



SHIRE OF NAREMBEEN

Unconfirmed Minutes for the 636th Ordinary Council Meeting 20th December 2017

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
20 th December 2017	2.30pm	Ordinary Meeting of Council
21 st February 2018	1.00pm (time TBC)	Audit Committee Meeting
21 st February 2018	2.30pm	Ordinary Meeting of Council

DECEMBER MEETING PROGRAMME	
2.30pm	Ordinary Meeting of Council
7.00pm	Councillor Christmas Party

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MINUTES

Shire of Narembeen Ordinary Council Meeting Wednesday 20th December, commencing at 2.30pm

1.0 Opening & Welcome

2.30pm - The Shire President, Cr Rhonda Cole welcomed everyone to the meeting and declared the meeting open.

2.0 Attendance & Apologies

Attendance

Councillors

Cr Rhonda Cole	Shire President - Presiding Person
Cr Kellie Mortimore	Deputy Shire President
Cr Bevan Thomas	Member
Cr Bill Cowan	Member - Entered meeting at 2.34pm
Cr Amy Hardham	Member
Cr Scott Stirrat	Member
Cr Alan Wright	Member
Cr Peter Lines	Member

Staff

Mr Chris Jackson	Chief Executive Officer
Mrs Sheree Thomas	Acting Executive Manager Corporate Services (minute taker)
Mr Arthur Cousins	Works Manager (present for report to Council)
Mr Will Pearce	Environmental Health Officer (present for report to Council)

Members of the Public

Mr Terry Treloar	Present for Public Question Time
Mr Graham Treloar	Present for Public Question Time
Mr Warren Milner	Present for Public Question Time

Apologies

Nil

Approved leave of absence

Nil

3.0 Declarations of Interest

8.4.2 - Chief Executive Officer Performance Review

Mr Chris Jackson declared a financial interest as he is an employee of Council.

8.4.8 - Narembeen Community Precinct Project

Cr K Mortimore declared a impartiality interest as she is an employee of the Narembeen Medical Centre.

Cr P Lines declared a financial interest as he owns the Narembeen Medical Centre business.

7.0 Status Report

RECOMMENDATION:

That the Status Report for December 2017 be received.

COUNCIL RESOLUTION

MIN 6545/17 **MOTION** - Moved Cr. A Wright 2nd Cr. S Stirrat

That the Status Report for December 2017 be received.

CARRIED 8/0

SHIRE OF NAREMBEEN - STATUS REPORT
For December 2017 Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6134/16	17-Feb-16	ADM535	Kondinin and Cramphorne Roads land acquisitions	Road Widening's/Land Resumption: 1. That Council make an offer of \$1,250 per hectare in exchange for the resumption of land into the Kondinin Narembeen Road and the Cramphorne Road reserves from the above property owners, as well as the rerouting of the Merredin Road land resumption. 2. That staff continue the process of amalgamation of land from these property owners in to the road reserve with the West Australian Planning Commission with the completion of the required Form 1A Application for Approval of Freehold or Survey Strata Subdivision.	Cramphorne - Approved Kondinin - Approved Awaiting approval for issue of new titles. Currently with Stephanie Laurie - Settlement Agent awaiting settlement	Ongoing	CEO
6275/16	21-Sep-16	ADM541	Repeal By Laws and Review of Local Law	That Council commence the 8 year Local Law Review process in accordance with Section 3.16 of the Local Government Act 1995 and authorise the Chief Executive Officer to give public notice as required.	Revised Local Laws to be prepared.	Ongoing	CEO
6339/16	21-Dec-16	ADM461	Directional Signage - Cnr Longhurst St & Latham Road	That Council approve the concept for new signage and request the staff investigate the location options before proceeding. Reason for Change: Council want to ensure the signs are placed in the best possible location which may not be all at the intersection of Latham Road and Longhurst Street.	On hold pending funding.	On hold	CEO/CED
6356/17	15-Feb-17	ADM591	Grain Discovery Centre & Roadhouse Lease	Item to lay on the table until March Meeting. REASON FOR CHANGE: The draft lease agreement had a number of changes required on it.	On hold following advice received regarding the potential sale of the building.	Ongoing	CEO
6387/17	15-Mar-17	ADM8	Secondary Freight Route Project	That Council:- 1. Supports up to Phase 5 of the Secondary Freight Route Project ("Project") with Regional Development Australia (Wheatbelt) seeking funding through the Federal Governments 'Building Better Regions Fund'. 2. Support the required co-contributions for the Project to originate from MRWA allocations to the Wheatbelt South and Wheatbelt North Regional Road Groups or any other funding source. 3. Should the allocation referred to in 2. above not be forthcoming, Council consider an allocation in the Shire of Narembeen's 17/18 Budget for up to \$20,000, with the final amount dependent upon the required co-contribution and assuming that no other sources of funding are identified (i.e. worst case scenario).	Application process underway.	Ongoing	CEO
6404/17	19-Apr-17	ADM058	Estate of W Jones	That Council: 1. Proceed with legal advise to issue a notice pursuant to section 26 of the Uncollected Goods Act to Paul Jones directing that he remove the goods and aircraft left by the deceased Walter Jones at the hangar at the Narembeen Airstrip within one month of the date of the notice or that we will seek an order in the Magistrates Court to sell or dispose of the goods and aircraft 2. Request that Repacholi Aviation be requested to remove all items from the aircraft hangar at the Narembeen Airstrip and or discuss entering into formal negotiations for lease of the hangar. 3. Not proceed with any further action on clean-up of Lot 2 Latham Road, Narembeen. 4. Lodge caveats on 5 Doreen Street Narembeen and Lot 2 Latham Road Narembeen for unpaid rates and request that staff commence the process of recovery in accordance with section 6.64 of the Local Government Act.	Caveats on properties have been lodged with Landgate	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
NA	17-May-17	NA	Roads	Cr Padfield - could we look at the Narembeen South Road from Mt Walker Rd to Cemetery - making it a 7m seal.	Future budget discussion	Closed - Sent to Budget Review	CEO/MM
6441/17	21-Jun-17		Narembeen Recreation Centre	Staff engage a qualified consultant to examine the use of the gas in the Narembeen Recreation Centre and provide a full report back to Council.	Underway	Ongoing	CEO
6459/17	19-Jul-17	ADM467	Lease of Crown Land – Avon Location 21952, Reserve 18080 Narembeen Airfield	That Council instruct the CEO to investigate a new lease that deals with issues such as rent, area of space used and utility charges, as well as other matters that may arise.	Property now part of a deceased Estate	Ongoing	CEO
6461/17	19-Jul-17	ADM616	Water Corporation Waterwise Council Program	That Council enters into a Memorandum of Understanding with the Water Corporation and the Department of Water to become a Waterwise Council.	Signed MOU received. Staff to formulate Shire of Narembeen Waterwise Action Plan.	Ongoing	CEO
6471/17	19-Jul-17	NA	Future Project - Combined Turf Field	Council create a working group and instruct staff to commence a feasibility study on a combined tennis, hockey synthetic surface. Cr. Thomas, Cr. Cole, Cr. Padfield and Cr. DeLuis plus members of the clubs be part of the Working Committee.	First meeting held. Awaiting quotes from supplier.	Ongoing	CEO
6478/17	16-Aug-17	ADM044	Animal Environment Nuisance Local Law 2016 Joint Standing Committee Response Requiring an Amendment to the Local Law	That Council resolves to:- 1. Accept the correspondence from the Chair of the Joint Standing Committee on Delegated Legislation, The Honourable Ms Emily Louise Hamilton MLA in relation to the Shire of Narembeen Animal, Environment and Nuisance Local Law 2016; 2. Undertake the requirement to delete subclauses 3.9(c) and 4.12(1) and that the subclauses of clause 2.15 is reformatted from subclause 1(b)(iii) to (1)(c) and subclause 1(b)(iv) to (1)(d) as provided in ATTACHMENT A and any such consequential amendments arising from the undertakings be completed within six months of the date of the letter of ATTACHMENT A or longer as approved by the Chair of the Joint Standing Committee on Delegated Legislation if so requested by Council and giving good cause; 3. Undertake the following requirements being: a) that until clause 3.9(c) is deleted, a notice will be posted on the Shire's website next the Shire of Narembeen Animal, Environment and Nuisance Local Law 2016 alerting residents to the error and the fact that the Commonwealth now regulates this field through a licensing system; b) that the Shire of Narembeen Animal, Environment and Nuisance Local Law 2016 will not be enforced in a manner contrary to the undertakings given in as detailed in ATTACHMENT A; c) that where the Shire of Narembeen Animal, Environment and Nuisance Local Law 2016 is made publicly available in hard copy and/or electronic form, it shall be accompanied by a copy of the Councils commitment to the undertakings. d) that Shire of Narembeen will furnish a copy of the minutes of this Ordinary Meeting of Council dated 16 August 2017 to the Joint Standing Committee on Delegated Legislation where the Council of the Shire of Narembeen has resolved to provide these undertakings; 4. Authorise the Chief Executive Officer to: a) Provide Council the report that addresses the preparation of a future Shire of Narembeen Amendment Animal, Environment and Nuisance Local Law 2016; and b) Advise the Chair of the Joint Standing Committee on Delegated Legislation of the Shire of Narembeen commitment to the required undertakings as stated in this Council Resolution.	Will Pearce is currently working on this with ex-EHO Julian Goldacre. Item planned for February 2018 meeting.	Ongoing	CEO/EHO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6483/17	16-Aug-17	ADM617	Lot 16240 Narembeen South Road (Pony Club Grounds)	That the item lay on the table pending State budget implications and Shire of Narembeen budget implications. Property not to be leased in the current condition. Reason for Change: Council are concerned about the budget constraints given reductions in funding and the unexpected costs of some projects.	No action required. Item to lay on the table.		CEO
6501/17	20-Sep-17	ADM466	Curral Street - Streetscape Plan	That Council:- 1. Instruct staff to obtain quotes to address the works required to trees in Curral Street as per the Tree Survey Report undertaken by Paperbark Technologies Pty Ltd in June 2017. 2. Instruct staff to obtain quotes to engage a Townscape Planner to assist with providing advice on moving the project forward to address the Curral Street Verge Plan and entry statement into town from Merredin.	Recommended item be deferred to Feb 2018 Budget Review. Tree pruning and removal has taken place on Curral Street - October 2017.	On Hold	CEO
6508/17	20-Sep-17	NA	Works Staff Enterprise Bargaining Agreement	That Council:- 1. Endorse the actions of the CEO in negotiation of the 2017 Works Staff Enterprise Bargaining Agreement for a three year term. 2. Approves of the wages increases of 0.60c in 2017, 0.50c in 2018 and 0.70c in 2019. 3. Approves that the agreement includes an increase in the Housing Allowance to \$60 and a pair of wellington boots. 4. Authorise the CEO to sign the 2017 Works Staff Enterprise Bargaining Agreement	Documents signed and submitted to the Commission.	Completed	CEO
6516/16	18-Oct-17	ADM165	Waste Collection & Disposal Contract	That Council:- 1. Endorse the actions of the RoeROC CEO's in review of the current Waste Collection and Disposal Contract. 2. Enter into discussions with the Narembeen Lions Club regarding the glass and paper recycling work undertaken by the club and if changes to the current arrangements should be made.	Further discussion required	Work in progress	CEO
6528/17	18-Oct-17	ADM171	Review of the Strategic Community Plan 2017-2027	That Council:- 1. Adopts the Shire of Narembeen Strategic Community Plan 2017-2027. 2. Endorses the Shire President to approve the final proof of the Shire of Narembeen Strategic Community Plan 2017-2027 prior to printing and distribution. 3. Pursuant to Local Government (Administration) Regulations 1996 Section 19D, give public notice on the adoption and availability of the Shire of Narembeen's Strategic Community Plan 2017 – 2027.	1. SCP Adopted. 2. Final proof received (minus appendices). Copy provided in Council's December Agenda 3. Public notice in Fencepost and on website 12/12/17.	Completed	CEO
6532/17	30-Oct-17	ADM505	Narembeen Community Precinct Project Tender 04/2017	That Council:- 1. Appoint aCORP Construction Pty Ltd as the preferred contractor for the Narembeen Community Precinct Project RFT 04/2017. 2. Commence discussions with Judith McDougall Designs and aCORP Construction Pty Ltd with a view to entering into a contract for the Narembeen Community Project RFT 04/2017 subject to minor variations to the contract being considered and agreed to by both parties. 3. Consider other funding options including loan funds.	1. aCORP Construction Pty Ltd advised of successful tender. 2. Initial project meeting to be held with J McDougall Designs, Shire of NB and aCORP on 13/11/17. Item included in December 2017 Council Agenda.	Ongoing	CEO
6540/17	15-Nov-17	ADM111	Reada Congress	That the Chief Executive Officer's Report for November 2017 be received, actions endorsed and that the Shire President write to Melissa Price MP, Federal Member for Durack (local member) to provide support to the Minister for Infrastructure and Transport in his efforts to increase road funding and to develop road safety initiatives.	Letter sent to the Hon Melissa Price and the Hon Rita Saffioti 23/11/17. Awaiting response.	Completed	CEO

2.48pm - Cr B Thomas exited the meeting.
2.49pm - Cr B Thomas returned to the meeting.
2.49pm - Mr W Pearce entered the meeting.

8.0 Reports

8.1 Manager Environment Health/Building

No written report - verbal report provided.

COUNCIL RESOLUTION

MIN 6546/17 **MOTION** - Moved Cr. P Lines 2nd Cr. B Cowan

That Council accept the verbal report from the Environmental Health Officer.

CARRIED 8/0

2.58pm - Mr W Pearce exited the meeting and did not return.
2.59pm - Cr B Thomas exited the meeting.
2.59pm - Mr Chris Jackson exited the meeting.
3.00pm - Mr Chris Jackson returned to the meeting.
3.00pm - Cr B Thomas returned to the meeting.

8.2 Works Manager's Report

AGENDA ITEM: 8.2.1 - Work's Manager's Report December 2017

Subject:	Works Manager's Report
Applicant:	Arthur Cousins
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins
Date:	12 th December 2017
Attachments:	Nil

SUMMARY

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 and to assist in the decision making process.

COMMENT

Shire Works Undertaken

Bruce Rock /Narembeen Road

Gravel carting from Trevor Sprigg's pit (8,000m³) with more gravel to cart. Waterbinding gravel compaction and sealing to take place prior to the Xmas break. Varley transport delivering metal from Hansen's quarry Byford. Hire roller from Brookes hire returned to Perth. Bitutec to supply spread and spray bitumen/metal on road.

Summer Grading

Graders have been kept busy grading the loose corrugated material off the roads.

Miscellaneous

- Christmas banner erected by staff and Ross Beechey.
- Street Party set up and close street.
- Allan Dunn has been employed through Logo Appointments until 21 December 2017.
- Anne Ogilvie grave and cemetery tidy up.
- Peter De Gennaro has taken up employment in Busselton with an earthworks company driving a grader.
- Union Meeting in yard with Union Representative
- Staff reviews
- Private works \$663.00

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 2017-2027

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Works Manager's Report for December 2017 be received and all actions endorsed.

COUNCIL RESOLUTION

MIN 6547/17

MOTION - Moved Cr. P Lines

2nd Cr. B Cowan

That the Works Manager's Report for December 2017 be received and all actions endorsed.

CARRIED 8/0

8.3 Building Supervisor

AGENDA ITEM: 8.3.1 - Building Supervisor's Report

Subject:	Building Supervisors Report – December 2017
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Klint Stone
Date:	11 th December 2017
Attachments:	Nil

SUMMARY

Council is to consider this report from the Building Supervisor for December 2017.

BACKGROUND

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

COMMENT

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

Emergency Services Facility

The Emergency Service Facility is progressing, we are now into the fit-out and finishing stages which are the most important stages of the build. The tiler was asked to stop work and was made to remove the tiles that had been done due to poor workmanship. After a lengthy discussion with the builder he is now seeking a new tiler to complete the work. This will delay the project slightly, but at least the works will be done correctly and high standards of workmanship will continue.

Recreation Centre

The materials for the Recreation Centre bin bay have arrived and in the coming weeks it will be built.

We are also in the process of obtaining quotes for lithium battery blind motors for the blinds to avoid replacing the motors in the future. The blind motors that are currently in place are hard wired and cannot cope with power fluxuation as it burns out the receivers.

A coded lock has been fitted to the lawn bowls hut along with a sensor light to make life easier.

The loading ramp has been re-paved and an electric assist pallet lifter is now in place to make loading goods a lot safer and less strenuous.

Shire Administration Office

The Shire patio material has arrived and will be installed in the coming weeks. Once installed we will install some composite seating. The store room is undergoing a makeover to make things more organised and efficient

8.4 Chief Executive Officer

AGENDA ITEM: 8.4.1 - Chief Executive Officer's Report

Subject:	Chief Executive Officer's Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Chris Jackson
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	13 th December 2017
Attachments:	Att 1 - Wheatbelt South Regional Road Group – Reference Information for Elected Members on a Regional Road Group (separate attachment); Att 2 NB Historical Centre Letter; Att 3 – State Budget Document (separate attachment); Att 4 – WANDRRA Progress Chart; Att 5 – Minutes GECZ (separate attachment)

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

Wheatbelt South RRG - Reference Information for Elected Members (Attachment 1)

The attached report is provided for Councillors to assist in understating the role of the Regional Road Group. Cr Cole and the CEO are Council representatives and Cr Cowan is the proxy.

Narembeen Historical Society Letter (Attachment 2)

A letter of thanks was received from the Narembeen Historical Society in relation to assistance provided with signage for the South Kumminin Tourist Information Site, see attached.

Hand Rail at Pool

Reference Halley Cowan's letter dated 14th November, Council considered Mr Cowan's request at the Ordinary Meeting of Council on 14th November 2017. Staff were instructed to request quotes for the installation of hand rails at the Narembeen Pool. The quote received was from Narembeen Engineering and Steel Supplies was \$1,925 (supply only). Building Supervisor, Klint Stone will install the rails by Australia Day. The cost of this project will be covered in the budget for pool maintenance.

State Budget Advocacy (Attachment 3)

Each year, WALGA prepares a submission to the State Government outlining the sectors' priorities for the upcoming budget. At its September meeting, the State Council endorsed WALGA's 2018-19 State Budget Submission.

WALGA will soon officially present the submission to Government, and make public the sector's priorities for the 2018-19 Budget. We will be seeking to meet with key decision

makers from both sides of politics, as well as senior bureaucrats, to ensure that Local Government's priorities are taken into consideration as the budget is developed in coming months.

To ensure our advocacy has the best chance of success, WALGA is suggesting all Mayors and Presidents raise awareness in their local communities about the need for continued funding for the priority programs and infrastructure that are identified in the submission. It is suggested that Mayor's and Presidents:-

- Read the submission and identify the key issues for your Local Government.
- Meet with, or write to, their local Member of Parliament about the key issues in the submission for your local community.
- Promote the submission and what it means for their community through Council communications channels such as newsletters and social media.
- Raise the issues with their local newspaper or other media outlet.
- Promote the submission at relevant community events.

WALGA have stated that the involvement of the local community is a powerful tool that will help make certain that the sector's requests are front and centre amongst key decision makers and influencers, and we appreciate your assistance with this matter.

WANDRRA Progress Report (Attachment 4)

The WANDRRA roadworks are progressing, an updated progress chart from Leeuwin Civil is attached for Council's information.

The following update is provided on income and expenditure to date on WANDRRA:-

WANDRRA AGRN743	
Expense	\$
Total paid by Shire	2,115,122.65
Invoices received not paid	412,617.96
	2,527,740.61
Income	\$
Shire contribution	156,464.00
Income received to date from Main Roads	1,092,413.18
Claim 6 - being assessed by Core	116,561.60
Claims to be prepared by Core	1,162,301.83
	2,527,740.61

Great Eastern Country Zone – Minutes (Attachment 5)

Minutes from the Zone meeting held on Thursday 30th November 2017 are attached for Council's information.

2018 WA Local Government Convention & Trade Exhibition

The Convention will be held at the Perth Convention and Exhibition Centre from Wednesday 1 August to Friday 3 August 2018. Under the theme Ready and Relevant, the 2018 WA Local Government Convention will bring together several hundred senior Local Government Council representatives from across the State.

Wednesday, 1 August

9:30am - 12:30pm State and Local Government Forum

1:30pm - 5:00pm AGM

5:00pm - 6:30pm Opening Welcome Reception

Thursday, 2 August

9:00am - 5:00pm Conference Sessions

7:00pm - 10:30pm Gala Dinner

Friday, 3 August

8:00am - 9:15am Convention Breakfast

9:30am - 3:30pm Conference Sessions

Councillors are asked to think about whether they would like to attend the Convention next year and to advise the CEO.

Representation on the Great Eastern Country Zone

At the Special Meeting of Council held on 30th October 2017, Council voted the following Councillors as delegates for the Great Eastern Country Zone:-

Cr Cole

Cr Mortimore

Cr Wright

The Great Eastern Country Zone requires 2 delegates and 1 deputy delegate. Cr Cole as the Zone President is one voting delegate, Council therefore needs to confirm the other delegate ie: Cr Mortimore or Cr Wright and if the whole of Council is still listed as a Deputy Delegate.

OFFICER RECOMMENDATION

That the two voting delegates for the Great Eastern Country Zone be Cr Rhonda Cole and Cr _____. The Deputy Delegate be _____.

COUNCIL RESOLUTION

MIN 6549/17 MOTION - Moved Cr. A Hardham

2nd Cr. B Cowan

That the two voting delegates for the Great Eastern Country Zone be Cr Rhonda Cole and Cr Mortimore. The Deputy Delegate be Cr Alan Wright.

CARRIED 8/0

3.13pm - Dr P Lines exited the meeting.

3.14pm - Dr P Lines returned to the meeting.

Narembeen Emergency Services Facility

Construction of the Emergency Services Facility by Southern City Sheds is nearing completion and it is anticipated that a handover will occur by the end of January 2018. Following hand over by the builder other work required to be undertaken by the Shire includes sealing of the driveways and car park areas, fencing of the rear of the property and landscaping. Some of this work may occur prior to handover. It is planned that the building be ready for occupation by Narembeen St Johns and the Narembeen Bush Fire Brigade sometime in late February or March. When a definitive date for completion is established a meeting of both emergency services groups will take place to plan the transition process to the new building.

Council needs to consider a formal opening which could occur in April/May 2018. The funding bodies for the project are as follows:

Department of Fire and Emergency Services (DFES)	\$258,000
Wheatbelt Regional Grant Scheme – WDC	\$250,000
St John Ambulance	\$100,000
Narembeen Bush Fire Brigade	\$30,000
Shire of Narembeen	\$50,000
Total:	\$688,000

Based on the two major State Government funding bodies being DFES and the Department of Primary Industries and Regional Development it is recommended that the CEO write to the Premier to invite him to officially open the facility or to nominate an appropriate Minister to undertake this important task for the Narembeen community.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
22 nd December	Shire Office Closed for Christmas/New Year
22 nd December 2017	Staff Christmas Function – Shire Chambers
2 nd January 2018	Shire Office Re-Opens
26 th January 2018	Australia Day Breakfast & Awards Ceremony
17 th February 2018	Retired Councillors Function

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 Chief Executive Officer's Report for December 2017 be received and actions endorsed.

COUNCIL RESOLUTION

MIN 6550/17 **MOTION** - Moved Cr. A Wright 2nd Cr. B Cowan

That the Chief Executive Officer's Report for December 2017 be received and actions endorsed.

CARRIED 8/0

NAREMBEEN HISTORICAL SOCIETY (INC)
PO BOX 270
NAREMBEEN WA 6369

Sherrie Thomas
Acting Deputy Chief Executive Officer
Shire of Narembeem
1 Longhurst Street
Narembeem WA 6369

Dear Sherrie,

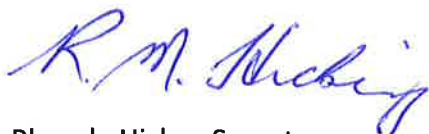
We would like to thank you for the time and effort you invested in organizing the signs for the South Kumminin Pioneer Information Bay. They really add to the overall effect and we were delighted that they could be in place for the opening last Saturday.

While we are pleased that this project is now completed, it has encouraged us to continue in our efforts to mark similar historic sites in our area and we look forward to renewing our efforts in 2018.

Please convey thanks to Chris and all those involved in assisting us in our work over the year and in previous years. We are fortunate to have such good rapport with our governing body and wish all shire personnel a safe and happy Christmas and New Year.

On behalf of our president and all members our sincere thanks.

Yours sincerely



Rhonda Hickey Secretary

20th November 2017

Shire of Narembeem	
Goods Received	24.11.2017
Computations Checked	
Account Number	ADM194
Authorised for Payment	

Leeuwin Civil Pty Ltd



Shire of Narembeen WANDRAA ACTIVATED EVENT AGRN 743

PROGRESS CHART AS AT 8th DECEMBER 2017

ROAD	CONSTRUCTION GRADE	RESHEET	CONSTRUCTION GRADE PROGRESS	RESHEET PROGRESS	% COMPLETE CONSTRUCTION GRADE	% COMPLETE RESHEET	COMMENT
Anderson Rocks	7.73	4.3	0	0	0.00%	0.00%	
Billericay East	24.66	21.74	24.66	21.74	100.00%	100.00%	
Billericay West	1.7	0.35	1.7	0.35	100.00%	100.00%	
Bows	7.49	5.37	0	0	0.00%	0.00%	
Bristow-Butler	1.75	1.09	0	0	0.00%	0.00%	
Brown	9.55	6.73	9.55	6.73	100.00%	100.00%	
Bruce Rock East	3.61	3.61	0	0	0.00%	0.00%	
Butler Boundary	2.48	2.48	0	0	0.00%	0.00%	
Butler	4.98	3.34	0	0	0.00%	0.00%	
Cavanagh	3.08	0.48	0	0	0.00%	0.00%	
Cheethams	6.43	2.89	6.43	2.89	100.00%	100.00%	
Chick	0.6	0.6	0	0	0.00%	0.00%	
Church	0.27	0.27	0	0	0.00%	0.00%	
Corrigin-Narembeen	3.1	0.13	0	0	0.00%	0.00%	
Coshes	4.7	2.8	4.7	2.8	100.00%	100.00%	Needs trim of resheet due to soft patches
Cramphorne	0.23	0.03	0	0	0.00%	0.00%	
Cumminin	5.78	5.78	4.29	3.12	74.22%	53.98%	
Dayman	3.59	2.49	0	0	0.00%	0.00%	
Dixon	4.26	4.26	0	0	0.00%	0.00%	
Emu Hill East	34.41	18.05	0	0	0.00%	0.00%	
Emu Hill	3.87	0	0	0	0.00%	100.00%	
Erdman	5.33	1.83	0	0	0.00%	0.00%	
Fawcett	6.46	6.46	0	0	0.00%	0.00%	
Fiegert	3.32	3.32	0	0	0.00%	0.00%	
Frederick	4.02	4.02	0	0	0.00%	0.00%	
Garmony	3.18	3.18	0	0	0.00%	0.00%	
Georgeff	4.55	0	0	0	0.00%	100.00%	
Hedges East	23.68	16.74	5.52	0.8	23.31%	4.78%	
Hedges West	6.85	2.8	6.85	2.8	100.00%	100.00%	
Hogstrome	2.59	1.16	0	0	0.00%	0.00%	
Hunter	11	6.16	0	0	0.00%	0.00%	
Hyden North	18.75	8.11	0	0	0.00%	0.00%	

Kersee	3.09	0	0	0	0	0	0	0	0.00%	100.00%	
Kondinin Narembreen	8.26	0	0	0	0	0	0	0.00%	100.00%		
Koolberrin	5.16	3.66	5.16	3.66	3.66	3.66	3.66	100.00%	100.00%		
Lahaor	2.8	2.8	1	1	1	1	1	35.71%	35.71%		
Malones	2.28	2.08	2.28	2.08	2.08	2.08	2.08	100.00%	100.00%		We haven't included 1.83 km construction grade and 1.61km resheeting that doesn't exist
Metcalf	0	0	0	0	0	0	0	100.00%	100.00%		
Mortimore	0.48	0.48	0	0	0	0	0	0.00%	0.00%		
Mt Arrowsmith	7.04	0	0	0	0	0	0	0.00%	100.00%		
Mt Walker	6.76	0	0	0	0	0	0	0.00%	100.00%		
Mt Walker South	7.73	3.37	0	0	0	0	0	0.00%	0.00%		
Narembreen Boundary	6.1	0	6.1	0	0	0	0	100.00%	100.00%		
Narembreen South	15.21	4.41	7.58	4.41	4.41	4.41	4.41	49.84%	100.00%		
Potter	4.25	0	0	0	0	0	0	0.00%	100.00%		
Roach	6.99	6.99	0	0	0	0	0	0.00%	0.00%		
Roe	8.36	6.32	0	0	0	0	0	0.00%	0.00%		
Roger	3.4	0.27	0	0	0	0	0	0.00%	0.00%		
Schwartz	0.07	0.07	0	0	0	0	0	0.00%	0.00%		
Slade	4.66	1.8	0	0	0	0	0	0.00%	0.00%		
Smith	4.01	4.01	0	0	0	0	0	0.00%	0.00%		
Soldiers	0.32	0.32	0	0	0	0	0	0.00%	0.00%		
South Kuminin Bin	1.08	1.08	1.08	1.08	1.08	1.08	1.08	100.00%	100.00%		
South Kuminin East	7.69	0.17	0	0	0	0	0	0.00%	0.00%		
Starcevich Chapman	13.72	2.57	0	0	0	0	0	0.00%	0.00%		
Tank North	4.8	4.8	0	0	0	0	0	0.00%	0.00%		
Thorn	0.52	0.52	0	0	0	0	0	0.00%	0.00%		
Tudor	0.08	0.08	0	0	0	0	0	0.00%	0.00%		
Wilson	8.18	5.48	0	0	0	0	0	0.00%	0.00%		
Wogal Muntagin	8.23	0.08	0	0	0	0	0	0.00%	0.00%		
Wogarl Graball	6.31	6.31	0	0	0	0	0	0.00%	0.00%		
Wogarl West	1.06	0.66	0	0	0	0	0	0.00%	0.00%		
Yandle	6.94	4.32	2.44	0.72	0.72	0.72	0.72	35.16%	16.67%		3.1 km of Yandle won't be done
Yawerlin Creek	3.02	3.02	0	0	0	0	0	0.00%	0.00%		
Yeomans	0.13	0.13	0	0	0	0	0	0.00%	0.00%		
Total	382.73	206.37	89.34	54.18	54.18	54.18	54.18	23.34%	26.25%		

3.19pm - Mr Chris Jackson exited the meeting.

AGENDA ITEM: 8.4.2 - Chief Executive Officer Performance Review

Subject:	Chief Executive Officer Performance
Applicant:	Review Cr Rhonda Cole, Shire President
File Ref:	Personal File
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	11 December 2017
Attachments:	Strategic Community Plan 2013-2023 Outcome Brief

SUMMARY

Annual Performance Review 2017 for the Chief Executive Officer, Chris Jackson.

BACKGROUND

The contract for the Chief Executive Officer (CEO) is current until the 2 October 2019 and Council is required to the review performance of the CEO at twelve monthly intervals during the term of the contract.

COMMENT

The performance review for the CEO Chris Jackson was held on the 27 November 2017 with Shire President Cr Rhonda Cole and Deputy Shire President Kellie Mortimore present.

No issues of concern were raised at the review but some of the areas of focus included the following:

- Review of the Status Report looking at what makes it on to the report and how old items are dealt with. Development of a separate wish list or future budget items tracker could also be considered together with how the Status Report was relevant to business arising as part of the Agenda.
- Various discussions occurred on all staff including staff performance with the CEO advising that all works staff reviews would be conducted on the 5 December 2017. All other staff reviews would be scheduled for early in 2018 following Bonnie Cole's return from long service leave.
- It was agreed that whilst the town gardens were neat and tidy more focus should occur on setting a program to improve the appearance of many of the gardens and outdoor spaces in the townsite.
- The Lessor Hall project was discussed.
- Issues associated with recycling were discussed and it was agreed that a meeting with the Lions club needed to take place as soon as possible.
- It was agreed that Council's policy on road standards needed to be revisited looking at the current policy of 8 metre sealed roads and freight routes.
- The future of RoeROC and how the Shire of Narembeen should drive improvements so that better outcomes where achieved was considered. With the regional focus now an important part of the new Strategic Community Plan these discussions needed to take place with the other RoeROC shires. A meeting will be scheduled for February 2018.
- Discussion took place on Council reviewing the current stock of vacant residential land in Cheetham Way. The CEO would prepare a report for Council.
- The next stage of review of the integrated planning process was discussed with the review of the Corporate Business Plan now underway.
- Other matters included the Shires vacant Cafe, LEMC, Avon Waste (recycling) and the status of phasing out use of plastic bags in Narembeen.

The CEO presented a brief outcome statement against the Strategic Community Plan 2013-2023 (attached) which has now been updated.

The updated Strategic Community Plan 2017-2027 was also presented and set of Key Performance Indicators (KPI,s) were extracted/developed from the plan to measure the performance of the CEO over the next twelve months. The following KPI's are presented for Council consideration.

Goal	Council Strategy	CEO Key Performance Indicators
1. Focus upon our local economic drivers to retain and grow existing businesses, employment and to attract new industry	<p>Performance and structure of roads are included in our annual road management plan, communicated to Council and the community</p> <p>We have a long term local gravel sourcing strategy</p>	<p>1. Clear road service standards are to be developed that focus on Asset Preservation and will include km's of winter grades achieved, gravel re-sheeting and reseals. When data has been collected benchmarks will be set</p> <p>2. Plant Inventory life is recorded and benchmarks set on minimum machinery operating hours.</p> <p>3. Local gravel strategy adopted</p>
	<p>We find partners to help investigate and seek innovative telecommunication solutions to benefit the majority and to ensure that solutions are not cost prohibitive</p>	<p>4. Detailed assessment of our resident and business telecommunications needs is conducted. Telecommunications solution is developed in partnerships</p>
	<p>We will work with our local businesses to plan significant central business district improvements including beautification, access and activation activities</p>	<p>5. CBD improvements include streetscape developments.</p>
2. Internal and external relationships actively grow our Shire population and positive financial position	<p>Our organisational model is responsive to economic conditions, the delivery of core services and infrastructure so too the successful pursuit of economic opportunities that benefit our community</p>	<p>6. Council and staff can articulate our organisational model, relationships and reporting.</p>
	<p>Council will initiate new working relationships beyond traditional Shire boundaries for our key organisations and their leadership teams to benefit from</p>	<p>7. We facilitate an annual meeting of key organisations and their leadership teams</p>
	<p>Council recognises the opportunity of partnering with Go Narembeen, works closely and supports them to help achieve their economic development projects and our strategic goals</p>	<p>8. Joint priorities are identified in a formal plan between Go Narembeen and the Shire</p>

3. We contribute to a healthy community	We will investigate major improvements to our sport and recreation facilities following considered cost benefit analysis models	9. Feasibility study completed on the Narembeen tennis and hockey surfaces
	We enable and support medical and emergency services to serve in our community	10. Emergency services are co-located in new centre and VFES is established. Emergency service planning and 'Shire response after the fact' scenario conducted annually (focus is on the Shire response during and after the emergency)
	We investigate sub regional waste strategies that reduce costs on our community and environment	11. Shire energy cost reduces annually (solar panels etc)

CONSULTATION

Chris Jackson
Cr Rhonda Cole
Cr Kellie Mortimore

STATUTORY IMPLICATIONS

Local Government Act 1995

5.38. Annual review of certain employees' performances

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

5.39. Contracts for CEO and senior employees

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

(1a) Despite subsection (1) —

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

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

(2) A contract under this section —

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

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

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

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

- (b) there are specified in the contract performance criteria or the purpose of reviewing the person's performance; and
 - (c) any other matter that has been prescribed as a matter to be included in the contract has been included.
- (4) A contract under this section is to be renewable and subject to subsection (5), may be varied.
- (5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Shire of Narembeen Corporate Business 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

9.1.9 Conduct annual performance appraisals of all staff

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Acknowledge the Performance Review 2017 of CEO Chris Jackson undertaken by the Shire President Cr Rhonda Cole and Cr Kellie Mortimore.
2. Approve the recommendations of Cr Cole and Cr Mortimore to adopt the above Key Performance Indicators for the CEO for the next 12 month period.

COUNCIL RESOLUTION

MIN 6551/17 **MOTION** - Moved Cr. B Thomas 2nd Cr. A Wright

That Council:-

1. *Acknowledge the Performance Review 2017 of CEO Chris Jackson undertaken by the Shire President Cr Rhonda Cole and Cr Kellie Mortimore.*
2. *Approve the recommendations of Cr Cole and Cr Mortimore to adopt the above Key Performance Indicators for the CEO for the next 12 month period.*

CARRIED 8/0

3.27pm - Cr B Thomas exited the meeting.

3.28pm - Cr B Thomas returned to the meeting.

3.28pm - Mr Chris Jackson returned to the meeting.

Social.

Proud Place.

Great Lifestyle.

Outcomes:

- Perception that the Shire is a Great Place to Live
- Increase in population
- Percentage of residents engaged in recreation, culture and leisure activities
- Positive media image of the Shire-people, activities, events, services and businesses
- Perceived adequacy of public spaces for people to come together
- Provision of current and improved medical infrastructure and services
- Crime rates
- Safety of transport networks
- Provision of affordable housing and aged care options

1 A sense of place and pride in who we are

1.1 An inclusive, safe, considerate and welcoming community

1.2 A community that supports and provides opportunities for our families

1.3 A creative community accompanied by engaging and innovative events and celebrations

OUR ACTIONS

- Promote a consistent Shire image across all communications e.g. website, print publications, presentations etc.
Yes
- Generate positive media stories that promote our innovation, leadership, projects and stories
Yes
- Continue to maximise lifestyle qualities for existing families and attract and welcome new families to the Shire
Yes - Rec Centre, ESF, Playground
- Support access to cultural and artistic activities and facilities in the Shire e.g. Community Shed, cultural shows etc.
Support for C Shed, CRC has cultural shows
- Protect our heritage buildings and assist community organisations gather our rural stories and historical artefacts
Supporting HS, Lesser Hall Interp Plan, Roads Board Maintenance
- Support the development and promotion of a comprehensive calendar of events with key organisations in the Shire and region **Yes - with CRC**
- Celebrate, grow and promote volunteerism within the Shire particularly through volunteer days, national celebratory events and awards as well as investigating innovative support initiatives and services to reduce volunteer burnout
No volunteer event - but celebrate volunteers on Aus day
- Continue to support crime prevention and the local Police service **Will be working more closely with Police**
- Continually improve Council community engagement
Still needs improvement

2 A Shire of excellence in accessible infrastructure and services

2.1 Inclusive sport and recreation participation, with diverse activities and facilities

2.2 Medical infrastructure and services that support a healthy community

2.3 Infrastructure and services that create our community identity and facilitates growth

OUR ACTIONS

- Advocate on behalf of the community to ensure that their needs are consistently and accurately represented at state and federal levels in regards to the allocation of services, resources and programs
Yes

- Yes
 - Advocate for the consistent and continually improved delivery of current and future utility infrastructure (water, sewer, gas and electricity)
- Yes
 - Continue to retain the Doctor and Dentist in the Shire for a consistent and accessible service
- Yes, as required
 - Provide continued medical equipment upgrades to the Narembeen Medical Centre
- Havent had to but would
 - Strengthen the current Narembeen District Hospital through lobbying and assistance in attracting and retaining health professionals
- Yes
 - Support the current level of primary and allied health services in the Shire (including the gym) with a view to increasing the number of services (mental health and dementia care in particular), access to them and appropriate venues for delivery
- Yes
 - Participate in local and regional aged care accommodation options, selecting best practice for the Shire, coupled with appropriate and complementary health, recreation and community services e.g. senior citizens, frail aged care
- Yes
 - Provide infrastructure and services that facilitate opportunities for our older residents to remain physically and socially active, particularly those that are socially isolated, across the Shire
- Yes
 - Implement and annually review the Shire of Narembeen's access and inclusion plan
- Yes
 - Maintain the upgraded Narembeen Recreation Centre and associated sports fields and swimming pool to meet community expectations and requirements.
- Yes
 - Local youth and family community facilities are maintained and enhanced including gardens, APEX Park, playgrounds, Walker Lake and the skate park
- Yes
 - Maintain the Aquatic Centre, ski lake as well as playing fields across the Shire to accommodate for future sport, recreation and leisure needs
- Yes - ongoing
 - Develop and implement a Shire wide emergency management and recovery plan
 - Encourage community participation in FESA and St John's Ambulance, work with them to educate the community on emergency service issues and procedures
- Yes
 - Pursue the development of a combined emergency services centre to increased efficiencies

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 and determine their suitability yearly (maintenance, construction, preservation, road train access and parking, materials, safety)
Yes
- Advocate for agricultural access to rail and continue to leverage funds from the Grain Freight Network
Yes
- Continue to access Black Spot Funding Program, Roads to Recovery and Regional Road Group funds
Yes
- Continue to provide access for commercial, recreational and medical organisations by air
Yes
- Continue to provide an accessible community bus service and ensure a regular public bus service to Perth is maintained
Yes, no bus to Perth
- Provide bicycle and pedestrian connections throughout the Narembeen town site
Yes, could be improved eg: Currall St
- Remodel the road entrance to the Narembeen town site to ensure it is easily accessible for tourists, visitors and locals
Not done
- Provide directional signage to encourage tourists and visitors to come into the Narembeen town site
Could be improved

Economic.

We are the business choice.

Outcomes:

- Degree of educational engagement in the community
- Number of businesses in the Shire
- Satisfaction with commercial services and infrastructure
- Perceived visitor satisfaction and number of visitors to the Shire

4 An economy that is well prepared for the future

4.1 A diverse economic base that supports local business

4.2 Attract new industry and business to the Shire

4.3 Advocate for infrastructure that meets the needs of contemporary business

OUR ACTIONS

- Yes
 - Work with regional, state and national organisations to promote the Shire as a great place to live, an easy place to work and a safe place to invest e.g. Heartlands, Wheatbelt Business Network, economic prospectus etc.
- Yes - light residential
 - Ensure that the Shire's economic viability and longevity is protected and advanced through cost effective land-use and development e.g. Avoca Farm residential development, light industrial land, tradesman centre etc.
- No
 - Investigate partners and funding to assist business capture potential e-commerce opportunities
- More improvement required here
 - Advocate for infrastructure including but not limited to mobile telecommunications, high speed broadband, transport networks and headwork's that facilitates business growth
- Yes
 - Advocate for the ongoing improvement to key services such as electricity, water, gas and sewerage to cater for current and future development
- Yes
 - Continue to develop the diversity of retail in the Narembeen town site as well as supporting home based businesses
- Yes
 - Continue to support agribusiness and environmentally friendly agricultural practices
- Yes
 - Build strong business partnerships with regional providers, state and federal Government so too private organisations for the benefit of local business
- Could work closer with businesses
 - Maintain a close working relationship with the business community to ensure relevant issues are monitored and where appropriate advocate to relevant bodies
- Could work closer with WBN
 - Continue to build local and regional business networks and joint initiatives with the assistance of the Wheatbelt Business Network
- Yes
 - Support local not for profit economic development groups and innovative enterprise initiatives e.g. Go Narembeen, Wheatbelt Business Network, CRC, shop local etc.
- Yes
 - The Shire has affordable housing options to meet the needs of the community in particular for singles, families and the elderly
 - Advocate to ensure state funded housing is well presented and attractive in the Shire

5 A positive tourism experience

5.1 Work towards providing a high quality and integrated tourism experience to extend the length of stay

OUR ACTIONS

- Needs improvement** • Support and train Shire staff in providing a high standard of visitor information and servicing
- Opportunities through CRC - but not specific to tourism** • Provide training opportunities for local business to assist them in engaging in the tourism industry
- Not done** • Investigate alternative and value adding visitor and tourism accommodation in the Shire e.g. backpacker accommodation, eco-tourism
- Complete** • Continue to beautify and expand the Caravan Park in line with visitor and tourist visitation as well as retaining the RV Friendly status
- Need to work closer with Roe Tourism** • Continue to support the objectives of Roe Tourism to promote and market our Shire along Pathways to Wave Rock
- Could be improved** • Continue to support key tourist and visitor experiences in the Shire around the themes of the natural environment, agriculture, eco-tourism, water and pioneers.

6 Access to lifelong learning for all stages of life

6.1 The local economy is growing and prosperous, offering a diverse range of job opportunities

6.2 A skilled and qualified workforce

OUR ACTIONS

- Done through the CRC** • Identify and develop partnership opportunities with education and training providers including CY O'Connor Institute, universities, the Narembeen District High School and Community Resource Centre that support increased and innovative education provision within the Shire
- Yes** • Support the Narembeen District High School vision
- Yes** • Support the Narembeen Numbats, Toy Library and youth groups to have access to a range of resources
- Through CRC** • Support community organisations deliver after school and school holiday activities
- Yes** • Support the Narembeen Community Resource Centre to expand its service provision and building space to become a significant employment and economic driver in the Shire

Limited

- Encourage local career pathways including work experience, apprenticeships and traineeships and diverse and progressive employment options both within the Shire administration and local businesses

More work
required here

- Work with community and sporting groups to develop young people's leadership skills and provide opportunities to practice them

Education
Scholarships?

- Investigate education scholarships for the community and continue to provide award donations to school award presentations

We do provide
donations to school



Environment.

Protected spaces.

Outcomes:

- Awareness of environmental responsibility and sites such as Wadderin
- Satisfaction with waste management services and recycling processes
- Satisfaction with water capture, reuse and recycle as well as sewerage infrastructure

7 A Shire that leads in the care of its environment

7.1 Preserve and protect our native flora and fauna

7.2 Encourage the community to be involved in preservation and enhancement of the environment

OUR ACTIONS

- Yes
 - Conserve Wadderin Reserve, open spaces, natural vegetation and bushland
- Not that I know of
 - Together with the Wadderin Wildlife Sanctuary Reserve, investigate the possibility of local tour guides to educate locals, schools and visitors about the importance of biodiversity and looking after the natural environment
- Yes
 - Continue to support and promote to locals the importance of managing wild animals, pests and flora across the Shire
- Yes
 - Investigate participation in the red card for red fox program
- Wal required on trails
 - Protect the natural walk and drive trails
- Yes
 - Continue tree planting across the Shire

8 A protected and valued natural environment

8.1 High standards in water conservation and protection

8.2 Sustainable waste management focusing on waste minimisation and resource recovery

OUR ACTIONS

- Yes
 - Provide a long term waste management strategy and provide access to waste sites that is in line with community expectations
- No
 - Work with best practice providers and neighbouring Shires to tackle salinity
- More work required
 - Educate and support responsible recycling practices for all businesses, industry, farmers and residents throughout the Shire
- Used by us, applications limited
 - Maximise the economic potential of the RoerOC glass crusher
- Yes - solar panels installed
 - Investigate alternative energy solutions for the Shire as well as information for households and businesses
- Further investigation required
 - Implement best practice stormwater reuse, water catchment, drainage and harvesting on Shire assets
- Upgrades complete to water pipes
 - Ensure water pressure to the Narembeen town site is capable of providing for current and future residents and businesses
- Yes - standpipe system upgraded
 - Provide access to stand pipes during emergency situations
- Yes
 - Provide and maintain an efficient sewerage system whilst advocating for infill sewerage in new residential developments
- Yes
 - Continue to participate in the Drum Muster program

CIVIC LEADERSHIP.

Connected and
collaborative leaders.

Outcomes:

- Level of satisfaction with community leadership
- Level of satisfaction with leadership support
- Degree of community engagement in decisions
- Successful staff attraction and retention strategies

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

OUR ACTIONS

- Yes in progress • Complete and review our integrated planning documents regularly
- Yes • Demonstrate best practice workforce development
- Yes • Increase productivity of Shire staff
- Yes • Provide a high standard of customer service
- Yes • Develop an enterprising approach to our works and infrastructure projects
- Yes • Provide regular training opportunities for staff and Council
- Yes • Annually review compliance matters
- Yes • Ensure Council decision making supports fair allocation of resources, services and facilities across the Shire
- Yes • Use a range of effective communication tools to engage the community to support transparent and accountable Council decision making
- Yes • Implement collaborative partnerships that support efficient use of resources
- Yes • Work collaboratively with RoeROC
- Yes • Provide a safe, healthy and inclusive work environment

AGENDA ITEM: 8.4.3 – Establishment of a “Memorandum of Understanding (MOU) for Recovery”– RoeROC Shires

Subject:	Establishment of a “Memorandum of Understanding (MOU) for Recovery” – RoeROC Shires
Applicant:	Shire of Corrigin
File Ref:	ADM553
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	30 th November 2017
Attachments:	Letter from Shire of Corrigin

SUMMARY

Council are to consider entering into a “Memorandum of Understanding (MOU) for Recovery” with the Shire’s of Kondinin, Kulin, Corrigin and the City of Kalamunda,

BACKGROUND

Following a recent Corrigin Local Emergency Management Committee (“LEMC”) meeting, a letter was received from the Shire of Corrigin on 20th November 2017 (see attached), in which it was discussed that the Shire of Corrigin should seek support to pursue a “Memorandum of Understanding (MOU) for Recovery” with adjoining local governments following a disaster should it be sought.

COMMENT

The purpose of the MOU would be to establish a “handshake agreement” of mutual aid and support during emergencies and post incident recovery operations.

It was suggested at the Corrigin LEMC meeting that perhaps the best start would be the RoeROC local governments and the City of Kalamunda, as RoeROC Shires already have formal relationships with the City of Kalamunda. The Shire of Kalamunda was suggested on the basis that in times of dire need, they may have a larger support network for assistance.

CONSULTATION

Corrigin LEMC
Shire of Corrigin
Narembeen LEMC

STATUTORY IMPLICATIONS

S.41(1) of the Emergency Management Act 2005

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil



SHIRE OF NAREMBEEN			
RECEIVED:			
	20.11.2017		
President:		CEO:	<input checked="" type="checkbox"/>
EMCS:		WM:	
EHO:		SFO:	
CRC:		Other:	
Filing:	ADM 553		

13 November 2017

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

Dear Chris

MEMORANDUM OF UNDERSTANDING (MOU) FOR RECOVERY

I wish to advise that at a recent Local Emergency Management Committee (LEMC) meeting, the Committee discussed whether a 'Memorandum of Understanding (MOU) for Recovery' with adjoining local governments following a disaster should be sought.

Committee considered that the purpose of an MOU would be to establish a 'handshake agreement' of mutual aid and support during emergencies and post incident recovery operations. It was acknowledged that although Corrigin is in the Great Southern Emergency Management District, it is located on the boundary to the Wheatbelt EMD:



It was suggested that perhaps the best start would be the ROE Roc local governments and the Shire of Kalamunda, as the Shire already has a formal relationship with these local governments. The Shire of Kalamunda was suggested on the basis that in times of dire needs, they may have a larger support network for assistance.


On this basis, the LEMC recommended to Council as follows:

“That the Shire of Corrigin Local Emergency Management Committee recommend that Council request the Chief Executive Officer to contact the ROERoc local governments (i.e. the Shire’s of Kondinin, Kulin and Narembeen) and the Shire of Kalamunda to enquire whether they would be prepared to enter into an ‘Memorandum of Understanding (MOU) for Recovery’ with the Shire of Corrigin to establish a ‘handshake agreement’ of mutual aid and support during emergencies and post incident recovery operations.”

The above recommendation was accepted by Council.

On this basis, the views of the Shire of Narembeen are sought as to whether there is a desire to pursue a ‘Memorandum of Understanding (MOU) for Recovery’ with the Shire of Corrigin.

I look forward to your response.

A handwritten signature in blue ink, appearing to read 'Rob Paull', is written over the text 'I look forward to your response.'

Rob Paull
Chief Executive Officer

AGENDA ITEM: 8.4.4 – Narembeen Townsite Project

Subject:	Narembeen Townsite Project
Applicant:	Chris Jackson
File Ref:	ADM500
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	7 th December 2017
Attachments:	Civic Legal letter to Arc Infrastructure & Marked-Up Version of Licence to Use and Occupy Corridor Land (separate attachment)

SUMMARY

An update is provided in relation to the progress of the Licence Agreement between the Shire of Narembeen and Arc Infrastructure, previously Brookfield Rail.

Various legal discussions have been held between Arc Infrastructure, Civic Legal and WALGA to revise the Licence Agreement to ensure that the Licence Agreement is correct. During this process many issues were identified and these have been addressed throughout the marked-up version of the Licence Agreement which is attached for Council's information.

Council are to provide approval for the CEO and/or Council representatives to meet with Civic Legal and Arc Infrastructure on a suitable date for all parties to further progress the Licence Agreement.

BACKGROUND

In March 2016 a staged approach to the project was commenced. On the 1st December 2016 Fricker Road was completed providing access from the Merredin Narembeen Road to the Narembeen CBH facility.

In June 2017, Council resolved as follows:-

MIN 6257/17 MOTION - *Moved Cr. S Parsons 2nd Cr. A Hardham*

- 1. Approve entering into a Licence to Use and Occupy Corridor Land Agreement with Brookfield Rail Pty Ltd for the purpose of the construction of the Narembeen Townsite Project that realigns Fricker Road with Latham Road (Public Road) and Fricker Road with Soldiers Road as per the attached draft agreement; subject to the CEO seeking advice from WALGA and potential consulting negotiators (if required) on the form of the agreement and that minor amendments to the document can be made, the finalised map of the area clearly defining the licensed area is included and if major amendments are proposed that the matter be presented back to Council for approval.*
- 2. Approve that with amendment subject to point 1. the common seal be affixed to the agreement and be signed by the Shire President and the Chief Executive Officer.*
- 3. Approve that the new section of Road be named Latham Road as it will replace the existing section of Latham Road and that Soldiers Road would then intersect with Fricker Road after crossing the new rail crossing.*

In September 2017, Council resolved as follows:-

MIN 6498/17 MOTION – Moved Cr. S Parsons 2nd Cr. B Thomas

The Chief Executive Officer to continue to discuss the Licence Agreement between the Shire of Narembeen and Arc Infrastructure, previously Brookfield Rail with Civic Legal, LGIS, Main Roads and other parties with a view to presenting a revised agreement to Arc Infrastructure for consideration prior to being re-submitted to Council for formal endorsement.

COMMENT

On 6th December 2017, Civic Legal provided Arc Infrastructure with a marked-up version of the Licence Agreement, giving Arc Infrastructure 10 days from the date of the letter to advise:-

- (a) Whether the proposed amendments to the agreement are agreed; or
- (b) Whether Arc Infrastructure would attend a meeting at Civic Legal's offices on the proposed dates listed in the letter attached or offering suitable alternatives for dates.

CONSULTATION

WALGA
Civic Legal
Arc Infrastructure (previously Brookfield Rail)

STATUTORY IMPLICATIONS

Railways (Access) Act 1998 Clause 8.4 of the Network Lease.

FINANCIAL IMPLICATIONS

Grain Freight funding of \$600,000 included in the 2017/2018 budget for the completion of Fricker Road for asphalt for the intersection with Merredin Road, asphalt of the entrance to CBH, fencing, 2nd Coat Seal, Line Marking and part funding for the power pole relocation. The budget also includes an allocation of \$1.7m from the State Initiatives Fund to complete the project. (Approved by Main Roads).

To date legal costs with Civic Legal have totalled \$16,300. These costs are all being directed to the cost of the job.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

The Shire of Narembeen Corporate Business Plan includes the following strategy and actions.

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.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Endorse the actions of the Chief Executive Officer in preparing a response to Arc Infrastructure with the assistance of Civic Legal and WALGA on the draft Licence Agreement between the parties for the Narembeen Townsite Project.
2. Approve that the Shire President, Chief Executive Officer and/or Council representatives meet with Civic Legal and Arc Infrastructure at a suitable time/date for all parties to discuss the Licence Agreement.

COUNCIL RESOLUTION

MIN 6553/17 **MOTION** - Moved Cr. P Lines 2nd Cr. B Thomas

That Council:-

1. *Endorse the actions of the Chief Executive Officer in preparing a response to Arc Infrastructure with the assistance of Civic Legal and WALGA on the draft Licence Agreement between the parties for the Narembeen Townsite Project.*
2. *Approve that the Shire President, Chief Executive Officer and/or Council representatives meet with Civic Legal and Arc Infrastructure at a suitable time/date for all parties to discuss the Licence Agreement.*

CARRIED 8/0



CIVIC LEGAL

Our ref: ACQ: GEO: 150593
Contact: Geraldine O'Reilly
Direct email: goreilly@civiclegal.com.au
Principal: Anthony Quahe

6 December 2017

ARC Infrastructure
Level 3
1 George Wiencke Drive
Perth Airport WA 6105

By Post and Email: ask@arcinfra.com

Dear Sirs

LICENCE AGREEMENT FOR NAREMBEEN TOWNSITE PROJECT

We act for the Shire of Narembeen in relation to the above-captioned matter.

We **enclose** a marked-up version of your draft Licence to Use and Occupy Corridor Land ("**agreement**") with our annotated comments and amendments.

Please confirm acceptance of our proposed amendments or provide us with your comments on them.

With regard to clause 6.3 of the agreement, we have assumed that the term of the Government Lease will expire no earlier than 17 December 2043 (being the expiry date of this agreement). However, for the avoidance of any doubt, please confirm that our assumption is correct.

Please also clarify in what circumstances, and in which areas, the Shire is likely to be required to erect new fencing under clause 18.3.

If further discussions are required to progress this agreement to a state of completion then we suggest that the quickest and most effective way of doing so would be for the relevant personnel from your organisation and/or your lawyers to meet with us and the relevant personnel from the Shire.

We propose that such a meeting, if required, be held at our offices at Suite 2, 1 Havelock Street, West Perth on any of the below-listed dates:

- 18 December 2017
- 9 – 12, 15 – 17, 26, 29 and 31 January 2018

We anticipate that our client may wish to wish to attend such a meeting via video link, which we will confirm in due course.

We should be grateful if you would confirm **within 10 days** of the date of this letter:

- (a) whether our proposed amendments to the agreement are agreed; or

Suite 2, Ground Floor
1 Havelock Street
West Perth WA 6005

PO Box 7432
Cloisters Square
Perth
Western Australia 6850

+61 8 9200 4900 T
+61 8 9200 4901 F
admin@civiclegal.com.au



(b) whether you and/or your lawyers will attend a meeting at our offices as proposed above and, if so, on which date. If none of our proposed dates are suitable please suggest some suitable alternatives.

We look forward to hearing from you. If you have any queries in the meantime, please do not hesitate to contact the writer.

Yours faithfully



GERALDINE O'REILLY
Senior Associate

Enc.



Please note that Civic Legal will be closed for the Christmas/New Year holiday period at 11.30 am Friday 22 December 2017 and will re-open again on Tuesday 9 January 2018.

Civic Legal sends you best wishes for the festive season!

AGENDA ITEM: 8.4.5 – Water Pipe Easement Lot 16224 Avoca Farm

Subject:	Water Pipe Easement Lot 16224 Avoca Farm
Applicant:	Water Corporation
File Ref:	ADM147
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	7 December 2017
Attachments:	Deposited Plan 411449

SUMMARY

Council to approve a request from the Water Corporation to lodge an easement on Lot 16224 off the Merredin-Naremben Road on part of the Shire owned Avoca farm property.

BACKGROUND

The Water Corporation wrote to the Shire in June 2017 to advise that the construction work to install the water main from West Naremben tank to the Naremben townsite had been completed. They confirmed that they would be instructing an independent Valuer to prepare a valuation and estimate of compensation payable for registration of an easement on Council property Lot 16224.

COMMENT

A copy of the Deposited Plan 411449 is attached illustrating the placement of the proposed 8 metre wide easement with a land area of 0.4687 hectares.

Based on the Valuers conclusion of land value at \$1,100 per hectare the Water Corporation has offered \$550 compensation for the Shire to consent to the registration of an easement to Water Corporation on the title to lot 16224. All costs associated with the documentation and registration of the easement will be paid by Water Corporation.

CONSULTATION

Water Corporation

STATUTORY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

As above

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

1. That the Water Corporation offer of \$550 compensation for the Shire of Narembeen to consent to the registration of an easement to Water Corporation on the title to lot 16224 is approved.
2. That all costs associated with the documentation and registration of the easement will be at the cost of the Water Corporation.

COUNCIL RESOLUTION

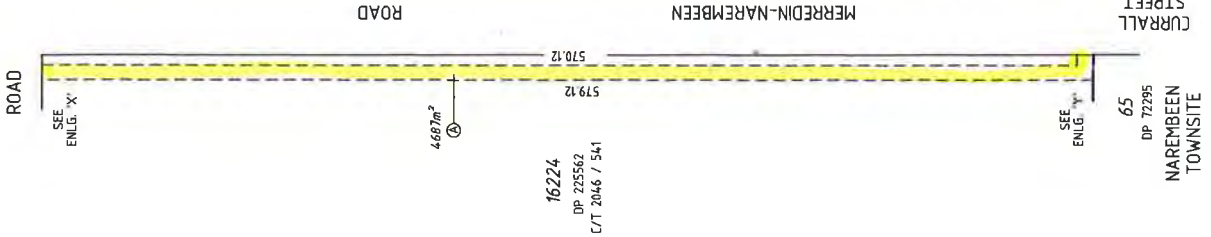
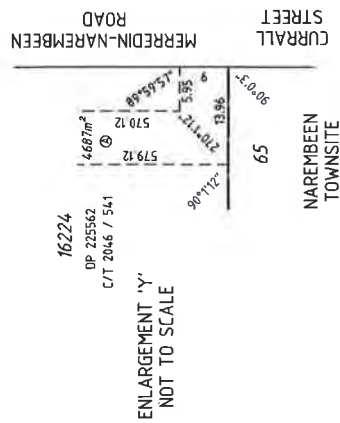
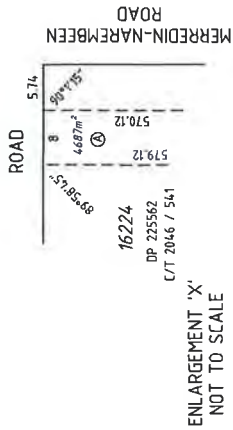
MIN 6554/17 **MOTION** - Moved Cr. B Thomas 2nd Cr. S Stirrat

1. *That the Water Corporation offer of \$550 compensation for the Shire of Narembeen to consent to the registration of an easement to Water Corporation on the title to lot 16224 is approved.*
2. *That all costs associated with the documentation and registration of the easement will be at the cost of the Water Corporation.*

CARRIED 8/0

FOR INTEREST PURPOSES ONLY

WARNING
THIS IS A COPY OF THE PLAN TO BE LODGED AT LANDGATE AND MAY BE SUBJECT TO AUCIT CHANGES



GHD
999 Hay Street
Perth WA 6000
T: 08 6222 8825
EMAIL: Gaetano.Russo@ghd.com
GHD Job No 613 183 684

INITIAL INTERESTS						
SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
④	EASEMENT		Doc	LOT 16224 DN DP 225562	WATER CORPORATION	

TYPE	FREEHOLD
PURPOSE	INTEREST
PLAN OF	EASEMENT AND/OR OTHER INTEREST OVER LOT 16224 ON DP 225562
FORMER TENURE	N/A
LOCAL AUTHORITY	SHIRE OF NAREMBEEN
LOCALITY	WADDERIN
D.O.L. FILE	N/A
FIELD RECORD	N/A
SURVEYOR'S CERTIFICATE - REG 54	G. RUSSO hereby certify that this plan is accurate and is a correct representation of the: (a) "survey; and/or (b) "calculations from measurements recorded in the field records; [* delete if inapplicable] undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged
LICENSED SURVEYOR	22-May-17
DATE	LOGGED
FEE PAID	ASSESS No.
I.S.C.	EXAMINED
WESTERN AUSTRALIAN PLANNING COMMISSION	DATE
FILE	DATE
Delegated under S.16 PRD Act 2005	DATE
SUBJECT TO	IN ORDER FOR DEALINGS
INSPECTOR OF PLANS AND SURVEYS	DATE
INSPECTOR OF PLANS AND SURVEYS (S.16 Licensed Surveyors Act 1969)	DATE
DEPOSITED PLAN 411449 SHEET 1 OF 1 SHEETS VERSION 1	

Held by Landgate in Digital Format Only

AGENDA ITEM: 8.4.6 - Waste Management 2018 Contract Renewal RoeROC

Subject:	Waste Management 2018 Contract Renewal RoeROC
Applicant:	RoeROC CEO's
File Ref:	ADM162
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	11 December 2017
Attachments:	Nil

SUMMARY

Roe ROC's contract with Avon Waste expires 30th June 2018. The RoeROC Chief Executive Officer's (CEO) are seeking means to ensure the continuation of a quality rubbish removal service at the most cost competitive rate for the RoeROC Council's.

BACKGROUND

Roe ROC's contract with Avon Waste expires 30th June 2018. RoeROC CEO's met on the 29th September and again on 8th December 2017 with the following issues addressed:

- The Contract with Avon Waste ends on 30 June 2018 (although Avon Waste has questioned the accuracy of the date). It is agreed that CEO Rob Paull Shire of Corrigin is to formally advise Avon of contract end date.
- WALGA staff (Waste and Procurement) attended a meeting with RoeROC CEO's in Narembeen on 29th September 2017 to explain the process of the WALGA Waste Procurement through 'eQuotes'. A clear outline of current market trends and available services in the marketplace was also provided.
- RoeROC CEO's agreed that 'eQuotes' Request for Quote (RFQ) may be the initial preferred process to test the marketplace early to see if other suppliers are interested in services beyond the metro region.
- RoeROC CEO's considered that an 'in-house' estimate on current service costs from the current contract with Avon Waste be undertaken. In this regard, the Shire of Kulin prepared the in-house data which confirmed the perceptions that there was likely to be significant scope to improve pricing for either an in-house bid or market 'eQuotes'.
- WALGA has a standard contract for Waste collection and disposal. The RoeROC CEO's have agreed that this would be a more comprehensive contract than the current (expiring) contract currently used by RoeROC and therefore, any new contract should be aligned to the WALGA template or similar.
- The Western Australian government's forthcoming 'Container Deposit Scheme' will impact on the future treatment of recycled materials and container deposits and is expected to start on 1 January 2019. Depending on the details of the Scheme, this could potentially be a significant income stream. RoeROC CEO's agreed that any future contract should have a "review clause" in relation to recycling so as to enable re-assessment of whatever scheme provides.

COMMENT

There are a number of approaches as how to proceed with the preparation of specifications and scope of contract, calling of tenders or eQuotes and final awarding of the contract and timings. As Avon Waste is a preferred supplier with WALGA's (along with many other suppliers) eQuotes was considered to be the most efficient means to seek a tender price on the contract scope. WALGA (Waste and Procurement staff) will assist RoeROC to prepare the scope, tender details and contract draft.

It is proposed to:

- proceed with WALGA's assistance and prepare scope of tender, Request for Quote (RFQ) and 'eQuotes' for January 2018 (As the CEO, I have agreed that the Shire of Narembeen would be responsible for the tender process);
- on the basis of the 'eQuotes' results, RoeROC CEO's will determine/consider if in house service (from within the four RoeROC Shires) is feasible, realistic or wanted (anticipated to be undertaken in February/March 2018);
- recall 'eQuotes'/tenders (if required) on the basis of revised scope or changes to contract. Knowledge of how tenderers responded on first occasion will allow refinement of scope and needs, or allow contract/service delivery negotiation with selected panel suppliers;
- Award tender end April 2018;
- Contract signed soon after awarding – transitioning arrangements commence soon thereafter; and
- New service/contract commences 1 July 2018.

CONSULTATION

WALGA
RoeROC CEO's

STATUTORY IMPLICATIONS

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Local Government (Functions and General) Regulations 1996

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150, 000 unless sub-regulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if:
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1) (c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;

FINANCIAL IMPLICATIONS

There are no significant direct financial implications for the item before Council. However, the end result is a desire to ensure the continuation of a quality rubbish removal service and that a cost competitive rate is achieved. It is anticipated that a further report to Council in early 2018 will result from considering this item.

POLICY IMPLICATIONS

3.1.14 Purchasing Policy

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2017-2017

3. We contribute to a healthy community- We investigate sub regional waste strategies that reduce costs on our community and environment.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council :-

1. Note the information, direction and timeframes provided in the Report.
2. Note that the process to ensure the continuation of a quality rubbish removal service at the most cost competitive rate will now commence with:
 - (i) The Chief Executive Officer (CEO) from the Shire of Narembeen, on behalf of the RoeROC Council's will prepare a Request for Quotation (RFQ) with WALGA's 'eQuotes' and circulate the draft RFQ to the RoeROC CEO's for comment prior to calling for the RFQ via 'eQuotes' in January 2018;
 - (ii) Correspondence to Avon Waste (as per contract) will be provided confirming:
 - a) the contract with Avon Waste ends on 30 June 2018;
 - b) advice of the anticipated contract renewal process commences with the calling of 'eQuotes' in January 2018; and
 - c) an invitation to Avon Waste to submit tender/quote through 'eQuotes'.

COUNCIL RESOLUTION

MIN 6555/17 **MOTION** - Moved Cr. A Hardham 2nd Cr. A Wright

That Council:-

1. *Note the information, direction and timeframes provided in the Report.*
2. *Note that the process to ensure the continuation of a quality rubbish removal service at the most cost competitive rate will now commence with:*
 - (i) *The Chief Executive Officer (CEO) from the Shire of Narembeen, on behalf of the RoeROC Council's will prepare a Request for Quotation (RFQ) with WALGA's 'eQuotes' and circulate the draft RFQ to the RoeROC CEO's for comment prior to calling for the RFQ via 'eQuotes' in January 2018;*
 - (ii) *Correspondence to Avon Waste (as per contract) will be provided confirming:*
 - a) *the contract with Avon Waste ends on 30 June 2018;*
 - b) *advice of the anticipated contract renewal process commences with the calling of 'eQuotes' in January 2018; and*
 - c) *an invitation to Avon Waste to submit tender/quote through 'eQuotes'.*

CARRIED 8/0

AGENDA ITEM: 8.4.7- Hangar at Narembeen Airfield

Subject:	Hangar at Narembeen Airfield
Applicant:	Mr Terry Treloar
File Ref:	ADM467
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	11 th December 2017
Attachments:	Letter from Mr Terry Treloar, Airfield Layout Sketch; Email Mr T Nichols

SUMMARY

Mr Terry Treloar has indicated via correspondence that he considers one of the hangars located at the Narembeen Airfield as owned by him. He has requested that it be independently valued for the materials and construction costs with a view to the Shire of Narembeen purchasing the hangar and these costs being reimbursed to Mr Treloar.

BACKGROUND

Following various telephone conversations between the CEO and Mr Treloar, the Shire received a letter from Mr Treloar (copy attached) which provides a detailed background in relation to the hangar at the Narembeen Airfield which Mr Treloar claims to own. The CEO has previously advised Mr Treloar that it was not the Shires understanding of ownership as the hangar is located on Reserve 18080 under Management Order 1163765 giving the Shire of Narembeen the care, control and management for purpose of an Aerial Landing Ground.

Council has on many occasions discussed issues associated with the storage of an aeroplane owned by the late Walter Jones in the hangar which remains in this building. Other items from Repacholi Aviation are also stored in the hangar. No rent is received from any party for use of the hangar. During 2012 and 2013 then CEO Frank Peczka with approval of Council had sought considerable legal advice on removal of the aircraft and a General Form of Affidavit was prepared for the CEO to sign and lodge with the Magistrates Court. At that time no questions were raised about the ownership of the hangar and the legal advice had not identified any issues in that respect.

In April 2017 Council resolved as follows.

That Council:-

- 1. Proceed with legal advice to issue a notice pursuant to section 26 of the Uncollected Goods Act to Paul Jones directing that he remove the goods and aircraft left by the deceased Walter Jones at the hangar at the Narembeen Airstrip within one month of the date of the notice or that we will seek an order in the Magistrates Court to sell or dispose of the goods and aircraft.*
- 2. Request that Repacholi Aviation be requested to remove all items from the aircraft hangar at the Narembeen Airstrip and or discuss entering into formal negotiations for lease of the hangar.*

The Affidavit was never lodged, Mr Walter Jones has since passed away and Mr Gerald Repacholi has also recently passed away. All current dealings with the issues of items stored in the hangar are dealt with as part of the respective deceased estates.

COMMENT

Council staff have investigated the matter of the building of the hangar (marked on the attached plan as Community Hangar 2) through Minute Books and Archive Records and found the following information:-

At Council's Ordinary Meeting of Council on 15th October 1969, a letter was presented from TS & MY Treloar requesting Council's permission to erect a Hangar at the Narembreen Airfield.

It was moved Cr Nichols, seconded Cr Cheetham that before any Aeroplane Hangars are erected at the Airfield that plans and specifications must be submitted to the Shire for approval.

Following this, staff were unable to find any further agenda items in relation to this matter. Staff were however able to find a plan given to Council by TS & MY Treloar, however there were no building approvals in the minutes to say that the plans had been accepted.

It does not appear unreasonable that Mr Treloar's accounts of events are true particularly given that the October 1969 minutes do clearly indicate that an approach was made to build the hangar and that a plan is held by the Shire in the Building Approvals archive records. Whilst no resolution states that the plans were approved and no stamped approval or letters were in the Building Archive envelope containing the plans it would appear highly likely that it did occur in some form and Mr Treloar may in part have a valid claim.

It could also be argued that given the fact the building has been used by various parties over many years without payment, it has previously and is currently being used to store items without any form of approval in place (including when originally constructed), that it is on Council controlled land and that the hangar is insured by the Shire that Mr Treloar does not have a valid claim.

Given the age and condition of the building, finding a suitable value could also prove difficult if Council was to accept Mr Treloar's position of ownership of the hangar.

Mr Treloar has been invited to Council to address the meeting and provide further information if required.

Additional Information 13th December 2017 - Following contact with a number of parties including Shire Freeman Mel Bristow, Kingsley Bristow and Terry Nichols it has been established that Mr Treloar sold the hangar to Mr Nichols for \$4,000. It was also confirmed that Council had discussed this matter in the early 2000's following a similar claim by Mr Treloar at that time. Mr Nichols did state that he had previously documented what had occurred with the hangar transaction and provided this to Council. At this time these records have not been obtained. Mr Treloar also stated that he was also prepared to sign a statutory declaration to confirm these statements.

An email has also been received from Mr Nichols on 13th December 2017, see attached.

CONSULTATION

Mr TS Treloar and as above.

STATUTORY IMPLICATIONS

Disposal of Uncollected Goods Act 1970 (WA)
Land Administration Act 1997

FINANCIAL IMPLICATIONS

Staff cost in researching this matter.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council advise Mr Terry Treloar that the Shire of Narembeen does not accept his claim of ownership of a hangar at the Narembeen Airfield and considers the matter closed.

COUNCIL RESOLUTION

MIN 6556/17 **MOTION** - Moved Cr. B Thomas 2nd Cr. A Hardham

That Council advise Mr Terry Treloar that the Shire of Narembeen does not accept the claim of ownership of a hangar at the Narembeen Airfield as it is owned by the Shire of Narembeen on Council controlled land. Council acknowledges that Mr Treloar constructed the hangar in the late 1960's or 1970's and that various transactions have occurred over the years and the Shire of Narembeen are happy to publicly acknowledge Mr & Mrs Treloar's contribution to this community hangar.

CARRIED 8/0

REASON FOR CHANGE: Council felt that the resolution should be changed to acknowledge Mr Terry Treloar's contribution to the construction of the hangar at the Narembeen Airfield.



Terry Treloar
PO Box 177
Narembeen WA 6369

Chris Jackson
Narembeen Shire Council
1 Longhurst Street
Narembeen WA 6369

7th December, 2017

RE: TERRY TRELOAR'S HANGER AT NAREMBEEN AIRFIELD

Dear Chris,

Further to our telephone conversation earlier this year, and as you requested I am writing to you about my hanger at the Narembeen Airfield.

As ^{if} seems that Alan Middleton may have failed to make appropriate records, and as you appear to be unaware of the history surrounding my hanger, for the record I will outline this for you here.

In approximately 1967, the Narembeen Shire built the Narembeen Airstrip. For a couple of years prior to this I had used Arthur Latham's paddock (behind the Narembeen train station), to land and park my plane.

When the airstrip was completed, I asked Alan Middleton (the then Shire Clerk), if I could build a hanger at the airfield to store my plane. Alan was very keen for me to do this, as he wanted the airstrip to look like it was a functional airfield. He immediately had the shire workers clear an area off the side of the airstrip and instructed me to construct my hanger on this plot. My wife and I built the hanger with new materials that I purchased. Sometime later the Aero club built a small office for their use, and also a wind sock was put up.

Approximately 12 years after this, I suffered a stroke and was unable to get my licence re-newed, so eventually had to sell my plane. Around this time Dennis Rogers approached me and asked if he could use my hanger to house his plane, which he did for many years. More recently Wally Jones asked me if he could use my hanger to house his plane, which I also obliged. It is my understanding that around this time, that Lorraine and Warren Milner (thinking the Shire owned the hanger), approached the Shire Council and asked them to intervene and ask Wally Jones to vacate the Hanger, so they could use my hanger to house their plane, despite Wally Jones having told them that I had given him permission to do so. I recall I had to write a letter to the Shire council on Wally's behalf, so he could continue to use the hanger. I trust you are able to locate this in your records to confirm this.

I would also like to mention that someone (I think it may be the Aero Club), decided to use my hanger as a lean to build their hanger beside mine. No permission for this was sought from me, and although I was not happy about this, I decided not to make this public, basically to keep the peace and not cause any animosity or a dispute after the fact.

It appears to me from my conversation with Chris, and also my daughters conversation with Shire staff, that the Shire believes that since it is on Shire land that can simply assume ownership of my hanger. I understand that the Shire either are now currently leasing or intend to lease my Hanger out.

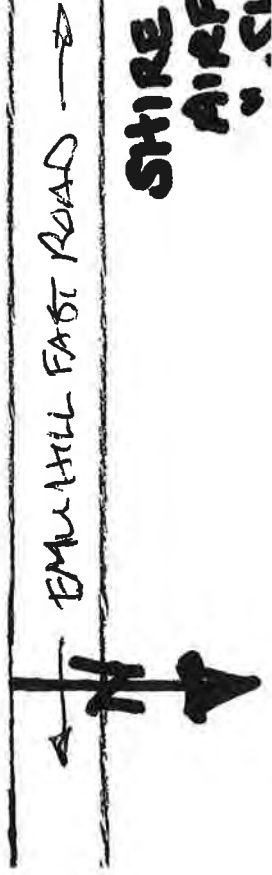
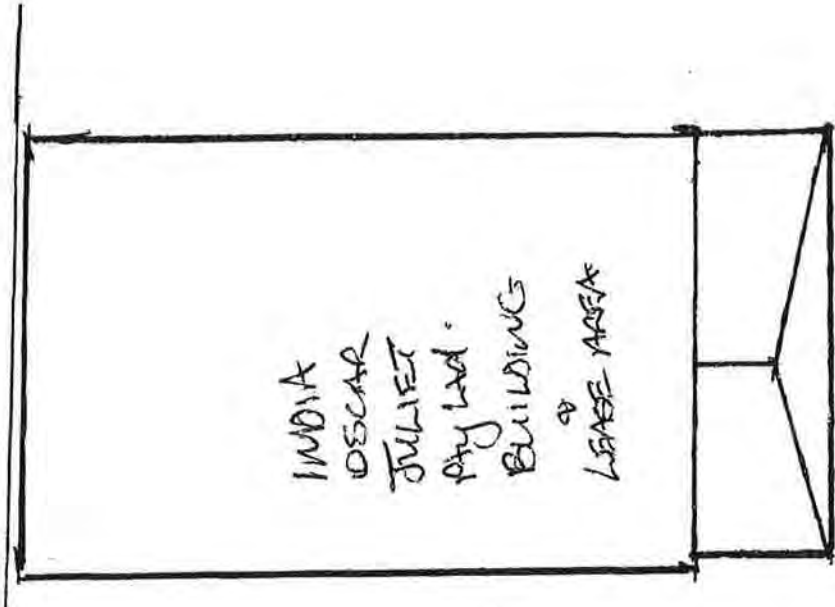
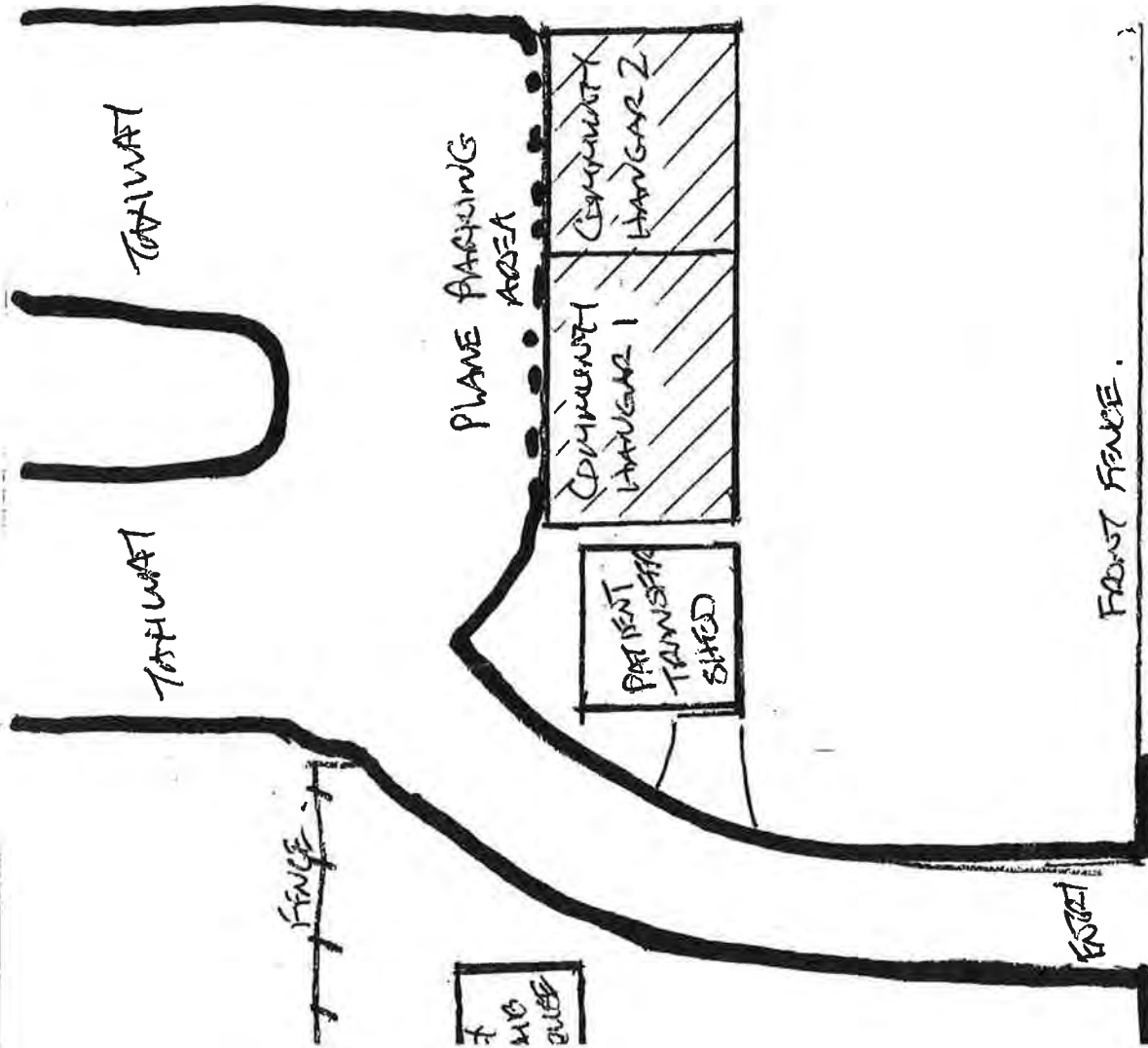
I would like to work with the Shire to come to a reasonable outcome to this dilemma that we both find ourselves in. I suggest that the most common sense approach and appropriate course of action would be to obtain an independent valuation of my hanger for the materials and construction only, that is without a valuation for the land component, and for the Council buy this from me.

Thank you in advance for you attention to an early resolve to this matter.

Regards,

Terry Treloar

A handwritten signature in blue ink, appearing to read 'Terry Treloar', is written over the typed name.



**SHIRE OF NAREMBEEN
AIRFIELD LAYOUT
"CIVILIAN ONLY"**

From: Terry Nichols [<mailto:concaves@iinet.net.au>]
Sent: Wednesday, 13 December 2017 10:37 AM
To: Chris Jackson
Subject: FW: Aircraft Hanger
Importance: High

From: Frank Peczka [<mailto:ceo@narembeen.wa.gov.au>]
Sent: Thursday, 29 March 2012 7:18 AM
To: Terry Nichols <concaves@iinet.net.au>
Subject: RE: Aircraft Hanger
Importance: High

Good morning Terry, thank you for our discussions yesterday. The information gained is of value and I appreciate your input on behalf of Council attempting to understand what has happened at the Airfield over the past 30 years or so. Council is the custodian owner of the Land and responsible body for the Airfield including the maintenance, repairs and ongoing enhancement of the Airfield. Your input is appreciated and Council I am sure will maintain the Airfield on behalf of the Community as a Community facility particularly the Hangars that require visual improvement and increased general community use under management responsibility for the benefit of the District. Your stated conditions are noted and accepted. Thank you again Frank.

Frank Peczka | Chief Executive Officer | Shire of Narembeen
Web: www.narembeen.wa.gov.au | Email: ceo@narembeen.wa.gov.au
Contacts: Office (08) 9064 7308 | Fax (08) 9064 7037 | Mobile 0428 647 312

From: Terry Nichols [<mailto:concaves@iinet.net.au>]
Sent: Wednesday, 28 March 2012 8:35 PM
To: Frank Peczka
Subject: Aircraft Hanger

Dear Sir

Further to our discussion of today, I confirm.
I purchased the building from Terry Treloar prior to my using it to house my aircraft.
Of this I have no proof, owing to the need to keep financial records does not extend to 30 years.
The wind sock tower was a replacement of the original .This was an Aero club busy bee joint effort.
I am happy to allow the Shire to assume ownership of the said building on certain conditions

- 1) The building be always maintained as an aircraft parking facility
- 2) The rent be nominal & not for profit
- 3) The said building could not be sold by the Shire

Should any of these conditions be broken, the ownership of the facility would automatically revert to me.

I would hope that the Shire is able to accept these conditions.
In light of the past history of the broken contract surrounding the blocks on the west side of Hilton Way I do not believe they place an onerous burden on the Shire.

I look forward to hearing from you & congratulate you on your planned airstrip upgrade

Terry Nichols
[Mob] 0428 941 712
[T] 08 9758 5116

4.10pm - Cr R Cole, Presiding Person adjourned the meeting for afternoon tea.

4.33pm - Cr R Cole, re-opened the meeting.

4.33pm - Cr P Lines left the meeting due to a financial declaration of interest for Item 8.4.8 - Narembeen Community Precinct Project.

Cr K Mortimore declared an interest for the following Item 8.4.8 - Narembeen Community Precinct Project as she is an employee of the Narembeen Medical Centre.

COUNCIL RESOLUTION

MIN 6557/17

MOTION - Moved Cr. A Wright

2nd Cr. A Hardham

That Cr K Mortimore be allowed to remain in the meeting and participate in the discussion and vote on the Item 8.4.8 - Narembeen Community Precinct Project.

CARRIED 7/0

AGENDA ITEM: 8.4.8 - Narembeen Community Precinct Project

Subject:	Narembeen Community Precinct Project
Applicant:	Chief Executive Officer
File Ref:	ADM505
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Cr Kellie Mortimore & Cr Peter Lines
Author:	Chris Jackson
Date:	6 December 2017
Attachments:	Building Plan, Reserve Funds Balances & Loan Fund Options

SUMMARY

Council to approve the next stage of the Narembeen Community Precinct Project located at Lot 36 & Part Lot 35 Churchill Street, Narembeen or reconsider its position on the project.

BACKGROUND

Council at a special meeting held 30 October 2017 resolved as follows;

That Council:-

- 1. Appoint aCORP Construction Pty Ltd as the preferred contractor for the Narembeen Community Precinct Project RFT 04/2017.*
- 2. Commence discussions with Judith McDougall Designs and aCORP Construction Pty Ltd with a view to entering into a contract for the Narembeen Community Project RFT04/2017 subject to minor variations to the contract being considered and agreed to by both parties.*
3. Consider other funding options including loan funds.

COMMENT

Staff met with aCorp Construction and Judith McDougall to discuss the project and to consider minor variations prior to entering into a construction contract.

A number of options have been put by the builder that include;

- Reduction in heights of external brick walls;
- Change external render to face brick;
- Change in roof layout over library;
- Deletion of some internal HWP and changes to face brick;
- Reduce ceramic wall tiles;
- Change some internal walls from brick to framed with 10mm gyprock to both sides;
- Changes to ceilings – using a type of mineral fibre drop in tile; and
- Change glass walkway roof – to a more standard type of transparent (polycarb) roof sheeting – including changes to roof structure.

Subject to engineering advice these proposed variations could provide for a saving of \$172,000 (over 10%). With an original tender price of \$1,659,900 this reduces the price to \$1,487,900. On top of that the original quoted price excluded the cost of electrical.

This has now been provided at a price of \$141,280. On the current approved budget of \$1,097,635 this leaves a significant shortfall of \$621,546. Refer below under Financial Implications for further detail.

The proposed changes are considered minor in accordance with the Local Government (Functions and General) Regulations 1996 as listed below but any further significant variations may change the scope of the contract and may then be in breach of the regulations.

A second variation of the project milestones has been requested from the Department of Infrastructure and Regional Development, with progress report one as follows now to be completed by the 28 February 2018 with a reporting date of the 31 March 2018.

Evidence acceptable to the Commonwealth that the Recipient has completed the following identified activities:

- Final designs and costings submitted to the Department;
- Statutory approvals and building permit obtained;
- RFT completed and confirmation of contracts awarded.

The previously released Tender RFT 04/2017 was framed on the basis that both the Medical Centre and the CRC would continue to operate during construction. This has increased the tender prices received which could have conservatively added \$30,000.

A recent discussion with the Medical Centre and the CRC has indicated that whilst any move would be disruptive it should be considered as an option for the period of the build. Possible options could be a Council residential property for the Medical Centre, St Johns (when vacated) and or the Shire office/library for the CRC. Costs to relocate would include removal costs (Shire staff could assist) and IT (computers and telephone). A quote has been received for \$4,302 for both businesses to have their IT temporarily relocated.

If the requirement to remain during the construction was excluded and both the CRC and Medical relocated this could be considered a change of the scope of works and the current tender would need to be readvertised on that basis.

Council has a number of options in no order of priority that could be considered:-

Option 1

Consideration is given to financing the estimated budget shortfall of \$621,546 with a combination of reserve funds, loan funds and a funding request to Go Narembeen.

Option 2

That aCorp Construction and Judith McDougall be advised that based on the current design and estimated cost of the project, Council does not wish to proceed with entering into a contract for the Narembeen Community Precinct Project.

Option 3

That the Narembeen Community Precinct Project working group reconsider the current design of the proposed alterations and additions and the project be retendered. Given the Commonwealth funding milestones date of the 28 February 2018 this option is not considered viable.

Option 4

Consideration is given to a design and construct tender being advertised during January 2018 and considered by Council during February with a view to entering into a contract prior to the 28 February 2018.

Option 5

In conjunction with option 4 the Shire Building Supervisor is used to support construction works and the sourcing of trades.

Option 6

That funds received from the Department of Regional Development of \$243,100 and the CRC Term Deposit of \$65,000 be used for a retro refit of the CRC.

Option 7

That the Department of Infrastructure and Regional Development be advised that the Shire of Narembeen is unable to progress the upgrade and extension of the Narembeen Community Precinct as was originally intended and seeks to have the funding repurposed to allow a retro refit of the Narembeen Medical Centre and parts of the Narembeen Community Precinct area.

Option 8

Consideration is given to the relocation of the Medical Centre and the CRC during any alterations and additions work on the Narembeen Community Precinct.

Conclusion

Whilst efforts have been made to look at savings on the cost of the renovations without altering the overall scope of the originally tendered project, these current savings could be considered to be conservative. In saying that, it is unrealistic to believe that any major roads to reduce the current projected shortfall of over \$600k can be made, without major changes to the scope and design of the project.

Recent quantity surveyor cost estimates had put the project at just over the \$1m mark and this is what the funding application (NSRF) was based on. However previous quantity surveyor cost estimates both when the original concept was drawn and in more recent times put the project up to the \$2m mark.

It is not recommended that Council consider committing in excess of \$600k to the project even though the Shire does have some capacity to use loan funds and reserves funds. Given recent cost cutting at a State Government level and with an outlook of ever increasing costs these funds need to be used wisely in the future. It is now clear Council should not proceed with the current tendered project and progress an alternative design and project process. The expenditure to date of \$52,209 on the design and documentation with Judith McDougall and other consultants for electrical, hydraulic, mechanical, energy and structural drawing and specifications could be used as part of the re-scoped project so that all of this cost is not lost.

CONSULTATION

Judith McDougall Designs
aCorp Construction Pty Ltd
Interite Healthcare Interiors

STATUTORY IMPLICATIONS

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly invited

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

20. Variation of requirements before entry into contract

(1) If, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the local government wishes to make a minor variation in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

(2) If —

(a) the chosen tenderer is unable or unwilling to enter into a contract to supply the varied requirement; or

(b) the local government and the chosen tenderer cannot agree on any other variation to be included in the contract as a result of the varied requirement, that tenderer ceases to be the chosen tenderer and the local government may, instead of again inviting tenders, choose the tenderer, if any, whose tender the local government considered it would be the next most advantageous to it to accept.

(3) In subregulation (1) —

minor variation means a variation that the local government is satisfied is minor having regard to the total goods or services that tenderers were invited to supply.

21A. Varying a contract for the supply of goods or services If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

(a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or

(b) the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j).

Local Government Act 1995

6.20. Power to borrow

(1) Subject to this Act, a local government may —

(a) borrow or re-borrow money; or

(b) obtain credit; or

(c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit, to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.

(2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (power to borrow) and details of that proposal have not been included in the annual budget for that financial year —

(a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and

(b) the resolution to exercise that power is to be by absolute majority.

FINANCIAL IMPLICATIONS

The following funding has been approved for this project and is included in the 2017/2018 budget.

Income

Department of Regional Development	\$243,100
CRC Term Deposit	\$65,000
National Stronger Regions Fund	\$759,535
Fencepost	\$30,000
	<hr/>
Total:	\$1,097,635
	<hr/>

Pre-estimate for the project when seeking the National Stronger Regions funding was \$1,067,634 excludes GST.

Expenditure

Costs to date	
Design and Documentation Judith McDougall	\$15,000
Other consultants for electrical, hydraulic, mechanical, energy and structural	\$36,654
Tender advertising	\$555
Subtotal	\$52,209
Builder's contract price	\$1,487,900
Plus electrical	\$141,280
Other costs including site works, some fitout and upgrades	\$ 60,000
Total Estimate	\$1,689,180

Estimated budget shortfall \$621,546

Council currently has \$1,139,945 in the Infrastructure Reserve with a further \$349,244 to be transferred in this financial year. This transfer may vary pending the budget review in February 2018. Council also has the capacity to borrow but would be required to provide one month's local public notice of the proposal.

POLICY IMPLICATIONS

3.1.14 Purchasing Policy

STRATEGIC PLAN REFERENCE

2017 – 2027 Strategic Community Plan

2. Internal and external relationships actively grow our Shire population and positive financial position
- 2.6 We articulate in our organisational plans and service delivery model the role of the Narembeen CRC as a community hub, providing library, community activities, skill development, connections and business initiatives in turn helping to help achieve our strategic goals
3. We contribute to a healthy community
- 3.4 We enable and support medical and emergency services to serve in our community

RELATED PARTY TRANSACTIONS

CRC employee's and Medical Centre staff involved with Council.

OFFICER RECOMMENDATION

That Council:-

1. Inform aCorp Construction Pty Ltd and Judith McDougall that based on the current design and estimated cost of the project, Council does not wish to proceed with entering into a contract for the Narembeen Community Precinct Project RFT 04/2017 at this time.
2. Approve a new design and construct project tender that is advertised during January 2018 and considered by Council during February with a view to entering into a contract prior to the 28 February 2018. (Note full details of the revised tender scope will be presented prior to the Council meeting).
3. In conjunction with preparation of the revised project scope, the Shire Building Supervisor be included as part of the project to support supervision of the construction works and the sourcing of trades.
4. Also as part of the revised project scope that the relocation of the Medical Centre and the CRC occur during any alterations and additions work on the Narembeen Community Precinct and that these cost be included as part of the total project budget.

COUNCIL RESOLUTION

MIN 6558/17 **MOTION** - Moved Cr. A Hardham 2nd Cr. B Cowan

That Council:-

- 1. Inform aCorp Constructions Pty Ltd and Judith McDougall that based on the current design and estimated cost of the project, Council does not wish to proceed with entering into a contract for the Narembeen Community Precinct Project RFT 04/2017 at this time.*
- 2. Approve the presented Design and Construction Tender (RFT 01/2018) for the Narembeen Community Precinct Project and that RFT 01/2018 is advertised during January 2018 and considered by Council during February with a view to entering into a contract prior to the 28 February 2018.*
- 3. In conjunction with preparation of the revised project scope, the Shire Building Supervisor be included as part of the project to support supervision of the construction works and the sourcing of trades.*
- 4. Also as part of the revised project scope that the relocation of the Medical Centre and the CRC occur during any alterations and additions work on the Narembeen Community Precinct and that these cost be included as part of the total project budget.*

CARRIED 7/0

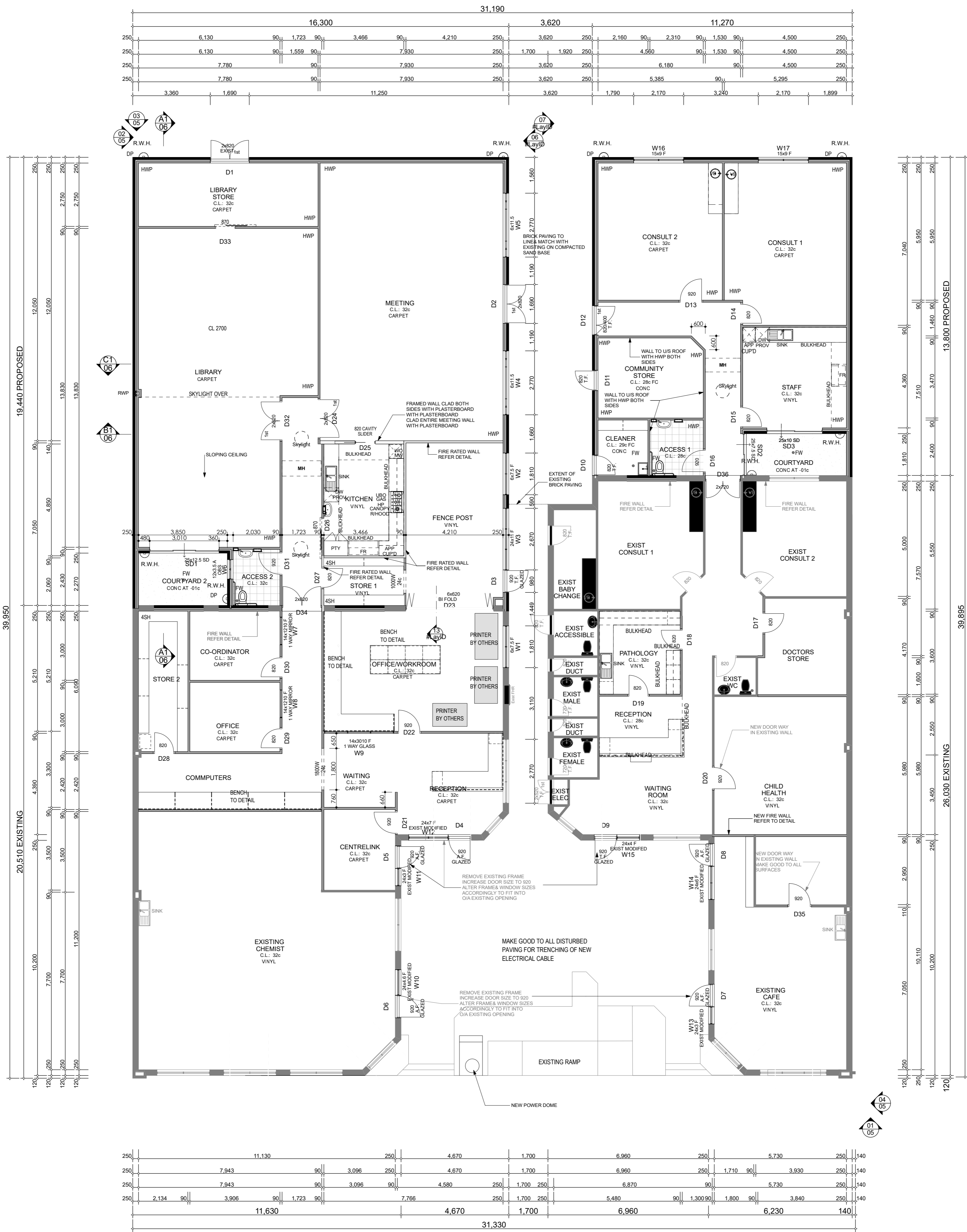
REASON FOR CHANGE: The CEO presented the Design and Construction Tender RFT 01/2018 for the Narembeen Community Precinct Project and a timeline for advertising of the Tender.

5.00pm - Mr C Jackson exited the meeting.

5.00pm - Cr P Lines returned to the meeting.

5.00pm - Mr C Jackson returned to the meeting.

The motion was moved whilst Cr P Lines was not in the room.
When Cr P Lines returned to the room, the motion was read aloud.



PROPOSED GROUND FLOOR
1:100

JUDITH McDUGALL DESIGNS
SHIRE OF NAREMBEEN
Approved Member ACCRED 15013
BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC
TEL 0447 550 275
Email: judithmcdougall@gmail.com

CLIENT(S):
SHIRE OF NAREMBEEN
ADDRESS:
**LOT 36 & PART LOT 35
CHURCHILL STREET
NAREMBEEN 6369**

THE BELOW SHALL CHECK AND VERIFY ALL DIMENSIONS AND VERIFY ALL ERRORS AND OMISSIONS TO THE ARCHITECT. DO NOT SCALE THE DRAWINGS. DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNLESS ISSUED BY THE ARCHITECT FOR CONSTRUCTION.

PROPOSED	EXISTING	COURTYA	AREA	PERIM	COUNCIL:	NAREMBEEN	DRAWING TITLE:
509.27	577.16	8.75	7.89	7.89	REV	DETAILS	GROUND FLOOR PLAN
					01	CONTRACT	Scale: 1:100
							Date: JULY 2017
							Status: PRELIMINARY DRAWINGS
							JOB NO: 2023
							Drawing No: 04 of 11
TOTAL AREA		1,103.07 m ²					
G.F.L. ROOF AREA							
U.P.L. ROOF AREA							

**SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2018**

9. CASH BACKED RESERVES

	2017/18 Budget			2016/17 Actual			2016/17 Budget					
	Opening Balance \$	Transfer to \$	Transfer (from) \$	Closing Balance \$	Opening Balance \$	Transfer to \$	Transfer (from) \$	Closing Balance \$	Opening Balance \$	Transfer to \$	Transfer (from) \$	Closing Balance \$
Leave Reserve	152,771	0	0	152,771	151,382	1,389		152,771	151,382	0	0	151,382
Plant Reserve	430,722	262,386	0	693,108	233,579	197,143		430,722	233,579	194,685	0	428,264
Infrastructure Reserve	1,139,945	349,244	0	1,489,189	1,160,702	10,371	(31,128)	1,139,945	1,160,701	0	(34,000)	1,126,701
Avoca Farm Reserve	43,773	0	0	43,773	43,375	398		43,773	43,375	0	0	43,375
Recreation Reserve	89,240	35,000	0	124,240	52,830	36,410		89,240	52,830	0	0	52,830
Housing Reserve	165,310	0	0	165,310	163,808	1,502		165,310	163,808	0	(97,610)	66,198
Land Development Reserve	20,497	0	0	20,497	20,309	188		20,497	20,309	0	0	20,309
Heritage Reserve	5,000	22,000	0	27,000	0	5,000	0	5,000	0	5,000	0	5,000
Medical Services Support Reserve	0	15,000	0	15,000	0	0	0	0	0	0	0	0
	2,047,258	683,630	0	2,730,888	1,825,985	252,401	(31,128)	2,047,258	1,825,984	199,685	(131,610)	1,894,059

**SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2018**

9. CASH BACKED RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Purpose of the reserve	
Leave Reserve	To be used to fund annual and long service leave requirements
Plant Reserve	To be used to fund capital expenditure from a prior period
Infrastructure Reserve	To be used for the construction of new infrastructure
Avoca Farm Reserve	To be used to develop the Avoca Farm
Recreation Reserve	To be used to provide new recreation facilities within the Shire
Housing Reserve	To be used for the construction of new Shire housing and refurbishment of existing houses
Land Development Reserve	To be used to finance future development within the Shire
Heritage Reserve	To be used to finance the maintenance of historical buildings within the Shire.
Medical Services Support Reserve	To be used to assist in the future attraction and retention of medical services

Indicative Loan Repayment Schedule

Client: Shire of Narembeen (the "Borrower") -
Interest Rate: 2.9500% p.a. * (Semi Annual Compounding)
 1.4750% * effective Semi Annual
Lending Date: 07 December 2017
Maturity Date: 07 December 2027
Loan amount: \$200,000.00
Schedule Basis: 20 Semi Annual repayments

Payment Date	Debt Balance Outstanding	Capital Repayment	Interest Payment	Total Fixed Payment
07 Jun 2018	191,329.54	8,670.46	2,950.00	11,620.46
07 Dec 2018	182,531.19	8,798.35	2,822.11	11,620.46
07 Jun 2019	173,603.07	8,928.12	2,692.34	11,620.46
09 Dec 2019	164,543.26	9,059.81	2,560.65	11,620.46
09 Jun 2020	155,349.81	9,193.45	2,427.01	11,620.46
07 Dec 2020	146,020.76	9,329.05	2,291.41	11,620.46
07 Jun 2021	136,554.11	9,466.65	2,153.81	11,620.46
07 Dec 2021	126,947.82	9,606.29	2,014.17	11,620.46
07 Jun 2022	117,199.84	9,747.98	1,872.48	11,620.46
07 Dec 2022	107,308.08	9,891.76	1,728.70	11,620.46
07 Jun 2023	97,270.41	10,037.67	1,582.79	11,620.46
07 Dec 2023	87,084.69	10,185.72	1,434.74	11,620.46
07 Jun 2024	76,748.73	10,335.96	1,284.50	11,620.46
09 Dec 2024	66,260.31	10,488.42	1,132.04	11,620.46
10 Jun 2025	55,617.19	10,643.12	977.34	11,620.46
08 Dec 2025	44,817.08	10,800.11	820.35	11,620.46
09 Jun 2026	33,857.67	10,959.41	661.05	11,620.46
07 Dec 2026	22,736.61	11,121.06	499.40	11,620.46
07 Jun 2027	11,451.51	11,285.10	335.36	11,620.46
07 Dec 2027	0.00	11,451.51	168.91	11,620.42
	Totals:	200,000.00	32,409.16	232,409.16

Notes:

The interest rate quoted and this Loan Repayment Schedule are based on rates applying as at 07 December 2017
 Interest rates do not include Government Guarantee Fee, which is invoiced separately by WATC on behalf of the Treasurer of the State of Western Australia and is subject to change in accordance with government policy.

Indicative Loan Repayment Schedule

Client: Shire of Narembeen (the "Borrower") -
Interest Rate: 3.3500% p.a. * (Semi Annual Compounding)
 1.6750% * effective Semi Annual
Lending Date: 07 December 2017
Maturity Date: 07 December 2032
Loan amount: \$200,000.00
Schedule Basis: 30 Semi Annual repayments

Payment Date	Debt Balance Outstanding	Capital Repayment	Interest Payment	Total Fixed Payment
07 Jun 2018	194,814.11	5,185.89	3,350.00	8,535.89
07 Dec 2018	189,541.36	5,272.75	3,263.14	8,535.89
07 Jun 2019	184,180.29	5,361.07	3,174.82	8,535.89
09 Dec 2019	178,729.42	5,450.87	3,085.02	8,535.89
09 Jun 2020	173,187.25	5,542.17	2,993.72	8,535.89
07 Dec 2020	167,552.25	5,635.00	2,900.89	8,535.89
07 Jun 2021	161,822.86	5,729.39	2,806.50	8,535.89
07 Dec 2021	155,997.50	5,825.36	2,710.53	8,535.89
07 Jun 2022	150,074.57	5,922.93	2,612.96	8,535.89
07 Dec 2022	144,052.43	6,022.14	2,513.75	8,535.89
07 Jun 2023	137,929.42	6,123.01	2,412.88	8,535.89
07 Dec 2023	131,703.85	6,225.57	2,310.32	8,535.89
07 Jun 2024	125,374.00	6,329.85	2,206.04	8,535.89
09 Dec 2024	118,938.12	6,435.88	2,100.01	8,535.89
10 Jun 2025	112,394.44	6,543.68	1,992.21	8,535.89
08 Dec 2025	105,741.16	6,653.28	1,882.61	8,535.89
09 Jun 2026	98,976.43	6,764.73	1,771.16	8,535.89
07 Dec 2026	92,098.40	6,878.03	1,657.86	8,535.89
07 Jun 2027	85,105.16	6,993.24	1,542.65	8,535.89
07 Dec 2027	77,994.78	7,110.38	1,425.51	8,535.89
07 Jun 2028	70,765.30	7,229.48	1,306.41	8,535.89
07 Dec 2028	63,414.73	7,350.57	1,185.32	8,535.89
07 Jun 2029	55,941.04	7,473.69	1,062.20	8,535.89
07 Dec 2029	48,342.16	7,598.88	937.01	8,535.89
07 Jun 2030	40,616.00	7,726.16	809.73	8,535.89
09 Dec 2030	32,760.43	7,855.57	680.32	8,535.89
10 Jun 2031	24,773.28	7,987.15	548.74	8,535.89
08 Dec 2031	16,652.34	8,120.94	414.95	8,535.89
07 Jun 2032	8,395.38	8,256.96	278.93	8,535.89
07 Dec 2032	0.00	8,395.38	140.62	8,536.00
Totals:		200,000.00	56,076.81	256,076.81

Notes:

The interest rate quoted and this Loan Repayment Schedule are based on rates applying as at 07 December 2017
 Interest rates do not include Government Guarantee Fee, which is invoiced separately by WATC on behalf of the Treasurer of the State of Western Australia and is subject to change in accordance with government policy.

Client: Shire of Narembeen (the "Borrower") -
Interest Rate: 3.3500% p.a. * (Semi Annual Compounding)
1.6750% * effective Semi Annual
Lending Date: 07 December 2017
Maturity Date: 07 December 2032
Loan amount: \$200,000.00
Schedule Basis: 30 Semi Annual repayments

Indicative Loan Repayment Schedule

Client: Shire of Narembeen (the "Borrower") -
Interest Rate: 3.6200% p.a. * (Semi Annual Compounding)
 1.8100% * effective Semi Annual
Lending Date: 07 December 2017
Maturity Date: 07 December 2037
Loan amount: \$200,000.00
Schedule Basis: 40 Semi Annual repayments

Payment Date	Debt Balance Outstanding	Capital Repayment	Interest Payment	Total Fixed Payment
07 Jun 2018	196,550.27	3,449.73	3,620.00	7,069.73
07 Dec 2018	193,038.10	3,512.17	3,557.56	7,069.73
07 Jun 2019	189,462.36	3,575.74	3,493.99	7,069.73
09 Dec 2019	185,821.90	3,640.46	3,429.27	7,069.73
09 Jun 2020	182,115.55	3,706.35	3,363.38	7,069.73
07 Dec 2020	178,342.11	3,773.44	3,296.29	7,069.73
07 Jun 2021	174,500.37	3,841.74	3,227.99	7,069.73
07 Dec 2021	170,589.10	3,911.27	3,158.46	7,069.73
07 Jun 2022	166,607.03	3,982.07	3,087.66	7,069.73
07 Dec 2022	162,552.89	4,054.14	3,015.59	7,069.73
07 Jun 2023	158,425.37	4,127.52	2,942.21	7,069.73
07 Dec 2023	154,223.14	4,202.23	2,867.50	7,069.73
07 Jun 2024	149,944.85	4,278.29	2,791.44	7,069.73
09 Dec 2024	145,589.12	4,355.73	2,714.00	7,069.73
10 Jun 2025	141,154.55	4,434.57	2,635.16	7,069.73
08 Dec 2025	136,639.72	4,514.83	2,554.90	7,069.73
09 Jun 2026	132,043.17	4,596.55	2,473.18	7,069.73
07 Dec 2026	127,363.42	4,679.75	2,389.98	7,069.73
07 Jun 2027	122,598.97	4,764.45	2,305.28	7,069.73
07 Dec 2027	117,748.28	4,850.69	2,219.04	7,069.73
07 Jun 2028	112,809.79	4,938.49	2,131.24	7,069.73
07 Dec 2028	107,781.92	5,027.87	2,041.86	7,069.73
07 Jun 2029	102,663.04	5,118.88	1,950.85	7,069.73
07 Dec 2029	97,451.51	5,211.53	1,858.20	7,069.73
07 Jun 2030	92,145.65	5,305.86	1,763.87	7,069.73
09 Dec 2030	86,743.76	5,401.89	1,667.84	7,069.73
10 Jun 2031	81,244.09	5,499.67	1,570.06	7,069.73
08 Dec 2031	75,644.88	5,599.21	1,470.52	7,069.73
07 Jun 2032	69,944.32	5,700.56	1,369.17	7,069.73
07 Dec 2032	64,140.58	5,803.74	1,265.99	7,069.73
07 Jun 2033	58,231.79	5,908.79	1,160.94	7,069.73
07 Dec 2033	52,216.06	6,015.73	1,054.00	7,069.73
07 Jun 2034	46,091.44	6,124.62	945.11	7,069.73
07 Dec 2034	39,855.97	6,235.47	834.26	7,069.73
07 Jun 2035	33,507.63	6,348.34	721.39	7,069.73
07 Dec 2035	27,044.39	6,463.24	606.49	7,069.73
10 Jun 2036	20,464.16	6,580.23	489.50	7,069.73
08 Dec 2036	13,764.83	6,699.33	370.40	7,069.73
09 Jun 2037	6,944.24	6,820.59	249.14	7,069.73
07 Dec 2037	0.00	6,944.24	125.69	7,069.93
Totals:		200,000.00	82,789.40	282,789.40

Client: Shire of Narembeen (the "Borrower") -
Interest Rate: 3.6200% p.a. * (Semi Annual Compounding)
1.8100% * effective Semi Annual
Lending Date: 07 December 2017
Maturity Date: 07 December 2037
Loan amount: \$200,000.00
Schedule Basis: 40 Semi Annual repayments

Notes:

The interest rate quoted and this Loan Repayment Schedule are based on rates applying as at 07 December 2017
Interest rates do not include Government Guarantee Fee, which is invoiced separately by WATC on behalf of the Treasurer of the State of Western Australia and is subject to change in accordance with government policy.

5.01pm - Mr A Cousins entered the meeting.

AGENDA ITEM: 8.4.9 – Tractor/Loader Tender RFT: 05/2017

Subject:	Tractor/Loader Tender RFT: 05/2017
Applicant:	Manager of Works
File Ref:	RFT: 05/2017
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson and Arthur Cousins
Date:	11 December 2017
Attachments:	Spreadsheet of Tenders Received

SUMMARY

Tenders have been invited for the supply and delivery of one current model Tractor/Loader with trade of a Case Puma 155 tractor/loader. The trade has also been made available for outright purchase. Council to select a successful tender.

BACKGROUND

Following consultation with the Plant Committee it was agreed a tender would need to be called for a new tractor loader purchase, as listed in the 2017/2018 budget.

Advertisements were placed in the Weekend West and the Fence Post with tenders closing Monday 11 December 2017 4.00pm.

The following specification was issued with the tender.

TRACTOR/LOADER RFT: 5/2017

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

SPECIFICATION & REQUIRED INFORMATION

- Agricultural tractor with front end loader bucket (1m3).
- 3 point linkage with extendable arms to suit and fit a Silvan slasher.
- Engine capacity 97 KW (130 horsepower).
- Fire extinguisher to suit tractor fitted inside.
- Beacons to Australian standards with guards
- Radial tyres with flat pattern grip.
- Fitted two way radio with aerial.(40 channel)

NOISE CONTROL

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

CABIN

Machine to be fitted with a fully enclosed pressurised air conditioned, heated cabin and demist. ROPS standard.

GENERAL SCOPE

COMPLIANCE

- Vehicle to comply with all Traffic Act Regulations and is to be licenced to 31/03/2018.
- Tenderer to state warranty period, conditions applied to the warranty and the costs associated to any conditions such as oil samples, travel, filters etc. Preferred warranty to include free travel accommodation and allowances.
- Full set of parts books, workshop service manuals and operator/maintenance books to be supplied.
- Supply information on scheduled servicing periods and part numbers for filters and quantities of oil used for services
- Please state options and pricing that is advantageous for the ownership and maximum operation capacity of the machine including detailing safety features.

MACHINE TRADE

Machine offered on a trade or outright purchase basis. It is recommended that tenderer's satisfy themselves as to the condition of the trade in machine.

The machine offered for sale is a CASE PUMA 155 app 4000 operation hour's registration NB 270

- Two Way radio with aerial.
- Front end loader bucket 1.1m3.
- 3 point linkage.
- Power shift Trans.
- Fire extinguisher.
- Beacons.

SITE INSPECTION

Respondents are required to undertake a site inspection of the tendered unit offered for trade prior to submitting a quotation.

The site inspection will provide respondents with the opportunity to clarify any uncertainties with the contact person prior to the closing of the response.

SELECTION CRITERIA

The Shire has adopted a best value for money approach to this request.

This means that, although price is considered, the response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest. Unless otherwise stated, a response that provides all the information requested as listed in the specification will be assessed as satisfactory. The extent to which a respondent demonstrates greater satisfaction of each of these requirements will result in a greater score. The aggregate score of each response will be used as one of the factors in the final assessment of the information provided and in the overall assessment of value for money.

All prices for supply and delivery of one (1) Tractor/Loader offered under this request are to be fixed. Quoted prices must include Goods and Services Tax (GST). Unless otherwise indicated prices quoted must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the response, as being additional will not be allowed as a charge for any transaction under any resultant contract.

QUOTATIONS

Please note that all prepositive suppliers who have previously submitted quotations for the supply of the Tractor/Loader will need to resubmit under the formal tender process as listed about in accordance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

COMMENT

The following tenders have been received.

Tenderer	Machine Details	Changeover Price (Inc GST)
Ag Implements	John Deere 6145M	110,000
Ag Implements	John Deere 6140M (with cab suspension)	115,500
McIntosh & Sons	New Holland NH T6050	90,200
Boya	Kubota MT 131/G1	119,900
Boya	Kubota M 135 GX	102,300
Rosher	Kubota M 135 GX 4WD	77,740
Hutton & Northey	Case Puma 155 Classic	123,213.20
Hutton & Northey	Case Puma 140 Classic	115,014.90
Hutton & Northey	Case Puma 140 Ultimate	125,786.10
Hutton & Northey	Case Puma 55 Ultimate	133,984.40
Hutton & Northey	Case Maxxum 140 Ultimate	98,400.50
Hutton & Northey	Case Maxxum 140 Classic	93,361.40

A spreadsheet providing full details of the full cost, trade in value, and other information is attached to this item. All the tenders received are compliant with the selection criteria provided.

The Works Manager and Shire Mechanic undertook a review of the tenders received and subject to members of the Plant Committee being consulted it is recommended that the John Deere 6140M with cab suspension and January delivery be purchased, given the added extras of cab suspension, early delivery and that it is a more heavy duty tractor than the other tenders offered.

A full copy of the tender documents will be available at the Council meeting.

CONSULTATION

Plant Committee
Works Manager
Shire Mechanic

STATUTORY IMPLICATIONS

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly invited

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

FINANCIAL IMPLICATIONS

Council has a budget allocation of \$150,000 for purchase of the tractor/loader and income from trade of NB270 2009 Case tractor of \$80,000.

POLICY IMPLICATIONS

3.1.14 Purchasing Policy

STRATEGIC PLAN REFERENCE

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

9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

9.3.8 Manage and provide an efficient plant fleet that allows for the effective delivery of Council's services and works programs

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Endorse the actions of the CEO and the Plant committee to proceed to tender on the purchase of a new Tractor/Loader RFT 05/2017.
2. Approve the specification and selection criteria used for the tender as listed in this item.
3. Approve the tender (Tractor/Loader RFT 05/2017) of Ag Implements Narembeen for the purchase of a new John Deere 6140M Tractor (with cab suspension) with a new John Deere 663R Loader at a cost of \$159,500 (GST inclusive)
4. Approve the tender (Tractor/Loader RFT 05/2017) of Ag Implements Narembeen for sale of NB270 a 2009 Case tractor at a sale/trade price of \$44,000 providing a total changeover price of \$115,500 (GST inclusive).

COUNCIL RESOLUTION

MIN 6559/17 MOTION - Moved Cr. B Cowan

2nd Cr. A Hardham

That Council:-

1. *Endorse the actions of the CEO and the Plant committee to proceed to tender on the purchase of a new Tractor/Loader RFT 05/2017.*
2. *Approve the specification and selection criteria used for the tender as listed in this item.*
3. *Approve the tender (Tractor/Loader RFT 05/2017) of Ag Implements Narembeen for the purchase of a new John Deere 6140M Tractor (with cab suspension) with a new John Deere 663R Loader at a cost of \$159,500 (GST inclusive)*
4. *Approve the tender (Tractor/Loader RFT 05/2017) of Ag Implements Narembeen for sale of NB270 a 2009 Case tractor at a sale/trade price of \$44,000 providing a total changeover price of \$115,500 (GST inclusive).*

**CARRIED 8/0
ABSOLUTE MAJORITY**

5.16pm - Mr A Cousins exited the meeting and did not return.

RFT TENDER 05/2017
TRACTOR/LOADER
TENDER CLOSED: 4PM 11TH DECEMBER 2017

Tenderer	Details	Full Cost Inc Gst	Trade-In Inc Gst	Changeover Price Inc GST	Warranty	Tyres	Horsepower	Bucket Capacity
Ag Implements	John Deere 6145M	154,000.00	44,000.00	110,000.00	2 years/2000 hrs	480/80R 38	145HP	1m ³
Ag Implements	John Deere 6140M with Cab Suspension	159,500.00	44,000.00	115,500.00	2 years/2000 hrs	600/65R 38	140HP	1m ³
McIntosh & Sons	New Holland NH T6050	145,200.00	55,000.00	90,200.00	2 years/2000 hrs	600/65R 38	126HP	1m ³
Boya	Kubota MT 131/G1	119,900.00	No Trade	119,900.00	3 years	S40/65 R28 650/65 R38	130-150HP	.75m ³
Boya	Kubota M 135 GX	102,300.00	No Trade	102,300.00	3 years	420/70 R24 520/70 R38	135HP	.75m ³
Rosher	Kubota M 135 GX 4WD	102,740.00	25,000.00	77,740.00	36 months/ 3000 hrs	480/40R 38	155HP	.75m ³
Hutton & Northey	Case Puma 155 Classic	212,817.00	89,603.00	123,213.20	2 years/2000 hrs	480/80R 38	158HP	.90m ³
Hutton & Northey	Case Puma 140 Classic	201,429.80	86,414.90	115,014.90	2 years/2000 hrs	480/80R 38	142HP	.90m ³
Hutton & Northey	Case Puma 140 Ultimate	216,389.80	90,603.70	125,786.10	2 years/2000 hrs	480/80R 38	142HP	.90m ³
Hutton & Northey	Case Puma 55 Ultimate	227,777.00	93,792.60	133,984.40	2 year/2000 hrs	480/80R 38	158HP	.90m ³
Hutton & Northey	Case Maxxum 140 Ultimate	183,471.20	85,070.70	98,400.50	2 years/2000 hrs	480/80R 38	141HP	.90m ³
Hutton & Northey	Case Maxxum 140 Classic	176,272.80	82,911.40	93,361.40	2 years/2000 hrs	480/80R 38	141HP	.90m ³

AGENDA ITEM: 8.4.10 - Provision of Online Licensing Services

Subject:	Provision of Online Licensing Services
Applicant:	Department of Transport
File Ref:	ADM122
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	12 December 2017
Attachments:	DOT962117 x 2 Agreements (separate attachments)

SUMMARY

The current agreement for the provision of online licencing services for the Shire of Narembeen expires on the 31 December 2017. The Department of Transport have requested that the agreements be renewed for a further five years. Council approval is requested to continue to provide this valuable service in Narembeen.

BACKGROUND

On the 11 December 2017 an email was received from the Finance and Procurement Services section of the Department of Transport as follows.

Invitation to Enter into Agreement

Contract No. DOT962117

Provision of Online Licensing Services in Shire of Narembeen

Please find attached the final two Agreements for the Provision of Licencing Services for your signing.

The commencement date of the Agreement is the date in which the Agreement is signed by both parties and the completion date is as specified in Schedule L of the Main Agreement.

You are requested to arrange the following:

1. Signature by the Chief Executive Officer and Shire Mayor on the attached Agreement copies.
2. Please return the completed and **signed execution pages only** by close of business 20 December 2017.

COMMENT

The agreement has been updated and is now in two parts:

1. DOT962117 agreement for the provision of licensing services in Shire of Narembeen in terms of section 11 of the Road Traffic (administration) Act 2008. This relates to all vehicle licencing transactions.
2. DOT962117 agreement for the provision of non-road law functions in Shire of Narembeen. This agreement relates to all other transactions that may include photo card applications and off road vehicle registrations.

The Shire of Narembeen has provided this valuable service to the Narembeen community for many years and it is recommended that the agreement be renewed for a further five year term.

8.5 Acting Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 – Acting Executive Manager Corporate Services Report

Subject:	Acting Executive Manager Corporate Services Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas
Date:	12 th December 2017
Attachments:	Community Strategic Plan & Feedback Summary

SUMMARY

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

BACKGROUND

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

COMMENT

Community Strategic Plan 2017-2027 (Attachment 1)

Caroline has provided the final proof of the Community Strategic Plan which is attached for Council's perusal. The plan looks great and it clearly reflects where we are heading as a community and adequately defines goals and strategies that are achievable in the short and long term. We appreciate the community members who took the time to provide their input into how we can make Narembeen a better place to live. Caroline has also provided a summary of feedback on what the community had to say during the review process, this document is also attached for Council's information.

Roads Board Building

Shire staff have been liaising with the State Heritage Office since August 2017 to gain approval to undertake urgent maintenance works to the Roads Board Building.

The Heritage Advice Note received several years ago provided information on the physical condition of the building, notably cracking and rising damp. A building inspection undertaken in July 2017 by the Shire of Narembeen's Building Supervisor, Klint Stone revealed that the works are now required as a matter of urgency if the building is to be continued to be deemed safe and utilised as a Museum by the Narembeen Historical Society.

Council have included \$60,000 in the 2017/18 budget for these works, the works include:-

External:-

- Upgrading the downpipe to stormwater connections and running the sink drain to properties waste drain
- Construct a sub soil drain around the building, 1m off the building.
- Repoint the roof, check/replace tiles and flashings to eliminate water leakages.

Internal:-

- Repairs to walls, ceilings and cornice to fix water damage and then repaint.
- Install new sink drainage system.

Formal written approval was received from the State Heritage Office as follows:-

Hi Sheree

Thank you for the updated information on the proposed works to the Narembeen Roads Board Building. After reviewing the information I can advise that the proposal is supported and is a positive conservation outcome for the place.

Regards

*Janine Symons | Senior Technical and Heritage Officer | State Heritage Office
491 Wellington Street, Perth WA 6000
(08) 6552 4167*

Wine'd Up – Women's Networking Event

I attended the final Women's Networking Event at the Narembeen Newsagency on Thursday 22nd November. These events are important in our rural communities as they provide a support network for female professionals in business who face the challenges of balancing work-life with home-life. It was interesting to listen to guest speaker Amy Hardham who told us a bit about her life and how she has got to where she is today. Well done to the Narembeen CRC on another successful event, I look forward to these events continuing in 2018.

4.25pm - Cr Peter Lines left the meeting.

4.26pm - Cr Peter Lines returned to the meeting.

Recordkeeping Plan

A lot of my time in the Acting EMCS role has been occupied with updating the Shire of Narembeen's Recordkeeping Plan. The document provides Council and staff with the minimum requirements as to which records are to be created and how best to keep its records, including disposal arrangements, policies, practices and processes. The document provides a clear picture of where areas have been identified for improvement and timelines in which these are to be achieved. An agenda item follows for the adoption of the Recordkeeping Plan.

Australia Day Breakfast & Awards Ceremony

A reminder for Council that Narembeen's Australia Day Breakfast & Awards Ceremony will be held on 26th January. Plans are underway for the day and we hope you are able to attend an event that pays tribute to those in the Narembeen who have dedicated their time for the betterment of our community.

Successful Grant Funding

The Shire of Narembeen successfully received funding from the Department of Infrastructure and Regional Development through its Stronger Communities Programme to fund an electronic honour board system for the Narembeen Recreation Centre. It will be great to again recognise individuals on the honour boards at the Narembeen Recreation Centre. We look forward to working with the Narembeen Club Inc and the Narembeen Community Resource Centre on this exciting project for 2018.

Safer Communities - Round 2

Last month a grant application was submitted to the Department of Industry, Innovation and Science's Safer Communities grant funding programme with a view to receiving funding for the installation of a network of closed circuit television cameras. Consultants, as well as the Narembeen Police provided support in identifying "hot-spot" areas around town where cameras could be installed. CCTV could assist in improving road safety in the townsite and identifying those responsible for committing offences which are on the rise in the Narembeen townsite. We hope to find out if we've been successful for this funding in early 2018.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Narembeen Strategic Community Plan
9. Provide good strategic decision making, governance, leadership and professional management.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Acting Executive Manager Corporate Services Report for December 2017 be received and all actions endorsed.

COUNCIL RESOLUTION

MIN 6561/17 MOTION – Moved: Cr. A Hardham 2nd: Cr. B Cowan

That the Acting Executive Manager Corporate Services Report for December 2017 be received and all actions endorsed.

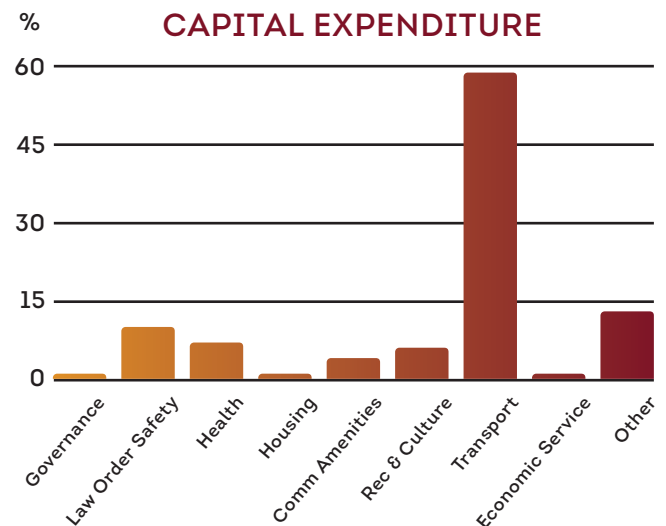
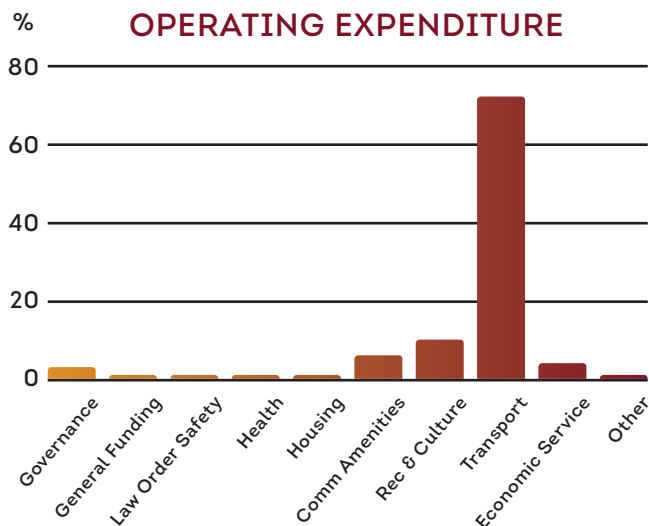
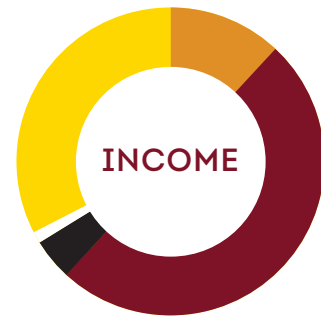
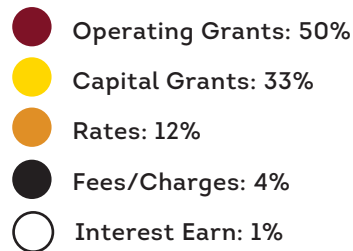
CARRIED 8/0



SHIRE OF NAREMBEEN STRATEGIC COMMUNITY PLAN

2017 – 2027

WHERE WE ARE NOW



WHERE WILL THE SHIRE BE IN 10 YEARS' TIME?

OUR VISION:

Together we create the opportunity to grow

HOW WILL WE GET THERE?

Council Priorities:

1. Growing our community and visitor population
2. Creating and capturing positive economic opportunities
3. Our partnerships and networks return us tangible financial, economic, social and environmental benefits

HOW WILL WE GET THERE?

Goals and Strategies to Achieve Council Priorities

What we must achieve in **1-2 years** to achieve our 10 year plan

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

Council Strategy	Measurement of our Performance
<p>1.1 Performance and structure of roads are included in our annual road management plan, communicated to Council and the community</p> <p>1.2 We have a long term local gravel sourcing strategy</p> <p>1.3 We investigate group purchasing power on our plant equipment and road materials to benefit from financial discounts</p>	<p>Clear road service standards are to be developed that focus on Asset Preservation and will include km's of winter grades achieved, gravel re-sheeting and reseals</p> <p>When data has been collected benchmarks will be set</p> <p>Plant Inventory life is recorded and benchmarks set on minimum machinery operating hours</p> <p>At least one successful (cost reduced) plant group purchasing achieved (RoeROC/Other)</p> <p>Local gravel strategy adopted</p>
<p>1.4 We find partners to help investigate and seek innovative telecommunication solutions to benefit the majority and to ensure that solutions are not cost prohibitive</p>	<p>Detailed assessment of our resident and business telecommunications needs is conducted</p> <p>Telecommunications solution is developed in partnerships</p>
<p>1.5 Vacant land that will achieve our strategic goals is identified for specific purposes and industries</p> <p>1.6 It is zoned and rated appropriately in light of future industry development as well as for complementary infrastructure and services</p> <p>1.7 Shire assets are prepared for commercial and population increases</p>	<p>Rate base is diversified (measure to be developed)</p> <p>10 blocks of industrial land is planned by 2021</p> <p>Increase in population by 0.1% annually</p>
<p>1.8 We support the local child care centre with resources that enable continuous service delivery for our families</p> <p>1.9 We will work with our local businesses to plan significant central business district improvements including beautification, access and activation activities</p> <p>1.10 We will adopt a local purchasing policy that supports our local businesses to the best of our capacity</p>	<p>Narembeen Numbats service is retained at least 3 days a week</p> <p>CBD improvements include streetscape developments.</p> <p>Shire owned vacant buildings are 100% occupied throughout the year</p> <p>10% of our local procurement is sourced from within the Shire</p> <p>Unemployment rate is below the Region average</p>

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

Council Strategy

Measurement of our Performance

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

2.2 We review our role and participation in current sub regional and regional groups against the achievement of our strategic goals

2.3 We are less reliant on government grants and will work regionally or embrace reforms to identify new income streams that are sound and equitable

2.4 Council will initiate new working relationships beyond traditional Shire boundaries for our key organisations and their leadership teams to benefit from

2.5 Council recognises the opportunity of partnering with Go Narembeen, works closely and supports them to help achieve their economic development projects and our strategic goals

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

2.7 We link the public service organisations to the community so that they are used, they remain, they are relevant and help achieve our goals for the community

Council and staff can articulate our organisational model, relationships and reporting

Alternative income streams are increased by 5% (over a 4 year period)

We facilitate an annual meeting of key organisations and their leadership teams

Joint priorities are identified in a formal plan between Go Narembeen and the Shire

Joint project plan for at least two projects are developed and adopted by both organisations

Narembeen CRC is retained despite any State Government funding announcements

Shire organisational plan is developed with the CRC and articulated to Council, all senior staff

Clear economic and community roles

Increase in visitation numbers by 5%

Public service organisations meet biannually with Council

Police, District High School and Hospital are retained

Positive feedback from public service organisations regarding Shire facilities and services

GOAL 3: We contribute to a healthy community

Council Strategy

Measurement of our Performance

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

The goals of our community groups are articulated in a community plan and communicated to the CRC and Council

Number of unpaid roles in the community is costed and measured

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

Number of play and recreation opportunities

Club participation for all sporting clubs grows by 0.5% annually

Club governance is improved

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

KidSport figures are recorded

Number of emergency responses

Feasibility study completed on the Narembeen tennis and hockey surfaces

3.4 We enable and support medical and emergency services to serve in our community

GP, Dentist & Allied Health services are retained

Emergency services are co-located in new centre and VFES is established

Emergency service planning and 'Shire response after the fact' scenario conducted annually (focus is on the Shire response during and after the emergency)

Volunteer emergency services are retained

Increase in Health Services patronage

3.5 We investigate sub regional waste strategies that reduce costs on our community and environment

80% of household waste recycled etc (Avon Waste can provide these reports)

Number of waste solutions that involve more than our Shire

Shire energy cost reduces annually (solar panels etc)

OUR 10 YEAR OUTCOMES

Goals

After 10 years, we will have achieved:

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

Current road infrastructure is maintained and continually improved upon to meet community and business needs

Improved telecommunications data capacity and mobile coverage through innovative partnerships and advocacy

Shire assets are ready for opportunities to grow local employment

The Shire and local businesses communicate and work together to capture opportunities

We will demonstrate best practice local purchasing practices

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

Our organisational structure and partnerships deliver tangible economic results, environmental and social benefits to our community and Shire's financial position

Significant tourist, historical and the environmental projects are achieved in partnership with community groups

Our permanent and visiting population grows through our partnership with Go Narembeen

Shire service delivery is enhanced through a recognised and formal partnership with the Narembeen CRC

All public services are retained, used, relevant and have a permanent place in our community

3: We contribute to a healthy community

Shire and community owned health infrastructure and services complement the public and private health systems in the Shire. They support all life stages and attract new patronage into our community

Sport, recreation and leisure facilities are of a high standard and traditional sporting activities and seasons are extended

We own and participate in best practice waste management

YOU TALKED, WE LISTENED.

What the community of Narembeen had to say.

Your Priorities

- Maintenance and improvement of road infrastructure
- Keeping our community together
- Capturing the opportunity of the proposed mine
- Having a stable and increasing population
- Reducing anti social behaviour
- Supporting farmers
- Maintaining our facilities to a high standard
- Continuing the high standard of waste removal and management
- Improving our CBD
- Growing the Wadderin experience and activities
- Education around civic leadership
- Supporting the retainment of the medical centre, police, hospital, DHS and CRC
- Appropriate financial management
- Working with neighbouring Shires



Who did we talk to?

173 people

(21.3% of total population residing in the Shire of Narembeen)

- ✓ Business owners
- ✓ Randomly selected ratepayers
- ✓ Office bearers and members of community and sporting groups
- ✓ Lead organisations – school, hospital, police, St Johns
- ✓ Councillors
- ✓ Shire staff (inside and outside)
- ✓ Advisors to the area



Have additional feedback?

Caroline Robinson

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AGENDA ITEM: 8.5.2 – Central Churchill Street Project

Subject:	Central Churchill Street Project
Applicant:	Sheree Thomas
File Ref:	ADM627
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas
Date:	22 nd November 2017
Attachments:	Nil

SUMMARY

Council is to consider the future development of the Central Churchill Street area located at Lots 5 & 6 Churchill Street, opposite the Narembeen Community Precinct. The timber pergola structure is in a state of disrepair, the table and seating having been exposed to the elements require restoration, also the Apex Cake Stall Shed is in need of repair.

Being in the central part of Churchill Street, the area is well visited by locals and tourists. It is a desire to create a place that is functional and productive along with being attractive and a reflection on the good aesthetics of the Narembeen townsite.

BACKGROUND

In 2013, Council advertised for community comment and submissions towards the proposed and desired upgrade of the central Churchill Street area. At the time, Mr Warren Milner and Mrs Rosemary Smoker submitted concept designs for Lots 5 & 6 Churchill Street, Narembeen.

The motion at the June 2013 meeting was as follows:-

MIN 5450/13 MOTION - *Moved Cr. S Bald* *2nd Cr. R DeLuis*
That Council:

- 1) Award local Warren Milner a \$250 gift voucher for his design and development concept for Lots 5 & 6 Churchill Street, Narembeen;*
- 2) Correspondence be forwarded to Warren Milner & Rosemary Smoker thanking each for their input and participation in the Community Competition.*

CARRIED 9/0

Since then, due to budgetary constraints, the project has been put on hold.

A discussion however took place at the April 2017 Ordinary Council meeting and it was decided to place the project onto the Status Report and that Council's direction would be required in relation to the future development of the Central Churchill Street area currently being occupied by the Apex Cake Stall Shed and timber pergola structure in Churchill Street.

COMMENT

In general business at the October 2017 Ordinary Meeting of Council, Cr Amy Hardham asked whether the project could move forward due to the area looking unsightly.

It is suggested that Council consider the beatification of the area which includes :-

- Re-paint of pergola posts;

- Replacement of wooden slatted roofing which forms part of pergola;
- Repaint benches & seating
- Repaint cement flooring
- Apex Cake Stall Shed could be removed and replaced with a mod wood wall.
- Landscaping to include the addition of plants in the garden beds.

CONSULTATION

Extensive community consultation has occurred over the years including a community competition. Given the time that has lapsed it would appear that community opinions have not changed in that Council has recently expressed that the Churchill Street area requires attention.

Council needs to show leadership and make a clear decision on improving this area.

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

\$10,500 has been allocated to the project in the 2017/18 budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

- 1 A sense of place and pride in who we are
- 1.1 An inclusive, safe, considerate and welcoming community
- 1.1.12 Continue to improve the central business district aesthetics of Narembeen, access and landscape by regular street cleaning, watering of plants, signage and provision of clean and accessible footpaths

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

1. That Council authorises for the Central Churchill Street Project to proceed within the 2017/18 budgeted amount of \$10,500;
2. Council authorises the following works to take place:-
 - Re-paint of pergola posts;
 - Replacement of wooden slatted roofing which forms part of pergola;
 - Repaint benches & seating;
 - Repaint cement floor; and
 - Landscaping to include the addition of plants in the garden beds.
3. Council authorises that the Apex Cake Stall Shed be removed and replaced with a mod wood wall.
4. The community is to be informed of the works in the local newspaper, website and social media.

COUNCIL RESOLUTION

MIN 6562/17 MOTION - Moved Cr. A Hardham

2nd Cr. P Lines

That the item lay on the table pending further advice from the CEO & Acting EMCS on other options for the area.

REASON FOR CHANGE: Council were undecided on the works for the Central Churchill Street Project and would like the CEO & Acting EMCS to present options at the February 2018 meeting.

CARRIED 8/0

AGENDA ITEM: 8.5.3 – Replacement of Lake Walker Seating

Subject:	Replacement of Lake Walker Seating
Applicant:	Sheree Thomas
File Ref:	ADM628
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas
Date:	7 th December 2017
Attachments:	Quotes Received

SUMMARY

Council is to consider the quotes received to replace the 3 wooden bench seats around Lake Walker with a view to the costs associated with this project being referred to the February 2018 Budget Review.

BACKGROUND

At the December Ordinary Meeting of Council, Cr. A Hardham asked if the seating around Lake Walker could be looked at with a view to it being restored.

COMMENT

Staff have inspected the 3 wooden bench seats located around Lake Walker. Their current condition is poor, they are unsafe for public use and are unable to be restored.

Given the above, staff have obtained quotes from two Perth suppliers and one local supplier. Prices include 3 shelters and 3 aluminium seats:-

Quote 1

For Park Australia

3 x Shelters	\$14,733.00
3 x Aluminium Bench Seats	1,887.00

Quote 2

Unisite Group

3 x Shelters	\$6,216.00
3 x Aluminium Bench Seats	\$2,106.00

Quote 3

Narembeen Engineering & Steel Supplies

3 x Shelters with Aluminium Bench Seats (Design attached)	\$3,450.00
--	------------

All prices are exclusive of GST. Prices do not include installation.

Council are to consider the replacement of the 3 bench seats with aluminium plank bench seats and gable steel shades.

CONSULTATION

Chris Jackson, Chief Executive Officer
Klint Stone, Building Supervisor

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Funding for this project will need to be included in the budget review in February 2018.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

1. A sense of place and pride in who we are.
 - 1.1 An inclusive, safe, considerate and welcoming community

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Consider the replacement of the 3 wooden bench seats with aluminium plank bench seats and gable steel shade shelters.
2. Accept the quote from Narembeen Engineering for a total cost of \$3,450 (ex gst).
3. That the costs associated with this project be referred to the February 2018 Budget Review.

COUNCIL RESOLUTION

MIN 6563/17 MOTION - Moved Cr. B Thomas

2nd Cr. S Stirrat

That Council:-

1. *Consider the replacement of the 3 wooden bench seats with aluminium plank bench seats (with a back).*
2. *Narembeen Engineering be engaged to undertake the works pending acceptance of the project in the February budget review.*
3. *That the costs associated with this project be referred to the February 2018 Budget Review.*

CARRIED 8/0

REASON FOR CHANGE: Council felt it important to replace the bench seating only, the cost of shade shelters could be considered at a later date.

Sheree Thomas

From: May Nguyen <may@forparkaust.com.au>
Sent: Thursday, 7 December 2017 3:10 PM
To: Sheree Thomas
Subject: RE: PARK FURNITURE
Attachments: Palmerston Shelter(800x800).jpg; Yallingup Seat (800x800).jpg

Hey Sheree,

Unfortunately we don't have shelters with seats only, however, we can install a shelter and seat inside such as shelter and seat attached.

Pricing for those shown below – excludes GST and is based on supply only.

SH03	Palmerston Shelter	\$4,911.00
OF22A	Yallingup Seat - Aluminium	\$629.00

Images also attached for your reference.

Should you have any questions, please let me know.

Have a nice afternoon 😊

Kind Regards,

May Nguyen | FORPARK AUSTRALIA

Design Consultant

36 Adams Drive Welshpool | PO Box 484 Cloverdale WA
6985

Tel. 08 9472 1788 | Fax. 08 9472 1799 | Mob. 0437 516
313

may@forparkaust.com.au | www.forparkaust.com.au



Please note our offices will be closed from 12pm WST Friday 22nd of December until we reopen on Monday 8th of January 2018.

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From: Sheree Thomas [mailto:ced@narembreen.wa.gov.au]
Sent: Thursday, 7 December 2017 9:27 AM
To: May Nguyen <may@forparkaust.com.au>
Subject: RE: PARK FURNITURE



For Park Australia :- Palmeston Shelter
\$4,911 each.



ForPark Australia - Yallingup seat
\$629 each

Proposal

Company: Shire of Narembeen
Contact: Sheree Thomas
Phone: 08 9064 7308
Email: ced@narembeen.wa.gov.au

Date: 08-11-17
Quote # W2171135B

Description	Qty	Unit Price exc GST \$	TOTAL \$ exc GST
<p>Universal Shelter - 2 Post - Standard Finish - Surface Mounted</p>  <ul style="list-style-type: none"> * Zinalume corrugated iron roof supported by a strong steel frame * Hot dipped galvanised steel frames * All stainless steel vandal-proof fixings * Inground or surface mounting available * Supplied with Stainless Steel Dynabolts * Flat packed for cheaper freight rates * Lifetime Structural Warranty (*Conditions apply) for repair or replacement covering structural failures caused by corrosion, deterioration and faulty workmanship 	3	\$2,583.00	\$7,749.00
<p>Universal Shelter - 2 Post - Standard Finish - Inground Mounted</p>  <ul style="list-style-type: none"> * Zinalume corrugated iron roof supported by a strong steel frame * Hot dipped galvanised steel frames * All stainless steel vandal-proof fixings * Inground or surface mounting available * Supplied with Stainless Steel Dynabolts * Flat packed for cheaper freight rates * Lifetime Structural Warranty (*Conditions apply) for repair or replacement covering structural failures caused by corrosion, deterioration and faulty workmanship 	3	\$2,072.00	\$6,216.00 *
<p>Metro 1.8m Bench - Standard Finish - Surface or Inground Mounted</p>  <ul style="list-style-type: none"> * Super strength and stability * Low cost, premium quality * Fully enclosed reinforced extrusions * Frames powder coated in standard silver finish * UV resistant, fire retardant grey nylon endcaps * All anti-theft stainless steel fixings * Flat packed for cheaper freight rates * Surface, inground and wall mounting * Standard sizes 1.8m, 3.0m, 6.0m * Lifetime Structural Warranty (*Conditions apply) for repair or replacement covering structural failures caused by corrosion, deterioration and faulty workmanship 	3	\$234.00	\$702.00 *
<p>Integra 1.8m Bench - Standard Finish - Inground or Surface Mounted</p>  <ul style="list-style-type: none"> * Fully enclosed insect & vermin resistant, clear anodised extrusions * Anti-vandal, die-cast raw alloy end caps screwed in with anti-theft screws (not riveted) * All stainless steel fixings and dynabolts * Strong, durable alloy frames powder coated in standard silver finish * Ideal for coastal locations * Customisable up to lengths of 6 metres * Inground or surface mounting available * Flat packed for low freight costs * Lifetime Structural Warranty (*Conditions apply) for repair or replacement covering structural failures caused by corrosion, deterioration and faulty workmanship 	3	\$520.00	\$1,560.00

***FREIGHT TO NAREMBEEN FOR 3 x SHELTERS & 3 x BENCH SEATS \$1,990.00**

****UNLOADING TBA**

Quote remains valid for 30 days

SUB TOTAL TBA

GST TBA

TOTAL INC GST TBA

Narembeen Engineering & Steel Supplies



Po Box 50
Narembeen WA 6369
Email-bradbut@westnet.com.au

Quotation

PH : 08 9064 7132 FAX: 08 9064 7140
A/H : 0429 647 452

ABN : 14 167 103 892

To: NAREMBEEN SHIRE
1 LONGHURST
NAREMBEEN 6369

Quote No.	N1155
Quote Date	04-12-2017
Account Number	109
Order No.	

Qty.	Description	Unit ExPrice	Tax	Total
3	2000MM LONG X 1500MM WIDE X 2200MM HIGH C/BOND GABLE STEEL SHADES WITH 1 X ALUMINIUM PLANK SEAT NO BACK	\$1150.00	10%	\$3,795.00

Conditions of Sale

GOODS REMAIN THE PROPERTY OF NAREMBEEN ENGINEERING UNTIL FULL PAYMENT HAS BEEN RECEIVED

WE RESERVE THE RIGHT TO THE FOLLOWING:

2.5% INTEREST PER MONTH ON ACCOUNTS BEYOND 30 DAYS
All accounts may incur a late fee as of:
NOVEMBER 2016

LATE PAYMENT FEE MAY BE CHARGED ON LATE ACCOUNTS
PLEASE NOTE: CHANGE OF DIRECT DEBIT DETAILS
QUOTE IS FIRM FOR 30 DAYS ONLY

Ex-GST Total	\$3,450.00
GST Total	\$345.00
Total With GST	\$3,795.00
Quote Total	\$3,795.00

plus concrete \$500-

Narembeen Engineering Quote based on this design with one sided seating only.

8th December 2017



AGENDA ITEM: 8.5.4 – Records Management Policy

Subject:	Records Management Policy
Applicant:	Shire of Narembeen
File Ref:	ADM541
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas
Date:	4 th December 2017
Attachments:	Draft Policy 4.1.24 – Records Management Policy

SUMMARY

This item recommends that Council adopts the Records Management Policy.

BACKGROUND

In accordance with the Shire of Narembeen's "draft" Recordkeeping Plan, Council is required to have a Records Management Policy which sets out the minimum requirements as to which records are to be created by the Shire of Narembeen and how records are to be kept.

COMMENT

The key functions of recordkeeping including operational and procedural processes are within the Shire of Narembeen's Recordkeeping Plan. The attached draft Records Management Policy commits the Shire of Narembeen to the appropriate management of records in accordance with applicable legislation.

CONSULTATION

State Records Office
Chris Jackson, Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995
State Records Act 2000

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

The policy implications arising from this report are in adherence and co-ordination with:-

1. Shire of Narembeen's Strategic Community Plan 2017-2027.
2. Shire of Narembeen's Corporate Business Plan 2013-2017.
3. Shire of Narembeen's Policy Manual.

CORPORATE BUSINESS PLAN REFERENCE

9. Provide good strategic decision making, governance, leadership and professional management
- 9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance
- 9.3.15 Establish and maintain an effective records management system

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council adopt the draft Policy 4.1.24 – Records Management Policy for incorporation as an official policy of the Council at Item 4.1.24 of the Policy Manual.

COUNCIL RESOLUTION

MIN 6564/17 MOTION - Moved Cr. B Thomas 2nd Cr. B Cowan

That Council adopt the draft Policy 4.1.24 - Records Management Policy for incorporation as an official policy of the Council at Item 4.1.24 of the Policy Manual.

CARRIED 8/0



POLICY SECTION: Administration
POLICY NUMBER: 4.1.24
POLICY TITLE: Records Management Policy

POLICY

Council is committed to the management of records in accordance with applicable legislation.

OBJECTIVES

The purpose of the Records Management Policy is to define the principles that underpin the Shire of Narembeen's recordkeeping functions and the roles and responsibilities of those individuals who manage or perform recordkeeping processes on behalf of the Shire of Narembeen.

SCOPE

This policy applies to all Council records created or received by a Shire employee, contractor or elected member, including the Narembeen Community Resource Centre, or an organisation performing outsourced services on behalf of the Shire of Narembeen, regardless of their physical format, storage location or date of creation.

PRINCIPLES

The Shire of Narembeen is committed to making and keeping full and accurate records of the business transactions and activities of the Shire of Narembeen. Records created and received by Shire of Narembeen employees and contractors, irrespective of format, are to be managed in accordance with the Recordkeeping Policy and Procedures.

All employees, contractors and elected members will ensure that full and accurate records are created to provide evidence of business transactions and decisions.

The Shire of Narembeen is responsible for the security and protection of all records in its custody. Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Access to Shire of Narembeen records by employees, contractors and elected members will be in accordance with appropriate security and access classifications. Access to Shire of Narembeen's records by the general public will be in accordance with the Freedom of Information Act 1992.

Disposal of Shire of Narembeen's records will be in accordance with an approved retention and disposal authority and following authorisation from the CEO, or other delegated authority as appropriate.

GUIDELINES

Below are the guidelines for records management for the Shire of Narembeen:-

Chief Executive Officer

The Chief Executive Officer will ensure that there is a system for the maintenance and management of Shire of Narembeen records that is compliant with the *State Records Act 2000*. The Chief Executive Officer will ensure that no records are disposed of except in accordance with an approved records retention and disposal authority.

Elected Members

All Elected Members will forward all records created and received relating to the activities they perform as a Councillor to the Chief Executive Officer for registration and capture into the recordkeeping system.

Staff

All Shire of Narembeen staff will create and receive records relating to the business activities they perform and are required to:

- Make records to document and support business activities.
- Ensure that records are captured and registered into the recordkeeping system.
- Ensure that records are secure at all times.

Shire of Narembeen staff must not:

- Hold records in informal or uncontrolled files that are not registered in the recordkeeping system.
- Delete, destroy or alter records without proper authority.
- Remove official records from the Shire of Narembeen without permission.
- Lose, misuse or pass records to an unauthorised person.

LEGISLATION STANDARDS

Legislation and standards applicable to Local Government and recordkeeping in Western Australian State Government organisations include:

- Local Government Act 1995
- State Records Act 2000
- State Records (Consequential Provisions) Act 2000
- Criminal Code Compilation Act 1913
- Electronic Transactions Act 2003
- Evidence Act 1906
- Freedom of Information Act 1992
- Interpretation Act 1984
- State Records Commission: Principles and Standards
- Australian Standard on Records Management: AS ISO 15489

DELEGATED AUTHORITY

REVIEW

EMCS

HISTORY

Adopted:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	xxxxxxx	MIN:	xxxx/xx

AGENDA ITEM: 8.5.5 – Recordkeeping Plan 2017

Subject:	Recordkeeping Plan 2017
Applicant:	Shire of Narembeen
File Ref:	ADM040
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas
Date:	4 th December 2017
Attachments:	Shire of Narembeen Recordkeeping Plan 2017 (separate attachment)

SUMMARY

To approve the Shire of Narembeen Recordkeeping Plan 2017.

BACKGROUND

Section 28 (5) of the *State Records Act 2000* (the Act) requires that no more than 5 years must elapse between approval of a government organisation's Recordkeeping Plan and a review of it.

An interim review of the plan was completed in December 2016. The State Records Office of WA recently updated the Recordkeeping Plan template and therefore another review of the Recordkeeping Plan was required.

COMMENT

The exercise of reviewing the Shire of Narembeen's Recordkeeping Plan has proven to be of great value, the Shire of Narembeen now has a well-documented plan that addresses all requirements of the *State Records Act 2000*. Furthermore, the document provides a clear picture of where areas have been identified for improvement and timelines in which these are to be achieved.

The attached Shire of Narembeen Recordkeeping Plan 2017, once endorsed by the Commission will supersede the Shire's former Recordkeeping Plan (RKP 2005031).

CONSULTATION

Chris Jackson, Chief Executive Officer
Joyce Steveni – Recordkeeping Consultant, State Records Office of WA
Lena Stekl – Recordkeeping Consultant, State Records Office of WA

STATUTORY IMPLICATIONS

State Records Act 2000

s. 19

19. Government organizations to have plans

Every government organization must have a record keeping plan that has been approved by the Commission under section 23.

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

POLICY IMPLICATIONS

In accordance with the Shire of Narembeen Records Management Policy (to also be adopted at this meeting).

CORPORATE BUSINESS PLAN REFERENCE

- 9. Provide good strategic decision making, governance, leadership and professional management
- 9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance
- 9.3.15 Establish and maintain an effective records management system

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council approve the revised Shire of Narembeen Recordkeeping Plan 2017 and authorises the Chief Executive Officer to make minor amendments if requested by the State Records Office of Western Australia after submission of the document.

COUNCIL RESOLUTION

MIN 6565/17 **MOTION** - Moved Cr. K Mortimore 2nd Cr. A Hardham

That Council approve the revised Shire of Narembeen Recordkeeping Plan 2017 and authorises the Chief Executive Officer to make minor amendments if requested by the State Records Office of Western Australia after submission of the document.

CARRIED 8/0

AGENDA ITEM: 8.5.6- Narembeen Lesser Hall Precinct Project – Stage 2

Subject:	Narembeen Lesser Hall Precinct Project – Stage 2
Applicant:	Chris Jackson
File Ref:	ADM557
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas
Date:	30 th November 2017
Attachments:	Nil

SUMMARY

Council are to consider the costs associated with Stage 2 Construction of the Interpretation Area of the Lesser Hall Precinct Project. The components and associated costs for Stage 2 of the project are listed in the comment below.

To summarise, the costs associated with Stage 2 will allow the Consultants to provide the Shire of Narembeen with working drawings and quotes for all elements of the project which will be used in the grant application process.

BACKGROUND

Through many years of negotiating with various Government Departments, the Shire of Narembeen was granted approval for the removal of the Narembeen Lesser Hall in 2015.

The Heritage Council supported the demolition of the Lesser Hall based on the requirement to prepare an Archival Record and an Interpretation Plan.

An Interpretation Plan was prepared as a result of an application by the Shire of Narembeen to the Heritage Council of Western Australia to demolish the Lesser Hall.

The Archival Plan was developed and accepted by the State Heritage Office.

The Interpretation Plan, developed by Stephen Carrick Architects and Zebra Creative provides a recording of the social and historical values of the Narembeen Lesser Hall and will also provide a broad scope of interpretive elements that could be implemented in and surrounding the footprint of the Hall following demolition. This document was also accepted by the State Heritage Office.

COMMENT

Chris Jackson and Sheree Thomas met with the working group - Cr Rhonda Cole, Cr Kellie Mortimore and Cr Amy Hardham on Monday 27th November 2017 to discuss the project in its entirety.

For this project to proceed in accordance with State Heritage Office approval, Council must commit to some form of funding to this project to allow suitable design and documentation to occur so that the project can be prepared to be submitted to obtain grant funds and be effectively tendered.

To get the project moving forward, the next step is to have the Consultants (Stephen Carrick Architects and Zebra Creative) provide working drawings of the site, including the elements associated with enhancing the site to accurately depict the footprint of the Lesser Hall.

Zebra Creative & Stephen Carrick Architects have divided the project into smaller projects as follows:-

- Signage System
- Lesser Hall Connection and Structure
- Freestanding Lesser Hall Frame Interpretive Structure
- Furniture
- Landscaping & Paving

The scope for the above has been divided between Zebra Creative & Stephen Carrick Architects as follows:-

Zebra Creative

- Signage
- Furniture
- Landscaping and Paving
- Documentation of the above for supply to SCA for inclusion

Stephen Carrick Architects

- Lesser Hall Connection and Structure
- Freestanding Lesser Hall Frame Interpretive Structure
- Documentation of the above and full documentation for tender purposes

Both Zebra Creative & Stephen Carrick Architects will collaborate upon the scopes to ensure project synergy. There has been no allowance for the management of the tender/quote process, however all documentation required to proceed to tender/quote will be provided by the Consultants.

Council are to consider the following fee proposal provided by Stephen Carrick Architects & Zebra Creative as follows:-

Stage 2 - Interpretation Fee Proposal	
Zebra Creative	\$
Design & Development of Signage Typologies	4,200
Design Refinement of Signage Typologies through to final sign off	1,150
Design development of furniture, landscaping & paving schedule	1,450
Documentation for signage typologies / landscaping / furniture	1,660
Account direction, management and client liaison	680
	\$9,140
<i>The above allows for one site visit/meeting in Narembeen for 2 staff members from Zebra Creative. There is no allowance for any photography or clearance of any third party imagery or quotes.</i>	
Stephen Carrick Architects	\$
Professional Fee	6,000
Historian	500
Structural Engineer	3,500
	\$10,000
TOTAL:	\$19,140
<i>2 site visits and a meeting with State Heritage Office included in professional fee. No allowance for Building Certification costs of any Building Application Fees</i>	

CONSULTATION

Chris Jackson, Chief Executive Officer
Cr Rhonda Cole; Cr Amy Hardham; Cr Kellie Mortimore
Megan Patterson – Zebra Creative
Stephen Carrick – Stephen Carrick Architects

STATUTORY IMPLICATIONS

Heritage of Western Australia Act

FINANCIAL IMPLICATIONS

Council currently has \$100K budgeted for the Lesser Hall Precinct Project, offset by grant funds of \$100K. It is recommended that Council increase this allocation to cover the cost of preparation of the working drawings by \$19,140.

With budget savings and other variations, the budget review in February will be able to absorb this cost.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Civic Leadership

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

Corporate Business Plan

1.1.3 Protect the heritage across the Shire

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Approves the Interpretation Plan Fee Proposal provided by Stephen Carrick Architects and Zebra Creative as presented.
2. Approves the increase of the budget allowance of \$100,000 to \$119,140.

COUNCIL RESOLUTION

MIN 6566/17 MOTION - Moved Cr. P Lines

2nd Cr. K Mortimore

That Council:-

1. *Approves the Interpretation Plan Fee Proposal provided by Stephen Carrick Architects and Zebra Creative as presented.*
2. *Approves the increase of the budget allowance of \$100,000 to \$119,140.*

**CARRIED 6/2
ABSOLUTE MAJORITY**

AGENDA ITEM 8.5.7: Narembeen Community Resource Centre Co-ordinator's Report – December 2017

Subject:	Narembeen Community Resource Centre Co-ordinator's Report – December 2017
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Leanne Brooke-Mee
Date:	13th December 2017
Attachments:	Nil

SUMMARY

Council is to consider the Narembeen Community Resource Centre report for December 2017.

BACKGROUND

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

COMMENT

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

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

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

Community Training

The CRC has had an influx of requests for a wide range of training for the community. We will continue to source trainers that can deliver these services to a high level.

Narembeen Fencepost

The Narembeen CRC continues to assist with the production of the local community newspaper and to provide the required support to the Fencepost volunteers.

Facebook Page – Social Media Tool

The CRC is utilising their Facebook page with status updates and photos on a regular basis, which continues to keep the community and Facebook readers informed. We find that Facebook is our biggest asset in reaching the community and we are constantly seeking new ways to keep the community interested in what we do.

Business Training

The CRC continues to provide training opportunities for the business community.

Business Women's Networking Event

We had our last networking event for 2017, the event was held at the Newsagency. This gave the Newsagency a chance to showcase the improvements to the building. Our guest speaker was Amy Hardham, she was a fantastic speaker and everyone enjoyed hearing her story. These events have proved to be popular and we will continue to support business women's networking in 2018.

Christmas Jingle Mingle

The 2017 Christmas Street Party was better attended than last year, we had more stalls and more activities for the kids. There was a lot of work that went into the day and this would not have been made possible without the support of the Shire staff. I would like to thank Shire President Rhonda Cole and CEO Chris Jackson for taking part in the dunk bucket, the community feedback for their participation was fantastic.

2017

On a whole 2017 was a successful year for the Narembeen Community Resource Centre. We successfully tendered for funding from DPIRD, we fulfilled all contract requirements and went above and beyond on what events/activities were required. We still have a hard road ahead of us in order to prove our worth but the staff and I are dedicated to ensuring that the Narembeen CRC continues to be a flagship centre.

I would like to acknowledge Vanessa, Bronwen and Julie, they have worked tirelessly throughout the year, often volunteering after hours. The smooth running of the CRC would not be possible without them and we are lucky to have them. Thank you also to the Shire staff for your continued support.

CONSULTATION

Sheree Thomas, Acting Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

- 1 A sense of place and pride in who we are
- 1.1 An inclusive, safe, considerate and welcoming community
- 1.2 A community that supports and provides opportunities for our families
- 1.3 A creative community accompanied by engaging and innovative events and celebrations
- 6 Access to lifelong learning for all stages of life
- 6.1 The local economy is growing and prosperous, offering a diverse range of job opportunities

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Narembeen Community Resource Centre Co-ordinator's Report for December 2017 be received and all actions endorsed.

COUNCIL RESOLUTION

MIN 6567/17 MOTION - Moved Cr. P Lines

2nd Cr. B Cowan

That the Narembeen Community Resource Centre Co-ordinator's Report for December 2017 be received and all actions endorsed.

CARRIED 8/0

AGENDA ITEM: 8.5.8 – November 2017 Schedule of Account

Subject:	November 2017 Schedule of Accounts
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Ashlyn Savin, Administration Officer
Date:	12 th December 2017
Attachments:	List of Payments and Credit Card Statements

SUMMARY

For Council to review the payments made in November 2017.

BACKGROUND

A schedule of accounts paid during the month of November 2017 is provided as follows:

Municipal Cheque Account	\$371,127.75
Trust Cheque Account	\$0.00

COMMENT

The following payments >\$5,000.00 were made during the month of November 2017:

Chq/EFT	Date	Name	Description	Amount
EFT10386	16/11/2017	Avon Waste	Domestic rubbish x 5 weeks	17,790.00
EFT10387	16/11/2017	Bitutek Pty Ltd	Supply and spray 15,000 litre emulsion	19,657.00
EFT10396	16/11/2017	GJ & WJ Wilson & Sons	8400m3 gravel from Yeoman's Road	11,649.00
EFT10419	16/11/2017	Roadswest Engineering Group WA Pty Ltd	Engineering design and drafting services	5,555.00
EFT10423	16/11/2017	Sage Consulting Engineers Pty Ltd	Electrical Engineering (CRC/Medical Centre Project)	12,820.00
EFT10427	16/11/2017	T - Quip	New tractor slasher	41,140.00
EFT10433	16/11/2017	Work Clobber	Uniforms for outside crew	5,611.68
EFT10437	23/11/2017	Avon Waste	398 Domestic rubbish collection	14,966.01
EFT10457	23/11/2017	Southern City Sheds	Payment number 4 (to lock up) Construction of Narembeen Emergency Services Facility	89,436.80

EFT10468	27/11/2017	Jordan Sprigg Sculptures	Balance Payment for Construction of Draught Horse Sculpture for Interpretation Centre	27,500.00
DD9237.2	02/11/2017	WA Local Government Superannuation Plan	Superannuation contributions	8,805.72
DD9249.2	16/11/2017	WA Local Government Superannuation Plan	Superannuation contributions	8,900.44
DD9269.3	30/11/2017	WA Local Government Superannuation Plan	Payroll deductions	9,064.35

CONSULTATION

Nil

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
 - (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Shire of Narembeen 2017/2018 Operating Budget.

POLICY IMPLICATIONS

Nil

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

There are no known related party transactions at this time.

OFFICER RECOMMENDATION

That Council:-

1. Receive the Schedule of Accounts for November 2017;
2. Credit Card Statements for October and November 2017

COUNCIL RESOLUTION

MIN 6568/17 MOTION - Moved Cr. P Lines

2nd Cr. I Mortimore

That Council:-

1. *Receive the Schedule of Accounts for November 2017;*
2. *Credit Card Statements for October and November 2017*

CARRIED 8/0



SHIRE OF NAREMBEEN

SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 20 December 2017

Chq/EFT	Date	Name	Description	Amount
EFT10375	13/11/2017	Liberty Oil Rural Pty Ltd	Diesel 4000L at \$1.2050 per L	4,820.00
EFT10376	13/11/2017	P M Services Narembeen	Wages for manned hours at waste transfer station Oct 21st to Nov 3rd 2017	2,496.00
EFT10377	16/11/2017	A-Team Printing	500 x presentation folders for tourism packs	1,255.10
EFT10378	16/11/2017	Adapt-A-Lift Group	Liftsmart Pallet Lift for Recreation Centre	3,080.00
EFT10379	16/11/2017	All Ways Foods	Toilet paper and hand towels	127.39
EFT10380	16/11/2017	Ampac Debt Recovery (WA) Pty Ltd	Rate recovery costs	482.57
EFT10381	16/11/2017	Antip Engineering Solutions	Design fees	2,200.00
EFT10382	16/11/2017	Aust Post	Postage and box of stamps for admin office - October 2017	189.68
EFT10383	16/11/2017	Australia's Golden Outback	Advertising in 2018 AGO Holiday Planner	1,675.00
EFT10384	16/11/2017	Australian Services Union	Payroll deductions	51.70
EFT10385	16/11/2017	Australian Taxation Office Child Support Agency	Payroll deductions	374.63
EFT10386	16/11/2017	Avon Waste	Domestic rubbish x 5 weeks	17,790.00
EFT10387	16/11/2017	Bitutek Pty Ltd	Supply and spray 15,000 litre emulsion	19,657.00
EFT10388	16/11/2017	Carrington Associates	Contract documentation	2,200.00
EFT10389	16/11/2017	Chris Bray Electrics Pty Ltd	Tag and test appliances at Narembeen Swimming Pool	1,634.60
EFT10390	16/11/2017	Cody Express Transport	Freight for signage	30.40
EFT10391	16/11/2017	Corsign WA PTY LTD	Roads to recovery signs, posts and bolts	1,179.20
EFT10392	16/11/2017	Covs	Oil filter, Air Filter, Fuel Filter, Cabin Filter, Spark plugs and oil	302.46
EFT10393	16/11/2017	Easifleet	Payroll deductions	651.74
EFT10394	16/11/2017	Eastern Hills Saws And Mowers	Motor Housing and 12 inch chains	380.30
EFT10395	16/11/2017	Eastern Wheatbelt Biosecurity Group Inc	EWBG Shire Membership 2017/18	110.00
EFT10396	16/11/2017	GJ & WJ Wilson & Sons	8400m3 gravel from Yeoman's Road	11,649.00
EFT10397	16/11/2017	Great Southern Fuel Supplies	Fuel for CEO's car in October 2017	82.70
EFT10398	16/11/2017	Hutton And Northey Sales	General purpose slasher	2,720.23

EFT10399	16/11/2017	Irving Holdings WA	Fuel for CEOs car for October 2017	983.65
EFT10400	16/11/2017	Ixom	3 x 70kg chlorine gas for swimming pool	110.48
EFT10401	16/11/2017	Jason Signmakers	South Kumminin Pioneer Signs	2,863.69
EFT10402	16/11/2017	Kellie Jane Mortimore	Flowers and alcohol for retiring Councillors and long service	255.00
EFT10403	16/11/2017	Landgate	Minimum charge - land enquiry	65.50
EFT10404	16/11/2017	Landmark Operations Limited	Chemicals for weed spraying	2,571.86
EFT10405	16/11/2017	Local Community Insurance Services	Public and Products Liability 16/12/2017 to 16/12/2018	660.00
EFT10406	16/11/2017	Marketforce	Advertising of tender for Community Precinct (The West Australian)	610.91
EFT10407	16/11/2017	Mcintosh And Son	1 x diff lock gas strut	167.74
EFT10408	16/11/2017	Metro Count	6v battery pack	90.20
EFT10409	16/11/2017	Moore Stephens	Roads to Recovery - annual return for the year ended 30 June 2017	1,650.00
EFT10410	16/11/2017	Narembeen IGA	Stove	1,455.25
EFT10411	16/11/2017	Narembeen Community Resource Centre	Design public conveniences signs.	413.70
EFT10412	16/11/2017	Narembeen Elders Limited	Post pine green	40.00
EFT10413	16/11/2017	Narembeen Hardware and Ag Supplies	Grey cement	2,434.67
EFT10414	16/11/2017	Narembeen Hardware and Ag Supplies - Building A/C	Drill, screwdriver	875.18
EFT10415	16/11/2017	Narembeen Rural Newsagency	Stationery for October 2017. Copy paper, newspapers, dividers, mori clips, scissors, correction tape, sticky tape and calculator	703.37
EFT10416	16/11/2017	Natures Botanical Products	20 x 100g Nature's Botanical Cream	284.74
EFT10417	16/11/2017	Ness Gas Supplies	45kg gas bottles	230.00
EFT10418	16/11/2017	Perfect Computer Solutions Pty Ltd	Travel and labour to repair server issues. Performed firmware update	1,705.00
EFT10419	16/11/2017	Roadswest Engineering Group WA Pty Ltd	Engineering design and drafting services	5,555.00
EFT10420	16/11/2017	Rogerson & Co	Gravel from pit 2709 cubic metres	2,979.90
EFT10421	16/11/2017	Rungnapha Dalad - Star Laundry	Drying Cleaning 17 round Table Cloths	102.85
EFT10422	16/11/2017	Rural Water Council Of WA Inc	2017 Membership subscription	160.00
EFT10423	16/11/2017	Sage Consulting Engineers Pty Ltd	Electrical Engineering	12,820.00
EFT10424	16/11/2017	Shire Of Merredin	Central Wheatbelt Visitor Centre Level 1 Membership	187.00

EFT10425	16/11/2017	State Law Publisher	Advertising Bushfire Nnotice 2017/2018 season	269.56
EFT10426	16/11/2017	Stephen Michael Welsh	Reimbursement 32.83 litres of diesel	43.01
EFT10427	16/11/2017	T - Quip	New tractor slasher	41,140.00
EFT10428	16/11/2017	Toll Ipec Pty Ltd	Freight for library exchange	89.34
EFT10429	16/11/2017	WA Contract Ranger Services	Ranger services carried out in Narembeen on 12th, 18th, 19th and 23rd October 2017	2,244.00
EFT10430	16/11/2017	WA Regional Plumbing	Find and repair gas leak on oven at 10 Hilton Way	626.40
EFT10431	16/11/2017	Westrac Equipment Pty Ltd	Bearing cap, bearing roller, bearing cone, thrust washer, o ring, bolts	2,902.35
EFT10432	16/11/2017	Wongan Concrete Services	6 x concrete pipes and 2 x single pipe headwall for Bruce Rock Narembeen Rd upgrade	2,642.20
EFT10433	16/11/2017	Work Clobber	Works Uniforms for outside crews	5,611.68
EFT10434	23/11/2017	All Ways Foods	Toilet paper, handtowels and cleaning solution for Admin	569.49
EFT10435	23/11/2017	Australian Services Union	Office cleaning	51.70
EFT10436	23/11/2017	Australian Taxation Office Child Support Agency	Payroll deductions	374.63
EFT10437	23/11/2017	Avon Waste	398 Dom rubbish collection	14,966.01
EFT10438	23/11/2017	Boc Gases	Gases for Narembeen Depot	78.77
EFT10439	23/11/2017	Brooks Hire	Hire of roller for Bruce Rock Narembeen Road	2,406.10
EFT10440	23/11/2017	Civic Legal	Legal fees for Licence Agreement for Narembeen Townsite Project	1,848.00
EFT10441	23/11/2017	Covs	Fuel and water separator for tyre roller	744.72
EFT10442	23/11/2017	Easifleet	Payroll deductions	651.74
EFT10443	23/11/2017	Hitachi Construction Machinery Pty Ltd	tail lamps, turn lamps, hydraulic hose and a wire harness for grader	741.55
EFT10444	23/11/2017	IR MORTIMORE	2500 cubic metres of gravel from pit	2,750.00
EFT10445	23/11/2017	JP Promotions	4 x men's shirts for councillors, 4 x embroidery and 3 x grey striped ties	394.31
EFT10446	23/11/2017	LGIS Risk Management	Services for LGISWA Great Eastern Regional Risk Coordination Programme to 30/09/2017	4,478.10
EFT10447	23/11/2017	Landmark Operations Limited	1 pair of Rossi protective boots	130.42

EFT10448	23/11/2017	Narembeen Club Inc	Reimbursement on sub meter for electricity. Power charge bowling as at 1/11/2017 meter reading 995 @ 0.3764 Power charge oval as at 1/11/2017 meter reading 10343 @ .3764 Power charge netball as at 1/11/2017 meter reading @ .3764	1,847.00
EFT10449	23/11/2017	Narembeen Engineering And Steel Supplies	Purlins for traffic signage	654.72
EFT10450	23/11/2017	Narembeen Hardware and Ag Supplies - Shire Workshop	1lt gold tectaloy	246.45
EFT10451	23/11/2017	Narembeen Tyre service	Replace tyre on compactor	1,677.00
EFT10452	23/11/2017	P M Services Narembeen	Waste Transfer Station manned hours from Nov 4th 2017 to Nov 17th 2017 - 6 hours each day	2,496.00
EFT10453	23/11/2017	Perfect Computer Solutions Pty Ltd	Computer technical support	297.50
EFT10454	23/11/2017	Perth Signcraft & Graphics	Supply honour Board updates (Stirrat S.W 2017 -, Lines P.D 2017 -, Wright A.B 2017-)	44.00
EFT10455	23/11/2017	SW Taylor	Prompt safety solutions services - September 2017 to September 2018	1,100.00
EFT10456	23/11/2017	Shenton Enterprises Pty Ltd	3 x drum taps	62.70
EFT10457	23/11/2017	Southern City Sheds	Payment number 4 (to lock up) Construction of Narembeen Emergency Services Facility	89,436.80
EFT10458	23/11/2017	Star Track Express	Freight from Hitachi Forrestdale to Narembeen Shire Depot	75.98
EFT10459	23/11/2017	T - Quip	1 x rear grass basket for ride on mower	1,168.65
EFT10460	23/11/2017	Toll Ipec Pty Ltd	Freight for protective clothing from Work Clobber	40.03
EFT10461	23/11/2017	Walter Patterson	Rates refund for assessment A1090 11 Currall Street NAREMBEEN WA 6369	600.00
EFT10462	23/11/2017	Westrac Equipment Pty Ltd	2 x cups for grader	162.49
EFT10463	23/11/2017	Wren Oil	Waste oil disposal at Depot	33.00
EFT10464	23/11/2017	Wurth Australia Pty Ltd	Assortment drill bits, 6 x cans tar remover and 20 x air flap discs	357.93
EFT10465	27/11/2017	Bruce Rock Painting & Decorating Service	Internal painting of cabins 1 & 2 at the Narembeen Caravan Park	1,848.00
EFT10466	27/11/2017	HISCONF	28 white round table cloths	770.00

EFT10467	27/11/2017	Wardrobe Solutions	Supply 3 door sliding front and 3 door storage for admin office	2,970.00
EFT10468	27/11/2017	Jordan Sprigg Sculptures	Balance Payment for Construction of Draught Horse Sculpture for Interpretation Centre	27,500.00
			Total for MUNI EFT	334,257.72
Direct D	Date	Name	Description	Amount
DD9237.1	02/11/2017	Australian Super	Superannuation contributions	738.14
DD9237.2	02/11/2017	WA Local Government Superannuation Plan	Superannuation contributions	8,805.72
DD9237.3	02/11/2017	BT Super for Life	Superannuation contributions	348.89
DD9237.4	02/11/2017	Concept One Superannuation	Superannuation contributions	548.41
DD9237.5	02/11/2017	CBUS Super	Superannuation contributions	327.88
DD9237.6	02/11/2017	Prime Superannuation Fund	Superannuation contributions	225.91
DD9237.7	02/11/2017	Plum Super Fund	Superannuation contributions	225.91
DD9237.8	02/11/2017	AMP Life Limited	Superannuation contributions	237.31
DD9237.9	02/11/2017	IOOF Employer Super	Superannuation contributions	274.04
DD9239.1	01/11/2017	Westnet Pty Ltd	Westnet monthly charges	219.85
DD9244.1	13/11/2017	Nib Health Insurance	EMCS health insurance	186.27
DD9245.1	13/11/2017	Commander Australia Pty Ltd	Admin Office phone charges	68.51
DD9249.1	16/11/2017	Australian Super	Superannuation contributions	694.01
DD9249.2	16/11/2017	WA Local Government Superannuation Plan	Superannuation contributions	8,900.44
DD9249.3	16/11/2017	BT Super for Life	Superannuation contributions	277.91
DD9249.4	16/11/2017	Concept One Superannuation	Superannuation contributions	548.41
DD9249.5	16/11/2017	CBUS Super	Superannuation contributions	368.59
DD9249.6	16/11/2017	Prime Superannuation Fund	Superannuation contributions	200.96
DD9249.7	16/11/2017	Plum Super Fund	Superannuation contributions	225.91
DD9249.8	16/11/2017	AMP Life Limited	Superannuation contributions	237.31
DD9249.9	16/11/2017	IOOF Employer Super	Superannuation contributions	274.04
DD9256.1	21/11/2017	Bankwest	Direct Debit - Bankwest	433.60
DD9269.1	30/11/2017	Australian Super	Superannuation contributions	699.60
DD9269.2	30/11/2017	IOOF Employer Super	Superannuation contributions	274.04
DD9269.3	30/11/2017	WA Local Government Superannuation Plan	Payroll deductions	9,064.35

DD9269.4	30/11/2017	BT Super for Life	Superannuation contributions	282.44
DD9269.5	30/11/2017	Concept One Superannuation	Superannuation contributions	548.41
DD9269.6	30/11/2017	CBUS Super	Superannuation contributions	368.59
DD9269.7	30/11/2017	Prime Superannuation Fund	Superannuation contributions	200.96
DD9269.8	30/11/2017	Plum Super Fund	Superannuation contributions	225.91
DD9269.9	30/11/2017	The Tudor Superannuation Fund Wogarl Pastoral Company Pty Ltd	Superannuation contributions	182.40
DD9272.1	30/11/2017	BUPA Australia	DD Heath Insurance CEO	412.00
DD9269.10	30/11/2017	AMP Life Limited	Superannuation contributions	237.31
			Total for Direct Debits	36,864.03
			Total for MUNI	371,121.75



Credit Card Purchases - 3 October2017 - 1 November 2017

EMCS

Date	Store	Description	Amount
18/10/2017	Shire of Narembeen	Licence Renewal S Biddulph	\$ 42.50
23/10/2017	Northam Florist	Flowers - Ranger Jodie Taylor	\$ 100.00
30/10/2017	JB Hi Fi	Phone Cover Arthur Cousins	\$ 84.90
EMCS Credit Card Payments			\$ 227.40

CEO

Date	Store	Description	Amount
8/10/2017	Canning Bridge Superwash	1NB Car wash	\$ 18.00
21/10/2017	Happytel	Phone cover CEO	\$ 85.00
27/10/2017	Shire of Narembeen	PE187 Registration	\$ 103.20
CEO Credit Card Payments			\$ 206.20



305BC3C 000110 (053N)

CARD ADMINISTRATOR
SHIRE OF NAREMBEEN
1 LONGHURST ST
NAREMBEEN WA 6369

Account Name **SHIRE OF NAREMBEEN**

Period **3 Oct 17 - 1 Nov 17**

Facility Limit **\$10,000**

To pay by cheque, simply detach this cut off slip and refer to the instructions overleaf on how to return to Bankwest.

YOUR ACCOUNT SUMMARY

Opening Balance	\$4,517.03
Purchases	\$227.40
Withdrawals	\$0.00
(Cash Advances & Balance Transfers)	
Interest & Other Charges	\$0.00
Payments & Other Credits	\$4,517.03 CR
Closing Balance	\$227.40

PAYMENT REQUIRED

Account Name	SHIRE OF NAREMBEEN
Account Number	5586 0290 5109 4225
Payment Due Date	21 Nov 17
Minimum Payment	\$20.00
For details on how to make payments please see over	

YOUR CARDHOLDER ACTIVITY SUMMARY

Name	Account	Spending Limit	Purchases & Withdrawals	Interest & Other Charges	Payments & Other Credits
BILLING ACCOUNT	5586029051094225		\$0.00	\$0.00	\$4,517.03 CR
COLE, BONNIE M	5586020302121909	\$10,000.00	\$227.40	\$0.00	\$0.00
TOTAL		\$10,000.00	\$227.40	\$0.00	\$4,517.03 CR

YOUR INTEREST RATES

Purchases	17.99% p.a.	Balance Transfers	17.99% p.a.	Cash	17.99% p.a.
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YOUR TRANSACTION SUMMARY

Date	Description		Debit	Credit
23 OCT 17	PERIODICAL PAYMENTS	06		\$4,517.03
Total			\$0.00	\$4,517.03 CR

Reviewed

Authorised



CARD ADMINISTRATOR
SHIRE OF NAREMBEEN
1 LONGHURST ST
NAREMBEEN WA 6369



305BC3C 000108 (052)

Account Name	SHIRE OF NAREMBEEN
Period	3 Oct 17 - 1 Nov 17
Facility Limit	\$10,000

To pay by cheque, simply detach this cut off slip and refer to the instructions overleaf on how to return to Bankwest.


YOUR ACCOUNT SUMMARY	
Opening Balance	\$145.50
Purchases	\$206.20
Withdrawals	\$0.00
(Cash Advances & Balance Transfers)	
Interest & Other Charges	\$0.00
Payments & Other Credits	\$145.50 CR
Closing Balance	\$206.20

PAYMENT REQUIRED	
Account Name	SHIRE OF NAREMBEEN
Account Number	5586 0290 5108 5264
Payment Due Date	21 Nov 17
Minimum Payment	\$20.00
For details on how to make payments please see over	

YOUR CARDHOLDER ACTIVITY SUMMARY					
Name	Account	Spending Limit	Purchases & Withdrawals	Interest & Other Charges	Payments & Other Credits
BILLING ACCOUNT	5586029051085264		\$0.00	\$0.00	\$145.50 CR
JACKSON, CHRISTOPHER G	5586020788115284	\$10,000.00	\$206.20	\$0.00	\$0.00
TOTAL		\$10,000.00	\$206.20	\$0.00	\$145.50 CR

YOUR INTEREST RATES					
Purchases	17.99% p.a.	Balance Transfers	17.99% p.a.	Cash	17.99% p.a.

YOUR TRANSACTION SUMMARY				
Date	Description		Debit	Credit
23 OCT 17	PERIODICAL PAYMENTS	06		\$145.50
Total			\$0.00	\$145.50 CR


Reviewed


Authorised

305BC3C 000108 000355



Credit Card Purchases - 1 November 2017 - 1 December 2017

EMCS

Date	Store	Description	Amount
2/11/2017	Narembeen Hotel	Lift off lunch meeting Bonnie Cole	\$ 50.00
3/11/2017	Shire of Narembeen	Fire Truck Plate Change	\$ 16.90
3/11/2017	Officeworks	Key Lock Boxes for Caravan Park	\$ 155.85
1/12/2017	Bankwest	Bank Charges - Facility Fee	\$ 99.00
EMCS Credit Card Payments			\$ 321.75

CEO

Date	Store	Description	Amount
2/11/2017	Shire of Narembeen	Fire Truck Plate Change	\$ 25.70
7/11/2017	The Venice	Roads Congress Meals	\$ 223.20
7/11/2017	Albany Hotel	Roads Congress Beverages	\$ 98.00
9/11/2017	Best Western Albany	Roads Congress Accommodation	\$ 1,554.39
13/11/2017	Shire of Narembeen	Licence Renewal W Patterson	\$ 42.50
13/11/2017	Shire of Narembeen	Licence Renewal J Miller	\$ 42.50
13/11/2017	Shire of Narembeen	Fire Truck Transfer Fees	\$ 16.40
19/11/2017	Westerncare	Car Detailing 1NB	\$ 109.00
22/11/2017	Officeworks	Frames for Councillor Photos - Chambers	\$ 565.95
30/11/2017	Bankwest	Bank Charges - Annual Fee	\$ 39.00
CEO Credit Card Payments			\$ 2,716.64



Bankwest Corporate MasterCard Statement



335BC3C 000112 (053N)

CARD ADMINISTRATOR
SHIRE OF NAREMBEEN
1 LONGHURST ST
NAREMBEEN WA 6369

Account Name	SHIRE OF NAREMBEEN
Period	2 Nov 17 - 1 Dec 17
Facility Limit	\$10,000

To pay by cheque, simply detach this cut off slip and refer to the instructions overleaf on how to return to Bankwest.

YOUR ACCOUNT SUMMARY

Opening Balance	\$227.40
Purchases	\$222.75
Withdrawals	\$0.00
(Cash Advances & Balance Transfers)	
Interest & Other Charges	\$99.00
Payments & Other Credits	\$227.40 CR
Closing Balance	\$321.75

PAYMENT REQUIRED

Account Name	SHIRE OF NAREMBEEN
Account Number	5586 0290 5109 4225
Payment Due Date	21 Dec 17
Minimum Payment	\$20.00
For details on how to make payments please see over	

YOUR CARDHOLDER ACTIVITY SUMMARY

Name	Account	Spending Limit	Purchases & Withdrawals	Interest & Other Charges	Payments & Other Credits
BILLING ACCOUNT	5586029051094225		\$0.00	\$99.00	\$227.40 CR
COLE, BONNIE M	5586020302121909	\$10,000.00	\$222.75	\$0.00	\$0.00
TOTAL		\$10,000.00	\$222.75	\$99.00	\$227.40 CR

YOUR INTEREST RATES

Purchases	17.99% p.a.	Balance Transfers	17.99% p.a.	Cash	17.99% p.a.
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YOUR TRANSACTION SUMMARY

Date	Description	Debit	Credit
21 NOV 17	PERIODICAL PAYMENTS 06		\$227.40
01 DEC 17	FACILITY FEE	\$99.00	
Total		\$99.00	\$227.40 CR



335BC3C 000111 (053N)

CARD ADMINISTRATOR
SHIRE OF NAREMBEEN
1 LONGHURST ST
NAREMBEEN WA 6369

Account Name **SHIRE OF NAREMBEEN**

Period **2 Nov 17 - 1 Dec 17**

Facility Limit **\$10,000**

To pay by cheque, simply detach this cut off slip and refer to the instructions overleaf on how to return to Bankwest.

YOUR ACCOUNT SUMMARY

Opening Balance	\$206.20
Purchases	\$2,677.64
Withdrawals	\$0.00
(Cash Advances & Balance Transfers)	
Interest & Other Charges	\$39.00
Payments & Other Credits	\$206.20 CR
Closing Balance	\$2,716.64

PAYMENT REQUIRED

Account Name	SHIRE OF NAREMBEEN
Account Number	5586 0290 5108 5264
Payment Due Date	21 Dec 17
Minimum Payment	\$54.33
For details on how to make payments please see over	

YOUR CARDHOLDER ACTIVITY SUMMARY

Name	Account	Spending Limit	Purchases & Withdrawals	Interest & Other Charges	Payments & Other Credits
BILLING ACCOUNT	5586029051085264		\$0.00	\$0.00	\$206.20 CR
JACKSON,CHRISTOPHER G	5586020788115284	\$10,000.00	\$2,677.64	\$39.00	\$0.00
TOTAL		\$10,000.00	\$2,677.64	\$39.00	\$206.20 CR

YOUR INTEREST RATES

Purchases	17.99% p.a.	Balance Transfers	17.99% p.a.	Cash	17.99% p.a.
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YOUR TRANSACTION SUMMARY

Date	Description		Debit	Credit
21 NOV 17	PERIODICAL PAYMENTS	06		\$206.20
Total			\$0.00	\$206.20 CR

AT

REVIEWED

Sheree Thomas
COMMUNITY & ECONOMIC
DEVELOPMENT OFFICER

[Signature]
APPROVED

AGENDA ITEM: 8.5.9 - Financial Report November 2017

Subject:	Financial Report November 2017
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Sheree Thomas, Acting Executive Manager Corporate Services
Date:	11 th December 2017
Attachments:	November 2017 Financial Report, Bank Reconciliation for November 2017, CRC Financial Report and Outstanding Rates Report

SUMMARY

To review Council finances as required by legislation.

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 30 November 2017.

COMMENT

Council's closing position at 30 November 2017 amounts to \$3,772,980 with current assets of \$6,259,336 and \$2,060,163 which is restricted cash.

CONSULTATION

Finance Officer
Admin Officer
Senior Staff

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Shire of Narembeen 2017/2018 Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

6.14pm - Cr P Lines exited the meeting.
6.15pm - Cr P Lines returned to the meeting.

That Council:

1. Receive the Shire of Narembeen's Financial Report for the month of November 2017;
2. Receive the bank reconciliation for the month of November 2017 for the all Shire bank accounts;
3. Receive the Narembeen Community Resource Centre Financial Report for the month of November 2017; and
4. Receive the Outstanding Rates Report as at 4th December 2017.

COUNCIL RESOLUTION

MIN 6569/17 MOTION - Moved Cr. A Hardham 2nd Cr. B Cowan

That Council:

1. *Receive the Shire of Narembeen's Financial Report for the month of November 2017;*
2. *Receive the bank reconciliation for the month of November 2017 for the all Shire bank accounts;*
3. *Receive the Narembeen Community Resource Centre Financial Report for the month of November 2017; and*
4. *Receive the Outstanding Rates Report as at 4th December 2017.*

CARRIED 8/0

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2017

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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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

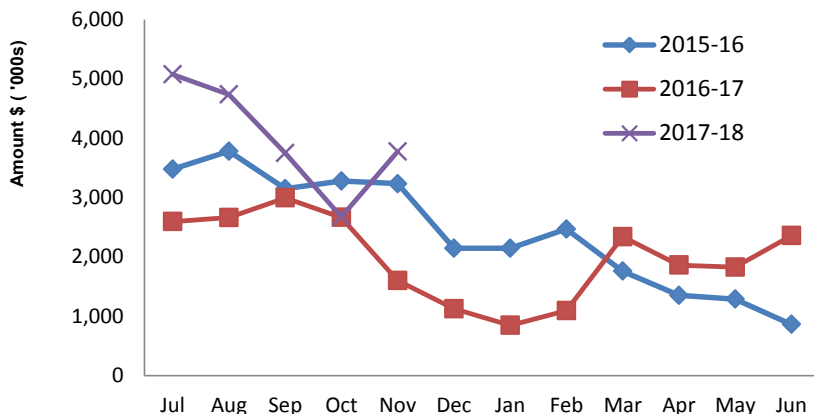
Note 13 Capital Expenditure

Shire of Narembeen

Monthly Summary Information

For the Period Ended 30 November 2017

Liquidity Over the Year (Refer Note 3)



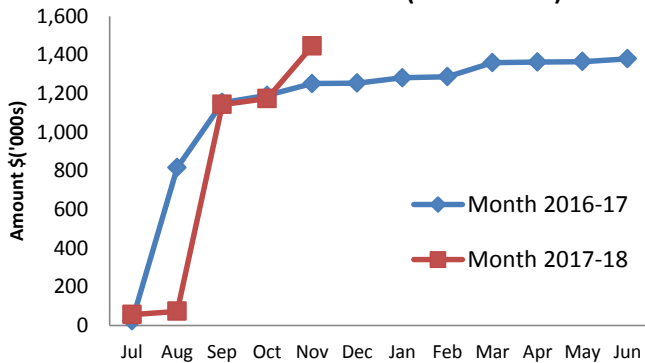
Cash and Cash Equivalents as at period end

Unrestricted	\$ 3,714,254
Restricted	\$ 2,060,163
	\$ 5,774,416

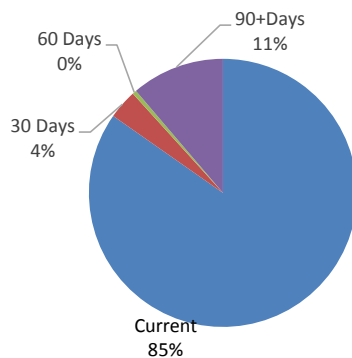
Receivables

Rates	\$ 294,346
Other	\$ 194,206
	\$ 488,552

Rates Collected (Refer Note 6)



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

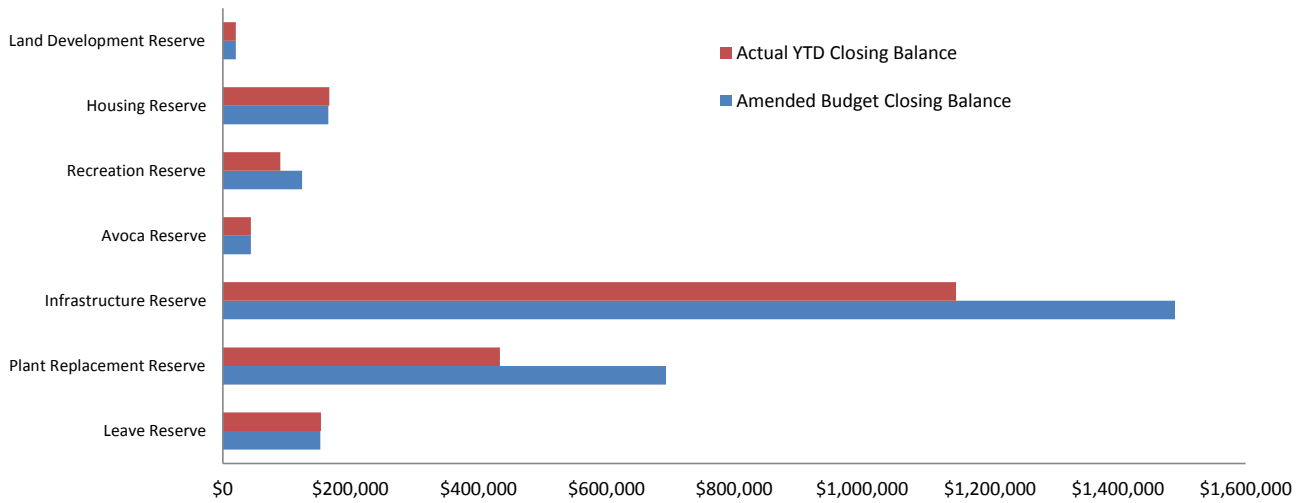


Comments

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

Shire of Narembeen
Monthly Summary Information
 For the Period Ended 30 November 2017

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.

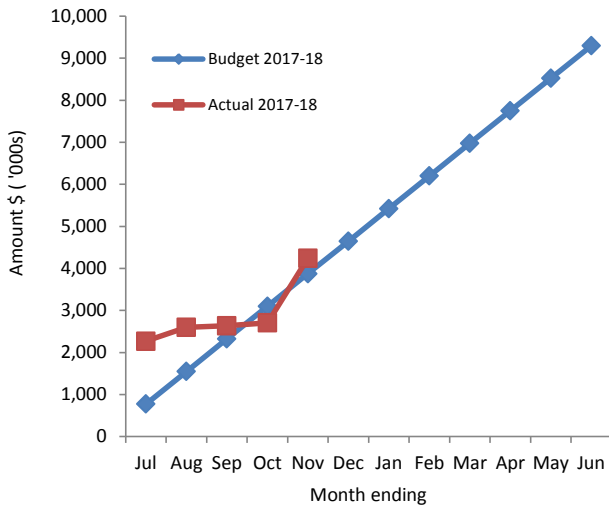
Shire of Narembeen

Monthly Summary Information

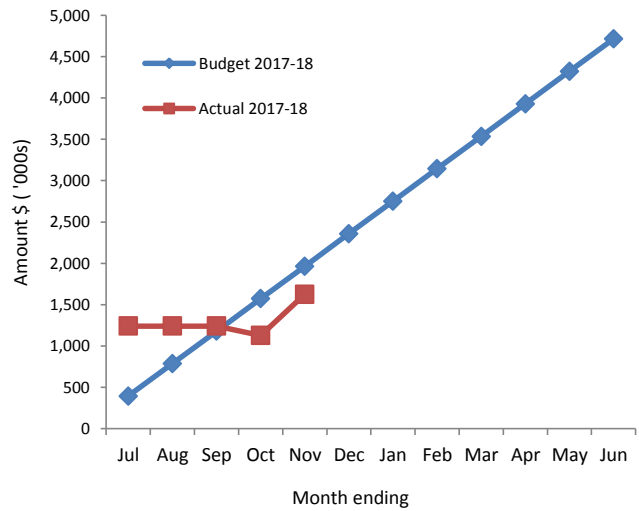
For the Period Ended 30 November 2017

Revenues

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

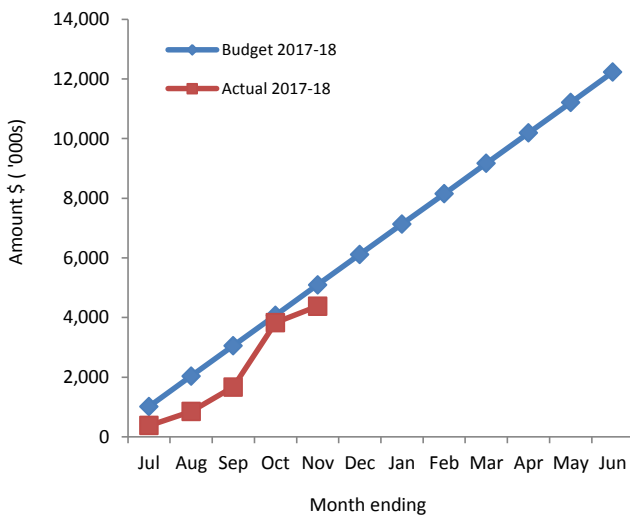


Budget Capital Revenue -v- Actual (Refer Note 2)

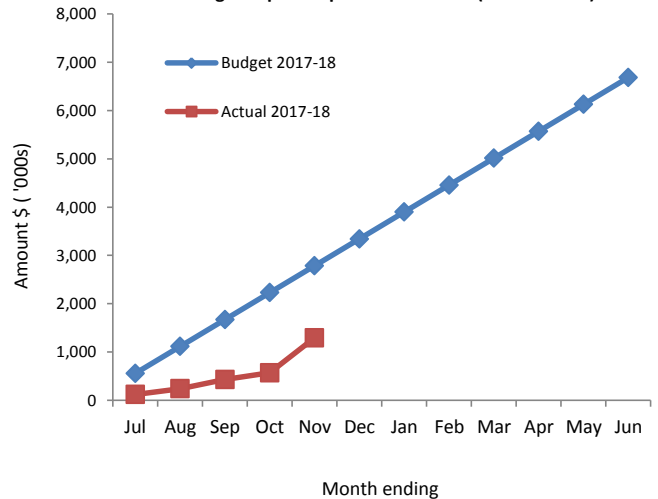


Expenditure

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



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



Comments

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

Shire of Narembeen

Compilation Report

For the Period Ended 30 November 2017

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 30 November 2017 of \$3,772,980.

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

Preparation

Prepared by: Megan Shirt

Reviewed by:

Date prepared: 11-Dec-17

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		43,500	18,115	24,177	6,062	33.46%	
General Purpose Funding - Rates	9	1,603,935	1,603,935	1,613,478	9,543	0.59%	
General Purpose Funding - Other		1,113,795	464,056	511,520	47,464	10.23%	▲
Law, Order and Public Safety		77,300	59,675	57,530	(2,145)	(3.59%)	
Housing		79,881	33,275	42,346	9,071	27.26%	
Community Amenities		527,175	250,468	158,050	(92,419)	(36.90%)	▼
Recreation and Culture		56,942	26,650	13,855	(12,795)	(48.01%)	
Transport		4,386,699	2,298,745	1,198,652	(1,100,093)	(47.86%)	▼
Economic Services		242,800	190,990	202,725	11,735	6.14%	
Other Property and Services		102,601	42,720	47,698	4,978	11.65%	
Total Operating Revenue		8,234,627	4,988,630	3,870,029	(1,118,600)		
Operating Expense							
Governance		(321,196)	(133,720)	(426,878)	(293,158)	(219.23%)	▼
General Purpose Funding		(105,342)	(43,880)	(4,221)	39,659	90.38%	▲
Law, Order and Public Safety		(167,768)	(69,880)	(79,024)	(9,144)	(13.09%)	
Health		(162,978)	(67,280)	(56,536)	10,744	15.97%	▲
Housing		(169,376)	(70,405)	(111,047)	(40,642)	(57.73%)	▼
Community Amenities		(725,590)	(302,200)	(192,878)	109,322	36.18%	▲
Recreation and Culture		(1,202,210)	(500,745)	(454,808)	45,937	9.17%	
Transport		(8,800,628)	(3,666,835)	(2,869,841)	796,994	21.74%	▲
Economic Services		(436,438)	(181,780)	(159,916)	21,864	12.03%	▲
Other Property and Services		(141,859)	(25,359)	(27,060)	(1,701)	(6.71%)	
Total Operating Expenditure		(12,233,385)	(5,062,084)	(4,382,210)		679,874	
Funding Balance Adjustments							
Add back Depreciation		3,516,500	1,465,175	1,598,250	133,075	9.08%	
Adjust (Profit)/Loss on Asset Disposal	8	44,000	0	24,730	24,730		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		(438,258)	1,391,721	1,110,800	(280,921)		
Capital Revenues							
Grants, Subsidies and Contributions	11	5,652,723	1,910,550	1,992,435	81,885	4.29%	
Proceeds from Disposal of Assets	8	99,000	0	6,818	6,818		
Total Capital Revenues		5,751,723	1,910,550	1,999,253		88,703	
Capital Expenses							
Land and Buildings	13	(2,236,385)	(505,431)	(505,431)	0	0.00%	
Infrastructure - Roads	13	(3,993,010)	(368,102)	(368,102)	0	0.00%	
Plant and Equipment	13	(403,000)	(400,538)	(400,538)	0	0.00%	
Furniture and Equipment	13	(50,500)	(16,363)	(16,363)	0	0.00%	
Total Capital Expenditure		(6,682,895)	(1,290,435)	(1,290,435)		0	
Net Cash from Capital Activities		(931,172)	620,115	708,818	88,703		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,701	0	20,000	20,000		
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(66,066)	(52,269)	(52,269)	0	0.00%	
Transfer to Reserves	7	(683,630)	(12,892)	(12,892)	0	0.00%	
Net Cash from Financing Activities		(741,995)	(65,161)	(45,161)	20,000		
Net Operations, Capital and Financing		(2,111,425)	1,946,675	1,774,457	(172,218)		
Opening Funding Surplus(Deficit)	3	2,111,425	2,111,425	1,998,523	(112,902)		
Closing Funding Surplus(Deficit)	3	0	4,058,100	3,772,980	(285,120)		

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 30 November 2017

Note	Amended Annual Budget	YTD Actual (b)
Operating Revenues		
	\$	\$
Rates	1,603,936	1,613,478
Operating Grants, Subsidies and Contributions	7,044,732	1,894,086
Fees and Charges	593,023	323,529
Service Charges	0	0
Interest Earnings	55,300	34,362
Other Revenue	0	0
Profit on Disposal of Assets	5,000	4,574
Total Operating Revenue	9,301,991	3,870,029
Operating Expense		
Employee Costs	(1,207,716)	(812,744)
Materials and Contracts	(6,944,061)	(1,663,294)
Utility Charges	(247,900)	(79,302)
Depreciation on Non-Current Assets	(3,516,500)	(1,598,250)
Interest Expenses	(59,056)	(18,012)
Insurance Expenses	(180,587)	(176,814)
Other Expenditure	(28,565)	(4,489)
Loss on Disposal of Assets	(49,000)	(29,304)
Total Operating Expenditure	(12,233,385)	(4,382,209)
Funding Balance Adjustments		
Add back Depreciation	3,516,500	1,598,250
Adjust (Profit)/Loss on Asset Disposal	44,000	24,730
Adjust Provisions and Accruals	0	0
Net Cash from Operations	629,106	1,110,800
Capital Revenues		
Grants, Subsidies and Contributions	4,585,359	1,992,435
Proceeds from Disposal of Assets	99,000	6,818
Total Capital Revenues	4,684,359	1,999,253
Capital Expenses		
Land and Buildings	(2,236,385)	(505,431)
Infrastructure - Roads	(3,993,010)	(368,102)
Plant and Equipment	(403,000)	(400,538)
Furniture and Equipment	(50,500)	(16,363)
Total Capital Expenditure	(6,682,895)	(1,290,435)
Net Cash from Capital Activities	(1,998,536)	708,818
Financing		
Proceeds from New Debentures	0	0
Proceeds from Advances	0	0
Self-Supporting Loan Principal	7,701	20,000
Transfer from Reserves	0	0
Advances to Community Groups	0	0
Repayment of Debentures	(66,066)	(52,269)
Transfer to Reserves	(683,630)	(12,892)
Net Cash from Financing Activities	(741,995)	(45,161)
Net Operations, Capital and Financing	(2,111,425)	1,774,457
Opening Funding Surplus(Deficit)	2,111,425	1,998,523
Closing Funding Surplus(Deficit)	0	3,772,980

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

SHIRE OF NAREMBEEN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 30 November 2017

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget
Operating Revenues	\$	\$	\$
Governance	43,500		43,500
General Purpose Funding - Rates	1,603,936		1,603,936
General Purpose Funding - Other	1,113,794		1,113,794
Law, Order and Public Safety	77,300		77,300
Housing	79,881		79,881
Community Amenities	457,175		457,175
Recreation and Culture	64,005		64,005
Transport	5,517,000		5,517,000
Economic Services	242,800		242,800
Other Property and Services	102,600		102,600
Total Operating Revenue	9,301,991	0	9,301,991
Operating Expense			
Governance	(321,196)		(321,196)
General Purpose Funding	(105,342)		(105,342)
Law, Order and Public Safety	(167,768)		(167,768)
Health	(162,978)		(162,978)
Housing	(169,376)		(169,376)
Community Amenities	(725,590)		(725,590)
Recreation and Culture	(1,202,210)		(1,202,210)
Transport	(8,800,628)		(8,800,628)
Economic Services	(436,438)		(436,438)
Other Property and Services	(141,859)		(141,859)
Total Operating Expenditure	(12,233,385)	0	(12,233,385)
Funding Balance Adjustments			
Add back Depreciation	3,516,500		3,516,500
Adjust (Profit)/Loss on Asset Disposal	44,000		44,000
Net Cash from Operations	629,106	0	629,106
Capital Revenues			
Grants, Subsidies and Contributions	4,585,359		4,585,359
Proceeds from Disposal of Assets	99,000		99,000
Proceeds from Sale of Investments	0		0
Total Capital Revenues	4,684,359	0	4,684,359
Capital Expenses			
Land and Buildings	(2,236,385)		(2,236,385)
Infrastructure - Roads	(3,993,010)		(3,993,010)
Plant and Equipment	(403,000)		(403,000)
Furniture and Equipment	(50,500)		(50,500)
Total Capital Expenditure	(6,682,895)	0	(6,682,895)
Net Cash from Capital Activities	(1,998,536)	0	(1,998,536)
Financing			
Proceeds from New Debentures			0
Proceeds from Advances	0		0
Self-Supporting Loan Principal	7,701		7,701
Transfer from Reserves	0		0
Advances to Community Groups	0		0
Repayment of Debentures	(66,066)		(66,066)
Transfer to Reserves	(683,630)	0	(683,630)
Net Cash from Financing Activities	(741,995)	0	(741,995)
Net Operations, Capital and Financing	(2,111,425)	0	(2,111,425)
Opening Funding Surplus(Deficit)	2,111,425		2,111,425
Closing Funding Surplus(Deficit)	0	0	0

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

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

Land Held for Resale

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

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

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

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

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

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

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

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

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

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

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

"Economic: A strong, resilient and balanced economy.

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

Social: Our community enjoys a high quality of life.

Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

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 30 November 2017

Note 2: EXPLANATION OF MATERIAL VARIANCES BY REPORTING PROGRAM

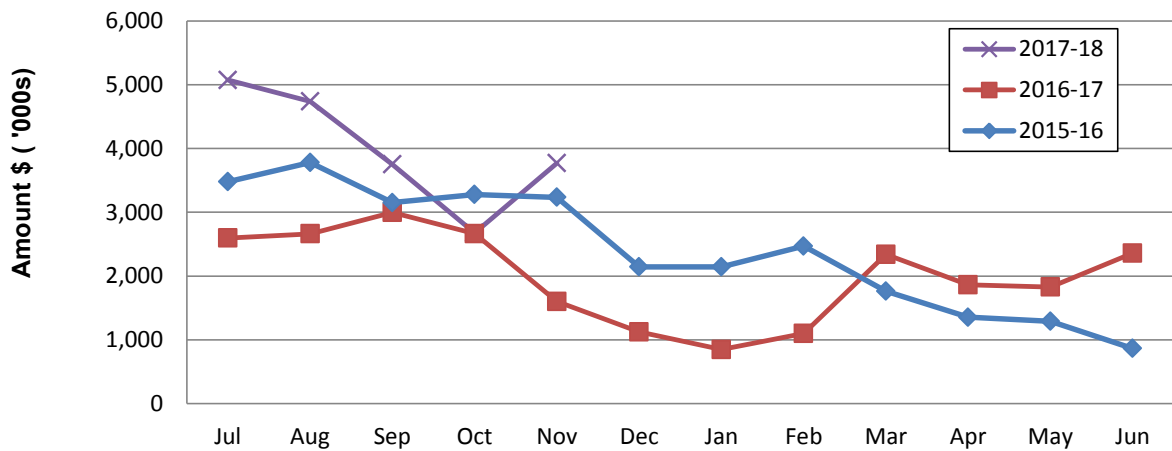
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	6,062	33.46%			No Material Variance
General Purpose Funding - Rates	9,543	0.59%			No Material Variance
General Purpose Funding - Other	47,464	10.23%	▲	Timing	Financial Assistance Grants Income is higher than YTD Budget - this is due to budget profile timing.
Law, Order and Public Safety	(2,145)	(3.59%)			No Material Variance
Housing	9,071	27.26%			No Material Variance
Community Amenities	(92,419)	(36.90%)	▼	Timing	CRC Income is \$92K lower than YTD Budget. This is a timing issue with budgets allocated over 12 months, and actuals processed in June.
Recreation and Culture	(12,795)	(48.01%)			No Material Variance
Transport	(1,100,093)	(47.86%)	▼	Timing	WANDRRA Claims have not been received
Economic Services	11,735	6.14%			No Material Variance
Other Property and Services	4,978	11.65%			No Material Variance
Operating Expenditure					
Governance	(293,158)	(219.23%)	▼	Timing	Members expenses are \$43k lower than YTD Budget and Admin allocations have not been processed to date. These are likely to even out over the year.
General Purpose Funding	39,659	90.38%	▲	Timing	Admin Allocations not performed.
Law, Order and Public Safety	(9,144)	(13.09%)			No Material Variance
Health	10,744	15.97%	▲	Timing	Admin Allocations of \$11K TYD budget have not been processed.
Housing	(40,642)	(57.73%)	▼	Timing	Admin and Housing allocations have not been processed YTD.
Community Amenities	109,322	36.18%	▲	Timing	Waste and Sanitation budgets are \$43K lower than YTD Budget, and CRC costs are \$47K lower. These may even out over the year.
Recreation and Culture	45,937	9.17%			No Material Variance
Transport	796,994	21.74%	▲	Timing	Flood damage repairs are \$1.1M lower than YTD budget, General roads expenditure is \$275K higher than YTD Budget. Roads and Infrastructure depreciation is \$106 higher than YTD budget. These variances are likely to be due to timing and will be monitored.
Economic Services	21,864	12.03%	▲	Timing	Rural services expenditure is \$45K lower than YTB budget, Caravan Park maintenance is \$26K higher than YTD Budget. These may even out over the year and will be assessed with the budget review.
Other Property and Services	(1,701)	(6.71%)			No Material Variance
Capital Revenues					
Grants, Subsidies and Contributions	81,885	4.29%			No Material Variance
Proceeds from Disposal of Assets	6,818				
Capital Expenses					Refer to Note 13 for Detail
Land and Buildings	0	0.00%			
Infrastructure - Roads	0	0.00%			
Plant and Equipment	0	0.00%			
Furniture and Equipment	0	0.00%			

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
		YTD 30 Nov 2017	Previous Period	Same Period Last year
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	3,714,254	2,409,197	1,849,623
Cash Restricted	4	2,060,163	2,057,626	1,831,908
Receivables - Rates	6	294,346	351,711	230,882
Receivables -Other	6	174,967	235,105	35,539
Inventories		15,607	15,607	19,457
		6,259,336	5,069,246	3,967,409
Less: Current Liabilities				
Payables		(149,411)	(209,156)	(274,149)
Provisions		(302,889)	(302,889)	(243,257)
		(452,300)	(512,045)	(517,407)
Less: Cash Reserves	7	(2,060,152)	(1,873,668)	(1,831,908)
Net Adjustment for Borrowings.		26,095	29,547	21,381
Net Current Funding Position		3,772,980	2,713,080	1,639,475

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	CRC \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Account	0.01%	2,223,507				2,223,507	BankWest	At Call
Operating Account	0.01%				52,008	52,008	Bankwest	At Call
Trust Bank Account	0.01%			20,788		20,788	BankWest	At Call
Reserve Account	1.25%		2,060,163			2,060,163	BankWest	At Call
Cash Management Account	1.25%	4,791				4,791	BankWest	At Call
(b) Term Deposits								
TD - GFN		600,000				600,000	BankWest	14-Dec-17
TD - SI		680,000				680,000	BankWest	18-Jan-18
Gold Term Deposit	2.50%				65,000	65,000	BankWest	01-Dec-17
Total		3,508,298	2,060,163	20,788	117,008	5,706,256		

Comments/Notes - Investments

SHIRE OF NAREMBEEN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 November 2017

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						0
							0
							0
							0
							0
							0
							0
							0
				0	0	0	

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

Note 6: RECEIVABLES

Receivables - Rates Receivable

Opening Arrears Previous Years
 Levied this year
Less Collections to date
 Equals Outstanding

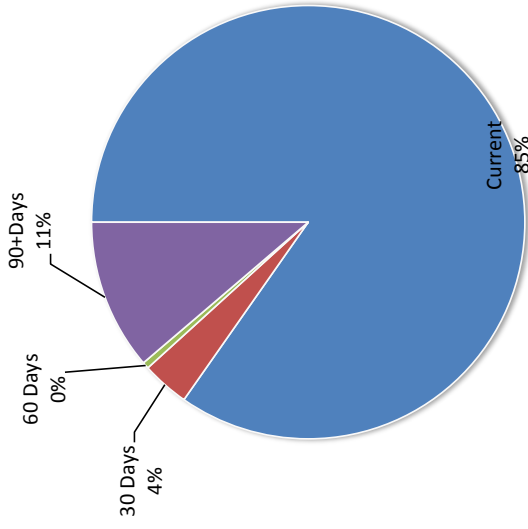
Net Rates Collectable
 % Collected

	YTD 30 Nov 2017	30 June 2017
	\$ 87,332	\$ 87,332
	1,653,542	
	(1,446,528)	
	294,346	87,332
	(294,346)	87,332
	83.09%	0.00%

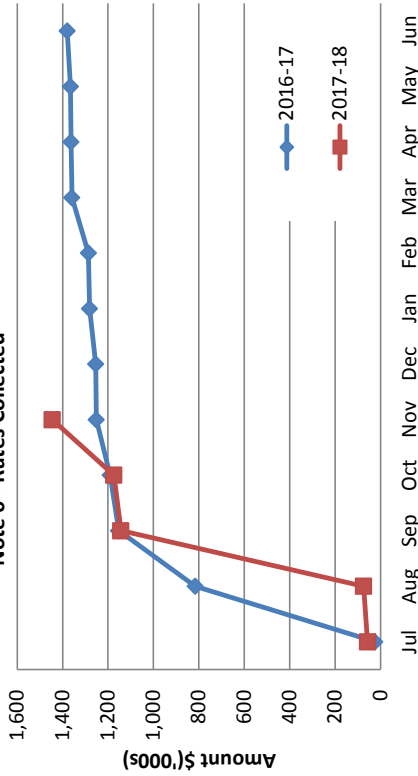
Receivables - General	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 164,539	\$ 6,876	\$ 958	\$ 21,834
Total Receivables General Outstanding				194,206

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Note 6 - Rates Collected



Comments/Notes - Receivables Rates

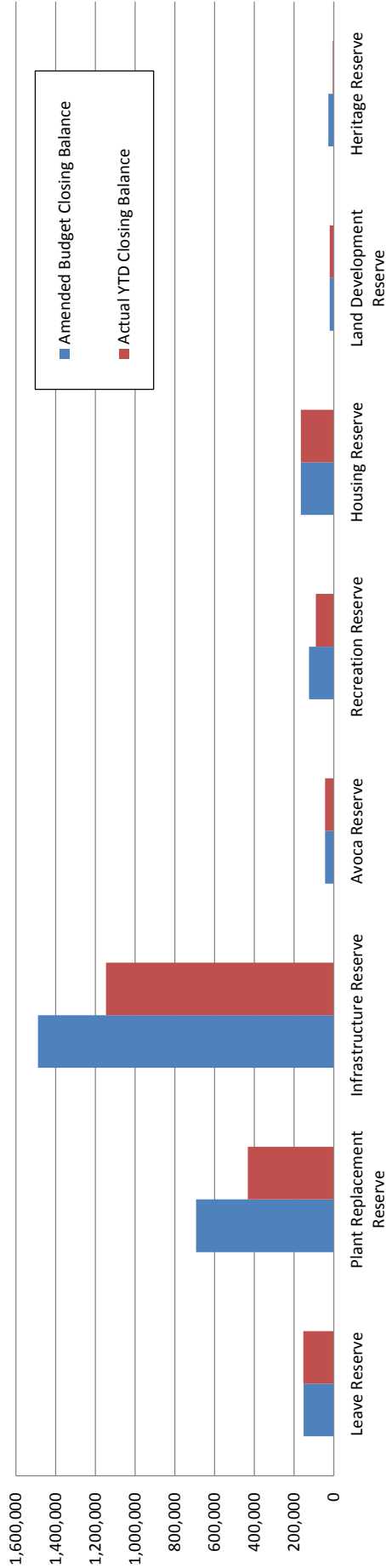
Comments/Notes - Receivables General

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

Note 7: Cash Backed Reserve.

2017-18		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		\$ 152,771	\$ 0	\$ 963	\$ 0	\$ 0	\$ 0	\$ 0		\$ 152,771	\$ 153,734
Plant Replacement Reserve		430,722	0	2,715	262,386	0	0	0		693,108	433,437
Infrastructure Reserve		1,139,945	0	7,186	349,244	0	0	0		1,489,189	1,147,131
Avoca Reserve		43,773	0	276	0	0	0	0		43,773	44,049
Recreation Reserve		89,241	0	563	35,000	0	0	0		124,241	89,803
Housing Reserve		165,311	0	1,042	0	0	0	0		165,311	166,353
Land Development Reserve		20,497	0	129	0	0	0	0		20,497	20,626
Heritage Reserve		5,000	0	19	22,000	0	0	0		27,000	5,019
Medical Service Support Reserve		0	0	0	15,000	0	0	0		15,000	0
		2,047,260	0	12,892	683,630	0	0	0	0	2,730,890	2,060,152

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 30 November 2017

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal		Disposals			Amended Current Budget YTD 30 11 2017		Comments
Cost	Accum Depr	Proceeds	Profit (Loss)	Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$	
40,000	(10,696)	0	(29,304)	5,000	0	(5,000)	
6,000	(3,756)	6,818	4,574		(29,304)	(29,304)	
					4,574	4,574	
46,000	(14,452)	6,818	(24,730)	(44,000)	(24,730)	19,270	

Comments - Capital Disposal/Replacements

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

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 \$
Note 9: RATING INFORMATION										
RATE TYPE										
General Rate										
GRV	218	1,721,364	204,734	8,521	0	213,255	204,734	0	0	204,734
UV	333	97,420,500	1,416,594	0	0	1,415,230	1,416,591	0	0	1,416,591
UV Mining	1	40,988	622	0	0	622	622	0	0	622
Sub-Totals	552	99,182,852	1,621,950	8,521	0	1,629,107	1,621,947	0	0	1,621,947
Minimum Payment										
GRV	18	9,365	8,010	0	0	8,010	8,010	0	0	8,010
UV	40	531,000	17,355	0	0	17,355	17,800	0	0	17,800
UV Mining	13	106,019	5,785	0	0	5,785	5,785	0	0	5,785
Sub-Totals	71	646,384	31,150	0	0	31,150	31,595	0	0	31,595
Discount						1,660,257				1,653,542
Amount from General Rates						(46,779)				(49,607)
Specified Area Rates						1,613,478				1,603,935
Totals						1,613,478				1,603,935

Comments - Rating Information

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 127 Homes for the Aged (SSL)	93,648		23,452	7,701	70,196	85,947	1,249	3,881
Loan 125 Swimming Pool	235,753		8,474	17,232	227,279	218,521	7,874	15,465
Loan 128 Recreation Centre	726,105		13,474	27,303	712,631	698,802	19,097	37,839
Loan 129 Solar Panels	73,000		6,869	13,830	66,131	59,170	982	1,871
	1,128,506	0	52,269	66,066	1,076,237	1,062,440	29,202	59,056

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	2017-18 Amended Budget	Operating	Capital	Recoup Status	
					Received	Not Received
GENERAL PURPOSE FUNDING		\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	612,412	612,412		279,974	332,438
Grants Commission - Roads	WALGGC	421,975	421,975		179,683	242,292
Ex Gratia Rates	CBH	13,907	13,907		13,707	200
Instalment Fees		2,200	2,200			2,200
LAW, ORDER, PUBLIC SAFETY						
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	24,000	24,000			24,000
ESL Contribution	DFES	4,000	4,000		9,453	(5,453)
HOUSING						
Emergency Services building		450,000		450,000		0
Health						
Doctor Surgery	NSRF	477,200		477,200		477,200
COMMUNITY AMENITIES						
Community Service Centre	Fencepost	30,000		30,000		30,000
	CRC	65,000		65,000		65,000
	DRD	252,300		252,300		252,300
	NSRF	243,100		243,100	243,100	0
RECREATION AND CULTURE						
Lesser Hall	Lotterywest	100,000		100,000		100,000
Pool grant	DSR	32,000	32,000			32,000
TRANSPORT						
Direct Grant	Main Roads	180,000	180,000		106,125	73,875
Regional Road Group	Main Roads	345,571		345,571	138,196	207,375
Regional Road Group 16/17 balance	Main Roads	66,800		66,800		66,800
R2R	Dept. Infrastructure	733,888		733,888		733,888
Black Spot Funding	Main Roads	51,500				0
WANNDRA	Main Roads	4,601,112	4,601,112		1,092,413	3,508,699
Grain Freight Network	Main Roads	1,700,000		1,700,000	680,000	1,020,000
ECONOMIC SERVICES						
Skeleton Weed Funding	DAFFWA	154,000	154,000		154,000	0
TOTALS		10,560,965	6,045,606	4,463,859	3,827,790	7,162,814
Operating		6,045,606			1,835,355	
Non-Operating		4,463,859			1,992,435	
		<u>10,509,465</u>			<u>3,827,790</u>	

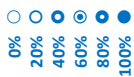
SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

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 17	Amount Received	Amount Paid	Closing Balance 30-Nov-17
Wadderin Reserve	\$ 0	\$ 0	\$ 0	\$ 0
Sundry Deposits	1,400	530		1,930
Gym Card Bonds	5,300	1,150	(450)	6,000
Nominations	0	240	0	240
BCITF Levy	0	152	0	152
Building Services Levy	829	0	0	829
Joint Venture Bonds	2,508	600	(816)	2,292
Wheatbelt Railway Retention Alliance	8,981	0	0	8,981
	19,018	2,672	(1,266)	20,424

Level of Completion Indicators



SHIRE OF NAREMBEEN
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 November 2017

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	YTD Actual	Variance Under/(Over)	YTD 31
	Buildings				
	Governance				
○	Office Car Park	(41,035)	30,272	10,763	
○	Administration Patio	(10,000)	0	10,000	
	Governance Total	(51,035)	30,272	20,763	
	Community Amenities				
	Community Service Centre Extension	(590,400)	0	590,400	
○	Community Bus Shed	(25,000)	23,796	1,204	
○	Cemetery Upgrade - Front Fencing, Pergola and Niche Wall	(89,750)	183	89,567	
	Community Amenities Total	(705,150)	23,979	591,604	
	Law, Order and Public Safety				
○	Emergency Services Buildings	(688,000)	382,176	305,824	
○	Health Total	(688,000)	382,176	305,824	
	Health				
○	Doctor Surgery Extension	(477,200)	52,210	424,990	
○	Health Total	(477,200)	52,210	424,990	
	Housing				
○	8 Cheetham Way - Replace Flooring	(8,500)	0	8,500	
○	3/31 Currall Street - Replace Flooring	(7,000)	0	7,000	
○	18 Hilton Way Renovations	(19,000)	0	19,000	
○	Housing Total	(34,500)	0	34,500	
	Recreation And Culture				
	Netball Fence Installation	(30,000)	0	30,000	
	Lesser Hall Interpretation Centre	(100,000)	0	100,000	
	Rec Centre - Modwood bin Bay	(10,500)	0	10,500	
	Rec Centre - Forklift Ramp	(10,000)	0	10,000	
	Apex Park Cake Stall Refurbishment	(10,500)	0	10,500	
	Roads Board Building	(60,000)	0	60,000	
○	Recreation And Culture Total	(221,000)	0	161,000	
	Transport				
	Depot - Replace gutters and Downpipes	(6,000)	4,042	10,042	
	Depot - Replace Timbers eastern but White Ants	(7,500)	206	7,706	
	Depot - Relocate office self contained ATCO	(6,000)	0	6,000	
○	Depot - New Washdown Bay Regulations Requirements	(25,000)	0	25,000	
○	Depot Storage Shed Concrete Floor	(15,000)	12,545	27,545	
○	Transport Total	(59,500)	16,793	25,000	
	Buildings Total	(2,236,385)	505,431	1,542,918	

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2017

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	YTD Actual	Variance Under/(Over)	YTD 31
	Furniture & Office Equip.				
○	Governance Photocopier	(10,500)	9,007	1,493	1,493
○	Governance Total	(10,500)	9,007	1,493	1,493
	Recreation And Culture				
○	Electronic Shire Sign	(20,000)	0	20,000	20,000
○	Recreation And Culture Total	(20,000)	0	20,000	20,000
	Economic Services				
○	Upgrade Standpipe Controllers	(20,000)	7,356	12,644	12,644
○	Economic Services Total	(20,000)	7,356	12,644	12,644
○	Furniture & Office Equip. Total	(50,500)	16,363	20,000	20,000
	Plant , Equip. & Vehicles Law, Order and Public Safety				
○	Fire Brigade Truck	0	363,138	(363,138)	(363,138)
○	Community Amenities Total	0	363,138	(363,138)	(363,138)
	Community Amenities				
○	Community Bus	(140,000)	0	140,000	140,000
○	Community Amenities Total	(140,000)	0	140,000	140,000
	Transport				
○	Cable/Pipe Locator	(8,000)	0	8,000	8,000
○	Sign Trailer	(3,000)	0	3,000	3,000
○	Tractor Slasher	(38,000)	37,400	600	600
○	Trade in NB175 & NB806	(64,000)	0	64,000	64,000
○	New Tractor	(150,000)	0	150,000	150,000
○	Transport Total	(263,000)	37,400	75,600	75,600
	Plant, Equip. & Vehicles Total	(403,000)	400,538	(147,538)	(147,538)
	Roads				
	Transport				
○	BK - NB Road 0-4sk RRG	(518,236)	172,235	346,001	346,001
○	BK NB Second Seal 10.63-5.9sk (RRG 16/17)	(112,239)	25,790	86,449	86,449
○	Cr Road Reseal 0.995	(49,647)	2,764	46,883	46,883
○	Kn Road Second Seal	(159,000)	13,224	145,776	145,776
○	Townsite Realignment - State Initiative	(1,700,000)	38,649	1,661,351	1,661,351
○	Townsite Grain Freight - Fricker Road	(600,000)	0	600,000	600,000
○	Cramhorne Road 1.5km R2R	(436,263)	0	436,263	436,263
○	Mt Walker Road Culvry R2R	(45,000)	268	44,732	44,732
○	MD Nb Road 5km from NB R2R	(65,035)	268	64,767	64,767
○	Kn NB Road 4km from NB R2R	(115,590)	0	115,590	115,590
○	Wogarl Mundry Road Black Spot	(120,000)	114,369	5,631	5,631
○	Mt Walker South Road Pipes R2R	(45,000)	268	44,732	44,732
○	Hyden North Road R2R	(15,000)	0	15,000	15,000
○	Mt Walker Road Reseal R2R	(12,000)	268	11,732	11,732
○	Transport Total	(3,993,010)	368,102	3,624,908	3,624,908
○	Roads (Non Town) Total	(3,993,010)	368,102	3,624,908	3,624,908
○	Capital Expenditure Total	(6,682,895)	1,290,435	5,040,287	5,040,287

Shire of Narembeen

Bank Reconciliation - November 2017

	<u>Municipal</u>	<u>Restricted Cash</u>	<u>Reserves</u>	<u>Trust</u>
BW account #	5347926	0059637	5347900	5347934
GL Account #	11590100	1590200	1595500	1591000
Balance as per GL Cash at Bank GEN	\$ 2,992,152.23	\$ 604,791.00	\$ 2,060,162.70	\$ 20,939.52
Plus				
Unpresented Cheques/EFT	0.00			-
Outstanding as per Synergy report	0.00	0.00	0.00	0.00
PLUS				
Term deposit	(680,000.00)	(600,000.00)		
Term deposit	(101,480.90)			
Banking not deposited	600.00			(151.65)
Unknown deposit	151.65			
Transfer to trust	12,084.01			
Super payment				
TOTAL	(768,645.24)	(600,000.00)	0.00	(151.65)
Total	\$ 2,223,506.99	\$ 4,791.00	\$ 2,060,162.70	\$ 20,787.87
Balance as per BW Statement	\$ 2,223,506.99	\$ 4,791.00	\$ 2,060,162.70	\$ 20,787.87
Difference	\$ -	\$ -	\$ -	\$ -

OUTSTANDING CHEQUES
Muni

\$ _____

Trust

\$ _____

Checked By:

[Signature]

Prepared By: Rachael Moore

Signed:

[Signature]

Date: 4/12/17

Date:

Date: 1-12-17

Shire of Narembeen
Outstanding Rates as at 4 December 2017

Property Ass	Address	Outstanding Amount	Notes
A1022	4 Doreen Street	\$ 1,213.81	Final notice sent Letter sent 09/10/17 01/11/2017 - sent to AMPAC
A1052	33 Thomas Street	\$ 16,128.70	3 years unpaid. No sale at Auction. No further action
A1058	17 Doreen Street	\$ 2,766.24	Owner rang on 22/11/16 advising to set up weekly repayments of \$100. No repayments demand letter sent 10/02/17 Contact made payments recommenced
A1069	28 Thomas Street	\$ 1,563.36	Agreed to pay \$50 per fortnight. 14/01/17 sent final notice
A1075	5 Doreen Street	\$ 3,749.65	In Estate - Caveat on property
A1076	Lot 2 Latham Road	\$ 3,473.84	In Estate - Caveat on property
A1084	11 Thomas Street	\$ 1,384.37	Reminder Letter sent 25/10/16, 17/01/17 sent final notice, Payment plan \$50 per fortnight 20/01/17 01/11/17 letter sent - new agreement signed
A1089	1 Northmore Street	\$ 2,306.17	Owner has spoken to CEO with intention to set up repayment plan, paid \$550 to date - 17/01/17 sent final notice - no contact to date 09/10/17 sent to AMPAC Payment made letter sent for payment plan 01/11/17
A1096	4 Churchill	\$ 1,480.62	Final notice sent 09/10/17 sent letter 04/12/17 Emailed settlement agent
A1116	15 Doreen	\$ 1,232.87	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC
A1124	41 Currall	\$ 712.12	Final notice sent Part payment made 01/11/17 sent to AMPAC
A1138	Telstra	\$ 24.20	Final notice sent Late payment - interest
A1157	13 Doreen	\$ 1,270.97	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC
A1182	17 Currall Street	\$ 1,398.03	Final notice sent 09/10/17 sent letter 01/11/17 sent to AMPAC
A1185	3 Ada Street	\$ 605.76	Final notice sent Part payment made 01/12/17 letter sent
A1197	23 Doreen	\$ 743.19	Final notice sent 09/10/17 sent letter Payment plan \$100 per FN
A1249	11 Wakeman Street	\$ 2,165.43	Reminder Letter sent 25/10/16, 17/01/17 sent final notice - 10/11/16 payment plan- no payments Demand letter sent 10/02/17 Sent to Ampac 09/03/17 15/05/17 plan to pay \$100 per fortnight
A1254	9 Northmore Street	\$ 2,116.30	Reminder Letter sent 25/10/16, 17/01/17 sent final notice 10/02/17 sent to AMPAC 02/03/2017 contacted to advise will email a payment plan 02/03/17 agreement to pay \$100 per fortnight - 09/10/17 reminder letter of payment plan
A1259	23 Currall	\$ 615.16	Final notice sent Part payment made Letter sent 01/12/17

A1261	11 Northmore Street	\$ 2,662.32	Reminder Letter sent 25/10/16, 17/01/17 sent final notice-01/02/17 advised will pay \$500 per fortnight Reminder of plan sent 22/03/17 Final notice 04/04/17 Sent to AMPAC. Skip trace done - not located Address obtained from WaterCorp - Final notice sent 09/10/17 AMPAC advised to reissue notice Part payment made
A1309	46 Cheetham	\$ 528.05	Final notice sent 04/12/17 sent to AMPAC
A2015	Coverley Road	\$ 8,584.48	sent to AMPAC. Agreement entered into
A2048	Dixon Road	\$ 9,461.69	sent to AMPAC. Agreement entered into
A2092	1287 Wadderin-Graball Road	\$ 13,395.33	sent to AMPAC. Agreement entered into
A3083	Soldiers Road	\$ 15,324.97	sent to AMPAC. Agreement entered into
A3098	Soldiers Road	\$ 11,247.00	sent to AMPAC. Agreement entered into
A4047	Narembeen Boundary Road	\$ 3,491.75	Reminder Letter sent 25/10/16 - Email received After harvest payment, email sent requesting payment plan 03/03/17 emailed regarding commencement of payment plan - confirmed payments to commence
A4072	Narembeen Boundary Road	\$ 2,435.45	Final notice sent 10/10/17 letter sent
A4076	Triangle Road	\$ 19.53	Late payment 10/10/17 letter sent
A5114	Narembeen	\$ 10,334.84	sent to AMPAC. Agreement entered into
A5122	Narembeen	\$ 300.10	sent to AMPAC. Agreement entered into
A5124	Narembeen	\$ 3,267.20	sent to AMPAC. Agreement entered into
A5126	Yeomans Road	\$ 151.37	sent to AMPAC. Agreement entered into
A5128	Soldiers Road	\$ 181.77	sent to AMPAC. Agreement entered into
A5187	2656 Calzoni Road	\$ 10,903.83	Final notice sent 10/10/17 letter sent 17/10/17 advised that payment will be made late January after harvest
A5195	Narembeen South Road	\$ 6,522.15	Waiting to hear from owner regarding dispute over sale 06/11/17 Settlement agent advised paperwork now signed waiting on release of title.
A5197	Lot 18341 Narembeen	\$ 22,587.20	sent to AMPAC. Agreement entered into
A5243	1367 Hyden North	\$ 4,392.22	Letter sent 23/11/17
A5247	2275 Corrigin - Narembeen Road	\$ 528.05	Dispute over ownership Owner deceased
		\$ 171,270.09	
	With AMPAC	\$ 101,657.81	
	Repayment Plan	\$ 8,622.59	
	Other	\$ 60,989.69	
	Deferred Rates	\$ -	
	Instalments	\$ 2,134.13	
		\$ 173,404.22	

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Balance Sheet

As of November 2017

13/12/2017
8:58:30 AM

Assets		
Trading Cheque Account		\$52,007.89
Petty Cash		\$100.00
Cash Sale Float		\$50.00
Undeposited Funds		\$165.25
Term Deposit 917		\$65,000.00
Withholding Credits		
Trade Debtors	\$3,416.71	
Total Withholding Credits	<u>\$3,416.71</u>	
Total Assets		<u>\$120,739.85</u>
Liabilities		
Trade Creditors		\$701.08
Gym Bonds (Trust)		\$1,450.00
Gym Memberships		\$4,684.56
GST Liabilities		
GST Collected	\$8,960.16	
GST Paid	<u>-\$7,662.73</u>	
Total GST Liabilities	\$1,297.43	
Total Liabilities		<u>\$8,133.07</u>
Net Assets		<u>\$112,606.78</u>
Equity		
Retained Earnings		\$98,034.41
Prior Year Adjustment		\$40.63
Current Earnings		<u>\$14,531.74</u>
Total Equity		<u>\$112,606.78</u>

Narembeen Community Resource Centre

Unit 2

19 Churchill Street
Narembeen 6369

Profit & Loss Statement

July 2017 through November 2017

13/12/2017
8:57:46 AM

Income		
Grants and Funding		
Service Contract Funding		
DRD Govt & Community Info	\$19,118.84	
DRD Economic & Business Dev	\$19,226.46	
DRD Hot Office Service	\$1,209.62	
DRD Social Development	\$9,124.64	
ATO	\$786.36	
Dept Human Services	\$4,881.90	
Total Service Contract Funding		\$54,347.82
Project/Event Funding		
Other Grants	\$246,521.09	
Ladies Long Lunch	\$9,018.22	
Seniors Week	\$966.24	
Total Project/Event Funding		\$256,505.55
Merchandise Sales		
Souvenirs	\$129.82	
Directory Sales	\$829.21	
Customer Merchandise	\$3,508.54	
Total Merchandise Sales		\$4,467.57
Total Grants and Funding		\$315,320.94
Operational Income		
Memberships Income		
Membership	\$5,160.00	
Total Memberships Income		\$5,160.00
Project Income		
Ladies Long Lunch	\$11,031.71	
Country Arts WA Shows	\$1,672.70	
Community Markets	\$372.69	
Networking Events	\$40.91	
Total Project Income		\$13,118.01
Service Income		
Credit Card Charges	\$32.32	
Calendar Sales	\$9.09	
Printing/Photocopying	\$3,837.18	
Fax Service	\$87.73	
Internet/Computer	\$263.64	
Room Hire/Hot Office	\$889.99	
Customer Postage	\$26.19	
Binding	\$100.46	
Staff Assistance	\$516.07	
Desktop Publishing	\$1,607.64	
Laminating	\$532.23	
Equipment Hire	\$320.00	
Media Conversion	\$31.82	
Photo Lab	\$15.27	
Large Format Printing	\$870.90	
Miscellaneous	\$559.16	
Exam Supervision	\$217.73	
Donations	\$23.90	
Interest Income	\$460.74	
Total Service Income		\$10,402.06
Workshop Income		
Adult Workshops	\$7,026.72	
Seniors Movie Days	\$623.18	
Children's Workshops	\$145.47	
Total Workshop Income		\$7,795.37
Total Operational Income		\$36,475.44
Total Income		\$351,796.38

Narembeen Community Resource Centre

Profit & Loss Statement

July 2017 through November 2017

13/12/2017
8:57:46 AM

Cost of Sales	
Gross Profit	\$351,796.38
Expenses	
Grant and Funding Expenses	
Operational Expenses	
Staff Training	\$312.36
Traineeship	\$747.50
Total Operational Expenses	\$1,059.86
Capital Funding Purchases	
Equipment Purchase	\$3,383.71
Project/Event Expenses	
Other Grant Costs	\$245,057.74
Community Markets	\$115.00
Ladies Long Lunch	\$18,778.76
Networking Events	\$68.36
Xmas St Party	\$60.00
Country Arts WA Shows	\$3,482.27
Total Project/Event Expenses	\$267,562.13
Merchandise Purchases	
Directory Purchases	\$1,452.00
Customer Merch Purchases	\$1,967.38
Canvas Frames	\$181.50
Total Merchandise Purchases	\$3,600.88
Total Grant and Funding Expenses	\$275,606.58
Operational Expenses	
Photocopying & Printing Costs	\$3,058.99
Laminating Costs	\$18.56
Workshop Expenses	
Adult Workshops	\$6,053.52
Children's Workshops	\$72.12
Seniors Movie Day	\$552.93
Total Workshop Expenses	\$6,678.57
Administrative Expenses	
Bank Charges	\$564.83
Electricity	\$1,874.00
Postage	\$176.81
Repairs & Maintenance	\$2,274.70
Stationery	\$93.44
Internet Costs	\$719.82
Telephone/Fax	\$760.76
Amenities	\$82.54
Newspapers	\$16.36
Licences	\$82.78
Donations	\$60.00
Total Administrative Expenses	\$6,706.04
Staff Expenses	
Wages & Salaries	\$39,620.54
Superannuation	\$5,073.00
Total Staff Expenses	\$44,693.54
Inactive Accounts	
Seniors Week	\$502.36
Regional Price Index Costs	
Total Operational Expenses	\$61,658.06
Total Expenses	\$337,264.64
Net Profit/(Loss)	\$14,531.74

9.0 Councillor's Reports – including other Councillor business

Cr R Cole

- Conducted CEO Review
- Attended Lesser Hall Interpretation Working Group Meeting
- Attended Zone Meeting - I was voted in as President and Deputy State Councillor, Stephen Strange is State Councillor for GECZ.
- Attended LG Act Review meeting - very informative
- Attended CEDA lunch with 900 others.
- Seniors Christmas Dinner - thank you to the Lions (also Go Narembeen who co-host)
- Jingle Mingle - thank you to the CRC for running this event
- School Concert - Alexis Van Rensberg received the Shire scholarship
- Try Zone conference in April in Jurien next year, encourage Councillors to attend.
- Encouraged Councillors to look at online learning.

Cr K Mortimore

- Conducted CEO Review
- Attended Lesser Hall Interpretation Working Group Meeting
- Attended CRC/Medical Centre Meeting
- Attended LG Act Review Meeting
- Can we look at what we are attempting to sell our blocks in Cheetham Way to attract buyers.

Cr P Lines

- With Chris Jackson & Will Pearce mediated a meeting between Community Shed & neighbours re: noise

Cr B Thomas

- Attended South Kumminin Opening for St K Tourist Stop
- Phone Meeting - Plant Committee

Cr B Cowan

- Recycle bins - would like to see something happen with this
- Drugs in Narembeen - needs attention - what can we do? Community has a role to play.

Cr S Stirrat

- Phone Meeting - Plant Committee

Cr A Wright

- Attended New Councillor Training Seminar, see below:-

Over 100 Elected Members attended the New Councillor Seminar on Friday 17 November 2017.

The Minister for Local Government provided a passionate address on the value of Local Government and the important contribution made by Elected Members. Other keynote addresses included:-

- The relationship between the Mayor/President and CEO presented by Mayor Dennis Wellington and CEO Andrew Sharpe from the City of Albany.
- The experience of a new Councillor - presented by Christine Cunningham, Deputy Mayor, City of Canning.
- Elected Member Legal Responsibilities - presented by Anthony Quahe from Civic Legal.
- Role of the Department of Local Government in Governance and Compliance presented by Jenni Law, Director of Local Government Regulation and Support.
- The Role of the Public Sector Commission and ethical decision making presented by Commissioner Mal Wauchope.
- Introduction to Town Planning presented by planning specialist Charles Johnson.
- Local Leadership - presented by Linton Reynolds, former long-service Mayor at the City of Armadale

The day, hosted by WALGA President Cr Lynee Craigie, also included information on LGIS from CEO Jonathan Seth; information on the operation of WALGA by Deputy CEO Wayne Scheggia and a presentation on good governance and professional development from Executive Manager, Governance and Organisational Services Tony Brown.

Cr A Hardham

- Attended Lesser Hall Interpretation Working Group Meeting
- Attended Wine'd Up
- Attended Historical Society Meeting
- Attended Christmas Jingle Mingle
- Suggested Council write to Minister for Education regarding the closing of School of the Air and Camp Schools around Western Australia. Moved Amy and raise concerns about closing of School of Air and Camp Schools, seconded K Mortimore carried 8/0, gifted & talented programme - how does that effect us?

COUNCIL RESOLUTION

MIN 6570/17 MOTION - Moved Cr. A Hardham 2nd Cr. Mortimore

That Council write to the Minister of Education & Training, the Hon Sue Ellery regarding the funding cuts that have forced the closure of State Schools of the Air and Camp School Sites.

CARRIED 8/0

10.0 Urgent business as permitted by Council

COUNCIL RESOLUTION

MIN 6571/17 MOTION - Moved Cr. K Mortimore 2nd Cr. B Thomas

That Council receive a late item relating to the Planning application for a holiday house at Lot 67 (No 9A) Doreen Street, Narembeen.

CARRIED 8/0

**LATE AGENDA ITEM: 10.1 – Planning Application for Holiday House – Lot 67 (No 9A)
Doreen Street, Narembeen**

Subject:	Planning application for holiday house – Lot 67 (No 9A) Doreen Street, Narembeen
Applicant:	Rosemary Smoker
File Ref:	P1142
Disclosure of Interest (Staff):	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson, Chief Executive Officer
Date:	15 th December 2017
Attachments:	Site Plan

SUMMARY

Council is to consider a planning application proposing to rent out an existing house as a holiday house at Lot 67 (No 9A) Doreen Street, Narembeen.

BACKGROUND

Lot 67 has been developed with two units being 9A and 9B, and has an approximate area of 1019m².



COMMENT

- **Zoning**

Lot 67 is zoned Residential with a coding of R12.5 under the Shire of Narembeen Town Planning Scheme No 2 ('the Scheme').

Under Clause 4.11.1 of the Scheme the objectives of the Residential zone are:

- a) to retain the single house as the predominant form of residential development in the town.
- b) to provide for lifestyle choice in and around the town with a range of residential densities.
- c) to allow for the establishment of non-residential uses subject to local amenities not being adversely affected.

- **Description of proposed development**

The applicant has advised as follows:

- The entire dwelling at No 9A Doreen Street will be let for short term accommodation.
- One room will have a double bed, and the other room will have 2 single beds. There will be a maximum of guests.
- Advertising will be via Facebook, friends, the Fence Post and word of mouth.
- The existing house has 2 bedrooms. No major changes are proposed other than some alterations to the veranda and new carpets throughout.
- No cooked meals are proposed to be provided.
- The applicant has advised she can be contacted if there is any problem with any guests.
- The dwelling will be managed by a local resident, Rosemary Stoker. She will be responsible for property management, cleaning and booking guests.

- **Landuse Classification and Permissibility**

When an application is lodged, part of the planning assessment involves examining the landuse definitions in the Scheme, and determining the 'best fit' landuse classification. If the landuse is defined in the Scheme and listed in the Zoning Table, then that determines whether Council has discretion to consider the landuse within a particular zone.

The list of landuses defined in the Scheme or listed in the Zoning Table is not exhaustive.

The Shires Scheme does not have any specific landuse definition that covers a 'holiday house'.

The Model Scheme Text contained in the Planning and Development (Local Planning Schemes) Regulations 2015 defines a 'holiday house' as '*means a single dwelling on one lot used to provide short term accommodation for persons other than the owner of the lot*'. Where a landuse (such as 'holiday house') is not defined and / or not listed in the Zoning Table of the Scheme, Council can only consider two options under Clause 3.2.5 as follows:

- Option A: Determine that the use is not consistent with the objectives and purposes of the Town Centre zone and is therefore not permitted;
- Option B: Determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the Residential zone and thereafter follow the "SA" advertising procedures of clause 6.3 in considering an application for planning approval.

The SA procedures require the application to be advertised for 21 days.

Town Planning Innovations (TPI) recommends that Option B be pursued. To expedite processing of the application following advertising, it is recommended that Council also consider granting delegated authority to the Shire Chief Executive Officer to determine the application.

- ***Carparking***

There are two driveways servicing the existing 2 units which can be used by guests as well as ample parking at the front of the unit. Carparking is not considered an impediment to the application.

- ***Landuse Compatibility***

Occupiers of holiday homes may have different behaviours than surrounding residents. Short stay accommodation can cause conflict with residential if not well managed. In this case the applicant has advised they can be contacted in the event of any issues such as anti-social behaviour.

- ***Safety Issues***

As any occupiers would not be familiar with the dwelling layout an emergency plan is recommended as a condition in the event that the proposal is approved. The Plan can address matters such as a fire escape route map (for guests), local contact details, smoke detectors, and provision of fire extinguishers.

CONSULTATION

The application has to be advertised for 21 days in accordance with Clause 6.3 of the Scheme.

STATUTORY IMPLICATIONS

Shire of Narembreen Town Planning Scheme No 2 – explained in the body of this report.

Under Clause 8.8.1 the Council may, either generally or in a particular case or cases, by resolution passed by an absolute majority of the Council, delegate to the following eligible persons the authority to deal with an application for planning approval made under the Scheme:

- a) a member of the Council being the Chairman of the Committee required at the direction of the Council to consider and report upon all applications for planning approval within its District, and being qualified by experience with the work of any such Committee; and/or
- b) that officer of the Council appointed by the Council to supervise the development control functions of the Council.

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

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Narembeen Town Planning Scheme No 2.

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

Regulation 82 (1) provides powers for the local government to delegate authority.

Regulation 82 (2) requires an Absolute Majority of Council for granting any delegated authority.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Town Planning Innovations for planning advice.

POLICY IMPLICATIONS

Not Applicable.

STRATEGIC PLAN REFERENCE

Not Applicable.

RELATED PARTY TRANSACTIONS

Not applicable.

OFFICER RECOMMENDATION

That Council:

1. Determine by Absolute Majority that the proposed holiday house use may be consistent with the objectives and purpose of the Residential zone and thereafter follow the "SA" advertising procedures of clause 6.3 in considering an application for planning approval.
2. Determine by Absolute Majority to delegate authority to the Chief Executive Officer to determine the application for a holiday house on Lot 67 (No 9A) Doreen Street, Narembeen in accordance with Clause 8.8.1 of the Shire of Narembeen Town Planning Scheme No 2 and Regulation 82 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

COUNCIL RESOLUTION

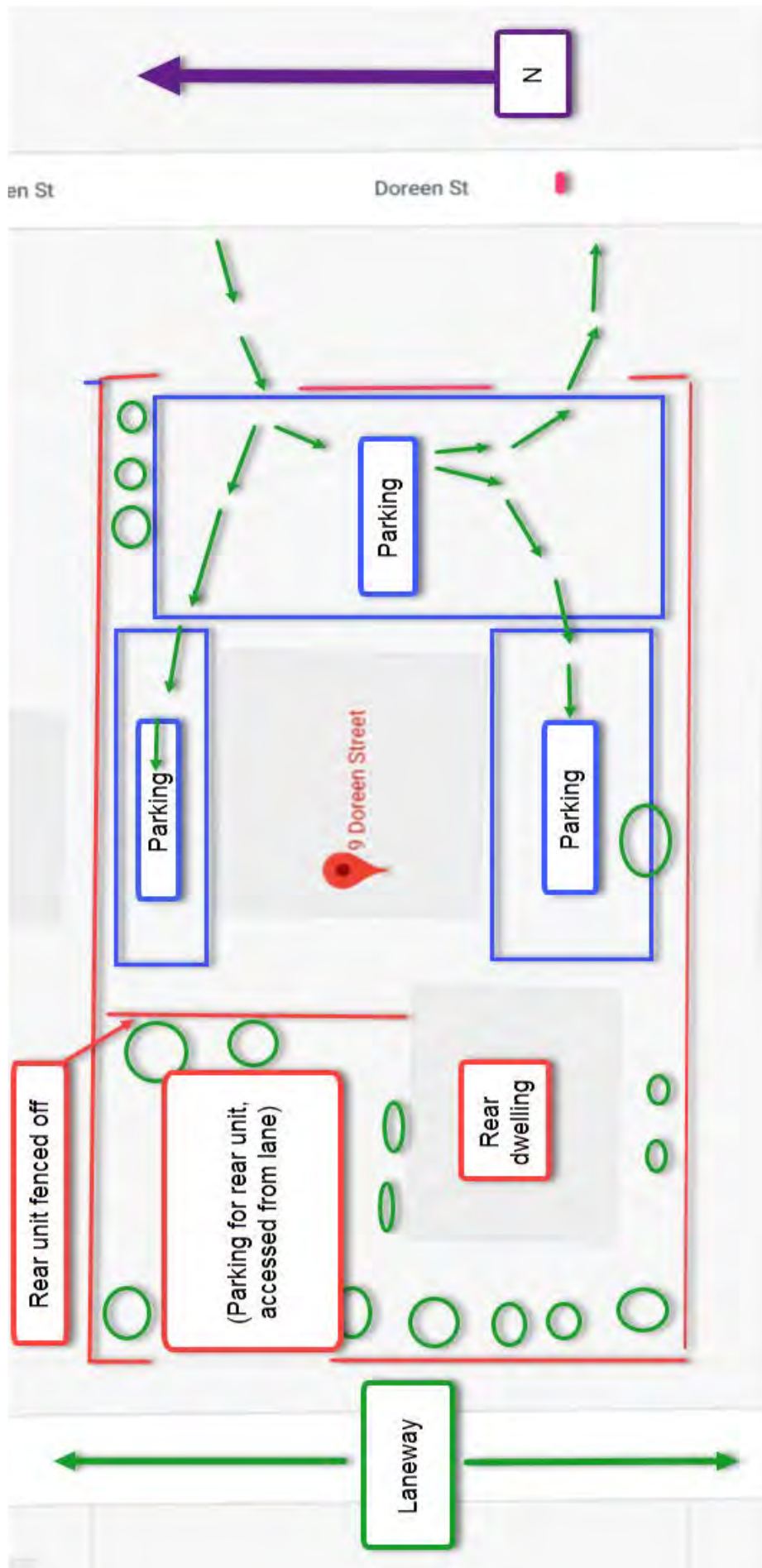
MIN 6572/17 **MOTION** - Moved Cr. P Lines

2nd Cr. B Thomas

That Council:-

1. *Determine by Absolute Majority that the proposed holiday house use may be consistent with the objectives and purpose of the Residential zone and thereafter follow the "SA" advertising procedures of clause 6.3 in considering an application for planning approval.*
2. *Determine by Absolute Majority to delegate authority to the Chief Executive Officer to determine the application for a holiday house on Lot 67 (No 9A) Doreen Street, Narembeen in accordance with Clause 8.8.1 of the Shire of Narembeen Town Planning Scheme No 2 and Regulation 82 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015.*

CARRIED 8/0
ABSOLUTE MAJORITY REQUIRED



11.0 Date, time & place of next meeting

Wednesday 21st February 2018 at Narembreen Shire Council Chambers.

12.0 Closure

There being no further business the Chair declared the meeting closed at 6.36pm.