



# SHIRE OF NAREMBEEN

**Agenda for the 644<sup>th</sup> Ordinary Council Meeting** **19<sup>th</sup> September 2018**

**Our Mission:** A rural community working together to create a great place to live, attain a safe, healthy and creative environment, which achieves sustainable and innovative development and economic opportunities.



*Our Values: Respect, Inclusiveness, Fairness & Equity, Communication*

COUNCIL CALENDAR		
Date	Time	Meeting
17 <sup>th</sup> October 2018	2.30pm	Ordinary Meeting of Council
21 <sup>st</sup> November 2018	2.30pm	Ordinary Meeting of Council
19 <sup>th</sup> December 2018	2.30pm	Ordinary Meeting of Council

SEPTEMBER MEETING PROGRAMME	
1.00pm	Hockey Tennis Turf Working Group Meeting (Cr Thomas & Cr Cole)
2.30pm	Ordinary Meeting of Council

## MEETING GUESTS

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## NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 644<sup>th</sup> Ordinary Meeting of Council has been convened for:

**Date:** Wednesday 19<sup>th</sup> September 2018

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

**Commencing:** 2.30pm

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**Chris Jackson**  
**Chief Executive Officer**  
Date: 13<sup>th</sup> September 2018

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## DISCLAIMER

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

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



## DECLARATION OF INTEREST FORM

**TO: CHIEF EXECUTIVE OFFICER**

AS REQUIRED BY SECTION 5.65 OF THE LOCAL GOVERNMENT ACT 1995,

I \_\_\_\_\_ HEREBY DISCLOSE MY INTEREST IN THE FOLLOWING MATTERS OF THE AGENDA PAPERS FOR THE COUNCIL COMMITTEE MEETING DATED \_\_\_\_\_

### FINANCIAL INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

### CLOSELY ASSOCIATED PERSON AND IMPARTIALITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

### PROXIMITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

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

#### NOTES:

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

#### OFFICE USE ONLY:

1. PARTICULARS OF DECLARATION GIVEN TO MEETING
2. PARTICULARS RECORDED IN MINUTES
3. PARTICULARS RECORDED IN REGISTER

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

# AGENDA

## Shire of Narembeen Ordinary Council Meeting Wednesday 19<sup>th</sup> September 2018, commencing at 2.30pm

### 1.0 Opening & Welcome

### 2.0 Attendance & Apologies

#### Attendance

Councillors

Staff

#### Apologies

#### Approved leave of absence

### 3.0 Declarations of Interest

### 4.0 Announcements

4.1 Application for leave of absence

### 5.0 Public Question Time & Deputations (15 min)

Nil

### 6.0 Minutes of Previous Meetings

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

##### 6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Wednesday 15<sup>th</sup> August 2018.

#### RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 15<sup>th</sup> August 2018 be confirmed as a true and accurate record of the proceedings.

#### COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

*That the minutes of the meeting of the Shire of Narembeen held Wednesday 15<sup>th</sup> August 2018 be confirmed as a true and accurate record of the proceedings.*

**CARRIED /**



SHIRE OF NAREMBEEN - STATUS REPORT  
For September 2018 Council Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6134/16	17-Feb-16	ADM535	Kondinin and Cramphorne Roads land acquisitions	Road Widening's/Land Resumption: 1. That Council make an offer of \$1,250 per hectare in exchange for the resumption of land into the Kondinin Narembeen Road and the Cramphorne Road reserves from the above property owners, as well as the rerouting of the Merredin Road land resumption. 2. That staff continue the process of amalgamation of land from these property owners in to the road reserve with the West Australian Planning Commission with the completion of the required Form 1A Application for Approval of Freehold or Survey Strata Subdivision.	Cramphorne Rd - complete. Kondinin Rd - documents being signed by landowners	Ongoing	CEO
6275/16	21-Sep-16	ADM541	Repeal By Laws and Review of Local Law	That Council commence the 8 year Local Law Review process in accordance with Section 3.16 of the Local Government Act 1995 and authorise the Chief Executive Officer to give public notice as required.	Revised Local Laws to be prepared. Cemetery Laws to be considered first.	Ongoing	CEO
6339/16	21-Dec-16	ADM461	Directional Signage - Chr Longhurst St & Latham Road	That Council approve the concept for new signage and request the staff investigate the location options before proceeding. Reason for Change: Council want to ensure the signs are placed in the best possible location which may not be all at the intersection of Latham Road and Longhurst Street.	Blacksport Application submitted for 2019/2020 round of funding.	Ongoing	CEO/CED
6356/17	15-Feb-17	ADM591	Grain Discovery Centre & Roadhouse Lease	Item to lay on the table until March Meeting. REASON FOR CHANGE: The draft lease agreement had a number of changes required on it.	Item to September 2018 Council meeting.	Ongoing	CEO
6404/17	19-Apr-17	ADM058	Estate of W Jones	That Council; 1. Proceed with legal advice to issue a notice pursuant to section 26 of the Uncollected Goods Act to Paul Jones directing that he remove the goods and aircraft left by the deceased Walter Jones at the hangar at the Narembeen Airstrip within one month of the date of the notice or that we will seek an order in the Magistrates Court to sell or dispose of the goods and aircraft 2. Request that Repacholi Aviation be requested to remove all items from the aircraft hangar at the Narembeen Airstrip and or discuss entering into formal negotiations for lease of the hangar. 3. Not proceed with any further action on clean-up of Lot 2 Latham Road, Narembeen. 4. Lodge caveats on 5 Doreen Street Narembeen and Lot 2 Latham Road Narembeen for unpaid rates and request that staff commence the process of recovery in accordance with section 6.64 of the Local Government Act.	Seed Cleaners has been listed for sale.	Ongoing	CEO
6441/17	21-Jun-17		Narembeen Recreation Centre	Staff engage a qualified consultant to examine the use of the gas in the Narembeen Recreation Centre and provide a full report back to Council.	Report being referred to Hydraulic Engineer.	Ongoing	CEO
6459/17	19-Jul-17	ADM467	Lease of Crown Land – Avon Location 21952 Reserve 18080 Narembeen Airfield	That Council instruct the CEO to investigate a new lease that deals with issues such as rent, area of space used and utility charges, as well as other matters that may arise.	Waiting on Survey Map.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6461/17	19-Jul-17	ADM616	Water Corporation Waterwise Council Program	That Council enters into a Memorandum of Understanding with the Water Corporation and the Department of Water to become a Waterwise Council.	Signed MOU received. Staff to formulate Shire of Narembeen Waterwise Action Plan.	Ongoing	CEO
6471/17	19-Jul-17	NA	Future Project - Combined Turf Field	Council create a working group and instruct staff to commence a feasibility study on a combined tennis, hockey synthetic surface. Cr. Thomas, Cr. Cole, Cr. Padfield and Cr. DeLuis plus members of the clubs be part of the Working Committee.	C Robinson nearing completion of Feasibility Study. Working Group to meet prior to Council meeting on 19/9/18.	Ongoing	CEO
6566/17	20-Dec-17	ADM557	Narembeen Lesser Hall Precinct Project – Stage 2	That Council:- 1. Approves the Interpretation Plan Fee Proposal provided by Stephen Carrick Architects and Zebra Creative as presented. 2. Approves the increase of the budget allowance of \$100,000 to \$119,140.	Final plans and costings received from Architect. Lotterywest grant submitted.	Ongoing	CEO
6603/18	21-Mar-18		Re-development of Churchill St Precinct (Apex Shed Area)	That Council approve the budget amendment of \$29,000 for the re-development of the Churchill Street Precinct (Apex Shed Area)	Build is complete, furniture ordered. Estimated delivery mid-October 2018.	Ongoing	CEO/BS
6622/18	18-Apr-18		Shire of Narembeen Re-Branding	That Council agree to commence the process of re-branding through Market Creations and include \$5,000 in the 17/18 budget with a view to the remaining funds required to complete the re-branding process to be included in the 2018/19 budget.	Logo concepts presented to Council 20/7/18. Market Creations refining concepts.	Ongoing	CEO/CEDO
6624/18	18-Apr-18	ADM172 ADM173 ADM175	Corporate Business Plan & Strategic Resource Plan	That Council:- 1. Receive the draft Shire of Narembeen Corporate Business Plan 2018-2021; 2. Receive the draft Shire of Narembeen Strategic Resource Plan 2018-2033.	Strategic Resource Plan adopted. Corporate Business Plan being finalised.	Ongoing	CEO/EMCS
6639/18	16-May-18	ADM634	Emu Hill Cemetery	That Council endorse the draft Concept Development Plan for the Emu Hill Cemetery, 26908 Emu Hill East Road for the purpose of community consultation, seeking public comment for a period of 28 days.	Cemetery guide nearing completion. Following this, Concept Plan to be advertised.	Ongoing	CEO/CEDO
6656/18	20-Jun-18	ADM500	Narembeen Townsite Project	That Council:- 1. Accept the update on the development of the Narembeen Townsite Project. 2. Acknowledge the continued support and assistance of Main Roads, Civic Legal, LGIS, WALGA and Arc Infrastructure with this important social and economic development for Narembeen and look forward to successfully completing the project during 2018/2019. 3. Consider a formal opening of this new road infrastructure when completed.	Contract signed.	Complete	CEO
6668/18	18-Jul-18			That the Council Chambers wooden dividing doors be advertised for the public for sale, failing this they are to be disposed of.	Advertised 24/7/18 in Fencepost and on Facebook.	Ongoing	CEO



Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6674/18	18-Jul-18	ADM131	Mt Walker Sports Club Tennis Court Resurfacing	That Council:- 1. Support the application from the Mt Walker Tennis Club for the resurfacing of the four existing tennis courts located at 3293 Mt Walker Road, Narembeen; 2. Approve an application in the name of the Shire of Narembeen to the Department of Local Government, Sport and Cultural Industries (DLGSCI) Community Sport Recreation Facilities Fund (CSRFF) Small Grants Program. The application is to be prepared by the Mt Walker Tennis Club with assistance from the Shire of Narembeen, if required. The grant application is to be submitted by 31st August 2018; 3. Agree to provide a financial contribution from the Infrastructure Reserve Fund of up to 1/3 of the project or up to an amount of \$30,000; and 4. Offer a self-supporting loan to the Mt Walker Tennis Club should there be any shortfall for this project.	Meeting held with Jen Collins, DSR 31/7/18 to discuss project.  Grant application submitted 28/8/18.	Ongoing	CEO
6681/18	15-Aug-18	ADM044	AEN Local Law	That Council resolves to:- 1. Revoke Resolution 6633/18 of the Ordinary Meeting of Council held on 16 May 2018; 2. Endorse for inclusion into the Shire of Narembeen Animals, Environment and Nuisance Amendment Local Law 2018 the suggested changes submitted by the Department of Health and itemised in the 'Comment' section of this report; 3. 'Make' the Shire of Narembeen Animals, Environment and Nuisance Amendment Local Law 2018 as presented in ATTACHMENT 1; 4. Authorise the affixing of the Shire of Narembeen Seal in the presence of the Shire President and the Chief Executive Officer who are also authorised by Council to sign the Shire of Narembeen Animals, Environment and Nuisance Amendment Local Law 2018; and 5. Authorise the Chief Executive Officer to carry out the process of Gazetting of the Shire of Narembeen Animals, Environment and Nuisance Amendment Local Law 2018 and to complete the administrative functions required for presentation of the Shire of Narembeen Animals, Environment and Nuisance Amendment Local Law 2018 to the Joint Standing Committee on Delegated Legislation of the Western Australian Parliament.	Signed and Sealed Local Law sent to Chief Health Officer.		CEO/EHO
6685/18	15-Aug-18	ADM583	Wadderin Reserve 20022	That Council subject to advice received from LGIS instruct staff to continue with the process of taking legal control of the Wadderin Dam and Reserve 20022 Cusack Drive, Wadderin as per council motion 5929/15 moved 15 April 2015.	Waiting on advice from LGIS.	Ongoing	CEO
6686/18	15-Aug-18	ADM008	Secondary Freight Route Project	That Council:- 1. Notes the Secondary Freight Routes Project Development report; 2. Supports the strategic intent of the Secondary Freight Routes project; 3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and 4. Endorses an allocation of \$6,000 in 2018/19 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.	Main Roads informed.	Ongoing	CEO
6691/18	15-Aug-18		Go Narembeen/ Shire of Narembeen Accommodation Project	That Council:- 1. Congratulate Go Narembeen for progressing an initiative to consider the development of additional accommodation units at the Narembeen Caravan Park. 2. Approve entering into a partnership with Go Narembeen that will facilitate future progression of this development subject to an approved Shire of Narembeen/Go Narembeen Alliance Agreement being signed between the two parties (to be developed). 3. Agree to consider Shire funding towards this project and other future opportunities subject to formal budget amendments if required, 4. Agree to meet with Go Narembeen to discuss this exciting opportunity.	On hold, pending the imminent construction of a mining camp/units on the Go Narembeen block near the Roadhouse/Narembeen Hotel.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6693/18	15-Aug-18		Carpark Adjacent to IGA	That Council acknowledge (in writing) receipt of the letter received from Mrs Janice Hills. Staff to look into the costs associated with fixing the current surface with consideration being given to possible sealing of the surface in the future, subject to budget considerations.	Options to be considered.	Ongoing	CEO

## **8.0 Reports**

### **8.1 Manager Environment Health/Building**

No report.

## 8.2 Works Manager's Report

### AGENDA ITEM: 8.2.1 - Work's Manager's Report September 2018

<b>Subject:</b>	Works Manager's Report
<b>Applicant:</b>	Arthur Cousins
<b>File Ref:</b>	NA
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Arthur Cousins
<b>Date:</b>	12 <sup>th</sup> September 2018
<b>Attachments:</b>	Nil

#### SUMMARY

Monthly report by the Works Manager.

#### COMMENT

##### **Latham Rd/CBH Entry**

Install 300mm enviro pipe from Soldier's Rd to CBH dam. Back fill with 12m<sup>3</sup> cement.

##### **Winter Re-grading**

Winter grading is at the 95% completed stage.

##### **Gravel Carting**

Hedges Homestead Rd. 40m<sup>3</sup>

Hogstrome 160m<sup>3</sup>

##### **Grain Freight**

- Arc Infrastructure have removed the rail line and ballast from the sub grade.
- Commence road construction on Soldiers Rd and Fricker Rd.
- Lime and cement stabilisation.
- Of base and 200mm of gravel. Set out of new section of Fricker Rd and Latham Rd.
- Install new 300mm concrete pipe on Soldiers Rd.

#### CONSULTATION

Nil

#### STATUTORY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

#### POLICY IMPLICATIONS

Work policies to be reviewed in line with current work practices as and when required.

## **STRATEGIC PLAN REFERENCE**

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

1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community.

1.2 We have a long term local gravel sourcing strategy.

1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts.

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That the Works Manager's Report for September 2018 be received and all actions endorsed.

## **COUNCIL RESOLUTION**

**MIN**                      **MOTION** - Moved Cr.    2nd Cr.

**CARRIED /**

## 8.3 Building Supervisor

### AGENDA ITEM: 8.3.1 - Building Supervisor's Report – September 2018

<b>Subject:</b>	Building Supervisor's Report – September 2018
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Council):</b>	Nil
<b>Author:</b>	Klint Stone, Building Supervisor
<b>Date:</b>	11 <sup>th</sup> September 2018
<b>Attachments:</b>	Nil

#### SUMMARY

Council is to consider this report from the Building Supervisor for September 2018.

#### BACKGROUND

Each month the Building Supervisor will present to Council the activities and issues at hand and provide progress on matters undertaken for Council's information.

#### COMMENT

The following is an overview of the Building Supervisor's activities for the past month:-

##### **Narembeen Community Precinct Project**

Demolition is now complete. Metal framework and trusses have now been installed along with provisions for the air conditioning. Brick pavers, cement and consumables will arrive in the coming days, the bricklayers will then commence the brickwork. Site measurements for cabinetry are complete and ready for cabinetry construction to commence. The build is currently on track with the BGC timeline for completion of February 2019.

##### **Arrowsmith Tennis Club**

The Mt Arrowsmith Tennis Club has undergone an eave repair along with some concrete removal.

##### **Recreation Centre**

A new television has been installed and the entrance wall painted. Exterior doors have had a facelift with some fresh paint.

##### **Residential Properties**

We are in the process of some new window treatments along with wall repairs.

#### CONSULTATION

Executive Manager Corporate Services  
Community & Economic Development Officer

#### STATUTORY IMPLICATIONS

Compliance with the Residential Tenancies Act and Commercial Tenancies Act.

## **FINANCIAL IMPLICATIONS**

As per the 18/19 Budget.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That the Building Supervisor's Report for September 2018 be received and all actions endorsed.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## 8.4 Chief Executive Officer

### AGENDA ITEM: 8.4.1 - Chief Executive Officer's Report

<b>Subject:</b>	Chief Executive Officer's Report
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	12 <sup>th</sup> September 2018
<b>Attachments:</b>	Attachment 1 - Letter to EO RTA – RTA Constitution Changes; Attachment 2 - RTA Constitution; Attachment 3 – WANDDDRA/Core Report; Attachment 4 - RoeROC Agenda; Attachment 5 – Letter from DFES

#### SUMMARY

To provide Council with updates on various projects and other matters.

#### BACKGROUND

Monthly reports by the CEO are presented in the agenda template format to allow a clear set of information to be presented to Council and to assist in the decision making process.

#### COMMENT

##### **Proposed Alterations to Roe Tourism Association Constitution (Attachment 1 & 2)**

Attached to this item is a letter from the Shire of Kulin to the Roe Tourism Association with a list of proposed changes to the Roe Tourism Constitution along with a copy of the Constitution which shows the proposed changes.

It is expected that the changes to the Constitution will be made at a Special general meeting prior to the AGM in October 2018.

This is presented for Council's information, and the CEO has written to the EO of Roe Tourism Association accepting these changes.

##### **WANDRRA AGRN743 Mt Walker Road (Attachment 3)**

Approval has recently been received to proceed with repair works to damage sustained to a culvert at 1.1 SLK on the Mt Walker Rd following the rain events in late January and early February 2017. The scope of works needed to be amended to replace the culvert structures with a 3 barrel 1.2m diameter HDPE pipes and replace head walls and aprons guardrail and pavement with an estimated cost of \$123,654.

These works have now become urgent given the deteriorating condition of the culvert and as such Core & Leeuwin Civil have been instructed to commence repairs immediately.

##### **RoeROC (Attachment 4)**

The next RoeROC meeting will be held in Kulin on the 20 September 2018. Items on the agenda include the Bending Landfill site and a presentation of the WALGA Environmental Planning Tool by Renata Zelinova. A copy of the agenda is attached.



## **Narembeen Volunteer Fire and Emergency Service (Attachment 5)**

See attached correspondence from Darren Klemm Commissioner DFES confirming that:-

DFES supports the Shire of Narembeen and Brigade request to transition to a Volunteer Fire and Emergency Services brigade. In supporting this request DFES does not intend to remove any existing bushfire fighting appliance, but to propose a solution that will upgrade an existing fire appliance to meet the evolving needs of the community around response to structure fires incidents with the additional provision of a road crash rescue trailer.

### **CEO/Council Key Meeting/Appointment Dates**

<b>Date</b>	<b>Meeting/Appointment</b>
20 <sup>th</sup> September	RoeROC Meeting – Kulin
16 <sup>th</sup> October 2018	WA Transport & Roads Forum - Perth

### **CONSULTATION**

N/A

### **STATUTORY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

As per budget requirements or as reported above.

### **POLICY IMPLICATIONS**

N/A

### **STRATEGIC PLAN REFERENCE**

Narembeen Strategic Community Plan 2017 – 2027

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

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

### **RELATED PARTY TRANSACTIONS**

Nil

### **OFFICER RECOMMENDATION**

That the CEO's September 2018 report be received and actions endorsed.

### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**



All correspondence to be addressed to:  
Chief Executive Officer  
PO Box 125 KULIN WA 6365  
p: 08 9880 1204 f: 08 9880 1221  
e: enquiries@kulin.wa.gov.au  
www.kulin.wa.gov.au

08.07 Tourism Committee

28 August 2018

Mrs Heather Ives  
The Secretary  
Roe Tourism  
Shire of Corrigin  
PO Box  
CORRIGIN 6375

Dear Heather,

### **PROPOSED ALTERATIONS ROE TOURISM CONSTITUTION**

Further to our discussions, the Kulin Shire staff has have made amendments to the Roe Tourism Constitution for consideration. Please see attached constitution with tracked changes.

The resolution to remove Quairading is noted in the August minutes. However, as there was no formal resolution (only discussion) at the April meeting to incorporate these changes therefore the proposed changes will need to be emailed to the other Council members for approval, before proceeding to a Special General Meeting. I believe the Special General Meeting is planned to be prior to the AGM in October 2018.

To assist with the Agenda item and formal Notice, the Shire of Kulin has moved and seconded all items;

#### **Amendment 1:**

That all references to Quairading and seven Shires be removed from Roe Tourism Constitution.

Moved Robbie Bowey, Seconded Noel Mason

#### **Amendment 2:**

That Full members (Shires) shall have voting rights and that all reference to voting rights for Associate members be removed from the Roe Tourism Constitution.

Moved Robbie Bowey, Seconded Noel Mason

#### **Amendment 3:**

That amendments to the Roe Tourism Constitution may be made at an Annual General Meeting or a Special General Meeting.

Moved: Robbie Bowey, Seconded Noel Mason.

Reason: It is preferred practice for incorporated bodies to be able to make changes to the Constitution at both an Annual General Meeting or Special General Meeting. Notice of

fourteen (14) days applies to both types of meetings. The current constitution of RTA only mentions Special General meeting for changes to the Constitution.

**Amendment 4:**

That the Roe Tourism Constitution Clause 26 - Dissolution be amended to remove reference to a charity, seven Shires and for insertion of numbering.

Moved Robbie Bowey, Seconded Noel Mason.

**Amendment 5:**

That the Roe Tourism constitution be edited throughout for changes to numbering, grammar and spelling errors.

Moved Robbie Bowey, Seconded Noel Mason.

If there are any other matters we should address, please advise.

Yours sincerely,

**Robbie Bowey**  
**Shire Councillor and RTA Delegate**

# The Roe Tourism Association (Incorporated) Constitution

## 1. TITLE

The name of the association is the "Roe Tourism Association (Incorporated)".

## 2. INTERPRETATION

The words mentioned shall bear the meanings here defined, unless repugnant to the context.

- a) "The Association" shall mean the Roe Tourism Association (Incorporated), and may be abbreviated to RTA.
- b) "The Roe region" shall mean a geographical area covered by the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace ~~and~~ Narembeen ~~and Quairading~~.
- c) "Members" shall mean the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace ~~and~~ Narembeen ~~and Quairading~~, as well as Associate Members.
- d) "Chairperson" shall mean the Committee member holding office as the chairperson of the Association.
- e) "Vice Chairperson" shall mean the Committee member holding office as the vice chairperson of the Association.
- f) "Executive Officer" shall mean the Committee member holding office as the Executive Officer of the Association.
- g) "The Executive" shall mean the Chairperson, Vice Chairperson and Executive Officer (or Secretary/Treasurer) of the Association nominated at the Annual General Meeting to administer the day to day business of the Association.

## 3. OBJECTIVES AND AIMS

- a) To encourage, support and promote the region as a tourist destination in its own right.
- b) To encourage and promote professionalism in the tourist industry.
- c) To initiate in cooperation with its members and other stakeholders, the compilation, publication and distribution of promotional material and advertising literature in all forms of media to the advantage of the Association.
- d) To initiate in cooperation with its members, promotional displays to the advantage of the Association, and to be the coordinating body for such displays.
- e) To encourage the development of tourist attractions and facilities within the Roe region.
- f) The property and income of the Association shall be applied solely towards the promotion of the objectives or purposes of the Association and no part of that property or income shall be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.

## 4. FINANCIAL YEAR

- a) The calendar year/ financial year will be from 1st October to 30th September.

## 5. POWERS

- a) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.

- b) A payment may be made to a member out of the funds of the Association only if it is ~~authorized~~ ~~authorised~~ under subrule 5 (c).
- c) A payment to a member out of the funds of the Association is ~~authorized~~~~authorised~~ if it is –
  - (i) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplies to the Association, in the ordinary course of business; or
  - (ii) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
  - (iii) the payment of reasonable rent to the member for premises leased by the member to the Association; or
  - (iv) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.
- d) The Association shall have the following powers:
  - (i) To source and accept local, State and Federal Government grants or subsidies and to accept donations or bequests.
  - (ii) Generally to do all such things as are incidental or conducive to the attainment of the objectives of the Association.

## 6. MEMBERSHIP

- a) FULL MEMBERS - Include the Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace ~~and~~ ~~Narembeen~~ ~~and Quairading~~. Two representatives are to be appointed by the Full Members to represent them in the Association At least one representative must be a Shire Councillor or Shire employee and the other representative is any person or organization with an interest or involvement in tourism and normally reside within the member Shire. One representative will be appointed for two years, the second representative will be appointed for one year. Full members will have two votes.
- b) ASSOCIATE MEMBER - Any person or organization with an interest or involvement in tourism, within the Roe Region and beyond it, may apply for Associate Membership. These applications will be approved or rejected by the Executive. ~~An Associate Member will have one vote.~~
- c) Full Members and Associate Members may appoint a proxy to act on their behalf at General Meetings as well as the Annual General Meeting.
- d) The Committee will determine the annual membership fee to be paid for membership of the Association at its Annual General Meeting held each year.
- e) A member must pay the annual membership fee to the person ~~authorized~~~~authorised~~ by the committee to accept payments, by the due date determined by the committee.
- f) The Executive Officer (or Secretary/Treasurer) or another person ~~authorized~~~~authorised~~ by the committee is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any changes in the members of the Association.
- g) In addition the matters referred to in section 53(2) of the Act, the register of members must include the class of membership to which each member belongs, date on which each member becomes a member and the residential, postal or email address of the member.

## 7. THE EXECUTIVE

- a) The Executive shall be comprised of the Chairperson, Vice Chairperson and Executive Officer (or Secretary/Treasurer) appointed at the Annual General Meeting.
- b) The Chairperson shall be appointed at the Annual General Meeting and must be a representative of either, the Shire of Bruce Rock, Corrigin, Kondinin, Kulin, ~~Narembeen~~, Lake Grace ~~and Narembeen~~ ~~Quairading~~. The Chairperson shall preside at all meetings of the Association, and ensure that the business of the Association is conducted in a proper manner.

- c) The Vice Chairperson shall be appointed at the Annual General Meeting and must be a representative of either, the Shire of Bruce Rock, Corrigin, Kondinin, Kulin, ~~Narembeen, Lake Grace~~ and Narembeener-Quairading. The Vice Chairperson shall assist the Chairperson when required and stand in Chairperson's place when absent.
- d) The Executive Officer shall be appointed at the Annual General Meeting on a contract basis determined by the committee and must be a resident of either the Shire of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace ~~and, Narembeen~~ or Quairading. The Executive Officer will assist the Chairperson in the business of the Association.
- e) If no Executive Officer is appointed a Secretary and/or Treasurer will be appointed at the Annual General Meeting and must be a representative of either the Shire of Bruce Rock, Corrigin, Kondinin, Kulin, ~~Narembeen, Lake Grace~~ or Narembeener-Quairading. The Secretary and/or Treasurer will assist the Chairperson in the business of the Association.
- f) The term of an Executive member will be from his/her election at the Annual General Meeting until the election referred to in Rule ~~7(a)}~~ at the next Annual General Meeting after his/her election. Executive members are eligible for re-election to a position.
- g) A person who is eligible for election or re-election may propose or second himself/herself for election or re-election and vote for him/herself.
- h) The Executive will work with a Committee of Full Member Representatives.
- i) If a vacancy remains on the committee or if a casual vacancy occurs in the membership of the committee:
  - (i) the committee may elect a member to fill the vacancy and
  - (ii) a member elected under this sub rule will Hold office until the election at the next Annual General Meeting and be eligible for election to membership to the committee at the following Annual General Meeting.

## 8. COMMUNICATION

Communication between the Association and Full and Associate Members shall be conveyed via email and post, or through the member representatives and or local tourism associations.

## 9. FUNDING

- a) The membership subscription rate shall be set at the Annual General Meeting or at a Special General Meeting.
- b) The Executive shall have the power to seek external funding for the association.
- c) The Executive shall have the power to suggest levies to be paid by all members and to set the level of any such levy.

## 10. VOTING

- a) Full Members will be entitled to two votes at General Meetings and at Annual General Meetings, ~~t~~The Chairperson shall have a Primary and Casting Vote.
- ~~b) Associate Members will be entitled to one vote at General Meetings and Annual General Meetings. The Chairperson shall have a Primary and Casting Vote~~
- ~~e) b)~~ All motions (except those concerning the altering of the Constitution) require a simple majority.

## 11. ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Association shall be held between 1st September and 30th November in each year.
- b) The Executive shall give a minimum of 14 days notice to members of an Annual General Meeting.
- c) That notice shall be conveyed to the members in the manner described in Paragraph 8 (Communication)

## 12. SPECIAL GENERAL MEETING

- a) A Special General Meeting shall be held at the discretion of the Executive or upon written request of at least 20% of Full Members.
- b) The Executive shall give a minimum of 14 days notice of a Special General Meeting. That notice shall be conveyed to members in the manner described in Paragraph 8 (Communication).

## 13. GENERAL MEETINGS

- a) General Meetings shall be held bi-monthly at the discretion of the Chairperson.
- b) The Executive shall give a minimum of 48 hours notice before the time of the meeting, stating the date, time and place of the meeting and will describe the general nature of the business to be conducted.
- c) notice shall be conveyed to members in the manner described in paragraph 8 (Communication).

## 14. QUORUMS

- ~~d)a)~~ A Quorum for a Special General Meeting shall be at least one representative (or Proxy) from five Full Members (Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace ~~and~~, Narembeen ~~and~~ Quairading).
- ~~e)b)~~ A Quorum for a General Meeting shall be at least one representative (or Proxy) from five Full Members ( Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace ~~and~~, Narembeen ~~and~~ Quairading).
- ~~f)c)~~ A Quorum for a Annual General Meeting shall be at least one representative (or proxy) from five Full Members (Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace ~~and~~ -Narembeen ~~and~~ Quairading).
- ~~g)d)~~ If within 30 minutes of the time appointed for a General Meeting a quorum is not present, the members who are present in person or by way of proxy may nevertheless proceed with the business of that General Meeting as if a quorum is present.
- ~~h)e)~~ If within 30 minutes of the time appointed for a Special or Annual General Meeting via communication (Paragraph 8) a quorum is not present, the meeting lapses.

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## 15. MEETING PROCEDURE

- a) The chairperson or, in the chairperson's absence, vice chairperson or a committee member selected by committee, must preside as chairperson of each committee meeting.
- b) A member or other person who is not a committee member may attend a committee meeting if invited to do so by the committee.
- c) A person invited under subrule (b) to attend a committee meeting —
  - (i) has no right to any agenda, minutes or other document circulated at the meeting; and
  - (ii) must not comment about any matter discussed at the meeting unless invited by the committee to do so; and
  - (iii) cannot vote on any matter that is to be decided at the meeting.
- d) an ordinary resolution put to the vote will be decided by a majority of votes cast by a show of hands
- e) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.

## 16. MINUTES

- a) The Executive Officer (or Secretary/Treasurer) must ensure that minutes are taken and kept of each committee meeting.
- b) The minutes must record the following —

- (i) the names of the committee members present at the meeting;
  - (ii) the name of any person attending the meeting
  - (iii) the business considered at the meeting;
  - (iv) any motion on which a vote is taken at the meeting and the result of the vote.
- c) The minutes of a committee meeting must be distributed to committee members within 30 days after the meeting is held.
  - d) The chairperson must ensure that the minutes of a committee meeting are reviewed and signed as correct by —
    - (i) the chairperson of the meeting; or
    - (ii) the chairperson of the next committee meeting.
  - e) When the minutes of a committee meeting have been signed as correct they are, until the contrary is proved, evidence that —
    - (i) the meeting to which the minutes relate was duly convened and held; and
    - (ii) the matters recorded as having taken place at the meeting took place as recorded; and
    - (iii) any appointment purportedly made at the meeting was validly made.

## 17. BANKING

- a) All Association funds shall be deposited with a Bank and in an account that the Executive decided is the most advantageous to the Association.
- b) The Executive has the power to change any Bank and to any account that it believes is in the best interests of the Association.
- c) The Full Members at an AGM shall from time to time, as necessary, authorize any three persons of the Executive to sign cheques or negotiable instruments and approve on line payments on behalf of the Association. The signatures of two of those people shall be required for the drawing of cheques or negotiable instruments against the funds of the Association.
- d) Unless decided otherwise the signatories shall be the Chairman, Executive Officer (or Secretary/Treasurer) and Vice Chairman.
- e) The ys shall endorse all withdrawals of funds for the purposes of the Associations objectives.

## 18. DUTIES

- a) The Chairperson shall chair all meetings of the Association and act as head of the Association.
- b) In the event of the absence of the Chairperson the Vice Chairperson will preside over the meeting.
- c) The Executive Officer shall maintain an accurate written record of the proceedings of all the meeting of the Association. Such a record is to be circulated to all Full Members and their delegates and any Associate Members present at the meeting before the next meeting. Coordinate the correspondence of the Association. Keep a Register of Member's names and addresses. Maintain in an up to date condition the Rules of the Association. Maintain full and accurate minutes of committee meetings and general meetings. Have custody of all the books, documents, records and registers and perform such other duties as are imposed by members as outlined in contract/agreement.
- d) If the Executive appoints a Secretary then 18(c) becomes the responsibility of that person.
- e) The Executive Officer shall maintain an accurate record of all financial transactions of the Association and present to each meeting of the Association, a current financial report.
- f) If the Executive appoints a Secretary or Treasurer then 18(e) becomes the responsibility of that person.
- g) A vacancy occurs in the office of a committee member and the position becomes vacant if the committee member;
  1. Dies .
  2. resigns by notice in writing delivered to the Chairperson, or if the member is the Chairperson, to the Executive Officer (or Secretary/Treasurer) and that resignation is accepted by resolution of the committee .
  3. is convicted of an offence under the Act .



4. is permanently incapacitated by mental or physical ill health.
5. is absent from more than
  - i. 4 consecutive committee meetings.
  - ii. 4 committee meetings in a financial year without tendering an apology to the person presiding at the committee meetings of which the member received notice, and the committee has resolved to declare the position vacant.
6. ceases to be a member of the Association or.
7. is the subject of a resolution by a General Meeting of members terminating his/her appointment as a committee member.

## 19. AMENDMENTS TO CONSTITUTION

~~Amendments to the constitution shall be made at an Annual General Meeting or a Special General Meeting called for the purpose of amending the Constitution. Proposed alterations to the constitution shall be made if;~~  
~~shall be held if;~~

- a) Full ~~and Associate~~ Members have passed by a simple majority a special resolution recommendation to amend the constitution OR the Executive has received a written recommendation from at least five Full Members to amend the Constitution.
- b) The Executive shall give notice of the proposed amendment or amendments to every member of the Association, (in the manner described in Paragraph 8: Communication) giving a minimum of 14 days notice of a meeting to be held for the purpose of amending the Constitution.
- c) 75% of members voting at a properly convened Special General Meeting shall be required to amend the Constitution.

## 20. SEAL HOLDER

The Association shall require a Common Seal, with power to break, alter, or change the same from time to time. The Common Seal shall be kept in the Custody of the Executive Officer (or Secretary/Treasurer) elected by the Association, who shall act as the Seal Holder. The Seal shall only be affixed to any instrument by the authority of a resolution of the Executive, and in the presence of the Seal Holder and the Chairperson of the Executive, who shall sign every instrument to which the Seal is so affixed.

## 21. INSPECTION OF RECORDS

- a) A member, at any reasonable time, may inspect without charge the books, documents, records and securities of the Association.
- b) If a member inspecting the above records wishes to make a copy of or take an extract from, the committee may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose is connected with the affairs of the Association.

## 22. (a). SUBCOMMITTEES

- a) To help the committee in the conduct of the Association's business, the committee may, in writing, appoint one or more subcommittees.
- b) A subcommittee may consist of the number of people, whether or not members, that the committee considers appropriate.
- c) Subject to any directions given by the committee a subcommittee may meet and conduct business as it considers appropriate.

## 22. (b). DELEGATION TO SUBCOMMITTEES

- a) In this rule —  
***non-delegable duty*** means a duty imposed on the committee by the Act or another written law.

- b) The committee may, in writing, delegate to a subcommittee the exercise of any power or the performance of any duty of the committee other than —
  - (i) the power to delegate; and
  - (ii) a non-delegable duty.
- c) A power or duty, the exercise or performance of which has been delegated to a subcommittee under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- d) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the committee specifies in the document by which the delegation is made.
- e) The delegation does not prevent the committee from exercising or performing at any time the power or duty delegated.
- f) Any act or thing done by a subcommittee, under the delegation has the same force and effect as if it had been done by the committee.
- g) The committee may, in writing, amend or revoke the delegation.

### **23. DISCIPLINARY ACTION**

- a) The committee may decide to suspend a member's membership or to expel a member from the Association if —
  - (i) the member contravenes any of these rules; or
  - (ii) the member acts detrimentally to the interests of the Association.
- b) The Executive Officer (or Secretary/Treasurer) must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.
- c) The notice given to the member must state —
  - (i) when and where the committee meeting is to be held; and
  - (ii) the grounds on which the proposed suspension or expulsion is based; and
  - (iii) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written and/or oral submissions to the committee about the proposed suspension or expulsion;
- d) At the committee meeting, the committee must —
  - (i) give due consideration to any submissions so made; and
  - (ii) decide —
    - i. whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
    - ii. whether or not to expel the member from the Association.
- e) A decision of the committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
- f) The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
- g) A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision give written notice to the Executive Officer (or Secretary/Treasurer) requesting the appointment of a mediator.
- h) If notice is given under subrule (g), the member who gives the notice and the committee are the parties to the mediation.

### **24. (a) DISPUTES**

The procedure set out below applies to disputes —

- (i) between members; or
- (ii) between one or more members and the Association.
- a) The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each part.

- b) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 21[a], any party to the dispute may start the grievance procedure by giving written notice to the Executive Officer (or Secretary/Treasurer) of –
  - (i) the parties to the dispute; and
  - (ii) the matters that are the subject of the dispute.
- c) Within 28 days after the Executive Officer (or Secretary/Treasurer) is given the notice, a committee meeting must be convened to consider and determine the dispute.
- d) The Executive Officer (or Secretary/Treasurer) must give each party to the dispute written notice of the committee meetings at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- e) The notice given to each party to the dispute must state –
  - (i) when and where the committee meetings is to be held; and
  - (ii) that the party, or the party’s representative may attend the meeting and will be given a reasonable opportunity to make written and/or oral submission to the committee about the dispute.
- f) If –
  - (i) the dispute is between one or more members and the Association; and
  - (ii) any party to the dispute gives written notice to the Executive Officer (or Secretary/Treasurer) stating that the party –
    - i. does not agree to the dispute being determined by the committee; and
    - ii. requests the appointment of a mediator, the committee must not determine the dispute

#### 24. (b) RESOLVING DISPUTES

- a) At the committee meeting at which a dispute is to be considered and determined, the committee must –
  - (i) give due consideration to any submissions so made about dispute by parties to a dispute.
  - (ii) determine the dispute.
- b) The committee must give each party to the dispute written notice of the committee’s determination, and the reasons for the determination, within 7 days after the committee meeting at which the determination is made.
- c) A party to the dispute may within 14 days after receiving notice of the committee’s determination, give written notice to the Executive Officer (or Secretary/Treasurer) requesting the appointment of a mediator.
- d) If notice is given under subrule [c], each party to the dispute is a party to the mediation.

#### 25. INDEMNITY

Members of the Association, servants, and other officers of the Association, and their respective executors and administrators shall be indemnified and saved harmless of funds of the Association from and against all charges, costs, losses, damages and expenses, which they or any of them shall or may incur or sustain in or about any of the contracts or agreements made by them for or on behalf of the Association, or in furtherance of the objectives of the Association except such charges or consequences as shall be incurred or sustained by or through their own willful default.

#### 26. DISSOLUTION

The Association shall be deemed to be dissolved when:

- a)        Three quarters of the members present at a Special Meeting called for the purpose of a dissolution        decision, resolve to dissolve the Association.
- b)        Upon dissolution, the Association shall ~~realize~~ realise the value of all assets and divide and distribute        the total amount of surplus funds and property to ~~either~~ an Incorporated Association ~~or for charitable~~        purposes in either of the ~~six~~ seven Full Member Shires (Bruce Rock, Corrigin, Kondinin, Kulin, Lake

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\_\_\_\_ Grace ~~and~~ Narembeen ~~and Quairading~~ areas, for the express purpose of assisting and developing  
\_\_\_\_ tourism in their region determined by a resolution of the members.

c) \_\_\_\_ In the event of the winding up or dissolution of the Association, the Commissioner of Taxation shall be  
\_\_\_\_ advised of the date of dissolution within 30 days of the dissolution.



## SHIRE OF NAREMBEEN

ABN 48 322 867 806  
 1 LONGHURST STREET, NAREMBEEN, W.A.6369  
 TELEPHONE (08) 9064 7308  
 FACSIMILE (08) 9064 7037  
[www.narembeen.wa.gov.au](http://www.narembeen.wa.gov.au)  
<https://www.facebook.com/ShireofNarembeen/>

OUR REF: ADM556

Regional Manager  
 Main Roads Wheatbelt Region  
 PO Box 333  
 NORTHAM WA 6401

Dear Sir,

### WANDRRA AGRN743 SHIRE OF NAREMBEEN

Attached for your attention is a report prepared by Core Business detailing investigations into the damage sustained to a culvert at 1.1 SLK on the Mt Walker Rd following the rain events in late January and early February 2017.

The report looks at various options for addressing all of the issues present in the structure. Specifically, apart from the obvious damage sustained there is significant concrete rot with visible spalling of the lids caused by rusting reinforcing in these inverted culverts. These lids will need to be replaced in the near future.

Repair of the AGRN743 damage has been estimated at \$123,536. After consulting with Tony Humphries from MRWA Structures, a preferred option has been settled on and that is to replace the entire structure with 3 Barrel 1200mm HDPE plastic pipes at an estimated \$123,654. The HDPE option is preferred as this is a hyper saline environment and is easily installed and resistant to the effects of the environment. It also addresses the repair and corrosion issues and for the expenditure of an additional \$118 solves both issues.

Essentially the report recommends that for a small additional cost cover repair, a long-term solution to all issues in this structure would be addressed and an amendment to the scope and funding for this project is requested.

It is requested that the scope be amended to replace the culvert structures at slk1.9 – 1.1 with a 3 barrell 1.2m diameter HDPE pipes and replace head walls and aprons guardrail and pavement with an estimated cost of \$123,654.

Yours faithfully

  
**Chris Jackson**  
**CHIEF EXECUTIVE OFFICER**  
 18 September 2017

*'A Great Place To Live'*





Shire of Narembeen

**WANDRRA AGRN743**

**Rescope of Mt Walker Culvert SLK 1.09**



**DOCUMENT CONTROL**

DOCUMENT CONTROL	
Core Business Australia PO Box 797 Busselton WA 6280 Ph: +61 8 9754 1117 Mobile: +61 418 931 067 Email: <a href="mailto:bruce@corebusiness.net.au">bruce@corebusiness.net.au</a>	<b>Document:</b>
	<b>Project Manager:</b> Kim Edmeades
	<b>Author:</b> Kim Edmeades
	<b>Date:</b> 8 September 2017
	<b>Synopsis:</b> This report provides an overview of the damage and recommended actions to effect repair of Culvert 1.9 SLK Mt Walker Rd

**DISTRIBUTION SCHEDULE**

Version No.	Date	Distribution	Reference
Version 1	8 September 2017	Draft 1 for Client Review	Narembeen AGRN 743
Version 2			
Version 3			
Version 4			

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## 1.0 Background

During late January and early February significant rainfall caused local flooding and stormwater flow through much of the Shire of Narembeen and indeed much of the State. This event was declared a WANDRRA event AGRN743

## 2.0 Key Personnel

### **Bruce Lorimer**

#### **Managing Director, Core Business Australia**

Bruce is qualified in Engineering Surveying and Geographic and Land Information Systems and has over 29 years' experience working in Local Governments in Western Australia and is currently Managing Director of Core Business Australia.

Bruce has held various senior management / engineering roles including Director of Business Units (Shire Engineer) for the Shire of Bridgetown-Greenbushes, Director Community Infrastructure for the Shire of Busselton and more recently, Chief Executive Officer for the Bunbury-Harvey Regional Council. His career has focussed heavily on project, operational, organisational and strategic management of public infrastructure.

Bruce was the Project Superintendent on behalf of the Shire of Busselton on the construction of the Busselton Underwater Observatory. Bruce has also provided Contract Management Training on behalf of EEI (the education and training arm of Engineers Australia).

Bruce has acted in the role of expert witness on behalf of clients in the State Administrative Tribunal (SAT).

Bruce's consulting career has involved rolling out the Western Australian Asset Management Improvement (WAAMI) Program on behalf of the Western Australian Local Government Association (WALGA). The WAAMI Program assists local governments with asset management including writing asset management plans, policy and strategy, undertaking asset condition reviews, undertaking organisational reviews, undertaking service reviews including delivery of waste management services, undertaking community consultation and strategic plan preparation.

Bruce is a qualified Internal Quality Auditor.

Bruce is a Fellow of the Institute of Public Works Engineering Australasia (IPWEA) and has served on the State Executive on two occasions including 2010 – 2015. Bruce is formerly the Chair of IPWEA's WA Asset Management Committee and is also a member of the IPWEA's South West Executive and has been WA's proxy representative on IPWEA's National Asset Management Strategy Committee (NAMS.AU).

### 3.0 Affected Assets Covered by the Report

In addition to roads and other essential public assets (which are dealt with in other reports) a culvert at 1.09 slk on the Mt Walker Road sustained substantial damage which was not apparent when the initial assessments were carried due to the difficult access and flowing water through the culvert. Mt Walker Road is a sealed

#### 3.1 Mt Walker Road

Mount Walker Road is a regional Distributor road accessing the eastern areas of the Shire of Narembeen. The culvert at SLK 1.09, which is the outskirts of the Narembeen townsite has sustained significant damage to the upstream side. The headwall has collapsed and the row of box and pipe have dislodged being damaged in the process, Photo attachment 1.

This structure consists of central RCP 750mm in diameter and an inverted box culvert on each side 1200 x 1200mm. Both sides of the culvert Upstream and downstream have cast in situ concrete headwalls. The upstream side has collapsed and the downstream side has a list away from the road. PHOTO Attachment 2

### 4.0 Investigation

Core Business Australia personnel carried out a preliminary initial inspection in early March 2017. At this time, flowing water rendered a ground inspection impossible. From this inspection, it was initially estimated that costs to repair the guard rail and pavement would be in the order of \$8000. At that time, the salt lake had approx. 1.5m of water in it at this location. The actual culverts were not visible.

As the water receded it became apparent that the damage was much more substantial than the initial assessment revealed. Following many discussions with David Evans from Leeuwin Civil, AGRN743 contractors, a cost estimate was prepared to repair as per Wandrra criteria. This has been calculated at \$123,536. Attachment 3.

As the water dried out of the culvert structure a site meeting was convened to ascertain a methodology to deliver the repair. Closer inspection revealed that there was significant cracking and concrete spalling in the lids of the culverts across the length of the culvert. This discovery led to a request for an estimate to replace the entire structure, like with like. Attachment 4. This has been calculated at \$192066. At this stage, there was consensus that there was no point in doing a repair to the damaged sections as there was evidence of the lids being beyond the use by date.

At this point advise was sought from Tony Humphries Asset Manager Structures Central and Northern Regions – Wheatbelt and Goldfields Esperance Regions. The response from Mr Humphries is Attachment 5.

## 5.0 OPTIONS

Options, alternatives and methodologies.

### **OPTION 1 Repair.**

Mr Humphries determined that the method of constructing the box culvert in this structure is in the order of 40/50 years old and the pipe probably predates the culverts. This method is no longer MRWA recommended practice. Nor does a repair address the issue of the condition of the other lids which will need replacing at some point. Attachment 6

### **Option 2 Repair Alternative.**

Install a sleeve to the box and pipe units and grout the voids between the sleeve and box/pipe units. This may reduce the capacity of the existing culverts and pipe which were found incapable of handling the quantum of water in AGRN743. Cast headwalls would still be required. This work would require going to tender as Leeuwin don't have the equipment or expertise to do this work

### **Option 3 Remove and Replace Existing.**

Whilst not in MRWA recommended practice it remains an option to replace like with like for the entire structure The question of liability for the Shire of Narembeen would need to be clarified. There is also the issue that the existing capacity failed to cope in terms of capacity, being overtopped. Attachment 4 Cost Estimate \$192066

### **Option 4 Remove and Replace Alternative**

Remove existing and reconstruct using box culverts on concrete slab including apron slabs both ends and cast in situ headwalls. A similar option is to use 3barrelpipes instead. Given the hyper saline environment HDPE would be acceptable. Attachment 3 Cost Estimate to install HDPE pipes \$123654.

## **6.0 Reinstatement Options/Considerations**

### **6.1 Repair existing.**

The site conditions for repair are particularly difficult. A salt lake which carries water most of the year (anecdotal) and is not suitable for a detour. So, construction would be Stop Go TMP as would all other options. A coffer dam is a consideration to attempt to make safe/dry for workers. This option doesn't consider the decay in the rest of the structure and the need to rebuild in the near future. Att 3 Estimated cost \$123536 to repair

### **6.2 Repair Alternative Sleeve and Grout**

The site conditions for repair are particularly difficult, a salt lake which carries water most of the year (anecdotal) and is not suitable for a detour. So, construction would be Stop Go TMP as would all other options. A coffer dam is a consideration to attempt to make safe/dry for workers. As this process will reduce the capacity of these culverts, no cost estimate has been attempted. This is specialist work and would be subject to tender documentation, process and market forces.

### **6.3 Remove and Replace Existing.**

Whilst not in MRWA recommended practice it remains an option to replace like with like. There could be ramifications from a liability perspective if the latest standards/practice were compromised. This option has not been developed given the issue of liability and current practice but would address the issue of the deterioration of the rest of the structure that will necessitate reconstruction of the whole structure in the near future. This option is estimated at \$192066. Attachment 4

### **6.4 Remove and Replace Existing Alternative**

Consideration has been given to demolishing the existing culvert casting a base slab including apron slabs and installing box-link slab-box or Box-box-box cast in situ head walls and guard rails. This is a variation of 4.3 and whilst no specific estimate has been prepared it is expected that it would be in the order of \$220,000.

### **6.5 Remove and Replace with Pipe**

Demolish existing culvert and replace with a 3-barrel pipe culvert 1.2 Dia. There is no need for a slab base and there is 750mm between the top of pipe and the top of the pavement. As this is a saline environment HDPE pipes are a preferred alternative. This option has been estimated \$123654. It would also be the fastest solution.

## 7.0 Recommendation

Because of the elevated road through the wet salt lake the option of a detour was considered and dismissed as impracticable and costly. The use of HDPE is common in the mining industry and has been used to good effect in the Kimberley by Core Australia Associates. HDPE is light but strong meaning no base slab and ease of installation. Construction will close one side only allowing least disruption.

It is recommended for the Regional Managers approval that the scope of this repair be amended to Mt Walker Road 1.09 SLK Repair using 3 Barrel x 1.2m HDPE plastic pipes at an estimate cost of \$125000.

## 8.0 Preliminary Cost Estimates/Appreciation.

All cost estimates have been prepared by David Evans Snr Project Manager Leeuwin Civil using the Schedule of Rates from Contract 3/17 Repair and Reinstatement Shire Of Narembeen Road AGRN743. Leeuwin Civil are the Contractors for this Contract.

The contribution of Tony Humphries from MRWA Wheatbelt Region is acknowledged and appreciated.



## 9.0 Attachments

### 9.1 Attachment 1



## 9.2 Attachment 2





### 9.3 Attachment 3

#### WANDRRA EVENT AGRN 743 NAREEMBEEN

#### VARIATION 001 Repair or Replacement of RCBC and Guardrail

##### Repair Scope Option One Repair

As per site inspection and photographs, erect and maintain traffic lights including after care, remove all eroded parts and remove to tip, concrete grout and epoxy into current rusted components. Supply new Components to extend the eroded parts and set against old existing structures, allow blue metal bed for RCBC's and Culvert, supply and install in situ concrete wing walls as per previous fallen down ones, back fill verge with either cement stabilised material or gravel and install guardrail as per existing. This work to be replicated for both sides and then make good silt at either side of culvert once complete. Please note a lot of this will have to be provisional sums as we do not have rates and prices for some of these items and at cost plus 10% for materials etc. Allowance of 4 weeks for this work

Item	Description	Rate	Hours	Total	Comments
1	Excavator	\$ 160.00	100.00	\$ 16,000.00	Budget Estimate
2	Semi Trailer	\$ 115.00	50.00	\$ 5,750.00	Budget Estimate
3	Labour	\$ 55.00	100.00	\$ 5,500.00	allow 1 for 2 weeks
4	Skilled Concrete Labour	\$ 84.00	300.00	\$ 25,200.00	allow 2 for 3 weeks
5	New sections of RCBC allowing 2 sections either side	\$ 1,908.50	4.00	\$ 7,634.00	allows for 10% mark up on suppliers price
5a	Delivery	\$ 2,000.00	1.00	\$ 2,000.00	Budget Estimate
6	Blue Metal Bed	\$ 1,100.00	1.00	\$ 1,100.00	Budget Estimate
7	Pump small for dewatering ( if needed)	\$ 500.00	1.00	\$ 500.00	
8	Supervisor with vehicle	\$ 110.00	150.00	\$ 16,500.00	allow stand alone supervisor 3 weeks
9	Traffic Lights/week	\$ 1,200.00	4.00	\$ 4,800.00	Allow 3 weeks for work to be done
9a	Sign and Legs/week	\$ 208.00	4.00	\$ 832.00	allowed 8 signs
10	Positrac	\$ 115.00	100.00	\$ 11,500.00	
11	8t Excavator	\$ 130.00	100.00	\$ 13,000.00	
12	Guardrail allow only 6m as what is there now	\$ 5,720.00	1.00	\$ 5,720.00	Safety Barriers WA
13	Concrete and post holes for guardrail	\$ 2,500.00	1.00	\$ 2,500.00	Budget Estimate
14	Concrete for Wing Walls and Reinforcement	\$ 5,000.00	1.00	\$ 5,000.00	Budget Estimate
				<b>\$ 123,536.00</b>	



## 9.4 Attachment 4

### Remove and Replace Scope Option Two

As per site inspection and photographs, erect and maintain traffic lights including after care, remove all eroded parts and remove to tip. Close one half of road and remove all associated culverts, replace with new culverts, wing walls, back fill compact re instate road and seal and wing walls. Carry out same to other carriageway. Allowance of 3 weeks for this work

Item	Description	Rate	Hours	Total	Comments
1	Excavator	\$ 145.00	100.00	\$ 14,500.00	Budget Estimate
2	Semi Trailer	\$ 150.00	50.00	\$ 7,500.00	Budget Estimate
3	Labour	\$ 55.00	200.00	\$ 11,000.00	allow 2 for 2 weeks
4	Skilled Drainer	\$ 84.00	100.00	\$ 8,400.00	allow 1 for 2 weeks
5	Skilled Concrete Labour	\$ 84.00	100.00	\$ 8,400.00	allow 2 for 1 week
6	Two new sections of RCBC allowing 12*1.2m two RCBC and 14.4m RRU Pipe culvert	\$ 1,995.25	24.00	\$ 47,886.00	allows for 10% mark up on suppliers price
7	Delivery	\$ 3,800.00	1.00	\$ 3,800.00	Budget Estimate
8	Blue Metal Bed	\$ 2,000.00	1.00	\$ 2,000.00	Budget Estimate
9	Pump small for dewatering (if needed)	\$ 1,500.00	1.00	\$ 1,500.00	
10	Supervisor with vehicle	\$ 110.00	150.00	\$ 16,500.00	allow stand alone supervisor 3 weeks
11	Traffic Lights/week	\$ 1,200.00	3.00	\$ 3,600.00	Allow 3 weeks for work to be done
12	Sign and Legs/week	\$ 208.00	3.00	\$ 624.00	allowed 8 signs
13	Positrac	\$ 115.00	100.00	\$ 11,500.00	
14	8t Excavator	\$ 130.00	100.00	\$ 13,000.00	
15	Guardrail allowing as current MRWA standards 12 m either side 2 * X350 or ET2000 and 2 trailing terminals	\$ 24,156.00	1.00	\$ 24,156.00	Safety Barriers WA
16	Concrete and post holes for guardrail	\$ 2,500.00	1.00	\$ 2,500.00	Budget Estimate
17	Roller Vib	\$ 110.00	30.00	\$ 3,300.00	
18	Roller Multi Tyre	\$ 110.00	20.00	\$ 2,200.00	
19	Grader	\$ 170.00	10.00	\$ 1,700.00	
20	Seal	\$ 3,000.00	1.00	\$ 3,000.00	Budget Estimate
21	Concrete for Wing Walls and Reinforcement	\$ 5,000.00	1.00	\$ 5,000.00	Budget Estimate
22				\$ -	
23				\$ -	
				\$ 192,066.00	

## 9.5 Attachment 5

Hi Kim,

As discussed, after looking at these photographs this culvert is in very poor condition.

This method of construction is 40 to 50+ years old given the box units are inverted and have lids on the top plus no apron slab either upstream or downstream.

The units undamaged by the flood event show significant delamination and spalling – particularly the lids.

Options:

- Option One Repair:
  - Reinstatement of Box Culverts and Pipes units as per existing structure arrangement is possible.
  - The construction method is not in keeping with Main Roads recommended practices.
  - This also does not address the condition of the existing units and the Shire would need to replace these units at some point in the future.
- Option Repair Alternative:
  - Install a sleeve to the box and pipe units and then grout the voids between the sleeve and the concrete units.
    - Main Roads used this supplier recently on a job on Albany Hwy when extending a culvert: <https://www.interflow.com.au/capabilities/expandable-150-1200mm/> the solution we used was "interlock" but seems to be similar to "expandable."
  - Construct cast in situ headwalls.
    - Apron slabs are recommended to stop the undermining of the structure, but this may be considered an improvement or betterment.
  - This will address the flood damage plus maintain the integrity of the existing culvert barrels.
- Option Two Remove and Replace:
  - Reinstatement of Box Culverts and Pipes as per existing structure arrangement.
  - The construction method is not in keeping with Main Roads recommended practices.
- Option Remove and Replace Alternative:
  - A) Demolish the existing culvert; cast a base slab including apron slabs and install the box units either box – link slab – box or box – box – box; this is referred to as a 3 Barrel box culvert; cast headwalls and then reinstate road and install guardrailling.

OR

  - B) Demolish the existing culvert and install a 3 barrel pipe culvert instead. Thus no need to cast a base slab to sit the boxes on. Pipes can be concrete or as this is a saline environment HDPE pipes may be a better alternative.
  - Standard drawings are available to Box culverts up to 1200x 1200 and Pipe culverts up to 1500dia on the Main Roads website here:
    - [https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/MainRoadsDrawings/Pages/Standard\\_Contract\\_Drawings.aspx](https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/MainRoadsDrawings/Pages/Standard_Contract_Drawings.aspx)
    - Look under Culverts – Box and or Culverts - Pipe

I've read and re read the WANDRRA terms as this is all new to me. I see 2 key issues:

1. Restoration or replacement .... to restore the asset to the equivalent of its pre- disaster standard, in accordance with current building and engineering standards.
  - o So the existing structure is a 3 barrel culvert (be it 2 boxes and a pipe), replaced with a new 3 barrel culvert either box or pipes configuration.
2. Condition of the existing asset prior to the WANDRRA event, in order to claim eligible costs the Shire must be able to demonstrate and provide supporting evidence that the damage was a result of the event.
  - o The damage in the first photograph that shows the loss and or collapse of the box and pipe units – this is a possible given if there is supporting evidence. Google aerial images can possibly show no loss of road width.
  - o The spalling link slabs in the second photograph and the large horizontal crack in the first photograph - could be argued that this is condition of the culvert pre the event.
    - Has the Shire undertaken any recent inspections of their culverts? If not this second photo could be used to say that the other headwall was in a similar condition prior to the event.
    - I'm currently working another Shire with similar issue "to demonstrate and provide supporting evidence" pre the damage.

Please call if you have any questions.

Regards,

Tony

**Anthony Humphreys**

ASSET MANAGER STRUCTURES

Central and Northern Regions - Wheatbelt and Goldfields Esperance Regions

**p:** +61 9881 0541 | **m:** +61 0408 955908

**w:** [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)



**mainroads**  
WESTERN AUSTRALIA



## 9.6 Attachment 6

WANDRRA EVENT AGRN 743 NAREEMBEEN

VARIATION 001 Repair or Replacement of RCBC and Guardrail

### Repair Scope Option One Repair

As per site inspection and photographs, erect and maintain traffic lights including after care, remove all eroded parts and remove to tip, concrete grout and epoxy into current rusted components. Supply new Components to extend the eroded parts and set against old existing structures, allow blue metal bed for RCBC's and Culvert, supply and install in situ concrete wing walls as per previous fallen down ones, back fill verge with either cement stabilised material or gravel and install guardrail as per existing. This work to be replicated for both sides and then make good silt at either side of culvert once complete. Please note a lot of this will have to be provisional sums as we do not have rates and prices for some of these items and at cost plus 10% for materials etc. Allowance of 4 weeks for this work

Item	Description	Rate	Hours	Total	Comments
1	Excavator	\$ 160.00	100.00	\$ 16,000.00	Budget Estimate
2	Semi Trailer	\$ 115.00	50.00	\$ 5,750.00	Budget Estimate
3	Labour	\$ 55.00	100.00	\$ 5,500.00	allow 1 for 2 weeks
4	Skilled Concrete Labour	\$ 84.00	300.00	\$ 25,200.00	allow 2 for 3 weeks
5	New sections of RCBC allowing 2 sections either side	\$ 1,908.50	4.00	\$ 7,634.00	allows for 10% mark up on suppliers price
5a	Delivery	\$ 2,000.00	1.00	\$ 2,000.00	Budget Estimate
6	Blue Metal Bed	\$ 1,100.00	1.00	\$ 1,100.00	Budget Estimate
7	Pump small for dewatering ( if needed)	\$ 500.00	1.00	\$ 500.00	
8	Supervisor with vehicle	\$ 110.00	150.00	\$ 16,500.00	allow stand alone supervisor 3 weeks
9	Traffic Lights:week	\$ 1,200.00	4.00	\$ 4,800.00	Allow 3 weeks for work to be done
9a	Sign and Legs:week	\$ 208.00	4.00	\$ 832.00	allowed 8 signs
10	Positrac	\$ 115.00	100.00	\$ 11,500.00	
11	8t Excavator	\$ 130.00	100.00	\$ 13,000.00	
12	Guardrail allow only 6m as what is there now	\$ 5,720.00	1.00	\$ 5,720.00	Safety Barriers WA
13	Concrete and post holes for guardrail	\$ 2,500.00	1.00	\$ 2,500.00	Budget Estimate
14	Concrete for Wing Walls and Reinforcement	\$ 5,000.00	1.00	\$ 5,000.00	Budget Estimate
				\$ 123,536.00	



## 9.7 Attachment 7

WANDRRA EVENT AGRN 743 NAREMBEEN

VARIATION 001 Revisions 1 Replacement of RCBC with 1200mm diameter SN8 Corrugated HDPE Pipe and Guardrail

Remove and Replace Scope Option with HDPE Pipe from Enviropipes

As per site inspection and photographs, erect and maintain traffic lights including after care, remove all eroded parts and remove to tip. Close one half of road and remove all associated culverts, replace with new culverts, wing walls, back fill compact re instate road and seal and wing walls. Carry out same to other carriageway. Allowance of 2 weeks for this work

Item	Description	Rate	Hours	Total	Comments
1	Excavator	\$ 160.00	50.00	\$ 8,000.00	Budget Estimate
2	Semi Trailer	\$ 150.00	50.00	\$ 7,500.00	Budget Estimate
3	Labour	\$ 55.00	100.00	\$ 5,500.00	allow 2 for 1 week
4	Skilled Drainer	\$ 84.00	50.00	\$ 4,200.00	allow 1 for 1 week
5	Skilled Concrete Labour	\$ 84.00	100.00	\$ 8,400.00	allow 2 for 1 week
6	3 Barrels of 12m long 1200mm diameter HDPE SN8 corrugated pipe from enviropipes	\$ 2,772.00	6.00	\$ 16,632.00	allows for 10% mark up on suppliers price
7	Delivery	\$ 2,000.00	1.00	\$ 2,000.00	Budget Estimate
8	Blue Metal Bed	\$ 2,000.00	1.00	\$ 2,000.00	Budget Estimate
9	Pump small for dewatering ( if needed)	\$ 1,500.00	1.00	\$ 1,500.00	
10	Supervisor with vehicle	\$ 110.00	100.00	\$ 11,000.00	allow stand alone supervisor 2 weeks
11	Traffic Lights week	\$ 1,200.00	2.00	\$ 2,400.00	Allow 2 weeks for work to be done
12	Sign and Legs week	\$ 208.00	2.00	\$ 416.00	allowed 8 signs
13	Positrac	\$ 115.00	50.00	\$ 5,750.00	
14	8t Excavator	\$ 130.00	50.00	\$ 6,500.00	
15	Guardrail allowing as current MRWA standards 12 m either side 2 * X350 or ET2000 and 2 trailing terminals	\$ 24,156.00	1.00	\$ 24,156.00	Safety Barriers WA
16	Concrete and post holes for guardrail	\$ 2,500.00	1.00	\$ 2,500.00	Budget Estimate
17	Roller Vib	\$ 110.00	30.00	\$ 3,300.00	
18	Roller Multi Tyre	\$ 110.00	20.00	\$ 2,200.00	
19	Grader	\$ 170.00	10.00	\$ 1,700.00	
20	Seal	\$ 3,000.00	1.00	\$ 3,000.00	Budget Estimate
21	Concrete for Wing Walls and Reinforcement	\$ 5,000.00	1.00	\$ 5,000.00	Budget Estimate
22				\$ -	
23				\$ -	
				\$ 123,654.00	

# **RoeROC**

*Roe Regional Organisation of Councils  
Corrigin – Kondinin – Kulin - Narembeen*

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## **COUNCIL AGENDA**

**Shire of Kulin  
Council Chambers  
Thursday 20<sup>th</sup> September 2018**

**12.30pm – Light Lunch  
Presentation – WALGA – Environmental Planning  
Tool**

**1.30pm – RoeROC Meeting**

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## 1. Opening and Announcements

RoeROC Chair, Cr West will open the meeting.

## 2. Record of Attendance

Cr Barry West	President & Chair, Shire of Kulin
Cr Lynette Baker	President, Shire of Corrigin
Cr Sue Meeking	President, Shire of Kondinin
Cr Rhonda Cole	President Shire of Narembeen
Natalie Manton	CEO, Shire of Corrigin
Mia Dohnt	CEO, Shire of Kondinin
Noel Mason	CEO, Shire of Kulin
Chris Jackson	CEO, Shire of Narembeen
Nicole Thompson	Executive Support Officer (Minutes)
Lauren Pittman	Roe Health EHO
Will Pearce	Roe Health EHO

## 3. Apologies

## 4. Guests

Renata Zelinova, Business Development Officer (Environmental Planning Tool)| WALGA for **lunchtime** presentation of EPT.

## 5. Minutes of Meetings

### RoeROC Council Meeting – 21<sup>st</sup> June 2018

#### COMMENT:

Minutes of the RoeROC Meeting held 21<sup>st</sup> June 2018 are attached.

#### RESOLUTION

That the Minutes of the RoeROC Meeting held on 21<sup>st</sup> June 2018 be confirmed as a true and correct record.

## Business Arising from the Minutes

## 6. Presentations



## 7. Matters for Decision

### 7.1 Finances – presented by Shire of Corrigin

Council to be presented with the Financial Report.

### 7.2 Waste Management – Recycling – WALGA Recycling Market Update Attachment 1

The current market conditions for recyclable materials has deteriorated further since RoeROC made a decision to exclude glass in March 2018. We remain well positioned to achieve low percentages of contaminants; current re-education efforts should result in better recycling performance.

The efforts of WALGA will support our local re-education push.

### 7.3 Bending Tip – Development of new trench

To be dug to the right side of this photo (Asbestos pit) that is now 50% used from just short of the vehicles to where photo was taken from.





Reverse angle from vehicles.



From asbestos pit back down to where currently working with waste approx. 2-3m above ground level. If we fill a trench to approx. 1m above ground level here – and work to level it will fill to approx. height were compactor can be seen working now. Would get a multiple series of trenches downhill to the existing workings. Avon Waste has agreed to shift the windblown litter netting to surround this working.







### **Some staff work – and others just talk!**

The general consensus was that setting up now would see this position at the tip last for 5+ years before a new shift was needed.

In discussion with the Corrigin CEO, Natalie Manton, sufficient funding in the Bending account exists to cover the cost of the initial trench (which would last approx. 12 months) and to pay for the items we had planned to do this year – water tank, gravel on driveway etc. No additional funding is needed at this point.

### **7.4 Environmental Health – Will Pearce/Lauren Pittman**

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## **8. Other Matters**

### **8.1 2018 Meeting Dates**

Next Meeting 15<sup>th</sup> November 2018

### **8.2 Visitor/Guest next meeting – Rural Health West – Update on Supporting Rural Shires program**

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## **9. Closure**



# Information Session Outcomes

## Recycling Market Update and Consistent Communications



August 2018

### BACKGROUND

In July 2017, the People's Republic of China informed the World Trade Organisation that it would ban imports of scrap plastic, mixed paper, textiles, certain metal recycling residues and all unsorted waste by the end of 2017. This Program, called National Sword, is designed to protect the environment and improve public health and follows on from Operation Green Fence, launched in 2013. On 1 January 2018, China banned the import of 24 waste grades of plastic scrap and recovered paper. Post-consumer plastic and mixed paper grades, which have contamination levels of greater than 0.5%, are banned from import into China. This has impacted on the other South East Asian markets (Vietnam, Malaysia and Thailand) for these products as abundant supply has decreased the commodity price. The restrictions in China have impacted the recycling supply chain in the USA, Europe and Japan as well as Australia.

#### *Market Update*

Domestic commodity prices for OCC (Old Corrugated Cardboard) and ONP (Old News Print) have significantly reduced and mixed paper and plastic prices have collapsed due to oversupply and contamination. The markets that WA is currently selling into are at increased sovereign risk (risk of change of Government policy). Major import problems have surfaced over the past few weeks in the principal markets in Southeast Asia including Thailand, Vietnam and Malaysia. The significant inflow of plastic scrap shipments to these countries, after the market shift from China, has far exceeded the permitted import volumes and the operation capacities of their main ports. On 24 June, an order was issued by the Department of Industrial Works (DIW) prohibiting imports of e-waste and plastic waste into Thailand, which became effective immediately. In Kuala Lumpur, the Housing and Local Government Ministry has revoked the approved permits for the importation of the HS Code 3915 plastic waste (mixed plastic) for three months, of 114 companies and factories nationwide. This was announced 24 July 2018 with no warning. The Indonesian Government halted all plastic imports from 2 August 2018, with no warning.

The market uncertainty and changing dynamics has had an impact in WA. It has led to higher processing cost to quality sort at all Material Recovery Facilities (MRF). The MRF's have slowed down production, to allow those sorting the recycling more time to pull out contamination, such as flexible plastic. This increases labour costs and reduces the amount of recycling that can be processed every hour, but is essential to ensure low contamination levels so there is still a market for the product. There are also additional costs associated with disposal of contamination and unrecyclable products. Disposal costs include the State Government's increased Landfill Levy charge.

#### *State Government Waste Taskforce*

The Government established a Taskforce to look at the issues following China Sword, including approaches to reduce contamination and build local processing capacity. On the Waste Taskforce are representatives from Local Government, the waste industry and community. All parties are advocating to the State Government to fund evidence based behaviour change campaigns to reduce contamination in the recycling bin. The Waste Taskforce will be holding two workshops in the coming months to look at what other jurisdictions are doing to address this issue, what the priority materials are for action, what communication approaches are required and contracting opportunities.

WALGA, working with the waste industry, held two information sessions on Friday 24 August. The information in this document is summary of the presentation and discussions at the sessions.

### CONTACTS

T: (08) 9213 2000 [www.walga.asn.au](http://www.walga.asn.au)



### Australian Packaging Covenant Organisation / Meeting of Environment Ministers

At the Meeting of Environment Ministers in April 2018, where there was a strong focus on packaging waste and the impact that China's National Sword initiative was having on recycling in Australia. One of the actions the Ministers agreed was to:

- Reduce the amount of waste generated and make it easier for products to be recycled. Ministers endorsed a target of 100 percent of Australian packaging being recyclable, compostable or reusable by 2025 or earlier. Governments will work with the Australian Packaging Covenant Organisation (APCO), representing over 900 leading companies, to deliver this target. Ministers endorsed the development of targets for the use of recycled content in packaging, and this will be closely monitored.

APCO has released a [Discussion Paper](#) seeking feedback on Targets and proposed definitions of terminology like recyclable and compostable. Feedback is due by 31 August. WALGA's Submission on the Discussion Paper is available from the [WasteNet website](#).

## CONTAMINATION

Despite a much higher awareness of recycling issues, contamination of kerbside recycling is still a significant issue. Historical levels for contamination were about 8%, now 15 – 20% of recycling collected is contamination, the reasons for this could include:

- Changes to packaging, increase in composite packaging and single use plastics which are not readily recyclable through the kerbside system
- Until recently, less focus on behaviour change and education by State and Local Government
- Changes to markets, meaning material that was once accepted in recycling exports, now isn't.

Figure 1 show the content of an average recycling bin. Materials which have more limited markets are mixed paper and mixed plastics.

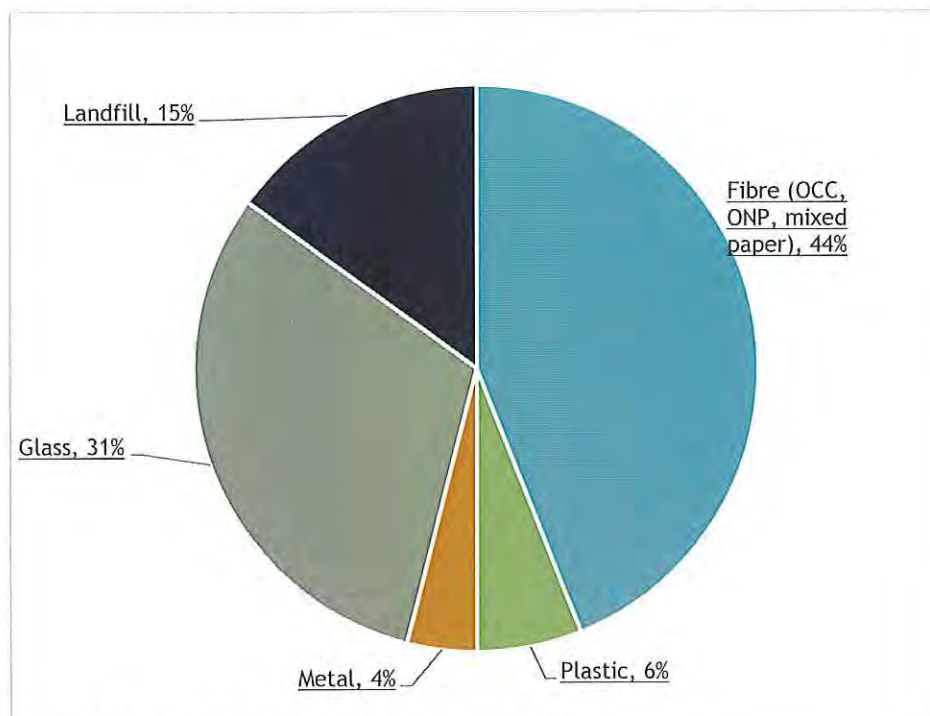


Figure 1: Average content of a Recycling bin

There are a range of different materials which cause problems when put in a recycling bin, these issues can be because the material affects processing, safety or quality.

## CONTACTS

## Types of Contamination

### Affects Processing



Strapping



Clothing



Rope / cable / hose

### Affects Safety



Hazardous wastes and Aerosols



Nappies



Batteries



Needles and syringes

### Affects Quality



Flexible plastics



Food / food contaminated materials



shredded paper

The following pictures were provided by different material recovery facility operators and show a variety of contamination.

400 soiled disposable nappies per day from the yellow bin at SMRC  
 Biological hazard, difficult & expensive to remove and if present in baled export  
 product the whole shipment is banned at the destination country.



## CONTACTS



Pictured is the initial glass stream from a MRF, it is contaminated with bottle tops, straws, plastic cutlery, shredded paper and even syringes. All of this material has to be rescreened before the glass can be sent for reuse.



General contamination in the recycling bin can include bagged materials, flexible plastics, green waste, textiles and food.



## CONTACTS



Material from MRFs is inspected here in Australia. The following picture show the inspection of a cardboard bale at one of the MRFs in Perth by CCIC, who are the Chinese Certification and Inspection Group.



## CONSISTENT COMMUNICATIONS

As participants in the WA Waste Taskforce, and in conjunction with WALGA's initiatives, industry are supportive of government strategies to reduce contamination in recyclables streams, including clear and consistent messages in education campaigns. The following is the consistent messaging that has been agreed, and that Local Governments are encouraged to implement this messaging as soon as practicable.



### DO NOT include in the Yellow lid Recycling Bin

- Material in bags (any recyclable material should be placed loose in the bin)
- Plastic bags and light plastic film
- Nappies
- Clothes or other textiles
- Garden waste and food waste
- Gas bottles
- Ropes, cables and garden hose pipes

If in doubt, leave it out and contact your Local Government, or visit Recycle Right, to find out where it goes

This can also be summarised by:

**YES** Plastic, Steel, ~~Aluminium~~ and Aluminium containers, Paper and Cardboard

**NO** Plastic Bags, Food, Garden Material, Textiles, Aerosols or Batteries

## CONTACTS



## DETAILED INFORMATION ON RECYCLING

Many attendees to the information sessions had specific questions about why different material types could not be recycled through the kerbside bin. It is important for this information to be clearly presented as it can be used to provide information to the community about why certain messages have changed and why behaviour needs to change.

Specific materials which had questions about them included:

- Aerosols – although the instructions on current education materials say that aerosols should be put in the recycling bins empty, many aren't. Aerosols have caused 5 small explosions in the compactor of one of the MRF Operators over the last year. There is also the concern that people are putting all types of aerosol into the recycling bin, including butane canisters which are potentially extremely hazardous. Therefore it is recommended that people do not put their aerosols in the recycling bin, instead they take them to one of the 13 Household Hazardous Waste facilities throughout WA.
- Coffee cups – although a similar material to milk cartons, coffee cups are not recyclable through kerbside because of their shape (they would not be sorted by the sorting screen) also these materials would represent a contaminate in the cardboard stream.
- UHT Milk containers – if silver lined, are not recyclable through the kerbside system. These materials are composite packaging. Normal milk cartons which do not have a silver lining are acceptable in the kerbside recycling bin.
- Take away food containers – yes if they're clean.
- Meat trays – no, currently it is too confusing to know what the material is therefore if it is or is not recyclable.
- Tops on or off containers – ensure they are empty, need to be the same type of plastic if going to put them inside the bottle, just end up as contamination if they are in the recycling bin as too small to be collected.
- Plastic containers 1 – 7, all are recyclable. What isn't recyclable is flexible plastic or polystyrene.
- Shredded paper – should not be in the recycling bin, the shredded paper is too small to be captured and it contaminates the glass stream.

## OTHER QUESTIONS

*Will diversion rates drop as a result of this change in what is allowed in the recycling bin?*

Potentially diversion rates will change, but if there is less contamination in the recycling bin that will mean higher recycling rates. Currently about 15 – 20% of what is in the recycling bin is contamination. If this material was either put in the waste bin, or recycled in another way, then it would change the overall diversion rate. It should also be noted that currently contamination in the recycling bin is effectively being paid for twice – once when it collected and sorted through the recycling system, then again when it landfilled. A better outcome is that non-recyclable material goes to landfill.

*The timing of the announcement regarding consistency is after Local Government budgets have been set and education materials (calendars) distributed for the year. There's now conflicting advice on what is recyclable. How's the new messaging going to work?*

Unfortunately the timing has been dictated by the change in market conditions, and it is acknowledged that the timing does not fit into Local Government budget cycles. This is a long term issue and education material will need to change progressively over time. All MRF operators will provide updated education material for their customers. This is an opportunity to further engage the community, there has been very positive engagement with ABC, and other media for example 200,000 people viewed the [ABC video](#) on what to put in your recycling bin. There are also opportunities to leverage Local Government community connections to amplify the message.

*If the messages surrounding soft plastics and polystyrene are to change, what do we do with these products now?*

Soft plastics & polystyrene are contamination in the recyclable products – these materials end up in the baled cardboard and paper bales, previously markets accepted this material but not anymore. These material are

## CONTACTS



recyclable, like lots of other things, but not through the kerbside system, it is suggested that the community take back to retailers – or if possible – avoid purchasing these products.

WALGA also encourages Local Government to write to packaging companies and Environment Ministers (State and Federal) to strongly encourage them in the phase out of flexible plastics and non-recyclable products as a matter of urgency.

*Are all of the MRF's using consistent methods to audit incoming loads, from different Local Governments, for contamination?*

Yes, the MRFs are using a similar methodology to audit Local Government recycling.

## WHERE TO FROM HERE

There are immediate, medium and long term actions needed by a range of stakeholders to address this issue. In the short term:

- This matter has been referred to the Municipal Waste Advisory Council to determine how WALGA can further assist Local Government – it was strongly suggested that WALGA, working with Local and State Government and MRF Operators, should coordinate a collective launch for the change of messaging.
- MRF Operators will continue to update their resources
- Waste Taskforce, workshop on support measures used in other states and priority materials, and communication
- WALGA continue advocacy on changing packaging to be recyclable and clearly labelled, via the Australian Packaging Covenant Organisation
- Local Governments, to discuss further with their MRF operators and update communication materials as soon as practicable
- Local Governments put in Expression of Interest for [WALGA Bin Tagging Program](#)
- MRF Operators and WALGA, keep Local Government up to date on market issues.

In the medium to longer term:

- Manufacturers need to take responsibility for their products throughout the whole life cycle and not just leave it to Local Government and industry to clean up the mess
- State Government has a leadership role to play as it requires a long term view and investment in market and infrastructure development to create sustainable local manufacturing using recycled materials. Government also needs to embed sustainable procurement in its own departments.
- Local Government need to educate the community and encourage correct separation of waste at the household.
- MRF Operators continue to work with Local Government and other stakeholder to reduce contamination and ensure markets for materials collected.
- The community need to play their part and put the right thing in the right bin.

## CONTACTS



Government of Western Australia  
Department of Fire & Emergency Services



Our Ref: 02124 - 18/119759  
Your Ref:

Mr Chris Jackson  
Chief Executive Officer  
Shire of Narembeen  
1 Longhurst Street  
NAREMBEEN WA 6369

Dear Mr Jackson

Thank you for your letter dated 24 July 2018 regarding the formation of a new Volunteer Fire and Emergency Service and concerns over the removal of a bushfire appliance from the Narembeen Bushfire Brigade.

The Department of Fire and Emergency Services (DFES) recognises the significant growth that has occurred in many parts of the state in recent times, and it is committed to improving service delivery particularly in regional areas.

As part of its strategic planning process, DFES has identified an evolving need for structural firefighting, road crash rescue and a natural hazards capability in the Shire of Narembeen. The time frame for the delivery of this capability is dependent upon future development in the area, operational priorities and available funding.

DFES supports the Shire of Narembeen and Brigade request to transition to a Volunteer Fire and Emergency Services brigade. In supporting this request DFES does not intend to remove any existing bushfire fighting appliance, but to propose a solution that will upgrade an existing fire appliance to meet the evolving needs of the community around response to structure fires incidents with the additional provision of a road crash rescue trailer.

I appreciate you writing to me on this important matter and should you require further information, Mr Antony Sadler (Acting Superintendent Goldfields Midlands Region) is available on 0417 175 497 or via email on [antony.sadler@dfes.wa.gov.au](mailto:antony.sadler@dfes.wa.gov.au).

Yours sincerely

**DARREN KLEMM AFSM  
COMMISSIONER**

10 September 2018

## AGENDA ITEM: 8.4.2 - Grain Discovery Centre & Roadhouse

<b>Subject:</b>	Grain Discovery Centre & Roadhouse
<b>Applicant:</b>	Chris Jackson
<b>File Ref:</b>	ADM591
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	10 <sup>th</sup> September 2018
<b>Attachments:</b>	Nil

### SUMMARY

Council to approve **not proceeding** with an agreement with Go Narembeen Association (Inc) for lease of the Grain Discovery Centre.

### BACKGROUND

Council on the 20<sup>th</sup> May 2015 resolved as follows:-

That Council:-

1. Reaffirm that the Shire of Narembeen will dispose of Lot 2 on Diagram 13892 Currall Street (C/T 1113/655) as a gift to Go Narembeen Association Inc. in accordance with the Local Government Functions & General Regulations Dispositions of property excluded from Act s. 3.58 Section 30 (1) (b).
2. Approve the Contract of Sale as presented.
3. Approve 'Annexure A' Special Conditions of Sale as presented.
4. Approve the Caveat as presented.
5. **Enter into a long term lease with Go Narembeen Association Inc. for the continued operation of the Grain Discovery Centre.**

Council on the 15<sup>th</sup> February 2017 discussed a draft lease arrangement but resolved that the matter lay on the table as the draft agreement had a number of changes required.

### COMMENT

The intent of the lease agreement between Go Narembeen and the Shire of Narembeen was to provide the parameters for how the Grain Discovery Centre would be managed into the future. The lease prefaced the fact that whilst the Shire had sold its section of the land to Go Narembeen, the Shire would still control the management of the Grain Discovery Centre. This in fact is not how the centre has been managed in the past and it is certainly not how it would be run in the future. The Grain Discovery Centre will continue to be the responsibility of Go Narembeen and as such the lease is now not considered to be required.

I believe that this confusion has come about because of the legal complexities of the land transaction between the Shire and Go Narembeen which commenced back in 2014. The land transfer is now complete and the caveat has been lodged against the property to protect the Shires interest in the Grain Discovery Centre. No further action is required on this matter.

### CONSULTATION

Civic Legal

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

The Grain Discovery Centre is a community asset.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Not proceed with Point 5 of Motion MIN 5944/15 20<sup>th</sup> May 2015 "That Council enter into a long term lease with Go Narembeen Association Inc. for the continued operation of the Grain Discovery Centre."

Reason:

It is considered that the lease agreement is not required as part of the land transaction and ongoing operations of the Grain Discovery Centre and that Councils interest is suitably protected by the Caveat that is lodged against the property.

2. Advise Go Narembeen Association Inc. that a lease agreement is now not considered to be required as part of the property transfer and that no further action will be required.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION - Moved Cr.**

**2nd Cr.**

**CARRIED /**



## AGENDA ITEM: 8.4.3 - Apex Park Public Toilet

<b>Subject:</b>	Apex Park Public Toilet
<b>Applicant:</b>	Chris Jackson
<b>File Ref:</b>	ADM
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	11 <sup>th</sup> September 2018
<b>Attachments:</b>	Photographs

### SUMMARY

Council to consider options for future upgrade or redevelopment of the Apex Park Public Toilets, an important Narembeen townsite asset.

### BACKGROUND

The Apex Park Public Toilet is considered to be the Shires main public toilet located in Currall Street that is available for locals and tourists visiting the town.

This 60 year old building was originally erected by the Narembeen Road Board in conjunction with the Narembeen Sports Council and officially opened by Mr AW Latham JP on October 5<sup>th</sup> 1958.

### COMMENT

This public toilet is well used and given its location needs to present as a clean and modern facility. The building has only undergone minimal maintenance in recent years and it has now come to the stage where significant work is required on this very tired old building. The standard of public toilets in towns like Narembeen is normally a sign that as a community we care and this is extremely important when it comes to tourism. Unfortunately this toilet facility now does not reflect well on Narembeen and needs to be upgraded or redeveloped.

Some of the issues include:

- The timber fascia and gutters are both rotten and need replacing.
- The ceilings need to be replaced with much of it in a poor condition and the material is asbestos.
- The wall and floor tiling has severe cracking and needs replacing.
- The tiled ridge capping on the roof needs to be re pointed.
- Concrete floor and footings: This is a major concern as all the concrete has lost its integrity so the entire building in areas is sinking and now that it has started cannot be repaired. Any new works carried out on the existing building will just re-offend in the same areas.

The Building Supervisor has stated that *"It is of my professional opinion that the building be demolished. I personally would go away from such a big toilet block and invest the money on the surrounding area."*

Given that no allocation has been made in the 2018/2019 budget and subject to Council consideration it is recommended that staff further investigate redevelopment options for the Apex Park site.

## **CONSULTATION**

Building Supervisor  
Executive Manager Corporate Services

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The 2018/2019 budget only includes a minimum maintenance allocation.

Dependant on the level of works that could be undertaken on the existing building these costs could range in the order of \$30,000 to \$100,000. Other options that may include redevelopment or replacement would need to be investigated.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

GOAL 1: Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry

1.7 Shire assets are prepared for commercial and population increases

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Approve for staff to undertake an investigation into the possible future redevelopment of the Apex Park public toilets with options to be considered to include a fully costed upgrade and or replacement of the existing building.
2. Requires that the Apex Park Public Toilets Redevelopment report be presented to Council no later than the 19 December 2018.
3. Will give consideration to making an allocation to this project as part of the February 2019 budget review.

## **COUNCIL RESOLUTION**

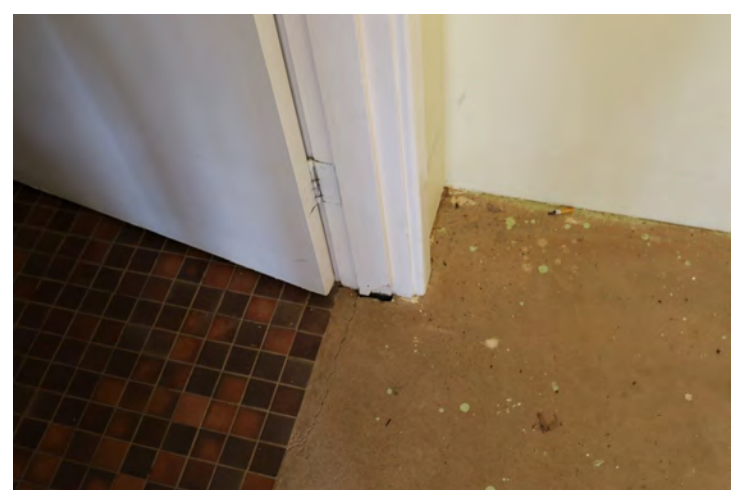
**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

# APEX PARK PUBLIC TOILET





## AGENDA ITEM: 8.4.4 - Request for call of Machinery Tenders

<b>Subject:</b>	Request for Call of Tenders
<b>Applicant:</b>	Chris Jackson
<b>File Ref:</b>	ADM053
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole, Arthur Cousins & Chris Jackson
<b>Date:</b>	4 <sup>th</sup> September 2018
<b>Attachments:</b>	Tender Specifications

### SUMMARY

Council approval is sought for proceeding to tender for the purchase and trade of the following plant & equipment:

- Grader to replace NB880 Grader
- Prime Mover Truck to replace NB109 and NB6789 (Mitsubishi & DAF Semi's)
- Canter Truck to replace NB56 Canter Truck

### BACKGROUND

The 2018/2019 budget includes provision for the purchase of a new grader, a prime mover and trailer and canter truck with trades also budgeted for on all purchases.

### COMMENT

Specifications and required information for the Grader and Prime Mover Truck/Trailer replacements are attached. Details of the Canter Truck replacement will follow. Brief details are as follows.

#### **Motor Grader Tender 02/2018**

Tenders are invited for the supply and delivery of one (1) current model Motor Grader. Tenders shall include any optional extras that contribute to the increased efficiency and improved performance of the machine in Councils working environment. Tenderers shall provide all specified information including service backup by agreement in regards to time and cost of parts and service provision.

The grader is to have an engine capacity with a minimum 100kw in all gears diesel, a ROPS cab, a blade to suit a 14 foot mouldboard (14ft x 24inch with bolt on cutting edge wear plates and cutting blade), rear rippers/scarifiers and front push block counterweight and a spare wheel carrier.

#### **Prime Mover with Tri Axle Side Tipping Trailer Tender 03/2018**

Tenders are invited for the supply and delivery of one (1) current model 6x4 Prime Mover with a 22 M<sup>3</sup> Tri Axle Side Tipping Trailer. Tenders shall include any optional extras that contribute to the increased efficiency and improved performance of the machine in Councils working environment. Tenderers shall provide all specified information including service backup by agreement in regards to time and cost of parts and service provision.

The prime mover is to have an engine capacity above 450 horse power and synchronised transmission gearbox. The trailer is to have a volume capacity of 22 cubic metres and a 50mm ring feeder.

### **Small Truck Tender 04/2018**

Tenders are invited for the supply and delivery of one (1) current model small truck to replace an existing Canter truck. Tenders shall include any optional extras that contribute to the increased efficiency and improved performance of the machine in Councils working environment. Tenderers shall provide all specified information including service backup by agreement in regards to time and cost of parts and service provision.

### **CONSULTATION**

CEO  
Works Manager  
Plant Committee  
Mechanic

### **STATUTORY IMPLICATIONS**

Local Government Act 1995

3.57. Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly

- 1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.

### **FINANCIAL IMPLICATIONS**

The 2018/2019 budget includes capital expenditure totalling \$729,350 for purchase of a grader, canter and prime mover, as well as trade income of \$120,280.

### **POLICY IMPLICATIONS**

3.1.14 Purchasing Policy

### **STRATEGIC PLAN REFERENCE**

#### **Shire of Narembreen Strategic Community Plan 2017 – 2027**

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

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

### **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Approve the calling of tenders (Motor Grader 02/2018) for the supply and delivery of one model motor grader as per the presented specifications and required information;
2. Approve the calling of tenders (Prime Mover with Tri Axle Side Tipping Trailer 03/2018) for the supply and delivery of one model prime mover with trailer as per the presented specifications and required information;
3. Approve the calling of tenders (Small Truck 04/2018) for the supply and delivery of one model small truck as per the presented specifications and required information
4. Approve the disposal of machinery NB880 grader, NB109 Prime Mover, NB6789 Prime Mover and NB56 Canter Truck by trade on purchase of new machines and/or outright purchase by private submissions.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**



## **REQUEST FOR TENDER**

**RFT: 02/2018**

### **MOTOR GRADER**

Tenders are invited for the supply and delivery of one current model Motor Grader with trade of a 2008 770D John Deere Motor Grader.

Tender documents are available by phoning (08) 9064 7308 or email [admin@narembeen.wa.gov.au](mailto:admin@narembeen.wa.gov.au) Enquiries to Arthur Cousins 0429 647 330.

Tenders must be enclosed in a sealed envelope, marked Tender 02/2018 Motor Grader and be addressed to the CEO, Shire of Narembeen, 1 Longhurst Street, Narembeen WA 6369.

The lowest or any tender will not necessarily be accepted. Canvassing of Councillors will disqualify.

Tenders close Thursday 11<sup>th</sup> October 2018, 4.00pm WST at the Shire offices tender box.

**Chris Jackson**  
**Chief Executive Officer**

## 1. MOTOR GRADER RFT 02/2018

Tenders are invited for the supply and delivery of one only current model Motor Grader.

## 2. SPECIFICATION AND SCOPE OF WORK

### SPECIFICATION

#### 1. NOISE CONTROL

It is Council's policy to adhere to noise control standards as set by Worksafe WA for our operators (i.e. 85 D.B.A). Tenderers will be required at the time of tendering to provide decibel ratings at the operator station under operating conditions for the tendered machine.

#### 2. CABIN

- Machine to be fitted with a fully enclosed pressurised air conditioned, heated cabin and auto demist.
- Low profile ROPS standard to meet ISO manufacturing standards.
- Level II Window Tinting standard.
- Good all round vision for Operator for high quality operation of machine in road construction and maintenance requirements and techniques.

#### 3. ENGINE AND TRANSMISSION

- Engine capacity– minimum 100kw in all gears diesel
- Transmission – specify in tender either power shift or torque converter type.

#### 4. MACHINE MAKE/STANDARD MINIMUM SPECIFICATIONS

##### Machine Requirements:-

1. Blade – to suit 14 foot mouldboard – required 14ft x 24inch with bolt on cutting edge wear plates and cutting blade grade control.
2. Supply and Install Rear Rippers/Scarifiers and Front Push Block counterweight to ensure maximum efficiency of the machine and high operating standards with the stated configuration.
3. Supply and Fit Spare Wheel "Carrier" with winch in accordance with OHS standards for access and include Spare Wheel and Tyre mounted at rear of machine and not positioned to obscure rear vision when in either operating and/or non-operating mode.
4. Supply and Fit Michelin or equivalent Radial Tyres of minimum size 17.00 x 5.26 specification to suit 14 foot moldboard Grader Specification and Operation.
5. 2018-19 compliance Motor Grader – please state current model and compliance.
6. Lockable tool box supplied and securely fitted (preferred size min 700mm x 200mm x 200mm) with wheel spanners and grease gun to suit machine servicing requirements.
7. Warning Buzzers (include reverse – heavy duty).

8. Rotating Beacons - 2 x Heavy Duty LED beacons (britax) with all round protection guard for rotating warning beacon mounted in accordance with Australian Standards and the Road Traffic Act. Flashing warning lights (Led beacons) are to be seen from front, rear and side of the machine and from a distance in accordance with Australian Standards.
9. Internal/external rear view mirrors.
10. Supply wheel brace and associated socket.
11. Hour meter.
12. 12 volt outlet for two way radio.
13. Supply and Install main disconnect switch and/or isolation switch for protection of machine.
14. AM/FM radio/CD.
15. Supply and Fit GME TX 3220 high quality 40 channel two way radio and high quality roof mounted Aerial for remote communications contact.
16. Alternator minimum 60 amps or above with 24v to 12v converter.
17. Provision for towing, i.e. supply and fit draw bar, pin and 2inch ball (7 pin plug supplied and fitted/wired for operation).
18. All lights (fitted/manufactured vehicle lights and external flashing lights) to have metal protection surrounds.
19. Supply and Fit 2.5kg dry powder fire extinguisher and heavy duty holder fitted.
20. Level II tinted windows.
21. Machine Air supply for tyre inflation system and cleaning of air filters, etc., Air Tool and Long Hose supplied and fitted. (Note: if not a standard fitment please state price if any, for this component).
22. Suspension type seating at 140kg weight minimum standard for operator comfort, with arm rests, approved seatbelts and canvas seat covers to be supplied and fitted.
23. Generally require provision of standardised anti-theft locking mechanisms/systems where required on Machine i.e. Cabin, Fuel Tank, shut off switch, toolbox etc.
24. Sign writing on both sides showing "Shire of Narembeen".
25. Lockable cabin ant theft lock standard.
26. Air Conditioning – in Cabin unit suitable for extreme weather conditions and compliant with Australian Manufacturing Standards for Operator Comfort and for quality operation for long period of times.
27. Windscreen Wipers – front, rear and lower front window wipers to be provided.
28. Licensing Registration Plate mounting point's front and rear.
29. Blue tooth hands free phone cradle with high gain receiver to suit all phones.
30. Cel-Fi Go or similar mobile phone repeater vehicle kit.

## **MACHINE TRADE IN DETAILS SCOPE OF WORK**

1. Machine offered for trade and/or outright sale/purchase basis. It is recommended that tenderers are to satisfy themselves as to the condition of trade in machine that is also offered for private sale.
2. Trade Machine offered for sale and/or outright purchase by private submissions are one 2008 770D John Deere Motor Grader, 9710hrs vin dw770dx620705. Further details are available from the Works Manager.

## SCOPE OF WORK

### Compliance:

1. Vehicle to comply with all Traffic Act Regulations and is to be licensed to 31/03/2019-20 i.e. (12 months full license).
2. Tenderer to state warranty period, conditions applied to the warranty and the costs associated to any conditions (i.e. oil samples, travel, filters, etc.). Preferred warranty of the Client is to include free travel accommodation and allowances for warranty work.
3. Full set of:-
  - a. Parts books
  - b. Workshop service manuals and;
  - c. Operator/maintenance books to be supplied.
4. Supply information on scheduled servicing periods and part numbers for filters and quantities of oil used for services
5. Supply information of recommended operating weight in regards to counter weight for continued efficiency performance of the machine supplied.
6. Options: Please state options and pricing that is advantageous for the ownership and maximum operation capacity of the machine including detailing safety and anti-vandalism/theft features.



**3. RESPONDENT'S OFFER**  
**RETURN THIS SECTION TO THE SHIRE OF NAREMBEEN**  
**OFFER FORM**

The Chief Executive Officer  
Shire of Narembeen  
1 Longhurst St, Narembeen WA 6369

I/We .....  
(BLOCK LETTERS)

of .....  
(ADDRESS)

ABN/GST Status: ..... ACN (if any):.....

Telephone No: ..... Fax No: .....

E-mail: .....

**In response to RFT 02/2018 – SUPPLY AND DELIVERY OF ONE (1) MOTOR GRADER on the basis of trade in of one (1) used 2008 770D John Deere Motor Grader and/or Outright Supply and Delivery of new Unit. Note please state pricing option offered for absolute and final pricing and trade in unit pricing:**

The quoted price is valid up to three (3) months from the date of the Request closing unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this response irrespective of its outcome.

The quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Response.

Dated this ..... day of ..... 20.....

Signature of authorised signatory of Respondent: .....

Name of authorised signatory (BLOCK LETTERS): .....

Position: .....

Address: .....

Witness Signature: .....

Name of witness: (BLOCK LETTERS): .....

Address: .....

**RETURN THIS SECTION TO THE SHIRE OF NAREMBEEN**

**PRICE INFORMATION**

Respondents **must** complete the following “Price Schedule”.

**3.1.1 DISCOUNTS**

Are you prepared to allow a discount for prompt settlement of accounts?	Yes /No	
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled “Discounts”.	“Discounts”	Tick if attached <input type="checkbox"/>

**3.1.2 PRICE BASIS**

Are you prepared to offer a fixed price?	Yes /No	
If No, please indicate your proposed price variation mechanism. Supply details and label it “Price Variation Mechanism”.	“Price Variation Mechanism”	Tick if attached <input type="checkbox"/>

**3.1.3 PRICE SCHEDULE**

Line No	Service Description	Unit	Estimated Units	Price Offered (ex GST)	GST Component	Price Offered (inc GST)
1	SUPPLY AND DELIVERY OF ONE (1) MOTOR GRADER Shire of Narembreen	Net Cost of Trade Value				

Line No	Service Description	Unit	Estimated Units	Price Offered (ex GST)	GST Component	Price Offered (Inc. GST)
1	Trade in Valuation and/or Private Tender Submission for Outright Sale and Purchase of 2008 770D John Deere Motor Grader	Fee				

**PLEASE STATE NET PRICING AND STATE NET SUPPLY AND DELIVERY PRICING TO CONFIRM FINAL PRICING OFFERED FOR THE TENDERED UNIT.**

**RETURN THIS SECTION TO THE SHIRE OF NAREMBEEN**

**SPECIAL CONDITIONS**

**4. CONTRACTOR SAFETY AGREEMENT**

**REQUIREMENTS FOR CONTRACTORS**

Prior to the commencement of contracted works all contractors are required have regard to their roles and responsibilities while at the site. Online induction is available when requested by the Shire of Narembeen.

I, the contractor am aware of and will abide with the following:

- Have provided all applicable licenses and insurances (e.g. workers' compensation and public liability) are current and have been provided to the Shire of Narembeen.

List Insurance expiry dates and amounts insured for the following:

Worker's Compensation or Personal Accident Insurance:

Date / / \$ .....

Common Law:

Date / / \$ .....

Public Liability Insurance:

Date / / \$ .....

Motor Vehicle/Machinery Insurance:

Date / / \$ .....

(Please attach Certificates of Currency)

- I and my contractors or employees will contact the Shire of Narembeen and sign the in/out register (if available) held at the premises/site when they attend site.
- All access arrangements are to be made with the relevant person if available or by contacting on (08) 9064 7308.



## **REQUEST FOR TENDER**

**RFT: 03/2018**

### **TRUCK & TRAILER**

Tenders are invited for the supply and delivery of one current model 6 X 4 Prime Mover with a 22m<sup>3</sup> Tri Axle Side Tipping Semi Trailer with trade of a Mitsubishi FV51j & DAF CF85.430 Semi's with Turntables.

Tender documents are available by phoning (08) 9064 7308 or email [admin@narembeen.wa.gov.au](mailto:admin@narembeen.wa.gov.au) Enquiries to Arthur Cousins 0429 647 330.

Tenders must be enclosed in a sealed envelope, marked Tender 03/2018 Truck & Trailer and be addressed to the CEO, Shire of Narembeen, 1 Longhurst Street, Narembeen WA 6369.

The lowest or any tender will not necessarily be accepted. Canvassing of Councillors will disqualify.

Tenders close Thursday 11<sup>th</sup> October 2018, 4.00pm WST at the Shire offices tender box.

**Chris Jackson**  
**Chief Executive Officer**

## 1. TRUCK & TRAILER RFT 03/2018

Tenders are invited for the supply and delivery of one only current model 6 x 4 Prime Mover with 22m<sup>3</sup> Tri Axle Side Tipping Semi Trailer.

## 2. SPECIFICATION AND SCOPE OF WORK

### OVERVIEW

1. Turntable to be low profile and removable.
2. Hydraulic tank not to impede air connections or access to gearbox.
3. Hydraulic tank to be fitted with gate valve type taps to outlet and return.
4. Chassis to accommodate 11m<sup>3</sup> drop on body.
5. Trade and removal of 1 x Mitsubishi Prime Mover & 1 x DAF Prime Mover
6. Truck to be used for gravel and rock carting.
7. Trade to be removed when truck/trailer has arrived.

Please tender all makes and types of trailers and tippers with truck and prime mover.

Warranty to include free travel, accommodation and allowances.

Please quote separate trade in price and outright purchase price without trade.

### TRUCK SPECIFICATIONS – 6 x 4 PRIME MOVER

Engine	Above 450 horsepower
Gearbox	Synchronised transmission
Steering	Power steering
Suspension	Springs no air bag
Fuel Tank	300 litres and above
Rotating Beacon	Roof mounted light led
Exhaust Stack	3.6 metre high limit
Tyres	11R-22.5 with spare wheel and carrier
Alternator	80 amp
Cab	Day cab – factory integrated air conditioning
Accessories	Parts and workshop manual, AM/FM radio cassette/CD, toolbox, 30 tonne jack, wheel spanners, trailer air & electrics, semi tipper hydraulics hot shift PTO, alloy aluminium heavy duty bull bar, front & rear mud flaps and mud guards, canvas seat covers, turntable, chassis angles and mounted fire extinguisher to suit.

## TRAILER SPECIFICATIONS – 22M<sup>3</sup> SIDE TIPPING SEMI TRAILER

Dimensions	Volume 22 cubic metres
Kingpin	90mm removable type positioned to suit 6 x 4 Prime Mover
Rear Bumper	Underrun type to rear with provision for tail lights, registration light, safety signs and body safety prop
Body Construction	6mm steel plate all round to suit travel and rock carting
Tyres	11R22.5 with spare wheel and carrier
Paint	Primed and painted in automotive enamel
Brakes	ADR 38/02
Axle	Spring type
Signs/Labels	Vin, serial number and identification to current ADR's
Warranty	Travel and accommodation to be included in warranty
Toolbox	Lockable 800mm x 200mm
Delivery	Specify delivery date
Maintenance	All grease points to be extended to give access at ground level
Accessories	Wind up landing legs, mud guards, mud flaps, tow hitch and shovel rack, wired to Western Australian Traffic Regulations and current ADR's, electrical existing tail lights fitted with all other necessary traffic lights and wiring to current ADR's, wind down tarpaulin, tie down rails, side
Steps	50mm ring feeder, diverter valve air operated cab controlled with quick release coupling to rear tow hitch area, extend air and electrical to rear.

## MACHINE TRADE IN DETAILS SCOPE OF WORK

1. Machine offered for trade and/or outright sale/purchase basis. It is recommended that tenderers are to satisfy themselves as to the condition of trade in machine that is also offered for private sale.
2. Trade Machine offered for sale and/or outright purchase by private submissions are one Mitsubishi FV51j Semi with Turntable and one DAF CF85.430 Semi with Turntable. Further details are available from the Works Manager.

<b>Make Model</b>	Mitsubishi FV51J	<b>Make Model</b>	DAF CF85.430
<b>Year</b>	04/03	<b>Year</b>	2007
<b>Engine No</b>	6M70331709	<b>Engine No</b>	W43711
<b>Chassis No</b>		<b>Chassis No</b>	XLRAT85XC6E751853
<b>Kilometres</b>	265,000km	<b>Kilometres</b>	245,948km
<b>Tipper</b>		<b>Tipper</b>	
<b>Toolbox</b>		<b>Toolbox</b>	
<b>Paint</b>	White	<b>Paint</b>	White
<b>Axle</b>	Spring Type	<b>Axle</b>	

## SCOPE OF WORK

### Compliance:

1. Vehicle to comply with all Traffic Act Regulations and is to be licensed to 31/03/2019-20 i.e. (12 months full license).
2. Tenderer to state warranty period, conditions applied to the warranty and the costs associated to any conditions (i.e. oil samples, travel, filters, etc.). Preferred warranty of the Client is to include free travel accommodation and allowances for warranty work.
3. Full set of:-
  - a. Parts books
  - b. Workshop service manuals and;
  - c. Operator/maintenance books to be supplied.
4. Supply information on scheduled servicing periods and part numbers for filters and quantities of oil used for services
5. Supply information of recommended operating weight in regards to counter weight for continued efficiency performance of the machine supplied.
6. Options: Please state options and pricing that is advantageous for the ownership and maximum operation capacity of the machine including detailing safety and anti-vandalism/theft features.



**3. RESPONDENT'S OFFER**  
**RETURN THIS SECTION TO THE SHIRE OF NAREMBEEN**  
**OFFER FORM**

The Chief Executive Officer  
Shire of Narembeen  
1 Longhurst St, Narembeen WA 6369

I/We .....  
(BLOCK LETTERS)

of .....  
(ADDRESS)

ABN/GST Status: ..... ACN (if any):.....

Telephone No: ..... Fax No: .....

E-mail: .....

**In response to RFT 03/2018 – SUPPLY AND DELIVERY OF ONE (1) TRUCK & TRAILER on the basis of trade in of one (1) used Mitsubishi FV51j Semi with Turntable and one (1) DAF C85.430 Semi with Turntable and/or Outright Supply and Delivery of new Unit. Note please state pricing option offered for absolute and final pricing and trade in unit pricing:**

The quoted price is valid up to three (3) months from the date of the Request closing unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this response irrespective of its outcome.

The quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Response.

Dated this ..... day of ..... 20.....

Signature of authorised signatory of Respondent: .....

Name of authorised signatory (BLOCK LETTERS): .....

Position: .....

Address: .....

Witness Signature: .....

Name of witness: (BLOCK LETTERS): .....

Address: .....

**RETURN THIS SECTION TO THE SHIRE OF NAREMBEEN**

**PRICE INFORMATION**

Respondents **must** complete the following “Price Schedule”.

**3.1.1 DISCOUNTS**

Are you prepared to allow a discount for prompt settlement of accounts?	Yes /No	
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled “Discounts”.	“Discounts”	Tick if attached <input type="checkbox"/>

**3.1.2 PRICE BASIS**

Are you prepared to offer a fixed price?	Yes /No	
If No, please indicate your proposed price variation mechanism. Supply details and label it “Price Variation Mechanism”.	“Price Variation Mechanism”	Tick if attached <input type="checkbox"/>

**3.1.3 PRICE SCHEDULE**

Line No	Service Description	Unit	Estimated Units	Price Offered (ex GST)	GST Component	Price Offered (inc GST)
1	SUPPLY AND DELIVERY OF ONE (1) TRUCK & TRAILER Shire of Narembreen	Net Cost of Trade Value				

Line No	Service Description	Unit	Estimated Units	Price Offered (ex GST)	GST Component	Price Offered (Inc. GST)
1	Trade in Valuation and/or Private Tender Submission for Outright Sale and Purchase of Mitsubishi FV51j Semi with Turntable and DAF CF85.430 Semi with Turntable	Fee				

**PLEASE STATE NET PRICING AND STATE NET SUPPLY AND DELIVERY PRICING TO CONFIRM FINAL PRICING OFFERED FOR THE TENDERED UNIT.**

**RETURN THIS SECTION TO THE SHIRE OF NAREMBEEN**

**SPECIAL CONDITIONS**

**4. CONTRACTOR SAFETY AGREEMENT**

**REQUIREMENTS FOR CONTRACTORS**

Prior to the commencement of contracted works all contractors are required have regard to their roles and responsibilities while at the site. Online induction is available when requested by the Shire of Narembeen.

I, the contractor am aware of and will abide with the following:

- Have provided all applicable licenses and insurances (e.g. workers' compensation and public liability) are current and have been provided to the Shire of Narembeen.

List Insurance expiry dates and amounts insured for the following:

Worker's Compensation or Personal Accident Insurance:

Date / / \$ .....

Common Law:

Date / / \$ .....

Public Liability Insurance:

Date / / \$ .....

Motor Vehicle/Machinery Insurance:

Date / / \$ .....

(Please attach Certificates of Currency)

- I and my contractors or employees will contact the Shire of Narembeen and sign the in/out register (if available) held at the premises/site when they attend site.
- All access arrangements are to be made with the relevant person if available or by contacting on (08) 9064 7308.

**AGENDA ITEM: .4. - Chief Executive Officer Annual Performance Review**

<b>Subject:</b>	Chief Executive Officer Annual Performance Review
<b>Applicant:</b>	Cr Rhonda Cole, Shire President
<b>File Ref:</b>	Personal File
<b>Disclosure of Interest (Staff):</b>	Chris Jackson
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Chris Jackson
<b>Date:</b>	10 <sup>th</sup> September 2018
<b>Attachments:</b>	Nil

**SUMMARY**

The annual CEO Performance Review is due on 1<sup>st</sup> October 2018.

**BACKGROUND**

The contract for the Chief Executive Officer (CEO) is current until the 2<sup>nd</sup> October 2019 and Council is required to the review performance of the CEO at twelve monthly intervals during the term of the contract. The most previous review was November 2017 and the following KPI's were agreed.

<b>Goal</b>	<b>Council Strategy</b>	<b>CEO Key Performance Indicators</b>
<b>1. Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry</b>	Performance and structure of roads are included in our annual road management plan, communicated to Council and the community  We have a long term local gravel sourcing strategy	1. Clear road service standards are to be developed that focus on Asset Preservation and will include km's of winter grades achieved, gravel re-sheeting and reseals. When data has been collected benchmarks will be set 2. Plant Inventory life is recorded and benchmarks set on minimum machinery operating hours. 3. Local gravel strategy adopted
	We find partners to help investigate and seek innovative telecommunication solutions to benefit the majority and to ensure that solutions are not cost prohibitive	4. Detailed assessment of our resident and business telecommunications needs is conducted. Telecommunications solution is developed in partnerships
	We will work with our local businesses to plan significant central business district improvements including beautification, access and activation activities	5. CBD improvements include streetscape developments.
<b>2. Internal and external relationships actively grow our Shire population and positive financial</b>	Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community	6. Council and staff can articulate our organisational model, relationships and reporting.

<b>position</b>	Council will initiate new working relationships beyond traditional Shire boundaries for our key organisations and their leadership teams to benefit from	7. We facilitate an annual meeting of key organisations and their leadership teams
	Council recognises the opportunity of partnering with Go Narembeen, works closely and supports them to help achieve their economic development projects and our strategic goals	8. Joint priorities are identified in a formal plan between Go Narembeen and the Shire
<b>3. We contribute to a healthy community</b>	We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models	9. Feasibility study completed on the Narembeen tennis and hockey surfaces
	We enable and support medical and emergency services to serve in our community	10. Emergency services are co-located in new centre and VFES is established. Emergency service planning and 'Shire response after the fact' scenario conducted annually (focus is on the Shire response during and after the emergency)
	We investigate sub regional waste strategies that reduce costs on our community and environment	11. Shire energy cost reduces annually (solar panels etc)

## COMMENT

The Shire President will discuss the process for the 2018 CEO Performance Review.

## CONSULTATION

Cr Rhonda Cole  
Chris Jackson

## STATUTORY IMPLICATIONS

Local Government Act 1995

### 5.38. Annual review of certain employees' performances

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

### 5.39. Contracts for CEO and senior employees

(1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.

(1a) Despite subsection (1) —

(a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and

(b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.

(2) A contract under this section —

(a) in the case of an acting or temporary position, cannot be for a term exceeding one year;

(b) in every other case, cannot be for a term exceeding 5 years.

(3) A contract under this section is of no effect unless —

(a) the expiry date is specified in the contract; and

(b) there are specified in the contract performance criteria or the purpose of reviewing the person's performance; and

(c) any other matter that has been prescribed as a matter to be included in the contract has been included.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

1. Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry
2. Internal and external relationships actively grow our Shire population and positive financial position
3. We contribute to a healthy community

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

The Shire President will discuss options for the Annual Performance Review of the CEO.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## 8.5 Executive Manager Corporate Services

### AGENDA ITEM: 8.5.1 - Executive Manager Corporate Services Report

<b>Subject:</b>	Executive Manager Corporate Services Report
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole
<b>Date:</b>	10 <sup>th</sup> September 2018
<b>Attachments:</b>	Nil

#### SUMMARY

Council are to consider the report from the Executive Manager Corporate Services and endorse any actions as appropriate.

#### BACKGROUND

Provide monthly reports in a format that provides information with a view to assist in the decision making process.

#### COMMENT

##### Admin Staff

Teresa Cousins commenced as Finance Officer on the 20<sup>th</sup> August. She has had a two week handover with Rachael before Rachael went on maternity leave on 24<sup>th</sup> August. I wish Rachael and Matt all the very best for the impending arrival of their bub.

After 17 years working with the Shire of Narembeen, Rebecca Gmeiner has resigned to spend time with her family. Bec was a steadfast employee in administration from the time she commenced in 2001 until she went on maternity leave with Max in 2015. Since commencing Bec has worked under five Shire Presidents, four CEOs and has seen over 120 staff come and go. Bec's local knowledge of the area and the people has been a huge asset to the Council over her employment here. We wish her, Craig, Max and Molly all the very best for the future.

##### Corporate Services

At the close of the discount period, 31<sup>st</sup> August 2018, over 75% of rates had been collected. This has been about on target with budget estimates. Final notices will be sent out towards the middle of September.

Dog registration renewals were sent out in the last week of August 2018.

##### Rubbish Bin Audit

On Monday 10<sup>th</sup> September, I joined Ashley Fisher from Avon Waste to undertake a bin audit for the Shire. The purpose of this audit is to ensure that we are getting charged correctly by Avon Waste and also that our records and charges are being forwarded correctly.

#### CONSULTATION

Chris Jackson

## **STATUTORY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As per budget requirements or as reported above.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Narembeen Strategic Community Plan 2017 – 2027

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council receive the Executive Manager Corporate Services Report for September 2018 and endorse the associated actions.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**



## AGENDA ITEM: 8.5.2 - New Standpipe Classifications and Charges

<b>Subject:</b>	New Standpipe Classifications and Charges
<b>Applicant:</b>	Water Corporation
<b>File Ref:</b>	ADM479
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole
<b>Date:</b>	5 September 2018
<b>Attachments:</b>	Narembeen Standpipes Report, Water Corporation Standpipe Location Maps

### SUMMARY

Council to consider the future of Standpipes under Council control within the Shire of Narembeen.

### BACKGROUND

The below letter was sent to the Shire of Narembeen in June 2018.

*Dear Christopher*

#### ***Update on review of fixed standpipe management***

*In September 2017 I wrote to you seeking input into a review we were undertaking relating to the delivery of fixed standpipe services to the Western Australian community.*

*Feedback provided by standpipe owners across the state has directly shaped the recommendations and there is now a preferred way forward that is equitable and fair to all water users and will improve the management and delivery of this vital service.*

*The next phase of the review is to meet with you and your key staff who have an interest in managing the standpipes owned by the Shire of Narembeen. Over the coming month, Wendy Mathews, Specialist, Customer and Stakeholder will be contacting you to set up a meeting to explain the changes and discuss the following:*

- *The current number of fixed standpipes you currently have and their location;*
- *Type and size of these standpipe services;*
- *Historic usage of these fixed standpipes;*
- *Identifying who are the key users;*
- *Pricing and;*
- *Policy governing the use of fixed standpipes.*

*We are committed to gaining a better understanding of how you utilise these services and ensuring that we minimise any impact these changes may have, and look forward to meeting and discussing this in greater detail.*

*Yours sincerely*



*David Juers*  
**Head of Customer and Industry Partnerships**  
**Water Corporation**

The Shire of Narembeen is currently responsible for 6 standpipes. Attached is a report on each of the standpipes, outlining the following:

- Location
- Meter Number
- Meter Size
- Infrastructure on site
- Primary Usage

## **COMMENT**

Chris and I met with Water Corporation representatives, Wendy Matthews and Kathy Bolt on Tuesday 17<sup>th</sup> July, to go through the project.

Essentially, Council managed standpipes will be reclassified under one of the following four classifications.

### Local Authority Standpipe

Use: For use by Shire only – Must be locked or within a depot and not available for public access.

Meter: Can be any size service as long as it is for direct Shire use. No contractor access for Shire projects as they need to use Commercial standpipes and charged the appropriate commercial Town Class rate for the region.

Service Charge: No Service Charge

Commercial Class 1 Tariff: \$2.534 per kilolitre(kL)

### Community Use Standpipe

Use: Available to assist local farmers for topping up their tanks, households not connected to schemes etc. Limited use by Shire for their own purposes.

Meter: 20mm and 25mm standpipes that are publically accessible. Storage tanks can be installed by Shires at these sites to improve accessibility to larger volumes of water in a timely manner if required.

Service Charge: 20mm Service Charge only.

Farmlands tariff: \$2.534 per Kilolitre(kL)

### Commercial Standpipe

Use: For use by commercial customers, may include major road building, water carting for large projects, and farming.

Meter: Any meter above 25mm

Service Charge: Meter-based service charges (according to the size of the meter).

Town based charges: ranging from \$2.534 to \$8.353 per kilolitre(kL)

### Fire Standpipe

Remains as is – no changes unless the standpipe is unlocked and used as a normal standpipe, then commercial charges will apply.

Service Charge: No Fee 100% discount

Water Use Charge: No Fee

Note: Currently some Shire standpipes with signs advising they are for fire-fighting only are unlocked. Shires will need to implement a locked system or commercial rates apply unless evidence provided it was for fire-fighting purposes to obtain a refund.

As a result of this project the cost of water usage will change and Council will need to review its fees and charges in line with this commencing on 1 July 2019. The schedule of fees and charges for 2018/2019 for standpipes is \$2 per kilolitre to people with no access to scheme and \$3 per kilolitre to those with scheme access.

Council needs to decide on the future of each of these standpipes. This includes what classification each of them will be given and the impact that may have on the community.

With regard to the standpipe at the sale yards (wash down bay), it is recommended that staff write to regular users and advertise to the community of the facility and request feedback about how often it is used and what it is generally used for. The outcome of this may assist with the determination of the future usages of this standpipe and if it continues how it will be charged out in the future.

#### Summary of Standpipes

South Kumminin Standpipe

Meter size: 25 Primary Use: Fire Fighting

Infrastructure: 3 tanks, swipe card system

Usage:

Year	2018	2017	2016	2015	2014	2013
<b>Kilolitres</b>	178	135	265	431	211	426

Staff Recommendation: Reclassify to Fire Standpipe

Depot Standpipe

Meter size: 50 Primary Use: Commercial Purposes

Infrastructure: swipe card system

Usage:

Year	2018	2017	2016	2015	2014	2013
<b>Kilolitres</b>	2341	1162	1212	1298	1999	2795

Staff Recommendation: Reclassify to Commercial Standpipe

Soldiers Road Standpipe

Meter size: 20 Primary Use: N/A

Infrastructure: Tanks

Usage:

Year	2018	2017	2016	2015	2014	2013
<b>Kilolitres</b>	155	34	49	10	0	23

Staff Recommendation: Possible Decommission

Wadderin Graball Road Standpipe

Meter size: 50 Primary Use: N/A

Infrastructure: Swipe Card system

Usage:

Year	2018	2017	2016	2015	2014	2013
<b>Kilolitres</b>	99	93	129	501	352	207

Staff Recommendation: Possible Decommission

Cramphorne Road Standpipe

Meter size: 20 Primary Use: Fire Fighting

Infrastructure: Tank, swipe cards system

Usage:

Year	2018	2017	2016	2015	2014	2013
Kilolitres	14	157	19	243	131	194

Staff Recommendation: Reclassify to Fire Standpipe

Latham Road Standpipe (Wash down bay)

Meter size: 25                      Primary Use: Commercial (Currently Unmonitored)

Infrastructure:

Usage:

Year	2018	2017	2016	2015	2014	2013
Kilolitres	613	700	607	806	702	576

Staff Recommendation: Reclassify to Commercial Standpipe

## CONSULTATION

Water Corporation  
Chief Executive Officer  
Works Manager

## STATUTORY IMPLICATIONS

*Local Government Act 1995*

### 6.16. Imposition of fees and charges

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

*\* Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
  - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) supplying a service or carrying out work at the request of a person;
  - (c) subject to section 5.94, providing information from local government records;
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
  - (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

*\* Absolute majority required.*

## FINANCIAL IMPLICATIONS

There may be costs associated with upgrading some of the standpipes if new recording systems are required. The increased charge rates will be effective from 1 July 2019 and will need to be included in the 2019/2020 annual budget.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

### **Shire of Narembeen Strategic Community Plan 2017 – 2027**

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

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

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Advertise its intent to undertake a review of all shire standpipes seeking feedback.
2. In undertaking the standpipe review take into consideration:-
  - a. The location of the standpipe
  - b. The type of standpipes (size, tanks etc)
  - c. Water Usage
  - d. Intended usage (Fire, Commercial, local)
  - e. Fees and charges and Water Corporation costs
3. Write to all users of the saleyard standpipe (washdown bay) and advertise that a review will also be undertaken as per point 2 that will include the wash down bay and the environmental considerations.
4. A report on the outcome of the consultation process is to be presented to the November 2018 Council meeting; and
5. Advise the Water Corporation that all standpipes will remain open subject to the outcome of this review. South Kumminin and Cramphorne are to be reclassified to firefighting standpipes, the Depot and Latham Road will become commercial standpipes and Soldiers Road and Wadderin-Graball Road Standpipes are to be reclassified as firefighting standpipes and locked off.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.5.3 - 2002 Toyota Community Bus

<b>Subject:</b>	Old Community Bus
<b>Applicant:</b>	N/A
<b>File Ref:</b>	ADM180
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole
<b>Date:</b>	11 <sup>th</sup> September 2018
<b>Attachments:</b>	Nil

### SUMMARY

Council are to discuss the future of the old community bus.

### BACKGROUND

The 2017/2018 Annual budget included provision for the replacement of the community bus.

Council are aware that the new community bus was delivered in August 2018. During the tender process quotes were obtained for the sale of the old bus and the CEO in consultation with the Shire President decided to not dispose of it at that stage as the amount offered was very low.

### COMMENT

The Toyota Community Bus was purchased in November 2002. At the 30 June 2018 the written down value of the bus was \$10,200. Council was offered a trade price of approximately \$5,000.

The bus has done over 180,000 kilometres since its purchase. Over the last five years annual expenditure costs varies between \$2,000 and \$5,000. In 2014/2015 major repairs were undertaken on the bus totalling over \$16,000. Glen Sands does not believe there are any major issues with the bus other than a few tears in the seating.

Given the relatively low annual expense for the old community bus, Council may decide to retain it as a spare. It has been common in recent years for the bus to be hired out for extended periods by school bus contractors. Having an additional bus will assist in the 'juggling' of buses between users.

Whilst Council could advertise the bus for sale and a community group may wish to secure the bus cheaply, it is not recommended that the Shire go down this path as the new bus should always be offered as the first preference.

### CONSULTATION

CEO  
Mechanic

### STATUTORY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

There will be some ongoing costs with retaining both buses, however it is envisaged that this will be immaterial and most likely covered by hire charges received.

## **POLICY IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

### **Shire of Narembeen Strategic Community Plan 2017 – 2027**

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

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

*Goal 3: We contribute to a healthy community.*

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.

## **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Retain the old community bus to be used as a spare bus;
2. Transfer the number plates ONB to the new bus and put other Narembeen plates on the old bus; and
3. Direct staff to ensure the new bus is used as the 'go to' bus for hire, unless specifically requested and approved by the Chief Executive Officer.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## **AGENDA ITEM 8.5.4: Narembeen Community Resource Centre Report – September 2018**

<b>Subject:</b>	Narembeen Community Resource Centre Report
<b>Applicant:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Leanne Brooke-Mee
<b>Date:</b>	10 <sup>th</sup> September 2018
<b>Attachments:</b>	Nil

### **SUMMARY**

Council is to consider the Community Resource Centre Report for September 2018.

### **BACKGROUND**

The Narembeen Community Resource Centre (CRC) provides a report to Council each month highlighting events, projects and activities undertaken by them during the preceding month and any upcoming events, projects and activities.

### **COMMENT**

The report has been prepared for Council with a view to reporting on the Outcome Areas associated with the Department of Regional Development's funding for the CRC's Business and Action Plans.

The Outcome Areas are specified in the CRC's Activity Plan and identify a range of funded activities.

The report is set out below for Council's consideration.

#### **Community Training**

We are working with the Narembeen Community Shed and Be Connected to run a series of computer workshops for seniors.

#### **Business Training**

The CRC continues to provide training opportunities for the business community. We will be holding a forklift course and truck License shortly.

#### **Buy A Bale Fundraiser**

This was a tremendous success thanks to the generosity of the Narembeen Community. We raised \$10,800. I would like to thank the Shire of Narembeen for donating two items to be auctioned.

#### **Business Women's Networking Event.**

We held our quarterly networking event at Three-0-Two and our guest speaker was Sheree Thomas. It is a great opportunity for the women of Narembeen to get together and share stories of their journeys to where they are today. I will be encouraging more women to come along regardless of where they are at in their careers.

#### **Upcoming Events:**

Photography Competition  
HC/MC Truck Licence  
John Curtin Weekend



### **S.O.C.K Week – Nomination**

We at the CRC are very excited that we are a finalist in the Insurance Commission of Western Australia Regional Safety Award. There will be an awards dinner in October. I will be attending this and all the CRC staff will be going as well.

### **CONSULTATION**

Sheree Thomas, Community & Economic Development Officer

### **STATUTORY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

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

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

2.6 We articulate in our organisational plans and service delivery model the role of the Narembeen CRC as a community hub, providing library, community activities, skill development, connections and business initiatives in turn helping to help achieve our strategic goals.

Goal 3: We contribute to a healthy community.

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

### **RELATED PARTY TRANSACTIONS**

Nil

### **OFFICER RECOMMENDATION**

That Council receive the Narembeen Community Resource Centre Report for September 2018 and endorse the associated actions.

### **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

## AGENDA ITEM: 8.5.5 - August 2018 Schedule of Accounts

<b>Subject:</b>	August 2018 Schedule of Accounts
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Vanessa Wittstock
<b>Date:</b>	4 <sup>th</sup> September 2018
<b>Attachments:</b>	List of Payments – Shire of Narembeen & Narembeen CRC and Credit Card Statements

### SUMMARY

For Council to review the payments made in August 2018.

### BACKGROUND

A schedule of accounts paid during the month of August 2018 is provided as follows:

Municipal Cheque Account:	\$ 1,351,668.74
Trust Cheque Account:	\$ 361.65
CRC Cheque Account:	\$ 29,162.62

### COMMENT

The following payments greater than \$5,000.00 were made during the month of August 2018:

EFT11248	02/08/2018	BGC Construction	Progress Claim No. 1 Narembeen Community Precinct Project Job #70647	\$ 21,450.00
EFT11261	02/08/2018	LGIS Insurance Cover	Motor Vehicle Insurance Cover 18/19	\$ 42,010.39
EFT11263	02/08/2018	Market Creations	Rebranding Services - Consultancy Services, Onsite Community Workshop & Logo Concepts	\$ 6,261.00
EFT11264	02/08/2018	Narembeen Shire Council	Road works undertaken on town bypass 22/06 - 25/07/18	\$ 22,203.50
EFT11272	02/08/2018	WALGA	2018/2019 annual subscriptions for Local Laws Services, Association Membership, Procurement Services + Governance Service	\$ 12,620.52
EFT11274	08/08/2018	LGIS Insurance Broking	LGIS Public Liability + Workers Compensation First Instalment	\$ 76,731.61
EFT11280	16/08/2018	Avon Waste	Waste & recycling services	\$ 16,778.00
EFT11284	16/08/2018	Daimler Trucks Perth	Supply 1x new 25 seat deluxe bus with manual transmission + side mounted wheelchair lift + 12mth licencing	\$ 184,582.80
EFT11288	16/08/2018	FS & S & M Lopez	Concrete & Bobcat Hire for Shed at Depot	\$ 12,705.00
EFT11289	16/08/2018	Great Southern Fuel Supplies	20,000 litre diesel + 1,000 litre adblue	\$ 28,509.83
EFT11291	16/08/2018	Hitachi Construction Machinery Pty Ltd	Diff + axle parts	\$ 10,416.31
EFT11302	16/08/2018	Narembeen Engineering And	Supply arrow head pool fence with 2x gates with locks	\$ 21,573.20

		Steel Supplies		
EFT11307	16/08/2018	Narembeen Shire Council	Roadworks on town site bypass 28 June - 25 July 2018	\$ 23,989.84
EFT11308	16/08/2018	Narembeen Tyre Service	8x tyres for trucks, graders + rollers	\$ 5,003.00
EFT11313	16/08/2018	Roads 2000	Supply and lay asphalt (50mm thick black) at Latham Road Intersection	\$ 89,950.85
EFT11314	16/08/2018	Roadswest Engineering Group WA Pty Ltd	Road Safety Audit and Approval CBH	\$ 10,754.70
EFT11317	16/08/2018	Talis Consultants	Balance payment of Roads and Infrastructure Revaluation for Fair Value at 30 June 2018	\$ 7,942.00
EFT11325	30/08/2018	BGC Construction	Progress Claim No. 2 Narembeen Community Precinct Project #70647	\$ 71,283.63
EFT11332	30/08/2018	Leeuwin Civil Pty Ltd	AGRN743 Flood Recovery Works Progress Claim 13 - July 2018	\$ 542,208.15
EFT11340	30/08/2018	Sonic Boom sprays	50% payment for Skeleton Weed 12m manual fold Boom spray	\$ 22,014.50
DD9642.2	09/08/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 9,044.27
DD9655.2	23/08/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 9,209.23
11037	13/08/2018	Water Corporation	Water Charges for May - Jul 2018	\$10,745.65

## CONSULTATION

Nil

## STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg11. Payment of accounts

1. A local government is to develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for and properly authorised use of:
  - a. Cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - b. Petty cash systems.
2. A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
3. Payments made by a local government
  - a. Subject to sub regulation (4), are not to be paid in cash; and
  - b. Are to be made in a manner which allows identification of –
    - i. The method of payment;
    - ii. The authority for the payment; and
    - iii. The identity of the person who authorised the payment.
4. Nothing in sub regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

Reg 12. Payments from municipal fund or trust fund

1. A payment may only be made from the municipal fund or the trust fund –
  - a. If the local government has delegated the CEO the exercise of its power to make payments from those funds by the CEO; or
  - b. Otherwise, if the payment is authorised in advance by a resolution of the council
2. The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

### 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.
2. A list of accounts for approval to be paid is to be prepared each month showing:
  - a. For each account which required council authorisation in that month –
    - i. The payee's name;
    - ii. The amount of the payment; and
    - iii. Sufficient information to identify the transaction.
  - b. The date of the meeting of the council to which the list is to be presented.
3. A list prepared under sub regulation (1) or (2) is to be –
  - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
  - b. Recorded in the minutes of that meeting.

### **FINANCIAL IMPLICATIONS**

Shire of Narembeen 2018/2019 Budget.

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

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

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

### **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Receive the Schedule of Accounts for August 2018 for the Shire of Narembeen and the Narembeen Community Resource Centre; and
2. Receive the Credit Card Statements for August 2018 for the Shire of Narembeen.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**



# SHIRE OF NAREMBEEN

## SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 19 September 2018

Chq/EFT	Date	Name	Description	Amount
EFT11247	02/08/2018	Australian Services Union	Payroll deductions	\$ 49.80
EFT11248	02/08/2018	BGC Construction	Progress Claim No. 1 Narembeen Community Precinct Project Job #70647	\$ 21,450.00
EFT11249	02/08/2018	CDA Air Conditioning & Refrigeration	Service of airconditioner units	\$ 532.40
EFT11250	02/08/2018	Chris Bray Electrics Pty Ltd	Disconnect & remove ceiling fan, replace globes and powerpoint	\$ 1,447.60
EFT11251	02/08/2018	Cody Express Transport	Freight for 5.91m pipe from enviro pipes	\$ 119.26
EFT11252	02/08/2018	Complant Ammann Australia	door window + nut wheel	\$ 722.23
EFT11253	02/08/2018	Copier Support	Printing Costs from 21/06 - 23/07/18	\$ 963.16
EFT11254	02/08/2018	Cutting Edges Pty Limited	10x grader blades	\$ 2,750.00
EFT11255	02/08/2018	Dan Murphy's	12x bottles of white wine (Skuttlebutt SBS)	\$ 229.10
EFT11256	02/08/2018	Department of Primary Industries and Regional Development	Prepare and print Narembeen Shire Property Map	\$ 312.21
EFT11257	02/08/2018	Easifleet	Payroll deductions	\$ 664.83
EFT11258	02/08/2018	Eastern Hills Saws And Mowers	1x chainsaw chain	\$ 125.00
EFT11259	02/08/2018	Enviro Pipes	5.91m pipe	\$ 2,112.00
EFT11260	02/08/2018	Henry Schein Regional Pty Ltd	Monthly digital IT support	\$ 35.00
EFT11261	02/08/2018	LGIS Insurance Cover	Motor Vehicle Insurance Cover 18/19	\$ 42,010.39
EFT11262	02/08/2018	Local Government Professionals Australia WA	2018/2019 Membership Chris Jackson	\$ 716.00
EFT11263	02/08/2018	Market Creations	Rebranding Services - Consultancy Services, Onsite Community Workshop & Logo Concepts	\$ 6,261.00
EFT11264	02/08/2018	Narembeen Shire Council	Road works undertaken on town bypass 22/06 - 25/07/18	\$ 22,203.50
EFT11265	cancelled			
EFT11266	02/08/2018	Ness Gas Supplies	2x 45kg gas bottle for Caravan Park	\$ 360.00
EFT11267	02/08/2018	P M Services Narembeen	Waste Manager Wages 14/07 - 27/07/18	\$ 2,496.00
EFT11268	02/08/2018	Rosemary Smoker	3x nights at Adrians Retreat (21/09 - 24/09/48) because of double booking	\$ 360.00
EFT11269	02/08/2018	Toll Ipec Pty Ltd	Library exchange boxes	\$ 44.90
EFT11270	02/08/2018	WA Contract Ranger Services	Ranger Services 19/07 + 25/07/18	\$ 584.37
EFT11271	02/08/2018	WA Fire Protection	Inspect fire equipment and repair/supply additional extinguishers etc. as required	\$ 4,479.26
EFT11272	02/08/2018	WALGA	2018/2019 annual subscriptions for Local Laws Services, Association Membership, Procurement	\$ 12,620.52
EFT11273	02/08/2018	Wurth Australia Pty Ltd	rubber grease + silicon	\$ 78.90
EFT11274	08/08/2018	LGIS Insurance Broking	LGIS WorkCare (Property, Public Liability + Workers Comp) First Instalment	\$ 76,731.61
EFT11275	cancelled			
EFT11276	16/08/2018	Ag Implements Narembeen	therma-gard coolant	\$ 873.97
EFT11277	16/08/2018	All Ways Foods	Cleaning materials for Caravan Park (Toilet roll, paper towel, bleach, Kilbac)	\$ 325.74
EFT11278	16/08/2018	Aust Post	Postage Charges July (up to 31/07/18)	\$ 478.89

EFT11279	16/08/2018	Australian Services Union	Payroll deductions	\$	49.80
EFT11280	16/08/2018	Avon Waste	399 general waste services for 5 weeks	\$	16,778.00
EFT11281	16/08/2018	CJD Equipment Pty Ltd	fuel filter housing	\$	479.16
EFT11282	16/08/2018	Chris Bray Electrics Pty Ltd	Replace external security light at Shire Building with new LED	\$	1,196.80
EFT11283	16/08/2018	Clinicare Pcy Narembeen	19x Influenza vaccines for staff	\$	419.10
EFT11284	16/08/2018	Daimler Trucks Perth	Supply 1x new 25seat fusio rosa deluxe bus with manual transmission + side mounted wheelchair lift + 12mth licencing	\$	184,582.80
EFT11285	16/08/2018	Dentsply Sirona	Preventative maintenance service on c8+ dental chair, repair leak & adjust water flow	\$	396.00
EFT11286	16/08/2018	Department of Primary Industries and Regional Development	Supply of Property Map of Narembeen Shire	\$	146.21
EFT11287	16/08/2018	Easifleet	Payroll deductions	\$	664.83
EFT11288	16/08/2018	FS & S & M Lopez	Concrete & Bobcat Hire for Shed at Depot	\$	12,705.00
EFT11289	16/08/2018	Great Southern Fuel Supplies	20000 litre diesel + 1000 litre adblue	\$	28,509.83
EFT11290	16/08/2018	Hanson Construction Materials Pty Ltd	60.84to 7mm washed single size granite	\$	4,536.62
EFT11291	16/08/2018	Hitachi Construction Machinery Pty Ltd	clutch plate, plate + brake disk - diff + axle parts	\$	10,416.31
EFT11292	16/08/2018	Housing Authority	Refund for Housing Bond for 15 Northmore Street less final rent payment	\$	714.29
EFT11293	16/08/2018	IT Vision Australia Pty Ltd	Altus Enablement	\$	1,100.00
EFT11294	16/08/2018	Irving Holdings WA	Fuel for staff vehicle + catering July 2018	\$	873.05
EFT11295	16/08/2018	Ixom	70kg chlorine	\$	84.57
EFT11296	16/08/2018	Kleenheat Gas	Gas for Rec Centre	\$	1,101.06
EFT11297	16/08/2018	Landgate	Rural UV Interim valuation shared	\$	164.20
EFT11298	16/08/2018	Market Creations	Onsite Community Workshop (Corporate Identity July 2018)	\$	1,430.00
EFT11299	16/08/2018	Marketforce	Advertising in 'The West Australian' Wednesday 4th + Saturday 7th July for 6mths Finance Officer Position	\$	1,110.04
EFT11300	16/08/2018	Narembeen IGA	July 2018 account	\$	702.75
EFT11301	16/08/2018	Narembeen Community Resource Centre	8x community directories for office staff	\$	128.00
EFT11302	16/08/2018	Narembeen Engineering And Steel Supplies	Supply arrow head pool fence with 2x gates with locks	\$	21,573.20
EFT11303	16/08/2018	Narembeen Hardware and Ag Supplies	orbit voyager 2 professional	\$	686.21
EFT11304	16/08/2018	Narembeen Hardware and Ag Supplies - Building A/C	brush, pain, dropsheet, roller cover, tray paint roller	\$	497.49
EFT11305	16/08/2018	Narembeen Hardware and Ag Supplies - Shire Workshop	bag of 15kg rags + retractable hose reel	\$	610.14
EFT11306	16/08/2018	Narembeen Medical Centre	Employment Medical for Shae Biddulph	\$	140.00
EFT11307	16/08/2018	Narembeen Shire Council	Roadworks on townsite bypass 28 June - 25 July 2018	\$	23,989.84
EFT11308	16/08/2018	Narembeen Tyre service	8x tyres for trucks, graders + rollers	\$	5,003.00
EFT11309	16/08/2018	Narrogin Furnishings - Furniture Court	Roller Blinds for right & left hand side of office & north window for new St Johns & Fire rescue	\$	3,025.00
EFT11310	16/08/2018	P M Services Narembeen	Waste Transfer Station Management Wages 28/07 - 10/08/18	\$	2,496.00
EFT11311	16/08/2018	Perfect Computer Solutions Pty Ltd	Update new tax tables, repair machine issues with taskbar, free up space on C drive & backup copy of Synergy	\$	552.50
EFT11312	16/08/2018	QC Ultimate Clean	Carpet Cleaning for joint venture units	\$	192.50

EFT11313	16/08/2018	Roads 2000			Supply and lay asphalt (50mm thick black) at Latham Road Intersection	\$ 89,950.85
EFT11314	16/08/2018	Roadswest Engineering Group WA Pty Ltd			Road Safety Audit and Approval CBH	\$ 10,754.70
EFT11315	16/08/2018	Solid Display Systems			2nd payment (missing 50%) for honour board software system at Rec Centre	\$ 2,846.25
EFT11316	16/08/2018	St John Ambulance Narembeen Sub-centre			Community Grants Program - Purchase of backboard, stretcher, strap spider + bag for strap spider	\$ 2,038.30
EFT11317	16/08/2018	Talis Consultants			Balance payment of Roads and Infrastructure Revaluation for Fair Value at 30 June 2018	\$ 7,942.00
EFT11318	16/08/2018	Town Planning Innovations			General Planning Services (1 July - 26 July 2018)	\$ 928.13
EFT11319	16/08/2018	Turbotech			1x S300BV Turbo	\$ 3,934.34
EFT11320	16/08/2018	Vaeoco Pty Ltd			10kg \$1 or \$2 coin drop IPFSO washer & dryer for Caravan Park	\$ 4,943.40
EFT11321	16/08/2018	WA Contract Ranger Services			Ranger Services 02/08/18 + 07/08/18	\$ 561.00
EFT11322	16/08/2018	WA Regional Plumbing			Replace shower taps	\$ 136.92
EFT11323	16/08/2018	WALGA			Breakfast Forum Rhonda Cole - 01/08/18	\$ 50.00
EFT11324	30/08/2018	Australian Services Union			Payroll deductions	\$ 49.80
EFT11325	30/08/2018	BGC Construction			Progress Claim No. 2 Narembeen Community Precinct Project #70647	\$ 71,283.63
EFT11326	30/08/2018	Boc Gases			Gases for depot	\$ 88.87
EFT11327	30/08/2018	Donovan Ford			strainer	\$ 637.12
EFT11328	30/08/2018	Easifleet			Payroll deductions	\$ 664.83
EFT11329	30/08/2018	Exteria			2x 3m long stackable benches	\$ 1,321.10
EFT11330	30/08/2018	Henry Schein Regional Pty Ltd			Monthly IT & Software Support	\$ 35.00
EFT11331	30/08/2018	Landgate			6x Land Enquiry	\$ 51.40
EFT11332	30/08/2018	Leeuwin Civil Pty Ltd			AGRN743 Flood Recovery Works Progress Claim 13 - July 2018	\$ 542,208.15
EFT11333	30/08/2018	Local Health Authorities Analytical Committee			Analytical Services 2018/2019	\$ 392.70
EFT11334	30/08/2018	Merredin Toyota (avn Northam Pty Ltd)			New headlamp	\$ 479.27
EFT11335	30/08/2018	Moore Stephens			Road to Recovery - annual return for the year 2017/2018	\$ 2,365.00
EFT11336	30/08/2018	Narembeen Shire Council			Rates charges (Emergency Services Levy + Domestic Rubbish)	\$ 1,102.00
EFT11337	30/08/2018	P M Services Narembeen			Waste Station Management Wages 11 Aug - 24 Aug 2018	\$ 2,496.00
EFT11338	30/08/2018	Perfect Computer Solutions Pty Ltd			Preconfigure edgerouter to firewall at CRC, for CRC to be on their own network not on the Shire	\$ 3,072.50
EFT11339	30/08/2018	Quadrio Resources Pty Ltd			Rates refund for deceased tenement	\$ 207.45
EFT11340	30/08/2018	Sonic Boomsprays			50% payment for Skeleton Weed 12m manual fold Boomspray	\$ 22,014.50
EFT11341	30/08/2018	Spill Station Australia Pty Ltd			1x 2-drum spill pallet	\$ 433.75
EFT11342	30/08/2018	St John Ambulance Western Australia Ltd			Provide First Aid 1 Day Training Course for numerous staff members	\$ 2,312.00
EFT11343	30/08/2018	State Library of Western Australia			Annual Fee for Lost & Damaged Library Materials 2018/19	\$ 308.00
EFT11344	30/08/2018	Strange Images Photography			Onsite Tourism Photo Session	\$ 495.00
EFT11345	30/08/2018	Toll Ipec Pty Ltd			Library Exchange boxes	\$ 127.53
EFT11346	30/08/2018	Westrac Equipment Pty Ltd			208litre TDTO30	\$ 2,318.27
<b>TOTAL EFT PAYMENTS</b>						<b>\$ 1,307,741.70</b>

Chg/EFT	Date	Name	Description	Amount
DD9642.1	09/08/2018	Australian Super	Superannuation contributions	\$ 874.16
DD9642.2	09/08/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 9,044.27



DD9642.3	09/08/2018	CBUS Super	Superannuation contributions	\$	204.34
DD9642.4	09/08/2018	Prime Superannuation Fund	Superannuation contributions	\$	229.71
DD9642.5	09/08/2018	Plum Super Fund	Superannuation contributions	\$	229.71
DD9642.6	09/08/2018	AMP Life Limited	Superannuation contributions	\$	241.11
DD9642.7	09/08/2018	IOOF Employer Super	Superannuation contributions	\$	321.98
DD9646.1	08/08/2018	Commander Australia Pty Ltd	Admin Office phone charges	\$	68.51
DD9655.1	23/08/2018	Australian Super	Superannuation contributions	\$	881.21
DD9655.2	23/08/2018	WA Local Government Superannuation Plan	Payroll deductions	\$	9,209.23
DD9655.3	23/08/2018	West State Super	Superannuation contributions	\$	126.56
DD9655.4	23/08/2018	CBUS Super	Superannuation contributions	\$	229.71
DD9655.5	23/08/2018	Prime Superannuation Fund	Superannuation contributions	\$	178.96
DD9655.6	23/08/2018	Plum Super Fund	Superannuation contributions	\$	229.71
DD9655.7	23/08/2018	AMP Life Limited	Superannuation contributions	\$	241.11
DD9655.8	23/08/2018	IOOF Employer Super	Superannuation contributions	\$	321.98
DD9659.1	21/08/2018	Bankwest	Officeworks - Admin Stationary	\$	933.24
DD9660.1	14/08/2018	Nib Health Insurance	EMCS health insurance	\$	198.34
DD9663.1	21/08/2018	On Hold Productions PTY LTD	ONHOLD MUSIC	\$	75.90
<b>TOTAL DIRECT DEBIT PAYMENTS</b>				<b>\$</b>	<b>23,839.74</b>

Chq/EFT	Date	Name	Description	Amount
11034	02/08/2018	Richard Read And Associates Pty Ltd	Rates refund for assessment A5053	\$5.52
11035	02/08/2018	Synergy - Western Power	Electricity Charges 09 May - 05 Jul 2018 for Units 19 Churchill Street	\$245.10
11036	02/08/2018	Water Corporation	Water Charges from 24/05 - 24/07 at Lot 309/310 Rest room at Churchill Street	\$97.10
11037	13/08/2018	Water Corporation	Water Charges May - Jul 2018	\$10,745.65
11038	16/08/2018	Synergy - Western Power	Electricity charges for 79 streetlights for period of 25/06 - 24/07/18	\$1,349.65
11039	16/08/2018	Telstra	Phone charges up to 24 July 2018	\$1,937.47
11040	16/08/2018	Water Corporation	Water Charges May - July 2018	\$3,080.82
11041	30/08/2018	Shire Of Kalamunda	Building Services February - July 2018	\$380.00
11042	30/08/2018	Synergy - Western Power	Electricity Charges for Pool from 11 Jul - 07 Aug 2018	\$2,192.05
11043	30/08/2018	Telstra	Internet charges up to 09 Aug 2018 for new Emergency Facility	\$53.94
<b>TOTAL CHEQUE PAYMENTS</b>				<b>\$20,087.30</b>
<b>TOTAL MUNICIPAL PAYMENTS</b>				<b>\$ 1,351,668.74</b>

Chq/EFT	Date	Name	Description	Amount
EFT11242	02/08/2018	Daniel Adams	GYM BOND REFUND FOR GYM CARD	\$ 50.00
EFT11243	02/08/2018	Department of Commerce	STAGE 1 - 19 CHURCHILL	\$ 56.65
EFT11244	02/08/2018	Melissa Giddens	GYM BOND REFUND FOR GYM CARD	\$ 50.00
EFT11245	02/08/2018	Narembeen Shire Council	19 CHURCHILL STREET - STAGE 1	\$ 5.00
EFT11246	02/08/2018	Richard Cunningham	GYM BOND REFUND FOR GYM CARD	\$ 50.00
EFT11347	30/08/2018	Alanah McLoughlin	GYM CARD BOND REFUND	\$ 50.00

EFT11348	30/08/2018	Kate Walker	GYM CARD BOND REFUND	\$	50.00
EFT11349	30/08/2018	Wendy Fudge	GYM CARD BOND REFUND	\$	50.00
<b>TOTAL TRUST PAYMENTS</b>				<b>\$</b>	<b>361.65</b>

Chq/EFT	Date	Name	Description	Amount
23282	2/08/2018	Telstra	July Charges	\$ 774.79
23285	7/08/2018	Shire of Narembreen	Wages + Super for May + July 2018	\$ 25,183.40
23287	13/08/2018	A-Team Printing	Client Printing	\$ 122.10
23288	12/08/2018	Telstra	New Charges	\$ 215.29
23290	15/08/2018	Central Regional Taife	Chainsaw Course + manuals	\$ 2,604.24
23291	24/08/2018	Copier Support	July/August Photocopier Costs	\$ 262.80
<b>TOTAL CRC PAYMENTS</b>				<b>\$ 29,162.62</b>



## Credit Card Purchases

**CEO**                      2 August 2018 - 3 September 2018

<b>Date</b>	<b>Store</b>	<b>Description</b>	<b>Amount</b>
3/08/2018	The Melbourne Hotel	RoeROC Dinner	\$ 1,942.50
20/08/2018	Circumtec	Cash Wash 1 NB	\$ 18.50
25/08/2018	Intercontinental Perth	Accommodation LG Conference	\$ 4,891.29
<b>CEO Credit Card Payments</b>			<b>\$ 6,852.29</b>

**EMCS**                      2 August 2018 - 3 September 2018

<b>Date</b>	<b>Store</b>	<b>Description</b>	<b>Amount</b>
15/08/2018	NB Post Office	Mobile Phone for C Park	\$ 139.00
17/08/2018	NB Hardware	Thank you gifts	\$ 194.90
17/08/2018	United Kewdale	Fuel NB1	\$ 62.04
26/08/2018	Caltex Midvale	Fuel NB1	\$ 46.95
27/08/2018	Wheatbelt Business Network	WE Shire Registration	\$ 222.00
30/08/2018	Crown Promenade	Accom Roads Conference	\$ 414.92
30/08/2018	Narembeen Shire	MDL for G Sands & P Hills	\$ 88.10
<b>EMCS Credit Card Payments</b>			<b>\$ 1,167.91</b>



# Bankwest Corporate MasterCard Statement

Account Number **5586 0207 8811 5284**

Period **2 Aug 18 - 3 Sep 18**

Monthly Spend Limit **\$10,000**

SUMMARY OF YOUR SPEND	
Purchases	<b>\$6,852.29</b>
Cash Advances & Balance Transfers	<b>\$0.00</b>

246BC3C 000111 (053N)

MR CHRISTOPHER G JACKSON  
SHIRE OF NAREMBEEN  
1 LONGHURST ST  
NAREMBEEN WA 6369



## YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
03 AUG 18	THE MELBOURNE HOTEL FB	PERTH	WA	\$1,942.50	
20 AUG 18	CIRCUMTEC	MENTONE	VIC	\$18.50	
25 AUG 18	INTERCONTINENTAL PER	PERTH	WA	\$4,891.29	
<b>Total</b>				<b>\$6,852.29</b>	<b>\$0.00</b>

**Reviewed**

**Authorised**



# Bankwest Corporate MasterCard Statement

Account Number **5586 0203 0212 1909**

Period **2 Aug 18 - 3 Sep 18**

Monthly Spend Limit **\$10,000**

SUMMARY OF YOUR SPEND	
Purchases	<b>\$1,167.91</b>
Cash Advances & Balance Transfers	<b>\$0.00</b>

246BC3C 000112 (053N)  
 MISS BONNIE MADELINE COLE  
 SHIRE OF NAREMBEEN  
 1 LONGHURST ST  
 NAREMBEEN WA 6369

## YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
15 AUG 18	POST NAREMBEEN LPO NA	NAREMBEEN	AU	\$139.00	
17 AUG 18	NAREMBEEM HARDWARE	NAREMBEEN	WA	\$194.90	
17 AUG 18	UNITED KEWDALE	KEWDALE	WA	\$62.04	
26 AUG 18	CALTEX MIDVALE	MIDVALE		\$46.95	
27 AUG 18	WHEATBELTBUSINESSNETWO	NAREMBEEN	WA	\$222.00	
30 AUG 18	CROWN PROMENADE PERT	BURSWOOD		\$207.46	
30 AUG 18	CROWN PROMENADE PERT	BURSWOOD		\$207.46	
30 AUG 18	SHIRE OF NAREMBEEN	NAREMBEEN		\$88.10	
<b>Total</b>				<b>\$1,167.91</b>	<b>\$0.00</b>

**Reviewed**

**Authorised**

246BC3C 000112 000353

## **AGENDA ITEM: 8.5.6 - Financial Report August 2018**

<b>Subject:</b>	Financial Report August 2018
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	N/A
<b>Disclosure of Interest (Staff):</b>	Nil
<b>Disclosure of Interest (Member):</b>	Nil
<b>Author:</b>	Bonnie Cole
<b>Date:</b>	4 <sup>th</sup> September 2018
<b>Attachments:</b>	August 2018 Financial Report, Bank Reconciliation for August 2018, August 2018 CRC Financial Report

### **SUMMARY**

To review Council finances as required by legislation.

### **BACKGROUND**

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31 August 2018.

### **COMMENT**

Council's closing position at 31 August 2018 amounts to \$2,660,542 with current assets of \$5,447,812 and \$2,445,105 of reserve funds.

### **CONSULTATION**

Finance Officer  
Administration Officer  
Senior Staff

### **STATUTORY IMPLICATIONS**

Local Government (Financial Management) Regulations

Reg 34 Financial Activity Statement

### **FINANCIAL IMPLICATIONS**

Shire of Narembeen 2018/2019 Budget

### **POLICY IMPLICATIONS**

Nil

### **STRATEGIC PLAN REFERENCE**

Nil

### **RELATED PARTY TRANSACTIONS**

Nil

## **OFFICER RECOMMENDATION**

That Council:-

1. Receive the Shire of Narembeen's Financial Report for the month of August 2018;
2. Receive the bank reconciliation for the month of August 2018 for all Shire Bank Accounts; and
3. Receive the Narembeen Community Resource Centre Financial Report for the month of August 2018.

## **COUNCIL RESOLUTION**

**MIN**

**MOTION** - Moved Cr.

2nd Cr.

**CARRIED /**

# SHIRE OF NAREMBEEN

## MONTHLY FINANCIAL REPORT

For the Period Ended 31 August 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

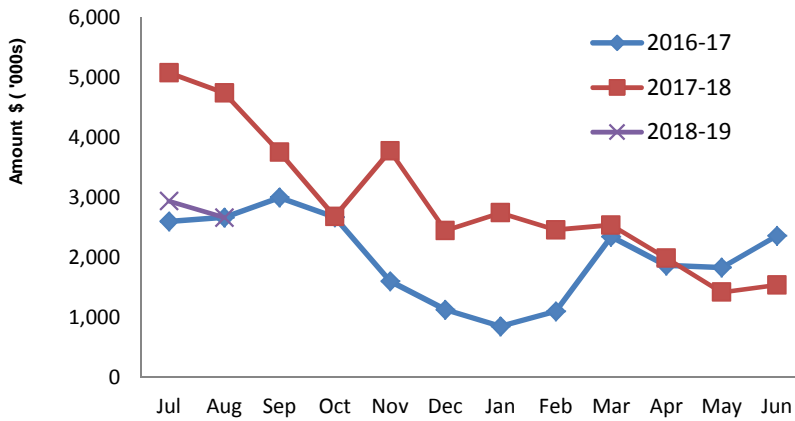
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Note 8	Capital Disposals
Note 9	Rating Information
Note 10	Information on Borrowings
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**Shire of Narembeen**  
**Monthly Summary Information**  
 For the Period Ended 31 August 2018

**Liquidity Over the Year (Refer Note 3)**



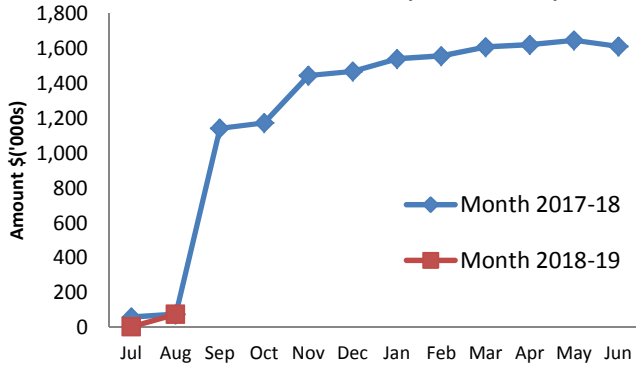
**Cash and Cash Equivalents  
as at period end**

Unrestricted	\$ 2,393,366
Restricted	\$ 2,445,103
	\$ 4,838,469

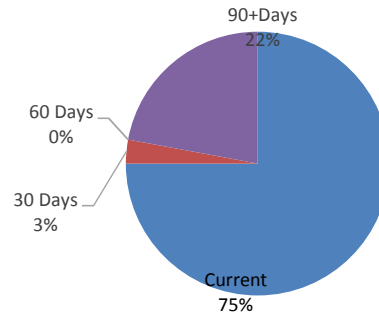
**Receivables**

Rates	\$ 519,666
Other	\$ 40,391
	\$ 560,057

**Rates Collected (Refer Note 6)**



**Accounts Receivable Ageing (non- rates)  
(Refer Note 6)**

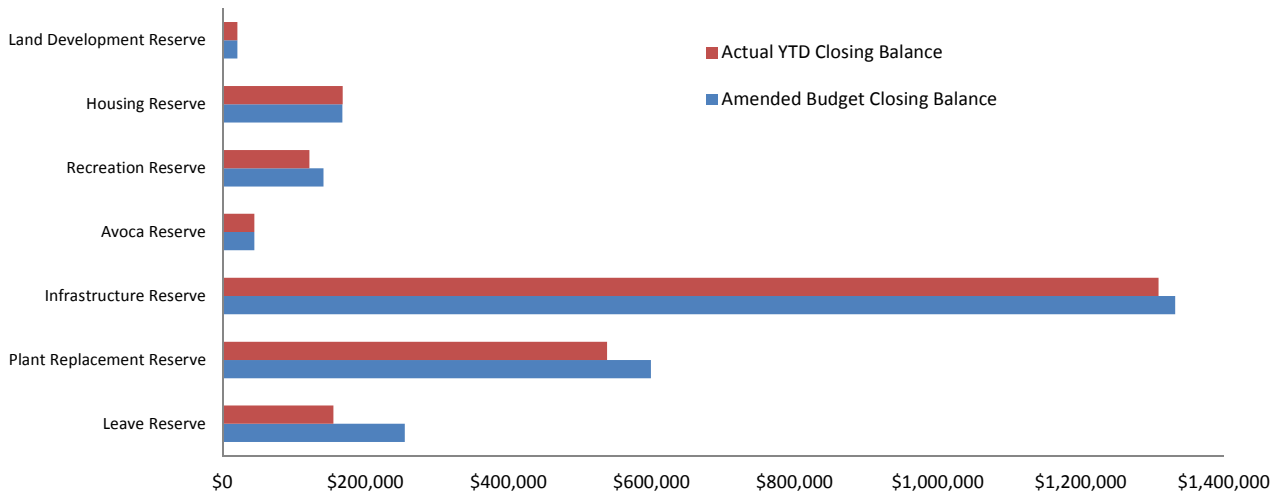


**Comments**

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

**Shire of Narembeen**  
**Monthly Summary Information**  
 For the Period Ended 31 August 2018

**Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)**



**Comments**

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

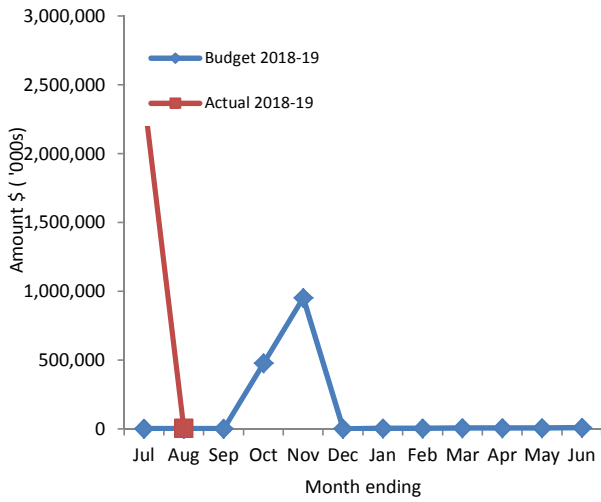
# Shire of Narembeen

## Monthly Summary Information

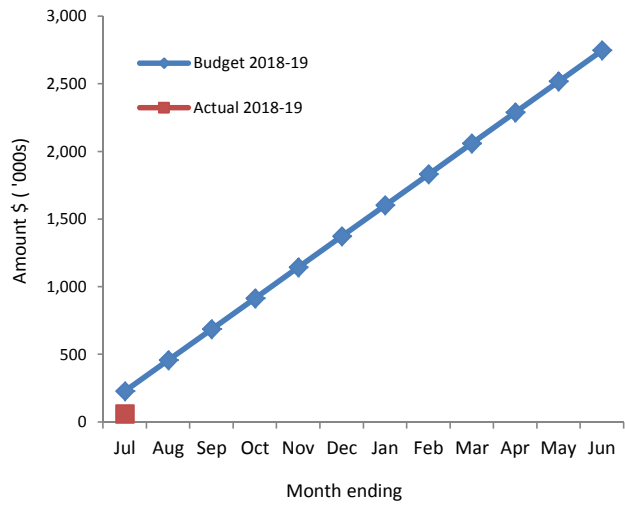
For the Period Ended 31 August 2018

### Revenues

**Budget Operating Revenues -v- Actual (Refer Note 2)**

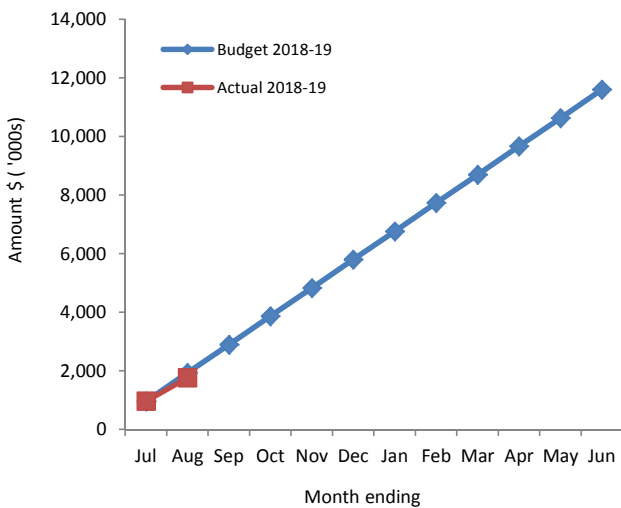


**Budget Capital Revenue -v- Actual (Refer Note 2)**

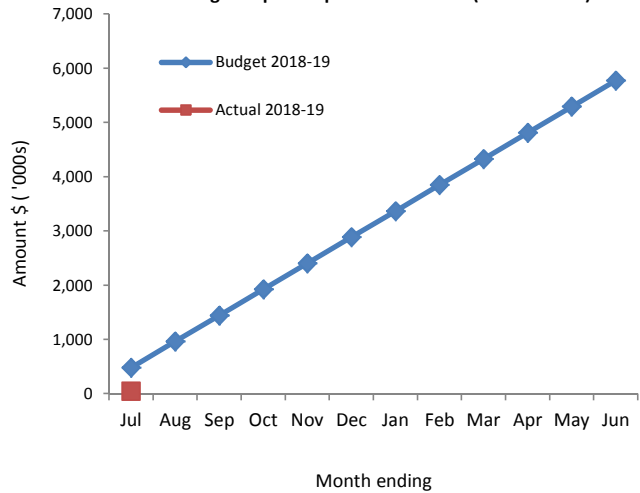


### Expenditure

**Budget Operating Expenses -v- YTD Actual (Refer Note 2)**



**Budget Capital Expenses -v- Actual (Refer Note 2)**



### Comments

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

# Shire of Narembeen

## Compilation Report

For the Period Ended 31 August 2018

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

### Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 August 2018 of \$2,660,541.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

### Preparation

Prepared by: Bonnie Cole

Reviewed by: Chris Jackson

Date prepared: 4-Sep-18

**SHIRE OF NAREMBEEN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 August 2018**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		44,000	7,330	22,085	14,755	201.30%	
General Purpose Funding - Rates	9	1,669,192	1,669,192	1,719,255	50,063	3.00%	
General Purpose Funding - Other		1,156,467	(1,198,258)	225,031	1,423,289	(118.78%)	
Law, Order and Public Safety		71,166	(167,312)	51,721	219,033	(130.91%)	
Housing		120,793	21,142	20,852	(290)	(1.37%)	
Community Amenities		462,747	(150,999)	115,739	266,738	(176.65%)	
Recreation and Culture		57,005	(32,171)	15,687	47,858	(148.76%)	
Transport		4,359,520	(181,554)	804,878	986,432	(543.33%)	
Economic Services		256,800	42,792	162,143	119,351	278.91%	▲
Other Property and Services		667,007	111,156	59,362	(51,794)	(46.60%)	▼
<b>Total Operating Revenue</b>		<b>8,864,697</b>	<b>121,318</b>	<b>3,196,754</b>	<b>3,075,436</b>		
<b>Operating Expense</b>							
Governance		(364,779)	(71,207)	(189,490)	(118,283)	(166.11%)	▼
General Purpose Funding		(117,860)	(19,640)	(173)	19,467	99.12%	▲
Law, Order and Public Safety		(210,201)	(35,225)	(8,873)	26,352	74.81%	▲
Health		(171,933)	(28,870)	(20,492)	8,378	29.02%	▲
Housing		(198,966)	(34,439)	(25,580)	8,859	25.72%	▲
Community Amenities		(814,547)	(141,350)	(68,757)	72,593	51.36%	▲
Recreation and Culture		(1,191,014)	(205,071)	(66,997)	138,074	67.33%	▲
Transport		(7,582,040)	(1,289,472)	(1,330,821)	(41,349)	(3.21%)	
Economic Services		(507,202)	(89,318)	(44,964)	44,354	49.66%	▲
Other Property and Services		(450,417)	(54,274)	(1,654)	52,620	96.95%	▲
<b>Total Operating Expenditure</b>		<b>(11,608,959)</b>	<b>(1,968,866)</b>	<b>(1,757,800)</b>	<b>211,066</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		3,825,297	637,534	0	(637,534)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(36,698)	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>1,044,337</b>	<b>(1,210,014)</b>	<b>1,438,954</b>	<b>2,648,968</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	2,747,016	434,166	178,426	(255,740)	(58.90%)	
Proceeds from Disposal of Assets	8	200,280	0	0	0		
<b>Total Capital Revenues</b>		<b>2,947,296</b>	<b>434,166</b>	<b>178,426</b>	<b>(255,740)</b>		
<b>Capital Expenses</b>							
Land and Buildings	13	(1,737,373)	(135,362)	(135,362)	0	0.00%	
Infrastructure - Roads	13	(2,795,393)	(139,198)	(139,198)	0	0.00%	
Plant and Equipment	13	(1,136,249)	(187,816)	(187,816)	0	0.00%	
Furniture and Equipment	13	(90,000)	(2,712)	(2,712)	0	0.00%	
<b>Total Capital Expenditure</b>		<b>(5,759,015)</b>	<b>(465,088)</b>	<b>(465,088)</b>	<b>0</b>		
<b>Net Cash from Capital Activities</b>		<b>(2,811,719)</b>	<b>(30,922)</b>	<b>(286,662)</b>	<b>(255,740)</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,275	0	0	0		
Transfer from Reserves	7	572,373	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(67,639)	0	0	0		
Transfer to Reserves	7	(222,011)	(3,211)	(3,211)	0	0.00%	
<b>Net Cash from Financing Activities</b>		<b>288,998</b>	<b>(3,211)</b>	<b>(3,211)</b>	<b>0</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,478,384)</b>	<b>(1,244,147)</b>	<b>1,149,081</b>	<b>2,393,228</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,493,384</b>	<b>1,493,384</b>	<b>1,511,460</b>	<b>18,076</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>15,000</b>	<b>249,237</b>	<b>2,660,541</b>	<b>2,411,304</b>		

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

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

**SHIRE OF NAREMBEEN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 August 2018**

	Note	Amended Annual Budget	YTD Actual (b)
<b>Operating Revenues</b>		\$	\$
Rates	9	1,669,192	1,669,967
Operating Grants, Subsidies and Contributions	11	5,917,036	1,238,694
Fees and Charges		1,151,926	278,782
Service Charges		0	
Interest Earnings		79,800	9,311
Other Revenue		0	1
Profit on Disposal of Assets	8	46,743	0
<b>Total Operating Revenue</b>		<b>8,864,697</b>	<b>3,196,755</b>
<b>Operating Expense</b>			
Employee Costs		(1,929,582)	(337,088)
Materials and Contracts		(5,310,774)	(1,288,580)
Utility Charges		(253,550)	(35,124)
Depreciation on Non-Current Assets		(3,825,297)	0
Interest Expenses		(54,949)	12,081
Insurance Expenses		(195,262)	(109,089)
Other Expenditure		(29,500)	0
Loss on Disposal of Assets	8	(10,045)	0
<b>Total Operating Expenditure</b>		<b>(11,608,959)</b>	<b>(1,757,800)</b>
<b>Funding Balance Adjustments</b>			
Add back Depreciation		3,825,297	0
Adjust (Profit)/Loss on Asset Disposal	8	(36,698)	0
Adjust Provisions and Accruals		0	0
<b>Net Cash from Operations</b>		<b>1,044,337</b>	<b>1,438,955</b>
<b>Capital Revenues</b>			
Grants, Subsidies and Contributions	11	2,747,016	178,426
Proceeds from Disposal of Assets	8	200,280	0
<b>Total Capital Revenues</b>		<b>2,947,296</b>	<b>178,426</b>
<b>Capital Expenses</b>			
Land and Buildings	13	(1,737,373)	(135,362)
Infrastructure - Roads	13	(2,795,393)	(139,198)
Plant and Equipment	13	(1,136,249)	(187,816)
Furniture and Equipment	13	(90,000)	(2,712)
<b>Total Capital Expenditure</b>		<b>(5,759,015)</b>	<b>(465,088)</b>
<b>Net Cash from Capital Activities</b>		<b>(2,811,719)</b>	<b>(286,662)</b>
<b>Financing</b>			
Proceeds from New Debentures		0	0
Proceeds from Advances		0	0
Self-Supporting Loan Principal		6,275	0
Transfer from Reserves	7	572,373	0
Advances to Community Groups		0	0
Repayment of Debentures	10	(67,639)	0
Transfer to Reserves	7	(222,011)	(3,211)
<b>Net Cash from Financing Activities</b>		<b>288,998</b>	<b>(3,211)</b>
<b>Net Operations, Capital and Financing</b>		<b>(1,478,384)</b>	<b>1,149,081</b>
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,493,384</b>	<b>1,511,460</b>
<b>Closing Funding Surplus(Deficit)</b>	3	<b>15,000</b>	<b>2,660,541</b>

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

**SHIRE OF NAREMBEEN**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 August 2018**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget
<b>Operating Revenues</b>	\$	\$	\$
Governance	44,000		44,000
General Purpose Funding - Rates	1,669,192		1,669,192
General Purpose Funding - Other	1,156,467		1,156,467
Law, Order and Public Safety	71,166		71,166
Housing	120,793		120,793
Community Amenities	462,747		462,747
Recreation and Culture	57,005		57,005
Transport	4,359,520		4,359,520
Economic Services	256,800		256,800
Other Property and Services	667,007		667,007
Total Operating Revenue	8,864,697	0	8,864,697
<b>Operating Expense</b>			
Governance	(364,779)		(364,779)
General Purpose Funding	(117,860)		(117,860)
Law, Order and Public Safety	(210,201)		(210,201)
Health	(171,933)		(171,933)
Housing	(198,966)		(198,966)
Community Amenities	(814,547)		(814,547)
Recreation and Culture	(1,191,014)		(1,191,014)
Transport	(7,582,040)		(7,582,040)
Economic Services	(507,202)		(507,202)
Other Property and Services	(450,417)		(450,417)
Total Operating Expenditure	(11,608,959)	0	(11,608,959)
<b>Funding Balance Adjustments</b>			
Add back Depreciation	3,825,297		3,825,297
Adjust (Profit)/Loss on Asset Disposal	(36,698)		(36,698)
Adjust Provisions and Accruals			0
Net Cash from Operations	1,044,337	0	1,044,337
<b>Capital Revenues</b>			
Grants, Subsidies and Contributions	2,747,016		2,747,016
Proceeds from Disposal of Assets	200,280		200,280
Total Capital Revenues	2,947,296	0	2,947,296
<b>Capital Expenses</b>			
Land Held for Resale	0		0
Land and Buildings	(1,737,373)		(1,737,373)
Infrastructure - Roads	(2,795,393)		(2,795,393)
Plant and Equipment	(1,136,249)		(1,136,249)
Furniture and Equipment	(90,000)		(90,000)
Total Capital Expenditure	(5,759,015)	0	(5,759,015)
Net Cash from Capital Activities	(2,811,719)	0	(2,811,719)
<b>Financing</b>			
Proceeds from New Debentures			0
Self-Supporting Loan Principal	6,275		6,275
Transfer from Reserves	572,373		572,373
Repayment of Debentures	(67,639)		(67,639)
Transfer to Reserves	(222,011)	0	(222,011)
Net Cash from Financing Activities	288,998	0	288,998
Net Operations, Capital and Financing	(1,478,384)	0	(1,478,384)
Opening Funding Surplus(Deficit)	1,493,384		1,493,384
Closing Funding Surplus(Deficit)	15,000	0	15,000

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

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

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

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

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

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.



**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Cash and Cash Equivalents**

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.

**(g) 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.

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.

**(h) 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.

***Land Held for Resale***

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

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.

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	25 to 50 years
Construction other than Buildings (Public Facilities)	5 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Heritage Assets	25 to 50 years
Roads	25 years
Footpaths	50 years
Sewerage Piping	75 years
Water Supply Piping and Drainage Systems	75 years

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

**(l) Employee Benefits**

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

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

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

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

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Interest-bearing Loans and Borrowings**

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.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) Current and Non-Current Classification**

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

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

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

*"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"*

The Strategic Community Plan defines the key objectives of the Shire as:

*"Economic: A strong, resilient and balanced economy.*

*Environment: Our unique natural and built environment is protected and enhanced.*

*Social: Our community enjoys a high quality of life.*

*Civic Leadership: A collaborative and engaged community."*

**(s) Reporting Programs**

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

**GENERAL PURPOSE FUNDING**

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

**LAW, ORDER, PUBLIC SAFETY**

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

**HEALTH**

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**HOUSING**

Provision and maintenance of rented housing accommodation for pensioners and employees.

**COMMUNITY AMENITIES**

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

**RECREATION AND CULTURE**

Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, boat ramps, foreshore, public halls and Shark Bay Recreation Centre.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

**ECONOMIC SERVICES**

Tourism, community development, pest control, building services, caravan parks and private works.

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.



**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

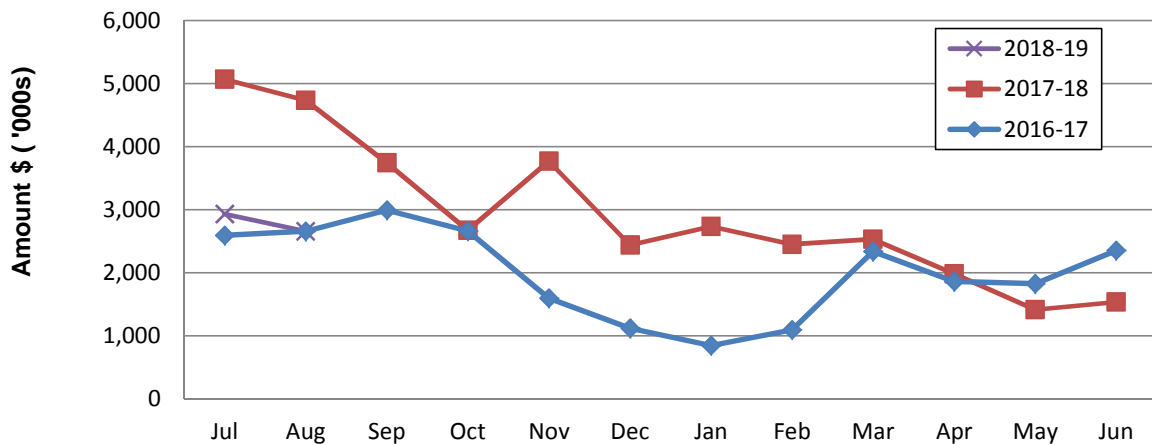
**Note 2: EXPLANATION OF MATERIAL VARIANCES BY REPORTING PROGRAM**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	14,755	201.30%			
General Purpose Funding - Rates	50,063	3.00%			
General Purpose Funding - Other	1,423,289	(118.78%)		Timing	Timing profile error
Law, Order and Public Safety	219,033	(130.91%)		Timing	ESL raised with rates and grant for CCTV
Health	0				
Housing	(290)	(1.37%)			
Community Amenities	266,738	(176.65%)		Timing	Rubbish raised with rates
Recreation and Culture	47,858	(148.76%)		Timing	Annual fees not raised
Transport	986,432	(543.33%)		Timing	Grant income not received
Economic Services	119,351	278.91%	▲	Timing	Skeleton weed funding received
Other Property and Services	(51,794)	(46.60%)	▼	Timing	Private Works not undertaken
<b>Operating Expenditure</b>					
Governance	(118,283)	(166.11%)	▼	Timing	Reallocations not performed
General Purpose Funding	19,467	99.12%	▲		Discount allowed allocated
Law, Order and Public Safety	26,352	74.81%	▲		
Health	8,378	29.02%	▲		
Housing	8,859	25.72%	▲		
Community Amenities	72,593	51.36%	▲	Timing	Works not commenced
Recreation and Culture	138,074	67.33%	▲	Timing	Works not commenced
Transport	(41,349)	(3.21%)		Timing	WANDRRA works for June paid
Economic Services	44,354	49.66%	▲	Permanent	
Other Property and Services	52,620	96.95%	▲	Timing	
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(255,740)	(58.90%)		Timing	Funding not received
Proceeds from Disposal of Assets	0				
<b>Capital Expenses</b>					
Land and Buildings	0	0.00%			
Infrastructure - Roads	0	0.00%			
Plant and Equipment	0	0.00%			
Furniture and Equipment	0	0.00%			

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2018**

**Note 3: NET CURRENT FUNDING POSITION**

				Positive=Surplus (Negative=Deficit)		
				YTD 31 Aug 2018	Previous Period	Same Period Last year
				Note		
					\$	\$
<b>Current Assets</b>						
Cash Unrestricted	4	2,393,366	1,522,791	3,001,032		
Cash Restricted	4	2,445,103	2,445,103	2,052,477		
Receivables - Rates	6	519,666	1,805,577	662,456		
Receivables -Other	6	74,745	166,514	1,444,175		
Inventories		14,932	14,932	15,513		
		5,447,812	5,954,917	7,175,653		
<b>Less: Current Liabilities</b>						
Payables		(62,826)	(278,064)	(133,631)		
Provisions		(340,705)	(340,705)	(302,889)		
		(403,530)	(618,769)	(436,520)		
Less: Cash Reserves	7	(2,445,105)	(1,873,668)	(2,052,477)		
Net Adjustment for Borrowings.		61,365	61,365	51,496		
<b>Net Current Funding Position</b>		<b>2,660,542</b>	<b>3,523,845</b>	<b>4,738,151</b>		

**Note 3 - Liquidity Over the Year****Comments - Net Current Funding Position**

The Spike in funding in November was due to the receipt of Financial Assistance Grants, Road Project grants and Grants for the Emergency Services Building

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	CRC \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>								
Municipal Account	0.01%	1,310,762				1,310,762	BankWest	At Call
Operating Account	0.01%				31,963	31,963	Bankwest	At Call
Trust Bank Account	0.01%			22,140		22,140	BankWest	At Call
Reserve Account	1.25%		2,445,103			2,445,103	BankWest	At Call
Cash Management Account	1.25%	4,791				4,791	BankWest	At Call
(b) <b>Term Deposits</b>								
TD - GFN		300,000				300,000	BankWest	01-Mar-18
TD - SI		680,000				680,000	BankWest	01-Jul-18
Gold Term Deposit	2.50%				65,000	65,000	BankWest	01-Jul-18
<b>Total</b>		<b>2,295,553</b>	<b>2,445,103</b>	<b>22,140</b>	<b>96,963</b>	<b>4,859,759</b>		

**Comments/Notes - Investments**



**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**Note 5 (a): BUDGET AMENDMENTS - CORPORATE BUSINESS PLAN LINKAGE**

A number of additional operating actions were forecast to be undertaken during the current period of the Corporate Business Plan CBP which result in additional operating expenditure or revenue. The additional activities for the current year are summarised below along with the amount included within the budget and budget amendments.

Strategy Ref	Strategy	Action Ref	Action	2015-16 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
Total				-	-	-	-

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**Note 6 - RECEIVABLES**

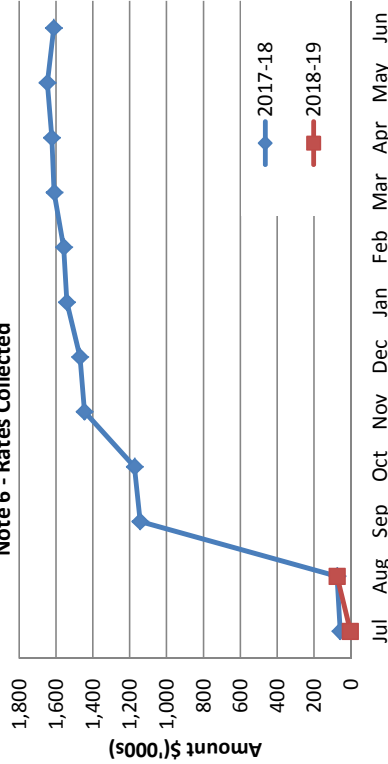
**Receivables - Rates Receivable**

Opening Arrears Previous Years	
Levied this year	
Less Collections to date	
<b>Equals Outstanding</b>	

**Net Rates Collectable**  
 % Collected

	YTD 31 Aug 2018	30 June 2018
\$	82,539	\$ 87,332
	1,720,816	
	(1,283,689)	
	<b>519,666</b>	<b>87,332</b>
	<b>(519,666)</b>	<b>87,332</b>
	74.60%	0.00%

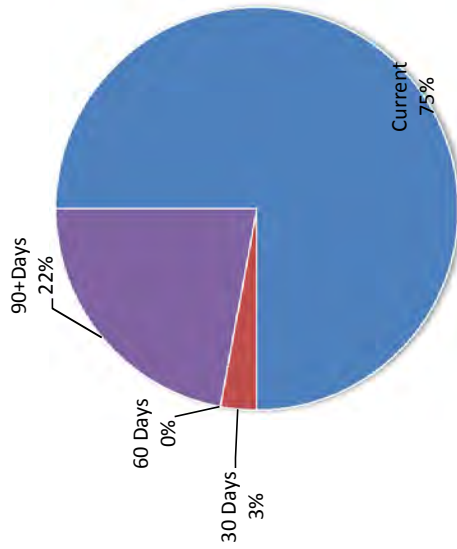
**Note 6 - Rates Collected**



Receivables - General	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 30,290	\$ 1,180	\$ 0	\$ 8,921
<b>Total Receivables General Outstanding</b>				<b>40,391</b>

**Amounts shown above include GST (where applicable)**

**Note 6 - Accounts Receivable (non-rates)**



Comments/Notes - Receivables Rates

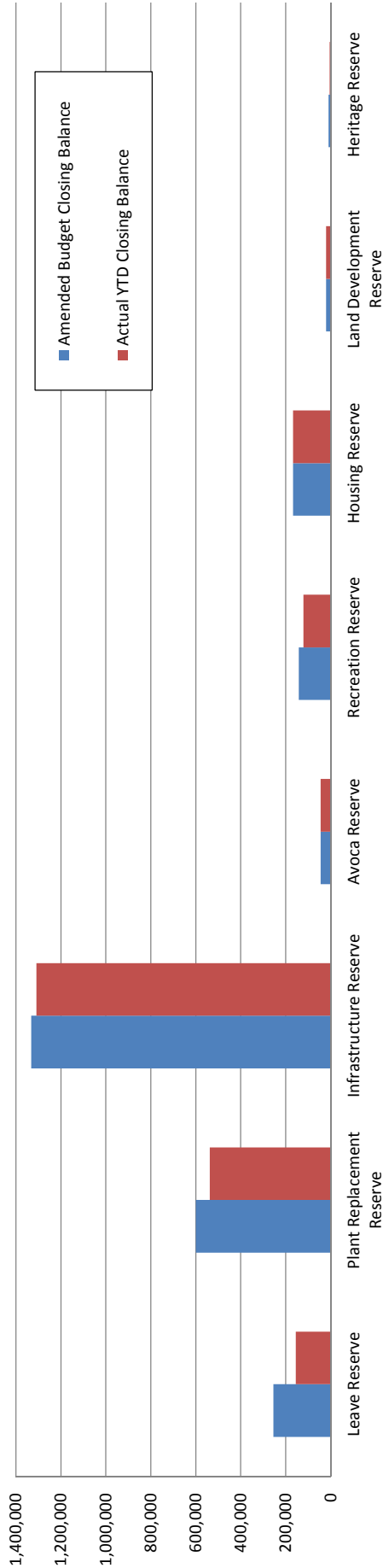
Comments/Notes - Receivables General

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 August 2018

**Note 7: Cash Backed Reserve**

2018-19	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer Out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 155,077	\$ 0	\$ 204	\$ 100,000	\$ 0	\$ 0	\$ 0		\$ 255,077	\$ 155,281
Plant Replacement Reserve	537,223	0	706	62,011	0	0	0		599,234	537,930
Infrastructure Reserve	1,307,151	0	1,719	25,000	0	0	0		1,332,151	1,308,870
Avoca Reserve	44,433	0	58	0	0	0	0		44,433	44,492
Recreation Reserve	121,459	0	160	20,000	0	0	0		141,459	121,619
Housing Reserve	167,806	0	221	0	0	0	0		167,806	168,027
Land Development Reserve	20,807	0	27	0	0	0	0		20,807	20,834
Heritage Reserve	5,075	0	7	5,000	0	0	0		10,075	5,082
Medical Service Support Reserve	82,861	0	109	0	0	0	0		82,861	82,970
Bendering Landfill Renewal Reserve				10,000	0	0	0			
	<b>2,441,893</b>	<b>0</b>	<b>3,211</b>	<b>222,011</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>2,653,904</b>	<b>2,445,105</b>

**Note 7 - Year To Date Reserve Balance to End of Year Estimate**







**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>Rate Revenue \$</b>	<b>Interim Rates \$</b>	<b>Back Rates \$</b>	<b>Total Revenue \$</b>	<b>Amended Budget Rate Revenue \$</b>	<b>Amended Budget Interim Rate \$</b>	<b>Amended Budget Back Rate \$</b>	<b>Amended Budget Total Revenue \$</b>
<b>General Rate</b>										
GRV	220	1,735,612	212,356	(1,487)	0	210,869	212,356	0	0	212,356
UV	327	101,722,500	1,472,331	0	0	1,472,331	1,472,331	0	0	1,472,331
UV Mining	2	89,423	1,294	0	0	1,294	639	0	0	639
<b>Sub-Totals</b>	<b>549</b>	<b>103,547,535</b>	<b>1,685,981</b>	<b>(1,487)</b>	<b>0</b>	<b>1,684,494</b>	<b>1,685,326</b>	<b>0</b>	<b>0</b>	<b>1,685,326</b>
<b>Minimum Payment</b>										
GRV	17	7,735	7,735	0	0	7,735	7,735	0	0	7,735
UV	43		19,565	(455)	0	19,110	19,565	0	0	19,565
UV Mining	21	89,423	9,555		0	9,555	8,190	0	0	8,190
<b>Sub-Totals</b>	<b>81</b>	<b>97,158</b>	<b>36,855</b>	<b>(455)</b>	<b>0</b>	<b>36,400</b>	<b>35,490</b>	<b>0</b>	<b>0</b>	<b>35,490</b>
						<b>1,720,894</b>				<b>1,720,816</b>
<b>Discount</b>										
<b>Amount from General Rates</b>						<b>(2,550)</b>				<b>(51,624)</b>
<b>Specified Area Rates</b>						<b>1,718,345</b>				<b>1,669,192</b>
<b>Totals</b>						<b>1,718,345</b>				<b>1,669,192</b>

**Comments - Rating Information**

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**10. INFORMATION ON BORROWINGS**  
(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 127 Homes for the Aged (SSL)	67,155			6,274	67,155	60,881	(16)	2,773
Loan 125 Swimming Pool	218,521			18,402	218,521	200,119	(2,459)	14,295
Loan 128 Recreation Centre	698,802			28,758	698,802	670,044	(9,139)	36,384
Loan 129 Solar Panels	59,170			14,205	59,170	44,965	(467)	1,497
	1,043,648	0	0	67,639	1,043,648	976,009	(12,081)	54,949

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

The proposed new loan will assist in the extension of the Community Centre. This loan will only be drawn upon if other grant funding is received for the project.

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 August 2018

**Note 11: GRANTS AND CONTRIBUTIONS**

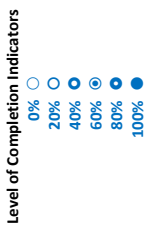
Program/Details GL	Grant Provider	2018-19 Amended Budget	Operating	Capital	Recoup Status	
					Received	Not Received
<b>GENERAL PURPOSE FUNDING</b>		\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	435,685	435,685			
Grants Commission - Roads	WALGGC	614,795	614,795			
Ex Gratia Rates	CBH	14,187	14,187			
Instalment Fees		2,500	2,500			
<b>LAW, ORDER, PUBLIC SAFETY</b>						
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	14,000	14,000			
ESL Contribution	DFES	4,000	4,000			
CCTV Systems				50,000	49,998	
<b>Health</b>						
Doctor Surgery	NSRF	477,200		477,200		
<b>COMMUNITY AMENITIES</b>						
Community Service Centre	Fencepost	30,000		30,000		
	DRD	252,300		252,300		
Community Bus	Lotterwest	49,998		41,998		
<b>RECREATION AND CULTURE</b>						
Lesser Hall	Lotterywest	100,000		100,000		
<b>TRANSPORT</b>						
1212 Direct Grant	Main Roads	105,000	105,000			
Regional Road Group	Main Roads	342,901		342,901		
Regional Road Group 17/18 balance	Main Roads	69,099		69,099		
R2R	Dept. Infrastructure	363,518		363,518		
WANNDRA	Main Roads	4,254,020	4,254,020			
Grain Freight Network	Main Roads	1,632,000		1,020,000		
<b>ECONOMIC SERVICES</b>						
Skeleton Weed Funding	DAFFWA	140,000	140,000		140,000	
<b>TOTALS</b>		<b>8,901,203</b>	<b>5,584,187</b>	<b>2,747,016</b>	<b>189,998</b>	<b>0</b>
Operating	Operating	5,584,187			140,000	
Non-Operating	Non-operating	2,747,016			0	
		<b>8,331,203</b>			<b>140,000</b>	

**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 18	Amount Received	Amount Paid	Closing Balance 31-Aug-18
Wadderin Reserve	\$ 0	\$	\$	\$ 0
Sundry Deposits	1,800		(200)	1,600
Gym Card Bonds	6,538	1,500	(300)	7,738
Nominations	0			0
BCITF Levy	0			0
Building Services Levy	0	1,770	(1,770)	0
Joint Venture Bonds	2,350	100		2,450
Wheatbelt Railway Retention Alliance	8,981			8,981
	<b>19,669</b>	<b>3,370</b>	<b>(2,270)</b>	<b>20,769</b>



**SHIRE OF NAREMBEEN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2018**

**Note 13: CAPITAL ACQUISITIONS**

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	YTD Actual	Variance Under/(Over)	YTD 31
○	<b>Buildings</b>				
○	Law Order & Public Safety emergency Services Facility		9,084	(9,084)	0
	<b>Law &amp; Order Total</b>	<b>0</b>	<b>9,084</b>	<b>(9,084)</b>	
○	<b>Community Amenities</b>				
	Cemetery Entrance and Niche Wall Upgrade	(137,373)	0	137,373	
	Community Shed – Replace Apron, Flashing & Roof Repairs	(7,000)	0	7,000	
	<b>Community Amenities Total</b>	<b>(144,373)</b>	<b>0</b>	<b>144,373</b>	
○	<b>Health</b>				
	CRC & Medical Centre Extension	(1,250,000)	95,228	1,154,772	
	<b>Health Total</b>	<b>(1,250,000)</b>	<b>95,228</b>	<b>1,154,772</b>	
○	<b>Housing</b>				
	10A Ada Street – Replace carpets	(5,000)	0	5,000	
	<b>Housing Total</b>	<b>(5,000)</b>	<b>0</b>	<b>5,000</b>	
○	<b>Recreation And Culture</b>				
	Netball Fence Installation	(30,000)	19,500	10,500	
	Lesser Hall Interpretation Centre	(185,000)	0	185,000	
	Recreation Centre - Upgrade Gas HWS	(40,000)	0	40,000	
	Roads Board Building	(60,000)	0	60,000	
	<b>Recreation And Culture Total</b>	<b>(315,000)</b>	<b>19,500</b>	<b>235,500</b>	
○	<b>Transport</b>				
	Depot Storage Shed Concrete Floor	(23,000)	11,550	34,550	
	<b>Transport Total</b>	<b>(23,000)</b>	<b>11,550</b>	<b>0</b>	
○	<b>Other Property and Services</b>				
	Fire prevention		0	0	
	Numbats - Replace Floor	(15,000)	0	15,000	
	<b>Buildings Total</b>	<b>(1,717,373)</b>	<b>135,362</b>	<b>1,530,561</b>	





# Shire of Narembeen

## Bank Reconciliation - AUGUST 2018

	Municipal	Restricted Cash	Reserves	Trust
BW account #	5347926	0059637	5347900	5347934
GL Account #	11590100	1590200	1595500	1591000
<b>Balance as per GL Cash at Bank GEN</b>	<b>\$ 1,302,527.23</b>	<b>\$ 984,791.00</b>	<b>\$ 2,448,217.80</b>	<b>\$ 22,139.65</b>
<b>Plus</b>				
Unpresented Cheques/EFT	5,255.51			-
<b>Outstanding as per Synergy report</b>	<b>5,255.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>PLUS</b>				
Term deposit		(680,000.00)		
Term deposit		(300,000.00)		
Banking not deposited	(56,228.92)			
Received to Sept	2,632.06			
Correction of receipting errors	(1.05)			
CEO Private Health	(433.40)			
Interest received	(557.13)			
<b>TOTAL</b>	<b>(54,588.44)</b>	<b>(980,000.00)</b>	<b>0.00</b>	<b>0.00</b>
<b>Total</b>	<b>\$ 1,253,194.30</b>	<b>\$ 4,791.00</b>	<b>\$ 2,448,217.80</b>	<b>\$ 22,139.65</b>
<b>Balance as per BW Statement</b>	<b>\$ 1,253,194.30</b>	<b>\$ 4,791.00</b>	<b>\$ 2,448,217.80</b>	<b>\$ 22,139.65</b>
<b>Difference</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

OUTSTANDING CHEQUES

<u>Muni</u>	11034	\$	5.52
	11026	\$	2,624.00
	11041	\$	380.00
	11042	\$	2,192.05
	11043	\$	53.94

Trust  
\$ 5,255.51

Trust  
\$ -

<b>Prepared By:</b> Teresa Cousins	<b>Checked By:</b> Bonnie Cble
<b>Signed:</b>	<b>Signed:</b>
<b>Date:</b> 7/9/18	<b>Date:</b> 7/9/2018

# Narembeen Community Resource Centre

Unit 2  
19 Churchill Street  
Narembeen 6369

## Balance Sheet

As of August 2018

10/09/2018  
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Assets	
Trading Cheque Account	\$62,223.04
Petty Cash	\$100.00
Cash Sale Float	\$100.00
Undeposited Funds	\$3,173.10
Term Deposit 917	\$65,000.00
Withholding Credits	
Trade Debtors	\$3,754.05
Total Withholding Credits	\$3,754.05
Leasehold Improvements	
Electronic Clearing Account	\$0.00
Total Leasehold Improvements	\$0.00
Total Assets	\$134,350.19
Liabilities	
Trade Creditors	\$24.63
Gym Bonds (Trust)	\$650.00
Gym Memberships	\$211.02
Pop-up Shop	\$120.00
GST Liabilities	
GST Collected	\$8,488.49
GST Paid	-\$7,705.78
Total GST Liabilities	\$782.71
Total Liabilities	\$1,788.36
Net Assets	\$132,561.83
Equity	
Retained Earnings	\$99,673.84
Prior Year Adjustment	\$40.63
Current Earnings	\$32,847.36
Total Equity	\$132,561.83

# Narembeen Community Resource Centre

Unit 2  
19 Churchill Street  
Narembeen 6369

## Profit & Loss Statement

July 2018 through August 2018

10/09/2018  
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Income		
Grants and Funding		
Service Contract Funding		
DRD Govt & Community Info	\$9,559.42	
DRD Economic & Business Dev	\$9,559.42	
DRD Hot Office Service	\$958.03	
DRD Social Development	\$4,579.19	
DRD - Traineeship Grant	\$38,500.00	
Dept Human Services	\$4,991.44	
Total Service Contract Funding		\$68,147.50
Project/Event Funding		
Buy A Bale	\$2,650.00	
Total Project/Event Funding		\$2,650.00
Merchandise Sales		
Souvenirs	\$2.00	
Directory Sales	\$407.31	
Customer Merchandise	\$1,157.82	
Total Merchandise Sales		\$1,567.13
Total Grants and Funding		\$72,364.63
Operational Income		
Memberships Income		
Membership	\$3,005.44	
Total Memberships Income		\$3,005.44
Project Income		
Community Markets	\$36.36	
Total Project Income		\$36.36
Service Income		
Printing/Photocopying	\$1,548.36	
Fax Service	\$3.18	
Internet/Computer	\$37.75	
Customer Postage	\$4.54	
Binding	\$15.00	
Staff Assistance	\$988.41	
Desktop Publishing	\$312.50	
Laminating	\$359.72	
Media Conversion	\$10.00	
Large Format Printing	\$343.41	
Donations	\$31.60	
Interest Income	\$939.14	
Total Service Income		\$4,593.61
Workshop Income		
Seniors Movie Days	\$35.18	
Children's Workshops	\$40.91	
Total Workshop Income		\$76.09
Total Operational Income		\$7,711.50
Total Income		\$80,076.13
Cost of Sales		
Gross Profit		\$80,076.13
Expenses		
Grant and Funding Expenses		
Capital Funding Purchases		
Equipment Purchase	\$27.22	
Project/Event Expenses		
Other Grant Costs	\$272.73	
Total Project/Event Expenses		\$272.73
Merchandise Purchases		
Directory Purchases	\$1,876.27	

# Narembeen Community Resource Centre

## Profit & Loss Statement

July 2018 through August 2018

10/09/2018  
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Customer Merch Purchases	\$287.28	
Canvas Frames	\$115.00	
Total Merchandise Purchases	<u>\$2,278.55</u>	
Total Grant and Funding Expenses		<u>\$2,578.50</u>
Operational Expenses		
Photocopying & Printing Costs	\$236.11	
Laminating Costs	\$108.55	
Workshop Expenses		
Adult Workshops	\$2,814.72	
Children's Workshops	\$71.94	
Seniors Movie Day	\$5.79	
Total Workshop Expenses	<u>\$2,892.45</u>	
Administrative Expenses		
Bank Charges	\$193.60	
Electricity	\$572.05	
Postage	\$38.57	
Stationery	\$304.18	
Internet Costs	\$99.95	
Telephone/Fax	\$900.07	
Amenities	\$23.82	
Total Administrative Expenses	<u>\$2,132.24</u>	
Staff Expenses		
Wages & Salaries	\$36,730.84	
Superannuation	\$2,550.08	
Total Staff Expenses	<u>\$39,280.92</u>	
Regional Price Index Costs		
Total Operational Expenses		<u>\$44,650.27</u>
Total Expenses		<u>\$47,228.77</u>
Net Profit/(Loss)		<u>\$32,847.36</u>

**9.0 Councillor's Reports – including other Councillor business**

**Cr K Mortimore**

**Cr P Lines**

**Cr B Thomas**

**Cr B Cowan**

**Cr S Stirrat**

**Cr A Wright**

**Cr A Hardham**

**Cr R Cole**

**10.0 Urgent business as permitted by Council**

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

Wednesday 17<sup>th</sup> October 2018 at Narembreen Shire Council Chambers

**12.0 Closure**

There being no further business the Chair declared the meeting closed at \_\_\_\_\_.