SHIRE OF NAREMBEEN

Agenda for the 617th Ordinary Council Meeting | **20th April 2016**

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**
18th May 2016	2.30pm	Ordinary Meeting of Council
15th June 2016	2.30pm	Ordinary Meeting of Council

APRIL MEETING PROGRAMME	
1.30pm	Audit Committee Meeting
2.00pm	Afternoon Tea
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 617th Ordinary Meeting of Council has been convened for:

Date: Wednesday 20th April 2016

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

Commencing: 2.30pm

Chris Jackson
Chief Executive Officer
Date: **13th April 2016**

DISCLAIMER

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

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

AGENDA

Shire of Narembeen Ordinary Council Meeting
Wednesday 20th April 2016, 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 16th March 2016.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 16th March 2016 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 16th March 2016 be confirmed as a true and accurate record of the proceedings.

CARRIED /

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Wednesday 16th March 2016.

6.2 Receive Minutes of the Audit Committee Meeting

6.2.1 Receive Minutes

Receive the Minutes from the Shire of Narembeen Audit Committee Meeting held on Wednesday 20th April 2016.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen Audit Committee held Wednesday 20th April 2016 be received and endorse the recommendation to appoint Moore Stephens as Council's Auditors for the next three years.

COUNCIL RESOLUTION

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

That the Minutes of the Meeting of the Shire of Narembeen Audit Committee held Wednesday 20th April 2016 be received and endorse the recommendation to appoint Moore Stephens as Council's Auditors for the next three years.

CARRIED /

7.0 Status Report

RECOMMENDATION:

That the Status Report for April 2016 be received.

COUNCIL RESOLUTION

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

That the Status Report be received.

CARRIED /

SHIRE OF NAREMBEEN - STATUS REPORT
For April 2016 Council Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
5315/12	19-Dec-12			That the CEO instruct Civic Legal to prepare and issue correspondence to Mr. Wally Jones requesting removal of his aircraft and equipment from the Narembeen Community Hanger, with the Shire reserving the right to remedy under the Magistrates Court should the equipment (and aircraft) not be removed.	Meeting held with Paul Jones. No action to date. Letter sent to Executor.	Current	CEO
5554/13	16-Oct-13			That Council accepts the legal advice from Council's lawyers and issue the owner of Lot 2 Latham Road Narembeen a Notice under Section 3.25 of the Local Government Act 1995, in order to achieve removal of disused material from the premises.	As above 5315/12.	Ongoing	CEO
5682/14	16-Apr-14			That staff prepare a report based on the approved structure plan for the potential future development of Avoca Farm.	No progress	On hold	CEO
5720/14	21-May-14			1. Endorse the proposed Agreement between the Shire of Narembeen and the Narembeen Homes for the Aged Inc. 2. Authorise the Chief Executive Officer to confirm with the Narembeen Homes for the Aged Inc their acceptance of the proposed agreement. 3. Authorise the Chief Executive Officer to sign the agreement on behalf of Council	Waiting on invitation to next meeting	Current	EMCS
5895/15	18-Feb-15			That Council: 1. Note the findings of the survey. 2. Retain and upgrade of the Apex Park Visitor Information Bay. 3. Retain of the Merredin Road Visitors Information Bay.	Signage arrived, to be installed.	Ongoing	CRC MGR
5918/15	18-Mar-15			1. Advertise for one month for expressions of interest for blocks in Cheetham Way to gauge interest; and 2. Advertise expressions of interest for the development of larger rural style blocks of Avoca Farms.	1. Council resolved to cease advertising Cheetham Way blocks (6046/15) 2. Avoca EOI under preparation	On Hold	EMCS
5919/15	18-Mar-15			That Council investigate outside funding sources for new entry statements for Narembeen.	Grant options to be considered	Ongoing	CRC/CEO
5944/15	20-May-15			1. Reaffirm that the Shire of Narembeen will disposal 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.	Settlement complete, lease to be prepared		CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
5947/15	20-May-15			1. Advise the community and develop a plan with regard to street trees on Currall Street. 2. That a report be prepared on the condition of all the trees on Currall Street and townscape options considered for future landscaping and planting along the Currall Street verge. **Reason for Change:** Council wanted to ensure Community input with regard to the future of the road verge.	Quotes received, to be discussed	Ongoing	CEO/WM
5973/15	17-Jun-15			That council instruct staff to investigate the options to have lots 6 and 7, in South Kumminin townsite vested to the Shire of Narembeen for the purpose tourism and consider the establishment and ongoing costs of the site.	Letter sent to Department of Lands - no response. Alternative options being considered	Ongoing	CEO
6017/15	19-Aug-15			That Council approve that a Blackspot application be submitted to the Regional Road Group for the section of Wogarl/Muntadgin road from slk 9.870 to slk 10.800.	Grant declined, will re-submit	Ongoing	CEO
6026/15	19-Aug-15			That Council authorise the Chief Executive Officer to commence the process of selling 33 Thomas Street, Narembeen, for non-payment of rates by, auction or private sale. Should the property not sell within twelve months from the date of advertising, Council authorise the Chief Executive Officer to have the property transferred into the Shire's name.	Auction April 2016	Ongoing	CEO/SFO
6045/15	21-Oct-15			That Council reaffirm its intentions with regard to Minute Numbers 5315/12 (Aircraft) and 5554/13 (Seed cleaners) proceed with "Estate of Walter Jones".			CEO
6063/15	21-Oct-15			That Council: 1. Receive the advice from the State Heritage Office; 2. Commits to the preparation of an Archival Record for the Narembeen Lesser Hall for consideration by the Heritage Council; 3. Commits to the preparation and implementation of an Interpretation Plan for the Narembeen Civic Precinct for submission to the State Heritage Office Executive for their review and satisfaction; 4. Approves the Interpretation Plan Fee Proposal as presented; 5. Authorises the executive staff to liaise with Stephen Carrick Architect to prepare an Interpretation Plan, including costings, design and implementation timelines for consideration by Council; 6. Approve a budget amendment* of $15,000 (GL1111102) for the preparation of an Interpretation Plan.	Archival Record accepted by State Heritage Office Interpretation Plan being prepared		EMCS
No Motion	21-Oct-15			Sporting Clubs - Cr DeLuis would like to see a record being kept of how much money is being allocated to sporting clubs facilities. How will these be funded into the future? Also noting those groups that contribute to the reserves for renewals of infrastructure assets. CEO to follow up.	To be considered as part of the 16/17 budget	Ongoing	CEO
No Motion	21-Oct-15			Cr Vaughan - Telstra reception is getting worse. Where can we go with this? Rick Wilson/Mia Davies	Discussed with Melissa Price	Ongoing	CEO
No Motion	21-Oct-15			Cr Thomas - RV's coming to town, often staying just out of town. How can we entice people to stay here and get them to spend money in our town. Consider as a future project.	Future project		CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
No Motion	21-Oct-15			Cr Hardham - Netball fence doesn't match, should be considered in the future.	Future funding - 16/17 Budget		CEO
6084/15	18-Nov-15			That Council: 1. Approve that new playground equipment at the Narembeen Recreation Centre be located off the north/east corner of the recreation centre building behind the cricket nets as shown on the attached plan. 2. Confirm that the design of the playground is to minimise any impact on views from the building and use a soft fall material on the base. 3. Request that staff now proceed with an application to Lotterywest to assist with funding the project	Lotterywest grant approved for $75,840.00.	Ongoing	CEO
6085/15	18-Nov-15			1. That Council endorse the actions of the Chief Executive Officer in the restructure of the Shire Parks and Gardens area and approve that the position of Grounds Curator be made redundant and removed from the current Workforce Structure; and 2. That the CEO enters into discussions with the Cricket Club as to how this maintenance will of the wicket will occur	Meeting held with Cricket Club. No contact back from Club.	Ongoing	CEO
6101/15	16-Dec-15	ADM044		Proposed Health Local Law 2016 A. That Council rescind the Council Resolution MIN 5664/14 made at the Ordinary Meeting of Council held in March 2014 (Absolute Majority Required); and B. That Council pursuant to Section 3.12 of the Local Government Act 1995: 1. Adopts the proposed Shire of Narembeen Health Local Law 2016 for advertising; 2. Gives Statewide public notice and stating that: I. The Shire of Narembeen propose to make the Shire of Narembeen Health Local Law 2016; II. The purpose of the proposed Shire of Narembeen Health Local Law 2016 is to provide for the regulation, control and management of day to day public health matters within the Shire of Narembeen; and III. The effect of the proposed Shire of Narembeen Health Local Law 2016 is to establish various health standards and requirements which people living and working within the Shire of Narembeen must observe. A copy of the proposed local law may be inspected or obtained at any place specified in the notice; Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than 8 weeks after the notice is given; 3. Provides a copy of the proposed local law and notice to the Hon. Minister for Local Government and the Executive Director of Public Health; and	Advertising commenced	Ongoing	CEO/EHO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6102/15	16-Dec-15	ADM044		Animals, Environment and Nuisance Local Law 2016 That Council pursuant to Section 3.12 of the Local Government Act 1995: 1. Adopts the proposed Shire of Narembeen Animals, Environment and Nuisance Local Law 2016 for advertising; 2. Gives Statewide public notice and stating that: I. The Shire of Narembeen propose to make the Shire of Narembeen Animals, Environment and Nuisance Local Law 2016; II. The purpose of the proposed Shire of Narembeen Animals, Environment and Nuisance Local Law 2016 is to provide for the regulation, control and management of animals and the prevention of environmental damage and nuisances within the Shire of Narembeen; and III. The effect of the proposed Shire of Narembeen Animals, Environment and Nuisance Local Law 2016 is to establish the requirements with which any person keeping animals, or undertaking activities that have the potential to impact the environment or create nuisance must comply. A copy of the proposed local law may be inspected or obtained at any place specified in the notice; Submissions about the proposed local law may be made to the Shire before the day specified in the notice, being not less than 8 weeks after the notice is given; 3. Provides a copy of the proposed local law and notice to the Hon. Minister for Local Government and the Executive Director of Public Health; and 4. Directs the Chief Executive Officer to prepare a report to Council detailing submissions from the community at the first Council meeting following the closure of the designated submissions period.	Advertising commenced	Ongoing	CEO/EHO
No Motion	16-Dec-15			Cr G Vaughan - water stop around Avoca Farm	To be discussed	Ongoing	
6132/16	17-Feb-16	ADM137		That Council: 1. Approve an application be made to the Department of Fire and Emergency Services Local Government Grants Scheme for the construction of a new Narembeen Fire Station to house the two town fire units. 2. Approve that Lot 1 on Plan 5209, Lot 26529 on Deposited Plan 154441 24 Latham Road is developed as a shared use emergency services facility to house the Town Bush Brigade and St John ambulance. 3. Continue working with St John Ambulance and DFES to provide for a shared facility on this site looking at all the options for other funding and how the joint facility will be designed and constructed to meet the needs of both parties.	ESL Grant submitted 4/3/16	Ongoing	CEO
6134/16	17-Feb-16	ADM535		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.	Letters to property owners prepared. Survey data and planning forms to be retrieved.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6137/16	17-Feb-16	ADM139		That Council: 1. Receive the Western Australian Community Resource Centre update; 2. Authorise the Chief Executive Officer to write to the Hon Mia Davies MLA, Member for Central Wheatbelt, seeking an update from the Minister for Regional Development on the evaluation of the Community Resource Centre by Curtin University; and 3. Express disappointment that the terms of reference for the evaluation were not made available to Community Resource Centre Management Committees and/or Shires.	Letter being prepared	Ongoing	CEO/EMCS
6138/16	17-Feb-16	ADM505		That Council: 1. Delegate to the Chief Executive Officer the authority to sign the National Stronger Regions Fund application, its associated Terms and Conditions, Deed of Agreement, Progress Reports, Activity Completion Report, Project Completion Report and any other report or document that the Commonwealth may require; and 2. Approve the contribution of additional funds if the project runs over budget.	Application submitted	Ongoing	CEO
6140/16	17-Feb-16	ADM526		That Council: 1. Support the application for $50,000 grant funding from the Royalties for Regions Community Chest Fund; 2.Authorise the Chief Executive Officer to sign all relevant documentation associated with the Royalties for Regions Community Chest Fund application.	On Hold, NSRF priority	Ongoing	CEO
6146/16	17-Feb-16			Council agrees that the kiosk at the pool needs to be cooler, options to be investigated, with the best option to be included in Council 2016/2017 budget deliberations.	Quotes received. Will be included in 16/17 budget	Ongoing	EMCS
6152/16	16-Mar-16	ADM543		That Council 1. Adopt the Shire of Narembeen Asbestos Management Plan 2016 document for Asbestos in the Workplace as attached 2. Direct that the Chief Executive Officer ensures that the Shire of Narembeen Asbestos Management Plan 2016 and Asbestos Register are to be made available and that the required protocols of the Shire of Narembeen Asbestos Management Plan 2016 are implemented to persons working on the Shire of Narembeen public buildings, infrastructure, depots, housing and the like as listed in the Asbestos Register to ensure compliance with the Shire of Narembeen obligations as a workplace employer; 3. Direct that the Chief Executive Officer ensures that the Shire of Narembeen Asbestos Management Plan 2016 and Asbestos Register is to be reviewed annually and a full review onsite every three years by a competent person/s to be arranged by the Chief Executive Officer to ensure compliance with the Shire of Narembeen obligations as a workplace employer; and 4. Direct that the Chief Executive Officer is authorised to allocate sufficient funds in the 2016-2017 budget up to the amount but not limited to $1,100 and implement the input of the Asbestos Register information of identified ACM products in the Shire of Narembeen workplace by engagement of a suitably qualified person to conduct the required onsite inspections of the Shire of Narembeen owned public buildings, infrastructure, depots and housing and the like within the Narembeen Shire.		Completed	CEO/EHO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6155/16	16-Mar-16	ADM500		That Council: 1. Raise the matter with the Premier the Hon Colin Barnett during his visit to Narembeen on Friday 29th April 2016. 2. The CEO write to the Premier prior to his visit to express great concern regarding the response of the Minister for Transport in that the State Government has no control over access to the rail corridor and that both the State Government and Brookfield Rail have no interest in assisting Narembeen in resolving grain freight and safety issues in the Narembeen townsite. 3. Request a meeting with Mr Paul Larsen, CEO, Brookfield Rail to discuss the Narembeen Townsite Project and the rail corridor issues. 4. Include this matter for discussion with the Main Roads Regional Manager Craig Manton when he meets with Council on Thursday 17th March 2016. 5. Proceed with the staged approach (drawing no 201608-SP01) as presented with a view to achieving the complete upgrade of the area in and around the CBH site as approved at the December 2015 ordinary meeting (drawing no 201508-1451).	To be discussed with the Premier during his visit.	Ongoing	CEO
6160/16	16-Mar-16	ADM057		That Council write off all amounts owing on the following non-current assessments for mining tenements, previously held in the name of Goldmine Pty Ltd:- A5077 $3,294.43 A5078 $1,807.55 A5079 $1,822.45 A5080 $1,804.87 A5082 $1,530.32 A5083 $7,661.06 A5099 $1,077.27		Completed	EMCS/SFO
6164/16	16-Mar-16	ADM455		That Council: Narembeen Club - Oustanding Invoices 1. Approve a 10% reduction in the cost of electricity that has been billed to date providing a reduction of $1,728 to compensate for power used as part of construction. 2. That staff be authorised to negotiate a repayment plan with the club for payment of the outstanding amount. 3. That staff and Councillors in consultation with the Narembeen Club Inc investigate options for the installation of solar panels to reduce or offset the cost of power consumption at the Narembeen Recreation Centre and work with the club for the introduction of a power usage plan/policy that look at ways to minimise the cost of electricity for the facility.	Discussed at recent Club/Shire meeting. Quotes being obtained.	Ongoing	CEO/EMCS/SFO

8.0 Reports

8.1 Manager Environment Health/Building

AGENDA ITEM: 8.1.1 – Environmental Health/Building Officer Report

Subject:	Environmental Health/Building Officer Report
Applicant:	Julian Goldacre
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Julian Goldacre
Date:	13th April 2016
Attachments:	Nil

BACKGROUND

Each month the EHO will present to Council the activities, issues at hand and progress on matters undertaken by the officer to inform Council.

COMMENT

The review and editing of the proposed Health and, Animals, Environment and Nuisance local laws is progressing. Due to the extent of the submissions received from the Department of Local Government & Communities (DLGC) as well as consultations with members of the public across the region, the adopting of the local laws has now been deferred to the Ordinary Meeting of Council in May 2016. Currently areas needing pertinent attention is the specific details relating to these local laws applying to a broadacre wheatbelt region where matters of dust creating and burning off needs to be tuned so that such practices which are an essential part of rural activity is not put at a disadvantage. Amendments requiring finer detail are currently with the DLGC to ensure such amendments will pass muster with the Joint Standing Committee on Delegated Legislation. Further fine tuning relates to the specific terms used in the current Local Planning Scheme to be threaded through the pertinent parts of the proposed local laws.

Bendering landfill trenching has been inspected and reported on with copies sent through the RoeROC CEOs. Despite having heavy machinery onsite the hardness of the underlying rock which presented itself at varying depths proved too hard to fully break through. Three trenches were dug of which the first was the most successful, the second very shallow and the third reasonably deep but shorter. Further investigation is warranted and a report will be taken to RoeROC when complete.

Pool sampling and water reuse sampling has returned good results; and the private swimming pool fence inspections have all but been completed with one pool fence requiring rectification at 39 Thomas Street. Despite a letter being sent the owner has failed to respond with what they intend to do to rectify the problem. As plenty of time has been given, a follow-up will be done and if no result a notification of an intended *Building Act 1911* 'improvement order' will be issued along with the $750 modified penalty which can be withdrawn if the works are done within 21 days and presented to the CEO.

STATUTORY IMPLICATIONS

Health Act 1911
Local Government Act 1995
Building Act 2011

FINANCIAL IMPLICATIONS

The swimming pool inspections are a $56 per property fee which will be reported to the finance officer for billing to the households. The cost of gazettal of the 2 local laws is estimated at $6,100.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Meets 'Our Mission' goal for 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. Meets 'What we do' initiatives by actively servicing its community in a variety of ways such as but not limited to health services such as water and food inspection, toilet facilities, noise control and animal control. Meets the 'Action agenda' for health. To provide good strategic decision making, governance, leadership and professional management to provide a safe, healthy and inclusive work environment.

RELATED PARTY TRANSACTIONS

Mr Chris Jackson CEO, Mr Garry Gregan EMCS, Mr Stephen Ferguson, Mr Ashley Fisher Avon Waste Managing Director.

OFFICER RECOMMENDATION

That Council accept the Environmental Health Officers report for the period of March 2016.

COUNCIL RESOLUTION

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

CARRIED /

8.2 Work's Manager

AGENDA ITEM: 8.2.1- Work's Manager's Report

Subject:	Works Manager Report
Applicant:	Arthur Cousins
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins
Date:	13th April 2016
Attachments:	Nil

SUMMARY

Council is to consider this report from the Works Manager.

BACKGROUND

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

COMMENT

Shire Works Undertaken

- Bruce Rock Narembeen Rd
    - Extend culverts and backfill with stabilised gravel.
    - Box out gravel and back fill app 1500m on west side.

Storm damage

Council has storm damage across the Shire from the Yilgarn boundary to the Bruce rock boundary. I report as follows:-

- Gravel loss and washouts over deep drains are the major concern.
- Failure to install headwalls over culvert pipes is causing a lot of damage.
- Pipes are filling with wash sand and when the flood comes it can only take the road away with the amount of water we had come across.
- The culverts where we have standard headwalls across are not large enough to sustain the flood when it comes.
- Roach Rd gravel loss and washout 1m deep
- Sloss Rd gravel loss
- Wadderin-Graball Rd floodway bitumen reinstatement 150mtrs
- Bailey Rd floodway reinstatement 700mts gravel sheeting
- Soldier's Rd app 8km of gravel sheeting
- Sloss Rd 3km gravel loss
- Cowan Rd 9km gravel loss
- Metcalf Rd app 2.5 km gravel loss culvert repairs
- Mt Walker North Rd gravel loss

Staff are opening up the the moment and grading what is left. Opening and grading completed on Georgeff Rd, Starcevich-Chapman Rd, Wogarl-Muntadgin Rd, Butler Rd,

Sloss Rd, Soldiers Rd, Mt Walker North Rd, Moorine South Rd, Calzoni Rd and Williamson Rd.

Machinery Update

- Cat roller has arrived.
- Fork lift to arrive before the end of month.
- Two post rotary 4.5 ton hoist ordered to be fitted .

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

3. Connected communities through a safe and efficient transport network throughout the Shire.
3.1 All residents and visitors are able to move around the Shire in safety and with ease.

Our Actions
Update the Narembeen Road Plan and review Shire roads to determine their suitability yearly (maintenance, construction, preservation, road train access and parking, materials, safety)

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Work's Manager's April Report is received and actions endorsed.

COUNCIL RESOLUTION

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

CARRIED /

8.3 Building Supervisor

AGENDA ITEM: 8.3.1 - Building Supervisor's Report

Subject:	Building Supervisor's Report April 2016
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Steve Thomas
Date:	12/04/2016
Attachments:	Nil

SUMMARY

Council is to consider this report from the Building Supervisor.

BACKGROUND

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

COMMENT

The following is an overview of the Building Supervisors first week and a half.

- The first two days were mainly consumed with inductions and orientation
- Managing the Council Chambers kitchen upgrade which is due to be completed by 21/4/2016
- Residential housing inspections
- General maintenance on Council properties (residential and commercial)

CONSULTATION

CEO, EMCS

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As to the Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Strategic Community Plan
9.2 Manage the organisation in a responsible, accountable and consultative manner

Corporate Business Plan
1.1.13 Protect the heritage across the shire of Narembeen
1.1.14 Support the Narembeen Historic Society as well as other groups to capture and protect the stories of the community, subject to the annual budget
2.1.4 Maintain the Town Hall (and Roads Board Building) and demolish the lesser Hall

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

Council receive the Building Supervisor's report.

COUNCIL RESOLUTION

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

CARRIED /

8.4 Chief Executive Officer

AGENDA ITEM: 8.4.1 - Interface Agreement Brookfield Rail & Main Roads WA

Subject:	Interface Agreement Brookfield Rail & Main Roads WA
Applicant:	Office of the National Rail Safety Regulator (ONRSR)
File Ref:	ADM520
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	11th April 2016
Attachments:	Interface Agreement Version 2.1 & email 29/8/2014 Brookfield Rail

SUMMARY

An update on the status of the Interface agreement is provided.

BACKGROUND

The Shire last formally discussed the interface agreement between Brookfield Rail, Main Roads WA and the Shire at its ordinary meeting held 20th August 2014 and resolved as follows.

That Council

1. Endorse the amendment as proposed by the Shire of Kulin and that Brookfield Rail be requested to amend the agreement as follows After appendix B, line 3, paragraph 2, replace with (page 10 of 17)

   "Accordingly the following activities are carried out by the Rail Infrastructure Manager at the cost of the Local Government, following the issue of a Works order from the Local Government, or MRWA as indicated in the brackets below:

2. Pending information provided at the WALGA Zone meeting on the 21st August 2014 that Council approve signing of the Interface Agreement between Brookfield Rail Pty Ltd and Main Roads WA.

COMMENT

The last correspondence received from Brookfield Rail relating to the Shires above position was the 29th August 2014 advising that the agreement would not be amended (attached).

The Office of the National Rail Safety Regulator Western Australia Branch Office has now written to the Shire seeking the current status of the agreement and to determine what support ONRSR can provide to finalise the agreement. Details of the current Council position on the matter have been provided to ONRSR.

It is not recommended that Council change its position on the matter as it is not unreasonable that the issue of a Works order from the Local Government be included in the agreement.

CONSULTATION

The matter has been discussed with RoeROC CEO's and Bruce Rock and at this time no shire plans to sign the agreement in its present form. Some other Council's across the state such as Lake Grace have already signed the agreement.

STATUTORY IMPLICATIONS

Rail Safety Act 2010

FINANCIAL IMPLICATIONS

All Shire costs associated with maintenance of rail interfaces.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council advise the Office of the National Rail Safety Regulator Western Australia Branch Office that the Shire of Narembeen's position on signing of the Road Rail Interface Agreement remains unchanged from the motion moved 20th August 2014.

COUNCIL RESOLUTION

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

CARRIED /

Interface Agreement

Rail Safety Act 2010 (WA)

Public Road and Rail Crossing At Grade Interfaces

BETWEEN

Brookfield Rail Pty Ltd

AND

The Shire of Narembeen

AND

The Commissioner of Main Roads/

Main Roads Western Australia

28/07/2014

DOCUMENT CONTROL

Version	Date	Amended By	Details of Amendment
1.0	23/01/2013	Not Applicable	Original Issue
2.0	20/01/2014	Brookfield Rail	General revision. Responsibilities clarified. Background information added. Demarcation diagram revised. Reformatted.
2.1	28/07/2014	Brookfield Rail	Insertion of definition for Non-Operational Line. Amendment to the clauses 1.4, 5.2 & 13.5. Insertion of additional clause as 9.4 and consequential numbering amendments.

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INTERFACE AGREEMENT

Between the parties

BR	**Brookfield Rail Pty Ltd** ABN 42 094 721 301 of 2-10 Adams Drive, Welshpool, Western Australia 6106
Shire	**Shire of Narembeen** ABN 48 322 867 806 of 1 Longhurst Street, Narembeen, Western Australia 6369
MRWA	**Commissioner of Main Roads/Main Roads Western Australia** ABN 50 860 676 021 of Waterloo Crescent, East Perth, Western Australia 6004

Background

1. Brookfield Rail Pty Ltd (BR) is the Rail Infrastructure Manager for the freight rail network in the southern part of Western Australia and is accredited for this purpose pursuant to Part 4 of the *Rail Safety Act 2010*.

2. The Shire of Narembeen is the local government body having charge of the roads and streets in its district and as such is the Road Manager of the local Public Roads (defined as secondary roads for the purposes of the *Main Roads Act 1930*) within its district.

3. The Commissioner of Main Roads has charge of main roads and highways (as defined in the *Main Roads Act 1930*) in Western Australia and as such is the Road Manager of main roads and highways. The Commissioner of Main Roads also has certain powers under the *Road Traffic Code 2000* with respect to the erection of traffic control signals and road signs (includes road markings), and additionally has agreements in place with local governments for certain maintenance aspects referred to in this Agreement.

4. Sections 64 and 66 of the *Rail Safety Act 2010* require the Road Managers of Public Roads and Rail Infrastructure Managers to identify and assess risks to safety associated with road and rail interfaces and to seek to enter into an Interface Agreement for the purpose of managing those risks.

5. This Agreement comprises the Interface Agreement between the parties.

The parties agree as follows:

1. PURPOSE

1.1 Public Road Managers and Rail Infrastructure Managers are required under sections 64 and 66 of the *Rail Safety Act 2010* to identify and assess risks to safety associated with road and rail interfaces and to seek to enter into an Interface Agreement for the purpose of managing those risks.

1.2 The parties to this Interface Agreement recognise the need for an open and collaborative approach to identify, assess and manage risks to safety associated with road and rail interfaces, and commit to fully co-operate in all aspects of that need.

1.3 This Agreement:

(a) Provides a framework within which the parties commit to co-operatively manage the identified safety risks;
(b) Sets out and describes the responsibilities of the respective parties to this Agreement relating to the Interfaces specified in Schedule 1; and
(c) Provides the mechanism to jointly manage risks for the safe operation of rail and road movements at the Interfaces specified in Schedule 1.

1.4 This Agreement primarily relates to the responsibilities of each party in managing the safety risks at the Interfaces identified in Schedule 1 of this Agreement as amended from time to time. It is not intended to address cost, or cost distribution of compliance. To the extent that any cost is referred to in this Agreement, it is for general guidance only. Existing agreements relating to liability for cost remain unchanged.

1.5 This Agreement relates to At Grade Crossing Interfaces only. Where a grade separated Interface exists (i.e. where a Road or Footpath crosses over or passes under any railway by means of a bridge, overpass, tunnel or subway), this will be dealt with by a separate Interface Agreement.

1.6 This Agreement relates to Public Roads only. Where an Interface exists with a road other than a Public Road, a separate Interface Agreement may be entered into with the Road Manager of that private road under section 65 of the *Rail Safety Act 2010*.

2. DEFINITIONS

The meanings of the terms used in this Agreement are set out below:

Term	Meaning
Agreement	This document including any schedules or annexures.
ALCAM	Australian Level Crossing Assessment Model – a tool used in the risk assessment of a Level Crossing.
At Grade Crossing	Where a Road or Footpath crosses a rail line at the same level.

Carriageway	The trafficable surface of a Road, ordinarily used for vehicular traffic.
Corrective Action Report	A report that details specific actions designed to reinstate or maintain safety at a crossing and which identifies the entity responsible for the actions.
Danger Zone	The area encompassing the rail lines and extending 3 metres horizontally either side from the outer rails, including any distance above or below this area.
Footpath	An area that is open to the public that is designated for, or has as one of its main uses, use by pedestrians. This includes, but is not limited to, a shared path, dual use path and bicycle path.
Incident	An occurrence at or affecting an Interface, which has the potential to adversely impact or has resulted in an adverse impact to the safety of persons or infrastructure or Road or train operations.
Interface	The location where a rail line intersects or interacts with a Road or Footpath. For the purposes of this Agreement, this includes Level Crossings, Pedestrian Crossings and Mid-block Crossings.
Interface Agreement	An agreement in writing about managing risks to safety identified and assessed under Part 4 Division 4 of the *Rail Safety Act 2010* that includes provisions for – (a) implementing and maintaining measures to manage those risks; and (b) the evaluation, testing and, where appropriate, revision of those measures; and (c) the respective roles and responsibilities of each party to the agreement in relation to those measures; and (d) procedures by which each party to the agreement will monitor compliance with the obligations under the agreement; and (e) a process for keeping the agreement under review and its revision.
Level Crossing	An area where a Road and a railway meet at substantially the same level, whether or not there is a "level crossing" sign on the road at all or any of the entrances to the area.
Mid-block Crossing	An area where a Footpath crosses a railway not adjacent to a Level Crossing that includes a Carriageway.
Non-Operational Line	A railway line which under current network operations does not carry routine train services but which carries machines, vehicles and equipment for railway maintenance.

Pedestrian Crossing	An area where a Footpath crosses a railway adjacent to a Level Crossing that includes a Carriageway.
Public Road	A Road as defined below.
Rail Infrastructure	The facilities that are necessary to enable a railway to operate safely and includes, but is not limited to – (a) railway tracks, and associated track structures; or (b) service roads, signalling systems, communication systems, rolling stock control systems and data management systems; or (c) notices and signs; or (d) electrical power supply and electric traction systems; or (e) associated buildings, workshops, depots and yards.
Rail Infrastructure Manager	In relation to rail infrastructure of a railway, means the person who has effective management and control of the rail infrastructure, whether or not the person – (a) owns the rail infrastructure; or (b) has a statutory or contractual right to use the rail infrastructure or to control, or provide, access to it.
Road	Any highway, road or street open to, or used by, the public and includes every carriageway, footway, reservation, median strip and traffic island thereon.
Road Infrastructure	(a) the infrastructure which forms part of a road, footpath or shoulder, including – (i) structures forming part of the road, footpath or shoulder; or (ii) materials from which a road, footpath or shoulder is made. (b) the road-related infrastructure including infrastructure which is installed or constructed to – (i) facilitate the operation or use of the road or footpath; or (ii) support or protect the road or footpath; (c) all bridges, viaducts, tunnels, culverts, grids, approaches and other things appurtenant to the road or footpath or used in connection with the road or footpath.
Road Manager	In relation to a Public Road means a Local Government or the Commissioner of Main Roads. For the purposes of this Agreement, the Road Manager means that party identified as the Road Manager of each Interface set out in Schedule 1.

3. SCOPE OF THE AGREEMENT

3.1 This Agreement applies to the management of risks at the Interfaces specified in Schedule 1 and includes provision for the requirements of sections 64 and 66 of the *Rail Safety Act 2010*.

4. TERM OF INTERFACE AGREEMENT

4.1 This Agreement will commence on the date of execution by the last party.

4.2 This Agreement will be reviewed by the parties upon the earlier of:

(a) a change in circumstance occurring in relation to any of the Interfaces specified in Schedule 1; or

(b) the 5 year anniversary of the date of commencement of this Agreement,

and in any event will be subject to ongoing review at least once every 5 years.

5. RESPONSIBILITIES OF PARTIES

5.1 Primary sources of responsibility

In addition to the *Rail Safety Act 2010* (WA), the parties to this Agreement have responsibilities for Interfaces which are derived from various sources and which include:

Railway Crossing Protection in Western Australia – Policy and Guidelines

This document (prepared by Main Roads WA) outlines the level of control required at all railway Level Crossings in Western Australia.

Public Works Act 1902 (WA)
Maintenance of public roads at railway crossings and near railway stations

Section 103(1) of the *Public Works Act 1902* provides that where a road or street crosses a railway on the level, the local authority having charge of the roads or streets in the district shall maintain the road and crossing on the railway, and for a distance on each side of 10 metres outside the railway.

Road Traffic Code 2000 (WA)
Power to erect traffic-control signals and road signs

Regulation 297(1) of the *Road Traffic Code 2000 (WA)* empowers the Commissioner of Main Roads to *erect, establish or display, and alter or take down any road sign, road marking or traffic control signal* on a Public Road.

In the context of a Level Crossing, this includes approval for the level of control of:

- the regulatory GIVE WAY and STOP signs at passive crossings;
- regulatory traffic control signals including flashlights or boom barriers at active crossings;
- all warning signs including static and active advance warning signs;
- all road markings including holding lines, barrier centre lines and yellow box markings; and
- other complimentary signage such as speed zones, adjacent regulatory signs or traffic signals on roads.

Rail Safety Act 2010 (WA)
Safety management system

In accordance with section 59 *of the Rail Safety Act 2010 (WA)*, BR, as an accredited Railway Infrastructure Manager has in place a safety management system in respect of its railway operations. As part of this safety management system it is a requirement that all persons accessing and/or working within the rail corridor must hold a Track Access Permit.

5.2 Allocation of specific actions and activities

Where not otherwise subject to separate agreement, the parties agree that each party to this Agreement will undertake the following actions/activities in respect of the Interfaces specified in Schedule 1:

Main Roads Western Australia/Commissioner of Main Roads (MRWA)

- Install and maintain the appropriate regulatory signs, warning signs, road markings and advance flashing warning panels on Public Road approaches to Level Crossings – excludes signage affixed to railway hardware.

Road Manager – Local Government

- Maintain the Road approaches up to three metres (3m) either side from the outside running rail.
- Arrange, undertake and maintain any vegetation clearing and/or removal of other physical obstructions on Roads to provide requisite driver visibility sightlines on the approaches to Level Crossings (including any approach made to, or negotiation required with, private property owners).
- Notify the Rail Infrastructure Manager of any road works planned, either of a temporary or permanent nature, in the vicinity of a crossing. (See section 9 of this Agreement)
- Notify the Rail Infrastructure Manager of any change in land use adjacent to an Interface or any change in Level Crossing use.
- Report to MRWA any damaged and unserviceable line marking and signage associated with a Level Crossing identified during inspection in accordance with normal maintenance regimes.

Rail Infrastructure Manager

- Arrange and coordinate installation of flashing lights, boom barriers, warning bells and advance warning sign control devices (in accordance with MRWA's renewal and upgrade programme).
- Maintenance of above equipment and devices in conjunction with MRWA.
- Undertake and maintain any vegetation clearing and/or removal of other physical obstructions within the rail corridor to provide adequate visibility on the approaches to Level Crossings.

Only accredited personnel holding a Track Access Permit are permitted to work within the rail corridor or within the Danger Zone (see diagram annexed as Appendix B). Accordingly, unless otherwise agreed and subject to prior agreement between the parties, the following activities are carried out by the Rail Infrastructure Manager at the cost of either the Local Government or MRWA as indicated in brackets below[1]:

- Level Crossings - Maintain the roadway within three metres (3m) of the outside running rails. (Local Government)
- Pedestrian Crossings - Install and maintain flashing lights, warning bells, pedestrian mazes, gates and crossing paths (not approach paths) as applicable, including any signage affixed to these devices. (MRWA in accordance with renewal and upgrade programme).[2]
- Mid-block Crossings - Install and maintain flashing lights, warning bells, pedestrian mazes, gates and crossing paths (not approach paths) as applicable, including any signage affixed to these devices. (Local Government).[2]

Reciprocal action for all parties

- Notify each other party of material changes to usage of an Interface of which a party is aware. These changes may arise from things such as higher speed rail or road traffic, increased volume of rail or road traffic (for example arising from a changes in land usage or development) or change of road vehicle types or change to road designation (for example to an oversize vehicle route). If the parties identify a new risk (or increased level of an existing risk), the parties must, as appropriate reassess and manage these risks so far as is reasonably practicable.

[1] The indication of party responsible for cost should be used as a general guide only. All works are site and case specific.

[2] There may be instances where the distinction between Pedestrian and Midblock Crossings is unclear, in such cases works required and division of cost must be negotiated and agreed between the Local Government and MRWA prior to the works being undertaken.

6. AGREEMENT OF PARTIES

6.1 Each party agrees to:

(a) Commit to the highest standards of safety in performing its functions or conducting its business so far as is reasonably practicable;
(b) Work co-operatively with the other parties, and with third party entities whose activities may give rise to risks at or near an Interface, to identify and assess risks at Interfaces and develop, implement and monitor measures to manage the risks;
(c) Carry out the identification, assessment, allocation and management of risk in accordance with accepted risk management practice;
(d) Commit to continued management of the Interface; and
(e) Conform to the appropriate standards, policies and guidelines relevant to their respective operations.

7. IDENTIFICATION, ASSESSMENT AND MANAGEMENT OF RISK

7.1 The Rail Infrastructure Manager and Road Manager have an ongoing obligation to identify and assess, so far as is reasonably practicable, risks to safety that may arise in relation to the Interfaces the subject of this Agreement.

7.2 Section 67 of the *Rail Safety Act 2010* (WA) provides that for the purpose of identifying and assessing the risks to safety at an Interface, a party may:

(a) by itself identify and assess those risks; or
(b) identify and assess those risks jointly with another party; or
(c) adopt the identification and assessment of those risks carried out by another party to this Agreement.

7.3 As a minimum, the following must be carried out in respect of each Interface:

- Identify the type of Interface;
- Identify the location of the Interface;
- Identify the risks to safety at each Interface;
- Determine measures to manage, so far as is reasonable practicable, those risks; and
- Assign responsibility for the management measures determined to the appropriate party.

7.4 ALCAM has been designed for and is used as a tool for risk assessment of Level Crossings. Each crossing is assessed uniformly using a standardised procedure to gather crossing data. The model then provides a risk score for each Level Crossing which enables the comparison of relative risk across all crossings within a given group (locality/line etc.). This model has been or will be used to assess risks at Interfaces the subject of this Agreement.

7.5 Where there has been a material change in relation to an Interface and such change is likely to affect the ALCAM assessment obtained in respect of an Interface, then the parties must arrange for the Interface to be re-assessed.

7.6 Either party may, by notice in writing to the other, instigate a re-assessment where it is deemed necessary.

7.7 Following an ALCAM assessment, if any corrective action is required in respect of an Interface, a Corrective Action Report (or similar) may be prepared. This will outline the action required for mitigation or elimination of unacceptable risks identified and the party responsible for carrying out the action.

8. INCIDENT MANAGEMENT

8.1 Rail Infrastructure Managers and Road Managers shall manage incidents wholly within their area of responsibility in accordance with each party's incident management plan.

8.2 Incidents affecting both Rail Infrastructure and Road Infrastructure across an Interface should be managed jointly and cooperatively by the parties.

8.3 The established information sharing protocols shall be followed during an emergency incident.

8.4 Unless required by law or to ensure safety, the parties shall not engage in any conduct that is likely to prejudice an investigation into an Incident and reserve the right to undertake timely inspection of any Rail or Road Infrastructure, rolling stock or other property of the respective parties damaged as a result of an Incident.

8.5 The Rail Infrastructure Manager shall report rail safety Incidents to the Office of Rail Safety under the terms of its accreditation.

8.6 In the case of major Incidents involving serious injury or death, the activities of the parties may come under the control of emergency services organisation as detailed in BR's Westplan.

8.7 Copies of BR's Westplan (State Emergency Management Plan for BR Emergencies) - are available on BR's Website: www.brookfieldrail.com and at the State Emergency Management Committee Website: www.semc.wa.gov.au

9. WORKS

9.1 The parties acknowledge that any road or other works conducted in the vicinity of Interfaces can adversely affect the level of safety at that Interface.

9.2 In any case where any road or other works are likely to impact on the safety of rail operations, the Road Manager shall notify the Rail Infrastructure

Manager of works planned, either of a temporary or permanent nature, in the vicinity of an Interface.

9.3 The need for such notification will depend on the level of risk of the work to be undertaken and the proximity of the work activity to the Interface. As a general guide, the table below shows the minimum distances from the railway within which any road or other works should not proceed without prior notification to the Rail Infrastructure Manager. Contact details are provided in the Rail Infrastructure Manager Details section of this Agreement.

Speed Limit Km/h	Distance from railway (m)
<70	150
70 to 90	200
>90	300

9.4 In any case where rail works are likely to impact on the safety of road operations, the Rail Infrastructure Manager shall notify the Road Manager of works planned, either of a temporary or permanent nature, in the vicinity of an Interface.

9.5 Emergency maintenance works

The parties will work cooperatively to minimise response times where emergency maintenance works are required to be undertaken at an Interface. Contact details of the applicable emergency contact personnel for each party is to be maintained by the respective parties in Appendix A.

10. PERSONNEL MANAGEMENT

10.1 Competency

Each party shall ensure that its workers carrying out activities in or about the Interface comply with the relevant safe working procedures, rules and policies developed by the party or as detailed in their organisation specific conditions. Such procedures, rules and policies must be consistent with the party's obligations under all applicable Law.

10.2 Safe Access by other parties

Each party may make use of third parties under contract or otherwise to deliver any aspect of its operational or infrastructure obligations at or affecting the Interface.

The party engaging the service of a third party shall ensure that any personnel working in or about an interface is fully informed as to the requirements of working in such a locality including any required accreditation, documentation, training, site induction or similar provisions.

The parties will ensure that their respective contractors and subcontractors will comply with this Agreement when engaged in works to which this Agreement relates. In particular third parties must be made aware of the

requirements relating to working in the "Danger Zone" as shown in Appendix B.

11. AMENDMENT

11.1 The parties may without formal amendment to this Agreement, amend Schedule 1 from time to time by written agreement to allow for Interfaces to be added or removed as required. An updated Schedule becomes effective when it is dated and signed by all parties.

11.2 The parties may without formal amendment to this Agreement, amend Appendix A as per Clause 14.3.

12. CHANGE OF OWNERSHIP

12.1 A party to this Agreement undergoing a change in ownership shall notify the other parties as soon as practicable. Contact details for each party are as specified in this Agreement.

12.2 The change of ownership of either a Rail Infrastructure Manager or Road Manager shall require the re-negotiation of this Agreement to identify the new owners and inform them of their responsibilities.

12.3 Rail Infrastructure Managers are obliged to meet all regulatory requirements for transfer or assignment of accreditation, including sections 56 and 57 of the *Rail Safety Act 2010* (WA)

13. AUDITING AND COMPLIANCE

13.1 Maintaining and Monitoring Compliance

(a) The parties shall be jointly responsible through their nominated representatives for maintaining and monitoring compliance with this Agreement.

(b) In the event of an emergency, and it is not possible to comply with this Agreement, every effort shall be made by the non-complying party to consult with other parties to the Agreement to determine the best course of action to ensure the safest conduct of activities at the Interface.

13.2 Register of Interface Agreements

In accordance with section 70 of the *Rail Safety Act 2010*, each party shall maintain a register of the Interface Agreements to which they are a party using their existing internal information and/or document management systems.

13.3 Record of Corrective Action Reports

The parties shall keep a record of all Corrective Action Reports.

13.4 Reporting Instances of Non-Compliance

Instances of non-compliance shall be brought to the attention of relevant compliance officers of each party to be dealt with in accordance with their internal procedures.

13.5 Safety Auditing Compliance

(a) The Rail Infrastructure Manager shall conduct regular safety audits.
(b) The Road Manager shall conduct regular safety audits to ensure the safety performance of the approach roads to an Interface are assessed as part of maintenance responsibilities in the context of the Local Government's road network.
(c) The parties shall jointly reassess the risk to safety of an Interface after a major Incident.
(d) Should a party discover a defect in another party's infrastructure, the party making the discovery will use best endeavours to share the relevant details with the other party as soon as is reasonably practicable.

13.6 Reciprocal Inspections and Audits

In the event the parties agree there is an issue adversely affecting Interface safety, the parties shall allow the conduct of relevant reciprocal inspections or audits to facilitate remedial action.

14. COMMUNICATIONS

14.1 The parties shall promptly notify each other of any occurrence or Incident which affects the responsibilities of any of the other parties to this Agreement in respect of an Interface.

14.2 Contact details for each party as identified in Appendix A are to be used in emergency situations or during normal course of business as appropriate.

14.3 All parties agree to regularly update Appendix A as changes occur. Updating of Appendix A can be carried out at any time by any Party for its own organisation without requiring approval from the other parties. The party amending its contact details shall forward to the other parties updated copies of Appendix A ensuring the Appendix A - Document Control table is appropriately updated prior to forwarding.

15. DISPUTE RESOLUTION

15.1 The parties agree to resolve all disputes in good faith.

15.2 Should a dispute arise between the parties in connection to this Agreement, a party may issue a written notice of dispute to the other party or parties.

15.3 Within a reasonable period of receipt of a dispute notice, senior officers of each party shall meet or communicate to resolve the dispute.

15.4 If the senior officers are unable to resolve the dispute, Chief Executive Officers of the parties shall meet or communicate as soon as is practicable to attempt to resolve the dispute.

15.5 If the dispute is not resolved, then either party may refer the dispute to mediation by a single mediator by giving notice in writing to the other party or parties. If the parties are unable to agree upon the mediator and the mediator's remuneration, the mediator will be the person appointed by and the remuneration of the mediator is the amount determined by, the President of the Institute of Arbitrators & Mediators Australia (WA Chapter). Each party will bear its own costs relating to preparation and attendance at mediation, with the costs of the mediator being borne equally by the parties.

15.6 Failing resolution of the dispute at mediation, it will be open to any party to the dispute to commence legal proceedings.

EXECUTION PAGE

This Interface Agreement is signed and witnessed on behalf of Brookfield Rail Pty Ltd by the following authorised representative:

SIGNED:	_____	WITNESSED:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

This Interface Agreement is signed and witnessed on behalf of the Shire of Narembeen by the following authorised representative:

SIGNED:	_____	WITNESSED:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

This Interface Agreement is signed and witnessed on behalf of Main Roads Western Australia by the following authorised representative:

SIGNED:	_____	WITNESSED:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

SCHEDULE 1 - LIST OF RAIL AND ROAD INTERFACES

No	Road Name	Type of Interface	Road Number	Rail Line and kms from datum of the Level Crossing	Description of Crossing	Rail Infrastructure Manager responsible	Road Manager responsible
1	Kondinin-Narembeen Road.	Road/rail crossing	417 0130	Line 60 - 144.528km	Give Way Signs	Brookfield Rail	Shire of Narembeen
2	Brown Road	Road/rail crossing	417 0020	Line 60 - 146.515km	Stop Signs	Brookfield Rail	Shire of Narembeen
3	South Kumminin East Road	Road/rail crossing	417 0008	Line 60 - 151.883km	Stop Signs	Brookfield Rail	Shire of Narembeen
4	South Kumminin Bin Road	Road/rail crossing	417 0122	Line 60 - 153.207km	Stop Signs	Brookfield Rail	Shire of Narembeen
5	Hedges East Road	Road/rail crossing	417 0023	Line 60 - 155.656km	Stop Signs	Brookfield Rail	Shire of Narembeen
6	Emu Hill East Road	Road/rail crossing	417 0007	Line 60 - 163.628km	Stop Signs	Brookfield Rail	Shire of Narembeen
7	Mt. Walker East Road	Road/rail crossing	417 0134	Line 60 - 168.271km	Flashlights	Brookfield Rail	Shire of Narembeen
8	Stockyard Access Road	Road/rail crossing	417 0002	Line 60 - 168.900km	Give Way Signs	Brookfield Rail	Shire of Narembeen
9	Soldiers Road	Road/rail crossing	417 0004	Line 60 - 170.130km	Flashlights	Brookfield Rail	Shire of Narembeen
10	Walker Road	Road/rail crossing	417 0084	Line 60 - 173.366km	Stop Signs	Brookfield Rail	Shire of Narembeen
11	Cusack Drive	Road/rail crossing	417 0073	Line 60 - 174.904km	Stop Signs	Brookfield Rail	Shire of Narembeen
12	Wadderin Grabal Road.	Road/rail crossing	417 0009	Line 60 - 177.758km	Stop Signs	Brookfield Rail	Shire of Narembeen
13	Wadderin Grabal Road.	Road/rail crossing	417 0009	Line 60 - 179.627km	Stop Signs	Brookfield Rail	Shire of Narembeen
14	Dixon Road	Road/rail crossing	417 0018	Line 60 - 185.063km	Stop Signs	Brookfield Rail	Shire of Narembeen
15	Wogarl West Road	Road/rail crossing	417 0015	Line 60 - 190.691km	Stop Signs	Brookfield Rail	Shire of Narembeen
16	Butler Road	Road/rail crossing	417 0028	Line 60 - 191.561km	Stop Signs	Brookfield Rail	Shire of Narembeen
17	Wogarl Muntadgin Road	Road/rail crossing	417 0019	Line 60 - 201.392km	Stop Signs	Brookfield Rail	Shire of Narembeen
18	Cramphorne Road	Road/rail crossing	417 0013	Line 60 - 203.433km	Give Way Signs	Brookfield Rail	Shire of Narembeen

APPENDIX A – CONTACT DETAILS

RAIL INFRASTRUCTURE MANAGER DETAILS

Brookfield Rail Pty Ltd
2-10 Adams Drive
WELSHPOOL WA 6106
General: 08 9212 2800
Emergency: 1300 087 246 (BR Train Control)
OHS: (08) 9212 2933 (Safety & Environment Co-Ordinator)

ROAD MANAGER DETAILS

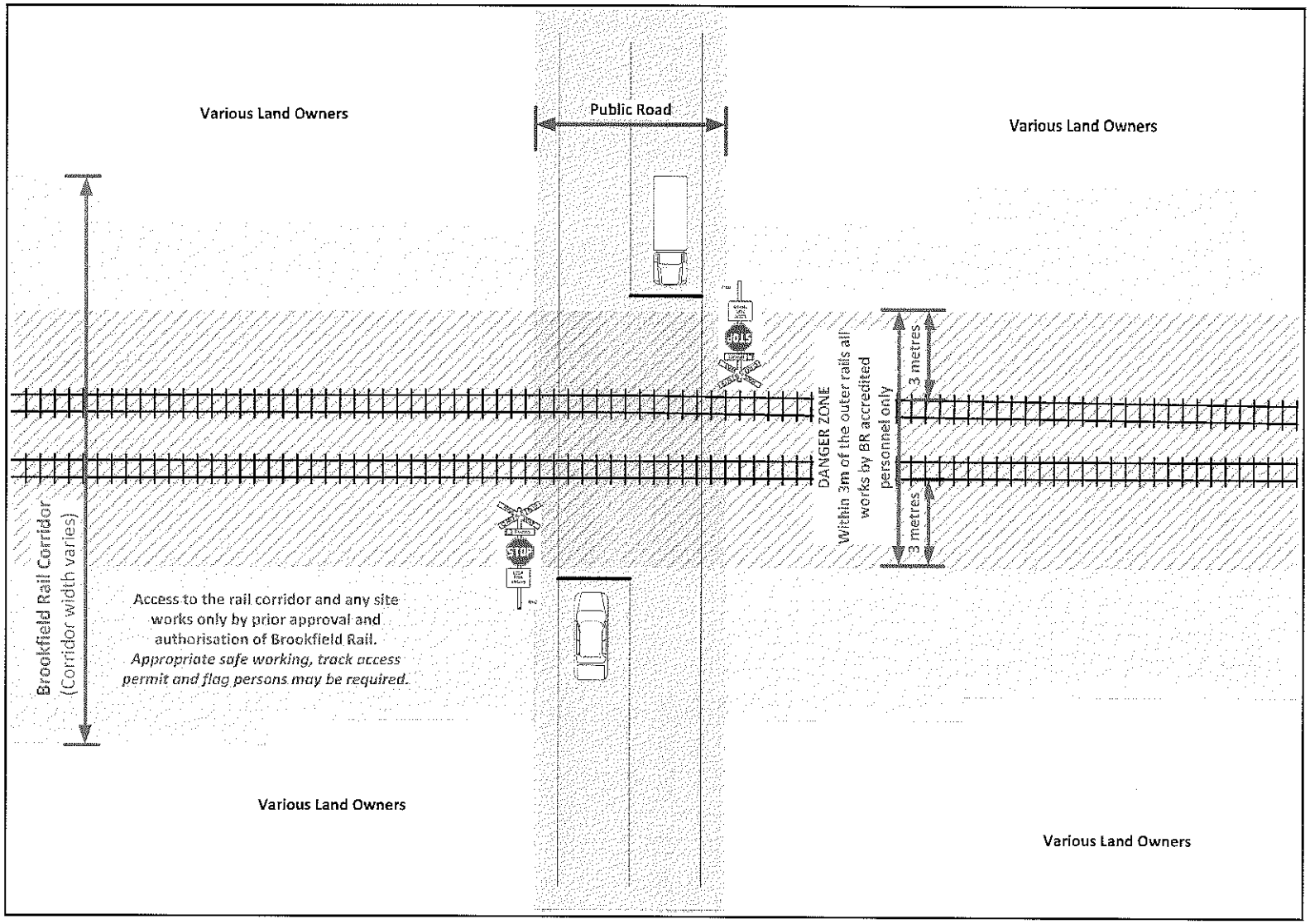
The Shire of Narembeen
1 Longhurst Street
NAREMBEEN WA 6369
General: 08 9064 7308

MRWA DETAILS

Main Roads Western Australia
Waterloo Crescent
EAST PERTH WA 6004
General: 13 81 38
Emergency: 13 81 38

Appendix A – Document control		
Amended by	Date	Distributed to the following contacts of other parties

APPENDIX B - AREAS OF DEMARCATION



At a typical Level Crossing

The road reserve (area shown red) is continuous through the crossing.

The rail corridor (area shown blue) stops and starts either side of the road reserve.

Within 3 metres of the outer rail even within the road reserve all work must be carried out by Brookfield Rail accredited personnel. (area shown hatched in blue, the "Danger Zone").

APPENDIX C - REFERENCE DOCUMENTS

Reference documents include:

Rail Safety Act 2010
Rail Safety Regulations 2011
AS 1742.7: 2007 – Manual of Uniform Traffic Control Devices - Railway Crossings
AS 1742.3: 2009 – Manual of Uniform Traffic Control Devices – Traffic control for works on roads
AS 4292.2: 2006 – Railway Safety Management – track, civil and electrical infrastructure
Main Roads WA – Railway Crossing Protection in WA – Policy and Guidelines
Road Traffic Code 2000
Road Traffic Act 1974
Main Roads Act 1930
Public Works Act 1902
AS/NZS ISO 31000: 2009 – Risk Management – Principles and guidelines
AS/NZISO 4801:2001 - OSH
Main Roads WA – Traffic Management for Works on Roads – Code of Practice
Rail Infrastructure Manager Operating Rules
Westplan: State Emergency Management Plan for Brookfield Rail Emergencies – Version September 2011, Review date December 2013

Copies of most documents are available from the State Law Publisher website or from the Road Safety Branch, MRWA – phone 9323 4111.

Chris Jackson

From: Jennifer Schokhoff <Jennifer.Schokhoff@brookfieldrail.com>
Sent: Friday, 29 August 2014 9:47 AM
To: Chris Jackson
Subject: RE: Interface Agreement Version 2.1

Chris,

I have created the Shire of Narembeen as a user on our Sharefile with the details you provided in your email. You should receive an activation email. Currently only the IA Version 2.1 that has been sent to you is in the folder.

The following response was provided to the Shire of Kulin in regard to the proposed amendment:

> The existing clause provides for "prior agreement" before any works can be carried out by Brookfield Rail on behalf of the Local Government. The Shire would therefore have visibility of cost before works were carried out by Brookfield Rail. The "prior agreement" can consist of the issue of a work order, a signed works agreement, a programme of works, or some other form of agreement between the parties. What "prior agreement" entails will vary between Local Governments and will depend upon the extent of the works to be undertaken. Given this variance and the fact that the Interface Agreement is intended to be a fairly generic document which deals with the responsibilities of each party in managing the safety risks at the various interfaces, it does not address or deal with the specifics of work orders, work agreements or invoicing procedures etc.
>
> Brookfield Rail has sought to enter into a large number of Interface Agreements with the various Local Governments across its network and is seeking to maintain a level of consistency in the content of those documents. For that reason, and because in Brookfield's view, the Shire's concerns can be addressed by the need for prior agreement before any works can be undertaken, Brookfield is unable to agree to make the change requested.

Please let me know if you would like to discuss this matter further.

Kind regards,

Jennifer Schokhoff
Project Coordinator Level Crossings

Brookfield Rail
2-10 Adams Drive, Welshpool, WA, 6106
T (08) 9212 2803 **M** 0427 431 146
Jennifer.Schokhoff@brookfieldrail.com
www.brookfieldrail.com

Brookfield Rail

From: Chris Jackson [mailto:ceo@narembeen.wa.gov.au]
Sent: Wednesday, 13 August 2014 8:18 AM
To: Jennifer Schokhoff
Subject: Interface Agreement Version 2.1
Importance: High

Good Morning Jennifer

AGENDA ITEM: 8.4.2 - Ranger Services

Subject:	Ranger Services
Applicant:	WA Contract Ranger Services
File Ref:	ADM551
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	11th April 2015
Attachments:	Nil

SUMMARY

Council to endorse the actions of the CEO in the appointment of a new Ranger Service.

BACKGROUND

Following a Roe Roc meeting Tuesday 5th April 2016 where ranger services were discussed, a follow up meeting with the Shire's of Bruce Rock and Kulin and the need to deal with some urgent animal related matters in and around town, I have engaged WA Contract Ranger Services Pty Ltd.

The Shire of Narembeen has been without a Ranger following Kondinin's decision to train a staff member in house to perform this role which meant that is was not viable for the service coming out of Perth to continue. The Shires of Corrigin, Bruce Rock (who have been using the Merredin Ranger Service) and Kulin have all indicated that they will be considering using this contract service also.

COMMENT

The following proposal was put by WA contract Ranger Services

"Thank you for the opportunity to provide a proposal for Ranger Services for the Shire of Narembeen. WA Contract Ranger Services are able to assist the Shire on a frequency of visits and time spent in your Shire that suits your needs.

WA Contract Ranger Services now provides a service to 19 Local Governments. We have a proven track record and we aim to continue this growth by providing a service at a standard above what some other Local Governments and Local Government Rangers provide.

We have 4 fulltime Rangers and 1 casual Ranger plus administration staff that understand what I require from them and what level of customer service I expect them to deliver. Our staff levels enable us to attend any Shire relatively quickly if an urgent incident occurs that requires our assistance.

I am able to provide full Ranger Services to the Shire of Narembeen covering the following areas:

Dog and Cat management.
Bush fire Control.
Off road vehicle management.
Litter and illegal dumping management.
Abandoned vehicle management.

Animal welfare control.
Animal control including reptile handling.
Caravan and camping control.
All other areas of State legislation pertaining to the role as a ranger.
All other management of Local laws.
All other Law Enforcement within Local Govt. boundaries.
Administration for the above.
Council reports outlining duties performed.

The cost of this service is at a flat rate of $85 per hour plus GST with a minimum service fee being $170 plus GST. Per visit. This fee covers 1 hour of travel and 1 hour of actual duties being performed. If the duties required to be performed on any given visit extend beyond the minimum time allocated then the $85 per hour rate applies (Shire approval will be made prior to commencement of extra length of duty).

For an emergency call out on a non-scheduled visit the fee would be $85 per hour plus GST commencing from and finishing at the starting point of the call out. (No extra travel would be charged). For example if we were in Quairading at the time of receiving the call the time charged would commence and finish there.

The service is available 7 days a week and I can be contacted by the public or staff for general enquiries 24/7 or for any emergency call outs i.e. dog attack in progress.

A typical visit would include attending the Shire Office to establish if any jobs need to be attended to. We would then concentrate our focus on problem areas as discussed in our last meeting. This would then be followed by a patrol and door to door compliance checks for dog and cat registration. We have found that this ensures greater compliance and reduces complaints as the direct community engagement allows us to promote greater level of pet responsibility through education.

WA Contract Ranger Services also offers residents an in home micro chipping service and we have also established a non for profit charity called A1 Wheatbelt Dog Rescue Inc. for the purpose of re-homing unwanted cats and dogs.

We also have our own Cat and Dog Management Facilities to impound cats and dogs for the statutory periods.

A tax invoice will be emailed to the Shire fortnightly detailing hours, days and duties performed during that period."

WA Contract Ranger Services will start the week commencing Monday 18th April 2016 and Council will then have the opportunity to review the performance of the service in lead up to the adoption of the budget.

CONSULTATION

RoeRoc and the Shire of Bruce Rock

STATUTORY IMPLICATIONS

Dog Act, Cat Act, Bush Fire Act, other local laws and law enforcement legislation.

FINANCIAL IMPLICATIONS

WA Contract Ranger Services will visit the Shire of Narembeen on a weekly basis (irregular days & times) at a cost of $85 per hour plus $85 for travel, so a normal visit will cost $170. We currently have a budget of $10,000 with $6,000 remaining for this financial year.

POLICY IMPLICATIONS

Various polices as they relate to Ranger Services and law enforcement.

STRATEGIC PLAN REFERENCE

1 A sense of place and pride in who we are
1.1 An inclusive, safe, considerate and welcoming community
1.19 Continue to participate in the regional Ranger service, subject to the annual budget

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council endorse the actions of the CEO in the appointment of WA Contract Ranger Services with the operation of the service to be reviewed as part of adoption of the 2016/2017 budget.

COUNCIL RESOLUTION

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

CARRIED /

AGENDA ITEM: 8.4.3 - Property Insurance

Subject:	Property Insurance
Applicant:	Chris Jackson
File Ref:	ADM 120
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	12th April 2016
Attachments:	Nil

SUMMARY

Council to approve a course of action in relation to a double up of property insurance being paid by the Shire and two community organisations.

BACKGROUND

It has been identified that both the Mt Walker Sports Club and the Narembeen Golf Club have been paying for property insurance for each of their facilities, with the Shire also paying for these buildings as both are on Shire vested reserves.

COMMENT

It would appear that this double up of insurance payments has been going on for many years and in the case of the Mt Walker Sports Club this could go as far back as the eighties.

Council has two options; continue to pay the insurance and request that each club cease the insurance payment or Council cease paying the insurance and request that each club continues to make the payment.

Historically both clubs have built their own facilities with assistance from various bodies including the Shire and then maintained them themselves. Both properties are listed on the Shire Asset Register and no formal agreements lease or letter can be located as what arrangements were put in place when the facilities where built. These agreements would outline who is responsible for such things as maintenance and insurance of the buildings.

If Council approve ceasing the insurance on both properties Local Government Insurance Service (LGIS) have agreed to refund the cost paid by the Shire for 2014 & 2015.

CONSULTATION

Mt Walker Sports Club, Narembeen Golf Club and LGIS

STATUTORY IMPLICATIONS

Councils statutory obligations in relation the fact that the properties sit on Council controlled land, they are both on the shire asset register and we do not have any formal agreements in place for these groups that we can locate is being investigated.

Advice is being sort from Council's auditor and LGIS.

FINANCIAL IMPLICATIONS

The 2015 LGIS Insurance Property Registers lists the following detail.

Mt Walker Golf Course Clubhouse insurance total $1,519,600 and cost $2,216.64
Narembeen Golf Clubhouse, Cart Shed and other insurance total $1,713,480 cost $2,499.45.

The insurance total includes building, extinguishment costs, removal of debris, extra cost of reinstatement and professional fees but no contents.

Mt Walker Sports Club Inc has the building insured for $625,575 at a cost of $1,933 which also covers stock in trade and other property. The club also pay a number of other policies for liability and machinery and have just recently renewed this insurance.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

2. A Shire of excellence in accessible infrastructure and services
2.1 Inclusive sport and recreation participation, with diverse activities and facilities

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That subject to advised received from auditors Moore Stephens and LGIS

1. Council approve ceasing payment of property insurance for Mt Walker Golf Course Clubhouse & Narembeen Golf Clubhouse
2. Request that LGIS refund the cost paid by the Shire for 2014 & 2015 on building insurance for these properties
3. Donate the funds received form LGIS to each club.

COUNCIL RESOLUTION

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

CARRIED /

AGENDA ITEM: 8.4.4 - Chief Executive Officer's Report

Subject:	Chief Executive Officer's Report
Applicant:	Chris Jackson
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	13 April 2016
Attachments:	Bush Fire Prone Vegetation Narembeen Town Site Map, RoeRoc Minutes

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

Ranger Services
See item relating to Ranger services and to confirm that the following notice was placed in last week's Fencepost, the web page and on Facebook.

Ranger Services

Please be advised that as of 11th April 2016 all Ranger services will be managed by WA Contract Ranger Services Pty Ltd.

WA Contract Ranger Services will be attending the Shire of Narembeen on a weekly basis, however a ranger can be reached 24/7 by contacting Matt Sharpe on 0459 678 154.

Emergencies will be attended to as soon as possible and any non-emergency related enquiries/requests can be directed/lodged at the Shire of Narembeen on 90647308 during the office hours of 8.30am – 4:30pm, Monday – Friday. All requests will be attended to on Ranger visiting days.*

So you will start to see a greater ranger presence in the town with a proactive approach to dog and cat registrations, good animal ownership and other compliance matters such as Fire Breaks.

Works Supervisor
Works Manager, Arthur Cousins will be taking a well-deserved break with annual leave during April, May and June and July 2016.

Through Lo-Go Appointments Robert (Bob) Edwards has been appointed as Acting Works Manager for the period 22nd April 2016 until the 6th July 2016. Bob has been acting in this role at the Shire of Bruce Rock recently and was the Works Manager with the Shire of Mukinbudin for many years.

Arthur will provide Bob with a handover as part of his commencement.

Wheatbelt South Regional Road Group (RRG)
The next RRG meeting will be held on the 13th April 2016 in Narrogin. The agenda includes discussions on white line marking and on the severe weather that occurred over the period of 19-21 and 26-28 March which is currently being considered for activation of the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) or as an abnormal event which allows the Shire to claim opening up and repairs costs.

An update of the RRG will be provided at the Council meeting.

Flood Damage
A preliminary estimate has been provided to Main Roads at $1.3m for both opening up and repairs costs. Firm estimates together with photographs and rainfall figures will then be presented to Main Roads. The works crew have been dealing with making roads safe and Arthur will provide an update at the Council meeting. The crew should be congratulated for their efforts to date.

CBH Group Network Strategy
CBH have released a Network Strategy 'Shaping the network of the future' which shows that the South Kumminin and Wogarl bins will become surge storage over a period of 4-10 years. The Narembeen and Mount Walker bins remain as part of the 100 sites of the future.

Does Council wish to provide CBH with feedback on the strategy? I believe that CBH will be providing a briefing direct to local governments sometime soon.

Bushfire Prone Areas
Council had some discussion at its February ordinary meeting regarding Bushfire Prone Areas as released by the Office of Bushfire Risk Management. The following update is provided.

A package of bushfire planning reforms were announced on the 6 December 2015, and include the following documents:

1. Planning and Development (Local Planning Schemes) Amendment Regulations 2015;
2. State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7);
3. Guidelines for Planning in Bushfire Prone Areas (the Guidelines);
4. Planning Bulletin No 111/2015 Planning in Bushfire Prone Areas;
5. Fact Sheets to assist in implementation of the reforms;
6. Creation of bushfire prone mapping by order of the Fire and Emergency Services (FES) Commissioner.

The designated bushfire prone areas triggers the bushfire construction requirements of the Building Code of Australia, commencing 8 April 2016.

Council should note as follows:

- The maps have been prepared in accordance with a mapping standard. Generally it identifies any land within 100 metres of any bushfire prone vegetation, particularly where the vegetated area is one hectare or greater.

- Under the mapping standards the only vegetation that is not considered bushfire prone is 'managed grasslands'.

- The maps will be updated annually.

The key issues for planning and building in bushfire prone areas include:

a. Owners/applicants seeking to construct a new dwelling or ancillary outbuilding/deck on a lot identified as 'bush fire prone' will have to provide a Bushfire Attack Level (BAL) assessment either as part of a planning or building application.

b. Australian Standard AS 3959 - Construction of buildings in bushfire-prone areas provides methods for measuring the severity of the building's potential exposure to ember attack, radiant heat and direct flame contact

c. Where a BAL rating between 12.5 and 29 is identified, there may also be a requirement for a Bushfire Management Plan to be endorsed jointly by the Shire and state authority for emergency services.

d. The BAL determines the construction standard required. The higher the BAL, the higher the construction standard (and cost of construction).

e. The Building Code of Australia (BCA) contains bushfire construction requirements for most classes of residential buildings (Class 1, 2, 3 and associated Class 10a outbuildings and decks).

f. There are guidelines that will apply to vulnerable landuses (such as nursing homes and tourist accommodation) which present evacuation challenges, and high risk landuses such as service stations and landfill sites. A Bushfire Management Plan will be required for these types of landuses.

g. In remote areas where a proposed new single house or ancillary dwelling will be located outside a 50 km radius of a gazetted townsite, a property owner may be able to complete their own BAL assessment.

Shire Planner Liz Bushby of Gray & Lewis has advised that "*as discussed I looked at Narembeen townsite before but most of the town is unaffected (which is great). There are areas around town where parts of land are affected. You have fared better than most of the towns I have looked at."*

Fire Damage to Property
Unit 5 Gum Tree Place Hilton Way Narembeen (Narembeen Aged Homes) was damaged by a small house fire on 4th April 2016 causing $6,000 damage. An insurance claim has been made. Further detail will be provided to Council at the meeting.

RoeRoc Meeting
Unconfirmed minutes from the RoeRoc meeting are attached to this report for your information and perusal.

Lotterywest – Successful Grant Funding
The Shire of Narembeen were successful with a grant application for the amount of $75,840 to assist with the establishment of a playground at the Narembeen Recreation Centre to encourage active recreation for children. Mia Davies has been invited to make a public announcement to publicly acknowledge Lotterywest's support – date to be confirmed. Plans for the playground design will be presented at the Council meeting.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
13th April 2016	Regional Road Group
26th April to 4th June 2016	Shire President Cr Rhonda Cole on leave
25th April 2016	Anzac Day
28th April 2016	Great Eastern Country Zone
29th April 2016	Recreation Centre Official Opening
26th May 2016	US Consular General - Cynthia Griffin - Meet Councillors

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

N/A

STRATEGIC PLAN REFERENCE

9 Provide good strategic decision making, governance, leadership and professional management.

9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council.
9.2 Manage the organisation in a responsible, accountable and consultative manner.
9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

RELATED PARTY TRANSACTIONS

Nil.

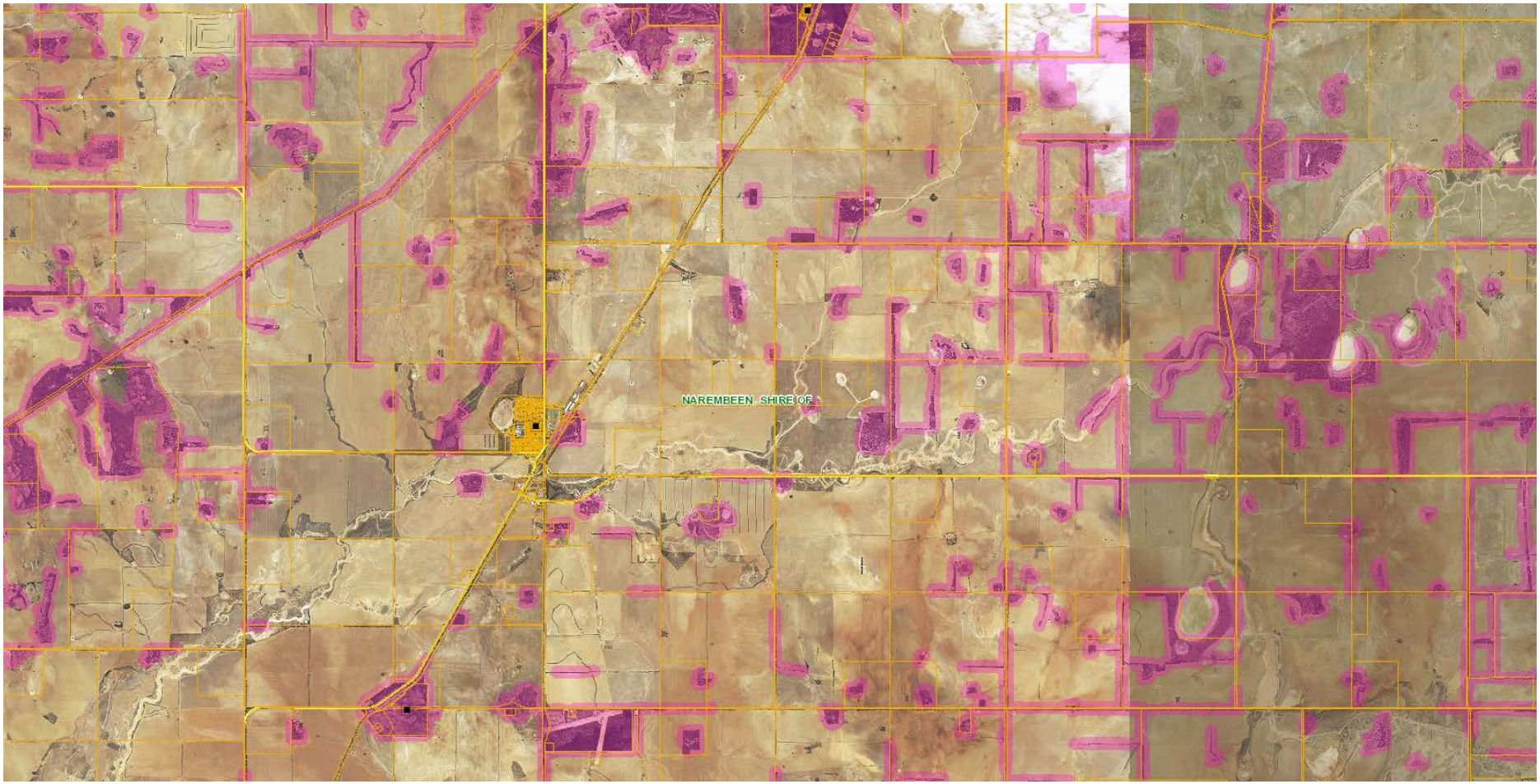
OFFICER RECOMMENDATION

That the CEO's April 2016 report be received and actions endorsed.

COUNCIL RESOLUTION

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

CARRIED /


NAREMBEEN, SHIRE OF

NAREMBEEN, SHIRE OF
BRUCE ROCK-NAREMBEEN RD
BRUCE ROCK-NAREMBEEN RD
ROTHBAUM ST
HILTON WAY
HILTON WAY
CHEETHAM WAY
BROWN ST
ADA ST
ADA ST
THOMAS ST
THOMAS ST
DOREEN ST
DOREEN ST
CURRALL ST
CURRALL ST
WAKEMAN ST
WILFRED ST
CONNELLY LANE
CHURCHILL ST
LONGHURST ST
LATHAM RD
LATHAM RD
LATHAM RD
DALE DR
NAREMBEEN-HYDEN RD
SOLDIERS RD
SOLDIERS RD

COUNCIL MINUTES

Shire of Narembeen
Council Chambers

5th April 2016

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1. Opening and Announcements

RoeROC Chair, Cr Cole opened the meeting at 1.20pm.

2. Record of Attendance and Apologies

Cr Barry West	President, Shire of Kulin
Cr Allen Smoker	President, Shire of Kondinin
Cr Rhonda Cole	President, Shire of Narembeen
Cr Gina DeLuis	Deputy Shire President, Shire of Narembeen
Cr Rodney Duckworth	Vice President, Shire of Kulin
Rob Paull	CEO, Shire of Corrigin
Alan George	DCEO, Shire of Kondinin
Greg Hadlow	CEO, Shire of Kulin
Chris Jackson	CEO, Shire of Narembeen
Darren Mollenyoux	CEO, Shire of Bruce Rock
Cassi Vandenberg	DCEO, Shire of Kulin
Lauren Pittman	

3. Apologies

John Read	CEO, Shire of Kondinin
Cr Lynette Baker	President, Shire of Corrigin

4. Guests

5. Minutes of Meetings

RoeROC Council Meeting 25 November 2015

COMMENT:

Minutes of the Council Meeting held 25 November 2015 have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 25 November 2015 be confirmed as a true and correct record.

Moved G Hadlow **Seconded** Cr DeLuis

Business Arising from the Minutes

A Smoker asked about Weighbridge Rubbish Site – intention to be done next week.
R Paull commented that Corrigin Shire were happy to advertise broadly including Gumtree, Elders Farm Weekly and Buy & Sell Pages.

Executive Meeting 19th January 2016

COMMENT:

Receive minutes of the Executive Meeting held 19th January 2016.

RESOLUTION

That the Minutes of the Executive Meeting held on 19th January 2016 be received.

Moved C Jackson **Seconded** Cr DeLuis

6. Presentations

7. Matters for Decision

NB - Finances were unavailable as Taryn is on leave

7.1 Ranger Services

REPORTING OFFICER: Chris Jackson
DISCLOSURE OF INTEREST: Nil
DATE: 28 March 2016
ATTACHMENT: Nil

COMMENT:

The Shire of Narembeen will provide a brief report of their current circumstances with their ranger.

The Shire of Narembeen is without a Ranger following Kondinin's decision to train a staff member in house to perform this role. I understanding that other Shire's including Bruce Rock also have some issues with current ranger services and believe that RoeRoc should consider how we can work together on providing reliable and effective ranger service for our shire's.

At present the Shire of Kondinin has an in-house ranger but has indicated it is unlikely the service could be extended to other Shires

OFFICER RECOMMENDATION

Submitted for discussion

RESOLUTION

That the CEO's from the five (5) RoeRoc Shires meet with WA Contract Ranger Services Pty Ltd to discuss a contract between the Shires.

Moved Cr West **Seconded** Cr Smoker

Discussion:

Kulin – Not happy with current ranger service arrangements. Narrogin ranger not always available. Suggestion to train up an in-house Ranger between the towns who would be available at all times. Is WA Contract Ranger Services in York an option? Suggest meet with WA Contract Ranger Services request say 16 hours per week between Shires, no set time, mix up visits to have random days.

Lauren Pittman entered meeting 1.30pm

Bruce Rock – Currently use Merredin Shire Ranger. When ranger is on holidays or sick there is no back up ranger provided. Suggestion to use WA Contract Ranger Services between the Shires.

Narembeen – WA Contract Ranger Services are very professional. Ranger visits need to be more random and more responsive.

Corrigin – As per Bruce Rock. Would like to try WA Contract Ranger Services. Will recommend to Council not to renew MOU with Merredin.

Kondinin – currently an ex-employee has offered ranger services on contract. Would prefer a ranger service between Shires, would be more centralised and a better service.

Darren Mollenyoux left meeting 2.13pm.

7.2 Main Roads Amendment Bill 2015

REPORTING OFFICER: Chris Jackson
DISCLOSURE OF INTEREST: Nil
DATE: 28 March 2016
ATTACHMENT: Nil

COMMENT:

At the last RoeROC meeting in 2015 the proposed Main Roads Amendment Bill 2015 was discussed.

Below is some information from WALGA regarding the Bill and implications for local government:

4.1 Main Roads Amendment Bill 2015 (05-001-03-0003 ID)

By Ian Duncan, Executive Manager, Infrastructure

Recommendation

That State Council resolves:

1. **To oppose the Main Roads Amendment Bill 2015 in its current form.**

2. **Member Local Governments be requested to highlight the adverse impacts of the proposed Bill on Local Governments with local Members of Parliament.**
3. **The Association engage with members of Parliament to highlight the weaknesses of and adverse impacts of the proposed Bill and seek a commitment to opposing the Bill in Parliament.**
4. **Should there be insufficient support to reject the Bill entirely, then negotiations commence seeking to amend the relevant sections to clarify the circumstances in which they could apply and ensure effective negotiation between State and Local Government.**

In Brief

- The State Government introduced the *Main Roads Amendment Bill 2015* to Parliament in November 2015.
- Amongst other things, the Bill significantly changes ways in which the Commissioner for Main Roads can exercise powers over the local road network.
- Section 23A of the Bill extends the powers of the Commissioner in two significant ways.
    - It would allow the Commissioner to direct Local Governments to undertake works which the Commissioner would otherwise have to undertake under s27A of the Main Roads Act; and
    - It would require the Local Government to bear the cost of such works, where the Commissioner otherwise would have to bear the cost under s27A.
- Opposition to provisions in the Bill relating to heavy vehicle user charging and compulsory land acquisition of environmental offsets have been expressed by members of Parliament. The impacts on Local Government have not been recognized.

Attachment

Main Roads Amendment Bill 2015
Explanatory Memorandum

Relevance to Strategic Plan

Key Strategies

<u>Engagement with Members</u>

- Improve communication and build relationships at all levels of member Local Governments;

<u>Sustainable Local Government</u>

- Continue to build capacity to deliver sustainable Local Government;
- Provide support to all members, according to need;
- Represent the diversity of members' aspirations in the further development of Local Government in Western Australia;
- Foster economic and regional development in Local Government.

<u>Enhanced Reputation and Relationships</u>

- Strengthen effective relationships with external peak bodies and key decision makers in State and Federal Government;
- Develop simple and consistent messages that are effectively articulated;

Policy Implications

In late 2007 WALGA was provided a four week period in which to respond to drafting instructions for the purpose of amending the *Main Roads Act 1930*. The drafting instructions contemplated wide-ranging changes to the Main Roads Act 1930. The submission on the drafting instructions for the proposed amendments was endorsed by State Council in December 2007.

The current Bill does not address the matters raised in the 2007 submission. These are "outside of the scope" of drafting instructions approved by the Government.

Budgetary Implications

Nil.

Background

The State Government introduced the *Main Roads Amendment Bill 2015* to Parliament in November 2015. Amongst other things, the Bill significantly changes ways in which the Commissioner for Main Roads can exercise powers over the local road network.

The introduction of the Bill and potential implications were highlighted to Local Governments in November and December 2015.

Concerns from a Local Government perspective were raised with the Minister for Transport at a meeting on 3 November, prior to the Bill being tabled in Parliament. He was unwilling to discuss the matter due to Cabinet considerations proceeding at the time, although did facilitate a briefing for Association staff.

Discussions highlighting concerns with the Bill were held with Hon Rita Saffioti (Opposition Transport Spokesperson), Hon Terry Redman (National Party Leader) and Mr Shane Love MLA (Parliamentary Secretary to the Minister for Regional Development; Lands) during December.

Legal advice has been received identifying the scope of implications for Local Governments arising from the Bill should it be passed by the Parliament. The advice also provides potential amendments to the Bill that could provide greater protection and clarity for Local Governments.

Comment

Analysis of the Main Roads Amendment Bill 2015 has focused on matters that impact directly on Local Governments in their capacity as road managers. The key issue identified is a new power for the Transport Minister to give written directions to a local government with respect to the performance of any of its functions that relate to, or might affect a highway or main road; or the flow of traffic on a highway or main road. This is detailed in s23A of the Bill.

<u>Comparison with Existing Powers</u>

Under the existing *Main Roads Act 1930* the Commissioner has the power:

a) Following consultation with the Local Government, and at the Commissioner's cost, to construct roads for the development of an area or for any other purpose, and any such road will then become the responsibility of the Local Government (s27A); and
b) With the approval of the Minister, to construct and maintain on any road works necessary for facilitating the exercise of the powers conferred on the Commissioner by the Act (s22).

Section 23A of the Bill extends the powers of the Commissioner in two significant ways.

1. It would allow the Commissioner to direct Local Governments to undertake works which the Commissioner would otherwise have to undertake under s27A of the Main Roads Act; and
2. It would require the Local Government to bear the cost of such works, where the Commissioner otherwise would have to bear the cost under s27A.

The Explanatory Memorandum provides only a single example of the circumstances in which s23A might be triggered, referencing "unilateral decisions" of the Local Government to change road layouts:

> *Unilateral decisions by local government regarding changes to road layouts may have the effect of overloading other parts of the road network, and result in congestion of traffic. Comparatively minor road modifications on a local government road can potentially result in traffic entering it queuing onto a freeway.*

This example continues in a later part of the explanation of the proposed s23A, referencing the need to "reverse works" undertaken by the Local Government:

> *Currently it is possibly open to the Commissioner to intervene to reverse works by undertaking road construction under the current section 27A. However, section 27A is not tailored to the current purpose to be able to direct a local government in relation to road construction or modification on roads in their district. Nor does the existing s27A require the local government to bear the costs of carrying out modification or reversing such works.*

Justification of the proposed s23A is sought by the Explanatory Memorandum to be made out in circumstances where it might be considered 'unfair' for the Commissioner to be required to 'carry out works' at its own expense where the problem was caused by a unilateral act of the Local Government.

However, despite this example, the wording of the proposed s23A itself makes no reference to any "trigger" for the application of the provision, nor to the application of the provision being limited to the reversal of works undertaken by the Local Government that resulted in "congestion of traffic."

The concept of a "unilateral act" of the Local Government is in practice unclear given that warrants for and the approval of designs for regulatory signs and road marking is the responsibility of Main Roads WA under the *Road Traffic Code 2000*.

Legal advice received by the Association confirms that it is arguable that in the absence of any statutory guidance as to when s23A applies, the Bill creates an unfettered discretion on the part of the Commissioner to shift responsibility and cost to the Local Government.

<u>Delegation</u>

Section 10A of the Bill allows the Minister to delegate any of the Minister's functions under the Act to the Commissioner except the function referred to in s18D. Section 18D refers to:

a) An agreement relating to road service centre works;
b) An agreement involving the expenditure of an amount exceeding the prescribed amount; or
c) Any other agreement of a kind specified in the regulations.

Legal advice received by WALGA indicates that the Bill would permit the Minister to delegate their power under the proposed s23A to the Commissioner. This would also apply to s22, enabling the Commissioner to carry out works on Local Government roads without consultation and without requiring the personal approval of the Minister.

The existence of the power of the Minister to delegate their power under the proposed s23A conflicts with statements in the Explanatory Memorandum that the Minister, not the Commissioner, is the appropriate person to exercise the power under s23A.

Scope of Activity

The Bill proposes that a new generic term "works" replace "road construction". This new term is broadly defined and includes construction, improvement, maintenance, reconstruction, land acquisition, demolition, survey, design, planning etc.

The combination of s22, 23A and 27A of the Bill arguably creates three potential mechanisms for works to be undertaken on Local Government roads. Each carries different authorities, responsibilities and cost allocations, but with no mechanisms to determine which section ought to apply to any given situation. Accordingly the Commissioner might have an unfettered discretion (subject only to possible requirements for consultation or Ministerial approval) as to which mechanism to invoke.

Additional Matters Not Exclusively Relevant to Local Governments

Other aspects of the Main Roads Amendment Bill 2015 that may be of concern to Members, although not specifically targeted at Local Government responsibilities for roads, include the power to:

1. impose fees for heavy vehicle users on prescribed routes;
2. acquire land under the *Land Administration Act 1997* for environmental offsets;
3. undertake work on land outside the road reserve;
4. lease land and in other ways facilitate operation of road service centres;
5. clear native vegetation without an Environmental Permit in some circumstances; and
6. impose fees for matters to be detailed in regulation.

These matters have not been considered in detail in this paper.

Advocacy Position

The Main Roads Amendment Bill 2015 has been assessed against a number of fundamental principles that guide the Association's decision making including:

a) eliminating cost shifting from State to Local Government;
b) ensuring any increase in roles and responsibilities of Local Government are accompanied with commensurate, sustainable revenue streams;
c) providing increased autonomy for Local Government;
d) facilitating clarification of the roles and responsibilities of State and Local Government; and
e) strengthening Local Government's ability to serve their communities.

The sections of the Main Roads Amendment Bill 2015 examined in this paper detract from each the achievement of each of these objectives. On this basis it is recommended that the Association oppose the Bill in its current form.

While political opposition has been publically expressed in relation to the heavy vehicle user charging and compulsory land acquisition provisions of the Bill, the position of members of the Opposition and back-benchers in relation to the impacts on Local Government is not clear. Traffic congestion is a politically sensitive issue in the metropolitan area. Although the case for change and a link between traffic congestion and Local Government actions has not been established, the view of parliamentary members is yet to be determined.

If there is not sufficient political support to reject the entire Bill, or the sections of the Bill identified above, then it may be necessary to seek amendments to both clarify and manage the adverse impacts on Local Governments.

The amendments approaches could include:

1. A requirement for the Commissioner to “negotiate” rather than merely “consult” with Local Government concerning works on local roads. In a consultation the responsibility for decision making remains with the Commissioner. In a negotiation the parties seek to reach agreement on the outcome. This arguably requires a higher standard of the Commissioner to achieve a consensual outcome.
2. Significant amendments to s23A to incorporate greater “trigger”, “negotiations” and “review” mechanisms to provide even stronger protection for Local Governments. Amendments would also narrow the scope of this section to the circumstances described in the Explanatory Memorandum.
3. Removing s23A entirely but amending s27A to create a mechanism where the Commissioner can seek to recover the costs for rectification caused by Local Government. In this case the default responsibility remains with the Commissioner and an “exception” where works were necessitated by an action of Local Government.

Risks

The State Government has deferred a decision on a new State Road Funds to Local Government Agreement beyond June 2018 pending the outcome of an independent Report. If Main Roads WA is able to mount a strong case that it is bearing unfair costs due to the actions of Local Government, or Local Government is unable to counter the implied assumption that is action are adding costs to Main Roads, then the response to the Bill may be linked to the share of revenue allocated to Local Government roads. However, the extent to which the Government is fixed on the Bill in its current form is unclear in the face of concerns expressed by members of Parliament concerning the land acquisition power and heavy vehicle user charges included in the Bill.

OFFICER RECOMMENDATION

The RoeROC write to the Minister for Transport and the Minister for Local Government, as well as local members in support of WALGA’s position on the Main Roads Amendment Bill 2015.

RESOLUTION

The RoeROC write to the Minister for Transport and the Minister for Local Government, as well as local members in support of WALGA’s position on the Main Roads Amendment Bill 2015.

Moved Cr Duckworth **Seconded** Cr West

Discussion:

Nil

7.3 Roe Tourism Accommodation Study

REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 28 March 2016
ATTACHMENT: #1 Accommodation Study

COMMENT:

Roe Tourism, together with WEROC and NEWTravel commissioned a report into the standard of accommodation across the three districts with a view to identifying ideas to improve tourist and visitor accommodation. The report was funded by the Wheatbelt Development Commission.

A report was written by Solum; Wheatbelt Business Solutions with assistance from Linda Vernon and Debbie Morris and presented to Roe Tourism in February 2016. Recommendations from the report centred on the following, with strategies under each for actioning:

- Improving the reason to visit the area and reduce seasonality
- Looking at innovative strategies to increase occupancy
- Improving customer service across the tourism industry
- Demystifying the visitor profile so businesses can make informed decisions
- Reducing the costs of operations for accommodation providers
- Reducing the barriers to investment and increasing the providers awareness of yield management
- Embracing technology as a tool to improving the quality and service offered by accommodation providers
- Investigating multi-use and modular buildings to ease accommodation shortages
- Improving branding, and
- Accessing new markets.

OFFICER RECOMMENDATION

Submitted for information

RESOLUTION

Roe Tourism Accommodation study noted by meeting.

Discussion:

Nil.

8. WALGA Zone Issues

Corrigin to organise the RoeRoc dinner – 4 August 2-16 – Local Government Week.

9. Other Matters

Lauren Pittman Report

Bendering Landfill Site
Lauren provided an update on the Bendering Landfill Site. 3 trenches had been dug, substantial provision for the next 2 years. Avon Waste utilising one of the pits. C Jackson suggested a plan for the next 5-10 years and a budget that matches accordingly. B West suggested a comprehensive drill survey be undertaken of entire site. L Pittman commented Avon Waste would like a plan to also fit in with their future plan. Fences are in, some trees have survived. No complains about rubbish escaping. Lauren will put a report together and proceed with the 5-10 year plan.

Ranger
Would be interested in the flexibility of WA Contract Ranger Services.

Rubbish Bins
J Goldacre looking into Narembeen bins. Grant to be acquitted by end of April.

L Pittman left meeting 2.13pm.

10. 2016 Meetings

Thursday 23rd June – Kulin
Thursday 25th August – Kondinin
Thursday 10th November - Narembeen

11. Closure

Cr Cole closed the meeting at 2.19pm.

8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 - Rates Write off – Non-Current Assessments

Subject:	Rates write off – Non-Current Assessments
Applicant:	Shire of Narembeen
File Ref:	ADM057
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Miss Bonnie Cole, Senior Finance Officer
Date:	29 March 2016
Attachments:	Nil

SUMMARY

For Council to review outstanding rates on non-current assessments and to approve write off.

BACKGROUND

In September 2014 a property transfer occurred on a number of UV properties, all being sold to one new owner. The result of this transfer meant that the assessments in question were able to be group rated together, rather than being made up of a number of different assessments.

When the revaluation from Landgate for group rating or subdivision occurs, any outstanding rate balances from the old assessment must be transferred to the new assessment to ensure all debts are included on the property it relates to. A review of these assessments show that this process was not completed in this instances.

COMMENT

Below is a breakdown of the funds owing on each of the assessments in question:

A2040	$552.98
A2041	$1,714.12
A2099	$336.28
A2811	$210.21
A5090	$10,621.16

Of the abovementioned assessments, the rates raised are all consistent with the revaluations Council has received from Landgate. Rates have not been raised on any assessment following the group rating of these lots. However, Interest does continue to accrue on these amounts.

When notification from the Settlement Agent was received in 2014 that these properties were going to be sold, staff are required to calculate all outstanding rates debts in relation to the property being sold. It would appear that the incorrect amount was quoted to the settlement agent for these properties.

Staff have recently written to the previous owners in an attempt to recover some of the outstanding debt. The owners have advised verbally that they are of the opinion that they were advised as to the amount due at the time and are not liable for any further debt.

Collection Agency Lawyers have indicated it would cost $3,000 for them to look into the matter, not covering any addition costs should the matter be taken further.

Given the time that has passed and this outstanding amount arose from a miscalculation from this organisation, it is recommended that Council write off the outstanding amounts.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services
Senior Finance Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts
(1) Subject to subsection (2) and any other written law, a local government may —
(a) when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money; or*
(b) waive or grant concessions in relation to any amount of money; or
(c) write off any amount of money, which is owed to the local government.
** Absolute majority required.*
(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.
[Section 6.12 amended by No. 64 of 1998 s. 39.]

6.53. Land becoming or ceasing to be rateable land
Where during a financial year —
(a) land that was not rateable becomes rateable land; or
(b) rateable land becomes land that is not liable to rates, the owner of that land —
(c) is liable for rates proportionate to the portion of the year during which the land is rateable land; or
(d) is entitled to a refund of an amount proportionate to the portion of the year during which the land is not rateable land,
as the case requires.

FINANCIAL IMPLICATIONS

Shire of Narembeen 2015/2016 Financial Budget.
Account 3112000 – Rates Write Off – Expense An amount totalling $13,434.75 plus any additional interest accrued.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Strategic Community Plan
9 Provide good strategic decision making, governance, leadership and professional management
9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council.
9.2 Manage the organisation in a responsible, accountable and consultative manner.
9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

RELATED PARTY TRANSACTIONS

There are no known related party transactions at this time.

OFFICER RECOMMENDATION

The Council approve write off all amounts owing on the following non-current assessments;

A2040	$552.98
A2041	$1,714.12
A2099	$336.28
A2811	$210.21
A5090	$10,621.16

COUNCIL RESOLUTION

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

CARRIED /
ASBOLUTE MAJORITY REQUIRED

AGENDA ITEM 8.5.2 - March 2016 Schedule of Accounts

Subject:	March 2016 Schedule of Accounts
Applicant:	Shire of Narembeen
File Ref:	N/A
Applicant:	Shire of Narembeen
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Cordelia Parsons
Date:	20/04/2016
Attachment/s:	List of Accounts for Payment and Credit Card statement

BACKGROUND

A schedule of accounts paid during the month of March 2016 is provided as follows:

Municipal Cheque Account	$954,218.95
Municipal Cash Management Account	$0.00
Trust Cheque Account	$740.00
Reserve Account	$0.00

COMMENT

The following payments >$5000.00 were made during the month of March 2016:

Chq/EFT	Date	Name	Description	Amount
EFT8419	04/03/2016	AMPAC Debt Recovery (WA) Pty Ltd	rate recovery for various locations	$6,474.60
EFT8421	04/03/2016	AVON WASTE	399 dom rubbish x 5wks	$17,521.66
EFT8423	04/03/2016	Bitutek Pty Ltd	supply, spray and sealing bitumen - Bruce Rock Narembeen Rd	$53,713.62
EFT8436	04/03/2016	MERREDIN TELEPHONE SERVICES	supply and install 42 RU rack in store room for new server	$5,361.16
EFT8437	04/03/2016	MERREDIN TOYOTA(RYAMAR PTY LTD)	New Skeleton Vehicle - NB7511 engin#1VDO312997	$15,725.00
EFT8447	04/03/2016	PC & JE KENNEDY	unit 3/33 Currall Street - remove damage fence & install a retaining wall and re-install old fence	$10,650.00
EFT8448	04/03/2016	Roadswest Engineering Group WA Pty Ltd	MRWA Grain Freight Program	$20,506.20
EFT8453	04/03/2016	Sports Base Construction	.	$43,677.15
EFT8461	04/03/2016	Western Australian Treasury Corporation	Loan No. 118 Interest payment - Community Centre & Avoca Farm	$16,426.71
EFT8463	04/03/2016	ZANIK PTY LTD T/A GH & CL FAGAN	cartage of 372.82tonne @ $31 per tonne	$23,489.44
EFT8475	11/03/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	$7,653.73
EFT8476	11/03/2016	DONOVAN FORD	New Nissan Navara Utility - engine# YS23315745A rego# NB613	$22,553.50

EFT8483	17/03/2016	Bitutek Pty Ltd	supply and spray 98/2 bitumen - MT walker rd.	$212,605.14
EFT8486	17/03/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	10mm washed single size granite 1STB348, 308KN, VLY553 - 346.20tonnes	$16,370.64
EFT8494	17/03/2016	NAREMBEEN HARDWARE & AG SUPPLIES - BUILDING A/C	1x concrete retaining wall 8x hardi fence 1800mm	$6,655.09
EFT8499	17/03/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	xeon 2.4 dual processor server ms windows server 2012 - 15 cals eaton 1500va ups anti-virus renewal 10 user ms terminal server cals	$16,325.00
EFT8507	17/03/2016	Varley Transport	cartage of granite for the month of February 2016 945.02tonnes - VLY551, VLY553, IGH, 1STB348 & 1CNO406	$31,855.07
EFT8509	17/03/2016	Western Australian Treasury Corporation	Loan No. 128 Interest payment	$34,234.32
EFT8512	23/03/2016	PC & JE KENNEDY	concrete apron around netball/basketball courts	$20,515.00
EFT8513	31/03/2016	AG IMPLEMENTS NAREMBEEN	1x engine overhaul kit 6x bushing 1x bolt kit	$10,067.10
EFT8519	31/03/2016	CJB Carpentry	install & supplied fencing & gate to Narembeen bowling green	$16,995.00
EFT8523	31/03/2016	Department of Fire and Emergency Services (FESA)	2015/16 ESLB Quarter 3 Contribution	$12,954.00
EFT8535	31/03/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	supply delivery and install of new server	$8,250.00
EFT8537	31/03/2016	RURAL TRAFFIC SERVICES	rural traffic services job no.514 4 traffic controllers, 2 vehicles and signs & after hour rate 3 traffic controllers, 2 vehicles and signs & after hour rate	$6,225.95
EFT8538	31/03/2016	Roadswest Engineering Group WA Pty Ltd	MRWA Grain Freight Program progress claim no.5 15/01/2016 - 11/02/2016	$19,871.50
EFT8546	31/03/2016	WESTRAC EQUIPMENT PTY LTD	10x cutting edge 15x nuts & 15x bolts	$5,673.47
10789	17/03/2016	SYNERGY -WESTERN POWER	electricity charges for rec centre 18/02/2016-04/03/2016	$8,401.95
10797	24/03/2016	WATER CORPORATION	water charges for sport ground lot 27984 23032 R 20378	$15,342.52
DD8300.1	24/03/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	$7,825.56
		WAGES AND SALARIES	25/02/2016-09/03/2016	$56,912.02
		WAGES AND SALARIES	10/03/2016-23/03/2016	$54,078.29
		WAGES AND SALARIES	24/03/2016-31/03/2016	$29,358.56

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996 (FMR)

Reg 11. 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 made 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 to 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. Lists 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 payment; 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 requires council authorisation in that month -

(i) the payee's name;
(ii) the amount of the payment; and
(iii) sufficient information to identify the transaction; and

(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 the council after the list is prepared; and
(c) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS:

Shire of Narembeen 2015/2016 Operating Budget

POLICY IMPLICATIONS:

Nil

COMMUNITY STRATEGIC PLAN IMPLICATIONS:

Nil

OFFICER RECOMMENDATION

MIN **MOTION** Moved Cr 2nd Cr

1. That Council receive the Schedule of Accounts for March 2016.
2. That Council receive the Corporate Card Activity Statement for the month of March 2016

CARRIED /

SHIRE OF NAREMBEEN

SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 20TH APRIL 2016
MUNICIPAL ACCOUNT

Chq/EFT	Date	Name	Description	Amount
EFT8417	04/03/2016	A Crooks	refer inv 3367 payed in error - skeleton weed	$141.68
EFT8418	04/03/2016	ALL WAYS FOODS	kilbac, cnc cleaner, toilet paper 2ply, hand towels (caravan park)	$486.97
EFT8419	04/03/2016	AMPAC Debt Recovery (WA) Pty Ltd	rate recovery for various loactions	$6,474.60
EFT8420	04/03/2016	AUSTRALIAN SERVICES UNION	Payroll deductions	$77.40
EFT8421	04/03/2016	AVON WASTE	399 dom rubbish x 5wks	$17,521.66
EFT8422	04/03/2016	Best Office Systems	photocopier printing b&w - colour (23/01/2016-23/02/2016)	$1,095.50
EFT8423	04/03/2016	Bitutek Pty Ltd	supply, spray and sealing bitumen - Bruce Rock Narembeen Rd	$53,713.62
EFT8424	04/03/2016	Bovell Surveys Pty Ltd	pickup of existing retaining and setout of bowling green with best fit to new wall, preformed 6/11/2015	$1,298.00
EFT8425	04/03/2016	CASTLEDEX	new filing system - filing files and clips	$123.19
EFT8426	04/03/2016	CHADSON ENGINEERING PTY LTD	glue - underwater magic grey, sand & white	$756.80
EFT8427	04/03/2016	COVS	1x vanilla vinyl protectant 5L	$144.40
EFT8428	04/03/2016	Commander Australia	phone charges for shire office	$75.41
EFT8429	04/03/2016	EASTERN HILLS SAWS AND MOWERS	fan hsg with starter E2S	$226.05
EFT8430	04/03/2016	EDS TV AND SATELLITE SERVICE	supply 1x ups power board - town clock	$158.38
EFT8431	04/03/2016	Irving Holdings WA	ulp fuel - Narembeen Fire Truck diesel - Narembeeen Fire Truck	$788.06
EFT8432	04/03/2016	JAMIESON ENGINE ENGINEERING	parts for engin #RG6081H302574	$1,536.55
EFT8433	04/03/2016	KLEENHEAT GAS	45kg vap cyl - facility fee/cylinder service charge	$173.25
EFT8434	04/03/2016	Landgate	land enquiry	$24.60
EFT8435	04/03/2016	MCINTOSH AND SON	edge cutting x1 screw x 8 nut x 8	$948.25
EFT8436	04/03/2016	MERREDIN TELEPHONE SERVICES	supply and install 42 RU rack in store room for new server	$5,361.16
EFT8437	04/03/2016	MERREDIN TOYOTA(RYAMAR PTY LTD)	New Skeleton Vehicle - NB7511 engin#1VDO312997	$15,725.00
EFT8438	04/03/2016	NAREMBEEN ENGINEERING AND STEEL SUPPLIES	repiar to side tipper hoist brackets & air lines & electrical cable	$2,343.00
EFT8439	04/03/2016	NAREMBEEN IGA	cleaning products - caravan park	$575.57
EFT8440	04/03/2016	NAREMBEEN MEDICAL CENTRE	employment medical - leanne brook-mee	$130.00
EFT8441	04/03/2016	NAREMBEEN RURAL NEWSAGENCY	newspaper, archive boxes, staples, doc wallets, display book, binding combs, binding covers	$354.75
EFT8442	04/03/2016	NAREMBEEN SWIMMING CLUB	Kidsport payment - swimming - Chloe Kuhne-Munroe	$595.00
EFT8443	04/03/2016	NAREMBEEN TYRE SERVICE	tyres double coin - NB6079	$2,511.00
EFT8444	04/03/2016	Narembeen Community Resource Centre	prinit & copy A3 s/s spot colour	$12.00
EFT8445	04/03/2016	Narrogin Furnishings - Furniture Court	6m x roll of ocrhid valley carpet - stage	$294.00
EFT8446	04/03/2016	P M Services Narembeen	waste transfre station attendent hours 13th Feb - 26th Feb	$2,496.00
EFT8447	04/03/2016	PC & JE KENNEDY	unit 3/33 Currall Street - remove damage fence & install a retaining wall and re-install old fence	$10,650.00
EFT8448	04/03/2016	Roadswest Engineering Group WA Pty Ltd	MRWA Grain Freight Program	$20,506.20
EFT8449	04/03/2016	Rob Roy Panelbeaters	supple and install new windscreen for NB6789	$819.30
EFT8450	04/03/2016	SHIRE OF NAREMBEEN PAYROLL DEDUCTIONS	Payroll deductions	$210.00
EFT8451	04/03/2016	SHIRE OF WICKEPIN	WSAHA Project Income Contribution	$3,850.00
EFT8452	04/03/2016	STAR TRACK EXPRESS	freight - westrac	$408.86
EFT8453	04/03/2016	Sports Base Construction	.	$43,677.15
EFT8454	04/03/2016	TOLL IPEC PTY LTD	freight - jason signs	$160.03
EFT8455	04/03/2016	The Workwear Group Pty Ltd	uniform - garry gregan 1x 2 button jackets 1x flat front pant	$431.00
EFT8456	04/03/2016	Truck Centre (WA) Pty Ltd	partnumber: VO 82178433 - glass&suppo	$534.16
EFT8457	04/03/2016	WALGA	2016 WA Local Government Directory	$238.20
EFT8458	04/03/2016	WESTRAC EQUIPMENT PTY LTD	2x Deo Sae 15W.40 208L S (engin oil)	$1,847.74
EFT8459	04/03/2016	WURTH AUSTRALIA PTY LTD	brake cleaner & cockpit cleaner	$137.37
EFT8460	04/03/2016	West Coast Estimating	estimating the extension at CRC	$550.00
EFT8461	04/03/2016	Western Australian Treasury Corporation	Loan No. 118 Interest payment - Community Centre & Avoca Farm	$16,426.71
EFT8462	04/03/2016	Winstons Meat and Provisions	meat for council meeting february 2016 chicken, steaks, kebabs, bread rolls	$312.79
EFT8463	04/03/2016	ZANIK PTY LTD T/A GH & CL FAGAN	cartage of 372.82tonne @ $31 per tonne	$23,489.44
EFT8464	04/03/2016	aust post	postage for february 2016	$225.80
EFT8465	04/03/2016	moore stephens	preparation for and attendance at audit committee meeting held on 17th February 2016	$2,200.00
EFT8466	04/03/2016	point2point electrical & data	install lights for memorial at shire office	$4,455.00
EFT8467	04/03/2016	JOHN CLEMENT	REFUND - CARAVAN BOOKING FOR 5TH/03/2016 CABIN 3	$120.00
EFT8468	11/03/2016	AMP Life Limited	Superannuation contributions	$223.80
EFT8469	11/03/2016	AUSTRALIAN SUPER	Superannuation contributions	$570.53

EFT8470	11/03/2016	BT Wrap	Superannuation contributions	$214.44
EFT8471	11/03/2016	CBUS Super	Superannuation contributions	$531.11
EFT8472	11/03/2016	Concept One Superannuation	Superannuation contributions	$519.12
EFT8473	11/03/2016	Plum Super Fund	Superannuation contributions	$214.44
EFT8474	11/03/2016	Prime Superannuation Fund	Superannuation contributions	$130.45
EFT8475	11/03/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Superannuation contributions	$7,653.73
EFT8476	11/03/2016	DONOVAN FORD	New Nissan Navara Utility - engine# YS23315745A rego# NB613	$22,553.50
EFT8477	17/03/2016	AG IMPLEMENTS NAREMBEEN	service - repair wheel studs on skeleton weed hire vehicle 1DYE808	$216.22
EFT8478	17/03/2016	ALL WAYS FOODS	cnc cleaner kilbac toilet paper 2 ply hand towels	$486.97
EFT8479	17/03/2016	ANL LIGHTING AUSTRALIA PTY LTD	2000w d/e m/h 4200k 311mm - netball court lights	$1,231.95
EFT8480	17/03/2016	AUSTRALIAN SERVICES UNION	Payroll deductions	$77.40
EFT8481	17/03/2016	Ag Implements Quairading	drug and alcohol testing - bronwen hooper, leanne brook-mee, shaun biddulph	$166.50
EFT8482	17/03/2016	BROWNLEYS PLUMBING AND GAS	install drink fountain at bowling greens	$949.85
EFT8483	17/03/2016	Bitutek Pty Ltd	supply and spray 98/2 bitumen - mt walker rd	$212,605.14
EFT8484	17/03/2016	COVS	titan supersyn ecodt 5w30 5L fuel filter	$619.92
EFT8485	17/03/2016	Glen Sands	staff training - department of environment	$140.00
EFT8486	17/03/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	10mm washed signle size granite 1STB348, 308KN, VLY553 - 346.20tonnes	$16,370.64
EFT8487	17/03/2016	IRRI-TEC	repair pump as pre quote	$3,710.30
EFT8488	17/03/2016	Irving Holdings WA	pulp fuel for 1NB	$544.99
EFT8489	17/03/2016	JASON SIGNMAKERS	traffic signs - bi-pod legs pari, multi message sign frame, saddle bag filled, 6kg base for t-top bollard, end speed limit 40km, do not over take	$1,805.10
EFT8490	17/03/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	1x full member conference incl. dinner	$865.00
EFT8491	17/03/2016	Landgate	rural UV interim valuation shared	$79.00
EFT8492	17/03/2016	MCINTOSH AND SON	compressor, airconditioner	$1,679.95
EFT8493	17/03/2016	NAREMBEEN ENGINEERING AND STEEL SUPPLIES	6x medium gal popes with lugs and caps (paint black 2pac)	$977.90
EFT8494	17/03/2016	NAREMBEEN HARDWARE & AG SUPPLIES - BUILDING A/C	1x concrete retaining wall 8x hardi fence 1800mm	$6,655.09
EFT8495	17/03/2016	NAREMBEEN HARDWARE & AG SUPPLIES - SHIRE WORKSHOP	1x galcon 1 station batt/op sol/val	$631.62
EFT8496	17/03/2016	NAREMBEEN TYRE SERVICE	tryes roadgripper dunlop & tryes - skeleton weed vehicle	$292.00
EFT8497	17/03/2016	Neville James Mcgregor	work completed at 18 hilton way - replace ceiling in bedrooms,seal and paint	$4,054.40
EFT8498	17/03/2016	P M Services Narembeen	waste tansfer station attendant hours 27th Feb - 11th March	$2,496.00
EFT8499	17/03/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	xeon 2.4 dual processor server ms windows server 2012 - 15 cals eaton 1500va ups anti virus renewal 10 user ms terminal server cals	$16,325.00
EFT8500	17/03/2016	RURAL TRAFFIC SERVICES	rural traffic services - narembeen bruce rock rd 3 traffic controllers, 1 vehicle and signs	$2,203.85
EFT8501	17/03/2016	Redman Handpiece Service	replace - sirona t2 racer high speed handpiece	$191.40
EFT8502	17/03/2016	SHIRE OF NAREMBEEN PAYROLL DEDUCTIONS	Payroll deductions	$210.00
EFT8503	17/03/2016	SONIC BOOMSPRAYS	solder splice 1.5mm 2.5mm solder splice 2.5mm 4.5mm	$31.68
EFT8504	17/03/2016	STAR TRACK EXPRESS	freight - westrac	$843.31
EFT8505	17/03/2016	THRIFTY WA	hire of vehicle 1DYE808 Landcruiser 16/12/2015-15/01/2016	$2,665.50
EFT8506	17/03/2016	VISIMAX SAFETY PRODUCTS	20x fire permit books	$363.00
EFT8507	17/03/2016	Varley Transport	cartage of granite for the month of February 2016 945.02tonnes - VLY551, VLY553, IGH, 1STB348 & 1CNO406	$31,855.07
EFT8508	17/03/2016	West Coast Estimating	estimation - buildings in narembeen	$440.00
EFT8509	17/03/2016	Western Australian Treasury Corporation	Loan No. 128 Interest payment -	$34,234.32
EFT8510	17/03/2016	ixom	cylinder chlorine 75kg	$502.61
EFT8511	17/03/2016	moore stephens	preparation and delivery of local government finance for elected members training on site at Narembeen on 17th February 2016	$2,814.90
EFT8512	23/03/2016	PC & JE KENNEDY	concrete apron around netball/basketball courts	$20,515.00
EFT8513	31/03/2016	AG IMPLEMENTS NAREMBEEN	1x engine overhaul kit 6x bushing 1x bolt kit	$10,067.10
EFT8514	31/03/2016	AUSTRALIAN SERVICES UNION	Payroll deductions	$77.40
EFT8515	31/03/2016	Ag Implements Quairading	drug test for stephen thomas	$55.50
EFT8516	31/03/2016	BOC GASES	oxygen indust g size nitrogen indust dry d size dissolved acetylene g size argoshield 52 g size	$228.88
EFT8517	31/03/2016	BROWNLEYS PLUMBING AND GAS	back flow testing on - cramphorne rd tank, wadderin standpipe, south kumminin tanks, emu hill tank & rec centre fire tanks	$1,467.40
EFT8518	31/03/2016	CDA Air Conditioning & Refrigeration	supplied and install daikin FTXS25L split air con system into server room 24/03/2016	$2,274.00
EFT8519	31/03/2016	CJB Carpentry	install & supplied fencing & gate to narembeen bowling green	$16,995.00

EFT8520	31/03/2016	CONPLANT AMMANN AUSTRALIA	thermostat aircon 12v elec	$123.48
EFT8521	31/03/2016	COVS	2x led hi optics flange beacon (a)	$3,432.77
EFT8522	31/03/2016	DAVES TREE SERVICE	tree lopping on narembeen bruce rock road	$2,860.00
EFT8523	31/03/2016	Department of Fire and Emergency Services (FESA)	2015/16 ESLB Quater 3 Contribution	$12,954.00
EFT8524	31/03/2016	GRAY AND LEWIS PLANNING CONSULTANTS	professional fees: sheme amendment no 6 - lots 63-64, 79-80 & 301-302	$453.76
EFT8525	31/03/2016	GREAT SOUTHERN FUEL SUPPLIES	pulp fuel for 1NB	$181.93
EFT8526	31/03/2016	HARRIS ZUGLIAN ELECTRICS	Leevon's Cafe - repair burnt wiring to hot water system, replace blown phase fuse at meter	$301.76
EFT8527	31/03/2016	JP PROMOTIONS	councillor short & long sleeve shirts (ladies & male)	$978.57
EFT8528	31/03/2016	LANDMARK OPERATIONS LIMITED	1x ones galv fence dropper 94cm	$303.62
EFT8529	31/03/2016	LIONS CLUB OF NAREMBEEN	contribution to senior citizens dinner event 2015	$714.24
EFT8530	31/03/2016	Liberty Oil Rural Pty Ltd	diesel 4000L @ 0.9960cents per litre	$3,984.00
EFT8531	31/03/2016	NAREMBEEN HARDWARE & AG SUPPLIES - SHIRE WORKSHOP	2x 1/4 fi adapton 2x 1/4 mi adaptor 4x 1/4 nitto coupling	$152.52
EFT8532	31/03/2016	Narembeen Hotel	alcohol for council meeting feb 2016	$478.00
EFT8533	31/03/2016	P M Services Narembeen	water transfer station attendent hours for 12th March - 25th March	$2,496.00
EFT8534	31/03/2016	PENNANT HOUSE	shire of narembeen flag - appliqued and anti fray	$452.10
EFT8535	31/03/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	supply delivery and install of new server	$8,250.00
EFT8536	31/03/2016	Personalised Ribbons	10m x 75mm red satin ribbon (rec centre opening 29/04/2016)	$26.40
EFT8537	31/03/2016	RURAL TRAFFIC SERVICES	rural traffic services job no.514 4 traffic controllers, 2 vehicles and signs & after hour rate 3 traffic controllers, 2 vehicles and signs & after hour rate	$6,225.95
EFT8538	31/03/2016	Roadswest Engineering Group WA Pty Ltd	MRWA Grain Freight Program progress claim no.5 15/01/2016 - 11/02/2016	$19,871.50
EFT8539	31/03/2016	SHERIDANS FOR BADGES	name badge (stephen thomas - building supervisor)	$50.27
EFT8540	31/03/2016	SHIRE OF NAREMBEEN PAYROLL DEDUCTIONS	Payroll deductions	$210.00
EFT8541	31/03/2016	SKIPPER TRUCKS BELMONT	1x valve a-c expansion	$398.07
EFT8542	31/03/2016	STAR TRACK EXPRESS	freight - eastern hills and saws	$136.29
EFT8543	31/03/2016	STATE LAW PUBLISHER	Government Gazette Advertising Tuesday 8th March 2016 - PL402* TPS No.2 Admendment No.6	$171.00
EFT8544	31/03/2016	Staples	5x binder file 10 pkt	$91.19
EFT8545	31/03/2016	TOLL IPEC PTY LTD	freight - state library	$139.36
EFT8546	31/03/2016	WESTRAC EQUIPMENT PTY LTD	10x cutting edge 15x nuts & 15x bolts	$5,673.47
EFT8547	31/03/2016	Winstons Meat and Provisions	cold meat & 2x french bread sticks (council meeting march 2016)	$67.92
EFT8548	31/03/2016	stephen carrick architects	Job No. 7147 Shire of Narembeen Archival Record - Lesser Hall	$4,064.35
10785	04/03/2016	SHIRE OF NAREMBEEN	annual licensing and insurance policy for NB6079	$643.50
10786	04/03/2016	SYNERGY -WESTERN POWER	electricity charges for Naremben Rec Centre 21/01/2016-17/02/2016	$4,004.85
10787	04/03/2016	THRIFTY WA	1DYE808 - hire from thrifty (15/01/2016- 14/02/2016)	$2,013.00
10789	17/03/2016	SYNERGY -WESTERN POWER	electricity charges for rec centre 18/02/2016-04/03/2016	$8,401.95
10790	17/03/2016	WATER CORPORATION	water charges for standpipe kondinin- narembeen rd	$215.50
10791	24/03/2016	GEORGEFF	Rates refund for assessment A5051 WOGARL - MUNTADGIN ROAD NAREMBEEN 6369	$234.81
10792	24/03/2016	Quinten Lynch	Rates refund for assessment A5087 KONDININ-NAREMBEEN ROAD NAREMBEEN 6369	$1,277.14
10793	24/03/2016	RB & MA PARSONS SUPER PTY LTD	Rates refund for assessment A5169 WADDERIN-EAST ROAD NAREMBEEN 6369	$261.82
10794	24/03/2016	SHIRE OF NAREMBEEN	annual licensing and insurance policy for NB1	$4,952.80
10795	24/03/2016	SYNERGY -WESTERN POWER	electricity charges for street lighting	$2,463.10
10796	24/03/2016	TELSTRA	phone charges for shire office phones, mobiles & fax	$2,097.03
10797	24/03/2016	WATER CORPORATION	water charges for sport ground lot 27984 23032 R 20378	$15,342.52
31316	01/03/2016	BANKFEES - BANK FEES	BANK FEES	$172.80
31316	31/03/2016	BANKFEES - BANK FEES	BANK FEES	$150.00
31316	01/03/2016	BANKFEES - BANK FEES	BANK FEES	$223.63
DD8264.1	01/03/2016	BUPA AUSTRALIA	DD Heath Insurance CEO	$363.25
DD8265.1	01/03/2016	WESTNET PTY LTD	Westnet monthly charges	$279.80
DD8278.1	10/03/2016	HBF	HBF - Health - EMCS as per Contract of Employment	$382.45
DD8285.1	21/03/2016	Bankwest	Mantra on Murray - R Moore Accom for Trelis Training	$3,548.28
DD8300.1	24/03/2016	WA LOCAL GOVERNMENT SUPERANNUATION PLAN	Payroll deductions	$7,825.56
DD8300.2	24/03/2016	Concept One Superannuation	Superannuation contributions	$519.12
DD8300.3	24/03/2016	AUSTRALIAN SUPER	Superannuation contributions	$663.07
DD8300.4	24/03/2016	Plum Super Fund	Superannuation contributions	$214.44
DD8300.5	24/03/2016	BT Wrap	Superannuation contributions	$235.47
DD8300.6	24/03/2016	Prime Superannuation Fund	Superannuation contributions	$78.27
DD8300.7	24/03/2016	AMP Life Limited	Superannuation contributions	$223.80
DD8305.1	21/03/2016	Bankwest	Cellarbrations Merredin - Refreshments for Council Meeting	$436.77
DD8312.1	31/03/2016	BUPA AUSTRALIA	DD Heath Insurance CEO	$363.25

		WAGES AND SALARIES	25/02/2016-09/03/2016	$56,912.02
		WAGES AND SALARIES	10/03/2016-23/03/2016	$54,078.29
		WAGES AND SALARIES	24/03/2016-31/03/2016	$29,358.56
			TOTAL FOR MUNICIPAL FUND	$954,218.95
304	10/03/2016	Kyle Sproul	REFUND OF HOUSING BOND FOR 11 HILTON WAY	$240.00
305	15/03/2016	Bond Administrator	HOUSE BOND - 15 NORTHMMORE ST (GLEN SANDS)	$500.00
			TOTAL FOR TRUST FUND	$740.00

bankwest

Bankwest Corporate MasterCard Statement

Account Number	5586 0255 5109 0002
Period	2 Feb 16 - 1 Mar 16
Monthly Spend Limit	$10,000

061BC3C 000047 (050N)

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

SUMMARY OF YOUR SPEND

Purchases	$436.77
Cash Advances & Balance Transfers	$0.00

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
03 FEB 16	SHIRE OF NAREMBEEN	NAREMBEEN	AUS	$34.00	
08 FEB 16	CELLARBRATIONS AT MERR	MERREDIN	WA	$353.87	
21 FEB 16	JAMAICA BLUE MORLEY	MORLEY	WA	$48.90	
Total				**$436.77**	**$0.00**

ATTACHED LETTER

Reviewed

Bill To
Chris
Jackson
Moved Error

Authorised

A/EMCS

061BC3C 000047 000159

Bankwest, a division of Commonwealth Bank of Australia ABN 48 123 123 124 AFSL / Australian credit licence 234945

Bankwest Corporate MasterCard Statement

Account Number	5586 0279 0109 9089
Period	2 Feb 16 - 1 Mar 16
Monthly Spend Limit	$10,000

061BC3C 000048 (050N)

MR GARRY JOHN GREGAN
SHIRE OF NAREMBEEN
1 LONGHURST ST
NAREMBEEN WA 6369

SUMMARY OF YOUR SPEND

Purchases	$3,548.28
Cash Advances & Balance Transfers	$0.00

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
30 JAN 16	SPOTLIGHT PTY LTD	SOUTH MELBOUR	VIC	$280.67	
02 FEB 16	SPOTLIGHT PTY LTD	SOUTH MELBOUR	VIC	$26.97	
08 FEB 16	WALROD PTY LTD	BALCATTA	WA	$500.00	
09 FEB 16	TRINITY	CRAWLEY		$150.00	
13 FEB 16	BP BALDIVIS NB7375	BALDIVIS	WA	$41.15	
16 FEB 16	WILSON PARKING PER109	SUBIACO	WA	$13.28	
16 FEB 16	SHIRE OF NAREMBEEN	NAREMBEEN	AUS	$24.70	
17 FEB 16	LOCK STOCK FARRELL	NINGTON WA		$66.00	
18 FEB 16	OFFICEWORKS COM AU	BENTLEIGH EAS	VIC	$29.65	
24 FEB 16	MANTRA ON MURRAY PERT	PERTH		$1,288.26	
25 FEB 16	SHIRE OF NAREMBEEN	NAREMBEEN	AUS	$24.70	
25 FEB 16	SHIRE OF NAREMBEEN	NAREMBEEN	AUS	$322.10	
25 FEB 16	DEPT MINES & PETROL-RT	PERTH		$197.00	
26 FEB 16	SHIRE OF NAREMBEEN	NAREMBEEN	AUS	$346.80	
27 FEB 16	JB HI FI MANDURAH	GREENFIELDS	WA	$237.00	
Total				**$3,548.28**	**$0.00**

Reviewed

Garry Gregan
EXECUTIVE MANAGER
CORPORATE SERVICES

Authorised

Chris Jackson
CHIEF EXECUTIVE OFFICER

061BC3C 000048 000163

AGENDA ITEM: 8.5.3 - Financial Report March 2016

Subject:	Financial Report March 2016
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Miss Bonnie Cole, Senior Finance Officer
Date:	1 April 2016
Attachments:	March 2016 Financial Report, CRC March 2016 Financials, March 2016 Bank Reconciliation

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31 March 2016.

COMMENT

Council's closing position at 31 March 2016 amounts to $1,759,708 with net current assets of $4,143,200 and $2,323,774 which is restricted cash.

CONSULTATION

Senior Finance Officer
Admin Officer
Senior Staff

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations
Reg 34 Financial Activity Statement

FINANCIAL IMPLICATIONS

Shire of Narembeen 2015/2016 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 March 2016;
2. Receive bank reconciliation for the month of March 2016 for the all Shire Bank Accounts; and
3. Receive the Narembeen Community Resource Centre Financial Report for the Month of March 2016.

COUNCIL RESOLUTION

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

CARRIED /

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT

For the Period Ended 31 March 2016

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Compilation Report

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Statement of Financial Activity by Program

Statement of Financial Activity By Nature or Type

Statement of Capital Acquisitions and Capital Funding

Statement of Budget Amendments

Note 1 Significant Accounting Policies

Note 2 Explanation of Material Variances

Note 3 Net Current Funding Position

Note 4 Cash and Investments

Note 5 Budget Amendments

Note 6 Receivables

Note 7 Cash Backed Reserves

Note 8 Capital Disposals

Note 9 Rating Information

Note 10 Information on Borrowings

Note 11 Grants and Contributions

Note 12 Trust

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 March 2016 of $1,759,708.

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

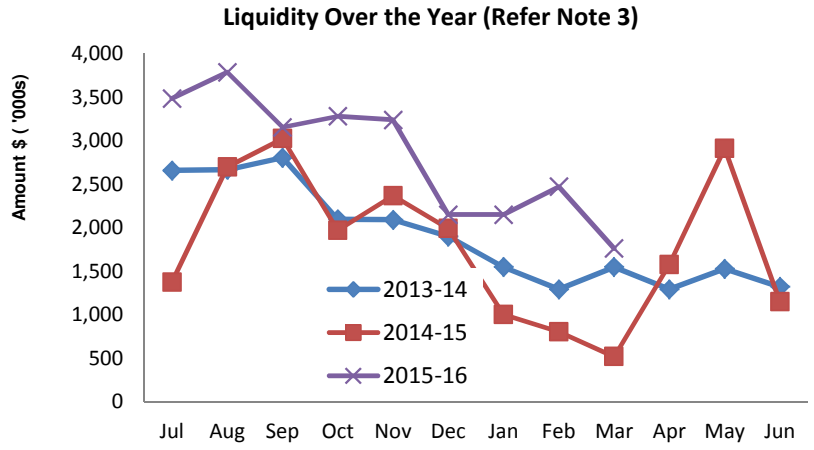
Preparation

Prepared by: Bonnie Cole
Reviewed by: Garry Gregan
Date prepared: 3-Mar-16

Shire of Narembeen

Monthly Summary Information

For the Period Ended 31 March 2016

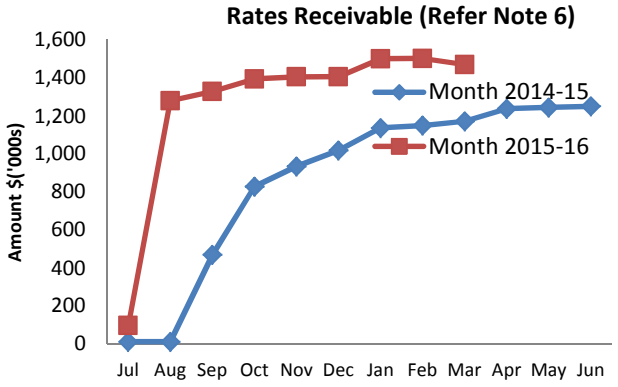


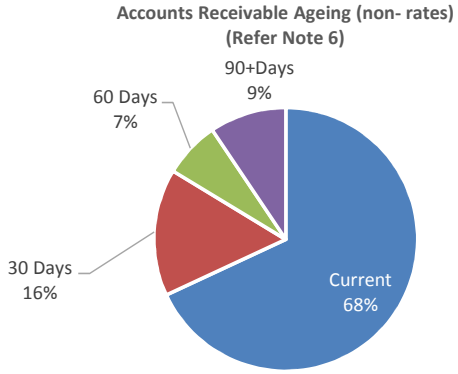
Cash and Cash Equivalents as at period end

Unrestricted	$	1,548,385
Restricted	$	2,323,774
	$	3,872,159

Receivables

Rates	$	143,507
Other	$	132,145
	$	275,652

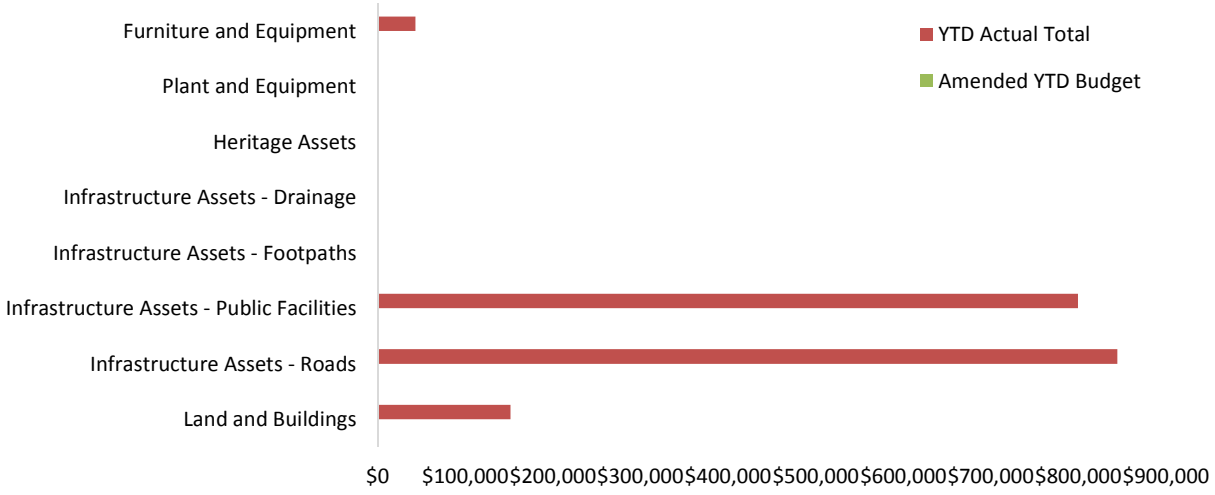




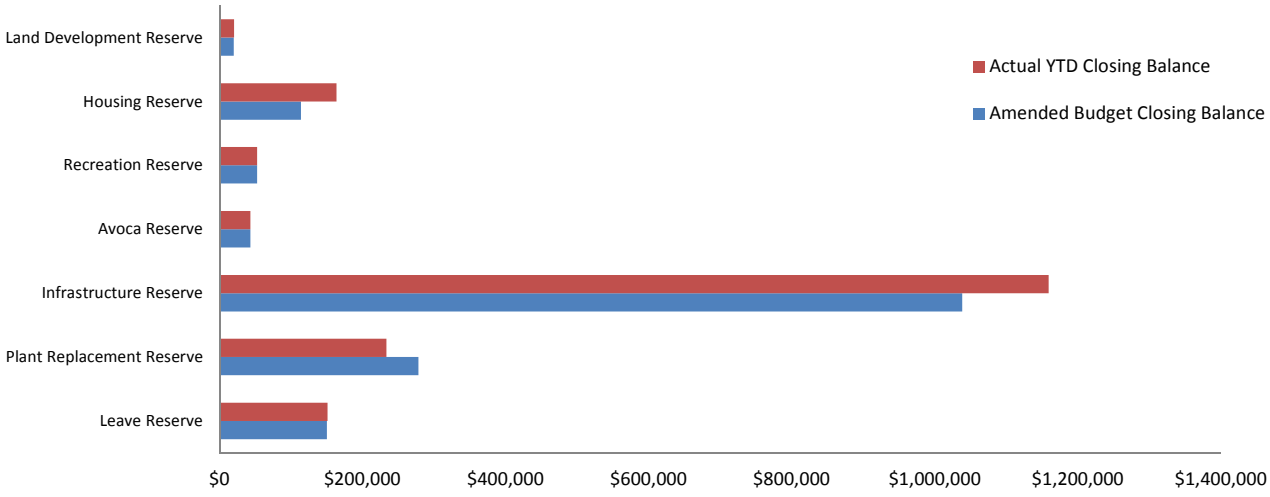
Comments

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

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

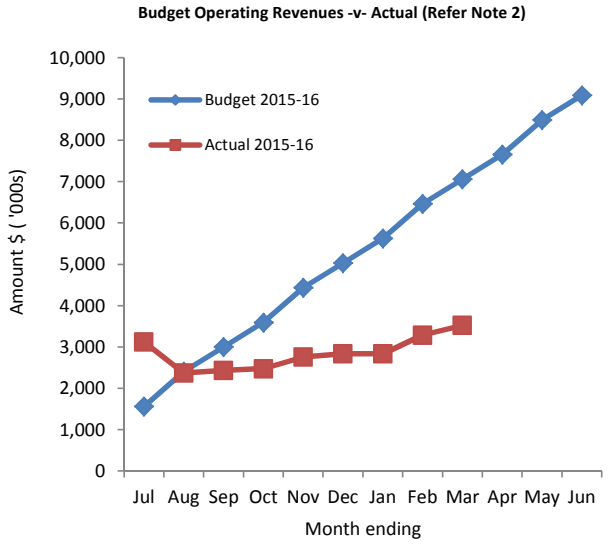
This information is to be read in conjunction with the accompanying Financial Statements and notes.

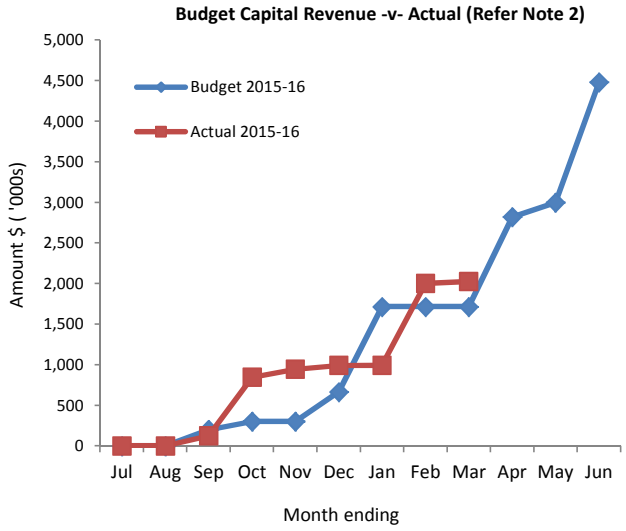
Shire of Narembeen

Monthly Summary Information

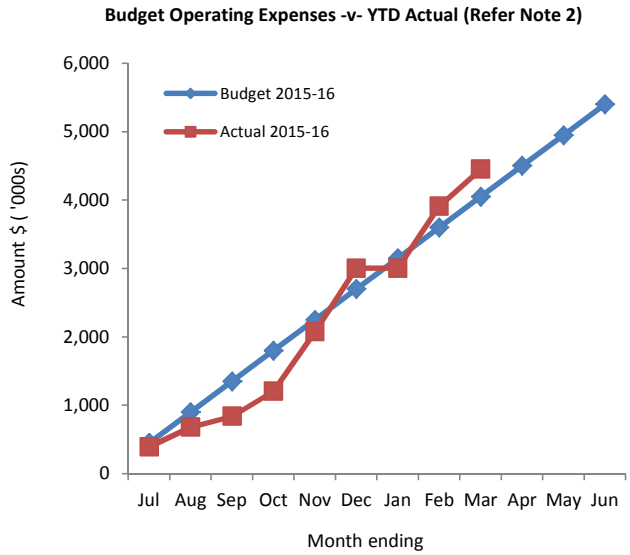
For the Period Ended 31 March 2016

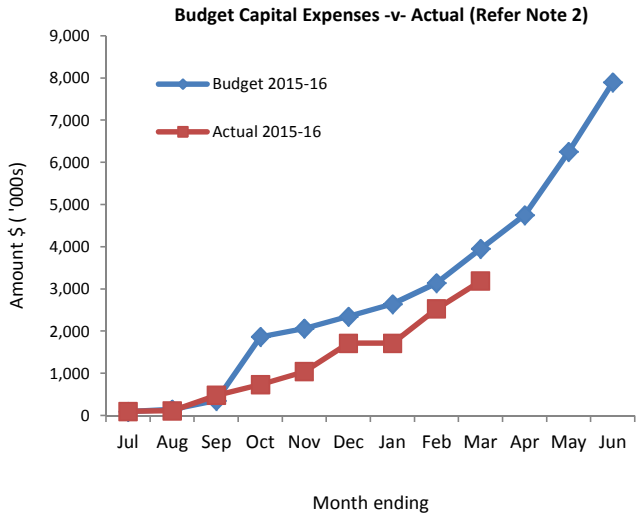
Revenues





Expenditure





Comments

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

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2016

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	$	%	
Governance		55,600	45,176	42,611	(2,565)	(5.68%)	
General Purpose Funding - Rates	9	1,466,550	1,466,550	1,472,381	5,831	0.40%	
General Purpose Funding - Other		1,077,453	868,140	770,220	(97,920)	(11.28%)	▼
Law, Order and Public Safety		75,656	56,727	59,748	3,021	5.33%	
Health		0	0	2,678	2,678		
Education and Welfare		0	0	0	0		
Housing		78,842	59,618	56,019	(3,599)	(6.04%)	
Community Amenities		337,737	1,082,037	173,466	(908,571)	(83.97%)	▼
Recreation and Culture		72,928	154,657	163,517	8,860	5.73%	▲
Transport		168,400	2,560,500	505,815	(2,054,685)	(80.25%)	▼
Economic Services		197,300	182,957	204,618	21,661	11.84%	▲
Other Property and Services		101,154	75,804	72,763	(3,041)	(4.01%)	
Total Operating Revenue		3,631,619	6,552,166	**3,523,836**	(3,028,330)		
Operating Expense							
Governance		(481,598)	(393,901)	(396,206)	(2,305)	(0.59%)	
General Purpose Funding		(98,791)	(74,070)	(83,119)	(9,049)	(12.22%)	▼
Law, Order and Public Safety		(120,015)	(89,982)	(68,482)	21,500	23.89%	▲
Health		(215,014)	(161,206)	(150,734)	10,472	6.50%	▲
Education and Welfare		0	0	0	0		
Housing		(268,728)	(202,405)	(200,808)	1,597	0.79%	
Community Amenities		(608,438)	(457,555)	(356,287)	101,268	22.13%	▲
Recreation and Culture		(1,044,357)	(776,249)	(831,862)	(55,613)	(7.16%)	▼
Transport		(2,052,347)	(1,612,683)	(1,785,316)	(172,633)	(10.70%)	▼
Economic Services		(354,836)	(268,515)	(248,470)	20,045	7.47%	▲
Other Property and Services		(185,862)	(119,721)	(329,473)	(209,752)	(175.20%)	▼
Total Operating Expenditure		(5,429,985)	(4,156,287)	**(4,450,757)**	(294,470)		
Funding Balance Adjustments							
Add back Depreciation		1,928,401	1,446,210	1,735,099	288,889	19.98%	▲
Adjust (Profit)/Loss on Asset Disposal	8	156,512		**150,716**	150,716		▲
Adjust Provisions and Accruals		0	0	**33**	33		
Net Cash from Operations		**286,548**	**3,842,089**	**958,927**	**(2,883,162)**		
Capital Revenues							
Grants, Subsidies and Contributions	11	4,480,615	1,706,358	**1,706,358**	0	0.00%	
Proceeds from Disposal of Assets	8	272,000	318,882	**318,882**	0	0.00%	
Total Capital Revenues		4,752,615	2,025,240	**2,025,240**	0		
Capital Expenses							
Land Held for Resale		0	0	**0**	0		
Land and Buildings	13	(2,099,000)	(75,743)	**(75,743)**	0	0.00%	
Infrastructure - Roads	13	(3,902,507)	(1,444,812)	**(1,444,812)**	0	0.00%	
Infrastructure - Public Facilities	13	(857,599)	(805,206)	**(805,206)**	0	0.00%	
Infrastructure - Footpaths	13	(10,000)	0	**0**	0		
Infrastructure - Drainage	13	0	0	**0**	0		
Heritage Assets	13	0	0	**0**	0		
Plant and Equipment	13	(851,000)	(794,549)	**(794,549)**	0	0.00%	
Furniture and Equipment	13	(120,000)	(69,982)	**(69,982)**	0	0.00%	
Total Capital Expenditure		(7,840,106)	(3,190,292)	**(3,190,292)**	0		
Net Cash from Capital Activities		**(3,087,491)**	**(1,165,052)**	**(1,165,052)**	**0**		
Financing							
Proceeds from New Debentures		677,000	0				
Proceeds from Advances		0	0				
Self-Supporting Loan Principal		12,128	1,506	**1,506**			
Transfer from Reserves	7	185,000	0	**0**			
Advances to Community Groups		0	0				
Repayment of Debentures	10	(96,584)	(63,061)	**(63,061)**			
Transfer to Reserves	7	(191,260)	(133,407)	**(133,407)**			
Net Cash from Financing Activities		**586,284**	**(194,962)**	**(194,962)**			
Net Operations, Capital and Financing		**(2,214,659)**	**2,482,075**	**(401,086)**			
Opening Funding Surplus(Deficit)	3	**2,160,794**	**2,160,794**	**2,160,794**			
Closing Funding Surplus(Deficit)	3	**(53,865)**	**4,642,869**	**1,759,708**			

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 March 2016

	Note	Amended Annual Budget	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	%	
Rates	9	1,466,550	**1,472,081**			
Operating Grants, Subsidies and Contributions	11	1,511,155	**1,507,577**	0 1,507,577		▲
Fees and Charges		532,034	**344,902**	344,902		▲
Service Charges		0	**0**	0		
Interest Earnings		119,000	**57,549**	57,549		▲
Other Revenue		999	**10,049**	10,049		▲
Profit on Disposal of Assets	8	1,880	**(322)**			
Total Operating Revenue		3,631,618	**3,391,836**	1,920,077		▲
Operating Expense						
Employee Costs		(1,489,766)	**(1,263,425)**	(1,263,425)		▼
Materials and Contracts		(1,356,247)	**(842,291)**	(842,291)		▼
Utility Charges		(200,750)	**(169,870)**	(169,870)		▼
Depreciation on Non-Current Assets		(1,928,401)	**(1,735,099)**	(1,735,099)		▼
Interest Expenses		(68,671)	**(42,962)**	(42,962)		▼
Insurance Expenses		(210,758)	**(206,971)**	(206,971)		▼
Other Expenditure		(16,999)	**(39,745)**	(39,745)		▼
Loss on Disposal of Assets	8	(158,392)	**(150,394)**			
Total Operating Expenditure		(5,429,984)	**(4,450,757)**	(4,300,363)		▼
Funding Balance Adjustments						
Add back Depreciation		1,928,401	**1,735,099**	1,735,099		▲
Adjust (Profit)/Loss on Asset Disposal	8	156,512	**150,716**	150,716		▲
Adjust Provisions and Accruals			**33**	33		
Net Cash from Operations		**286,547**	**826,927**	**(494,438)**		
Capital Revenues						
Grants, Subsidies and Contributions	11	4,480,615	**1,838,358**	1,838,358		▲
Proceeds from Disposal of Assets	8	272,000	**318,882**	318,882		▲
Total Capital Revenues		4,752,615	**2,157,240**	2,157,240		
Capital Expenses						
Land Held for Resale		0	0	0		
Land and Buildings	13	(2,099,000)	(75,743)	(75,743)		▼
Infrastructure - Roads	13	(3,902,507)	(1,444,812)	(1,444,812)		▼
Infrastructure - Public Facilities	13	(857,599)	(805,206)	(805,206)		▼
Infrastructure - Footpaths	13	(10,000)	0	0		
Infrastructure - Drainage	13	0	0	0		
Heritage Assets	13	0	0	0		
Plant and Equipment	13	(851,000)	(794,549)	(794,549)		▼
Furniture and Equipment	13	(120,000)	(69,982)	(69,982)		▼
Total Capital Expenditure		(7,840,106)	**(3,190,292)**	(3,190,292)		
Net Cash from Capital Activities		**(3,087,491)**	**(1,033,052)**	**(1,033,052)**		
Financing						
Proceeds from New Debentures		677,000	**0**	0		
Proceeds from Advances		0	**0**	0		
Self-Supporting Loan Principal		12,128	**1,506**	1,506		
Transfer from Reserves	7	185,000	**0**	0		
Advances to Community Groups		0	**0**	0		
Repayment of Debentures	10	(96,584)	**(63,061)**	(63,061)		
Transfer to Reserves	7	(191,260)	**(133,407)**	(133,407)		
Net Cash from Financing Activities		**586,284**	**(194,962)**	**(194,962)**		
Net Operations, Capital and Financing		**(2,214,660)**	**(401,087)**	**(1,722,452)**		
Opening Funding Surplus(Deficit)	3	**2,160,794**	**2,160,794**	**0**	0.00%	
Closing Funding Surplus(Deficit)	3	**(53,866)**	**1,759,707**	**(1,722,452)**		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materialit 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.

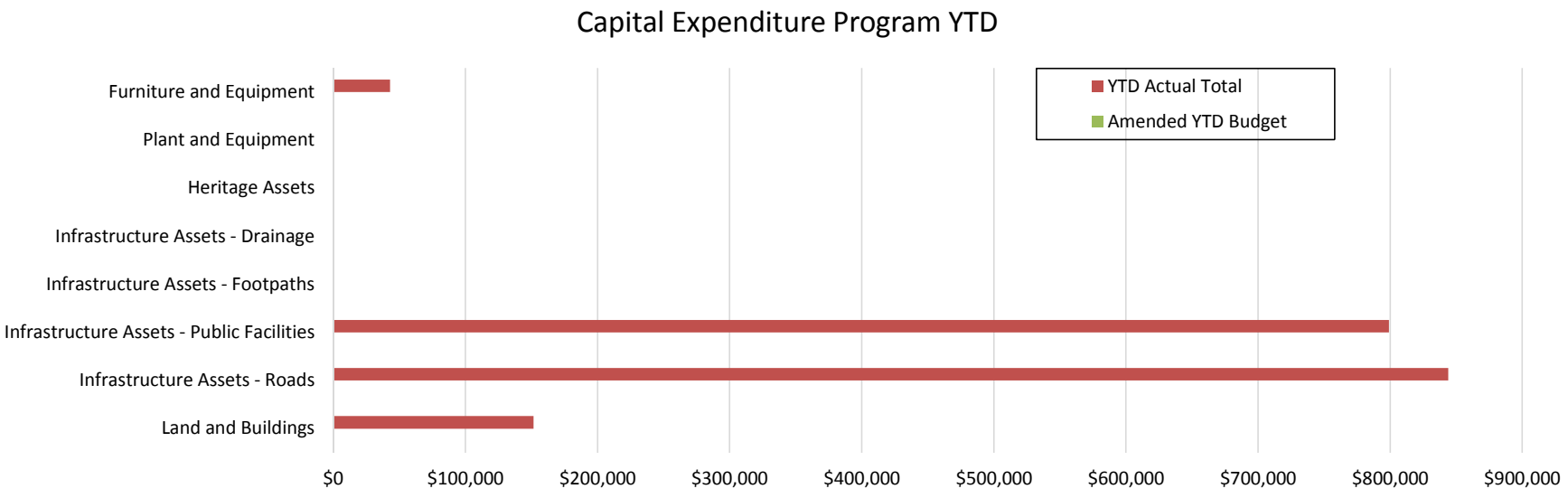
SHIRE OF NAREMBEEN
STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING
For the Period Ended 31 March 2016

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD 31 03 2016 Amended YTD Budget (d)	YTD 31 03 2016 Amended Annual Budget	Variance (d) - (c)
		$	$	$	$	$	$
Land and Buildings	13	75,743	75,743	151,486		2,116,000	151,486
Infrastructure Assets - Roads	13	843,908		843,908		3,991,057	843,908
Infrastructure Assets - Public Facilities	13	730,072	68,864	798,936		700,000	798,936
Infrastructure Assets - Footpaths	13			0		10,000	0
Infrastructure Assets - Drainage	13			0		0	0
Heritage Assets	13			0		0	0
Plant and Equipment	13			0		964,000	0
Furniture and Equipment	13	42,744		42,744		120,000	42,744
Capital Expenditure Totals		1,692,468	144,607	1,837,075	0	7,901,057	1,837,075

Funded By:

Capital Grants and Contributions	**4,423,715**	**1,706,358**	**4,423,715**	**2,717,357**
Borrowings	**677,000**	**0**	**677,000**	**677,000**
Other (Disposals & C/Fwd)	**318,882**	**318,882**	**272,000**	**(0)**
Own Source Funding - Cash Backed Reserves				
Infrastructure Reserve	0	0	0	
Pensioner Unit Maintenance Reserve	0	0	0	
Plant Replacement Reserve	0	0	0	
Total Own Source Funding - Cash Backed Reserves	**0**	**0**	**185,000**	**0**
Own Source Funding - Operations	**(3,582,522)**	**(2,025,240)**	**2,343,342**	**(1,557,282)**
Capital Funding Total	**1,837,075**	**0**	**7,901,057**	**1,837,075**

Comments and graphs



SHIRE OF NAREMBEEN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 March 2016

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	$	$	$	$
Governance	41,600		41,600	
General Purpose Funding - Rates	1,466,550		1,466,550	
General Purpose Funding - Other	2,082,382		2,082,382	
Law, Order and Public Safety	75,656		75,656	
Health	0		0	
Education and Welfare	0		0	
Housing	78,842		78,842	
Community Amenities	1,442,737		1,442,737	
Recreation and Culture	192,928		192,928	
Transport	3,414,015		3,414,015	
Economic Services	201,300		201,300	
Other Property and Services	101,154		101,154	
Total Operating Revenue	9,097,164	0	9,097,164	0
Operating Expense				
Governance	(450,736)		(450,736)	
General Purpose Funding	(98,791)		(98,791)	
Law, Order and Public Safety	(120,015)		(120,015)	
Health	(185,627)	(3,958)	(189,585)	
Education and Welfare	0		0	
Housing	(146,765)		(146,765)	
Community Amenities	(644,305)		(644,305)	
Recreation and Culture	(993,179)	(15,000)	(1,008,179)	
Transport	(2,157,847)		(2,157,847)	
Economic Services	(354,836)		(354,836)	
Other Property and Services	(167,402)		(167,402)	
Total Operating Expenditure	(5,319,503)	(18,958)	(5,338,461)	0
Funding Balance Adjustments				
Add back Depreciation	1,919,268		1,919,268	
Adjust (Profit)/Loss on Asset Disposal	168,135		168,135	
Adjust Provisions and Accruals			0	0
Net Cash from Operations	**5,865,064**	**(18,958)**	**5,846,106**	**0**
Capital Revenues				
Grants, Subsidies and Contributions			0	
Proceeds from Disposal of Assets	351,000		351,000	
Proceeds from Sale of Investments	0		0	
Total Capital Revenues	351,000	0	351,000	0
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings	(2,126,000)	(8,000)	(2,134,000)	
Infrastructure - Roads	(3,991,057)		(3,991,057)	
Infrastructure - Public Facilities	(700,000)		(700,000)	
Infrastructure - Footpaths	(10,000)		(10,000)	
Infrastructure - Drainage	0		0	
Heritage Assets			0	
Plant and Equipment	(964,000)		(964,000)	
Furniture and Equipment	(110,000)		(110,000)	
Total Capital Expenditure	(7,901,057)	(8,000)	(7,909,057)	0
Net Cash from Capital Activities	**(7,550,057)**	**(8,000)**	**(7,558,057)**	**0**

Financing				
Proceeds from New Debentures	677,000		677,000	
Proceeds from Advances	0		0	
Self-Supporting Loan Principal	12,128		12,128	
Transfer from Reserves	185,000		185,000	
Purchase of Investments	0		0	
Advances to Community Groups	0		0	
Repayment of Debentures	(96,584)		(96,584)	
Transfer to Reserves	(270,260)		(270,260)	
Net Cash from Financing Activities	**507,284**	**0**	**507,284**	**0**
Net Operations, Capital and Financing	**(1,177,709)**	**(26,958)**	**(1,204,667)**	**0**
Opening Funding Surplus(Deficit)	**1,177,709**		1,177,709	**1,177,709**
Closing Funding Surplus(Deficit)	**0**	**(26,958)**	**(26,958)**	**1,177,709**

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

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.

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.

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.

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.

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.

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.

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 March 2016

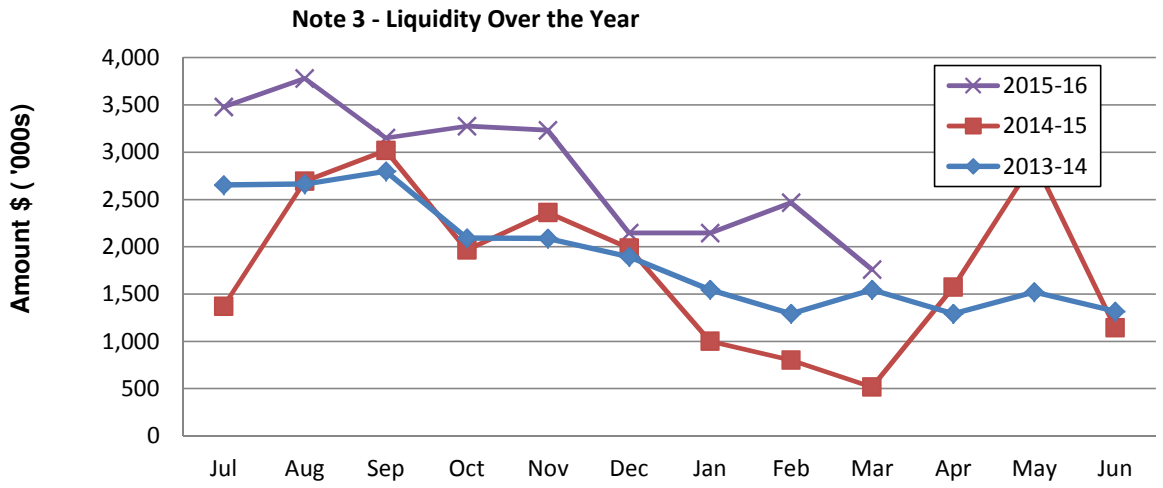
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	$	%			
Governance	(2,565)	(5.68%)			
General Purpose Funding - Rates	5,831	0.40%			
General Purpose Funding - Other	(97,920)	(11.28%)	▼	Timing	Budget Profile - Timing allocation
Law, Order and Public Safety	3,021	5.33%			
Health	2,678				
Education and Welfare	0				
Housing	(3,599)	(6.04%)			
Community Amenities	(908,571)	(83.97%)	▼	Permanent	NSRF Funding not received
Recreation and Culture	8,860	5.73%	▲		
Transport	(2,054,685)	(80.25%)	▼	Timing	R2R funds rceipted as capital income
Economic Services	21,661	11.84%	▲	Timing	Skeleton Weed invoiced earlier than anticipated
Other Property and Services	(3,041)	(4.01%)			
Operating Expenditure					
Governance	(2,305)	(0.59%)			
General Purpose Funding	(9,049)	(12.22%)	▼		
Law, Order and Public Safety	21,500	23.89%	▲		Fire Brigade expenses not completed.
Health	10,472	6.50%	▲		
Education and Welfare	0				
Housing	1,597	0.79%			
Community Amenities	101,268	22.13%	▲	Timing	Transfer station costs not paid to date.
Recreation and Culture	(55,613)	(7.16%)	▼		
Transport	(172,633)	(10.70%)	▼	Timing	Road Maintenance undertaken before capital works
Economic Services	20,045	7.47%	▲		
Other Property and Services	(209,752)	(175.20%)	▼	Timing	Maintenance on commercial buildings & POC not allocated.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Mar 2016	Previous Period	Same Period Last year
		$	$	$
Current Assets				
Cash Unrestricted	4	1,548,385	2,088,684	351,028
Cash Restricted	4	2,323,774	2,322,848	1,685,792
Receivables - Rates	6	143,959	198,137	152,831
Receivables -Other	6	120,065	174,645	201,246
Inventories		7,017	7,017	33,865
		4,143,200	4,791,331	2,424,762
Less: Current Liabilities				
Payables		(285,843)	(240,150)	(588,444)
Provisions		(287,250)	(287,250)	(247,950)
		(573,093)	(527,400)	(836,394)
Less: Cash Reserves	7	(1,823,774)	(1,873,668)	(1,685,792)
Net Adjustment for Borrowings.		13,375	27,397	422
Net Current Funding Position		**1,759,708**	**2,417,660**	**(97,001)**



Comments - Net Current Funding Position

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted $	Restricted $	Trust $	CRC $	Total Amount $	Institution	Maturity Date
(a) **Cash Deposits**								
Municipal Account	0.01%	2,377,105				2,377,105	BankWest	At Call
Operating Account	0.01%				12,111	12,111	Bankwest	At Call
Trust Bank Account	0.01%			22,998		22,998	BankWest	At Call
Reserve Account	1.25%		1,823,774			1,823,774	BankWest	At Call
Cash Management Account	1.25%	371,735				371,735	BankWest	At Call
Loan Funds	1.25%		800,000			800,000	BankWest	At Call
						0		
(b) **Term Deposits**						0		
Gold Term Desposit	2.50%				65,000	65,000	BankWest	23-Jun-16
Total		2,748,840	2,623,774	22,998	77,111	5,472,723		

Comments/Notes - Investments

Note 5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus				
	Permanent Changes						
	Opening surplus adjustment	6141/16		983,085			983,085
1627	Repairs to Retaining Wall Admin Garden	6033/15	Capital Expenses			**(8,000)**	975,085
1111102	Interpretation Plan for Lesser Hall	6063/15	Operating Expenses			(15,000)	960,085
7511020	Additional Computer for Medical Centre	6070/15	Operating Expenses			(3,958)	956,127
3221100	FAG Grant	6141/16	Operating Revenue			(580,775)	375,352
1212500	FAG Grant	6141/16	Operating Revenue			(424,156)	(48,804)
4226000	Admin Income	6141/16	Operating Revenue		14,000		(34,804)
1312300	Skeleton Weed Grant	6141/16	Operating Revenue			(14,000)	(48,804)
1322100	Caravan Park Income	6141/16	Operating Revenue		10,000		(38,804)
1132100	Rec and Sport other Income	6141/16	Capital Revenue		10,000		(28,804)
4211021	Building Maintenance Salaries - Admin	6141/16	Operating Expenses			(7,485)	(36,289)
9111034	Building Maintenance Salaries - Staff Housing	6141/16	Operating Expenses			(18,259)	(54,548)
9226000	Building Maintenance Salaries - Other Housing	6141/16	Operating Expenses			(18,203)	(72,751)
1131203	Building Maintenance Salaries - Recreation	6141/16	Operating Expenses			(9,745)	(82,496)
1482117	Building Maintenance Salaries - Commercial Buildings	6141/16	Operating Expenses			(11,660)	(94,156)
4211300	Admin Office Computer Equipment	6141/16	Operating Expenses			(5,000)	(99,156)
4211400	Admi Telephone	6141/16	Operating Expenses			(10,000)	(109,156)
4212200	Asset Valuations	6141/16	Operating Expenses			(5,000)	(114,156)
7511020	Doctors Surgery	6141/16	Operating Expenses			(29,387)	(143,543)
1021104	Depreciation - Sanitation	6141/16	Operating Expenses			(9,133)	(152,676)
1051111	CRC Wages	6141/16	Operating Expenses		40,000		(112,676)
1131102	Rec Centre Maintenance	6141/16	Operating Expenses			(26,432)	(139,108)
4211100	Admin Printing & Stationery	6141/16	Operating Expenses			(5,000)	(144,108)
5312000	Review of Local Laws	6141/16	Operating Expenses		5,000		(139,108)
1221102	Depot Maintenance	6141/16	Operating Expenses		20,000		(119,108)
1431400	Office Costs - Depot	6141/16	Operating Expenses			(6,800)	(125,908)
1605	15 Northmore - Fence	6141/16	Capital Expenses			(5,000)	(130,908)
1615	NB1 Replace	6141/16	Capital Expenses		5,000		(125,908)
1613	1NB Replace	6141/16	Capital Expenses		60,000		(65,908)
1618	Grader	6141/16	Capital Expenses		25,000		(40,908)
1530	Sign Trailer	6141/16	Capital Expenses		3,000		(37,908)
1532	Bowling Greens	6141/16	Capital Expenses			(100,000)	(137,908)
1601	Community Bus Shed Upgrade	6141/16	Capital Expenses		30,000		(107,908)
1619	Roller	6141/16	Capital Expenses		20,000		(87,908)
1519	Netball Courts	6141/16	Capital Expenses			(17,600)	(105,508)
1625	Wogarl Muntadgin Road Resheet	6141/16	Capital Expenses		48,550		(56,958)
1426	Wilson Road Resheet	6141/16	Capital Expenses		40,000		(16,958)
1011131	Bendering Landfill Management	6124/16	Operating Expenses			(15,000)	(31,958)
				983,085	330,550	(1,330,593)	

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

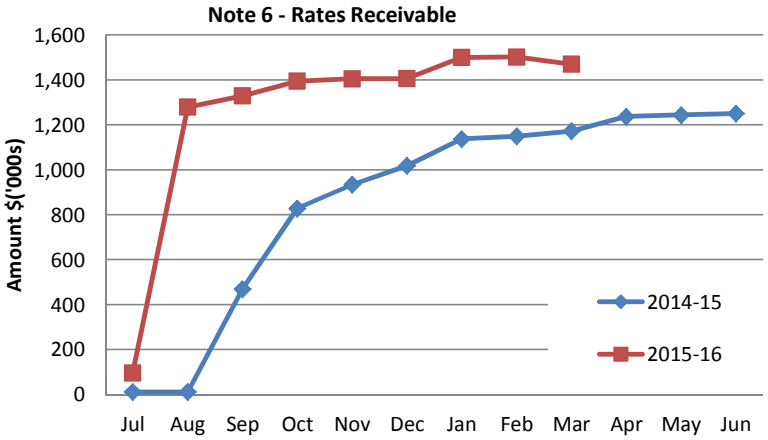
Note 5 (a): BUDGET AMENDMENTS - CORPORATE BUSINESS PLAN LINKAGE

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			-	-	-	-

Note 6: RECEIVABLES

Receivables - Rates Receivable	YTD 31 Mar 2016	30 June 2014
	$	$
Opening Arrears Previous Years	106,645	106,645
Levied this year	1,506,949	
Less Collections to date	(1,470,087)	
Equals Outstanding	**143,507**	**106,645**
Net Rates Collectable	**143,507**	**106,645**
% Collected	91.11%	0.00%

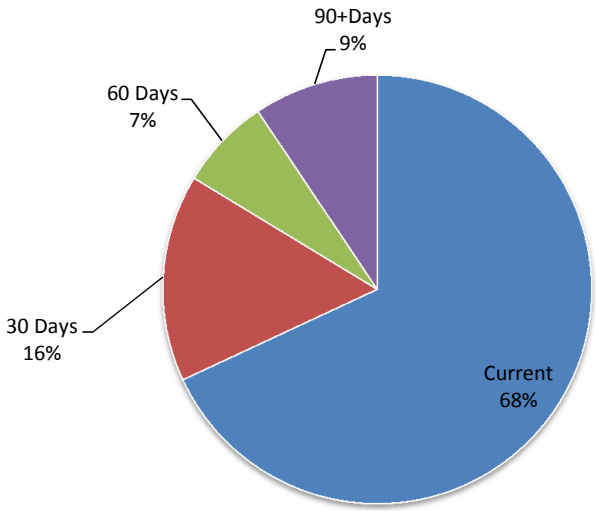


Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+Days
	$	$	$	$
Receivables - General	89,946	20,639	9,139	12,421
Total Receivables General Outstanding				**132,145**

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



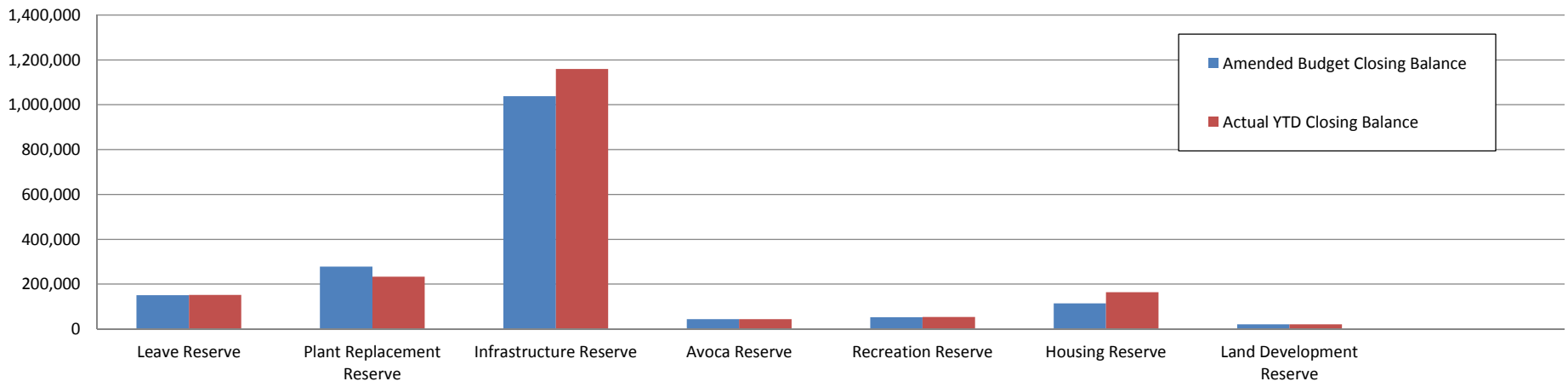
Comments/Notes - Receivables General

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 7: Cash Backed Reserve

2015-16 Name	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	150,434	0	764		0		0		150,434	151,199
Plant Replacement Reserve	232,117	0	1,179	46,216	0		0		278,333	233,296
Infrastructure Reserve	1,153,436	0	5,860	70,044		(185,000)	0		1,038,480	1,159,296
Avoca Reserve	43,103	0	219		0		0		43,103	43,322
Recreation Reserve	52,499	0	267		0		0		52,499	52,766
Housing Reserve	38,777	0	524	75,000	124,308		0		113,777	163,610
Land Development Reserve	20,000	0	284		0		0		20,000	20,284
	1,690,368	**0**	**9,098**	**191,260**	**124,308**	**(185,000)**	**0**		**1,696,628**	**1,823,774**

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 March 2016

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget YTD 31 03 2016			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
$	$	$	$		$	$	$	
			0	**Land & Buildings**				
175,000	-6,472	125,000	(43,528)	Lot 12 Dale Crescent	(45,581)	-43,528	2,053	
			0					
				Furniture & Equipment				
				Dual Processor Computer	(10,000)		10,000	
			0	**Plant and Equipment**			0	
			0	1NB CEO Vehicle		0	0	
29,905	(3,841)	15,000	(11,064)	NB01 EMCS Vehicle	(8,977)	-11,064	(2,087)	
20,000	(5,178)	17,500	2,678	111NB Doctor's Vehicle	(3,995)	2,678	6,673	
48,514	(5,592)	31,100	(11,822)	NB1 WM Vehicle	(4,318)	-11,822	(7,504)	
3,000	0	3,500	500	Ford Courier NB7298	(2,100)	500	2,600	
8,000	(1,243)	3,500	(3,257)	Ford Courier NB6761	1,880	-3,257	(5,137)	
22,500	(6,531)	7,500	(8,469)	NB613 2008 Ford Ranger	(1,600)	-8,469	(6,869)	
45,000	(3,332)	17,600	(24,068)	Roller	(17,500)	-24,068	(6,568)	
56,824	(10,485)	41,818	(4,521)	Skeleton Weed Ute	0	-4,521	(4,521)	
110,000	(6,473)	56,364	(47,164)	Grader	(64,321)	-47,164	17,157	
343,743	**(42,674)**	**318,882**	**(107,188)**		**(156,512)**	**(150,716)**	**5,796**	

Comments - Capital Disposal/Replacements

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 9: RATING INFORMATION RATE TYPE	Rate in $	Number of Properties	Rateable Value $	Rate Revenue $	Interim Rates $	Back Rates $	Total Revenue $	Amended Budget Rate Revenue $	Amended Budget Interim Rate $	Amended Budget Back Rate $	Amended Budget Total Revenue $
General Rate											
GRV	0.1105	220	1,768,828	188,607		0	188,607	195,217	0	0	195,217
UV	0.0138	356	93,456,000	1,287,824	(622)	0	1,287,201	1,281,188	0	0	1,281,188
UV Mining	0.0138	2	99,151	1,366	0	0	1,583	1,366	0	0	1,366
Sub-Totals		578	95,323,979	1,477,797	(622)	0	1,477,392	1,477,771	0	0	1,477,771
	Minimum										
Minimum Payment	**$**										
GRV	425.00	37	9,905	8,075	0	0	8,075	8,075	0	0	8,075
UV	425.00	19	498,100	14,875	0	0	14,875	15,725	0	0	15,725
UV Mining	425.00	17	45,284	6,375		0	6,375	7,225	0	0	7,225
Sub-Totals		73	553,289	29,325	0	0	29,325	31,025	0	0	31,025
							1,506,717				1,508,796
Discount							(47,153)				(42,246)
Amount from General Rates							**1,459,564**				**1,466,550**
Ex-Gratia Rates							0				12,830
Specified Area Rates											
Totals							**1,459,564**				**1,479,380**

Comments - Rating Information

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual $	Amended Budget $	Actual $	Amended Budget $	Actual $	Amended Budget $
Loan 119 - CEO House & Subdivision	21,761		7,036	14,286	14,725	7,475	447	1,191
Loan 127 Homes for the Aged (SSL)	14,178		4,486	9,065	9,692	5,113	2,894	5,842
Loan 118 Community Centre	46,385		30,457	30,450	15,928	15,935	1,586	2,543
Loan 123 Tennis Club (SSL)	4,672		1,506	3,063	3,166	1,609	1,138	277
Loan 125 Swimming Pool	267,000		7,431	15,110	259,569	251,890	5,913	17,808
Loan 128 Recreation Centre	776,635		12,145	24,610	764,490	752,025	10,269	41,010
Community Centre		677,000						
	1,130,631	677,000	63,061	96,584	1,067,570	1,034,047	22,247	68,671

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 funsing is received for the project.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2015-16 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status Received	Recoup Status Not Received
		(Y/N)	$	$	$	$	$	$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	1,167,247	0	1,167,247	0	146,618	1,020,629
Grants Commission - Roads	WALGGC	Y	775,542	0	775,542	0	87,846	687,696
Ex Gratia Rates	CBH		12,595				12,595	
Instalment Fees			2,000				2,000	
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	26,000	0	26,000	0	0	26,000
ESL Contribution	DFES	Y	4,000		4,000		4,000	0
COMMUNITY AMENITIES								
Community Service Centre	DRD		243,100					
	Fencepost		30,000					
	CRC		65,000					
	NSRF		710,000					
CRC Service Contract Funding	DRD		82,044					
CRC Operational Funding			15,000					
RECREATION AND CULTURE								
Bowling Green Development	Dept. Sport & Recreation	Y	100,000			100,000	0	100,000
Swimming Pool	Dept. Sport & Recreation CPRP	Y	30,000			30,000	0	30,000
TRANSPORT								
Direct Grant	Main Roads	Y	168,400	0	168,400	0	168,400	0
Regional Road Group	Main Roads	Y	397,000	0	0	397,000	158,800	238,200
R2R	Dept. Infrastructure	Y	1,048,615			1,048,615	100,000	948,615
Grain Freight Network	Main Roads		1,800,000	0	0	1,800,000	720,000	1,080,000
ECONOMIC SERVICES								
Skeleton Weed Funding	DAFFWA	Y	154,000	0	154,000	0	154,000	0
TOTALS			**6,830,543**	**0**	**2,295,189**	**3,375,615**	**1,554,259**	**4,131,140**

Operating	Operating	2,406,828	575,459
Non-Operating	Non-operating	4,423,715	978,800
		6,830,543	1,554,259

Level of Completion Indicators

0% ○
20% ○
40% ○
60% ◉
80% ○
100% ●

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)
					YTD 31 03 2015		
	Buildings						
	Community Amenities						
	Community Bus Shed Upgrade	1601	0		$0	0	0
	Community Service Centre Extension	1610	(2,000,000)		$900		
	Arcadian Concepts - Erect Fence	1609	(6,000)		$5,329		
	Community Amenities Total		**(2,006,000)**	**0**	**6,229**	**0**	**0**
	Governance						
○	Council Kitchen Upgrade	1602	(25,000)		$16,069	16,069	0
●	Council Front Wall	1627	(8,000)	8,000	$10,310	2,310	
	Chambers Carpet Replacement	1603	(10,000)	0	$0	0	
○	**Governance Total**		**(43,000)**	**8,000**	**26,379**	**18,379**	**0**
	Housing						
●	26 Thomas Street - Replace Asbestos Fence	1604	(10,000)		$12,494	12,494	0
●	15 Northomre Street - Replace Asbestos Fence	1605	(11,000)		$13,308	13,308	0
○	3/33 Currall street - Retaining Wall	1606	(7,000)		$8,518	8,518	
○	2/24 Doreen Street - Construct Patio	1607	(13,000)		$0	0	
●	26 Hilton Way - Enclose Patio Area	1608	(9,000)		$8,815	8,815	0
○	**Housing Total**		**(50,000)**	**0**	**43,135**	**43,135**	**0**
	Recreation And Culture						
	Recreation Centre Completion	1309			$0		
○	**Recreation And Culture Total**				**0**		
	Transport						
○							
○	**Transport Total**						
○	Buildings Total		(2,099,000)	8,000	75,743	61,514	0
	Drainage/Culverts						
○	Drainage/Culverts Total		0	0	0	0	0
	Footpaths						
	Transport						
○	Thomas Street Footpath	1430	(10,000)		$0		
○	**Transport Total**		**(10,000)**	**0**	**0**	**0**	**0**
○	Footpaths Total		(10,000)	0	0	0	0
	Furniture & Office Equip.						
	Governance						
○	Council Storage Area C/F	1502	(10,000)		$0	0	0
○	Upgrade Servers	1611	(30,000)		$27,237	27,237	
○	**Governance Total**		**(40,000)**	**0**	**27,237**	**27,237**	**0**
	Recreation And Culture						
○	Recreation Centre Fitout	1518	(50,000)		$42,744	42,744	
	Pool Furniture & Gas Regulator	1612	(30,000)		$0		

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)
					YTD 31 03 2015		
○	**Recreation And Culture Total**		**(80,000)**	**0**	**42,744**	**42,744**	**0**
○	Furniture & Office Equip. Total		(120,000)	0	69,982	69,982	0
	Plant , Equip. & Vehicles						
	Governance						
○	1NB CEO Vehicle	1613	0	0	$0	0	0
○	NB01 EMCS Vehicle	1614	(35,000)	35,000	$32,727	(2,273)	0
○	**Governance Total**		**(35,000)**	**35,000**	**32,727**	**(2,273)**	**0**
	Health						
○	Doctor's Vehicle	1616	(35,000)	0	$41,738	41,738	0
○	**Health Total**		**(35,000)**	**0**	**41,738**	**41,738**	**0**
	Transport						
○	NB1 WM Vehicle	1615	(51,000)	0	$50,898	50,898	0
○	Building Manager Vehicle		(35,000)		$0	0	
○	Forklift/Telehandler	1617	(80,000)	0	$0	0	
○	Grader NB195	1618	(360,000)	0	$360,000	360,000	0
○	Multi-tyred Roller	1619	(160,000)	0	$164,000	164,000	0
○	Sign Trailer	1530	0	0	$0	0	0
	Skeleton Week Vehicle	1415			$56,114	56,114	
○	Trade in 3 Utes	1620	(95,000)		$89,072	89,072	0
○	**Transport Total**		**(781,000)**	**0**	**720,084**	**720,084**	**0**
○	Plant , Equip. & Vehicles Total		(851,000)	35,000	794,549	759,549	0
	Other Infrastructure						
	Recreation And Culture						
○	Bowling Green Development	1532	(750,000)		$730,072	730,072	
○	Hawk Sculpture	1628	(20,000)		$4,000	4,000	
	ANZAC Memorial	1521	(19,999)		$2,270	2,270	
○	Completion of Netball Courts	1519	(67,600)		$68,864	68,864	
	Recreation And Culture Total		**(857,599)**	**0**	**805,206**	**805,206**	**0**
○	Other Infrastructure Total		(857,599)	0	805,206	805,206	0
	Roads						
	Transport						
○	Townsite Grain Freight Network	1523	(1,800,000)		$111,791	111,791	
○	Cramphorne Road - Land	1421	(50,000)		$503	503	
○	Kondinin Road - Land	1524	(25,000)		$0	0	
○	Corrigin Road (2nd Seal)	1533	(71,401)		$67,738	67,738	
○	Corrigin Road R2R	1621	(1,048,615)		$614,955	614,955	
○	Bruce Rock Road - RRG	1622	(497,577)		$392,918	392,918	
○	Bruce Rock Road - (2nd Seal)	1522	(108,674)		$49,424	49,424	
○	Narembeen South Road (2nd Seal)	1623	(76,541)		$46,398	46,398	
○	Soldiers Road Reseal	1624	(19,284)		$10,676	10,676	
○	Wogarl/ Muntadgin Road Resheeting	1625	0		$0	0	
○	Cramphorne Merredin Road Intersection 2nd Seal	1427	(33,578)		$14,015	14,015	
○	Mt Walker Road 2nd Seal	134S	(144,087)		$136,395	136,395	
○	Ada/Churchill Street Intersection	1422	(12,900)		$0	0	
○	Wilson Road Resheet C/F	1426	0		$0	0	
○	Smith Road	1626	(14,850)		$0	0	
○	**Transport Total**		**(3,902,507)**	**0**	**1,444,812**	**1,444,812**	**0**
○	Roads (Non Town) Total		(3,902,507)	0	1,444,812	1,444,812	0
○	**Capital Expenditure Total**		(7,840,106)	43,000	3,190,292	3,141,063	0

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2016

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 15	Amount Received	Amount Paid	Closing Balance 31-Mar-16
	$	$	$	$
Wadderin Reserve	2,446		-2,446	**0**
Sundry Deposits	600	2,110	(1,150)	**1,560**
Gym Card Bonds	4,700	50	(1,100)	**3,650**
Nominations	400	720	(1,120)	**0**
BCITF Levy	12,130	502	(12,130)	**502**
Building Services Levy	5,132	396	(5,132)	**396**
Joint Venture Bonds	8,297	1,140	(7,173)	**2,264**
Wheatbelt Railway Retention Alliance	8,981			**8,981**
	42,685	**4,918**	**(30,251)**	**17,352**

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Balance Sheet

As of March 2016

4/04/2016
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Assets			
Trading Cheque Account		$56,755.77	
Petty Cash		$50.00	
Cash Sale Float		$50.00	
Undeposited Funds		$44.20	
Term Deposit 917		$65,000.00	
LSL - Business Plus Account		$18,150.00	
Suspense Account		-$89.90	
Withholding Credits			
Trade Debtors	$1,961.88		
Total Withholding Credits		$1,961.88	
Total Assets			$141,921.95
Liabilities			
Trade Creditors		$9,817.08	
Payments not Allocated		$956.40	
Provision for LSL		$12,618.97	
Provision for AL		$6,956.13	
Gym Bonds (Trust)		$1,350.00	
Gym Memberships		$8,116.34	
GST Liabilities			
GST Collected	$7,767.78		
GST Paid	-$7,829.76		
Total GST Liabilities		-$61.98	
Total Liabilities			$39,752.94
Net Assets			$102,169.01
Equity			
Retained Earnings		$60,610.68	
Prior Year Adjustment		$40.63	
Current Earnings		$41,517.70	
Total Equity			$102,169.01

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Profit & Loss Statement

March 2016

4/04/2016
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Income				
Grants and Funding				
Project/Event Funding				
Triathlon	$150.00			
Total Project/Event Funding		$150.00		
Merchandise Sales				
Souvenirs	$2.00			
Directory Sales	$184.53			
Customer Merchandise	$478.18			
Total Merchandise Sales		$664.71		
Total Grants and Funding			$814.71	
Operational Income				
Project Income				
Triathlon	$195.00			
Everything Must Go Ticket Sale	$860.47			
Total Project Income		$1,055.47		
Service Income				
Community Directory Advertsng	$136.36			
Printing/Photocopying	$806.33			
Photo Editing	$10.00			
Fax Service	$27.72			
Internet/Computer	$34.55			
Room Hire/Hot Office	$50.00			
Binding	$38.63			
Staff Assistance	$96.86			
Desktop Publishing	$362.05			
Laminating	$39.32			
Media Conversion	$17.73			
Photo Lab	$54.53			
Large Format Printing	$160.91			
Interest Income	$95.78			
Total Service Income		$1,930.77		
Workshop Income				
Seniors Movie Days	$20.45			
Total Workshop Income		$20.45		
Total Operational Income			$3,006.69	
Inactive Accounts				
Slide Shows		$40.00		
Customer Postage		$21.18		
Total Income				$3,882.58
Cost of Sales				
Gross Profit				$3,882.58
Expenses				
Grant and Funding Expenses				
Operational Expenses				
Marketing & Promotion	$33.00			
Total Operational Expenses		$33.00		
Capital Funding Purchases				
Equipment Purchase	$20.86			
Merchandise Purchases				
Customer Merch Purchases	$380.00			
Total Merchandise Purchases		$380.00		
Total Grant and Funding Expenses			$433.86	
Operational Expenses				
Service Income Expenses				
Photocopying & Printing Costs	$290.84			
Total Service Income Expenses		$290.84		

Narembeen Community Resource Centre

Profit & Loss Statement

March 2016

4/04/2016
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Workshop Expenses				
Seniors Movie Day	$9.09			
Total Workshop Expenses		$9.09		
Administrative Expenses				
Bank Charges	$93.00			
Electricity	$688.32			
Postage	$84.77			
Stationery	$735.13			
Internet Costs	$81.77			
Telephone/Fax	$173.53			
Amenities	$9.76			
Miscellaneous	$26.11			
Total Administrative Expenses		$1,892.39		
Staff Expenses				
Wages & Salaries	$8,729.65			
Superannuation	$820.19			
Total Staff Expenses		$9,549.84		
Regional Price Index Costs				
Total Operational Expenses			$11,742.16	
Total Expenses				$12,176.02
Net Profit/(Loss)				-$8,293.44

9.0 Councillor's Reports – including other Councillor business

Cr R Cole

Cr R DeLuis

Cr W Cowan

Cr S Padfield

Cr Vaughan

Cr B Thomas

Cr A Hardham

Cr Parsons

10.0 Urgent business as permitted by Council

11.0 Date, time & place of next meeting

Wednesday 18th May 2016 at Narembeen Shire Council Chambers

12.0 Closure

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