attachment 11.1A

MIN 7724/24 **MOTION** - Moved Cr. Cusack Seconded Cr. Currie

CARRIED 6 / 0

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

11.2 Community Donation Request – Rotary Youth Program of Enrichment

Date:	12 February 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM061
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to approve the requested financial support to enable two young people from the Shire of Narembeen to attend the 2024 Rotary Youth Program of Enrichment.

Background

Rotary Youth Program of Enrichment (RYPEN) is a weekend-long camp for young people aged 14-17 years. The program is designed to develop young people's potential through a mixture of lecture-style sessions and adventure-based learning. The camp focuses on developing skills such as communication, problem-solving, conflict resolution, teamwork, initiative, and leadership fundamentals.

RYPEN is supported by Rotary Clubs and is usually twice a year in southern Western Australia. The fee per attendee is \$340. e-Rotary WA has previously facilitated the attendance of several Narembeen young people at RYPEN.

Comment

As part of e-Rotary's promotion of the RYPEN opportunity, they have invited RYPEN graduates to help communicate the benefits of the program. Past Narembeen participants Makayla Cole and Sheldon Kuhne-Munroe have agreed to act as RYPEN ambassadors who appeared in promotional videos that were very well received in the community.

e-Rotary are offering the RYPEN development opportunity in conjunction with the Rotary Wheatbelt Swim for Reading again in 2024, and respectfully request financial support from the Shire of Narembeen for two (2) places. A total funding sought of \$680.

The request aligns with the Strategic Community Plan to deliver opportunities for young people across the Shire. It is recommended that Council approves the financial request to enable two young people within the Shire of Narembeen to attend the program.

Consultation

Elected Members

Statutory Implications

Section 6.8 (1)(b) of the *Local Government Act* 1995 requires expenditure from the municipal fund not include in the annual budget except where the expenditure is authorised in advance by resolution.

Policy Implications

Delegation A.1 – Donations; Council delegates its authority and power to the Chief Executive Officer to grant request for donations from local community groups and/or not-for-profit organisations for community-based activities, to the amount of \$500 per donation per annum, subject to relevant budget allocation.

Strategic Implications

Strategic Community Plan

Strategic Priority: Community
Objective: Happy, safe, healthy, and inclusive community
Strategy: 1.1 Together with key stakeholders identify and deliver opportunities for young people across the Shire

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Inadequate Engagement Practices
Risk Category	Reputational
Consequence Description	Unsubstantiated, low impact, low profile or 'no news' item
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Delegation A.1
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

The 2023-2024 Budget has an allocation for Councillor Donations GL 4118000. The financial request of \$680 can be accommodated within the existing budget.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 11.2

That Council contributes \$680 to enable two young people from the Shire of Narembeen to participate in the 2024 Rotary Youth Program of Enrichment.

MIN 7725/24

MOTION - Moved Cr. Bald

Seconded Cr. Cole

CARRIED 6 / 0

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

UNCONFIRMED

Date:	12 February 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM668
Previous Meeting Reference	MIN 7612/23
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to revoke the previously endorsed decision made at the Ordinary Council Meeting dated June 202, as referenced in MIN 7612/23.

Background

At its June 2023 Ordinary Council Meeting, projects to be funded under the Local Roads and Community (LRCI) Phase 4 were reviewed and endorsed by Council.

That Council:

- Endorse the allocation of the LRCIP Phase 4 Part A funding of \$546,842 to the following project:

➤ Swimming Pool Heating	\$100,000
➤ Hall accessibility Upgrades	\$ 75,000
➤ Culvert on Corrigin/Naremben Road	\$120,000
➤ Townsite Drainage	\$251,842
- Defer making a decision on the allocation of the LRCI Phase 4 Part B funding of \$315,430 until the final total costs for the 'Churchill Street Improvements' is known.

MIN 7612/23 MOTION - Moved Cr. Hardham Seconded Cr. Bray

CARRIED 8 / 0 BY SIMPLE MAJORITY

Comment

Issues arose subsequently to the decision due to changes in management and project planning delays. Upon review, it was found that one project did not align with community aspirations in the Strategic Community Plan and Corporate Business Plan priorities. Additionally, some projects were inadequately scoped and costed.

Moreover, at the time of Council’s decision, guidelines for Phase 4 Part B were unavailable, leading to misalignment with funding criteria for several projects.

During the December 2023 Discussion Forum, the Chief Executive Officer (CEO) presented detailed project briefs for the originally endorsed projects. It was concluded that the Town Hall accessibility upgrades were not a priority according to strategic plans, and sufficient funds were available in the 2023-2024 budget for the Churchill Street Improvements.

Revised projects have been proposed utilising previously unallocated funds, with management recommending them due to the ease of contracting and implementation within the required timeframe and strategic alignment.

Consultation

Executive Manager Corporate Services
Acting Executive Manager Infrastructure Services
Council Discussion Forum December 2023

Statutory Implications

Section 5.25 (1)(e) of the Local Government Act 1995 makes provision for a decision made at a council meeting to be revoked or changed.

Part 2 Section 10 of the Local Government (Administration) Regulations 1996 specifies the requirements of revoking or changing decisions made a council meeting.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.1 Forward planning and implementation of plans to achieve strategic priorities

Asset Management Plan

Nominated projects will need to be factored in the Asset Management Plan to ensure adequate lifecycle cost is captured.

Long Term Financial Plan

Nominated projects will need to be factored in the Long-Term Financial Plan to ensure adequate lifecycle cost is captured.

Risk Implications

Risk Profiling Theme	Inadequate Project/Change Management
Risk Category	Financial Impact
Consequence Description	\$50,001 - \$500,000
Consequence Rating	Major (4)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (4)

Key Controls in Place	Project Management Framework
Action / Treatment	Detailed project briefs and documented variations
Risk Rating After Treatment	Adequate

Risk Profiling Theme	Indequate Supplier / Contract Management
Risk Category	Financial Impact
Consequence Description	\$50,001 - \$500,000
Consequence Rating	Major (4)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (4)
Key Controls in Place	Contract Management System
Action / Treatment	Review meetings and documented variations
Risk Rating After Treatment	Adequate

Financial Implications

The revised projects will be considered during the review of the 2023-2024 Budget and factored in the 2024-2025 Budget.

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation – Item 11.3

That Council:

1. revokes the endorsement of the allocation of the Local Roads and Community Infrastructure Phase 4 Part A funding as per the previous decision.
2. authorises the Chief Executive Officer discretion to submit projects nominations for the Local Roads and Community Infrastructure Phase 4 Part A and Part B to align with strategic priorities.

MIN 7726/24 **MOTION** - Moved Cr. Bray Seconded Cr. Currie

CARRIED 6 / 0

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

12 Officers Reports - Development and Regulatory Services

Nil

13 Officers Reports - Corporate Services

13.1 Monthly Financial Statements for the Month Ended 31 December 2023

Date:	8 February 2024
Location:	Nil
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM018
Previous Meeting Reference	
Disclosure of Interest:	Nil
Attachments:	13.1A Shire of Narembeen – Financial Statements for month ended 31 December 2023

Purpose of Report

- Executive Decision
- Legislative Requirement

Summary

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

Background

The monthly financial reports are presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates.

The Statement of Financial Activity Report summarises the Shire’s financial activities.

Comment

Council’s closing funding surplus as at 31 December 2023 is \$4,423,976, with cash on hand of \$9,122,349 including \$4,734,815 of restricted reserves.

Consultation

Chief Executive Officer

Statutory Implications

Local Government Act 1995, Section 6.4

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 We have sound financial and asset management policies and practices in place

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.1

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

MIN 7727/24 **MOTION** - Moved Cr. Cusack Seconded Cr. Bald

CARRIED 6 / 0

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

13.2 Schedule of Accounts Paid for Month Ended 31 December 2023

Date:	12 December 2023
Location:	Nil
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM018
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.2A Schedule of Accounts for Month Ended 31 December 2023 13.2B Credit Card Payments December 2023

Purpose of Report

- Executive Decision Legislative Requirement

Summary

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

Background

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

Comment

As per the attached schedules, accounts paid from Municipal funds for the month ended 31 December 2023 total \$759,061.43, including \$5,533.56 incurred on Council credit card.

Consultation

Chief Executive Officer

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.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.2 We have sound financial and asset management policies and practices in place.
 Transparent, accountable, and integrated reporting.

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

- Simple Majority Absolute Majority

Officers Recommendation – Item 13.2

That Council receive the following, as attached:

1. Schedule of accounts paid, December 2023
2. Credit card payments, December 2023

MIN 7728/24

MOTION - Moved Cr. Currie

Seconded Cr. Cusack

CARRIED 6 / 0

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

UNCONFIRMED

Date:	8 February 2024
Location:	Nil
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM018
Previous Meeting Reference:	
Disclosure of Interest:	Nil
Attachments:	13.3A Shire of Narembeen – Financial Statements for Month Ended 31 January 2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to accept the financial statements for the month ended 31 January 2024.

Background

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

Comment

Council's closing funding surplus as at 31 January 2024 is \$4,118,077, with cash on hand of \$8,877,357 including \$4,734,815 of restricted reserves.

Consultation

Chief Executive Officer

Statutory Implications

Local Government Act 1995, Section 6.4

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

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

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 We have sound financial and asset management policies and practices in place

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 13.3

That Council receive the monthly financial statements for the month ended 31 January 2024.

MIN 7729/24

MOTION - Moved Cr. Bray

Seconded Cr. Cole

CARRIED 6 / 0

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

13.4 Schedule of Accounts Paid for Month Ended 31 January 2024

Date:	8 February 2024
Location:	Nil
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM018
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	13.4A Schedule of Accounts for Month Ended 31 January 2024 13.4B Credit Card Payments January 2024

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to receive the list of payments made by the Shire of Narembeen for the month ended 31 January 2024.

Background

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

Comment

As per the attached schedules, accounts paid from Municipal funds for the month ended 31 January 2024 total \$354,784.56, including \$8,105.68 incurred on Council credit cards.

Consultation

Chief Executive Officer

Statutory Implications

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

2. 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.

4. 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

Recorded in the minutes of that meeting.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership

Objective: Well governed and efficiently managed Local Government

Strategy: 4.2 We have sound financial and asset management policies and practices in place.
Transparent, accountable, and integrated reporting.

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 13.4

That Council receive the following, as attached:

1. Schedule of accounts paid, January 2024
2. Credit card payments, January 2024

MIN 7730/24

MOTION - Moved Cr. Cole

Seconded Cr. Currie

CARRIED 6 / 0

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

14. Officers Reports - Officer's Reports – Community Services

Nil

15. Officers Reports - Infrastructure Services

Nil

16. Elected Member Motions of which Previous Notice has been given

Nil

17. Elected Member Motions Without Notice

Nil

18. New Business of an Urgent Nature Approved by the Presiding Person or Decision

18.1 Meeting is closed to the public.

Voting Requirements

Simple Majority

Absolute Majority

Recommendation – Item 18.1

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

MIN 7731/24

MOTION - Moved Cr. Bald

Seconded Cr. Cusack

CARRIED 6 / 0

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

B Forbes, K Markham and K Conopo left the meeting 5.16pm

In instances of urgent matters or special circumstances, the presiding members may, upon motion and approval by the meeting, address matters without prior notice. The CEO and the presiding member deliberated on the circumstances surrounding the finalisation of employment contractual arrangements for the proposed appointment of the Executive Manager Infrastructure Services, where were concluded after the agenda's preparation. Given the significance of this appointment as a designated senior position, it is incumbent upon the Council to endorse the CEO's intended appointment. Delaying consideration of this matter until the March meeting poses a risk of jeopardising the appointment, potentially resulting in adverse consequences for the council.

18.2 Appointment of Executive Manager Infrastructure Services

Date:	15 February 2024
Location:	Nil
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	Personnel
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	18.2 Draft Contract of Employment

Purpose of Report

Executive Decision Legislative Requirement

Summary

For Council to endorse the Chief Executive Officer's proposed appointment of Ken Markham as the Executive Manager Infrastructure Services, noting that this position is/will be deemed to be classed as a Senior Employee for the purposes of Section 5.37 (1) of the *Local Government Act 1995* following a review of the relevant Council Policy.

Officers Recommendation – 18.2

That, Council accepts the Chief Executive Officer's intended appointment of Ken Markham as the Executive Manager Infrastructure Services as per *Local Government Act 1995*, section 5.37(2).

MIN 7732/24 **MOTION** - Moved Cr. Cole Seconded Cr. Currie

CARRIED 6 / 0

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

B Forbes, K Markham and K Conopo returned at 5.26pm

19. Matters for which the Meeting may be Closed

19.1 CONFIDENTIAL - Commercial Lease Agreement

Date:	14 February 2024
Location:	Nil
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM090
Previous Meeting Reference	Nil

Disclosure of Interest:	Nil
Attachments:	19.2 Draft Lease Agreement

Purpose of Report

- Executive Decision Legislative Requirement

Summary

For Council to review and endorse the attached draft lease agreement with Australia Post for the temporary use of Unit 3, 8 Churchill Street, Narembeen.

Officers Recommendation – 19.1

That Council:

1. Endorse the attached lease agreement with Australia Post for the use of Unit 3, 8 Churchill Street, Narembeen.
2. Authorise Chief Executive Officer to make minor alterations to the final version of the lease following any further feedback and discussions with Australia Post.
3. Authorise the Chief Executive Officer to execute the lease agreement in its final form.

MIN 7733/24 MOTION - Moved Cr. Cusack Seconded Cr. Currie

CARRIED 6 / 0

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

19.2 Meeting is re-opened to the public.

Voting Requirements

- Simple Majority Absolute Majority

Recommendation – Item 19.2

That the Council meeting is re-opened to public.

MIN 7734/24 MOTION - Moved Cr. Cole Seconded Cr. Bray

CARRIED 6 / 0

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

The meeting was re-opened to the public 5.34pm

20. Closure of Meeting

The next meeting will be held on Tuesday 19 March 2024 commencing at 5.00pm
There being no further business, the chair declared the meeting closed at 5.35pm

ATTACHMENT 8.1A
Roe Sub Regional Road Group Minutes –
23 February 2024

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

Meeting Minutes

23rd February 2024 at Bruce Rock Town Hall Meeting Room

Roe Sub Group Voting Delegates

Shire of Bruce Rock

Cr Kevin Foss - Delegate (Chairperson)
Cr Brenden Waight – Proxy (Deputy Chairperson)

Shire of Corrigin

Cr Des Hickey - Delegate
Cr Sharon Jacobs - Proxy

Shire of Kondinin

Cr Brett Smith - Delegate
Cr Bruce Browning - Proxy

Shire of Narembeen

Cr Scott Stirrat - Delegate
Cr Holly Cusack - Proxy

Shire of Quairading

Cr Trevor Stacey - Delegate
Cr Becky Cowcill - Proxy

Regional Road Group Voting Delegates

Cr Des Hickey – Shire of Corrigin
Cr Bruce Browning - Shire of Kondinin
Cr Kevin Foss - Shire of Bruce Rock (Proxy)

Regional Road Group Technical Committee Representatives

David Holland - Shire of Bruce Rock
Scott Stirrat - Shire of Narembeen - Proxy

Wheatbelt Secondary Freight Committee Representatives

Steering Committee Cr Trevor Stacey – Shire of Quairading
 Cr Kevin Foss – Shire of Bruce Rock - Proxy

Technical Committee Dave Holland – Shire of Bruce Rock
 Mark Burgess – Shire of Kondinin

Roe Sub Group Secretariat

In 2011 the sub group resolved that the Secretariat be based on a two year cycle with terms ending on the Local Government election day. The order was not followed and in November 2023 the sub group resolved that the following order:

Bruce Rock	2023 - 2025
Kondinin	2025 - 2027
Quairading	2027 - 2029
Narembeen	2029 - 2031
Corrigin	2031 - 2033

1. OPENING

Chairperson Cr Kevin Foss opened the meeting at 9.00am.

ATTENDANCE

Shire of Bruce Rock

Cr Kevin Foss – Delegate
Cr Brenden Waight - Proxy
CEO Darren Mollenoyux
Acting Manager Works & Services, Brock Williams
Shaan Wood, Executive Assistant

Shire of Corrigin

Cr Des Hickey - Delegate
Cr Sharon Jacobs – Proxy
CEO Natalie Manton
Manager Works, Terry Barron

Shire of Kondinin

Cr Brett Smith – Delegate
Cr Bruce Browning – Proxy
CEO David Burton
Manager Works, Mark Burgess

Shire of Narembeen

Cr Scott Stirrat- Delegate
Cr Holly Cusack – Proxy
Executive Manager Infrastructure Services, Ken Markham

Shire of Quairading

Cr Trevor Stacey - Delegate
Cr Becky Cowcill - Proxy

Main Roads

Allison Hunt

APOLOGIES

CEO, Rebecca McCall
CEO, Natalie Ness
Executive Manager of Works and Services, Sarah Caporn

2. MINUTES OF PREVIOUS MEETING

Recommendation

That the Minutes of the Roe Sub-Group Meeting held on the 22nd November 2023, via Teams are confirmed as true and correct.

Moved: Cr Des Hickey **Seconded:** Cr Scott Stirrat

3. MATTERS FOR CONSIDERATION

3.1. Appointment of Delegates following Resignation

Due to David Holland resigning as the Manager of Works & Services at the Shire of Bruce Rock, there is a need to appoint replacements for the following two positions;

- Regional Road Group Technical Committee Representatives
David Holland - Shire of Bruce Rock
Scott Stirrat - Shire of Narembeen - Proxy
- Wheatbelt Secondary Freight Committee Representatives
Technical Committee
Dave Holland – Shire of Bruce Rock
Mark Burgess – Shire of Kondinin

The Sub Group is to determine if the Proxy Delegates are to become the delegates and we elect new Proxies or that new Delegates be appointed.

Recommendation

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

RRG Technical Working Group Delegate

Mark Burgess was nominated by Cr Bruce Browning and seconded by Cr Brett Smith.

Mark Burgess accepted the nomination and was elected as the Wheatbelt South Regional Road Group **Technical Working Group Representative**.

RRG Technical Working Group Proxy

Ken Markham was nominated by Cr Scott Stirrat and seconded by Cr Brendan Waight.

Ken Markham accepted the nomination and was elected as the Wheatbelt South Regional Road Group **Technical Working Group Proxy**.

WSFN Technical Committee Member

Mark Burgess was nominated by Cr Brett Smith and seconded by Cr Bruce Browning.

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

WSFN Technical Committee Proxy

Ken Markham was nominated by Cr Scott Stirrat and seconded by Cr Brendan Waight.

Ken Markham accepted the nomination and was elected as the Wheatbelt South Regional Road Group proxy member of the **WSFN Technical Committee**.

RRG Voting Delegate 2

During the election of delegates at the November 2023 Sub Regional Road Group Meeting, Bruce Browning nominated himself as the voting delegate, however Bruce is only the Shire of Kondinin proxy and not the actual delegate.

As it is a requirement for the RRG Voting delegate to be a Delegate from a Shire (not a Proxy), the group needs to elect a second voting delegate for the RRG.

Regional Road Group Delegate 2

Brett Smith was nominated by Cr Bruce Browning and seconded by Cr Des Hickey.

Brett Smith accepted the nomination and was elected as the Wheatbelt South Regional Road Group Voting Delegate 2.

3.2. Regional Road Group Project Funding 2023/24 Update as at February 2024

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

State Black Spot

Shire of Bruce Rock	0% unclaimed
Shire of Narembeen	0% unclaimed

Federal Black Spot 0% claimed

Regional Road Group Projects

Shire of Bruce Rock	62% unclaimed
Shire of Corrigin	60% unclaimed
Shire of Kondinin	0% unclaimed
Shire of Narembeen	61% unclaimed
Shire of Quairading	70% unclaimed

Commodity Route

NIL

Direct Grant 100% claimed

Remote Roads Pilot Program

Shire of Kondinin 50% unclaimed

Wheatbelt Secondary Freight Network

Shire of Bruce Rock	100% unclaimed
Shire of Corrigin 2020/21	20% unclaimed clearing permit
Shire of Corrigin 2022/23	80% unclaimed clearing via clearing permit

There has been a delay from Federal Government funding being released, and PPR being signed off.

Any requests for variation need to provide the following details and brief summary of reasons.

Original MCA	Scope	RRG \$	Shire \$	Total \$
Road name	SLK to SLK Description of works			

Revised MCA	Scope	RRG \$	Shire \$	Total \$
Road name	SLK to SLK Description of works			

3.3. Level 1 Bridge Inspections

As per the email from Alli Hunt, member Council's are reminded of the requirements Level 1 Bridge Inspections, and that the next cycle of inspections are to be completed and submitted to the Structural Inspections Branch by 30th April 2024.

Council have also been invited to send relevant staff to undertake the Level 1 Bridge Inspection training to be held in Northam at the end of February 2024.

Meeting Comment

Darren Mollenoyux asked for clarification on bridge classification requirements and concerns for the Shire of Bruce Rock that needs to conduct Level 1 Bridge inspections on 71 bridges. There will be a significant impost to Council for the requirement for Council to undertake these inspections.

Alli Hunt to send out information on the bridges and the classification and requirements.

4. GENERAL BUSINESS

4.1. Issues Raised by Members

Brief discussion was held around clearing permits and time delays on funded projects, including the advice that the WSFN funding for 2023/2024 is likely to be delayed until 2024/25 due to the Federal Government delays in releasing the funding.

5. NEXT SUB-GROUP MEETING

The next Sub Regional Road Group meeting will be held in early July 2024. Date, Time & Venue to be advised.

The next Regional Road Group meeting is scheduled for 15th March 2024 – Wickepin

6. CLOSURE

There being no further business the Chairperson closed the meeting at 9.36 am.

ATTACHMENT 8.2A
Local Emergency Management Committee
(LEMC) Meeting 29 February 2024



MINUTES

**Local Emergency Management
Committee**
29 February 2024

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1. Official Opening and Welcome

The Chairperson, Cr S Stirrat declared the meeting open at 3:34pm

2. Record of Attendance / Apologies / Leave of Absence

Committee:	Cr S Stirratt J Corrigan D Back Ian Mortimore	Shire President – Shire of Narembeen Acting District Officer, Avon, DFES Officer in Charge – WA Police St John Ambulance
Shire Staff:	Rebecca McCall Ben Forbes	Chief Executive Officer LEMC Executive Officer
Visitors:	Tammy Glassford	Ramelius Resources Ltd
Apologies:	M Dixon J Spadaccini M Phillips R Arnold	Chief Bush Fire Control Officer, DFES Department of Communities Department of Communities Deputy Principal, Narembeen DHS

3. Minutes of Previous Meeting to be Received

3.1 Local Emergency Management Committee Meeting held on 26 October 2023.

Attachment 3.1A

Voting Requirements

Simple Majority Absolute Majority

Recommendation – Item 3.1

That the minutes of the LEMC Committee Meeting held on Thursday 26 October 2023, as presented, be received.

MOTION Moved – Daniel Back Seconded – Rebecca McCall

CARRIED 7/0

4. Reports

NOT FOR DISTRIBUTION TO THE PUBLIC WITHOUT THE APPROVAL OF CHIEF EXECUTIVE OFFICER

Organisation	Name / Position	Address	Phone	Email
Shire of Narembeen	Scott Stirrat, Shire President	1 Longhurst Street Narembeen	0427 635 030	crstirrat@narembeen.wa.gov.au
Shire of Narembeen	Rebecca McCall, CEO		0428 647 312	ceo@narembeen.wa.gov.au
Shire of Narembeen	Ben Forbes, LEMC Executive Officer		0457 667 579	emcs@narembeen.wa.gov.au
WA Police	Daniel Back Officer in Charge Narembeen Police	9 Longhurst Street Narembeen	0439 509 077	daniel.back@police.wa.gov.au
Fire and Rescue	Murray Dixon, Chief Bushfire Control Officer		0427 645 026	fairview1861@gmail.com
Department Fire and Emergency Services	Justin Corrigan, Acting District Officer Avon	79 Newcastle Street Northam	0428 100 462	Justin.corrigan@dfes.wa.gov.au
Narembeen District School	Russell Arnold, Deputy Principal	10 Ada Street Narembeen	0438 141 587	russell.arnold@education.wa.edu.au
St John Ambulance	Ian Mortimore, President		0428 647 090	iandkmortimore@bigpond.com
Narembeen Hospital	Health Service Manager	Ada Street, Narembeen	9064 6222	
Department of Communities	Michael Phillips, Regional Coordinator – Wheatbelt		0477 763 077	Michael.PHILLIPS@communities.wa.gov.au
Department of Communities	Jo Spadaccini, District Emergency Service Officer – Wheatbelt		0429 102 614	joanne.spadaccini@communities.wa.gov.au

Reports to be provided during the meeting.

4.2.1 Shire of Narembreen

Emergency Response Report

Attachment 4.2.1A

This item is listed for discussion and feedback.

Animal Welfare Plan

Attachment 4.2.1B

This item is listed for discussion and feedback.

The below item is tabled for discussion in the context of our recent emergency event. The community spirit and patriation in cleanup efforts was particularly strong, but the event has highlighted gaps in our preparedness that should be addressed.

5.1 Post Emergency Event Debrief

Following the debrief with several attendees in January at the conclusion of the emergency event and in addition to Attachment 4.2.1A, the Shire intends to prepare a power outage response plan to improve preparedness and guide response to future events. The Shire would like the input of committee members, which can be via a workshop at the next meeting or ad hoc via one-on-one correspondence with Shire staff.

R McCall - As part of the proposed response plan the Shire intends to pursue funding from the Disaster Ready Fund to acquire a generator for the community precinct to power the GP, pharmacy and CRC.

D Back – noted that other regional Officers In Charge have sighted concern regarding police operations in the event of an extended outage.

R McCall – suggested that the Narembreen Emergency Services Building be used as a temporary measure for the Narembreen police, and noted that the Shire will consult with the police regarding emergency communications protocols going forward.

S Stirrat – noted that representatives of Telstra attended the last Great Eastern Country Zone (GECZ) meeting to discuss the outage, but that no satisfactory resolution was had. Further noted that Mia Davies, also in attendance at the GECZ meeting, made comments regarding a push to legislate obligations for Telstra to provide sufficient mobile coverage.

D Back – queried who had control and coordination of the response following the storm.

J Corrigan – advised that Department of Energy coordinated the response once it became clear that the event had primarily become a blackout situation with damage to energy infrastructure.

T Glassford – noted that Ramelius is willing and able to offer amenities, offices and rooms with power, etc in the event of another blackout.

D Back – suggested that the next LEMC desktop scenario be a blackout.

R McCall – agreed with D Back’s suggestion; Shire to arrange.

D Back – Noted the importance of elderly welfare checks in future emergency scenarios.

R McCall – agreed with D Back’s comments and suggested establishment of a register of residents that would require a welfare check for future reference.

D Back – suggested that the LEMA be reviewed to update the emergency resources available for future reference, noting resources available from Ramelius in particular.

5.2 Proposed schedule of meetings for 2023

A LEMC is required to meet four times a year. To accommodate seeding, harvest and holiday periods / January, it is proposed that meetings will be held the third Thursday of the month at 3.30pm at the Emergency Services Building.

- 20 June 2024
- 19 September 2024
- 19 December 2024

5.3 Local Emergency Management Arrangements review

As part of a review of the existing LEMA it is recommended that the committee prepare response plans for the identified hazards and workshop these plans to ensure that they are appropriate. This is envisaged to occur at the June or September meetings.

6. Correspondence

6.1 Correspondence out

Not applicable

6.2 Correspondence in

6.2.1 An email was received by the Executive Officer from Jo Spadaccini with the LEWP -Wheatbelt – Merredin- Local Emergency Welfare Plan – October 2022 for review. **Attachment 6.2.1A**

6.2.2 An email was received by the Executive Officer from Department of Communities to request that the Committee considers allowing attendance at LEMC meeting via Teams or Zoom. Meetings may have to be moved to a different location to enable this option.

6.2.3 An email was received by the Executive Officer from Regional Early Education and Development Inc (REED) advising they are updating their Bushfire Plan and need to update their details in the LEMA. **Attachment 6.2.3A**

7. Closure of Meeting

The next meeting will be held on

There being no further business, the chair declared the meeting closed at 4:02 pm

ATTACHMENT 8.3A
Audit and Risk Committee Meeting Minutes
6 March 2024



MINUTES

Audit and Risk Committee
6 March 2024





NOTICE OF MEETING

Dear Committee Members,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the Audit and Risk Committee Meeting has been convened for:

Date: Wednesday 6 March 2024
At: Shire Council Chambers
1 Longhurst Street, Narembeen
Commencing: 4.00pm

Rebecca McCall
Chief Executive Officer

29 February 2024

DISCLAIMER

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

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

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1. Official Opening and Welcome

The Presiding Person, Cr Scott Stirrat, welcomed everyone to the meeting and declared the meeting open at 4.00pm

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr S Stirrat	President
Cr H Cusack	Deputy President
Cr T Cole	
Cr M Currie	
Cr H Bald	
Cr C Bray	
Cr A Hardham	

Staff:

Mrs R McCall	Chief Executive Officer
Mr B Forbes	Executive Manager Corporate Services
Mrs K Conopo	Senior Administration Officer

Apologies: Nil

3 Disclosure of Interest

Nil

4 Application for Leave of Absence

Nil

5 Deputations/ Petitions/ Presentations/ Submissions

Nil

6 Confirmation of Previous Meetings

6.1 Audit and Risk Committee Meeting 19 December 2023 Attachment 6.1A

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation – Item 6.1

That the minutes of the Shire of Narembeen Audit and Risk Committee Meeting held on Tuesday 19 December 2023, as presented, be confirmed as a true and correct record of proceedings.

AUDIT & RISK COMMITTEE RESOLUTION

MIN 7735/24 **MOTION** – Moved Cr. Hardham Seconded Cr. Bray

CARRIED 7 / 0

7.	Officer Reports
7.1	2023 Compliance Audit Return

Date:	28 February 2024
Location:	N/A
Responsible Officer:	Ben Forbes, Executive Manager Corporate Services
Author:	Ben Forbes, Executive Manager Corporate Services
File Reference	ADM129
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	7.1A Compliance Audit Return Responses 7.1B – 7.1K Supporting Documentation

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

For the Audit and Risk Committee to endorse the completed Compliance Audit Return 2023.

Background

All local governments across the State are required by legislation to undertake a compliance audit return every calendar year.

The return is an internal audit of performance against several requirements of the Local Government Act 1995 (the Act) and the associated regulations. The sections of the Act and the particular regulations covered by the return are specifically chosen by the Department of Local Government, Sport and Cultural Industries (the Department) as they are deemed to be 'high risk' areas of non-compliance. These areas include:

- commercial enterprises by Local Governments
- delegation of powers
- disclosures of interest
- disposal of property
- elections
- finance
- integrate planning and reporting
- local government employees
- official conduct
- procurement (tendering).

The Compliance Audit Return for the previous year must be submitted to the Department by 31 March, following endorsement by the Local Government's Audit and Risk Committee and adoption by Council.

Comment

Management noted several areas of non-compliance for the Compliance Audit Return for the year ended 31 December 2023:

Section of the Act or Regulation	Requirements	Comments
S5.42(2)	Delegations to the CEO to be in writing	Oversight; should have been done on appointment of new CEO
S5.42(2)	Delegations by the CEO to employees to be in writing.	Oversight; should have been done on appointment of staff or changes to existing delegations
S5.46(3)	Keep a written record for all instances of delegated authority being exercised.	Historically never done; has subsequently been implemented but does not capture all instances for the year.
S5.121(3)	Publish an up-to-date copy of the complaints register on the website.	The complaints register is newly implemented and was not on the website for the full year.
Functions and General Regulation #17	Publish the tender register on the website.	The tender register is newly implemented and wasn't on the website for the full year.

Consultation

Chief Executive Officer

Statutory Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (4) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

[Regulation 14 inserted: Gazette 23 Apr 1999 p. 1724-5; amended: Gazette 30 Dec 2011 p. 5580-1.]

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

- (2) In this regulation -
 certified in relation to a compliance audit return means signed by —
 (a) the mayor or president; and
 (b) the CEO.

[Regulation 15 inserted: Gazette 23 Apr 1999 p. 1725; amended: Gazette 26 Jun 2018 p. 2386.]

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
 Objective: Well governed and efficiently managed Local Government
 Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Governance Calendar, Financial Management Framework and Legislation
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation – Item 7.1

That the Committee endorse the 2023 Compliance Audit Return, as attached, and promote the return to Council for adoption.

AUDIT & RISK COMMITTEE RESOLUTION

MIN 7736/24

MOTION – Moved Cr. Cole

Seconded Cr. Cusack

CARRIED 7 / 0

7.2 Audit and Risk Terms of Reference

Date:	28 February 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM588
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	7.2A Audit and Risk Terms of Reference

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This item presents the Audit and Risk Committee Terms of Reference to the Audit and Risk Committee for consideration and, if satisfactory, recommend for adoption.

Background

The Section 7.1A of the *Local Government Act 1995* (the Act) requires that all local governments establish an Audit & Risk Committee (“the committee”). The committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability, and internal and external audit functions.

The proposed Terms of Reference (TOR) for the committee outlines the framework and guidelines for the establishment and functioning of this committee within the Shire of Narembeen. By setting out objectives, authority, membership, role, responsibilities, and operational procedures, the TOR ensures clarity and transparency in the committee’s functions.

The purpose of the TOR is to provide a structured approach to governance and oversight, specifically in areas related to financial reporting, internal controls, risk management, compliance ethics, and auditing. It serves as a blueprint for the committee’s activities, guiding members in fulfilling their duties effectively and ensuring alignment with legal requirements, best practices, and organisational objectives.

Comment

The relevance of the TORs lies in the ability to enhance accountability, transparency, integrity within local government operations. It establishes clear expectations for the committee’s role in mitigating risk, safeguarding assets, and promoting ethical behaviour. The TOR will assist build confidence among stakeholders by demonstrating a commitment to sound governance practices and responsible stewardship of the Shire’s resources. Overall, the TOR serves as a tool for promoting good governance and strengthening the effectiveness of the Audit and Risk Committee in fulfilling its role.

The proposed TOR is provided to the committee for consideration, with the aim to subsequently recommending them for adoption by the Council.

Consultation

Executive Manager Corporate Services
Councillors – Discussion Forum February 2024

Statutory Implications

Section 7.1A of the *Local Government Act 1995* requires that all local governments establish an Aust and Risk Committee.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership
Objective: Well governed and efficiently managed Local Government
Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Risk Management Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item as it outlines the framework and guidelines for the establishment and functioning of this committee within the Shire of Narembeen.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation – Item 7.2

That Audit and Risk Committee accepts the Audit and Risk Committee Terms of Reference as presented in Attachment 7.2A.

MIN 7737/24

MOTION – Moved Cr. Currie

Seconded Cr. Bald

CARRIED 7 / 0

7.3 Risk Dashboard – Quarterly Report – February 2024

Date:	28 February 2024
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Rebecca McCall, Chief Executive Officer
File Reference	ADM588
Previous Meeting Reference	Nil
Disclosure of Interest:	Nil
Attachments:	7.3A Risk Dashboard Quarterly Report – February 2024

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

This item presents the Risk Dashboard – quarterly monitoring report for February 2024 to the Audit and Risk Committee for consideration and, if satisfactory, receive.

Background

The Risk Management Framework for the Shire of Narembeen sets out the approach to the identification, assessment, management, reporting and monitoring of risks. The objective is to ensure that all areas of the Shire adopt the outlined procedures to ensure:

- strong corporate governance;
- compliance with relevant legislation, regulations and internal policies;
- integrated Planning and Reporting requirements are met; and
- uncertainty and its effects on objectives are understood.

The Shire has adopted a ‘Three Lines of Defence’ model for the management of risk. This model ensures roles, responsibilities, and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the council, management, and community will have assurance that risks are managed effectively to support the delivery of the strategic, corporate, and operational plans.

The Shire qualified its risk appetite through the development of the Shire’s Risk Assessment and Acceptance Criteria.

There is a requirement to assess and manager the risk profiles on an ongoing basis to monitor risks and treatments.

Comment

The quarterly review of risk profiles assessed emerging risks, control effectiveness and key indicator performance. Assigned actions are reflective of current risks and control environment.

The Risk Dashboard – Quarterly Review for February 2024 is presented to the Audit and Risk Committee for its review.

Consultation

Executive Manager Corporate Services

Statutory Implications

Australian Standard ISO 3100.

Western Australian Local Government Accounting Manual Section 7 outlines the internal control framework related to internal control and risk management.

Policy Implications

Risk Management Framework

Strategic Implications

Strategic Community Plan

Strategic Priority: 4. Civic Leadership

Objective: Well governed and efficiently managed Local Government

Strategy: 4.2 Compliant and resourced Local Government

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to Fulfill Statutory, Regulatory or Compliance Requirements
Risk Category	Compliance
Consequence Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls in Place	Risk Management Framework
Action / Treatment	Nil
Risk Rating After Treatment	Adequate

Financial Implications

There are no financial implications to Council in relation to this item as the Risk Dashboard identifies and evaluates risk.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation – Item 7.3

That Audit and Risk Committee receives the Risk Dashboard Quarterly Report – February 2024 as presented in Attachment 7.3A.

MIN 7738/24 **MOTION** – Moved Cr. Bray Seconded Cr. Bald

CARRIED 7 / 0

8. Other Business

Nil

9. Closure of Meeting

Details of the next meeting will be advised.

There being no further business, the chair declared the meeting closed at 4.15pm

ATTACHMENT 8.4A
Housing Committee Meeting Minutes 6
March 2024



MINUTES

Housing Committee Meeting
6 March 2024





NOTICE OF MEETING

Dear Committee Members,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the Housing Committee Meeting has been convened for:

Date: Wednesday 6 March 2024

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

Commencing: 2.30pm

Rebecca McCall
Chief Executive Officer

5 March 2024

DISCLAIMER

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

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

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1. Official Opening and Welcome

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr HA Cusack Deputy President
Cr HJ Bald
Cr AM Hardham

Staff:

Ms R McCall Chief Executive Officer
Mr B Forbes Executive Manager Corporate Services

Apologies:

Nil

3 Disclosure of Interest

Nil

4 Application for Leave of Absence

5 Deputations/ Petitions/ Presentations/ Submissions

Nil

6 Confirmation of Previous Meetings

Nil

7. Officer Reports

Nil

8. Other Business

8.1 Housing Discussion Paper

A discussion paper (**Attachment 8.1**) was drafted in September 2022 with the aim of the Housing Committee reaching a consensus before the development and presentation of a Housing Strategy to Council for approval. However, due to change management issues, the discussion paper has not evolved into an adopted council strategy.

Despite the absence of a housing strategy, Council has made decisions to address the housing challenges being encountered, these include:

Central East Accommodation and Care Alliance Inc (CEACA)

- Made application for general membership; and
- Agree to transfer ownership of Lot 104 Currall Street to CEACA, when they secure funding for housing and commit to building housing.

24 Cheetham Way

- Allocated funding in the 2023/2024 budget for the construction residence for the doctor.

Thomas Street

- Allocated funding in the 2023/2024 budget to construct housing.

Housing Strategy

To address housing challenges effectively, it is recommended that the discussion paper undergo a review to identify emerging factors, with the goal of formulating a practical housing strategy. Factors to be considered include:

- Further develop housing audit to capture year built, asset condition, asset preservation costs and current valuation
- Ascertain priority housing configurations
- Determine priority housing supply
- Establish housing standards
- Identify proven opportunities
- Investigate the sustainability of housing refurbishment
- Refer to previous sub-division concept plans
- Renewable options
- Model affordability and sustainability.

Draft Housing Configurations	
1.	2-bedroom, 1 bathroom
2.	3-bedroom, 1 bathroom, 2 toilets
3.	4-bedroom, 2 bathroom
4.	All configurations: <ul style="list-style-type: none">• Alfresco area• Cabinetry to maximise storage space• Carport• Minimal and low maintenance garden• Storage space

Draft Housing Standards	
1.	Brick or Modular
2.	Appliances 5-Star Rating
3.	Gas hotplate (to accommodate power outages)
4.	Hot Water System – do not discount solar
5.	LED lighting
6.	Window Fittings – block out blinds (holland)

Actions	
1.	Conduct housing audit, referring to previous audit conducted approximately 8 years ago.
2.	Locate sub-division concept plans.
3.	Investigate infrastructure opportunities at the mining work camp.

9. Closure of Meeting

Details of the next meeting will be advised.

There being no further business, the chair declared the meeting closed at 3.15pm

ATTACHMENT 9.1A
2023 Compliance Audit Return Responses



Compliance Audit Return 2023

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Supporting Documents
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A		
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A		
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A		
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A		
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Supporting Documents
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A		
2	s5.16 (2)	Were all delegations to committees in writing?	N/A		
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A		
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	N/A		
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes		
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	MIN 7577/23 MIN 7707.23 MIN 7713.23	https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-18-april-2023/115 https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-21-november-2023/123 https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-19-december-2023/124
8	s5.42(2)	Were all delegations to the CEO in writing?	No		
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	No		
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	MIN 7577/23 MIN 7707.23 MIN 7713.23	https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-18-april-2023/115 https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-21-november-2023/123 https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-19-december-2023/124
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Attachment 7.1B - Exercise of Delegation Register
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	MIN 7326/22	https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-15-february-2022/100
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	No		

Disclosure of Interest					
No	Reference	Question	Response	Comments	Supporting Documents
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Item 8.1.3 MIN 7626/23	Attachment 7.1C - Declaration of Interest Register https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-18-july-2023/118
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	No gifts received	

3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes		Attachment 7.1C - Declaration of Interest Register
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Attachment 7.1D - Councillor and Staff Annual and Primary Return Register to 31 December 2023
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Yes		Attachment 7.1D - Councillor and Staff Annual and Primary Return Register to 31 December 2023
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes		Attachment 7.1D - Councillor and Staff Annual and Primary Return Register to 31 December 2023
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes		Attachment 7.1D - Councillor and Staff Annual and Primary Return Register to 31 December 2023
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes		Attachment 7.1C - Declaration of Interest Register
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes		Attachment 7.1D - Councillor and Staff Annual and Primary Return Registers
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	No gifts received	Attachment 7.1E - Gift Register
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	No gifts received	https://www.narembreen.wa.gov.au/the-shire/your-council/declarations.aspx
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes		Attachment 7.1D - Councillor and Staff Annual and Primary Return Registers
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Item 8.3.1 MIN 7718/23	https://www.narembreen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-19-december-2023/124
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?	N/A		
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	Item 8.1.1 MIN 7203/21 (Councillors) Item 8.2.1 MIN 7327/22 (staff)	https://www.narembreen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-20-april-2021/85 https://www.narembreen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-15-february-2022/100
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	No	No additions	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes		https://www.narembreen.wa.gov.au/Profiles/narembreen/Assets/ClientData/Documents/Other/Electoral_Code_of_Conduct.pdf
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes		https://www.narembreen.wa.gov.au/the-shire/public-documents/code-of-conduct/forms-and-information.aspx

Disposal of Property					
No	Reference	Question	Response	Comments	Supporting Documents
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	Website, Noticeboard, Fencepost and Facebook	Attachment 7.1F - Disposal of Property - Fencepost Exerpt and Facebook Screenshot
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property?	Yes		

Elections					
No	Reference	Question	Response	Comments	Supporting Documents
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	No gifts received	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A		
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	No gifts received	

Finance					
No	Reference	Question	Response	Comments	Supporting Documents
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	Item 10.2 MIN 2669/23	https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-24-october-2023/122
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A	No delegated power	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	Item 6.2 MIN 7707/23	https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-19-december-2023/124
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes		
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	Yes	Uploaded to website 21/12/2023	https://www.narembeen.wa.gov.au/documents/corporate-plans-and-strategies
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes		

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Supporting Documents
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	MIN 7463/22	https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-19-july-2022/105
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	MIN 7486/22	https://www.narembeen.wa.gov.au/council-meetings/ordinary-council-meeting/ordinary-council-meeting-20-september-2022/107
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes		

Local Government Employees					
No	Reference	Question	Response	Comments	Supporting Documents
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes		Attachment 7.1G- Application Package Chief Executive Officer and Application Package - Executive Manager Infrastructure Services
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes		
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	Yes		
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes		
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		

Official Conduct					
No	Reference	Question	Response	Comments	Supporting Documents
1	s5.120	Has the local government designated an employee to be its complaints officer?	No		
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	No complaints received.	Attachment 7.1H - Complaints (Minor Breach) Register
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes		
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	No		

Optional Questions					
No	Reference	Question	Response	Comments	Supporting Documents
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	N/A	Due in 2024	
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	N/A	Due in 2024	
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A	No gifts received	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes		https://www.narembeen.wa.gov.au/the-shire/public-documents/policies.aspx
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes		https://www.narembeen.wa.gov.au/documents/local-laws https://www.narembeen.wa.gov.au/documents/corporate-plans-and-strategies https://www.narembeen.wa.gov.au/council-meetings/past https://www.narembeen.wa.gov.au/visit/maps-useful-information/maps.aspx
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Attachment 7.1I - Council Policy - Council Member Professional Development
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes		https://www.narembeen.wa.gov.au/Profiles/narembeen/Assets/ClientData/Registers/Annual_Report_of_Training_undertaken_by_Elected_Members_of_the_Shire_of_Narembeen_2022-2023.pdf
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes		
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Supporting Documents
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Attachment 7.1J - Tender Register
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes		Attachment 7.1J - Tender Register
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes		Attachment 7.1J - Tender Register
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	N/A		
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes		
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	No	Not published as at 31 December 2023	https://www.narembeen.wa.gov.au/the-shire/noticeboard/tenders.aspx
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No		
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Attachment 7.1K - Screenshot of Correspondence to Tenderers
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes		
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A		
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A		
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	N/A		
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A		

19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A		

ATTACHMENT 9.2A
Audit and Risk Committee Terms of
Reference



AUDIT & RISK COMMITTEE

Terms of Reference

February 2024

Purpose

Section 7.1A of the *Local Government Act 1995* (the Act) requires that all local governments establish an Audit & Risk Committee (“the Committee”). The Committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability, and internal and external audit functions.

This Terms of Reference (“TOR”) sets out the objectives, authority, membership, role, responsibilities, and operation of the Committee.

Objectives

The objectives of the Committee is to facilitate :

1. the enhancement of the credibility and objectivity of financial reporting.
2. the effective management of financial and other risks and the protection of Council assets;
3. compliance with laws and regulations as well as the use of best practice guidelines relative to audit, risk management, internal control, and legislative compliance;
4. the scope of work, objectivity, performance, and independence of the external and internal auditors;
5. the process and systems which protect against fraud and improper activities; and
6. the provision of an effective means of communication between the external auditor, internal auditor, the CEO and Council.

Role & Responsibilities

The Committee is a formally appointed committee of Council. The Committee has the responsibility to:

1. review the internal and external auditor’s annual audit plans and the outcomes/results of all audits undertaken;
2. request the CEO to seek information or advice in relation to matters considered by the Committee;
3. formally meet with internal and external auditors as necessary;
4. make recommendations to the Council with regards to matters within its scope of responsibility.

Membership

Section 7.1A of the *Local Government Act 1995* states the members of the Committee are to be appointed* by the local government and at least 3 of the members, and where the Committee consists of more than 3 members then the majority of those members, are to be Councillors. **Absolute Majority required*

The CEO is not to be a member of the Committee and may not nominate a person to be a member of the Committee, or have a person represent the CEO as a member of the Committee. Similarly, an employee is not to be a member of the Committee.

As a minimum, the Shire’s Committee will consist of 4 members, being 3 Councillors and 1 external representative. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council’s elected members.

All members will have full voting rights. In the event of a tie the Chairperson will have the casting vote.

The appointment of external members shall be based on the following criteria:

1. a suitably experienced person who can demonstrate knowledge in financial management, risk management, governance and audit (internal and external);
2. have an understanding of the duties and responsibilities of the position, ideally with respect to local government financial reporting and auditing requirements;
3. have strong communication skills;
4. have relevant skills and experience in providing independent audit advice; and
5. be a person with no operating responsibilities with the Shire nor provide paid services to the Shire either directly or indirectly.

The appointment and re-appointment of external members shall be made by Council by way of invitation and be for a period of up to 4 years. External members will not be appointed for more than three consecutive terms.

External members will be required to confirm they will operate in accordance with the Shire’s Code of Conduct and will be required to follow Council’s policies pertaining to the Committee operations.

Council may, by resolution, terminate the appointment of any external member prior to the expiry of their term if:

1. the Committee, by majority decision, determines the member is not making a positive contribution to the Committee; or
2. the member is found to be in breach of the Shire's Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
3. a member's conduct, action or comments brings the Shire into disrepute.

The Chairperson of the Committee is to be appointed by majority vote of the Committee. The Chairperson can be a Councillor or an external member.

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Shire.

Reimbursement of approved expenses may be paid to an external member in accordance with Section 5.10 of the *Local Government Act 1995*.

The CEO, Executive Manager Corporate Services and/or their nominee is to attend meetings to provide advice and guidance to the Committee.

The Shire shall provide secretarial and administrative support to the Committee.

A quorum will be a majority of members.

New members will receive relevant information and briefings on their appointment to assist them meet their Committee responsibilities.

Meetings

The Committee will meet at least quarterly, with additional meetings convened as required at the discretion of the Chairperson or at the request of the CEO.

The Committee meetings shall be "Closed" and therefore not open to the public.

Elected members of the Shire may attend each Committee meeting.

Committee members are expected, where possible, to attend each meeting in person. Where attendance in person is not possible, in accordance with Regulation 14A of the *Local Government (Administration) Regulations 1996*, the Committee may, by resolution*, allow a member to attend the meeting via telephone or other means of instantaneous communication.

**Absolute Majority required*

Notice of Meeting and Agenda

The CEO or their delegate will administratively coordinate the convening of meetings of the Committee and invite members of management, internal and external auditors or others to attend meetings as observers and to provide relevant information as necessary.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed shall be provided to each member of the Committee no later than 72 hours prior to the meeting. Associated meeting papers are to be provided at the same time.

Minutes of Meetings

The Office of the Chief Executive Officer will facilitate the administrative support for the meeting, including as a minute taker for the meeting.

Minutes will be taken at each meeting and be presented to the subsequent meeting for confirmation. Minutes will include the proceedings and resolutions of the meeting including the names of those in attendance.

The Chairperson shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Conflicts of Interest will be managed in accordance with the Shire's policies and the *Local Government Act 1995*.

Minutes of Committee meetings shall be circulated promptly to all members of the Committee.

Minutes of Committee meetings shall be presented to the next Ordinary Council Meeting, with any recommendations from the Committee to be considered by Council by way of a separate agenda item.

Other than confidential papers and attachments, agendas and minutes of the Committee will be made publicly available on the Shire's website in accordance with Section 5.96A of the *Local Government Act 1995*.

Functions

Regulation 16 of the *Local Government (Audit) Regulations 1996* defines the functions of an Audit Committee as:

- “(a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.”

In addition to the above the Committee's other functions include:

External Audits

1. Provide guidance and assistance to Council as to the carrying out of the functions of the Shire in relation to external audits.
2. Provide an opportunity for the Committee to meet with the external auditors to discuss any matters that the Committee or the external auditors believe should be discussed.
3. Meet with the auditor annually to receive the audit report and make a recommendation to Council with respect to that report.
4. Examine the reports of the auditor after receiving a report from the CEO on the matters to:
 - a. Determine if any matters raised require action to be taken by the Shire; and
 - b. Ensure that appropriate action is taken in respect of those matters.
5. Consider and recommend adoption of the Annual Report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the Annual Report is signed.
6. Address issues brought to the attention of the Committee, including responding to requests from Council for advice that is within the parameters of the Committee's TOR.

Note: The Office of the Auditor General will be responsible for conducting external audits.

Internal Audits

1. Provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to internal audits.
2. Review and recommend the annual internal audit plan for endorsement by the Council and all major changes to the plan. Monitor that the internal auditor's annual plan is linked with and covers the material business strategic risks and themes.
3. Monitor processes and practices to ensure that the independence of the internal audit function is maintained.
4. Annually review the performance of internal audits including the level of satisfaction with the internal audit function.
5. Review all internal audit reports and provide advice to Council on significant issues (i.e. high and extreme) identified in audit reports and the action to be taken on issues raised, including identification and dissemination of good practice.
6. Monitor management's implementation of internal audit recommendations.
7. Receive the findings of special internal audit assignments undertaken at the request of Council or CEO.
8. Review the annual Compliance Audit Return and report to Council the results of that review in accordance with Section 7.13(1)(i) of the *Local Government Act 1995*.
9. Consider the CEO's Biennial Reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to Council the results of those reviews in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*.
10. Oversee the process of developing and implementing the Shire's fraud control arrangements to assist Council in ensuring it has appropriate processes and systems in place to detect, capture and effectively respond to fraud and improper activities.
11. Consider the financial management systems and procedures in accordance with Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996* within the statutory timeframes.

Risk Management

1. Ensure that management has in place a current and comprehensive enterprise Risk Management Framework and associated procedures for effective identification and management of Shire's business and financial risks.
2. Determine whether a sound and effective approach has been followed in managing the Shire's major risks including those associated with individual projects, program implementation, and activities.
3. Ensure the Shire identifies, reviews and regularly updates the strategic and operational risk profiles.
4. Understand and endorse the Shire's risk appetite.
5. Oversee the periodic review of the Risk Management Framework.

Business Continuity

1. Ensure a sound and effective approach has been followed in establishing the Shire's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.
2. Oversee the periodic review of the Business Continuity Framework.

Financial Reporting

1. Review significant accounting and reporting issues, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the financial report.
2. Review with management and the external auditors the results of the audit, including any difficulties encountered.
3. Review the Annual Financial Statements forming part of the Shire's Annual Report and consider whether it is complete, consistent with information known to Committee members, and reflects appropriate accounting principles.
4. Review with management and the external auditors all matters required to be communicated to the Committee under the Australian Auditing Standards.
5. Recommend the adoption of the Annual Financial Statements forming part of the Annual Report to Council.

Internal Control

1. Ensure management's approach to maintaining an effective Internal Control Framework is sound and effective.

Audit & Risk Committee Terms of Reference

2. Ensure management has in place relevant policies and procedures, including CEO's Instructions or their equivalent, and that these are periodically reviewed and updated.
3. Ensure appropriate processes are in place to assess, at least once a year, whether key policies and procedures are complied with.
4. Ensure appropriate policies and supporting procedures are in place for the management and exercise of delegations.
5. Review how management identifies any required changes to the design or implementation of key internal controls.

Fraud & Corruption Prevention

1. Oversee the process of developing and implementing the Shire's fraud control arrangements to assist Council in ensuring it has appropriate processes and systems in place to detect, capture and effectively respond to fraud and improper activities.
2. Receive and consider information and advice presented by the CEO on the strategies and controls to manage fraud and corruption risks at the Shire.
3. Provide oversight over the Shire's exposure and issues raised in relation to fraud and corruption.

Legislative Compliance

1. Oversee the effectiveness of the systems for monitoring compliance with relevant laws, regulations and associated government policies.

Other Responsibilities

1. Monitor the progress of the implementation of external audit recommendations made by the auditor, which have been accepted by the Shire.
2. Receive recommendations arising from reviews of local government systems and procedures.
3. At least once every two years review and assess the adequacy of the Committee's TOR, request Council approval for proposed changes, and ensure appropriate disclosure as required by legislation or regulation.

ATTACHMENT 11.1A
Draft Animal Welfare Plan



Animal Welfare Plan

February 2024

DRAFT



Suggestions and comments can help improve these arrangements. Feedback can include:

- out of date information
- errors, omissions or improvements
- inadequate information

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

CEO
Shire of Narembeen
1 Longhurst St
Narembeen WA 6369

Number	Date	Amendment Summary	Author
Draft V1	June 2021	Not presented to LEMC for comment	
Draft V1	29 February 2023	Presented to LEMC for comment	CEO

Council Adopted	
LEMC Review	
Council Review	

Date:

LEMC Chairperson

Date:

Shire of Narembeen CEO

Sources: DPIRD, Local PAWE, WALGA

Disclaimer: The Shire of Narembeen makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided without warranty of any kind to the extent permitted by law. The Shire of Narembeen hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of Narembeen be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

Definitions

In line with State Emergency terminology

Animal Welfare: How an animal is coping with the conditions in which it lives. An animal is in a good state of welfare if (as indicated by scientific evidence) it is healthy, comfortable, well nourished, safe, able to express innate behaviour, and if it is not suffering from unpleasant states such as pain, fear, and distress. Good animal welfare requires disease prevention and veterinary treatment, appropriate shelter, management, nutrition, humane handling and humane slaughter/killing. Animal welfare refers to the state of the animal; the treatment that an animal receives is covered by other terms such as animal care, animal husbandry, and humane treatment. [OIE May 2008 – International Office of Animal Health].

Livestock: Any animal kept for the purposes of primary production, including cattle, sheep, pigs, poultry, alpacas, goats and deer; or (b) horses, including where used for recreation; or (c) any animals prescribed as livestock.

Pets: Domestic animals, primarily kept for companionship and which usually accompany the family when they leave the property i.e. dogs, cats, rabbits, rodents, fish, birds.

Wildlife: All native and introduced animals that live without regular human intervention or support. Does not include stray domestic animals.

DRAFT

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PART ONE: PLAN

In addition to minimising suffering of animals during emergency events or disasters it is imperative to ensure that Local Emergency Management Arrangements (LEMA) specifically provide for the management of animals. Animals are a part of community life within the Shire of Narembeen as pets, companions or as part of a commercial enterprise.

Within the Shire of Narembeen there are over 85 registered dogs and more than 93 registered cats and unspecified number of other animals including alpacas, cows, horses, and sheep, being kept.

Animal owners are ultimately responsible for the care and welfare of their animals at all times, including during emergencies. These arrangements have been developed and adopted to supplement animal owners own emergency planning or preparations, particularly after the immediate impacts of an emergency.

In this plan, human life and safety will always take precedence over animal life.

This plan links to the Shire of Narembeen Strategic Community Plan:

1.6 Support emergency services planning, risk mitigation, response and recovery

1. Aim and Purpose

The aim of this Sub-Plan is to outline and document the proposed arrangements for animal welfare in response to an emergency affecting animals kept within the Shire of Narembeen.

The purpose of this Sub-Plan is to document specific animal welfare arrangements to be implemented in response to an emergency affecting the community within the district of the Shire of Narembeen.

2. Scope

This Sub-Plan outlines arrangements in response to emergencies for the welfare of pets and livestock kept within the Shire of Narembeen and **includes:**

- Activation procedures
- Roles and Responsibilities
- Shelter Arrangements/facilities

This Sub-Plan **does not outline arrangements** for:

- The welfare of native or introduced wildlife. Parks and Wildlife is responsible for coordinating emergency arrangements for such animals.
- Exotic diseases in animals. Department of Agriculture and Food and Biosecurity Groups are responsible for the coordination of response activities in accordance with the relevant response plans

Area covered: The Shire of Narembeen including these townships: MT ARROWSMITH - Located 18kms south east of the Narembeen town site. MT WALKER - Located 42kms east of the Narembeen town site. NAREMBEEN - Located 286kms east of Perth, Narembeen is the main town site in the Shire.

3. Authority

This document has been prepared as a Sub-Plan to the Shire of Narembeen Local Emergency Management Arrangements (2022) prepared in accordance with s.41 of the Emergency Management Act 2005.

The development, implementation and revision of the AWP is the responsibility of the Shire of Narembeen in consultation with key stakeholders, government agencies and other support organisations in accordance with the related Emergency Management and other related Legislation.

4. Distribution

Organisation	Number of copies
Shire of Narembeen	CEO, EMIS, Ranger
Local Emergency Management Committee	Chair, Committee and Animal Welfare Coordinator
WA Police Service – Narembeen	
Water Authority	
Narembeen Volunteer Fire and Rescue	
St Johns Ambulance – Narembeen	
Narembeen DHS	
Great Southern Region District Emergency Management Committee	
State Emergency Management Committee	
Western Power	
Department of Parks and Wildlife (DPaW)	
Department of Primary Industries and Regional Development	
Department For Child Protection and Family Support	
Vets	
RSCPA WA	
Narembeen Community Resource Centre	

5. Associated Documents

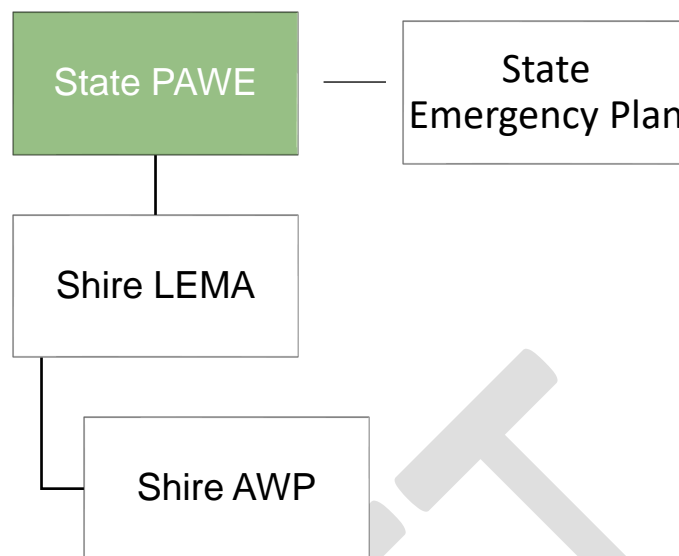
This Sub-Plan is **subsidiary to the Shire of Narembeen Local Emergency Management Arrangements (LEMA)** and as such should not be viewed in isolation.

The Shire of Narembeen has established the Narembeen Local Emergency Management Committee to advise and assist the Shire with the establishment and maintenance of the Local Emergency Management Arrangements.

Legislation and regulations related to this plan:

- Local Government Act
- Animal Welfare Act 2006
- Biosecurity and Agriculture Management Act 2007
- Dept. of Agriculture and Food (codes of conduct and operating codes)
- RSPCA (WA) Codes of Conduct
- Emergency Management Act 2005

5.1 Hierarchy of Emergency and Animal Welfare Management Plans



6. Risks

Risks identified in the Shire of Narembeen LEMA relevant to this Animal Welfare Plan include:

- Bushfire
- Storms
- Transport of animals – accidents e.g. sheep carriers, cattle crates etc
- Flood

Intensive agricultural activities in the Shire of Narembeen

- Lynch Feedlots (Narembeen Kondinin Road)

PART TWO: PREPARE

7. Roles and Responsibilities

7.1 Animal Owners

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations.

7.2 Shire of Narembeen

The responsibilities of the Shire are to prepare, plan for and to determine and document evacuation considerations.

7.3 Shire Ranger (contracted)

The Shire's report to the CEO and are the primary officers responsible of undertaking the duties of the Animal Welfare Plan. It should be noted that the Rangers also fulfil other logistical roles during emergencies and their services may be limited.

7.4 Animal Welfare Coordinator

On activation of this sub-plan the Animal Welfare Coordinator (AWC) will

- Coordinate service delivery in accordance with this sub-plan
- Establish temporary Animal Welfare facilities if required
- Coordinate incoming offers of assistance from any organisations suitably qualified in animal care;
- Requesting assistance from any person or organisation with the skills in animal care
- Establish (if required) and coordinate the activities of the Animal Welfare Team (AWT)
- Requesting assistance from other Shire of Narembeen teams to assist in the rescue, transport or relocation of animals as required;
- Coordinate the activities of volunteers engaged in relation to the activation of this plan including the establishment and keeping of volunteer engagement records;
- Request assistance from any person or organisation within the Shire or externally to assist in the administration or logistics associated with activation of this plan;
- Ensure stocks of Animal Welfare support equipment and consumables are maintained and available at all times;
- Liaise with the Shire on communications; and
- Participate in debrief sessions after the emergency (as required).

7.5 Support Agencies

Agency	Role	Responsibilities
Department of Fire and Emergency Services (DFES)	Coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property	Hazard Management Authority Animal Evacuation Coordination Support Agency
Department of Primary Industries and Regional Development (DPIRD)	Protect the sustainability of natural resources and accelerate ongoing economic	Livestock Authority Drought Management Animal pest or disease

	growth, job creation and regional development	Plant pest or disease which could result in an outbreak
Department of Parks and Wildlife (DPaW)	Protecting our native animals, and does so through the management of lands and waters reserved under the Conservation and Land Management Act, a range of conservation initiatives operating on other lands, and programs	Hazard Management Authority Wildlife Management
WA Police	Responsible for policing in WA	Hazard Management Authority Traffic Management Investigation and Enforcement
Department for Child Protection and Family Support (CPFS)	Coordinating the provision of emergency welfare response services to people affected by emergency incidents	Staff for Evacuation Centre
RSPCA	Improve the welfare of animals and ensure they are treated with dignity, compassion and respect	Animal welfare and support
Vets	Supporting stockholders and animal owners	Animal welfare Medical services to animals, shelter
WALGA	Representative body for local government	Advice and support
Water Corporation	Principal supplier of water, wastewater, drainage and bulk irrigation services	Water supply management
Western Power	Ensuring energy is safely and optimally distributed across the SWIS	Power supply management
WA Country Health	Quality health care workforce and accessible health services to the regional population	Medical and health management
Bureau of Meteorology	Main provider of weather forecasts, warnings and observations to the Australian public	Weather information

PART THREE: ACTIVATE

8. Plan Activation and Escalation

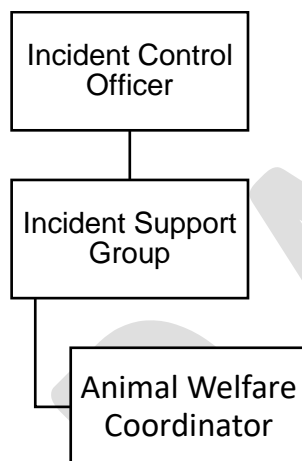
The responsibility to activate this plan is the **Incident Control Officer** using all the possible information and predictions at hand. The Incident Control Officer will appoint the Animal Welfare Coordinator.

8.1 Plan Activation

Triggers for the activation of the plan may include:

- Opening of an Emergency Relief Centre (ERC);
- Carcass disposal need; and /or
- Major animal emergencies such as Fire, Flood, Drought and Animal Disease

8.2 Line of Authority



8.3 Public Information

The notification of the response and an appropriate communications plan will be determined and activated by the Animal Welfare Coordinator in collaboration with the Shire of Narembeen.

8.4 Escalation

Escalation to the State Support PAWE is in accordance with the State Support Plan – Animal Welfare in Emergencies section: *The Controlling Agency or HMA may determine the need to activate the arrangements under this Plan where:*

- *Animal welfare is beyond the capacity and capability of the owners or carers, and*
- *Any local or district arrangements are no longer sufficient or effective, or*
- *No local or district arrangements exist.*

Should the Shire of Narembeen believe the criteria for activation of the State Support PAWE are met, the Local Government representative within the emergency Incident Support Group should notify the Controlling Agency or HMA of the situation and recommendation to activate the State Support PAWE.

PART FOUR: RESPONSE ACTIVITIES

9. Service Levels

9.1 Priority Order

In an emergency event, priority of rescue, shelter and care will be given to the following:

1. Assistance Dogs; Guide Dogs; Hearing Dogs – PERMITTED IN EVACUATION CENTRES; and
2. Service Dogs; Rescue Dogs; Police Dogs – PERMITTED IN EVACUATION CENTRES; and
3. Companion Pets for the elderly, disabled, or high risk children or adults.

NOTE: Human life will always take precedent over animal welfare.

9.2 Livestock

The Animal Welfare Coordinator will identify the nearest appropriate property or paddock in which to temporarily hold/detain the livestock. During periods of sufficient staff resourcing attempts may be made to identify and contact the owners of the livestock to advise them of the location of their animals and request they make alternate arrangements for them, where safe to do so.

In the instance where the livestock owner cannot be contacted, arrangements should then be made to transport and impound the livestock at the nearest saleyards or other suitable area the Coordinator finds.

9.3 Horses

Facilities are available at the sale yards however, residents should be strongly encouraged where possible to evacuate their animals to friends/family in an area well outside of the emergency zone.

9.4 Temporary Shelter

With the exception of assistance/service dogs, animals are not permitted in Evacuation Centres. In the interests of assisting with the wellbeing of both the animals and their owners (as both may become greatly distressed if separated during an emergency event), the Animal Welfare Coordinator will allocate a suitable area near the Evacuation Centre where a Temporary Sheltering Facility may be established. This may be a Shire reserve, oval or other suitable shaded area nearby.

Note: Should a Temporary Sheltering Facility be established, requirements will include temporary fencing, shade tents, food and waste equipment, and watering equipment.

9.5 Euthanasia and Disposal

When an animal is identified as needing to be immediately euthanised or sent for salvage slaughter, every effort will be made to contact the owner/carer of the animal and consult with them. Where this is not possible and the animal is suffering, the owner/carer will be notified as soon as possible of the outcome.

It is the responsibility of the person in charge of the animals at the time to arrange for the humane destruction or salvage slaughter of emergency affected animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival. In situations where the owners cannot be found, indemnity for immediate humane destruction in their absence is provided by the Animal Welfare Act.

Wildlife emergency plans and protocols from DBCA detail the procedures for euthanasing wildlife. Under the Bushfire Protocols (which can be applied in other emergency events also) the triage veterinarian is responsible for assessing the need for immediate humane destruction.

Whilst it is prohibited to destroy native wildlife under the Wildlife Act, registered veterinary practitioners and appropriately accredited officers and volunteers who destroy wildlife in accordance with the Animal Welfare Act are exempt.

In order to reduce the risk to human health and to avoid adversely affecting morale of emergency personnel and the community, it is critical that animal carcasses are disposed of in a timely manner. The critical need to minimise the risks associated with disposal including biosecurity, environmental contamination and/or the spread of disease mean that it is essential approved disposal methods be adhered to at all times.

There are a number of carcass disposal options available including disposal at an appropriately licensed landfill site, knackeries and rendering facilities, as well as high temperature incineration. Disposal on private and government owned sites such as unlicensed/decommissioned landfill sites may be allowed subject to Section 30A of the Environmental Protection Act. However, this will require the development of a site management plan.

9.6 Injured Services

Injured or sick animals should be assessed and their condition managed by veterinarians or other suitably qualified animal carers. In the event that the numbers of injured or sick animals overwhelms the capacity of local veterinary care providers the RSPCA should be contacted for advice and assistance.

The owners of injured or sick animals brought to evacuation centres should be instructed to convey their animals to a veterinary practice for assessment and treatment if required. The Animal Welfare Coordinator may if required to engage the services of a local veterinarian to conduct a triage assessment of animals brought to an evacuation centre. The cost of any treatment veterinary would be the responsibility of the owner of the animal. Injured or sick animals should be quarantined or segregated from otherwise healthy animals while being held (pending assessment) at evacuation centres. Native animals injured as a result of an emergency event should be referred to DPaW.

9.7 Stray Animals

Animals with no identified owner will be handled according to legal requirements.

10. Facilities and Contacts

10.1 Temporary Evacuation Centres / Shelters

Animal Pound	Shire facility for the shelter of pets	PH 9064 7308
Sale Yards	Primary facility for the shelter of livestock	PH 9064 7308
Narembeen Recreation Ground	Emergency Evacuation Centre	
Paddocks	Where it is necessary to relocate livestock use of the closest paddock unaffected by the incident concerned should be sought.	

Movement of such livestock must be carefully considered in terms of the logistics involved (will mechanised transport be required) and in relation to risks imposed by the incident concerned and the associated movement of community members and emergency responders.

10.2 Equipment and emergency supplies, consumables

Temporary fencing	Temporary fencing can be used in association to confinement and sheltering animals.	
Food and water for domestic animals	Equipment (such as food and water bowls, dog leads) to be used in association with the temporary shelter of animals. A stock of consumables, particularly dog and cat food is kept at all times at the animal pound for the normal operation of the pound.	See animal health and supplies below
Donations	Donations received and dispersed to be registered.	Annexure 4 & 5

10.3 Contact Details

Shire of Narembeen

CEO – Rebecca McCall	PH 0428 647 312
EMCS – Ben Forbes	PH 0457 667 579
EMIS – Ken Markham	PH 0429 647 330
Local Recovery Coordinator – Rebecca McCall	PH 0428 647 312
Ranger – Matt Sharpe	PH 0408 857 854

Other

Vet Clinic (Corrigin)	PH 9063 2447 / 0429 629 027
Narrogin Veterinary Services	PH 9881 5417
Herald St Veterinary Clinic (Narrogin)	PH 9881 6444
Pat and Chat (Merredin – mobile)	PH 0428 212 945
RSPCA	PH 1300 278 358
DPIRD	PH 9881 0222
SES Animal Health	PH 1800 084 881
Wildlife	PH 9474 9055
DPaW (Wildlife)	PH 9041 6000 / 0417 412 488
Main Roads (Narrogin)	PH 9881 0524
Western Power	PH 13 13 51
DCPFS (Merredin)	PH 9041 6900
Water Corporation	PH 13 13 75
DFES	PH 9690 2300 / 0427 002 698

Kulin SES	PH 0427 911 244
Environmental Protection Authority	PH 9222 7000
Narembeen Hospital	PH 9064 6222
Narembeen Medical Centre	PH 9064 7145
Narembeen Police Station	PH 9064 7350
Great Southern Fuel Suppliers (Merredin)	PH 9041 1082
Narembeen Roadhouse	PH 9064 7315
Transport / Carriers	
Varley Transport	PH 0427 751 055
Kailam Transport (Corrigin)	PH 0488 940 976
McCubbing Transport (Kondinin)	PH 9889 1051
Livestock Agents / Animal Health Suppliers	
Total Ag	PH 9064 7201
Narembeen Elders	PH 9064 6500
Narembeen Hardware and Ag	PH 9064 7302

12. Finances

The Local Government Act, Section 6.8(1)(c) grants the Shire President the authority to authorise unbudgeted expenses in an emergency. Subject to approval by the Shire President, the Animal Welfare Coordinator shall be responsible for authorising expenditure in relation to;

- Animal supplies;
- Veterinary expenses;
- Any other items deemed necessary for the function of this plan

These expenses shall be recorded.

13. Traffic Management

Will be coordinated through the Incident Management Centre.

14. Additional Resources

Council will draw on resources from the surrounding Shires / organisations in the delivery of animal welfare services from Corrigin, Kulin, Kondinin, Merredin, Yilgarn and Bruce Rock.

Requests for supplementary resources will be consistent with principles described in the State Emergency Response Plan / Local Emergency Management Arrangements.

Additional resources to enable the effective delivery of animal welfare services will be discussed with the Ranger and government agencies.

PART FIVE: RECOVERY

15. Recovery

The Chief Executive Officer of the Shire of Narembeen has been appointed as the Local Recovery Coordinator (LRC) in accordance with the Emergency Management Act 2005, S 41. (4) The EMCS will act in the role when the primary appointee is unavailable when an emergency occurs.

The responsibility for the declaration of the “recovery phase” will be made by the Incident Controller once the “Response Phase” of the Incident is under control or at a time determined by the Incident Controller.

The Local Recovery Coordinator will be guided by the Local Recovery Plan

The Animal Welfare Coordinator shall arrange a debriefing session for Shire staff, volunteers and associated agency representatives at the conclusion of activities related to this plan in response to an emergency event.

The Animal Welfare Coordinator shall prepare a report on activation of this plan to be provided to the LEMC and made available to the Post Incident Analysis, Major Incident Review or other similar review as required.

Additional notes:

Ongoing community communication is very important and the impacts to mental wellbeing should be considered in all communication whether it relates directly to animal welfare or not.

Avoid statements such as ‘no lives lost’ - or ‘no/minimal asset loss’ as these can have an impact on those that have lost animals or lost livelihoods relating to animal industries.

The Shire of Narembeen has the responsibility for recovery and should consider the impact of animal loss on the community both socially and economically.

Annexure 1 ANIMAL RESCUE FORM

Name of Incident	
Date	
Shire Officer	

Emergency Rescue Information			
Date / Time		Hazard	
Rescue Location		Officer	
Holding Location		Agency	
PEN No		Reason	

Animal Description			
Species	Dog Cat Other	Sex	
Breed		Sterilised	Y / N / Unknown
Colour		Microchip	Y / N / Unknown
Markings		Vaccination	Y / N / Unknown
Age	Less than 6mths	ID Registration	Y / N
	Up to 3yrs	Number	
	3yrs plus	Collar	Y / N

Owner Information	
Name	
Address	
Phone	
Email	

Release Summary	
Fees	Release No and Who to
Outcomes	Owner Reunite
	Re home
	Euthanise
Signature	



Pet Survival Plan



Pet Survival Plan

Just as we need to prepare for natural disasters we also need to prepare our animals. As the owner or carers of animals you have a duty of care to provide appropriate food, water, shelter and treatment for injury or disease for your animals.

Never turn animals out on to the road to run free. This is dangerous for fire trucks and vehicles, and you may be legally responsible if they cause a crash. Animals will panic during a bushfire which may result in injuries if they are not secured.

It is likely to be several days before emergency services give the all clear for you to be allowed to return home after an incident. When returning home it is important to obey the authorities and road closure information as there may be hazards in the area such as falling trees and branches, downed power lines and damaged or blocked roads.

Ignoring these instructions could put your life and the lives of emergency services personnel at risk

What if your pet is not a dog or cat?

The majority of households have pets such as dogs, cats and birds. If your pets include animals such as, reptiles, small livestock (pigs, fowls, chickens, goats, horses, cattle and sheep) or an aquarium; it is suggested that you contact agencies such as Department of Agriculture, the RSPCA, your animal's veterinarian or local pet shop for specialised advice and planning for emergencies.

Always Remember

- That your pet has access to plenty of food and fresh water.
- Your pet has shelter and bedding
- All of your animals are easily identifiable – tagged and or micro chipped
- Never leave an animal on a motor vehicle

Pet Emergency Kit – Checklist

As a pet owner the best thing you can do is to be prepared. This allows you to make informed decisions to protect your pets during emergencies or natural disasters. Having a pet emergency kit prepares your pets for relocation at short notice.

Like your household emergency kit, it is important to keep your kit in a handy place and make sure everyone knows where it is.

- Registration or licence papers
- Pet medications, medical and vaccination records, and veterinarian contact details
- Sufficient food and water for each animal for up to two weeks period, bring a can opener for tinned food
- Plastic bowls for food and water
- A familiar pet blanket or bedding, toys and grooming equipment
- A secure pet carrier cover, cage, leash and or harness to transport and keep animals safe
- If you are a bird owner place special food and water dispensers in bird cages and have a cover for the cage
- Consider your animal's sanitation requirements and include rubbish bags, kitty litter and dog litter disposal bags
- Include recent photos of your pet for identification
- Include gloves, disinfectant and paper towels for your own hygiene.



Pet Survival Plan

When developing your pet emergency plan it is important to consider the following:

- Animals will require a constant source of water and food, shade and safe place shelter
- If you need to move your pets to a safer place, think about where and *how* you will relocate them
- Animals are not allowed in relocation centres, except guide dogs

Pet Emergency Kit (Checklist for each animal)

- Identification Details
- Medications
- Vaccination records
- Veterinarian details
- Bedding, toys
- Grooming Equipment
- Food, can opener
- Water and bowl
- Secure Carrier/cage, lease, harness
- Sanitation needs

Pet Medical Information

- Name.....
- Medication.....
- Dosage and how often.....

Pet Medical Information

- Name.....
- Medication.....
- Dosage and how often.....

Important Telephone numbers

Police Fire Ambulance	000
State Emergency Service	132500
Veterinarian	
RSPCA 1300 CRUELTY	(1300 278 3589)
Local Council or Government	
Local Ranger	
Pet Insurance Provider	
Pet information and advisory service	
Workplace	
Workplace	
Neighbours	
Neighbours	

Household contact details

Name	
Phone – Work and Home	
Mobile Number	
Email Address	

Nominated household emergency contact

Nearby contact name	
Address	
Home/work phone numbers	
Email Address	
Out of town contact name	
Address	
Home/work phone numbers	
Email Address	

DRAFT

ATTACHMENT 11.2A
Draft Sporting Lighting Plan 2024-2026

Shire of Narembeen

Sports Lighting Plan 2024 - 2026

DRAFT



DRAFT

Authors	Caroline Robinson and Rebekah Burges; 150Square Pty Ltd
Adopted	
Reviewed	

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DRAFT

1. Executive Summary

This plan should be read in conjunction with the Shire of Narembeen's Sport and Recreation Facilities Plan. Engagement and consultation has been undertaken both for the Sport and Recreation Facilities Plan and this Lighting Plan.

The objectives of this project plan are to:

- Identify the current lighting standards and gaps for Narembeen tennis, Mt Walker tennis, Narembeen hockey and Narembeen football,
- Determine club priorities and contributions for lighting infrastructure,
- Maximise external funding opportunities for the Shire of Narembeen and clubs, and
- Coordinate grant applications and club fundraising activities to upgrade lighting infrastructure.

The following approach has been agreed to by clubs party to this Lighting Plan (subject to the Shire of Narembeen's tender process and external funding application outcomes):

Lighting Plans

Sport	Australian Standard	LUX	Inclusions
Mt Walker Tennis Lights	Club competition and commercial	Average PPA 350 lux, Uniformity Min/Ave > 0.60,	Mobilisation and light fittings only
Narembeen Tennis Lights	Club competition and commercial	Uniformity Min/Max > 0.40 Average PPA 250 lux, Uniformity Min/Ave > 0.30, Uniformity Min/Max > 0.20 Glare Rating < 50	Mobilisation, lights and poles
Narembeen Hockey Lights	CLASS II (staged)		Mobilisation, lights and poles. Main switchboard upgrade.
Narembeen Football Lights	Amateur	Average 100 lux, Uniformity Min/Ave > 0.50, Uniformity Min/Max > 0.30 Uniformity Gradient < 2, Glare Rating < 50	Mobilisation, lights and poles Main switchboard upgrade.

Funding Arrangements

Club	Total Project Cost ex GST	15% contingency	Total project cost, contingency and GST	Club Cash Contribution	External Funding	Application Year
Mt Walker Tennis Club	\$27,790	\$22,138	\$186,700	\$10,000	Club Night Lights Program and National Court	March 2024
Narembeen Tennis Club	\$119,800			\$50,000		

					Rebate Scheme	
Narembeen Hockey Club – Stage one				\$100,000	CSRFF Small Grants Round 2	2024
Narembeen Football Club	\$336,000	\$50,000	\$424,600	\$130,000	Club Night Lights Program or CSRFF Small Grants	2025
Shire of Narembeen	Switchboard upgrade \$40,000		\$44,000		To be included in football and hockey applications	
TOTAL						

The Shire of Narembeen has agreed in principle to access its Recreation Reserve account as follows:

	Shire of Narembeen Cash contribution	Year (subject to external funding approvals)
OPENING RESERVE BALANCE (1 July 2024)		\$643,916
Mt Walker and Narembeen Tennis Club Lights	\$59,000	2024/2025
Hockey Lights		2024/2025
Football Oval Lights	\$128,300	2025/2026
Switchboard (50% contribution)	\$20,000	2024/2025
TOTAL		
RESERVE BALANCE		

2. Background

The Shire of Narembeen's Sport and Recreation Facilities Plan 2021 - 2031 includes lighting projects for the Narembeen Hockey Club, Narembeen Football Club, Narembeen Tennis Club and Mt Walker Tennis Club. This lighting project plan should be read in conjunction with the strategic facilities plan to provide context, justification and priority.

To progress upgrades to sports light infrastructure, this project plan outlines the planned approach and requirements to undertake such a project. A Lighting Project Working Group was established in late 2023 and included:

- Rebecca McCall, CEO, Shire of Narembeen
- Trevor Sprigg, President, Narembeen Hockey Club
- Mitch Miolini, President, Narembeen Football Club
- Paul Wanless, President, Narembeen Tennis Club
- Courtney Bormolini, Secretary, Mt Walker Tennis Club
- Caroline Robinson, consultant, 150Square Pty Ltd

The Working Group met with the Wheatbelt Manager from the Department of Local Government, Sport and Cultural Industries in late December 2023 to discuss the lighting needs of each club and funding options. Following this, site visits were conducted by lighting consultants and quotes were received which has informed this project plan. This project plan works within the Australian Sports Lighting Standards. None of the current lighting infrastructure for each of the four clubs in the Working Group meets Australian Sports Lighting Standards.

3. Strategic Direction

3.1 Shire of Narembeen Strategic Plan

The Narembeen 2022-2032 Strategic Community Plan (SCP) identifies access and activation of sport and recreation facilities as one of the key aims of the plan. In developing the SCP, broad consultation with the community was undertaken and sport and recreation activities, facilities and support was identified as a high priority. Acknowledging the importance of sport and recreation to the community, the SCP identifies the following priority:

Strategic priority 1.4, "recreational, social and heritage spaces are safe and encourage active and healthy lifestyles".

A measure of success against this priority area is achievement of the Shire of Narembeen Sport and Recreation Facilities Plan.

3.2 Shire of Narembeen Sport and Recreation Facilities Plan 2021 - 2031

The Shire of Narembeen Sport and Recreation Facilities Plan was developed between 2020 and 2021 to provide a clear vision of the direction in which Council, in partnership with local sport and recreation clubs would like to proceed with sport and recreation facilities over the next 10yrs. The purpose of the plan was to:

- **Identify the sport and recreation facilities** throughout the Shire of Narembeen
- **Highlight the needs of sporting groups** and what facility improvements are most-needed from their perspective

- **Improve opportunities to participate** in active recreation and sporting activities within the Shire and
- **To establish a framework of investment** to address the key priorities for sport and recreation facilities across the Shire of Narembeen

The Shire of Narembeen Sport and Recreation Facilities Plan 2021 - 2031 includes a brief lighting plan for sports in Narembeen and Mt Walker. The Sport and Recreation Facilities Plan is being reviewed and updated in 2024 in collaboration with all clubs.

4. Project Timeline

2020 – 2021
1. Clubs workshop and consultation
2. Shire of Narembeen Council adopt the Sport and Recreation Facilities Plan 2021 - 2031
3. Short term projects are completed: Gym upgrade, Lake Walker Pathway, Footpaths, Feasibility study multi-purpose synthetic surface
December 2023
1. Combined Presidents meeting (Hockey, Netball, Football, Tennis x 2) with DLGSC Wheatbelt Manager to discuss lighting needs of each club
2. Shire of Narembeen Scope of Works developed
3. Site visits and Request for Quotation completed by lighting consultants
February 2024
1. Quotations received, options reviewed and amended where required
2. All clubs invited to attend Shire Sport and Recreation Plan workshop
3. Presentation of quotes and options to football, netball, hockey and tennis club Presidents
4. Individual club general meetings to confirm lighting plan
March 2024
1. Presentation to Shire of Narembeen Council. Adoption of Lighting Plan.
2. Funding applications prepared

5. Funding Options

The Shire of Narembeen and clubs can consider the following funding options for lighting included in this plan.

5.1 CSRFF

Some of the priority considerations for CSRFF include:

- Projects that will directly lead to an increase in physical activity or participation.
- Projects that lead to facility sharing between clubs, or rationalization of existing facilities to increase sustainability.
- Projects to upgrade facilities to make them more accessible for female participants (e.g. changerooms with lockable showers and no urinals).
- Projects in a location with a significant Aboriginal population that will increase participation or physical activity.

The type of projects which will be considered for funding include:

- New playing surfaces — ovals, courts, synthetic surfaces etc.
- Floodlighting projects (must be to Australian Standards)
- Change rooms and ablutions
- Sports storage

The types of projects which are eligible for funding, but will be considered a lower priority for funding are:

- Clubrooms including social space, kitchens, training rooms and administration areas (due to their minimal impact on physical activity).
- Shade shelters, viewing areas and verandahs (due to their minimal impact on physical activity).
- Resurfacing of existing sports surfaces such as courts and bowling greens. It is expected that facility managers will budget for these items as part of the ongoing operation of the facility, frequently over 7 to 10 years. If supported the project will likely attract a reduced funding percentage

Any project that does not achieve the aim of the fund to increase physical activity or participation in sport and active recreation will not be considered.

Some other projects that are ineligible for funding through CSRFF include:

- Projects that have commenced or will commence before approvals are announced.
- Development of privately-owned facilities or commercial spaces.
- Arts, music and craft facilities.
- Maintenance or operating costs of existing facilities.
- Purchase of land, landscaping, car parks, access roads and other infrastructure costs.
- Playgrounds.
- Bikeways or pathways.
- Non land-based facilities, e.g. boat launching ramps, ocean pools and marinas.
- Non-fixed equipment or fixed sports specific equipment (for instance electronic targets, scoreboards).
- Facilities or fixtures for the express purpose of serving alcohol.
- Projects that do not meet Australian Standards and National Construction Code

5.2 Club Nights Lighting Fund

This program provides financial assistance to community groups and local governments to develop sports floodlighting infrastructure, up to a maximum total project cost of \$500,000 (50% grant). This program is subject to a new announcement in the 2024/25 financial year.

5.3 National Court Rebate Scheme

Delivered by Tennis Australia, for projects including court upgrades, lighting and associated tennis infrastructure.

TENNIS

Tennis Lighting

Trends in tennis identify strong and growing demand for evening participation and lighting is an increasingly important element to any tennis venue. Quality court lighting assists to increase the capacity and use of courts over 12 months of the year. It enables diversity in programming and activities, assists in maximising usage and introduces new revenue streams to venue operations.

When it comes to tennis court lighting, there are several requirements that need to be considered. These are dependent on the level of competition that will take place on the court and the related standards for lighting levels and lighting uniformity.

The following table provides an overview of the tennis court lighting requirements as per the AS 2560.2:2021 – Sports Lighting Part 2: Specific Applications.

Category	Grid	Average horizontal maintained illuminance	Minimum horizontal uniformity		Maximum glare rating	Minimum Colour Rendering
		Eh lux	U1Min/Avg	U2Min/Max	GR	CRI
Recreational and residential	PPA	250	0.6	0.3	N/A	65
	TPA	150	0.2	0.1	50	
Club competition and commercial	PPA	350	0.6	0.4	N/A	65
	TPA	250	0.3	0.2	50	
National and international	PPA	750	0.7	0.5	N/A	65
	TPA	500	0.5	0.3	50	

Tennis across the Shire of Narembeen and the wider district / association is categorised as club competition and commercial.

Tennis Australia's Outdoor Court Lighting Information Sheet notes that there are two primary types of lighting configurations, corner lighting and side lighting and in some instances a hybrid of the two may be used. The type of lighting configuration used is dependent on the Club needs as there are pros and cons for each type. These are detailed in the table below:

Type of lighting system	Use & Specifications	Advantages	Disadvantages
Side lighting:	Generally used for single court configurations and typically use 1000-watt metal halide 'shoe box' type floodlights specifically designed for the requirements of tennis lighting. Poles range from 8–12 metres for normal club applications and may be as low as 6 metres for residential applications only. There may be either 4 or 6 lights per court and the light	Less glare Lower poles	Considerations of pole location where more than one court is illuminated, unless room is available to safely install

	poles may be installed either inside or outside the enclosure fence		poles between courts
Corner lighting:	Typically used for double court configurations include 1500 / 2000-watt metal halide 'open face' type general purpose floodlights. Lighting masts should not be less than 15 metres high for normal club applications. Masts are usually located outside the courts in the respective corners of the area to be illuminated.	High level of illuminance on surface of ball approaching the player More suitable for two or more courts where limited room is available between the courts	Potential for more glare from luminaires Higher poles
Hybrid lighting:	Used for a multi-court installation where some luminaires are located at the sides of the court, and some at the corners	Less glare Lower poles	More poles required

Narembeen Tennis Club

The Narembeen Tennis Club offers social and pennant tennis. It is part of the Eastern Districts Tennis Association. It has approximately 25 members.

During the season, social tennis is on a Sunday afternoon and pennants is Saturday.

The tennis club hosts open days and the Narembeen Hospital Day (every second year) which in recent years has attracted up to 75 participants (singles and doubles competition).

In 2023 the club participated in cardio tennis during the weekdays and offered junior weekly coaching sessions for 6 weeks.

The following was resolved at a General Meeting on February 22 2024:

Narembeen Tennis club resolves to spend up to \$50K of cash to contribute to the Narembeen Shire lighting project of the Narembeen Tennis courts subject to grants obtained through the Narembeen Shire.

CARRIED

In addition to our initial contribution the Narembeen Tennis Club will establish an asset maintenance and replacement fund to contribute toward the long-term maintenance, repair, and replacement of the lighting infrastructure.

Lighting Requirements

Facility	Condition / Issues	Project Justification
Located at the Narembeen Recreation Centre there are 8 synthetic courts. The clubhouse, viewing area and	The tennis courts do not currently have lights.	The club requests the front 3 courts are lit to club and competition standard.

storage are located in the Recreation Centre.	The tennis court surface will require replacement within the next 5yrs.	The lights will assist the club to extend social tennis times and the ability to offer evening tennis coaching session. Can now play tennis during cooler hours of the day.
The courts and Recreation Centre are a Shire of Narembeen asset.	Mains power will not require upgrading.	
	Tennis is played at the hottest time of the day (social and pennants)	

Budget

Two WA businesses were engaged to quote against the Shire of Narembeen's Scope of Works.

A preferred supplier was identified, so too design however this is subject to the Shire of Narembeen's formal tender process. All permits and licences were included in the quotes.

Civils scope of works

To auger drill and install 4 x ragbolt cage footings 600mm wide x 2400mm deep.

To supply and install new submains to the tennis courts from the distribution cabinet - south east corner of the recreation centre.

To supply and install new electrical cabling and conduits to the 4 x pole locations.

To supply and install 4 x 12m fixed tapered light poles, assemble and erect into position with lights and cabling installed.

To supply and install activation switch at an advised location.

To directional drill 2 x shots under the existing courts from east to west.

To commission and carry out night audit and adjustments to the new lighting design.

Mobilise, accommodation, freight, machinery hire, crane and EWP hire.

\$119,800 plus GST

Timeframe

23/24	24/25	25/26	26/27
Funding application Club Night Lights Program (March 2024) National Court Rebate 2024	Construction		

Project Prioritisation Process and Criteria

Using the [Standards Australia Project Prioritisation Process and Criteria](#)

LIGHT FITTINGS AND NEW POLES			
Stage of Process	Criteria Applied	Sub Criteria	Details
PRELIM	Capability	Stakeholder Support	Club resolution received
		Committee Capability	Shire of Narembeen Lead Council motion reserves allocation
PROPOSAL	Assessment Measures	Net Benefit	Positive
		Public Health and Safety	Dusk or evening tennis can now be played safely. Social and pennant tennis can be played in cooler hours of the day.
		Social and Community	Social tennis and fitness offered in evenings
		Environmental	
		Competition	Social and pennant tennis can be extended into the evening.
		Economic	Two WA businesses have supplied quotes and lighting plans. Successful supplier will engage local contractors – concrete, accommodation etc
		Strategic Alignment	Aligns to the Shire of Narembeen Strategic Plan and Shire of Narembeen Sport and Recreation Plan
COSTING	Resource Requirements	Designation	Club competition and commercial
		Project Type	New
		Product Type	Meets Australian Standards
		Project Complexity	Low
		Likelihood of Success	High
		Pathway	Club Night Lights Program. If unsuccessful CSRFF Small Grants Round 2 2024
PRIORITISATION	Club cash contributions are available immediately. Project is shovel ready.		

Mt Walker Sports Club



Above Images: Current lighting infrastructure at Mt Walker Sports Club

Membership

	2021	2022	2023
Financial members	36	36	41
Social	11	9	10
Juniors	1		

The Mt Walker Sports Club offers social and pennant tennis. It is part of the Eastern Districts Tennis Association. The tennis club hosts open days and the Narembeen Hospital Day (every second year) which in recent years has attracted up to 75 participants (singles and doubles competition).

In 2023 the club participated in cardio tennis during the week and offered junior weekly coaching sessions. The courts were also provided for group fitness classes in Summer.

The club replaced its 4 courts with a new surface in 2020.

The Mt Walker Sports Club has committed \$10,000 towards their lighting project as per the resolution at a 5th March 2024 General Meeting.

Application for tennis lights at Narembeen and Mt Walker.

The Mount Walker Sports Club commits to \$10,000 in cash.

The Mount Walker Sports Club continues to contribute to an asset maintenance and replacement fund.

Moved by: Karen Bormolini Seconded: Michael Morrone

CARRIED

Lighting Requirements

Facility	Condition / Issues	Project Justification
Located at the Mt Walker Sports Club there are 4 synthetic courts.	The front 2 tennis courts are currently floodlit at approx. 100lux and not to Australian Lighting Standards.	The club requests the front 2 courts are lit to club and competition standard.
The clubhouse, viewing area and storage are located in the Mt Walker Sports Club (which also hosts a golf course).	Poles are in good condition and can be retained.	The lights will assist the club to extend social tennis times and the ability to offer evening tennis coaching session and group fitness classes in the Summer.
The asset is owned and managed by the Mt Walker Sports Club incorporated association.	Mains power box has recently been upgraded and can cater for increased lux.	

Timeframe

23/24	24/25	25/26	26/27
Funding application	Construction		

Club Night Lights Program (March 2024) National Court Rebate 2024			
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Budget

Two WA businesses were engaged to quote against the Shire of Narembeen’s Scope of Works.

A preferred supplier was identified, so too design however this is subject to the Shire of Narembeen’s formal tender process. All permits and licences were included in the quotes.

4 x metal halide light fittings with new 1250watt LED lights

To supply and install activation switch at an advised location.

To commission and carry out night audit and adjustments to the new lighting design.

Mobilise, accommodation, freight, machinery hire, crane and EWP hire.

\$27,790.00 plus GST

Project Prioritisation Process and Criteria

Using the [Standards Australia Project Prioritisation Process and Criteria](#)

LIGHT FITTINGS			
Stage of Process	Criteria Applied	Sub Criteria	Details
PRELIM	Capability	Stakeholder Support	Club resolution received
		Committee Capability	Shire of Narembeen Lead Council motion reserves allocation
PROPOSAL	Assessment Measures	Net Benefit	Positive
		Public Health and Safety	Dusk or evening tennis can now be played safely. Social and pennant tennis can be played in cooler hours of the day.
		Social and Community	Social tennis and fitness offered in evenings
		Environmental	
		Competition	Social and pennant tennis can be extended into the evening.
		Economic	Two WA businesses have supplied quotes and lighting plans. Successful supplier will engage local contractors – concrete, accommodation etc

		Strategic Alignment	Aligns to the Shire of Narembeen Strategic Plan and Shire of Narembeen Sport and Recreation Plan
COSTING	Resource Requirements	Designation	Club competition and commercial
		Project Type	Renew
		Product Type	Meets Australian Standards
		Project Complexity	Low
		Likelihood of Success	High
		Pathway	Club Night Lights Program. If unsuccessful CSRFF Small Grants Round 2 2024
PRIORITISATION	Club cash contributions are available immediately. Project is shovel ready.		

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HOCKEY

Hockey Lighting

In July 2022 Hockey Australia released the publication “Lighting for hockey fields”, which provides a guide to the essential requirements for lighting hockey fields. The guide was developed in recognition that adequate lighting is an essential element of the viability and sustainability of a venue and the club(s) that play at that venue. The aim of this guide is to ensure that hockey clubs are able to light their grounds so that players of all ages and abilities can train safely and effectively at night or late afternoon and notes that fit for purpose lighting is essential to ensure:

- Safety of players, officials and others involved in the game.
- Better viewing for spectators (where appropriate).
- Effective use of money spent on capital and operating costs.
- The design and lighting of the field is environmentally sensitive.

Standards Australia’s, AS 2560.2:2021, Sports Lighting, Part 2: specific applications, contains recommendations and requirements for the lighting of places both indoors and outdoors where sport is played. The sports included in the Standard are aquatic sports, bowls, cricket, equestrian sports, football, hockey, netball and basketball, squash and tennis, as well as multipurpose indoor sports centres. The International Hockey Federation (FIH) performance and operational requirements for lighting of non-televised hockey provide guidance on the level of lighting required for various levels of competition and training.

Hockey Australia have combined the FIH televised and non-televised standards with AS 2560-2 to provide the following table:

Level of Play	Average horizontal maintained illuminance (lux)	Minimum uniformity	Horizontal ratio	Uniformity	Maximum glare rating	Minimum colour rendering index
		U1	U2	UG (per 5m)	GR	CRI
Ball & physical training	200	≥ 0.40	≥ 0.60	NA	< 50	65
Development and community level training	≥ 200	≥ 0.60	≥ 0.40	0.60	< 50	> 65
Class II Training & club group	≥ 350	≥ 0.50	≥ 0.70	0.65	< 50	> 65
Class I high level non-televised national and international comps	≥ 500	≥ 0.50	≥ 0.70	0.65	< 50	> 65

Pole heights and location guidelines are given within the Australian Standard (AS 2560-2 (section 2.7.2.3.2) with guidance as follows that:

The luminaires should not be installed at a height less than the following:

- a. 18m above the centre of the Player Participation Area (PPA) for an 8-pole side arrangement
- b. 20m above the centre of the PPA for a 6-pole side arrangement
- c. 28m above the centre of the PPA for a 4-pole side arrangement

The luminaires should be located so as to result in the least glare to players and, where applicable, spectators. The light poles must not be within the field of play run-off areas.

Hockey in Narembeen and the wider district / association is categorised as development and community level training.

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Narembeen Hockey Club



Above images: Current Narembeen Hockey Lights

Cash at bank as at 26 February 2024

Operations: \$13909

Term Deposit (infrastructure fund): \$97233

Term Deposit: \$15,000

Membership

	2019	2022	2023
Women	23	24	24
Men	17	20	11
Juniors	22	26	31
Minkey	15	19	25

NB: 2020 and 2021 COVID impacted hockey season

The Narembeen Hockey Club plays in the Eastern Districts Hockey Association. The club includes Women's, B Grade, Mens and a junior competition (juniors and minkey).

The club uses one grass field (training and weekly games) and on occasion uses two fields for association competitions. It has its own shed (for storage and equipment) and uses the Recreation Centre for social events, changerooms and a canteen.

Narembeen Hockey Club resolution (General Meeting 29 February 2024):

The agreed priority of the Narembeen Hockey Club is to upgrade current lights to CLASS II lights, in a staged approach (subject to discussions with football and cricket) to improve safety at training.

The Narembeen Hockey Club commits \$100,000 cash towards the project.

The Narembeen Hockey Club supports the application for hockey lights by the Shire of Narembeen.

Narembeen Hockey Club will continue to contribute to its infrastructure and maintenance fund.

Moved: N Browning Seconded: W Taylor

CARRIED

Lighting Requirements

Facility	Condition / Issues	Project Justification
Two grass fields, running north south orientation.	There are four flood lights that are not to Australian Lighting Standards.	The current lights create an unsafe training environment. Lights will provide a safe training space.
Only one field is marked and used for Minkey, Junior, Women's, Mens and B grade training on a Thursday afternoon and evening.	They are of exceptional poor quality and old and have been deemed unsafe. The lights only light the northern end of the grass field.	The Hockey Club can install Class II lights with an avg 350lux in a staged approach. West and north poles in stage 1, south and east poles in stage 2 (subject to cricket wicket relocation).
Game days are Saturday on one field.	The other end of the grass field uses the floodlight from the Recreation Centre which is minimal.	

Narembeen Cricket Wicket (turf) is in the middle of two hockey fields.

The men's game during the one day sports competition is occasionally shortened due to poor sunlight.

Narembeen Cricket Wicket location limits light pole placement for all 6 poles.

Budget

Two WA businesses were engaged to quote against the Shire of Narembeen's Scope of Works.

A preferred supplier was identified, so too design however this is subject to the Shire of Narembeen's formal tender process. All permits and licences were included in the quotes. Options presented included:

OPTION 1 – Training lights for northern and western side of one field. Not up to Australian Standards.

\$209,500 plus GST

OPTION 2 – Class II lights, avg 343lux on two hockey fields (and includes cricket oval). Cricket wicket stays in current location.

\$595,000 plus GST, plus main power box upgrade \$40,000

OPTION 3 – Class II lights around the perimeter of one field, staged approach. Firstly to improve training and in the future to expand the lights for one field. Dependent on the location of the cricket wicket.

\$plus GST, plus main power box upgrade \$40,000

Timeframe

23/24	24/25	25/26	26/27
Funding application – CSRFF Small Grants Round 2	Construction		

Project Prioritisation Process and Criteria

Using the [Standards Australia Project Prioritisation Process and Criteria](#)

CLASS II - STAGED			
Stage of Process	Criteria Applied	Sub Criteria	Details
PRELIM	Capability	Stakeholder Support	Club resolution received
		Committee Capability	Shire of Narembeen Lead Council motion reserves allocation

PROPOSAL	Assessment Measures	Net Benefit	Positive
		Public Health and Safety	Proposal improves player safety
		Social and Community	Fitness and exercise benefits
		Environmental	
		Competition	Stage 2 of the project will enable men's games to be extended on a Saturday
		Economic	Two WA businesses have supplied quotes and lighting plans. Successful supplier will engage local contractors – concrete, accommodation etc
		Strategic Alignment	Aligns to the Shire of Narembeen Strategic Plan and Shire of Narembeen Sport and Recreation Plan
COSTING	Resource Requirements	Designation	Class II Lights - staged
		Project Type	New
		Product Type	
		Project Complexity	Medium
		Likelihood of Success	High
		Pathway	CSRFF Small Grants Round 2 2024. If unsuccessful Forward Planning Grant 2024, combined with Football Club
PRIORITISATION	Club cash contributions are available immediately. Project is shovel ready.		

AFL FOOTBALL

Football Lighting

The Australian Standards (AS 2560.2 – Sports Lighting, Part 2: Specific applications) contains recommendations and requirements specific to the lighting for Australia Football. The following table provides an overview of the floodlighting requirements for AFL.

Category	Average horizontal maintained illuminance	Minimum horizontal uniformity		Maximum uniformity gradient	Maximum glare rating
	Eh lux	U1Min/Avg	U2Min/Max	UG (per 5m)	GR
<i>Amateur</i>					
Training	50	0.3	N/A		
Match practice and competition	100	0.5	0.3	2	50
<i>Semi-professional</i>					
Training	50	0.5	N/A		
Match practice	100	0.5	0.3	2	50
Semi-professional comp	200	0.6	0.4	1.67	50
<i>Professional</i>					
Training	100	0.5	0.3	2	50
Match practice	200	0.6	0.4	1.67	50
Professional comp	500	0.7	0.5	1.33	50

Whilst the average minimum lux levels of amateur community club night practice and competition is 100 lux, AS 2560.2 identifies that where practical the provision of a minimum 150 lux is preferred to take account of contemporary viewing expectations of spectators. A higher U2Min/Max value of 0.4 is also recommended when installing a completely new floodlighting system for football.

The local football competition is classified as amateur.

When installing a new floodlighting system for an AFL oval, there are further standards and guidelines to be considered. With regards to pole locations suitable for football floodlights, the AS 2560.2 advises possible locations depending on the direction of play of the oval (refer to figure 1). The height of the required poles will depend on the size of the field. Adopting mounting heights above the minimum values is recommended to ensure glare to players and spectators is reduced.

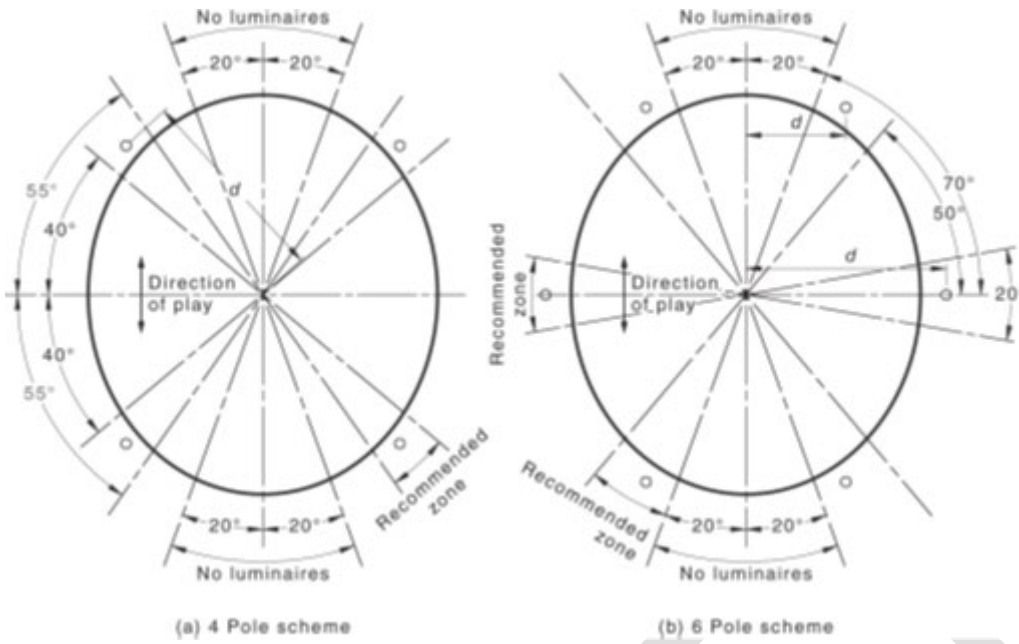


Figure 1. Pole scheme recommendations based on direction of play. AS 2560.2

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Narembeen Football Club



Above Images: Current Narembeen Football Lights

Cash at bank as February 2024

Cash: \$58,958

Membership

	2021	2022	2023
Senior	27	33	36
Junior	15	17	20

The Narembeen Football Club includes auskick (girls and boys), juniors (girls and boys) and seniors. The Club uses the oval on a Tuesday and Thursday for senior training, Friday for auskick and Saturday's for competition games in the Eastern Districts Football League. It hosts finals for EDFL.

The oval is also used for once off female football competitions as well as community events e.g. Christmas community party, SOCK Week etc.

Narembeen Football Club Resolution (General Meeting 29 February 2024):

The Narembeen Football Club commits \$65,000 cash towards the lighting project.

The Narembeen Football Club develops a plan to fundraise \$65,000 or applies for a self supporting loan from the Shire of Narembeen.

The Shire of Narembeen works towards a 2025 CSRFF or Club Night Lights application on behalf of the Narembeen Football Club.

CARRIED

Lighting Requirements

Facility	Condition / Issues	Project Justification
Narembeen Oval with 4 light poles.	Current lux is well below 100 and only lights up 'pockets' on the oval.	Improved training lights and night time games can be scheduled in the EDFL (one of three facilities in 8 towns).
Lights used for junior and senior weekly training	Night games in the EDFL can not be scheduled at Narembeen	

Budget

Two WA businesses were engaged to quote against the Shire of Narembeen's Scope of Works.

A preferred supplier was identified, so too design however this is subject to the Shire of Narembeen's formal tender process. All permits and licences were included in the quotes.

Civils scope of works

To auger drill and install 4 x ragbolt cage footings 1200mm x 4600mm deep.

To supply and install new final circuits to the eastside oval location from the distribution cabinet south east corner of the recreation centre.

To supply and install new electrical cabling and conduits to the 4 x pole locations.

To supply and install 4 x 30m fixed tapered light poles, assemble and erect into position with lights and cabling installed.

To supply and install 16 x Abacus - Challenger light fittings.

To disconnect and remove the existing light poles from the existing locations.

To commission and carry out night audit and adjustments to the new lighting design.

Mobilise, accommodation, freight, machinery hire, crane and EWP hire.

\$336,000 plus GST

New switchboard

\$40,000 plus GST

Timeframe

23/24	24/25	25/26	26/27
Fundraising	Funding application CSRFF Small Grant Round 1	Construction	

Project Prioritisation Process and Criteria

Using the [Standards Australia Project Prioritisation Process and Criteria](#)

LIGHTS AND POLES			
Stage of Process	Criteria Applied	Sub Criteria	Details
PRELIM	Capability	Stakeholder Support	Club resolution received to proceed towards a future application
		Committee Capability	Shire of Narembeen Lead
PROPOSAL	Assessment Measures	Net Benefit	Positive
		Public Health and Safety	Safe night time training
		Social and Community	Fitness and health benefits Night time community events
		Environmental	
		Competition	Potential to hold night games in the EDFL
		Economic	Two WA businesses have supplied quotes and lighting plans. Successful supplier will engage local contractors – concrete, accommodation etc
		Strategic Alignment	Aligns to the Shire of Narembeen Strategic Plan and Shire of Narembeen Sport and Recreation Plan
COSTING	Resource Requirements	Designation	Amateur lights
		Project Type	Renew
		Product Type	Meets Australian Standards
		Project Complexity	Medium
		Likelihood of Success	High
		Pathway	CSRFF Small Grants Round 1 2025. If unsuccessful round 2 2025
PRIORITISATION	Club has 50% confirmed cash contribution. Further planning required.		

Terminology

Eh lux: Average horizontal maintained illuminance.

Minimum Uniformity (U1): The lowest recorded lux value on the playing surface divided by the average.

Horizontal Ration (U2): The lowest recorded lux value on the playing surface divided by the highest value.

Uniformity Gradient (UG per 5m): The rate of change of illuminance between adjacent grid values

Maximum Glare Rating (GR): Glare experienced by observers.

Colour Rendering Index (CRI): Measurement of light in relation to how it affects the appearance of colour.

PPA: Player participation area

TPA: Total Player Area

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ATTACHMENT 11.2B
Sport and Recreation Facilities Plan
2021-2031



SPORT AND RECREATION FACILITIES PLAN 2021 - 2031



Authors	Scott Wildgoose (EMCS, Shire of Narembeen) Caroline Robinson (150Square)
Adopted	
Reviewed	

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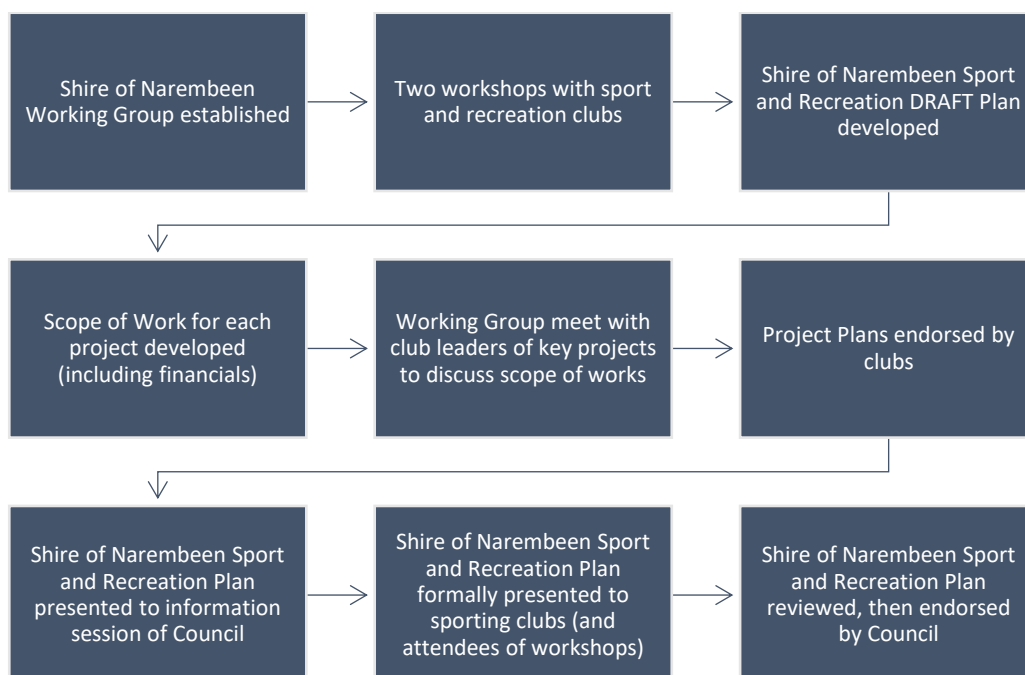
1. Purpose of the Plan

The Shire of Narembeen Sport and Recreation Facilities Plan has been developed to provide a clear vision of the direction in which Council, in partnership with local sport and recreation clubs would like to proceed with sport and recreation facilities over the next 10yrs. The purpose of the plan is to:

- **Identify the sport and recreation facilities** throughout the Shire of Narembeen
- **Highlight the needs of sporting groups** and what facility improvements are most-needed from their perspective
- **Improve opportunities to participate** in active recreation and sporting activities within the Shire and
- **To establish a framework of investment** to address the key priorities for sport and recreation facilities across the Shire of Narembeen

2. Plan Development

The following stages were taken in developing this plan.



Members of the Working Group included Cr Mortimore, Cr Stirrat, Shire of Narembeen Executive Manager of Corporate Services and Shire of Narembeen Community and Economic Development Officer.

3. Current Situation

The communities across the Shire of Narembeen have a strong sporting culture and history with successful clubs and teams across the district. Although the majority of sport and recreation infrastructure across the district is owned by the Shire of Narembeen (circa \$9m) there is a great sense of ownership and pride felt by the clubs that operate from these facilities towards their grounds and they actively contribute towards new or renovated facilities to improve their playing surfaces or clubrooms.

This has been fostered by the Community Sport and Receptions Funding structure which has seen the State Government, Local Government and sporting groups all contributing to projects. Although in most parts the Shire of Narembreen is operating under a hire or free use arrangement with clubs, in most parts the actual circumstances are more aligned to that of an exclusive use licence or lease whereby the majority of facilities are only used by one sporting group, the exemption to this would be the seasonal use of both the oval and the hard courts.

Payments to the Shire of Narembreen and cost allocation vary significantly across clubs and facilities. In recent years the Narembreen town site has seen the construction of an upgraded recreation centre, providing a centralised socialisation space designed to cater for a variety of sports including tennis, Australian football, cricket, bowls, hockey, as well as the social needs of the community as a whole. Whilst this has created a fantastic combined sporting precinct, it has taken away income potential from clubs that had managed their own income generating services (e.g. bar) in the past.

Generally, sporting club membership across the Shire of Narembreen has been relatively stagnant with a few clubs seeing slight increases but overall, very little change in participation rates have been seen – this seems to align with the stable population across the Shire of Narembreen. Some of the issues facing all clubs seem to be around juniors leaving town for higher education, birth rates and agribusiness accumulation.

Current Sport and Recreation Facilities Across the Shire

- A. Narembreen Recreation Centre and Playing Fields – Recreation Centre and change rooms, oval, cricket nets and cricket pitch, tennis courts, hockey grass fields, hockey shed, bowls
- B. Narembreen Netball and Basketball Courts and shed
- C. Narembreen Swimming Pool and changerooms
- D. Narembreen Golf Course and clubhouse
- E. Mt Walker Golf Course and Tennis Courts and clubhouse
- F. Narembreen Town Hall
- G. Narembreen Gym
- H. Narembreen Ski Lake
- I. Narembreen Skate Park
- J. Footpaths in the town site of Narembreen
- K. Walker Lake

Sport and Recreation Clubs in the Shire of Narembreen

The districts sporting clubs can be broken into three tiers with small, medium and large membership bases.

Small Clubs <30 members	Badminton, Narembreen Cricket Club, Narembreen Ski Club
Medium Clubs 30-50 members	Bat and ball club, Narembreen Golf Club, Narembreen Tennis Club, Mt Walker Sports Club, Narembreen Football Club, Narembreen Swimming Club, Darts, basketball
Large Clubs 50-100 Members	Narembreen Bowls, Narembreen Netball, Narembreen Hockey, Gym (not a club but membership based)

Shire of Narembeen Sport and Recreation Main Events

Badminton	Weekly competition
Cricket Club	Weekly training and weekend games in season, rotated in the association
Ski Club	Social skiing when lake is available
Bat and Ball Club	Weekly bat and ball competition for youth, camps
Narembeen Golf Club	Open days, weekend competitions, major regional events
Narembeen Tennis Club	Weekend competitions, social tennis, tennis camps, Hospital Day, Pennants, open days, junior coaching, hosting finals for tennis
Mt Walker Sports Club	Weekend competitions for tennis and golf, social tennis and golf, Hospital Day, Pennants, open days, junior coaching, hosting finals for tennis
Narembeen Football Club	Weekday trainings and weekend competitions in the association, hosting finals, regional competitions, youth competitions
Narembeen Swimming Club	Weekday training, weekend competitions in the association, swimming lessons, camps, swim meets, Rotary fundraising event
Darts	Weekday competitions
Narembeen Bowls	Weekday and weekend competitions in the association, Rose Bowls, open days, regional competitions, social bowls, finals hosting
Narembeen Netball	Weekday trainings and weekend competitions in the association, hosting finals, regional competitions, youth competitions, social netball
Narembeen Hockey	Weekday trainings and weekend competitions in the association, social hockey, regional competitions, hosting finals, youth competitions

Statistical Profile of the Shire of Narembeen

- WAEC Electorate Roll (Sept 2016) - 538 people (2015/16 financial year was approximately 610): 165 ratepayers who do not reside in Narembeen, 344 individuals who are ratepayers who have Narembeen addresses
- Population decline: 10.51% from 904 to 809 between 2006 and 2016 (ABS, Census 2016)
- Median age: 46yrs (ABS, Census 2016)
- Indigenous proportion of the population has increased in the Shire from 2.10% to 2.35% from 2006 – 2016 (currently 19 persons in the Shire) (ABS, Census 2016)
- Median weekly income has increased from \$452 in 2006 to \$763 in 2016 (ABS, Census 2016)

Community Profile of the Shire of Narembeen

(INSIGHT Regional Australia Institute – data compiled using a number of state and federal data sets between 2010 - 2016)

- Increasing role and importance of community leadership in the Shire
- Building capacity is high
- High levels of volunteerism in the Shire but a high risk of volunteer fatigue and the number of volunteers that can contribute

- Relationships were ranked low but had a high priority in determining outcomes
- Poor access to telecommunications infrastructure and services to keep up with residential and business demand
- Access to GP services ranked highly
- High business turnover (dollars) and high number of working hours invested into the business
- Outward migration of high school students and youth in general from 12 – 25yr

Participation Across the Shire of Narembeen

It is difficult to determine the Shire's participation rate in non-structured sport and recreation activities such as cycling, running, use of skate parks or other activities where clubs aren't involved.

On average sporting club participation is slightly higher with males than females but there is still strong participation from females at over 40%. Hockey, Netball, and the Gym have more female participants than male.

Although clubs appear to be open to having members of varied abilities, sporting club participation across non-able bodied participants is low – this could be linked to a number of factors. Facilities such as the gym, personal training or aqua aerobics seem to cater more to individuals wanting to exercise at their own pace.

Junior participation across the Shire is at varied levels – with some sports such as basketball, swimming and the Bat and Ball Club having predominately junior participation, most clubs incorporate a junior component other than bowls and golf that seem to be predominantly adult focussed.

A massive voluntary effort to run the sport and recreation clubs across the Shire is evident. Additionally many of the same people are on multiple sport and community group executives.

4. Future Planning, Ideas and Issues

Over the last five years over \$4m has been spent across the district on sport and recreation infrastructure with most of these funds being linked to the development of the upgraded Narembeen Recreation Centre. The annual maintenance and operating costs associated with sport and recreation infrastructure is approximately \$730K each year, with the town oval, recreation centre and swimming pool being the main cost areas. Historically the Shire has relied on valuable contributions from the State and Federal Governments as well as the sporting clubs to maintain and enhance sport and recreation infrastructure. Usually on 1/3rd contribution basis from each party.

Whilst all clubs can point to areas of improvements in their facilities, most of the sport and recreation facilities seem to be of a moderate to good standard.

To assist in the forward planning of sport and recreation infrastructure and priorities across the district, the Shire of Narembeen held a series of workshops to receive feedback on sport and recreation facilities (3 and 5 August 2020). Over 30 attendees came over two sessions. The level of engagement was extremely positive, and it was clear to see how much sport and recreation meant across the district.

When discussing the meaning of sport and recreation to the district many positive references were made with a resonating comment being made that sport and recreation is the **“Heartbeat of the Community”**.

The main themes mentioned at the workshops included:

- Togetherness and a sense of community
- Mental and physical health and wellbeing
- Pride and achievement
- Safety and economic benefits
- History and
- Passion.

Barriers to Participation

Attendees analysed the main barriers to participation across the district and any specific groups that were missing out. Attendees also identified a number of ideas to help alleviate barriers and improve participation. The main themes were:

- Financial factors – membership fees, travel costs and other costs of participation
- Limited population growth – same people, ageing, moving around, lack of age group competition
- Perception of competitiveness – those with a low skill level may find it a daunting prospect
- Associations – fixturing conflicts across sports, red tape and compliance, costs
- Variety of sports – not easy to establish a social sport, certain people may not participate if their sport is not catered for
- Distance – regional competition means lots of traveling to games which may be hard for some with other commitments
- Advertising/Awareness – apprehensive about breaking into new groups, no knowledge or awareness of options

Attendees believed that there was sport and recreation opportunities for all members of the community but it might not be the sport they want to participate in. Attendees believed the two groups of people that could not access sport and recreation in the Shire included:

1. Spectators - Spectator facilities were mentioned a number of times, it was believed that older or disabled community members may not want to participate in the sport but would want to feel involved but the spectator facilities on offer aren't comfortable or offering the best lines of sight.
2. Lower income – this area was also mentioned a few times, especially considering the extra costs that come with sport on top of membership, such as travel.
3. Younger people were mentioned but it seemed to be more around the lack of competition due to low numbers of children and kids going away for schooling – this would be hard to overcome for most sports.

Attendees identified some ideas moving forward to break down barriers:

- More children
- Review membership regularly to make sure its affordable
- Lowering fees/subs for lower income families or payment plans
- Personal approach to prospects
- Association re-align to follow each other
- Could those involved in activities outside of a club do more to get others involved

- More drive for juniors
- Promotion of participation within clubs
- Improve facilities – lighting, access for those with disabilities etc.
- Clubs introducing buses/ carpools
- Increase promotions - Street signage/banners for advertising
- Coaching clinics, Open Days, Trial Days
- CRC – centralised role to play for fixturing/advertising etc.
- Education via school/CRC
- Social days to promote sport to those who do not play
- Involve those who are not sporty in volunteer roles
- Include sport promotional material in “Welcome to Town Packs”
- Compiling funds across multiple clubs
- Share the load to help volunteers

Facility Planning

Since the initial workshops, the Shire of Narembeen and sports clubs have developed the following list of short term (1-2yrs), medium term (3-5yrs) and long term (5yrs plus) facility projects.

Priority	New or Existing Facility	Facility Recommendation	Action	Who
Short term	N and E	Footpaths	Continue Footpath Plan	Shire of NB
Short term	E	Narembeen Gym Refurbishment	Building refurbishment and equipment expansion	Shire of NB
Short term	E	Ski Lake Master Plan	Ski Lake Master Plan for future development	Shire of NB NB Ski Club
Medium term	N	Skate Park	Relocation and enhancement	Shire of NB Youth Club
Medium term	N	Lake Walker outdoor gym	Enhance walk trail and install free to use gym equipment around the lake	Shire of NB
Medium term	N	Multipurpose surface (combined tennis and hockey)	Replace Narembeen tennis courts with a synthetic dry sports surface for tennis and hockey	Shire of NB NB Hockey NB Tennis
Long term	E	Town oval and bowling green lighting	Lighting for the football oval and bowling greens	Shire of NB NB Football NB Bowls
Long term	N	Indoor sports	Improve the year-round useability of the hardcourts by installing a cover for at least 50% of the courts	Shire of NB NB Netball

Long term	E	Mt Walker tennis court floodlights	To improve the floodlighting of the Mt Walker Tennis courts to bring them in line with the Narembeen facilities.	Shire of NB Mt Walker Sports
Long term	E	Ski Lake improvements	Implementation of the Ski Lake Master Plan	Shire of NB Ski Club

Goals of this Plan

1. *Reduce barriers to participation in sport and recreation activities (key barriers identified through community engagement – financial, perception of competitiveness, variety of options, associations not working proactively with clubs, awareness of options)*
2. *Increase the sustainability and accessibility of facilities*
3. *Improve ongoing collaboration and communication across the sport and recreation stakeholders*

5. Strategic Alignment

Given the substantial value of sport and recreation to Australian communities, the state and federal governments have developed strategic plans with varied priorities but a common goal of enhancing participation in sport and recreation. The Australian Governments sport and recreation plan is called Sport 2030 and aspires to make Australia the world's most active and healthy sporting nation, known for its integrity and sporting success. This is the first national plan in Australia relating to sport and recreation and recognises the significant role sport plays in the national economy.

The Sport 2030 plan aims to create a platform for success by achieving overarching outcomes by focussing on strategic priority areas.

Overarching Outcomes

- Improved physical health
- Improved mental health
- Personal development
- Strengthening our communities
- Growing the economy

Strategic Priorities

- Building a more active Australia - More people of all ages engaged in sport and physical activity throughout every stage of their life
- Reduce inactivity amongst Australians by 15% by 2030
- Achieving sporting excellence – building pride, inspiration and motivation
- Safeguarding the integrity of sport – a fair, safe, trustworthy sector free from corruption.
- Strengthening Australia's sport industry – a strong, viable, contemporary and inclusive sport and recreation industry

Narembeen is essentially a micro-example of the benefits sport and recreation can bring to communities with many of the outcomes identified in Sport 2030 being well understood across

the community and forming a strong driving force for the Strategic Community Plan. One of the overarching goals of the Narembeen Strategic Community Plan is to “Contribute to a Healthy Community” and this perfectly aligns to the outcome areas of the Sport 2030 Plan.

In small communities such as Narembeen the value of sport and recreation cannot be overestimated. The KPMG and Department of Sport and Recreation findings in terms of the benefits of sport and recreation are magnified across the Narembeen district. With agriculture forming the main economic activity in this area it is easy for workers to be isolated to farms and become disconnected. The strong sense of community spirit and togetherness felt across the Narembeen district is driven largely through the community’s strong participation in sport and recreation with generations of families playing with and against each other.

Sport and recreation in the district provides an avenue for the youth to develop leadership skills and teamwork that can lead to future economic development which is a high priority across the Wheatbelt region. Crime rates and anti-social behaviour across Narembeen are at an extremely low level and this can in part be attributed to the high participation in sport and recreation keeping the community engaged and connected.

Whilst the benefits to a remote area such as Narembeen are high this must be balanced against the low population that limits participation numbers and access to self-funding and financial viability.

The Narembeen 2017- 2027 Strategic Community Plan (SCP) highlights sporting facilities and clubs as an external strength of the Shire and the quality of the community, people, and volunteers as an opportunity for future growth and development. However, being able to manage asset preservation and a reliance on government funds and the increased competitive nature of those funds were identified as risks to the Shire moving forward.

The Shire provides specific reference to sport and recreation through Goal Area 3 of the SCP – **“We contribute to a healthy community”**. A driving focus under this goal area is that Shire owned sport and recreation facilities enable access to competitive competitions/leisure activities for all ages and help us be physically and mentally fit.

The most relevant strategy from the Shire of Narembeen Strategic Community Plan 2018 – 2028 is:

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

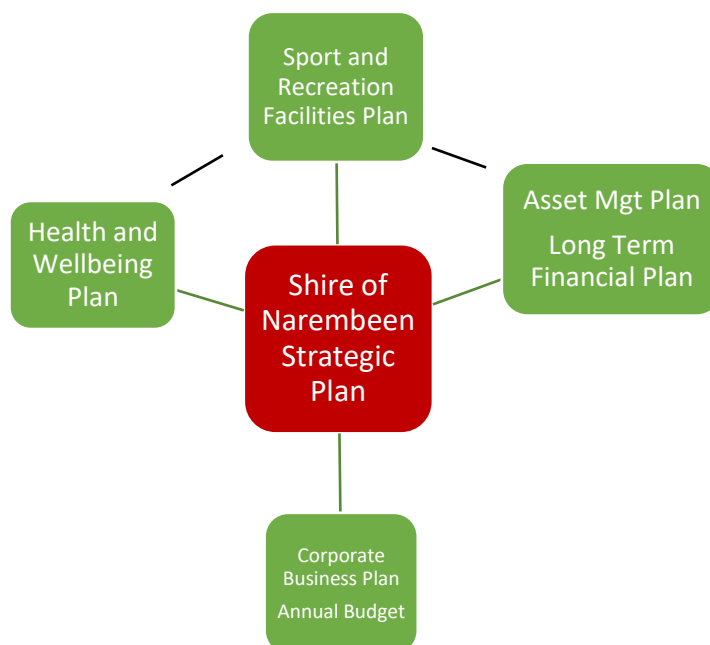
3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models

The Strategic Community Plan identified several high and medium level priorities that can be linked to sport and recreation such as:

- Keeping our community together
- Maintaining our facilities to a high standard
- Reducing anti-social behaviour
- Working with neighbouring Shires

The Shire of Narembeen’s strategic vision for the next ten years is that “Together we create the opportunity to grow”, this vision resonates with the overarching outcomes of the Australian Governments Sport 2030 Plan as it centre’s around the Shire and its community improving and developing to be a more healthy and prosperous place to live.

Relationship to Shire Plans



6. Sport and Recreation Funding

The following are possible sources for the implementation of this plan.

Community Sporting and Recreation Facilities Fund (DLGSC)

The Western Australian Government commits to funding sport and recreation through the Community Sporting and Recreation Facilities Fund (CSRFF). The purpose of the program is to provide financial assistance to community sport and local governments to develop basic infrastructure for sport and recreation. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well designed and well-utilised facilities. The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million. Some applications will be eligible for up to one half of the project cost if they are eligible through the development bonus scheme and target specific criteria.

CSRFF can fund new or upgraded facilities which will maintain or increase physical activity or result in a more rational use of facilities. Priority will be given to projects that lead to facility sharing and rationalisation. The program is not designed to provide facilities to meet a club's ambitions to compete in a higher grade.

Clubrooms including social space, kitchen, administration areas and viewing areas will be considered low priority as they are not directly linked to physical activity. Resurfacing projects are unlikely to be funded through CSRFF and would only be funded at a 16.66% rate as it is expected that facility managers will budget for resurfacing of existing sport surfaces as part of the ongoing operation of infrastructure.

Building Better Regions Fund

The \$1.04 billion Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities

into the future. The Infrastructure Projects Stream: Supports projects that involve construction of new infrastructure, or the upgrade or extension of existing infrastructure and the Community Investments Stream: Funds community development activities including, but not limited to, new or expanded local events, strategic regional plans, leadership and capability building activities.

7. Appendices

Key Definitions

Recreation (i.e. active recreation) activities are those involving physical exertion where the primary focus is individual or group participation and enjoyment over elements of competition where rules and patterns of behaviour govern the activity. Active recreation does not include 'active work' or 'active living'. For the purpose of this plan any reference to 'recreation' is defined as 'active recreation'.

Sport is a human physical activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.

Map of Sport and Recreation Facilities in the Town site

- A. Narembeen Recreation Centre and Playing Fields – Recreation Centre and change rooms, oval, cricket nets and cricket pitch, tennis courts, hockey grass fields, hockey shed, bowls
- B. Narembeen Netball and Basketball Courts and shed
- C. Narembeen Swimming Pool and change rooms
- D. Narembeen Golf Course and clubhouse (out of town)
- E. Mt Walker Golf Course and Tennis Courts and clubhouse (out of town)
- F. Narembeen Town Hall
- G. Narembeen Gym
- H. Narembeen Ski Lake (out of town)
- I. Narembeen Skate Park
- J. Footpaths in the town site of Narembeen
- K. Walker Lake



Facility and Club Summary

Club Name:	Current Membership	Membership trend over last 5 years	Ideas for improved participation	Membership Breakdown	Dreams	Asset Evaluation Playing Surface	Asset Evaluation Facilities
Hockey Club	91	Membership has been on a steady increase over the last 5 years, junior continues to increase.	Strong focus on juniors, maintaining a B grade side, accommodates mums with babies so they are able to train and play	40% Male, 60% Female, 100% able bodied	New surface, storage, toilet facilities close to the field, sheltered area to spectate	Hockey Oval - 2 Poor	Rec Centre 5 Very Good Club Shed -3 Moderate
Gym	79	There has been a slight decrease over the past 5 years.	Advertise more, new equipment, new card system	Able bodied members, 57% Females, 43% Males	New facility/refurbished facility, More and modern equipment		3-Moderate
Netball Club	70	Increase juniors up to 3, possibly 3 seniors	Not sure there is any. Have all people play including those less financial who pay off subs over the season	4-65 mostly female - male 4-12 only. Employed, business owners, stay at home mums.	Better Lighting, Cover or Indoor Facilities, Future Re-surfacing, Expand female changing facilities	Courts - 4 - Good	Changing rooms - 4 - Good Shed - 3 - Moderate
Bowling Club	68	From 2016 to 2020 Membership income has decreased slightly	Barefoot Bowls, Scroungers, Starting later (not so hot)	40-85 years, mostly able bodied, elderly require use of poles, 43 men 25 women, 60/40 men/women. Employed or retired.	Replacements of Greens approx. every 15 years, Lighting, Shading	5 - Very Good	Rec Centre 5 Very Good
Swimming Club	47	From 2015 membership income has increased.	Bring a friend day, more advertising, make training more fun, pool manager use pool blankets, and possibility of adult training.	Children able bodied, all school aged, 50/50 male/female.	Lane ropes, Pool blankets, Heating the pool	5 - Very Good	Changing rooms - 4 - Good
Narembeen Tennis Club	47	Membership over the past 5 years has been stable, a slight decline could be observed.		55% Male, 45% Female Average age of senior members - 45 Average age of juniors - 13 50% members reside in town, 50% farming	New surface, access to court for disabled, improved storage and lighting	Courts - 3 Moderate	Rec Centre 5 Very Good
Football Club	45	Member numbers indicate a decline, decline in town population thought as a reason	Club works closely with juniors encouraging both male and female participants	Senior members average age 25 - 100% Male Juniors average age of 12 - 75% Male, 25% Female 50% from farming businesses, 50% town residents	Ground Surface, Lighting, Facility for females, Team Shelters, New Scoreboard	Oval - 3 Moderate	Club Rooms - 5 very good

Golf Club	45	Memberships over last 5 years is stable, 5 years ago being 42 memberships	A coach comes to the club couple of times a year, suggested driving range close to town to get people practicing.	60% Farming, 40% town, 55% Male, 45% Female. Most common comes from players who have given up their winter sport.	New club house, practice putting green, practice driving range	Golf Course -5 Very Good	Club House - 2 Poor
Mt Walker Sports Club	45 Full plus 5 Social	Steady increase in membership over the last few years.	Inclusive, family friendly club. Junior tennis program and pennants tennis team.	Average age of approximately 40. 50/50 split across males and females. Has both disabled and indigenous members.	New kitchen facilities and tence fence improvements.	4 - Good	4 - Good
Basketball Club	40	Remained the same. Seniors basketball ceased about 15 years ago. Junior uniforms supplied from Bankwest Grant	Different type of competition (3on3) Try different time of year In town competition only	School aged children only, small group of 18-25years play socially.	Re-Surfacing, Lights-even a clean, Backboards every 10 years, Indoor shelter over court	4 - Good	3 - moderate
Junior Bat & Ball Club	30	There has been a considerable rise in membership.	Increasing access to quality coaching, more variety in activities, introducing inter town competitions.	Average age 11yrs 75%male 25%female, all able bodied	Backboard and rings need replacing	Town Oval - 4 Very Good Basketball Courts - 4 Good	/
Ski Club	27 boats/families + 15-20 singles/families	No changes affected by water	Grant to get gate fixed Facility Upgrade	All able bodied, ages 0-70 years, Mostly families, singles 75% male, 25% female, generally farmers who own boats.	Keep water in longer. Toilet Upgrade.	Lake - 3 - Moderate	2 - poor
Cricket Club	23	Remained stagnant over the last 5 years. Enough players to field a team.	Senior club works in with junior club, junior club seen as main source for future members.	100% Male players, Female members are welcome. Social memberships consist of female and male, all able bodied.	Improving cricket pitch upgrade facilities	Pitch/Oval - 2 Poor Training Facility - 4 Good	Club Rooms 5 - Very good
Badminton Club	6	Same - 12 Kids - 3 Years ago	Earlier Start	Able bodied 50/50, 12-70, Intellectually handicapped have attended	Lighting improvements Flooring slippery	4 - good	3 - moderate
Darts	30	Stagnant	Active on social media, rebrand - Narembeen Bruce Rock	Adults, majority 35-55age, only open to men but ladies can fill and potential or female comp	Re-bracket the boards, position at club near smoking door		4- good

External Analysis

Several studies, reports and experts across the globe have emphasised the importance of sport and recreational activities to not only the people partaking in the activity but to the greater community, society and economy as a whole.

In 2018, the Australian Sports Commission partnered with KPMG and La Trobe University to prepare an analysis investigating the value of community sport facilities to Australia, including the value of economic, social and health benefits associated with the facilities. The study found that across Australia around 8 million people used community sport facilities each year and this was supported by over 56 million volunteer hours.

Community sport infrastructure is estimated to generate an annual value of more than \$16.2 billion to Australia, with \$6.3 billion worth of economic benefit, \$4.9 billion worth of health benefit and \$5.1 billion worth of social benefit. The \$6.3 billion worth of economic benefit includes the economic activity associated with the construction, maintenance and operation of community sport infrastructure and the increased productivity of those who are physically active as a result of such infrastructure. The \$4.9 billion health benefit includes personal benefits to those who are less likely to contract a range of health conditions which are known to be associated with physical inactivity and the benefits to the health system from a healthier population. The \$5.1 billion social benefit includes the increased human capital resulting from the social interactions that are facilitated by community sport infrastructure and the broader community benefits of providing “green space” (e.g. sports fields).

KPMG also referenced a number of benefits from community sport facilities that were harder to quantify such as social inclusion, community pride, increased levels of trust, reductions in crime and anti-social behaviour, and the human capital benefits of volunteering. The investigation into the value of community sport facilities clearly shows that the benefits to the greater community and economy of sport facilities provided by Local Governments is of paramount importance to the state and national economy and outweighs the initial investment in providing the facilities.

The community facilities analysis did not touch on the parts of the Australian sport and recreation that remain unstructured such as running, cycling or skating – but reports suggest that participation rates in these types of activities are higher than those in structured activities. As such the facilitation of these through improved infrastructure or support for these activities is likely to have unmeasurable benefits to the community and economy that outweigh the investments as with more structured sport and recreation using designated community facilities.

The Department of Sport and Recreation WA undertook a more general analysis of the value of sport and recreation in Western Australia. The analysis strived to identify the greater benefits of sport and recreation outside of the easily identifiable building of national pride and community health. The main benefit areas identified were:

- Building Communities – sport and recreation brings people together, provides a sense of belonging and fosters friendships. Strong communities often have lower crime rates and a stronger sense of wellbeing.
- Binds Families – sport and recreation often provides a common ground in families helping strong bonds and relationships to develop.
- Reduced anti-social behaviour

- Education – children and adults grow and learn through participating in sports developing a variety of skills such as counting, teamwork, leadership, communication and much more.
- Economic Growth – increased participation in sport and recreation leads to a healthier, less absent workforce with improved mental concentration and stamina. If workers participate in similar activities, it often improves rapport and morale.
- Environment – natural recreational activities such as managed open spaces and walking trails help protect fragile areas whilst fostering a sense of community pride and appreciation.

As well as benefits of involvement in sport and recreation, the study identified the risks/costs associated with low participation. This included a higher rate of obesity which in turn leads impacts on the health care sector. It is estimated that obesity costs the WA economy \$2.1bn in 2005 and is responsible for 13,000 deaths annually. Other impacts include social isolation and de-motivation as well as a variety of other health issues such as heart disease and diabetes.

Sport and recreation has been identified as an important factor in reducing at-risk behaviours such as self-harm and suicide by helping develop confidence, self esteem and providing an escape mechanism.

The Australian Government's National Physical Activity Guidelines outline how much physical activity is needed for children, adults and older Australians to maintain a healthy lifestyle. The most recent update also makes recommendations for muscle strengthening activities and establishes limits on the amount of time we should spend sitting or lying down, other than when we are sleeping (sedentary behaviour). While more exercise is usually better, the guidelines show the minimum amount of physical activity needed to avoid negative health impacts. To gain a health benefit from physical activity, the intensity of the activity should cause a noticeable rise in a person's heart rate and breathing.

Accordingly the provision of sport and recreation facilities by the Shire of Narembeen aims to provide an opportunity for residents to be active and meet the minimum activity guidelines.

CSRFF

CSRFF aims to increase physical activity and participation in sport and active recreation in Western Australia. CSRFF has several priorities to achieve this goal.

Some of the priority considerations for CSRFF include:

- Projects that will directly lead to an increase in physical activity or participation.
- Projects that lead to facility sharing between clubs, or rationalization of existing facilities to increase sustainability.
- Projects to upgrade facilities to make them more accessible for female participants (e.g. changerooms with lockable showers and no urinals).
- Projects in a location with a significant Aboriginal population that will increase participation or physical activity.

The type of projects which will be considered for funding include:

- New playing surfaces — ovals, courts, synthetic surfaces etc.
- Floodlighting projects (must be to Australian Standards)
- Change rooms and ablutions
- Sports storage

The types of projects which are eligible for funding, but will be considered a lower priority for funding are:

- Clubrooms including social space, kitchens, training rooms and administration areas (due to their minimal impact on physical activity).
- Shade shelters, viewing areas and verandahs (due to their minimal impact on physical activity).
- Resurfacing of existing sports surfaces such as courts and bowling greens. It is expected that facility managers will budget for these items as part of the ongoing operation of the facility, frequently over 7 to 10 years. If supported the project will likely attract a reduced funding percentage

Any project that does not achieve the aim of the fund to increase physical activity or participation in sport and active recreation will not be considered. Other funding bodies such as Lotterywest may provide funding for these facilities (e.g. arts, music, craft and passive recreation such as cards or men sheds)

Some other projects that are ineligible for funding through CSRFF include:

- Projects that have commenced or will commence before approvals are announced.
- Development of privately-owned facilities or commercial spaces.
- Arts, music and craft facilities.
- Maintenance or operating costs of existing facilities.
- Purchase of land, landscaping, car parks, access roads and other infrastructure costs.
- Playgrounds.
- Bikeways or pathways.
- Non land-based facilities, e.g. boat launching ramps, ocean pools and marinas.

- Non-fixed equipment or fixed sports specific equipment (for instance electronic targets, scoreboards).
- Facilities or fixtures for the express purpose of serving alcohol.
- Projects that do not meet Australian Standards and National Construction Code

Facility Project Plans

PROJECT: Narembeen Ski Lake Master Plan

1. Project Description: Engage a consultant to review the Ski Lake and develop a concept as to how the facility could be enhanced and how water could be retained for greater periods of time.

2. Reasoning: The Shire and Community have identified the potential of the ski lake to attract visitors as well as engage groups for social activities. However, the ability to retain water and the lay out of the facility needs to be investigated to develop a further plan for enhancement.

3. Scope of Works: A review of the current water retention set up, environmental factors, improved design factors. Then a master plan of the site and potential enhancements.

4. Club: Narembeen Ski Club

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: The aim of this project is to try and increase the sustainability and accessibility of the ski lake to try and enhance its useability for longer periods or to at least ensure adequate water is available even if seasonal rainfall is low.

6. Budget: \$50K

7. Replacement Cost:

8. Commitment: The Narembeen Ski Club will not be required to contribute financially at this stage.

9. Timeframe:

21/22	22/23	23/24	24/25	25/26	26/27
Design					

If the master plan process is successful it is likely a further project will be added to the Sports and Recreation plan for future years.

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility Category: Outdoor sport, adventure based

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Human capital uplift Community benefit

			A reduction in crime and anti social behaviour	
		Environmental	Greenspace benefit Improved water catchment and storage	
		Economic	Increased visitation	
	Participation Assessment	Current		
		Future		Plan will identify how to improve future participation with enhanced facilities and water catchment
		Multiuse		
	Assessment Measures	Strategic Alignment to State Government		
		Alignment to Sports West		Nil
		Strategic Alignment to Shire of Narembeen		3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models
Costing	Resource Requirements	\$50K		
	Complexity	Low		
	Risks	Use of the Ski Lake is heavily dependent on climate		
	Pathway preference	Narembeen Ski Club will be requested to contribute and engage with the consultant to ensure the needs of users are adequately considered. The Ski Club may be required to contribute to future projects if the facility is to be modified because of the master plan.		
	Significance	Local		
	Funding sources	Internal		

Narembeen Ski Lake, Soldiers Rd



PROJECT: Narembeen Gym Expansion/Refurbishment

1. Project Description: Enhance the facilities of the Narembeen Gym to increase participation

2. Reasoning: The Narembeen Gym currently has a strong membership base and with the impending arrival of a mining camp its usage is likely to expand. Equipment, air conditioning, flooring and bathroom facilities at the Gym are outdated and in need of refurbishment. Given the fitness of employees contributes to economic development this could be a project to partner with Go Narembeen.

3. Scope of Works:

- Convert kitchen area into second changing room/shower facilities
- Install gym flooring throughout and move the equipment to larger room
- Install new air-conditioning systems
- Look into expanding the facility to make use of the large block size to set up a different room for weights and cardio.
- Investigate installing solar panels at this facility

4. Club: Shire of Narembeen.

The Narembeen Gym has a solid membership base of approximately 70-80 members. The Shire would look to consult stakeholders broadly around the works and schedule the works for the quieter period.

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 1: The renovation would aim to make the gym area more user friendly to ensure older and disabled users are well catered for.

Goal Area 2: The age of the facility is meaning that the more maintenance issues are starting to arise.

6. Budget: \$100K

7. Replacement Cost:

8. Commitment: The Narembeen Gym is a Shire owned facility, no commitment from external clubs. Ongoing maintenance and safety checks will be required

9. Timeframe:

21/22	22/23	23/24	24/25	25/26	26/27
Design	Construct				

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: indoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Human capital uplift A reduction in crime and anti social behaviour Health system benefits Reduced risk of accidents and falls
		Environmental	
		Economic	
	Participant Assessment	Current	Gym membership retention
		Future	Potential increased membership
		Multiuse	
	Assessment Measures	Strategic Alignment to State Government	
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally fit 3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models
		Significance	Local
Alignment to SSA		Nil	
Costing	Resource Requirements	\$100K	
	Complexity	Low	
	Risks		
	Funding sources	Ramelius Resources Go Narembeen Internal	
	Funding timeline		

The Narembeen Gym – Corner of Stanley and Ada Street opposite the Narembeen Hospital.



PROJECT: Lake Walker Outdoor Gym Equipment

1. Project Description: Install free to use gym equipment around Lake Walker

2. Reasoning: The project will seek to enhance the walk trail around Lake Walker to provide fitness equipment that meets the needs of varying ages and abilities of users. This will allow people to exercise and take advantage of the weather and the nature environment around Narembeen.

3. Scope of Works: Lay concrete slabs and install 4 workout stations around Lake Walker

The Shire would consult with the community to establish what type of equipment is likely to meet community needs and be well utilised.

4. Club: Shire of Narembeen owned facility and green space

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Are 1: This equipment should be mostly barrier free as it is free to use and can be scoped to fit various abilities.

6. Budget: \$100K

7. Replacement Cost:

8. Commitment: The equipment will be placed at Lake Walker, owned by the Shire. Ongoing maintenance and safety checks will be required

9. Timeframe:

21/22	22/23	23/24	24/25	25/26	26/27
Design	Construct				

9. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Recreation

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits Health system benefits Reduced risk of accidents and falls
		Social and community	Human capital uplift Social inclusion A reduction in crime and anti-social behaviour
		Environmental	
		Economic	Increased visitation

	Participant Assessment	Current	
		Future	Increased participation levels
		Multiuse	
	Assessment Measures	Strategic Alignment to State Government	
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally fit
		Significance	Local
	Alignment to SSA	Nil	
Costing	Resource Requirements	\$100K	
	Complexity	Low	
	Risks	May be an issue with wheelchair accessibility	
	Funding sources	CSRFF Small Grants Lotterywest Go Narembeen Internal	



Lake Walker

PROJECT: Multipurpose Sports Surface

1. Project Description: Replace Narembeen tennis courts with a new synthetic hybrid dry sports surface to be used by tennis and hockey clubs

2. Reasoning: The district is suffering from water shortages so a move to a waterless surface could have environmental benefits. The Narembeen Tennis courts are due to be upgraded/replaced during the period of this plan (next 5yrs).

Relevant resource:

<https://www.dlgsc.wa.gov.au/department/publications/publication/natural-grass-vs-synthetic-turf-study-report>

Australian Standards Sports Lighting:

https://infostore.saiglobal.com/preview/356253143238.pdf?sku=124146_SAIG_AS_AS_2690757

3. Scope of Works:

- Relocate cricket nets
- Expand the existing tennis court pad
- Design and install and dry synthetic surface
- Install user pays LED floodlighting
- Install a storage and changing block in a location adjacent to the surface – potential share with cricket
- Create a disabled access point

4. Club: Narembeen Tennis Club, Narembeen Hockey Club (Narembeen Cricket Club impacted)

Narembeen Tennis Club has stable membership. Narembeen Hockey Club has a strong membership base however small number of men in 2021.

Both clubs will need to be consulted with as to capital contributions and ongoing costs, usage etc

Current hockey fields will still need to be maintained as they are used by cricket in the summer.

Relevant resource:

<https://www.dlgsc.wa.gov.au/department/publications/publication/natural-grass-vs-synthetic-turf-study-report>

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 1: By bringing hockey closer to the recreation centre building it will improve visibility and spectator comfort as the games will be viewable from inside the centre or under the veranda.

Goal Area 2: Creating a dry synthetic surface would require less water which is likely to be more sustainable. Combining two sports with adequate floodlights should increase usage.

6. Budget: \$1m+ (surface, change rooms, lights, equipment)

7. Replacement Cost: Resurfacing costs would also need to be investigated to ensure the two clubs can establish an asset 'sinking fund' to cover replacement on a 15 year cycle (circa \$350K). State government funding of replacement surfaces is 16% (max)

8. Commitment: Financial commitments from clubs, asset 'sinking fund' as well

9. Timeframe:

21/22	22/23	23/24	24/25	25/26	26/27
	Design	Grants	Construct		

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor Sports Courts and Specialist Sports Surfaces

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Human capital uplift Social inclusion Community pride Positive role modelling Elite sporting outcomes
		Environmental	Reduction in water use
		Economic	
	Participant Assessment	Current	
		Future	
		Multiuse	Tennis and Hockey membership
	Assessment Measures	Strategic Alignment to State Government	
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally 3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models
		Significance	Local (not regional as there is a national grade surface in Bruce Rock)

	Alignment to SSA	
Costing	Resource Requirements	Would need to liaise directly with the Hockey and Tennis Clubs to ensure a smooth transition to a shared surface. The Shire would probably ask for a \$200,000 contribution from each club
	Complexity	Medium
	Risks	Tennis and Hockey club financial contribution (seed and ongoing) Likelihood of a CSRFF large grant (prioritisation by State Government) Low tennis membership, low numbers for men's hockey in 2021
	Funding sources	CSRFF Go Narembeen Federal sports grant Fundraising Internal

PROJECT: Hockey Field Upgrade

1. Project Description: Improve drainage and grass maintenance of the two hockey fields

2. Reasoning: If the multipurpose hybrid surface is not developed then the hockey and cricket clubs would like the drainage improved and grass maintained (fertilised, water, aerated etc).

Additionally the installation of LED lights for night time training.

Relevant resource for grass maintenance:
<https://www.dlgsc.wa.gov.au/department/publications/publication/natural-grass-vs-synthetic-turf-study-report>

Australian Standards Sports Lighting:

https://infostore.saiglobal.com/preview/356253143238.pdf?sku=124146_SAIG_AS_AS_2690757

3. Scope of Works:

- Improve drainage
- Improve reticulation
- Improve grass maintenance
- Install user pays LED floodlighting

4. Club: Narembeen Hockey Club (Narembeen Cricket Club impacted)

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: Extends access hours to the grass fields

6. Budget: Between \$40K - \$120K (depends on whether reticulation needs to be improved), plus LED lights \$60K

7. Replacement Cost:

8. Commitment: Commitment from hockey club to upgrade lights and field

9. Timeframe:

21/22	22/23	23/24	24/25	25/26	26/27

Dependent on whether the multipurpose surface is preferred

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor Sports Courts and Specialist Sports Surfaces

Stage of the Process	Criteria	Detail	Comment

Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Human capital uplift Social inclusion Community pride Positive role modelling
		Environmental	Green space enhanced
		Economic	
	Participant Assessment	Current	Retention of hockey club membership
		Future	
		Multiuse	
	Assessment Measures	Strategic Alignment to State Government	
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally
		Significance	Local
Alignment to SSA			
Costing	Resource Requirements	Up to \$120K	
	Complexity	Low	
	Risks	Access to water for the fields Shire of Narembeen staff skills in grass maintenance	
	Funding sources	CSRFF Fundraising Internal	

PROJECT: Install Roof/Cover for Netball and Basketball Hard Courts

1. Project Description: Improve the year-round useability of the hardcourts by installing a cover for at least 50% of the courts

2. Reasoning: Community consultation overwhelmingly supported the development of an indoor recreation centre, however the ongoing running costs of managing such a facility and the existence of a social space adjacent to the oval likely means the centre will just be a recreation space. Given the Town Hall currently offers a large indoor space that would be suitable for dance, martial arts, gymnastics etc. and it is not currently utilised it is unlikely a custom built facility would be used heavily outside of existing sports.

A more practical solution seems to be to make use of the existing space that currently accommodates both Basketball and Netball but provide a cover for shade in summer and weather protection in Winter. Although many netball courts are moving indoors this limits the ability to host carnivals and there already has neighbouring indoor courts at Merredin and Bruce Rock.

3. Scope of Works:

- Cover a portion of the existing hard courts
- Install user pays LED floodlighting

4. Club: Narembeen Netball Club

The Narembeen Netball Club is a very active team and has been successful over several years. They would need to be involved in the design of any covering for the courts.

Netball WA would like to retain outdoor courts for carnivals so their input on outdoor courts with coverings would be sought.

The hardcourts are also used for basketball and these stakeholders would also be involved. Cover will extend the longevity of the current courts.

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: The hard courts become more sustainable if they can be protected from the sun in some way. Plus the project would also incorporate user pays lighting that would improve useability.

6. Budget: \$500K

7. Replacement Cost:

8. Commitment: The Narembeen Netball club is committed to raising additional funds towards the project

9. Timeframe:

21/22	22/23	23/24	24/25	25/26	26/27
	Design	Grants	Construct		

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor moving to indoor sport

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Physical health benefits Health system benefits
		Social and community	Human capital uplift Social inclusion Community pride Positive role modelling Elite sporting outcomes Disaster response / community meeting place
		Environmental	
		Economic	
	Participant Assessment	Current	
		Future	Netball club membership Bat and ball participation
		Multiuse	Sports and community events
	Assessment Measures	Strategic Alignment to State Government	
		Alignment to Sports West	
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally 3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models
		Significance	Local
Costing	Resource Requirements	\$500K	
	Complexity	Low	
	Risks		
	Funding sources	Internal Go Narembeen CSRFF Fundraising	

PROJECT: Mt Walker Tennis Court Lighting

1. Project Description: To improve the floodlighting of the Mt Walker Tennis courts

2. Reasoning: Enables night time tennis

Australian Standards Sports Lighting:

https://infostore.saiglobal.com/preview/356253143238.pdf?sku=124146_SAIG_AS_AS_2690757

3. Scope of Works:

- Install LED floodlighting

4. Club: Mt Walker Tennis Club

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: Floodlighting should improve the accessibility and usage of the courts

6. Budget: \$120K

7. Replacement Cost:

8. Commitment: The Mt Walker tennis club has not yet committed to the project however it is identified in their long term club aspirations

9. Timeframe:

21/22	22/23	23/24	24/25	25/26	26/27	27/28
					Grants	Construct

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor Sports Courts and Specialist Sports Surfaces

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits Reduced risk of accidents
		Social and community	Human capital uplift Social inclusion Positive role modelling Disaster response/community meeting place
		Environmental	
		Economic	
	Participant Assessment	Current	
		Future	Tennis club membership

		Multiuse	
	Assessment Measures	Strategic Alignment to State Government	
		Alignment to Sports West	
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally 3.3 We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models
		Significance	Local
Costing	Resource Requirements	\$120K	
	Complexity	Low	
	Risks		
	Funding sources	Internal CSRFF Fundraising	

PROJECT: Lighting Narembeen Surfaces

1. Project Description: Upgrade existing and install new lighting at the town oval, hockey and tennis surfaces, bowling green

2. Reasoning:

Improving the flood lighting at the town oval and hockey fields which has been identified as a long standing improvement clubs would like to see initiated.

The tennis courts do not currently have lights.

Lighting enables extended access to surfaces for competition and training, night training in a safe environment, better supervision of children that are accompanying playing parents.

The lighting upgrades for hockey and tennis are dependent on their preferred surface option.

The oval may require only LED upgrades on the existing towers

It is recommended new poles for the hockey lights (if the existing ones are used) and that the retractable poles are used for easy maintenance.

3. Scope of Works:

- Upgrade and install new LED lighting, user pays system

4. Club: Narembeen Football Club, Narembeen Tennis Club, Narembeen Hockey Club, Narembeen Bowling Club

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 1: Lighting will reduce barriers to participation of Winter sports

Goal Area 2: Lighting will improve access and usage of surfaces, improve safety

6. Budget: \$250K

7. Replacement Cost:

8. Commitment: Shire owned infrastructure, clubs may need to contribute to lighting upgrade, user pays system there after

9. Timeframe:

21/22	22/23	23/24	24/25	25/26	26/27
		Construct			

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Outdoor Sports

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Social inclusion A reduction in crime and anti social behaviour
		Environmental	
		Economic	
	Participant Assessment	Current	
		Future	
		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	
		Alignment to Sports West	
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally fit
Significance		Local	
	Alignment to SSA	Nil	
Costing	Resource Requirements	\$250K	
	Complexity	Low	
	Risks		
	Funding sources	Internal Clubs CSRFF Go Narembeen Fundraising	

PROJECT: Narembeen Skate Park

1. Project Description: The skate park is proposed to be relocated as part of the Apex Park redevelopment and it seems prudent to complete this area by enhancing these facilities.

2. Reasoning: The Narembeen Skate Park provides an activity centre for all ages outside of the normal parameters of team sports and clubs. The equipment is basic but useable and with a few extra features such as concrete forms the attractiveness of this space could be enhanced.

3. Scope of Works:

- Relocate and upgrade skate park

4. Club: Shire of Narembeen and Narembeen Youth Council

5. Alignment to Narembeen Sport and Recreation Plan:

Goal Area 2: Upgrade and relocation will attract users

6. Budget: \$100K

7. Replacement Cost:

8. Commitment: Shire owned infrastructure, no club commitment required, ongoing maintenance and safety checks required

9. Timeframe:

21/22	22/23	23/24	24/25	25/26	26/27
Design	Construct				

10. Project Assessment:

Using *Standards Australia Guide - Project Prioritisation Process and Criteria* as a guide.

Facility category: Adventure based

Stage of the Process	Criteria	Detail	Comment
Proposal Evaluation	Net Benefit	Public health and safety	Personal health benefits
		Social and community	Social inclusion A reduction in crime and anti social behaviour
		Environmental	Green space benefit
		Economic	Increased visitation Increased economic activity
	Participant Assessment	Current	
		Future	

		Multiuse	Community use
	Assessment Measures	Strategic Alignment to State Government	
		Alignment to Sports West	
		Strategic Alignment to Shire of Narembeen	3.2 Shire owned sport and recreation facilities enable access to competitive competitions, leisure activities for all ages and help us be physically and mentally f
		Significance	Local
		Alignment to SSA	Nil
Costing	Resource Requirements	\$100K	
	Complexity	Low	
	Risks		
	Funding sources	BBRF Lotterywest Internal CSRFF	

ATTACHMENT 13.1A

2024 Budget Review

SHIRE OF NAREMBEEN

BUDGET REVIEW

AS AT 29 FEBRUARY 2024



SHIRE OF NAREMBEEN

BUDGET REVIEW REPORT

FOR THE PERIOD ENDED 29 FEBRUARY 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF NAREMBEEN
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Note	Budget v Actual		Predicted			
		Adopted Budget (a)	YTD Actual (b)	Permanent Variance (c)	Timing Variance (Carryover) (d)	Year End (a)+(c)+(d)	
		\$	\$	\$	\$	\$	
OPERATING ACTIVITIES							
Net current assets at start of financial year surplus/(deficit)		3,711,589	4,737,410	1,025,821	0	4,737,410	▲
Revenue from operating activities (excluding rates)							
Operating grants, subsidies and contributions	4.1.2	731,743	790,513	0	0	731,743	
Fees and charges	4.1.3	604,679	444,996	520	0	605,199	▲
Interest earnings	4.1.6	198,049	124,514	122,635	0	320,684	▲
Other revenue	4.1.7	74,600	136,678	29,900	0	104,500	▲
Profit on asset disposals	4.1.8	170,000	84,622	(60,000)	0	110,000	▼
		1,779,071	1,581,324	93,055	0	1,872,126	
Expenditure from operating activities							
Employee costs	4.2.1	(2,052,097)	(1,566,984)	(100,217)	0	(2,152,314)	▲
Materials and contracts	4.2.2	(1,604,354)	(1,016,087)	(223,449)	15,637	(1,812,167)	▲
Utility charges	4.2.3	(231,113)	(163,602)	0	0	(231,113)	
Depreciation on non-current assets	4.2.4	(3,100,700)	(1,932,613)	10,300	0	(3,090,400)	▼
Interest expenses	4.2.5	(36,582)	(19,209)	0	0	(36,582)	
Insurance expenses	4.2.6	(239,698)	(239,698)	0	0	(239,698)	
Other expenditure	4.2.7	(163,482)	(42,970)	17,800	0	(145,682)	▼
Loss on asset disposals	4.2.8	(41,500)	0	35,000	0	(6,500)	▼
		(7,469,526)	(4,981,163)	(260,566)	15,637	(7,714,455)	
Non-cash amounts excluded from operating activities		2,966,700	1,850,473	0	0	2,966,700	
Amount attributable to operating activities		987,834	3,188,044	858,310	15,637	1,861,781	
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions	4.3.1	3,189,736	1,057,279	361,094	(342,158)	3,208,672	▲
Purchase of property, plant and equipment	4.4.1	(3,427,717)	(2,060,515)	(90,000)	805,000	(2,712,717)	▼
Purchase of infrastructure	4.4.2	(3,741,741)	(1,095,383)	(411,686)	0	(4,153,427)	▲
Proceeds from self supporting loans	4.5.1	15,835	5,787	0	0	15,835	
Proceeds from disposal of assets	4.6.1	663,500	261,818	(248,772)	0	414,728	▲
		(3,300,387)	(1,831,014)	(389,364)	462,842	(3,226,909)	
Non-cash amounts excluded from investing activities		0	0			0	
Amount attributable to investing activities		(3,300,387)	(1,831,014)	(389,364)	462,842	(3,226,909)	
FINANCING ACTIVITIES							
Repayment of debentures		(78,677)	(47,253)	0	0	(78,677)	
Investments in associates	4.4.3	0	0	(45,000)	0	(45,000)	▼
Transfers to cash backed reserves (restricted assets)		(384,571)	0	(358,517)	0	(743,088)	▲
Transfers from cash backed reserves (restricted assets)		726,907	0	0	(541,907)	185,000	▲
Amount attributable to financing activities		263,659	(47,253)	(403,517)	(541,907)	(681,765)	
Budget deficiency before general rates		(2,048,893)	1,309,777	65,429	(63,428)	(2,046,893)	
Estimated amount to be raised from general rates		2,046,893	2,026,468	0	0	2,046,893	
Closing funding surplus/(deficit)	2 (c)	(2,000)	3,336,245	65,429	(63,428)	(0)	▲

1. BASIS OF PREPARATION

The budget review comprises financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Local Government (Financial Management) Regulations 1996 prescribe that the budget review be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16* which would have required the Shire of Narembeen to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this budget review have been consistently applied unless stated otherwise. Except for rate setting information, the budget review has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Financial reporting disclosures in relation to assets and liabilities required by the Australian Accounting Standards have not been made unless considered important for the understanding of the budget review or required by legislation.

The local government reporting entity

All funds through which the Shire of Narembeen controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

All monies held in the Trust Fund are excluded from the financial statements.

Rounding off figures

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

2023-24 actual balances

Balances shown in this budget review report as YTD Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the budget review relate to the original budget estimate for the relevant item of disclosure.

Judgements, estimates and assumptions

The preparation of the annual budget review in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets

2 NET CURRENT FUNDING POSTION

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(a) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	Actual - Used for Budget 30 June 2023	Audited Actual 30 June 2023	Budget 30 June 2024	Actual 29 February 2024
Adjustments to operating activities			\$	\$
Less: Profit on asset disposals	(199,288)	0	(170,000)	(84,622)
Less: Movement in non-current employee provisions	0	18,486	0	0
Less: Movement of non-current inventory	0	33,665	0	0
Less: Revaluation of intangible assets	0	(3,686)	(3,500)	(1,681)
Add: movement in investments in associates	0	5,898	0	4,163
Add: Loss on asset disposals	24,320	0	39,500	0
Add: Movement in non-current pensioner deferred rates	0	(8,459)	0	0
Add: Depreciation on non-current assets	3,122,135	3,238,579	3,100,700	1,932,613
Non-cash amounts excluded from operating activities	2,947,167	3,284,483	2,966,700	1,850,473

(b) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

Adjustments to net current assets

Less: Restricted cash	(4,061,581)	(4,734,815)	(4,392,480)	(4,734,815)
Less: financial assets - unrestricted	15,546	(15,836)	0	(10,049)
Add: Long term borrowings	(74,876)	76,539	0	29,286
Total adjustments to net current assets	(4,120,911)	(4,674,112)	(4,392,480)	(4,715,578)

(c) Composition of estimated net current assets

Current assets

Cash unrestricted	590,602	4,898,344	216,210	3,663,173
Cash restricted	5,278,834	4,873,641	5,524,978	4,734,815
Financial assets - unrestricted	(15,546)	15,836	0	10,049
Receivables	311,670	398,849	148,381	283,228
Contract assets	0	6,021	0	0
Inventories	13,372	0	13,372	32,773
	6,178,932	10,192,691	5,902,941	8,724,038

Less: current liabilities

Payables	(605,324)	(266,308)	(26,217)	(195,532)
Contract liabilities	(1,217,614)	(120,960)	(1,135,624)	(120,960)
Long term borrowings	74,876	(76,539)	0	(29,286)
Provisions	(309,959)	(317,362)	(348,620)	(317,362)
	(2,058,021)	(781,169)	(1,510,461)	(663,140)

Net current assets

	4,120,911	9,411,522	4,392,480	8,060,898
Less: Total adjustments to net current assets	(4,120,911)	(4,674,112)	(4,392,480)	(4,715,578)
Closing funding surplus / (deficit)	0	4,737,410	0	3,345,320

3 COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities.

FINANCIAL ASSETS AT AMORTISED COST

The Shire of Narembeen classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

TRADE AND OTHER RECEIVABLES

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.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire of Narembeen applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

INVENTORIES

General

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

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Narembeen's operational cycle. In the case of liabilities where the Shire of Narembeen 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 or non-current based on the Shire of Narembeen's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Narembeen prior to the end of the financial year that are unpaid and arise when the Shire of Narembeen becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire of Narembeen recognises revenue for the prepaid rates that have not been refunded.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Narembeen's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Narembeen's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Narembeen's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Narembeen has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire of Narembeen are recognised as a liability until such time as the Shire of Narembeen satisfies its obligations under the agreement.

SHIRE OF NAREMBEEN
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 29 FEBRUARY 2024

4. PREDICTED VARIANCES

GL/Job code	Comments/Reason for Variance	Original budget	Actuals YTD	Amended budget	Variance Type	Surplus increase/(decrease)
4.1 OPERATING REVENUE (EXCLUDING RATES)						
4.1.3 FEES AND CHARGES						
1042600	Town planning application fees	(2,500)	(7,530)	(8,000)	P	5,500
1482108	1/8 Churchill Street - rent	(3,000)	(221)	(220)	P	(2,780)
1052400	Community bus hire	(10,200)	(4,715)	(8,000)	P	(2,200)
		<u>(15,700)</u>	<u>(12,466)</u>	<u>(16,220)</u>		<u>520</u>
4.1.6 INTEREST EARNINGS						
3323000	Interest earnings on municipal funds	(182,365)	(55,287)	(140,000)	P	(42,365)
3323100	Interest earnings on reserve funds	0	(60,727)	(165,000)	P	165,000
		<u>(182,365)</u>	<u>(116,014)</u>	<u>(305,000)</u>		<u>122,635</u>
4.1.7 OTHER REVENUE						
1052550	Paid parental leave received	0	(31,779)	(35,000)	P	35,000
1472100	Reimbursement of worker's compensation	0	(17,763)	(22,500)	P	22,500
4221400	Admin insurance reimbursements	(12,600)	0	(5,000)	P	(7,600)
1021300	Share of income in an associate	0	4,163	5,000	P	(5,000)
1132100	Reimbursements from sporting groups	(15,000)	0	0	P	(15,000)
		<u>(27,600)</u>	<u>(45,378)</u>	<u>(57,500)</u>		<u>29,900</u>
4.1.8 PROFIT ON ASSET DISPOSAL						
1442200	Profit on asset disposal	(170,000)	(84,622)	(110,000)	P	(60,000)
		<u>(170,000)</u>	<u>(84,622)</u>	<u>(110,000)</u>		<u>(60,000)</u>
	TOTAL OPERATIONAL INCOME	<u>(395,665)</u>	<u>(258,480)</u>	<u>(488,720)</u>		<u>93,055</u>
4.2 OPERATING EXPENSES						
4.2.1 EMPLOYEE COSTS						
4213200	Admin - staff training	10,000	15,294	25,000	P	(15,000)
1051111	CRC employee costs	176,930	154,820	215,000	P	(38,070)
1131122	Parks and gardens	235,000	126,958	160,000	P	75,000
1321101	Caravan park maintenance	136,501	128,386	200,000	P	(63,499)
1431101	Staff training, works	15,000	16,396	25,000	P	(10,000)
1431107	Staff medical costs	1,000	941	1,500	P	(500)
1431200	Works supervisor salary	144,352	157,075	180,000	P	(35,648)
1431301	Work health and safety, works	12,500	12,338	20,000	P	(7,500)
1431103	Mechanic administration	5,000	10,613	10,000	P	(5,000)
		<u>736,283</u>	<u>622,821</u>	<u>836,500</u>		<u>(100,217)</u>
4.2.2 MATERIALS AND CONTRACTS						
1431400	Admin - office costs (telephone)	8,300	6,599	5,000	P	3,300
4111300	Admin - audit fees	40,000	3,000	42,000	P	(2,000)
4211020	Admin - office maintenance	62,500	28,726	50,000	P	12,500
4211021	Admin - building maintenance administration	12,307	4,590	5,000	P	7,307
4211150	Admin - general operating costs	111,200	38,752	65,000	P	46,200
4211200	Admin - office equipment	10,000	68	5,000	P	5,000
4211350	Admin - office software	40,000	50,338	51,000	P	(11,000)
4211360	Admin - managed IT	45,000	29,972	50,000	P	(5,000)
4212200	Admin - valuation expenses	0	46,513	46,500	P	(46,500)
4212700	Admin - contractors and consultants	35,000	61,504	170,000	P	(135,000)
4217000	Admin - staff recruitment	15,000	3,065	8,000	P	7,000
7511500	Medical Centre - stipend for Doctor's house	12,000	0	0	P	12,000
7513000	Medical Centre - management fees	288,000	120,000	215,000	P	73,000
9111022	Staff housing - 26 Hilton Way	12,000	6,219	15,000	P	(3,000)

4. PREDICTED VARIANCES

GL/Job code	Comments/Reason for Variance	Explanation of variances
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4.1 OPERATING REVENUE (EXCLUDING RATES)

4.1.3 FEES AND CHARGES

1042600 Town planning application fees	Revise estimate due to actuals
1482108 1/8 Churchill Street - rent	No further rent expected; relief granted by Council
1052400 Community bus hire	Revise estimate due to actuals

4.1.6 INTEREST EARNINGS

3323000 Interest earnings on municipal funds	Revised for minimum anticipated amount. Original budget conflated reserves and municipal earnings
3323100 Interest earnings on reserve funds	Revised for minimum anticipated amount. Original budget conflated reserves and municipal earnings

4.1.7 OTHER REVENUE

1052550 Paid parental leave received	Two CRC staff on PPL. Offsets amendment to CRC employee costs at 1051111
1472100 Reimbursement of worker's compensation	Add budget given extensive worker's comp. Estimate only.
4221400 Admin insurance reimbursements	Revise estimate downward; only one claim known of at this time.
1021300 Share of income in an associate	Movement in RoeROC net assets. This is an accounting entry, not a cash payment.
1132100 Reimbursements from sporting groups	Revise overestimate of reimbursements

4.1.8 PROFIT ON ASSET DISPOSAL

1442200 Profit on asset disposal	Original budget: CEO car \$15k, WM car \$10k, one prime mover \$5k, loader \$140k. Revised for: \$20k loss on loader, ~\$50k profit on each of the two prime movers.
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4.2 OPERATING EXPENSES

4.2.1 EMPLOYEE COSTS

4213200 Admin - staff training	Admin staff need a lot of training, and that often has to be in Perth. Original budget not sufficient. Note YTD costs include \$6k for an employee's coursework agreed to under Council policy.
1051111 CRC employee costs	Cost of staff on PPL picked up by additional employees/more hours worked by existing employees. Offset by amendment for income at 1052550.
1131122 Parks and gardens	Higher initial budget based on 4 garden staff.
1321101 Caravan park maintenance	Wages under-estimated in original budget due to manual error
1431101 Staff training, works	Under-budgeted. Added some fat to allow for staff to get forklift certificates.
1431107 Staff medical costs	Revise estimate due to actuals
1431200 Works supervisor salary	Revise for Arthur's AL payout
1431301 Work health and safety, works	Revise budget to do more work around WHS this year
1431103 Mechanic administration	Original budget was an estimate; mechanic has had to do more admin, particularly with larger repair works on the horizon

4.2.2 MATERIALS AND CONTRACTS

1431400 Admin - office costs (telephone)	Revise estimate due to actuals
4111300 Admin - audit fees	Revise estimate due to actuals
4211020 Admin - office maintenance	Revise estimate due to actuals
4211021 Admin - building maintenance administration	Revise estimate due to actuals
4211150 Admin - general operating costs	This account has historically been a "general expenses" account. Various components have been reallocated in the budget review, and generally these costs have been lower than anticipated
4211200 Admin - office equipment	Revise estimate due to actuals
4211350 Admin - office software	Synergysoft + addons and RAMMS. RAMMS was missed in original budget.
4211360 Admin - managed IT	Additional costs incurred for higher service levels.
4212200 Admin - valuation expenses	Road reveals were anticipated to be invoiced 2022, weren't, and were not picked up in the annual budget
4212700 Admin - contractors and consultants	Legal fees \$24K (Prism ~\$15k, Avon \$2k, Wadderin lease \$4k, estimate \$3k), AMP \$20k, RKP \$6k, Reg17/FMR \$10k, COA review \$10k, Grant writing \$15k. Reg17/FMR must be done and was missed in the annual budget. AMP, RKP, COA and grant writing cannot be done internally due to limited capacity.
4217000 Admin - staff recruitment	Revise estimate due to actuals
7511500 Medical Centre - stipend for Doctor's house	This was an arbitrary portion of fees paid to Dr Lines that was retained in the annual budget. Redundant now, so to be cleared.
7513000 Medical Centre - management fees	This, combined with the above \$12k, was the upper estimate of the contract amount for the Livingston's. Revised due to what will actually be paid.
9111022 Staff housing - 26 Hilton Way	Add a little to give scope for gardening works and minor upgrades and repairs

SHIRE OF NAREMBEEN
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 29 FEBRUARY 2024

4. PREDICTED VARIANCES

GL/Job code	Comments/Reason for Variance	Original budget	Actuals YTD	Amended budget	Variance Type	Surplus increase/(decrease)
9111023	Staff housing - 16 Hilton Way	3,000	15,434	17,500	P	(14,500)
9111024	Staff housing - 10 Hilton Way	10,000	2,880	5,000	P	5,000
9111033	Staff housing - 20 Cheetham Way	12,000	8,773	15,000	P	(3,000)
9111035	Staff housing - 15 Northmore Street	10,000	1,632	5,000	P	5,000
CE1	ANZAC day	0	0	5,000	P	(5,000)
CR16	Australia Day celebrations	0	9,146	9,000	P	(9,000)
CRC2	Triathlon event	1,500	2,750	3,750	P	(2,250)
CRC5	Christmas party	1,500	4,702	4,500	P	(3,000)
1111102	Town hall - maintenance	29,900	6,853	8,500	P	21,400
1111105	Road board building	30,000	2,300	5,000	P	25,000
1111107	Spotter's hut	20,000	6,696	7,000	P	13,000
NEW	Bin to Bin marathon	0	0	3,500	P	(3,500)
1131110	Town oval	95,000	86,169	120,000	P	(25,000)
1131181	Gym operating expenses	25,637	10,020	10,000	T	15,637
1121102	Swimming pool operating costs	113,394	41,714	55,000	P	58,394
1221105	Road maintenance	1,001,695	788,534	1,051,695	P	(50,000)
1221160	Street tree maintenance	25,000	901	90,000	P	(65,000)
1221180	Weed spraying	45,000	45,661	65,000	P	(20,000)
1251100	Airfield maintenance	12,000	21,222	22,000	P	(10,000)
1431650	Stationery and office supplies, works	0	1,391	2,000	P	(2,000)
1441120	Minor plant and equipment	5,000	0	15,000	P	(10,000)
1441200	Fuel and oil	200,000	148,007	250,000	P	(50,000)
1441300	Vehicle tyres	18,800	10,435	25,000	P	(6,200)
1441400	Parts and repairs	133,400	95,988	160,000	P	(26,600)
1481130	2/10 Doreen Street	1,000	6,633	6,000	P	(5,000)
1481131	1/10 Doreen Street	1,000	6,621	6,000	P	(5,000)
		2,486,133	1,723,809	2,693,945		(207,812)
4.2.4 DEPRECIATION (NON CURRENT ASSETS)						
1311400	Depreciation, skeleton weed	10,300	0	0	P	10,300
		10,300	0	0		10,300
4.2.7 OTHER EXPENDITURE						
4113000	Councillor election costs	5,000	0	0	P	5,000
4115000	Councillor refreshments	11,800	3,468	5,500	P	6,300
4118000	Councillor donations	10,000	1,443	5,000	P	5,000
4118550	Councillor training	0	0	3,000	P	(3,000)
5221500	Animal control - fines enforcement	5,000	0	500	P	4,500
		31,800	4,912	14,000		17,800
4.2.8 LOSS ON ASSET DISPOSAL						
1441900	Loss on sale of assets	41,500	0	6,500	P	35,000
		41,500	0	6,500		35,000
TOTAL OPERATIONAL EXPENDITURE		3,306,016	2,351,542	3,550,945		(244,929)
NET OPERATIONAL INCOME AND EXPENDITURE		2,910,351	2,093,062	3,062,225		(151,874)

4. PREDICTED VARIANCES

GL/Job code	Comments/Reason for Variance	Explanation of variances
9111023	Staff housing - 16 Hilton Way	More work was required than anticipated in order to try and make the Dr comfortable. In particular, the back veranda was pulling away from the rear wall, which has previously been ignored due to disuse
9111024	Staff housing - 10 Hilton Way	Revise estimate due to actuals
9111033	Staff housing - 20 Cheetham Way	Increase budget slightly; trying to source a painter whilst its empty for the interior.
9111035	Staff housing - 15 Northmore Street	Revise estimate due to actuals
CE1	ANZAC day	Missed in initial budget
CR16	Australia Day celebrations	Wasn't included as a job in the original budget. Note that the entire event is grant funded from the community benefit fund
CRC2	Triathlon event	Actual costs incurred is just for the traffic management plan. Will need additional funds.
CRC5	Christmas party	Budget to be increased for additional costs incurred following successful application to community benefit fund
1111102	Town hall - maintenance	Repairs came in significantly cheaper than estimated. Note rising damp issue.
1111105	Road board building	Repairs came in significantly cheaper than estimated. Note rising damp issue.
1111107	Spotter's hut	Repairs came in significantly cheaper than estimated
NEW	Bin to Bin marathon	Add event to budget.
1131110	Town oval	Revise estimate due to actuals; fertiliser, retic repairs etc.
1131181	Gym operating expenses	Revised overall equipment replacement plan given potential for gym to be relocated
1121102	Swimming pool operating costs	Pool costs overestimated. Should leave room for repair works to tiles and surrounds.
1221105	Road maintenance	Additional budget given YTD actuals and quantity of maintenance program remaining
1221160	Street tree maintenance	Western Power requirements and removal of tree at mens shed due to compliance obligations.
1221180	Weed spraying	Additional funding to combat weeds for the balance of the financial year
1251100	Airfield maintenance	Needed significantly more grading work than was anticipated early in the financial year
1431650	Stationery and office supplies, works	Add expense to budget.
1441120	Minor plant and equipment	Increase budget at request of EMIS to give scope for replacement of various worn out tools and equipment
1441200	Fuel and oil	Revise estimate due to actuals.
1441300	Vehicle tyres	Mechanic has advised that several large tyre purchases are due to be incurred soon.
1441400	Parts and repairs	Year-to-date is only slightly over, but ~\$20k of unplanned maintenance will be incurred soon on grader injection system
1481130	2/10 Doreen Street	Revise estimate due to actuals; significant utility bills went unnoticed and uncollected.
1481131	1/10 Doreen Street	Revise estimate due to actuals; significant utility bills went unnoticed and uncollected.

4.2.4 DEPRECIATION (NON CURRENT ASSETS)

1311400	Depreciation, skeleton weed	Assets sold, shouldn't have been given a budget allocation.
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4.2.7 OTHER EXPENDITURE

4113000	Councillor election costs	Election didn't occur. Mandated statewide advertising handled by WALGA; no costs.
4115000	Councillor refreshments	Revise estimate due to actuals
4118000	Councillor donations	Way over-budgeted, this is mostly just costs waived for the school. Retained an amount for Council to be discretionary.
4118550	Councillor training	Missed in original budget; mandatory for Cr Bald.
5221500	Animal control - fines enforcement	Not getting utilised anywhere near as much as intended, revise down for 2024.

4.2.8 LOSS ON ASSET DISPOSAL

1441900	Loss on sale of assets	Original budget: roller \$35k, mower \$4.5k, Navara \$2k. The roller isn't being replaced, so this is to be removed.
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4. PREDICTED VARIANCES

GL/Job code	Comments/Reason for Variance	Original budget	Actuals YTD	Amended budget	Variance Type	Surplus increase/(decrease)
4.3 CAPITAL REVENUE						
4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS						
1051133	Stormwater harvesting project - grant funding	0	(89,545)	(89,500)	P	89,500
1132401	LRCI grant funding (Phase 1)	(54,684)	(54,684)	(54,684)		0
1132401	LRCI grant funding (Phase 2)	(38,647)	(38,647)	(38,647)		0
1132401	LRCI grant funding (Phase 3)	(482,733)	(94,462)	(482,733)		0
1132401	LRCI grant funding (Phase 4)	(492,158)	0	(150,000)	T	(342,158)
1222300	Heavy vehicle road improvement charge	(205,206)	(269,272)	(450,000)	P	244,794
1362150	Capital grants and contributions	0	(26,800)	(26,800)	P	26,800
		<u>(1,273,428)</u>	<u>(573,411)</u>	<u>(1,292,364)</u>		<u>18,936</u>
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS						
n/a	Proceeds on disposal	(671,500)	(261,818)	(422,728)	P	(248,772)
		<u>(671,500)</u>	<u>(261,818)</u>	<u>(422,728)</u>		<u>(248,772)</u>
TOTAL CAPITAL REVENUE		<u>(1,944,928)</u>	<u>(835,229)</u>	<u>(1,715,092)</u>		<u>(229,836)</u>
4.4 CAPITAL EXPENSES						
4.4.1 PROPERTY, PLANT AND EQUIPMENT						
BUILDINGS - SPECIALISED						
2093	LRCI 3 - Town Hall upgrades	20,000	0	0	P	20,000
2116	Stormwater Harvesting Project	30,000	113,607	115,000	P	(85,000)
2128	LRCI 4 - Town Hall upgrades	75,000	0	0	P	75,000
2131	Industrial plot development	250,000	0	50,000	T	200,000
2133	Recreation Centre Generator	80,000	0	0	P	80,000
2164	Mt Arrowsmith tennis club, 3-phase power installation	10,000	0	0	P	10,000
NEW	Old Church restoration	0	0	10,000	P	(10,000)
NEW	Depot Improvements	0	0	80,000	P	(80,000)
NEW	LRCI 4 - Diesel Generator	0	0	95,000	P	(95,000)
		<u>465,000</u>	<u>113,607</u>	<u>350,000</u>		<u>115,000</u>
BUILDINGS - NON-SPECIALISED						
2045	Shire Staff Housing Construction - Thomas St	450,000	0	50,000	T	400,000
2130	New house - 24 Cheatham Way	600,000	319,191	610,000	P	(10,000)
		<u>1,050,000</u>	<u>319,191</u>	<u>660,000</u>		<u>390,000</u>
FURNITURE						
2146	New phone system (admin & CRC)	5,000	0	0	T	5,000
2043	Administration office server	15,000	0	40,000	P	(25,000)
2148	Starlink internet equipment and installation	20,000	0	0	P	20,000
NEW	Digital Scoreboard	0	0	15,000	P	(15,000)
		<u>40,000</u>	<u>0</u>	<u>55,000</u>		<u>(15,000)</u>
PLANT AND EQUIPMENT						
2136	Toyota Hilux - replace 2016 Toyota Hilux (mechanic's vehicle)	50,000	47,426	47,500	P	2,500
2134	Volvo Loader - replace 2013 model	450,000	399,700	400,000	P	50,000
2139	CAT vibrating drum roller	200,000	0	0	T	200,000
1363200	Trailer-mounted generator	0	27,112	27,500	P	(27,500)
		<u>700,000</u>	<u>474,238</u>	<u>475,000</u>		<u>225,000</u>
TOTAL PROPERTY PLANT AND EQUIPMENT		<u>2,255,000</u>	<u>907,035</u>	<u>1,540,000</u>		<u>715,000</u>
4.4.2 INFRASTRUCTURE						
INFRASTRUCTURE - ROADS						
2015	Blackspot - Townsite intersection Latham, Churchill, Currall and Longhurst Streets	10,000	85,671	86,000	P	(76,000)
2091	LRCI 3 - Seal Laneway Savage street to Latham Road	226,540	27,500	248,912	P	(22,372)
2092	LRCI 3 - Churchill Street improvements	307,561	33,467	329,933	P	(22,372)
2154	RRG - Cramphorne Road, reconstruct to 9m and seal (SLK 37.29 - 42.29)	620,000	670,575	673,000	P	(53,000)
2081	WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK	47,744	6,365	0	P	47,744
NEW	LRCI 4 - road signage and safety audit	0	0	50,000	P	(50,000)
		<u>1,211,845</u>	<u>823,578</u>	<u>1,387,844</u>		<u>(175,999)</u>
INFRASTRUCTURE - OTHER						
1430	LRCI 3 - Footpath Infrastructure	30,000	10,000	10,000	P	20,000
2094	LRCI 3 - Electronic sign Cnr Churchill St & Currall St	8,000	3,257	3,257	P	4,743
2150	LRCI 4 - Townsite drainage improvements	251,842	0	206,842	P	45,000
NEW	LRCI 4 - Townsite improvements	0	0	120,000	P	(120,000)
NEW	LRCI 4 - Interpretive signage at Walker Lake	0	0	25,000	P	(25,000)
NEW	LRCI 4 - Townsite drainage, kerbing and flood mitigation	0	0	145,430	P	(145,430)
NEW	Clock tower garden upgrade	0	0	10,000	P	(10,000)
2126	Narembeen football oval - new goal posts	10,000	9,345	15,000	P	(5,000)
		<u>299,842</u>	<u>22,602</u>	<u>535,529</u>		<u>(235,687)</u>
TOTAL INFRASTRUCTURE		<u>1,511,687</u>	<u>846,180</u>	<u>1,923,373</u>		<u>(411,686)</u>
4.4.3 INVESTMENTS IN ASSOCIATES						
9415000	Investment in associates (RoeROC)	0	0	45,000	P	(45,000)
		<u>0</u>	<u>0</u>	<u>45,000</u>		<u>(45,000)</u>
TOTAL CAPITAL EXPENDITURE		<u>3,766,687</u>	<u>1,753,215</u>	<u>3,508,373</u>		<u>258,314</u>

4. PREDICTED VARIANCES

GL/Job code	Comments/Reason for Variance	Explanation of variances
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4.3 CAPITAL REVENUE

4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CON

1051133	Stormwater harvesting project - grant funding	Not budgeted for as not secured at time of budget.
1132401	LRCI grant funding (Phase 1)	Grant funds received as budgeted
1132401	LRCI grant funding (Phase 2)	Grant funds received as budgeted
1132401	LRCI grant funding (Phase 3)	Assumed that all phase 3 projects will be completed and income will be recognised.
1132401	LRCI grant funding (Phase 4)	Anticipated completion of culvert (\$120k) and some costs on the pool heating (\$30k)
1222300	Heavy vehicle road improvement charge	\$270k to December 2023, with an expected \$40k per month thereafter as haulage appears to have increased.
1362150	Capital grants and contributions	Generator gifted from Ramelius

4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS

n/a	Proceeds on disposal	Loader actual proceeds ~\$150k less & prime mover proceeds collectively about \$50k less. Note that decreased prime mover proceeds are offset by revised written down value leading to higher than anticipated profits.
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4.4 CAPITAL EXPENSES

4.4.1 PROPERTY, PLANT AND EQUIPMENT

BUILDINGS - SPECIALISED

2093	LRCI 3 - Town Hall upgrades	Variation lodged to reallocate surplus funds to main street developments
2116	Stormwater Harvesting Project	Offset by secured grant funding at 1051133
2128	LRCI 4 - Town Hall upgrades	Variation lodged to remove project from LRCI funding
2131	Industrial plot development	Retain a balance in case of progress, but not anticipated to move significantly for 2024.
2133	Recreation Centre Generator	Project now to be under LRCI.
2164	Mt Arrowsmith tennis club, 3-phase power inst	Installation won't occur.
NEW	Old Church restoration	State of the Church wasn't known at the time of the budget. Not fit for use, needs further work.
NEW	Depot Improvements	Racking and shelving for storage of various items, including chemical. Potentially work to improve the amenity for staff
NEW	LRCI 4 - Diesel Generator	Reallocated project to LRCI following approval by Department of Infrastructure

BUILDINGS - NON-SPECIALISED

2045	Shire Staff Housing Construction - Thomas St	Not going to happen in 2024. Small balance left for drawings or initial deposit prior to 30 June 2024.
2130	New house - 24 Cheatham Way	Revise budget for latest quotes.

FURNITURE

2146	New phone system (admin & CRC)	Builders have advised not to do this project prior to the office renovations
2043	Administration office server	Server is at the end of its useful life. Cost is based on rough quotes sought from IT provider. Should cater for a mid-tier or slightly above average server.
2148	Starlink internet equipment and installation	Went in a different direction. Partly this is offset by increased IT management fees.
NEW	Digital Scoreboard	New digital scoreboard for events and use in sporting games.

PLANT AND EQUIPMENT

2136	Toyota Hilux - replace 2016 Toyota Hilux (mec	Revise budget for actual cost
2134	Volvo Loader - replace 2013 model	Revise budget for actual cost
2139	CAT vibrating drum roller	Removed from budget, as discussed with Council.
1363200	Trailer-mounted generator	Generator gifted from Ramelius. Offset by income at 1362150

4.4.2 INFRASTRUCTURE

INFRASTRUCTURE - ROADS

2015	Blackspot - Townsite intersection Latham, Ch Longhurst Streets	Costs blew out due to issues with the construction of the intersection and multiple mob/demob costs. Severely underestimated when preparing the budget.
2091	LRCI 3 - Seal Laneway Savage street to Lath	Revised budget for lodged variances to reallocate underspend on other projects.
2092	LRCI 3 - Churchill Street improvements	Revised budget for lodged variances to reallocate underspend on other projects.
2154	RRG - Cramphorne Road, reconstruct to 9m a 42.29)	Importing materials took longer than originally budgeted for, resulted in increased logistical costs
2081	WSFN - Narembeen-Kondinin Road, widen to	Project is finished, EMIS doesn't anticipate that funds can be utilised
NEW	LRCI 4 - road signage and safety audit	New project lodged with the Department: audit of directional and safety signage, prepare strategy for signage with staged renewal implementation in order to meet traffic compliance obligations.

INFRASTRUCTURE - OTHER

1430	LRCI 3 - Footpath Infrastructure	Variation lodged to reallocate surplus funds to main street developments
2094	LRCI 3 - Electronic sign Cnr Churchill St & Cu	Variation lodged to reallocate surplus funds to main street developments
2150	LRCI 4 - Townsite drainage improvements	Revised budget lodged with the Department.
NEW	LRCI 4 - Townsite improvements	New project lodged with the Department: trees, planters, wayfinding and interpretive signage
NEW	LRCI 4 - Interpretive signage at Walker Lake	New project lodged with the Department: re-design and replace Walker Lake signage
NEW	LRCI 4 - Townsite drainage, kerbing and flood	New project lodged with the Department: works to townsite drainage and kerbs
NEW	Clock tower garden upgrade	Improve the amenity of the clock tower garden and improve the reticulation system.
2126	Narembeen football oval - new goal posts	Under estimated work required; concrete footings will need to be replaced.

4.4.3 INVESTMENTS IN ASSOCIATES

9415000	Investment in associates (RoeROC)	Cost for new cell to be constructed at the Bendering waste site.
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SHIRE OF NAREMBEEN
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 29 FEBRUARY 2024

4. PREDICTED VARIANCES

GL/Job code	Comments/Reason for Variance	Original budget	Actuals YTD	Amended budget	Variance Type	Surplus increase/(decrease)
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4.5 OTHER ITEMS

4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)

Leave Reserve	10,441	0	29,605	P	(19,164)
Plant Reserve	25,350	0	23,320	P	2,030
Infrastructure reserve	277,985	0	516,950	P	(238,965)
Land Development Reserve	14,176	0	13,041	P	1,135
Avoca Farm Reserve	3,040	0	2,797	P	243
Recreation Reserve	23,503	0	129,709	P	(106,206)
Housing Reserve	21,208	0	19,509	P	1,699
Heritage Reserve	786	0	723	P	63
Medical Reserve	3,567	0	3,281	P	286
Bendering Landfill Reserve	4,516	0	4,154	P	362

4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

Plant Reserve	(335,000)	0	(135,000)	T	(200,000)
Land Development Reserve	(250,000)	0	(50,000)	T	(200,000)
Housing Reserve	(141,907)	0	0	T	(141,907)

NET RESERVE MOVEMENTS	(342,335)	0	558,089		(900,424)
GRAND TOTAL	4,389,775	3,011,049	5,413,595		(1,023,820)

4. PREDICTED VARIANCES

GL/Job code	Comments/Reason for Variance	Explanation of variances
-------------	------------------------------	--------------------------

4.5 OTHER ITEMS

4.5.10 TRANSFER TO RESERVES (RESTRICT)

Leave Reserve		Revise interest earnings to \$9,605. Add \$20,000 to grow balance in line with employee accruals
Plant Reserve		Revise interest earnings to \$23,320.
Infrastructure reserve		Revise interest earnings to \$66,950. Revise anticipated HVRIC contributions to \$450,000.
Land Development Reserve		Revise interest earnings to \$13,041
Avoca Farm Reserve		Revise interest earnings to \$2,797
Recreation Reserve		Revise interest earnings to \$21,620. Add \$108,089 due to surplus.
Housing Reserve		Revise interest earnings to \$19,509.
Heritage Reserve		Revise interest earnings to \$723
Medical Reserve		Revise interest earnings to \$3,281
Bendering Landfill Reserve		Revise interest earnings to \$4,154

4.5.11 TRANSFER FROM RESERVES (RESTR)

Plant Reserve		Reduce draw down as roller won't occur in 2024.
Land Development Reserve		Reduce draw down to offset revised expenditure
Housing Reserve		Remove budgeted draw down as Thomas St build won't occur

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2024

5. PREDICTED RESERVE BALANCES FOR THE YEAR ENDED 30 JUNE 2024

	Amended Budget Opening Balance	Amended Budget Budget Transfer to	Amended Budget Transfer (from)	Amended Budget Closing Balance	Adopted Budget Opening Balance	Adopted Budget Actual Transfer to	Adopted Budget Transfer (from)	Adopted Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Restricted								
(a) Leave reserve	275,611	29,605		305,216	275,611	10,441		286,052
(b) Plant reserve	669,185	23,320	(135,000)	557,505	669,185	25,350	(335,000)	359,535
(c) Infrastructure reserve	1,921,195	516,950		2,438,145	1,921,195	277,985		2,199,180
(d) Land Development reserve	374,214	13,041	(50,000)	337,255	374,214	14,176	(250,000)	138,390
(e) Avoca Farm reserve	80,261	2,797		83,058	80,261	3,040		83,301
(f) Recreation reserve	620,413	129,709		750,122	620,413	23,503		643,916
(g) Housing reserve	559,832	19,509	0	579,341	559,832	21,208	(141,907)	439,133
(h) Heritage reserve	20,742	723		21,465	20,742	786		21,528
(i) Medical reserve	94,151	3,281		97,432	94,151	3,567		97,718
(j) Bending landfill reserve	119,211	4,154		123,365	119,211	4,516		123,727
	4,734,815	743,089	(185,000)	5,292,904	4,734,815	384,571	(726,907)	4,392,480
	4,734,815	743,089	(185,000)	5,292,904	4,734,815	384,571	(726,907)	4,392,480

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Leave reserve	Ongoing	To be used to fund annual and long service leave requirements
(b) Plant reserve	Ongoing	To be used to assist in the replacement and upgrade of Shire plant and equipment
(c) Infrastructure reserve	Ongoing	To be used to for the construction of new or significantly improved infrastructure
(d) Land Development reserve	Ongoing	To be used to finance land development within the Shire
(e) Avoca Farm reserve	Ongoing	To be used to develop Avoca Farm
(f) Recreation reserve	Ongoing	To be used to provide new or upgrade existing recreation facilities within the Shire
(g) Housing reserve	Ongoing	To be used for the construction of new Shire housing and refurbishment of existing houses
(h) Heritage reserve	Ongoing	To be used to finance the maintenance of historical buildings within the Shire
(i) Medical reserve	Ongoing	To be used to assist in the future attraction and retention of medical services
(j) Bending landfill reserve	Ongoing	To be used to assist in the future upgrade of plant, machinery and other requirements at Bending Landfill Site

ATTACHMENT 13.3A
Financial Statements for month ended
29 February 2024

SHIRE OF NAREMBEEN
MONTHLY
FINANCIAL STATEMENT

FEBRUARY 2024



SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 29 February 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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* Statement of Financial Activity by Nature or Type

* Note 1 Net Current Assets

* Note 2 Explanation of Material Variances

Note 3 Cash and Investments

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Note 5 Capital Acquisitions

Note 6 Grants and Contributions

Note 7 Disposal of Assets

Note 8 Borrowings

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

* Statutory Report

**STATUTORY REPORT
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	3,711,589	3,711,589	4,737,410	1,025,821	28%	
Revenue from operating activities							
Rates		2,046,893	2,050,733	2,026,468	(24,265)	(1%)	
Operating Grants, Subsidies and Contributions	6	731,743	573,509	790,513	217,004	38%	overbudget
Fees and Charges		604,679	468,377	444,996	(23,381)	(5%)	
Interest Earnings		198,049	132,024	124,514	(7,510)	(6%)	
Other Revenue		74,600	66,384	136,678	70,294	106%	overbudget
Profit on Disposal of Assets		170,000	113,328	84,622	(28,706)		
		3,825,964	3,404,355	3,607,791			
Expenditure from operating activities							
Employee Costs		(2,052,097)	(1,367,728)	(1,566,984)	(199,256)	(15%)	overbudget
Materials and Contracts		(1,604,354)	(1,086,964)	(1,016,087)	70,877	7%	
Utility Charges		(231,113)	(153,952)	(163,602)	(9,650)	(6%)	
Depreciation on Non-Current Assets		(3,100,700)	(2,067,064)	(1,932,613)	134,451	7%	
Interest Expenses		(36,582)	(24,368)	(19,209)	5,159	21%	
Insurance Expenses		(239,698)	(239,698)	(239,698)	(0)	(0%)	
Other Expenditure		(163,482)	(108,952)	(42,970)	65,983	61%	underbudget
Loss on Disposal of Assets		(41,500)	(27,664)	0	27,664	100%	
		(7,469,526)	(5,076,390)	(4,981,163)			
Operating activities excluded from budget							
Add back Depreciation		3,100,700	2,067,064	1,932,613	(134,451)	(7%)	
Adjust (Profit)/Loss on Asset Disposal		(128,500)	(85,664)	(84,622)	1,042	(1%)	
Movement in Local Government House Trust		(3,500)	0	4,163	4,163		
Movement in Roe ROC assets		0	0	(1,681)	(1,681)		
		2,968,700	1,981,400	1,850,473			
Non-cash amounts excluded from operating activities		(674,862)	309,365	477,102			
Investing activities							
Non-operating grants, subsidies and contributions	6	3,189,736	2,346,474	1,057,279	(1,289,195)	(55%)	underbudget
Proceeds from Disposal of Assets		671,500	455,000	261,818	(193,182)	(42%)	underbudget
Proceeds from self-supporting loans		15,835	5,787	5,787	0	0%	
Capital acquisitions	5	(7,179,458)	(5,020,826)	(3,155,897)	1,864,929	37%	underbudget
		(3,302,387)	(2,213,565)	(1,831,014)			
Financing Activities							
Transfer from Reserves		726,907	0	0	0		
Repayment of Debentures		(78,676)	(47,253)	(47,253)	0	0%	
Transfer to Reserves		(384,571)	0	0	0		
		263,660	(47,253)	(47,253)			
Closing Funding Surplus (Deficit)	1	(2,000)	1,760,136	3,336,245			

KEY INFORMATION

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

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

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

STATUTORY REPORT
 NOTES TO THE STATEMENT OF FINANCIAL
 FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES
 NOTE 1
 ADJUSTED NET CURRENT ASSETS

	Ref Note	Closing Actual Balance 30 June 2023	This Time Last Year 01 Mar 2023	Year to Date Actual 29 Feb 2024
Adjusted Net Current Assets				
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	5,519,403	3,146,667	3,663,173
Cash Restricted	3	4,252,582	4,218,323	4,734,814
Receivables - Rates	4	80,102	105,958	191,040
Receivables - Other	4	116,283	534,177	24,534
Loans receivable		15,836	2,051	10,049
Net ATO liabilities		78,570	(60,054)	67,654
Inventories		6,020	13,372	32,773
		10,068,796	7,960,493	8,724,037
Less: Current Liabilities				
Payables		(124,547)	(55,338)	(172,816)
Provisions - employee		(317,362)	(340,620)	(317,362)
Long term borrowings		(76,539)	(14,214)	(29,286)
Contract Liability		(120,960)	(1,132,498)	(120,960)
Bonds and deposits held		(17,866)	(18,656)	(22,716)
		(657,274)	(1,561,325)	(663,140)
Unadjusted Net Current Assets		9,411,522	6,399,168	8,060,897
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(4,734,815)	(4,218,323)	(4,734,815)
Less: Loans receivable		(15,836)	(2,051)	(10,049)
Add : Long Term Borrowings		76,539	14,214	29,286
Adjusted Net Current Assets		4,737,410	2,193,008	3,345,319

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period

This Year YTD

Surplus(Deficit)

\$3.35 M

Last Year YTD

Surplus(Deficit)

\$2.19 M

STATUTORY REPORT

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

NOTE 2

EXPLANATION OF MATERIAL VARIANCES

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Operating Grants, Subsidies and Contributions	217,004	38% overbudget		Permanent	Variance due to higher than expected HVRIC from Ramelius and CRC grants
Other Revenue	70,294	106% overbudget		Permanent	Actuals exceed budget due to worker's compensation and paid parental leave income, which wasn't budgeted for.
Expenditure from operating activities					
Employee Costs	(199,256)	-15% overbudget		Timing	Variance due to a combination of: 1. payroll software issues that have doubled-up on some costs 2. some staffing costs being higher than budgeted for due to various factors like payouts, pay rises and more hours worked across the whole expenditure category 3. some accounts being under-budgeted, which will be addressed in the budget review.
Other Expenditure	65,983	61% underbudget		Timing	All costs in category under-budget - not expected to be a permanent variance.

STATUTORY REPORT

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

NOTE 2

EXPLANATION OF MATERIAL VARIANCES

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(1,289,195)	(55%)	underbudget	Timing	Income is significantly under-budget due to: 1. LRCI funding behind due to project delays 2. R2R funding behind as no claims have been made; intending to claim 100% for March 2024 3. WSNF funding behind due to delays with the projects.
Proceeds from Disposal of Assets	(193,182)	(42%)	underbudget	Timing	Note that this variance should move significantly in April as grant funds are received. Assets that have been sold were sold for less than budgeted amount. Other assets have not been sold due to delays in delivery of replacements or due to purchase being delayed to future years (i.e.: roller).
Capital Acquisitions	1,864,929	37%	underbudget	Timing	See note 5 and comments re other variances. Road projects are behind and various other projects are also delayed.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

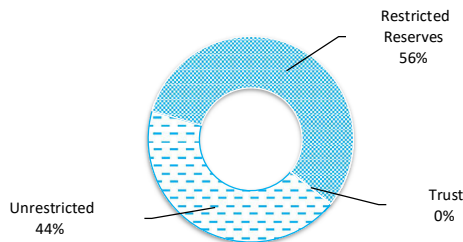
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	641	0	0	641			
At Call Deposits							
Municipal Fund	605,256	0	0	605,256	Bankwest	0.10%	
Term Deposits							
Term Deposit - CBA #38420506	3,057,275	4,734,815	0	7,792,091	CBA	5.07%	15/03/2024
Total	3,663,172	4,734,815	0	8,397,988			

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
\$8.4 M	\$3.66 M

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

NOTES TO THE STATEMENT OF FINANCIAL
ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

OPERATING ACTIVITIES

NOTE 4
RECEIVABLES

Rates Receivable including ESL and Rubbish	29 Feb 24
	\$
Opening Arrears	80,102
Levied this year	2,133,835
Less Collections to date	(2,022,892)
Equals Current Outstanding	191,040
Net Rates Collectable	191,040
% Collected	94.80%

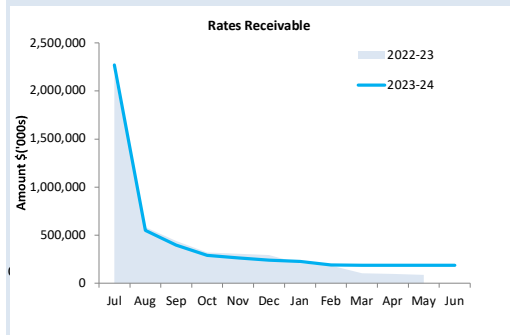
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	947	1,305	15,419	5,347	23,018
Percentage	4%	6%	67%	23%	
Balance per Trial Balance					
Sundry debtors	947	1,305	15,419	5,347	23,018
Other receivable	1,517	0	0	0	1,516
Total Receivables General Outstanding					24,534

KEY INFORMATION

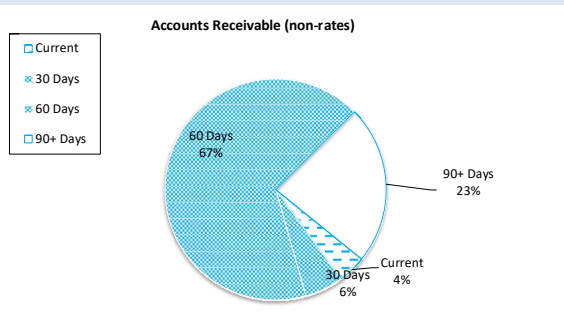
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Rates Received	Rates Due
95%	\$191,040



Debtors Due
\$24,534
Over 30 Days
96%
Over 90 Days
23%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

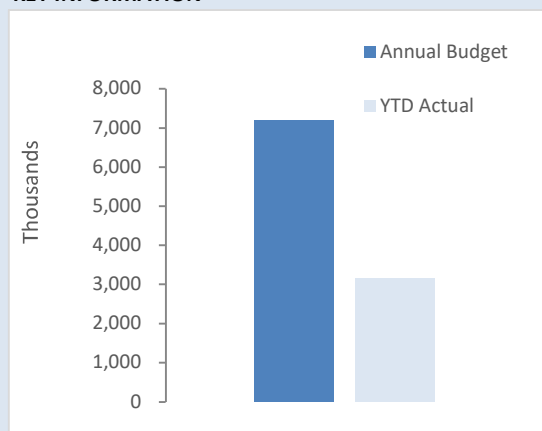
INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS

Capital Acquisitions	Current		YTD Actual	YTD Budget Variance
	Annual Budget	YTD Budget	Total	
	\$	\$	\$	\$
Buildings	1,618,137	1,078,728	444,909	(633,819)
Plant & Equipment	1,769,580	1,411,010	1,615,606	204,596
Furniture & Equipment	70,000	46,656	0	(46,656)
Road Infrastructure	2,629,338	1,752,864	1,029,813	(723,051)
Other Infrastructure	1,092,403	731,568	65,570	(665,998)
Capital Expenditure Totals	7,179,458	5,020,826	3,155,897	(1,864,929)
Funding of Capital Acquisitions:				
	\$	\$		
Capital grants and contributions	3,189,736	2,346,474	1,057,279	(1,289,195)
Other (Disposals & C/Fwd)	671,500	455,000	261,818	(193,182)
Contribution from Rates and other revenue	3,318,222	2,219,352	1,836,801	(382,551)
Capital Funding Total	7,179,458	5,020,826	3,155,897	(1,864,929)

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
	\$7.18 M	\$3.16 M	44%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.19 M	\$1.06 M	33%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Account Number	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Buildings Specialised					
LRCI 3 - Townhall upgrades	2093	20,000	13,328	0	(13,328)
LRCI 4 - Townhall upgrades	2128	75,000	50,000	0	(50,000)
Administration Office and Chambers Refurbishment - stage 1	2055	88,137	58,752	12,111	(46,641)
Industrial plot development	2131	250,000	166,664	0	(166,664)
Administration Office, tank and pump for reticulation	2132	5,000	3,328	0	(3,328)
Recreation Centre, generator	2133	80,000	53,328	0	(53,328)
Mt Arrowsmith tennis club, 3-phase power installation	2164	10,000	6,664	0	(6,664)
Stormwater Harvesting Project	2116	30,000	20,000	113,607	93,607
Sub Total		558,137	372,064	125,718	(246,346)
Building - Non Specialised					
Shire Staff Housing Construction - Thomas St	2045	450,000	300,000	0	(300,000)
26 Hilton Way - landscaping	2129	10,000	6,664	0	(6,664)
New house - 24 Cheetham Way	2130	600,000	400,000	319,191	(80,809)
Sub Total		1,060,000	706,664	319,191	(387,473)
Total Buildings		1,618,137	1,078,728	444,909	(633,819)
Furniture and Equipment					
New phone system (admin & CRC)	2146	5,000	3,328	0	(3,328)
Hardware Renewal and Plan Initiatives (Admin Server)	2043	15,000	10,000	0	(10,000)
Video conferencing equipment for Council Chambers	2147	30,000	20,000	0	(20,000)
Starlink internet equipment and installation	2148	20,000	13,328	0	(13,328)
Total Furniture and equipment		70,000	46,656	0	(46,656)
Plant & Equipment					
Toyota Prado - Works Manager	2115	80,000	53,328	0	(53,328)
Toyota Prado - CEO	2135	80,000	53,328	0	(53,328)
Toyota Hilux - Mechanic	2136	50,000	33,328	47,426	14,098
Ford Ranger	2137	35,000	23,328	0	(23,328)
Ford Ranger	2138	42,000	28,000	0	(28,000)
Volvo Loader	2134	450,000	300,000	399,700	99,700
2x Mack Prime Movers	2086	630,000	630,000	643,310	13,310
CAT vibrating drum roller	2139	200,000	133,328	0	(133,328)
Tri-axle dolly	2140	35,000	23,328	0	(23,328)
Toro Reelmaster Mower	2141	64,010	64,010	64,010	0
Ute-mounted boom spray	2142	15,170	10,112	0	(10,112)
Vertimower reel	2143	18,400	12,264	200	(12,064)
Skidsteer loader with attachments	2144	65,000	43,328	0	(43,328)
Fuso Rosa bus - vinyl wrap	2145	5,000	3,328	0	(3,328)
Fire Fighting Appliance (DFES Grant Funded)	2165	0	0	433,849	433,849
Trailer-mounted generator	1363200	0	0	27,112	27,112
Total Plant and equipment		1,769,580	1,411,010	1,615,606	204,596

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Account Number	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Infrastructure - Roads					
Narembeen South Road (RRG) Slk10.90-14.62 Second Coat Seal (4170005)	2079	0	0	0	0
LRCI 3 - Seal Laneway Savage street to Latham Road	2091	226,540	151,024	27,500	(123,524)
LRCI 4 - Corrigin/Narembeen Road culvert	2122	120,000	80,000	0	(80,000)
Blackspot - Townsite intersection Latham, Churchill, Currall and Longhurst Streets	2015	10,000	6,664	85,671	79,007
R2R - Soldiers Road gravel resheeting SLK 10-65.66	2062	545,509	363,672	2,854	(360,818)
R2R - Soldiers Road, resealing works	2151	150,000	100,000	59,228	(40,772)
R2R - Yeomans Road, gravel resheeting (SLK 8.70 - 11.70)	2152	150,000	100,000	0	(100,000)
R2R - Grays Road, gravel resheeting (SLK 0.00 - 3.40)	2153	150,000	100,000	63,393	(36,607)
RRG - Cramphorne Road, reconstruct to 9m and seal (SLK 37.29 - 42.29)	2154	620,000	413,328	670,575	257,247
RRG - Cramphorne Road second coat seal (SLK 11.64 - 12.20 13.33 - 14.41 16.24 - 17.31)	2155	100,000	66,664	16,476	(50,188)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 10.00 - 13.20)	2080	327,546	218,360	58,217	(160,143)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 14.00 - 16.00)	2081	47,744	31,824	6,365	(25,459)
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	54,688	36,456	21,931	(14,525)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 4.80 - 5.40)	2112	85,597	57,064	3,448	(53,616)
WSFN - Narembeen-Kondinin Road, widen to 10m and overlay (SLK 6.00 - 6.30)	2113	41,714	27,808	14,155	(13,653)
Total Roads		2,629,338	1,752,864	1,029,813	(723,051)
Other Infrastructure					
LRCI 4 - Swimming Pool Heating	2149	100,000	66,664	0	(66,664)
LRCI 4 - Townsite drainage improvements	2150	251,842	167,888	0	(167,888)
LRCI 3 - Footpath Infrastructure	1430	30,000	20,000	10,000	(10,000)
Walker Lake exercise equipment LRCI phase 3	2090	0	0	1,167	1,167
LRCI 3 - Churchill Street improvements	2092	307,561	205,040	33,467	(171,573)
LRCI 3 - Electronic sign Cnr Churchill St & Currall St	2094	8,000	5,328	3,257	(2,071)
Cemetery shade structures and seating	2120	15,000	10,000	8,333	(1,667)
Narembeen football oval - new goal posts	2126	10,000	10,000	9,345	(655)
Townsite drainage survey and design	2156	60,000	40,000	0	(40,000)
Townsite kerb replacement	2157	150,000	100,000	0	(100,000)
Airfield lighting upgrades	2158	20,000	13,328	0	(13,328)
Netball and basketball court shade structure, design and QS	2159	50,000	33,328	0	(33,328)
Walker Lake signage	2160	25,000	16,664	0	(16,664)
Community Directory website development	2161	5,000	3,328	0	(3,328)
BMX track, survey and design	2162	10,000	6,664	0	(6,664)
Ski Lake planning and development	2163	50,000	33,336	0	(33,336)
Total Other Infrastructure		8,120,659	731,568	65,570	(665,998)
TOTAL CAPITAL ACQUISITIONS		14,207,714	5,020,826	3,155,897	(1,864,929)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

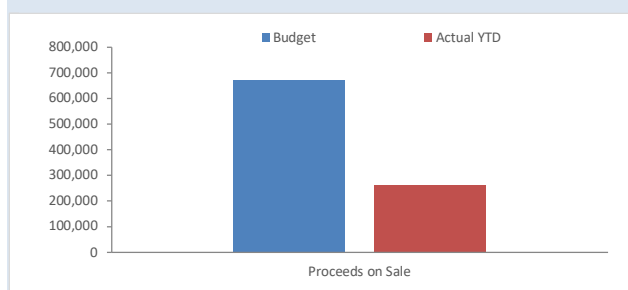
NOTE 6
GRANTS AND CONTRIBUTIONS

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 - General portion	30,500	30,500	22,800	47,080	24,280
Financial Assistance Grant - Roads portion	19,500	19,500	15,000	39,623	24,623
	<u>50,000</u>	<u>50,000</u>	<u>37,800</u>	<u>86,703</u>	<u>48,903</u>
Law, Order and Public Safety					
Bush Fire Brigade Operating Grant	7,820	7,820	5,208	8,260	3,052
	<u>7,820</u>	<u>7,820</u>	<u>5,208</u>	<u>8,260</u>	<u>3,052</u>
Community Amenities					
CRC Grants and Contributions	185,000	185,000	123,320	176,726	53,406
SOCK Week Grant	25,000	25,000	16,664	0	(16,664)
	<u>210,000</u>	<u>210,000</u>	<u>139,984</u>	<u>176,726</u>	<u>36,742</u>
Recreation and Culture					
Reimbursements from sporting groups	15,000	15,000	10,000	0	(10,000)
	<u>15,000</u>	<u>15,000</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>
Transport					
Main Roads Direct Grant	243,717	243,717	243,717	249,552	5,835
Heavy Vehicle Road Maintenance Contributions	205,206	205,206	136,800	269,272	132,472
	<u>448,923</u>	<u>448,923</u>	<u>380,517</u>	<u>518,824</u>	<u>138,307</u>
Operating grants, subsidies and contributions Total	731,743	731,743	573,509	790,513	217,004
Non-operating grants, subsidies and contributions					
Recreation and Culture					
Fire Prevention - Capital Grants Income	0	0	0	433,849	433,849
	<u>0</u>	<u>0</u>	<u>0</u>	<u>433,849</u>	<u>433,849</u>
Community Amenities					
Stormwater harvesting project	0	0	0	89,545	89,545
	<u>0</u>	<u>0</u>	<u>0</u>	<u>89,545</u>	<u>89,545</u>
Recreation and Culture					
LRCI Grant Funding	1,068,222	1,068,222	801,165	187,793	(613,372)
Capital grants and contributions (gifted assets)	0	0	0	26,800	26,800
	<u>1,068,222</u>	<u>1,068,222</u>	<u>801,165</u>	<u>214,593</u>	<u>(586,572)</u>
Transport					
Regional Road Group Grant funding	480,000	480,000	378,505	218,505	(160,000)
Roads to Recovery grant funding	995,509	995,509	650,000	0	(650,000)
Wheatbelt Secondary Freight Network grant funding	646,005	646,005	516,804	105,332	(411,472)
	<u>2,121,514</u>	<u>2,121,514</u>	<u>1,545,309</u>	<u>323,837</u>	<u>(1,221,472)</u>
Non-operating grants, subsidies and contributions Total	3,189,736	3,189,736	2,346,474	1,061,824	(1,808,044)
Grand Total	3,921,479	3,921,479	2,919,983	1,852,338	(1,591,040)

Asset Ref.	Asset Description	Original Budget				YTD Actual				
		Net Book Value	Proceeds	Amended Proceeds	Profit (Loss)	Net Book Value	Proceeds	Profit (Loss)	(Loss)	
		\$	\$	\$	\$	\$	\$	\$	\$	
PE116	Toyota Prado (CEO's car)	40,000	55,000		15,000	0	0	0	0	
PE1305	Toyota Prado (WM's car)	45,000	55,000		10,000	0	0	0	0	
PE613	Nissan Navara	20,000	20,000		0	0	0	0	0	
PE7298	Nissan Navara	20,000	20,000		0	0	0	0	0	
PE191	Nissan Navara	10,000	8,000		0	(2,000)	0	0	0	
NB6079	Mack Granite prime mover	100,000	105,000		5,000	0	25,124	79,730	54,606	
NB7704	Mack Granite prime mover	100,000	100,000		0	0	26,066	74,881	48,815	
PE1203	Cat vibrating roller	90,000	55,000		0	(35,000)	0	0	0	
PE1207	Volvo Loader	110,000	250,000		140,000	0	126,234	106,617	(19,617)	
PE156	Toro Reelmaster mower	8,000	3,500		0	(4,500)	0	0	0	
N/A	Defunct car trailer	0	0		0	0	0	590	590	
		543,000	671,500	0	170,000	(41,500)	177,424	261,818	104,011	(19,617)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$671,500	\$261,818	39%

Information on Borrowings Particulars	30 Jun 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 125 - Swimming Pool	113,134	0	0	15,156	(25,560)	97,977	87,574	3,779	4,752
Loan 128 - Recreation Centre	538,853	0	0	18,399	(37,282)	520,454	501,571	14,172	18,568
	651,986	0	0	33,555	(62,841)	618,431	589,145	17,950	23,320
Self supporting loans									
Housing									
Loan 127 - Aged Homes	18,046	0	0	2,094	(4,232)	15,952	13,814	382	600
Recreation and Culture									
Loan 130 - Mt Walker Tennis Club	7,639	0	0	3,799	(3,799)	3,840	3,840	73	48
Loan 131 - Narembeen Bowling Club	64,616	0	0	7,805	(7,805)	56,811	56,811	611	400
	90,301	0	0	13,698	(15,835)	76,604	74,466	1,065	1,048
Total	742,287	0	0	47,253	(78,676)	695,035	663,611	19,015	24,368

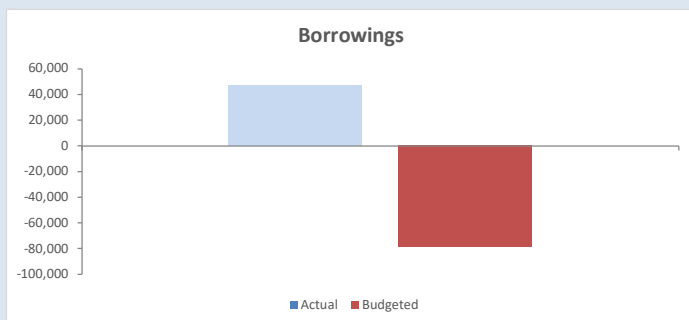
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repayments	\$47,253
Interest Earned	\$124,514
Interest Expense	\$19,015
Reserves Bal	\$4.13 M
Loans Due	\$.7 M

ATTACHMENT 13.4A
Schedule of Accounts for month ended
29 February 2024



Shire of Narembreen
Schedule of accounts paid
For the month ended 29 February 2024

Chq/EFT	Date	Name	Description	Amount
EFT17383	08/02/2024	A-Team Printing	CRC - 100 x 100m Magnets	\$ 38.50
EFT17384	08/02/2024	AFGRl Equipment Australia Pty Ltd	CRC - Australian Day - Children's Entertainment	\$ 300.00
EFT17385	08/02/2024	Aust Post	Postage charges January 2024	\$ 31.16
EFT17386	08/02/2024	Australia's Golden Outback	Australia's Golden Outback - 2024 Wheatbelt Weekends campaign	\$ 770.00
EFT17387	08/02/2024	Australian Agribusiness (Holdings) Pty Ltd	Compressor unit to suit Blackhawk fogger	\$ 264.00
EFT17388	08/02/2024	Australian Services Union	Payroll Deductions/Contributions	\$ 106.00
EFT17389	08/02/2024	Avon Waste	Domestic Rubbish Collection 01/01/2024 - 29/01/2024	\$ 20,210.53
EFT17390	08/02/2024	Chris Bray Electrics Pty Ltd	Airstrip - Materials and labour to install genset to enable power back-up	\$ 2,244.55
EFT17391	08/02/2024	Combined Pest Control Wa	Various Shire Properties - Annual spider fly and mosquito spraying	\$ 5,962.00
EFT17392	08/02/2024	Copier Support	Admin - printing and copier expenses 2023/2024	\$ 147.37
EFT17393	08/02/2024	Department of Water and Environmental Regulation	Transfer Station - Annual Licence Fee - L8405/2009/1	\$ 347.60
EFT17394	08/02/2024	EASTERN DISTRICTS PANEL BEATERS	Truck Windscreen replacement	\$ 2,389.70
EFT17395	08/02/2024	Gym member	Refund - Gym Card Bond	\$ 50.00
EFT17396	08/02/2024	LG Best Practices Pty Ltd	Admin - LG Best Practice - Rates 101 Training - A Byrne	\$ 1,980.00
EFT17397	08/02/2024	Lesley Neil Palmer	Spotters Hut - cleaning and general maintenance	\$ 6,696.00
EFT17398	08/02/2024	Liberty Oil Rural Pty Ltd	Works - Supply and deliver 12,600 liters of low sulphur diesel	\$ 24,957.80
EFT17399	08/02/2024	Livingston Medical Pty Ltd	Livingston Medical Pty Ltd - Medical Service Fees - February 2024	\$ 25,666.66
EFT17400	08/02/2024	Mineral Crushing Services (WA) Pty Ltd	Works - Supply & delivery or supply only of 10mm washed road aggregate	\$ 45,265.93
EFT17401	08/02/2024	Narembreen Engineering & Steel Supplies (The Trustee for Marcus Dorlandt Family Trust)	Cemetery - High gable shaded bench seat	\$ 9,900.00
EFT17402	08/02/2024	Narembreen IGA	Australia Day - Breakfast catering	\$ 961.82
EFT17403	08/02/2024	Office of Regional Architecture	Office Refurb- Deposit / Retainer 20%stage fee, 15% stage complete	\$ 8,547.00
EFT17404	08/02/2024	Officeworks	CRC - Stationery	\$ 346.07
EFT17405	08/02/2024	P M Services Narembreen	Waste Transfer Station Facility Management - 20/01/2024 - 02/02/2024	\$ 2,842.00
EFT17406	08/02/2024	Qbit Trading Company Pty Ltd	Managed IT Services January 2024	\$ 5,478.84
EFT17407	08/02/2024	Repco a division of GPC Asia Pacific Pty Ltd	Oil and filters for CEO Prado service	\$ 832.95
EFT17408	08/02/2024	Ross Diesel Service	Repair to truck turntable	\$ 76.40
EFT17409	08/02/2024	Rural Traffic Services PTY LTD	3x traffic controllers to complete 5km section road Cramphorne	\$ 4,866.35
EFT17410	08/02/2024	Sandro Agrizzi Farm Machinery Pty Ltd	Hub assembly for road sweeper	\$ 568.90
EFT17411	08/02/2024	Shire Of Corrigin	Roe Regional Shared Environmental Health Services - December 2023	\$ 3,249.40
EFT17412	08/02/2024	SumWare Consulting Ltd	Athenaeum Subscription for Library exchange	\$ 525.00
EFT17413	08/02/2024	Team Global Express Pty Ltd	Freight, Depot and Health	\$ 378.62
EFT17414	08/02/2024	The Narembreen Cafe	CRC - Community Wellbeing Plan Meeting - Catering	\$ 100.00
EFT17415	08/02/2024	The Trustee for the IRIS Consulting Group Trust	Admin - Information and Records Management Consultancy	\$ 2,200.00
EFT17416	08/02/2024	Trustee for J & S Baldwin Trust	Front tyres for CEO Prado	\$ 745.00
EFT17417	08/02/2024	WA Contract Ranger Services	WA Contract Ranger Services Weekly - 08/01/2024, 15/01/2024, 22/01/2024	\$ 940.50
EFT17418	08/02/2024	Western Australian Treasury Corporation	Loan Repayments - 131 and 130.	\$ 8,729.90
EFT17419	08/02/2024	Westrac Equipment Pty Ltd	Grader Service parts and oils	\$ 3,517.87
EFT17420	08/02/2024	Willway Plumbing and Gas	Town Oval - repair broken sprinkler and repair solenoid near cricket pitch	\$ 3,424.61
EFT17421	14/02/2024	Lesley Neil Palmer T/A Lee's Handyman and Gardening	Spotters Hut - cleaning and general maintenance	\$ 6,696.00
EFT17422	14/02/2024	Michael Franzinelli T/A WA Traffic Planning	Traffic Management Plan - Bin to Bin marathon	\$ 1,320.00
EFT17423	21/02/2024	Building and Energy Department of Mines, industry regulation and safety	Remittance of BSL fees	\$ 973.13
EFT17424	21/02/2024	Shire of Narembreen	BSL processing fees	\$ 25.00
EFT17425	22/02/2024	Bitutek Pty Ltd	Works - Cramphorne Road, reconstruct - supply and spray of bituminous products	\$ 119,512.51
EFT17426	22/02/2024	Chris Bray Electrics Pty Ltd	U1/31 Currall St - Remove and Replace Kitchen Exhaust Fan	\$ 154.00
EFT17427	22/02/2024	Civic Legal	Admin - preparation of commercial lease and legal advice re potential contract dispute with supplier	\$ 8,580.00
EFT17428	22/02/2024	Copier Support	Admin - printing and copier expenses - 24/01/2024 - 20/02/2024	\$ 613.64
EFT17429	22/02/2024	Cromag Pty Ltd T/A Sigma Chemicals	Swimming pool - Repair Robotic Cleaner and Delivery	\$ 2,863.80
EFT17430	22/02/2024	Daves Tree Service	Works - Churchill Street - removal of 6 gum trees	\$ 4,290.00
EFT17431	22/02/2024	Gym member	GYM - Card Bond REFUND	\$ 50.00
EFT17432	22/02/2024	GSG WA Pty Ltd (Narembreen Roadhouse)	Depot - Parks and Gardens and Works - Fuel Purchases	\$ 154.42
EFT17433	22/02/2024	Gym member	GYM - REFUND - Gym Card Bond	\$ 50.00
EFT17434	22/02/2024	Hersey's Safety Pty Ltd	Depot - Workshop Consumables	\$ 1,648.24
EFT17435	22/02/2024	Gym member	GYM - Card Bond REFUND	\$ 50.00
EFT17436	22/02/2024	Gym member	GYM - Card Bond REFUND	\$ 50.00
EFT17437	22/02/2024	Caravan park customer	REFUND - Caravan Park - Accommodation cancelled.	\$ 1,400.00
EFT17438	22/02/2024	Lesley Neil Palmer T/A Lee's Handyman and Gardening	2/24 Doreen - replace washing line hoist	\$ 400.00
EFT17439	22/02/2024	Merredin Freightliners	Swimming Pool and Depot - Freight Charges	\$ 942.37
EFT17440	22/02/2024	Mineral Crushing Services (WA) Pty Ltd	Works - Supply & delivery of 10mm washed aggregate	\$ 57,975.52
EFT17441	22/02/2024	Modularis Pty Ltd T/A Modular WA	New house - 24 Cheetham Way - progress payment - completion of internal linings and roof cover.	\$ 146,581.00
EFT17442	22/02/2024	Otium Planning Group Pty Ltd	CEO - Netball Feasibility Study - Payment 1- 40%	\$ 21,748.32
EFT17443	22/02/2024	Admin customer	REFUND - overcharged fees due to error	\$ 400.00
EFT17444	22/02/2024	P M Services Narembreen	Waste Transfer Station Facility Management 3/02/2024 - 16/02/2024	\$ 2,842.00
EFT17445	22/02/2024	PC & JE Kennedy	EDO - Installation of Shelter Bench Seat at Emu Hill Cemetery	\$ 3,850.02
EFT17446	22/02/2024	Repco a division of GPC Asia Pacific Pty Ltd	Depot - PE7298 - Navara service items	\$ 311.49
EFT17447	22/02/2024	Roe Tourism Association	Roe Tourism Association Full Membership 2023/2024	\$ 6,000.00
EFT17448	22/02/2024	Ross Diesel Service	Depot - PE704 - air fitting for Mack	\$ 22.20
EFT17449	22/02/2024	SLR Consulting Australia Pty Ltd	CEO - vegetation Clearing Permit Application	\$ 3,527.57



Shire of Narembeen
 Schedule of accounts paid
 For the month ended 29 February 2024

Chq/EFT	Date	Name	Description	Amount
EFT17450	22/02/2024	Shire Of Corrigin	Roe Regional Shared Environmental Health Services Scheme - January 2024	\$ 3,641.00
EFT17451	22/02/2024	Team Global Express Pty Ltd	Freight Charges - Depot, CRC and Pathwest	\$ 148.79
EFT17452	22/02/2024	The Trustee for the IRIS Consulting Group Trust	Admin - Records and Document Management Training - L Davey	\$ 1,177.00
EFT17453	22/02/2024	Trustee for J & S Baldwin Trust	Depot - PE63 and PE688 - tyre repairs/fitting for trailer and grader	\$ 345.00
EFT17454	22/02/2024	WA Contract Ranger Services	WA Contract Ranger Services Weekly - 1/02/2024 - 6/02/2024	\$ 627.00
EFT17455	22/02/2024	WA Distributors Pty Ltd	Caravan Park and Public Toilets - cleaning products	\$ 441.20
EFT17456	22/02/2024	Westrac Equipment Pty Ltd	Depot - PE70 - seal for cat roller	\$ 94.93
DD12073.1	16/02/2024	Beam Precision Superannuation	Superannuation Payments for Payroll 60 1/02/2024 - 14/02/2024	\$ 13,749.46
DD12086.1	19/02/2024	Telstra	Admin - Phone Usage and Service Charges	\$ 4,660.45
DD12087.1	06/02/2024	Water Corporation	Water Usage and Service Charges - February 2024	\$ 307.26
DD12087.2	08/02/2024	Water Corporation	Water Usage and Service Charges - February 2024	\$ 5,110.99
DD12087.3	13/02/2024	Water Corporation	Water Usage and Service Charges - February 2024	\$ 9,305.88
DD12087.4	14/02/2024	Water Corporation	Water Usage and Service Charges - February 2024	\$ 2,067.91
DD12087.5	15/02/2024	Water Corporation	Water Usage and Service Charges - February 2024	\$ 101.33
DD12087.6	19/02/2024	Water Corporation	Water Usage and Service Charges - February 2024	\$ 324.46
DD12087.7	26/02/2024	Water Corporation	Water Usage and Service Charges - February 2024	\$ 417.73
DD12087.8	28/02/2024	Water Corporation	Water Usage and Service Charges - February 2024	\$ 929.60
DD12088.1	01/02/2024	Synergy - Western Power	Power Usage and Service Charges - February 2024	\$ 114.38
DD12088.2	06/02/2024	Synergy - Western Power	Power Usage and Service Charges - February 2024	\$ 10,511.45
DD12088.3	07/02/2024	Synergy - Western Power	Power Usage and Service Charges - February 2024	\$ 126.20
DD12088.4	08/02/2024	Synergy - Western Power	Power Usage and Service Charges - February 2024	\$ 8,455.93
DD12088.5	21/02/2024	Synergy - Western Power	Power Usage and Service Charges - February 2024	\$ 285.05
DD12088.6	29/02/2024	Synergy - Western Power	Power Usage and Service Charges - February 2024	\$ 2,444.18
DD12089.1	17/02/2024	Power ICT Pty Ltd	Admin - Message on hold service - February 2024	\$ 75.90
DD12089.2	12/02/2024	Commander Australia Pty Ltd	Admin - Commander Service and Equipment charges - February 2024	\$ 68.51
DD12096.	01/02/2024	Bankwest	Credit Card Purchases 13 December 2023 to 12 January 2024	\$ 4,962.79
Total payments for January 2024				<u>659,184.64</u>

ATTACHMENT 13.4B
Credit Card Payments February 2024



Shire of Narembreen
Credit Card Purchases
13 December 2023 to 12 January 2024
 Direct debited 1 February 2024

Chief Executive Officer			
Date	Supplier	Description of purchase	Amount
14/012/2023	Starlink Australia Pty	Starlink ethernet adapters x3	\$ 180.00
18/12/2023	Narembreen IGA	Council Afternoon Tea	\$ 26.65
18/12/2023	NB Workers Hotel	Council Meeting Refreshments	\$ 328.17
18/12/2023	Starlink Australia Pty	Starlink Subscriptions 10/01/2024 - 9/02/2024	\$ 417.00
21/12/2023	Brandworx Australia	CRC Uniforms	\$ 1,495.77
22/12/2023	Narembreen Roadhouse	Staff Morning Tea	\$ 35.00
22/12/2023	Narembreen LPO	Employee Services Recognition Gifts - Hall, Lethlean, Dowsett	\$ 211.90
22/12/2023	The CO-OP	Staff Refreshments - last day of 2023	\$ 40.00
05/01/2024	Spotlight	Australia Day - Balloon pump and Tablecloth clips	\$ 81.99
05/01/2024	VistaPrint	Australia Day - Councillor Cups	\$ 219.00
05/01/2024	Wedding Superstore	Australia Day - Tableclothes	\$ 146.03
06/01/2024	The Play Room	Australia Day - Entertainment	\$ 1,195.98
09/01/2024	Adobe	Adobe annual subscription	\$ 319.31
TOTAL CEO CREDIT CARD PAYMENTS			\$ 4,696.80

Executive Manager Corporate Services			
Date	Supplier	Description of purchase	Amount
15/12/2023	BP	Fuel	\$ 106.65
08/01/2024	BP	Fuel	\$ 73.49
11/01/2024	Shire of Narembreen	Staff driver's license	\$ 46.85
TOTAL EMCS CREDIT CARD PAYMENTS			\$ 226.99



Shire of Narembeen
Credit Card Purchases
13 December 2023 to 12 January 2024
 Direct debited 1 February 2024

Account fees			
Date	Supplier	Description of purchase	Amount
n/a	Bankwest	Bank fees and interest	\$ 39.00
TOTAL CREDIT CARD PAYMENTS FOR THE PERIOD 13/12/23 - 12/01/24			\$ 4,962.79