



**ORDINARY COUNCIL MEETING  
20 June 2023**

# **AGENDA ATTACHMENTS**

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**ATTACHMENT – AGENDA ITEM 6.1**  
**Minutes Ordinary Council Meeting May 2023**



**COUNCIL CALENDAR**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
20 June 2023	5.00pm	Ordinary Council Meeting
18 July 2023	5.00pm	Ordinary Council Meeting

**MAY MEETING PROGRAM**

2.00pm	Audit and Risk Committee Meeting
2.30pm	Council Forum
5.00pm	Ordinary Council Meeting

**MEETING GUESTS**

Nil

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# MINUTES

## Shire of Narembeen Ordinary Council Meeting Tuesday 16 May 2023, commencing at 5.00pm

### 1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 5:00pm

### 2.0 Attendance & Apologies

#### Attendance

##### **Councillors**

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

##### **Officers**

Paul Sheedy	Acting Chief Executive Officer
Ben Forbes	Executive Manager Corporate Services
Kathryn Conopo	Administration Officer (Minute Taker)

#### Apologies

*Nil*

#### Approved leave of absence

*Nil*

### 3.0 Declarations of Interest

*P Sheedy declared a financial interest in Item 8.1.4  
Cr W Milner declared a financial interest in Item 9.1*

### 4.0 Announcements

4.1 Application for leave of absence

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

*Nil*

**6.0 Minutes of Previous Meetings**

**6.1 Confirmation of Minutes of Ordinary Meeting of Council**

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembreen Ordinary Meeting held on Tuesday 18 April 2023

**RECOMMENDATION/ COUNCIL RESOLUTION**

That the minutes of the meeting of the Shire of Narembreen Ordinary Meeting held on Tuesday 18 April 2023 be confirmed as a true and accurate record of the proceedings.

**MIN 7589/23 MOTION** - Moved Cr. Cole                      Seconded Cr. Stirrat

**CARRIED 8 / 0**

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembreen Ordinary Meeting held Tuesday 18 April 2023

**6.2 Receive Minutes - Audit Committee**

**RECOMMENDATION/ COUNCIL RESOLUTION**

That the minutes of the Shire of Narembreen Audit and Risk Committee Meeting held on Tuesday 16 May 2023 be received and that Council:

1. Receive Audit Report and Management Letters for the year ending 30 June 2022
2. Endorse the Annual Report for the year ended 30 June 2022, including the financial statements.
3. Schedule the Shire of Narembreen Annual Electors Meeting for 6:00pm on Tuesday 20 June 2023 in Council Chambers.

**MIN 7590/23 MOTION** - Moved Cr. Bray                      Seconded Cr. Currie

**CARRIED 8 / 0**

**7.0 Status Report**

**RECOMMENDATION/ COUNCIL RESOLUTION**

That the Status Report for May be received.

**MIN 7591/23 MOTION** - Moved Cr. Milner                      Seconded Cr. Hardham

**CARRIED 8 / 0**

## 8.0 Reports

### 8.1 Chief Executive Officer

#### AGENDA ITEM: 8.1.1 - Chief Executive Officer Recruitment Process – Certificate of Compliance

<b>Subject:</b>	<b>Chief Executive Officer Recruitment Process – Certificate of Compliance</b>
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM049
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy, Acting Chief Executive Officer
<b>Date:</b>	3 May 2023
<b>Attachments:</b>	Nil

#### PURPOSE

This item is to report on the CEO recruitment process to ensure its compliance with the Local Government (Administration) Regulations, Local Government Act 1995, and Council Policy 'CEO Standards for Recruitment, Performance and Termination'.

Council is required to certify that the recruitment process followed for the appointment of the new Chief Executive Officer was undertaken in accordance with Council Policy 'CEO Standards for Recruitment, Performance and Termination'.

#### BACKGROUND

December 2022

The current CEO provided a letter of resignation to the Shire President effective from 13 January 2023.

February 2023

Council at its meeting on 21 February resolved (Min 7550/23 & 7551/23):

*'That Council:*

- *Appoints the Shire President, Cr Mortimore, Deputy Shire President, Cr Stirrat, and Councillors Currie and Milner as the CEO Recruitment Selection Panel.*
- *Appoints Ms R (Rhonda) Cole as the Independent Person to the CEO Recruitment Selection Panel.*
- *Approves the Job Description (Position Description) as detailed in Schedule 1 of the Employment Contract (attached) that includes:*
  - *the qualifications and selection criteria for the position; and*
  - *duties and responsibilities of the position*
- *Approves the draft Employment Contract and Total Reward Package as detailed in the attachment.'*

*'That Council appoint Fitz Gerald Strategies to assist Council/Selection Panel in the recruitment of a new Chief Executive Officer.'*



March 2023

The vacant position of CEO was advertised in the Western Australian newspaper on Saturday 4 March 2023, LG Assist, Local Government Job Directory, Shire website and Facebook, Fence Post, and public notice board to comply with the Local Government Act and Regulations requirements.

April 2023

Following the closing of the CEO applications, five (5) application were received for the position. The consultant then assessed each application against the selection criteria which was then reviewed by the CEO Selection Panel on the 5 April 2023 who assessed each applicant's knowledge, experience, qualifications, and skills against the adopted selection criteria. The CEO Selection Panel then shortlisted suitable applicants for interviews on 14 April 2023'.

The shortlisted applicants were interviewed by the CEO Selection Panel on 14 April 2023. At that meeting, the Panel assessed the candidates based on their interviews and identified a preferred applicant subject to due diligence checks, including referee reports, being undertaken by the consultant.

The Consultant completed reference checks, on behalf of the Council relating to the preferred applicant and completed the due diligence which included a current police clearance and qualification checks and negotiated a suitable Total Remuneration Package (TRP).

The appointment of Ms Rebecca McCall as the CEO was endorsed by Council at its Ordinary Council meeting held on 18 April 2023 (Min 7585/23)

## **CONSULTATION**

No consultation is required for this item.

## **STATUTORY IMPLICATIONS**

Local Government (Administration) Regulations 18FB (2), (3) & (4) 18FB.

### **18FB.Certification of compliance with adopted standards for CEO recruitment**

(2) This regulation applies if —

- a) a local government employs a person in the position of CEO of the local government; and
- b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.

(3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution\*, certify that the person was employed in accordance with the local government's adopted standards (or model standards) in relation to the recruitment of CEOs.

\* Absolute majority required.

(4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Council Policy 'CEO Standards for Recruitment, Performance and Termination'.

## **RISK MANAGEMENT IMPLICATIONS**

By completing this statutory certification, the risk is reduced to low as the likelihood of any noncompliance issues arising is unlikely and the consequences are insignificant.

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022 – 2032

4. CIVIC LEADERSHIP: Well governed and efficiently managed local government  
4.2 Compliant and resourced Local Government

### Corporate Business Plan 2022 - 2026

4. CIVIC LEADERSHIP

4.2 Continue to meet compliance with statutory and regulatory requirement.

4.2 (a) continue to meet compliance with statutory and regulatory requirements.

## **VOTING REQUIREMENTS**

Absolute Majority

## **COMMENT**

Each of the clauses that provide a requirement from Council Policy 'CEO Standards for Recruitment, Performance and Termination', in relation to the recruitment of a Chief Executive Officer are listed below, with a brief outline of those requirements (in italic & bold)), followed by an explanation on how the Council has satisfied the requirements of that clause.

### ***5. Determination of selection criteria and approval of job description form***

Council at its Ordinary Meeting held on 21 February 2023 (Min 7550/23) endorsed, by an absolute majority, the Position Description, qualifications and selection criteria, duties and responsibilities of the position, draft employment contract and total reward package.

### ***6. Advertising requirements***

Council advertised the position in the Western Australian Newspaper on 4 and 11 March 2023, the Local Government Assist site and Local Government Job Directory, placed a copy of the advertisement on the Shire Website and Facebook pages and placed a copy on the Administration Office Notice Board, in compliance with the Local Government (Administration) Regulations 3A & 3B and Local Government Act 1995 section 1.7, 1.8 and 5.36(4)

### ***7. Job description form to be made available by local government***

The Job Description was available as part of the Chief Executive Officer Information Package available from the Shire website and consultant.

### ***8. Establishment of selection panel for employment of CEO***

Council at its Ordinary Meeting held on 21 February 2023 (Min 7550/23) appointed four (4) Council Members and Ms Rhonda Cole as the 'independent person' to the CEO Recruitment Selection Panel.

### ***9. Recommendation by selection panel***

The knowledge, experience, qualifications, and skills of all the applicants were assessed by the appointed CEO Recruitment Consultant and then considered and endorsed by the CEO Recruitment Selection Panel on 5 April 2023 (9.1).

Following the interviews on 14 April 2023 it was agreed by the CEO Recruitment Selection Panel that the preferred candidate clearly demonstrated that their knowledge of the position, skills and previous experience as a CEO meet the selection criteria previously endorsed by the Council (9.5). A summary of the assessment of each applicant, undertaken by the CEO Recruitment Selection Panel and consultant was provided to the Council on the 18 April 2023 as part of the Panel's recommendation to Council as to the preferred applicant considered suitable to be employed in the position of CEO (9.2)

The preferred candidate's work history, qualifications and claims in the job application were assessed and verified by the appointed CEO Recruitment Consultant and considered by the CEO Recruitment Selection Panel on 14 April 2023. Referee checks were undertaken after the interviews on 14 April 2023 by the Consultant and provided to the Shire President and Acting CEO prior to the Council appointment on 18 April 2023 (9.5).

Council and CEO Recruitment Selection Panel in undertaking the short listing of candidates, undertaking interviews and making the final appointment has ensured that the appointment has been made impartially and free from nepotism, bias or unlawful discrimination (9.4).

### **11. Offer of employment in position of CEO**

The appointment of Ms Rebecca McCall as the CEO was endorsed 8/0 by Council at its Ordinary Council meeting held on 18 April 2023 (Min 7585/23):

*'That Council endorses the recommendation of the CEO Selection Panel and:*

- 1. Approves the making of an offer of employment to Ms Rebecca McCall to the position of Chief Executive Officer with the Shire of Narembeen for a period of five (5) years, with a commencement date on/after 18 September 2023.*
- 2. Approves the proposed terms of the CEO Employment Contract to be entered into with Ms Rebecca McCall with a Total Reward Package (SAT) of \$193,245 per annum, calculated in accordance with the 2023 Salaries and Allowances Tribunal Local Government Determination Band 4 Range.*
- 3. Is of the belief that Ms Rebecca McCall is suitably qualified for the position of Chief Executive Officer.*
- 4. Authorises the Shire President to execute and affix the common seal to the Chief Executive Officer Employment Contract in accordance with section 9.49A (1) & (2) of the Local Government Act 1995.'*

### **OFFICER RECOMMENDATION/ COUNCIL RESOLUTION**

That Council certifies that:

1. The recruitment and employment of the Chief Executive Officer, Ms Rebecca McCall, was undertaken in accordance with Council Policy 'CEO Standards for Recruitment, Performance and Termination': and
2. A copy of this resolution is to be provided to the Department of Local Government and Cultural Industries CEO by the Acting Chief Executive Officer.

**MIN 7592/23**

**MOTION** - Moved Cr. Cole

Seconded Cr. Milner

**CARRIED 8 / 0  
BY ABSOLUTE MAJORITY**

## AGENDA ITEM: 8.1.2 - CEACA Membership and Housing

<b>Subject:</b>	<b>CEACA Membership and Housing</b>
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM197
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy, Acting Chief Executive Officer
<b>Date:</b>	4 May 2023
<b>Attachments:</b>	Nil

### PURPOSE

Council to consider and endorse applying for 'General Membership' with the Central East Accommodation and Care Alliance (CEACA) and providing Lot 104 Currall Street to CEACA, at no cost, when they secure State/Federal funding for additional housing and commit to building housing in Narembeen.

### BACKGROUND

September 2022

Housing Working Group met on 1 September 2022 to discuss housing needs in Narembeen and in part recommended that Council identify lot 104 Currall Street as the preferred location for development of staff housing subject to further site investigations.

Council at its meeting on 21 September 2022 in part resolved (Min 7489/22):

*'That Council:*

- 2. Identify Lot 104 (27) Currall Street, Narembeen as the preferred location of the employee housing project, subject to further site investigation;'*

April 2023

Richard Marshall, CEACA Executive Officer attended Narembeen on 12 April 2023 and provided a presentation and update on CEACA operations and future housing plans. Discussion on CEACA membership and future housing developments in Narembeen by CEACA undertaken at the Councillor Discussion Forum on 18 April 2023.

### CONSULTATION

CEACA Executive Officer  
Councillors, Acting CEO and Executive Manager Corporate Services

### STATUTORY IMPLICATIONS

There are no statutory implications at this time, however disposal of Lot 104 Currall street would require compliance with the Local Government Act 1995 section 3.58 'Disposal of property.'

### FINANCIAL IMPLICATIONS

General membership of CEACA is \$15,000 and funding will be included in the 2023.24 and future budgets for this membership.

There are no other financial implications at this time, however future construction of units in Narembeen will require a contribution by the Shire to each unit/house constructed (currently approximately 10%).

As the property will be owned by a Not-for-Profit organisation (CEACA) it will be exempt from rates, however rates are not currently levied on the property.

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

Risk implication have been assessed as being Moderate on the basis that there is a possibility that CEACA may not be successful with future State and Federal funding applications resulting in no housing being constructed in Narembeen, with the consequences being considered moderate as the \$15,000 annual membership would not achieve the desired outcome.

The decision to only transfer ownership of the lot, if funding is achieved and units constructed in Narembeen, also minimise the risk/loss to Council.

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022-2032

2. Economy: Retain and grow existing business, employment and attract new industry

2.4 Retain and grow our local skills base.

Corporate Business Plan 2022 – 2026

2.4 (a) Develop and implement Housing Strategy.

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

To be considered for the allocation of housing, by CEACA, a local government is required to be a member of CEACA under the 'General Membership' category. So in order to have CEACA include the Shire of Narembeen housing needs in future funding applications to the State and Federal governments Council needs to become a member of the organisation now.

The decision to agree to transfer Lot 104 Currall street to CEACA does not need to be made at this time, however by agreeing to do so does further support the Shire's request for housing consideration as part of any future funding allocations. A decision on whether it is the whole lot or part of the lot can be made later if required.

## OFFICER RECOMMENDATION

That Council agrees to:

1. Make application to the Central East Accommodation and Care Alliance (CEACA), for 'General Membership', from 1 July 2023; and
2. Transfer ownership of Lot 104 Currall Street to CEACA, at no cost, when they secure State/Federal funding for additional housing and commit to building housing in Narembeen and subject to compliance with section 3.58 of the Local Government Act 1995.

## COUNCIL RESOLUTION

*That Council agrees to:*

1. *Make application to the Central East Accommodation and Care Alliance (CEACA), for 'General Membership', from 1 July 2023; and*
2. *Transfer ownership of Lot 104 Currall Street to CEACA, at no cost, when they secure State/Federal funding for additional housing and commit to building housing on Lot 104 Currall Street, Narembeen and subject to compliance with section 3.58 of the Local Government Act 1995.*

**MIN 7593/23**

**MOTION** - Moved Cr. Bray

Seconded Cr. Hardham

**CARRIED 8 / 0  
BY SIMPLE MAJORITY**

*Reason for change – Council wanted to ensure that CEACA would build on the land provided.*

## AGENDA ITEM: 8.1.3 – Doctors Residence

<b>Subject:</b>	<b>Doctors Residence</b>
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy, Acting Chief Executive Officer
<b>Date:</b>	4 May 2023
<b>Attachments:</b>	Nil

### PURPOSE

Council to consider approving the construction of a new doctor's residence on a lot (lot 69) in Cheetham Way and the disposal of 16 Hilton Way once the new house is completed.

### BACKGROUND

September 2022

Council at its ordinary meeting on 20 September 2022, in considering the report from the Housing Working Group in part resolved (Min 7489/22):

*'That Council:*

- 4. Allocate \$15,000 in the February 2023 Budget Review for improvements to 16 Hilton Way, Narembeen.'*

March 2023

Council at its ordinary meeting on 21 March 2023, as part of its 2022/23 Budget review, in part endorsed (Min 7563/23) the allocation of \$100,000 for internal renovations to 16 Hilton Way.

At the meeting of the Housing Working Group on 29 March 2023 various housing needs were discussed including, employee, CEACA and doctor's housing. As a result, it was agreed that the priority should be a new doctor's residence to be constructed on a Shire lot in Cheetham Way, utilising the funds previously allocated in the 2022/23 budget for employee housing, and not spend the \$100,000 allocated in the budget review on 16 Hilton Way for internal refurbishment.

Once a new doctor's residence was constructed the Working Group supported 16 Hilton Way being sold with funds utilised to support the construction of employee housing on Shire owned lots in Thomas Street.

Funding and support for CEACA to construct houses in Narembeen was also supported by the Working Group.

April 2023

The recommendations of the Housing Working Group were considered and discussed at the Councillor Discussion Forum on the 18 April 2023

### CONSULTATION

Councillors

Acting Chief Executive Officer, Executive Manager Corporate Services.

## STATUTORY IMPLICATIONS

Local Government Act 1995, section 3.57 and 6.8

### 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.

### 6.8. Expenditure from municipal fund not included in annual budget.

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

Local Government (Functions and General) Regulations 1996, clause 11(2)

#### 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 \$250 000 unless subregulation (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
  - (aa) the supply of the goods or services is associated with a state of emergency or a COVID-19 declaration; or
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;

## FINANCIAL IMPLICATIONS

The 2022/23 budget includes an allocation of \$500,000 (account 2045) for 'Shire staff housing construction', (\$400,000 Housing Reserve fund), which can be reallocated in the budget to the construction of a doctor's house.

However, given that the financial year only has just over one (1) month before completion, it's not expected that any funds or only minor expenditure will be incurred in the 2022/23 financial year.

## POLICY IMPLICATIONS

Nil

## RISK MANAGEMENT IMPLICATIONS

Under the Shire's Risk Management Governance Framework, the risk is considered to be Moderate. This is based on the 'Possible' likelihood that the house could be constructed, and the Shire is not



able to attract a doctor to the town, but the consequence of that is considered a 'Moderate' consequence given that the house could then be utilised as a staff house or rented.

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022-2032

1. Community: Happy, safe healthy and inclusive community

1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire.

'Retention of GP services, hospital and allied health.'

## **VOTING REQUIREMENTS**

Absolute Majority

## **COMMENT**

Given that all the previous decisions of Council related to the doctor's residence have been acted upon it's not permissible to rescind any of these Council decisions, which would be the required process, if action had not been taken to implement Council decisions.

Whilst it's not expected that any expenditure or only minor expenditure would be incurred before the 2023/24 budget is adopted by Council (assuming it's in July 2023), to allow for staff to progress the initial works, it's recommended that Council approves the allocation of unbudgeted expenditure of \$500,000 now in the 2022/23 budget.

This would also deal with any issues which may arise if for some reason the budget is not adopted until August 2023.

It's proposed to utilise the WALGA Preferred Supplier Program, via an RFQ, rather than the full tender process normally adopted for the supply of goods and services worth more than \$250,000, given that there are several very competent housing suppliers on this program and this process allowable under the Functions and General regulations.

## **OFFICER RECOMMENDATION/ COUNCIL RESOLUTION**

That Council approves:

1. The construction of a new 4/2 doctor's residence on a Shire owned lot (Lot 69) in Cheetham Way.
2. The allocation of unbudgeted expenditure of \$500,000 in the 2022/23 budget, with funds being reallocated from the 'shire staff housing construction' budget allocation and a budget amendment to reflect this change.
3. The sale of 16 Hilton Way once the construction of the new doctor's residence is completed

**MIN 7594/23**      **MOTION** - Moved Cr. Hardham      Seconded Cr. Cole

**CARRIED 8 / 0**  
**BY ABSOLUTE MAJORITY**

## AGENDA ITEM: 8.1.4 – Council Policy - Gratuity Payments to Finishing Employees

<b>Subject:</b>	<b>Council Policy Gratuity Payments to Finishing Employees</b>
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM541
<b>Disclosure of Interest:</b>	Financial Interest as an employee who would benefit from the policy amendment
<b>Author:</b>	Paul Sheedy, Acting Chief Executive Officer
<b>Date:</b>	4 May 2023
<b>Attachments:</b>	Council Policy 'Gratuity Payments to Finishing Employees'

### PURPOSE

Council to consider and approve the amendments to Council Policy 'Gratuity Payments to Finishing Employees,' being amendment to the eligibility criteria and increasing the gratuity amounts.

### BACKGROUND

January 2023

Following the departure of a short-term employee who was not normally eligible for a gratuity payment the Acting CEO was requested to review the current policy.

April 2023

Information on employee gratuity payments from other local governments in the region were provided to Councillors at the Councillor Discussion Forum on 18 April 2023 for consideration.

### CONSULTATION

Local Government CEO's  
Councillors

### STATUTORY IMPLICATIONS

Local Government Act 1995, section 5.40

#### 5.50. Payments to employees in addition to contract or award

- (1) A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out —
  - (a) the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
  - (b) the manner of assessment of the additional amount.
- (1a) A local government must not make any payment of the kind described in subsection (1)(a) unless the local government has adopted a policy prepared under subsection (1).
- (2) A local government may make a payment —
  - (a) to an employee whose employment with the local government is finishing; and
  - (b) that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government,but local public notice is to be given in relation to the payment made.

- (3) The value of a payment or payments made to a person under this section is not to exceed such amount as is prescribed or provided for by regulations.
- (4) In this section a reference to a payment to a person includes a reference to the disposition of property in favour of, or the conferral of any other financial benefit on, the person.
- (5) The CEO must publish the policy prepared under subsection (1) and adopted by the local government on the local government's official website.

## **FINANCIAL IMPLICATIONS**

The proposed amendment to the current policy can be accommodated within the existing budget allocation under 'Member of Council' 'Councillor Refreshments & Receptions – Expense' (account 411500) and 'Councillor Donations/Gifts/Awards – Expense' (account 4118000)

## **POLICY IMPLICATIONS**

If the proposed changes are endorsed the current policy will be amended to reflect the changes.

## **RISK MANAGEMENT IMPLICATIONS**

Under the Shire's Risk Management Governance Framework, the risk is considered Low given that any payments can be accommodated within the existing budget.

However, from a public perception perspective the risk is considered to be Moderate.

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022-2032

4. Civic Leadership: Well governed and efficiently managed Local government

4.2 Compliant and resourced Local government

### Corporate Business Plan 2022 – 2026

4.2 Compliant and resourced Local Government

'Continue to meet compliance with statutory and regulatory requirements.'

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

The only changes that have been made to the existing policy is the upgrading of the eligibility criteria and the amount of gratuity (gift or contribution) and function cost regarding each level of service.

The wording 'The Shire's gratuity payments will be in the form of a gift in line with the prescribed amounts below: on page one of the existing policy is proposed to be deleted to reflect the desire of the Council to have the ability to provide a gift or contribution to the employee'

**OFFICER RECOMMENDATION/ COUNCIL RESOLUTION**

That Council endorse the amended Council Policy 'Gratuity Payments to Finishing Employees' as shown in the attachment.

**MIN 7595/23**

**MOTION** - Moved Cr. Milner

Seconded Cr. Stirrat

**CARRIED 8 / 0  
BY SIMPLE MAJORITY**

## AGENDA ITEM: 8.1.5 – Council Policy – Continuing Professional Development of Council Members

<b>Subject:</b>	<b>Council Policy Continuing Professional Development of Council Members</b>
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM541
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy, Acting Chief Executive Officer
<b>Date:</b>	8 May 2023
<b>Attachments:</b>	Council Policy ‘Continuing Professional Development of Council Members’

### PURPOSE

Council to consider and approve the amendments to Council Policy ‘Continuing Professional Development of Council Members.’

### BACKGROUND

April 2023

The draft policy was provided to Councillors at the Councillor Discussion Forum on 18 April 2023 for consideration and discussion.

### CONSULTATION

Acting Chief Executive Officer  
Councillors

### STATUTORY IMPLICATIONS

Local Government Act 1995, section 5.127 & 5.128

#### 5.127. Report on training

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

*[Section 5.127 inserted: No. 16 of 2019 s. 61.]*

#### 5.128. Policy for continuing professional development

- (1) A local government must prepare and adopt\* a policy in relation to the continuing professional development of council members.

*\* Absolute majority required.*

- (2) A local government may amend\* the policy.

*\* Absolute majority required.*

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.
- (5) A local government —
  - (a) must review the policy after each ordinary election; and
  - (b) may review the policy at any other time.

## **FINANCIAL IMPLICATIONS**

The proposed amendment to the current policy can be accommodated within the existing budget allocation under 'Member of Council' 'Councillor Travel Expense' (account 4111000) and Councillor Conference Costs – Expense' (account 4112000)

## **POLICY IMPLICATIONS**

If the proposed changes are endorsed the current policy will be amended to reflect the changes.

## **RISK MANAGEMENT IMPLICATIONS**

Given that the Local government 1995 requires Council to adopt such a policy, by doing so under the Shire's Risk Management Governance Framework, the risk is reduced to Low and also because any payments can be accommodated within the existing budget.

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022-2032

4. Civic Leadership: Well governed and efficiently managed Local government

4.2 Elected members are supported in their role through provision of training.

### Corporate Business Plan 2022 – 2026

4.2 Compliant and resourced Local Government

'Continue to meet compliance with statutory and regulatory requirements.'

## **VOTING REQUIREMENTS**

Absolute Majority

## **COMMENT**

The main changes that have been made to the proposed amended policy are summarise das follows.

- 'Policy Objectives' has been completely reworded.
- Dollar amounts for individual Council Members annual allocation have been removed to be determined as part of each year's budget.
- Requirement for the CEO to provide an annual report to Council has been removed.
- Requirement to report to Council after attendance at professional development and conferences has been removed.
- Remove 'online' wording in relation to the separate funding allocation for Mandatory Council Member training as it is considered that funding should be provided for online or face to face training.

- Mandatory training wording has been modified, with additional training lists removed as it is considered that Council Members should be able to determine suitable additional training that they require.
- Wording for relevant conference costs has been detailed separately in the new policy.
- Travel Insurance and Loyalty program clauses have been included in the new policy but can be removed if considered not relevant.
- Specific reference to mini bar cost has been included under the 'Meals and Incidental Costs' heading.
- Wording has been included for the Shire to meet partners costs for lunches and dinners (previously required President and CEO approval) but not 'partner program' events.

#### **OFFICER RECOMMENDATION/ COUNCIL RESOLUTION**

That Council endorse the amended Council Policy 'Continuing Professional Development of Council Members.' as shown in the attachment.

**MIN 7596/23**

**MOTION** - Moved Cr. Currie

Seconded Cr. Hardham

**CARRIED 8 / 0  
BY ABSOLUTE MAJORITY**

## 8.2 Executive Manager Corporate Services

### AGENDA ITEM: 8.2.1 – Payment plan for overdue rates

<b>Subject:</b>	<b>Payment plan for overdue rates</b>
<b>Applicant:</b>	Ratepayers for assessments A5288, A2018 & A2015
<b>File Ref:</b>	P5288, P2018, P2015, P5124
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Ben Forbes, Executive Manager Corporate Services
<b>Date:</b>	May 2023
<b>Attachments:</b>	Application for Financial Hardship – A5288, A2018, A2015, A5124 (Confidential Attachments provided under a separate cover)

#### PURPOSE

Council to consider the proposed repayment plan for outstanding rates and the waiving of future interest on overdue/outstanding rates

#### BACKGROUND

Council is currently owed outstanding rates, as at 30 April 2023, as per the below:

Assessment number	Rates outstanding	Interest outstanding	ESL & other charges outstanding	Total
A5288	17,608.37	4,548.08	2,392.03	<b>\$24,548.48</b>
A2048	16,844.19	1,188.75	2,414.72	<b>\$20,447.66</b>
A2015	16,541.59	1,295.85	2,416.12	<b>\$20,253.56</b>
A5124	4,545.25	879.04	790.52	<b>\$ 6,214.81</b>
<b>Total</b>	<b>55,539.40</b>	<b>7,911.72</b>	<b>8,013.39</b>	<b>\$71,464.51</b>

Rates have been due on the above assessments (noting that A5288 is the result of a subdivision) since approximately 2010.

The ratepayers have applied to Council for leniency due to financial hardship, in accordance with Council Policy, owing to suffering severe business disruptions in 2011.

From the records on hand, which are not complete, it appears that the ratepayers have attempted to work with Council to pay the outstanding rates over the years. However, they have invariably defaulted on each payment plan put in place.

The most recent payment plan, approved by the previous CEO, was for \$1,600.00 a month commencing in June 2022. The payment plan has been in arrears since December 2022 (5 months plus May).

The ratepayers have advised that they are expecting to receive a substantial payout as a result of a class action compensation claim against the Federal Government. They intend to use some of these funds to pay the outstanding rates, however, there is currently no indication as to the possible timing other than an estimated 12 to 18 months.

The ratepayers have proposed to make good on the previous payment plan with monthly payments of \$3,600.00 for the first four months, to be paid at the end of each month. After the first four months, they proposed to pay \$1,600.00 a month. Further, the ratepayers have requested that Council suspend further interest charges from 1 June 2023, as per Council's financial hardship policy.



## CONSULTATION

Chief Executive Officer  
Executive Manager Corporate Services  
Ratepayer's Financial Counsellor

## STATUTORY IMPLICATIONS

### Local Government Act 1995

#### **6.12. Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money,

which is owed to the local government.

*\*Absolute majority required*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

#### **6.47. Concessions**

Subject to the *Rates and Charges (Rebates and Deferrals) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

*\*Absolute majority required*

#### **6.48. Regulation of grant of discounts and concessions**

Regulations may prescribe circumstances in which a local government is not to exercise a power under section 6.46 or 6.47 or regulate the exercise of the power.

### Local Government (Financial Management) Regulations 1996

#### **69A. When concession under Act s. 6.47 can not be granted**

A local government is not to exercise a power to grant a concession in relation to a rate or service charge under section 6.47 of the Act in circumstances where the concession is based on whether or not, or the extent to which, the land in respect of which the rate or service charge is imposed is occupied by a person who owns the land.

## FINANCIAL IMPLICATIONS

Not accounting for future rate increases or decreases, accepting the ratepayer's proposed payment plan, assuming the class action claim does not occur, will result in the assessments being paid out (including new rates) in March 2029.

If the interest charges are suspended going forward, Council will forgo approximately \$5,000.00 in potential interest earnings over the next 12 months.

It is also worth noting that a resolution by Council to accept the payment plan and/or suspend interest will set a precedent that may have additional costs in the future.

## **POLICY IMPLICATIONS**

### ***Council Policy – Debt Management***

Council's debt management policy requires that overdue rates are referred to the Shire's collection agency if they do not have an approved payment arrangement and are more than 60 days overdue.

Council Policy also instructs the CEO to develop an Executive Policy to guide staff in pursuing rates that are more than 60 days overdue.

What about the section of the policy that requires reporting to Council where the debt exceeds a certain amount.

### ***Executive Policy – Rates Debt Management***

The Executive Policy stipulates that payment arrangements for ratepayers with a history of defaulting on arrangements may only be granted if they are setup as a direct debit. Further, only the CEO may approve payment plans that would clear the outstanding debt in more than one year.

### ***Council Policy – Financial Hardship***

Section 5 of Council's Financial Hardship policy specifies that "Ratepayers not affected by COVID-19 but experiencing severe financial hardship from other circumstances may apply to Council for the suspension of interest on overdue rates or service charges, these requests will be reviewed on a case-by-case basis."

## **RISK MANAGEMENT IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Community strategic plan

Strategic priority 4.2: Compliant and resourced Local Government:

*"We have sound financial and asset management policies and practices in place."*

## **VOTING REQUIREMENTS**

Absolute majority

## **COMMENT**

Given the amount of the outstanding rates, that the proposed monthly payment plan may result in it taking six (6) years to clear the outstanding rates (includes rates raised in future years), in addition to the application to waive interest due to financial hardship (which itself requires a decision of Council), the Chief Executive Officer is of the opinion that Council should be making the final decision regarding the course of action for the overdue rates.

It is also suggested that the Council agreement only be for a period of thirteen months to 30 June 2024 to allow for the matter to be reviewed each financial year.

There are three options available to Council:

1. That Council resolves to agree to the proposed payment plan for assessments A5288, A2018, A2015 and A5124 of \$3,600.00 per month for the first four months and \$1,600.00 a month thereafter, and grant a concession to the ratepayer under Section 6.47 of the Local Government Act 1995 by agreeing not to charge interest on outstanding rates for the period 1 June 2023 to 30 June 2024
2. That Council resolves to agree to the proposed payment plan for assessments A5288, A2018, A2015 and A5124 of \$3,600.00 per month for the first four months and \$1,600.00 a month thereafter but does not agree to waive interest charges from 1 June 2023 to 30 June 2024.
3. That Council resolves to reject the proposed payment plan and authorises the Chief Executive Officer to negotiate more suitable terms so that the rates are paid in full within 5 years.

## **OFFICER RECOMMENDATION**

That Council resolves:

1. To agree to the proposed payment plan for assessments A5288, A2018, A2015 and A5124 of \$3,600.00 per month for the first four months and \$1,600.00 a month thereafter
2. To grant a concession to the ratepayer under Section 6.47 of the Local Government Act 1995 by agreeing not to charge interest on outstanding rates for the period 1 June 2023 to 30 June 2024, on rate assessments A5288, A2018, A2015 and A5124.
3. That the terms of the payment plan are offered to 30 June 2024 only, on the basis that the arrangement will be reviewed by Council prior to that date.
4. That if the payment plan is more than 2 months in arrears that the ratepayer will be considered to have defaulted on the arrangement. In the event of default, Council authorises management to reinstate all interest waived and commence recovery proceedings.

**MIN**

**MOTION** - Moved Cr. Stirrat

Seconded Cr. Hardham

**LOST 4 / 4**

**Presiding member used their casting vote against the motion**

*That Council resolves:*

1. *To agree to the proposed payment plan for assessments A5288, A2018, A2015 and A5124 of \$3,600.00 per month for the first four months and \$1,600.00 a month thereafter but does not agree to waive interest charges from 1 June 2023 to 30 June 2024.*
2. *That the terms of the payment plan are offered to 30 June 2024 only, on the basis that the arrangement will be reviewed by Council prior to that date.*
3. *That if the payment plan is more than 2 months in arrears that the ratepayer will be considered to have defaulted on the arrangement. In the event of default, Council authorises management to commence recovery proceedings.*

## **COUNCIL RESOLUTION**

**MIN 7597/23**

**MOTION** - Moved Cr. Currie

Seconded Cr. Cole

**CARRIED 8 / 0  
BY ABSOLUTE MAJORITY**

## AGENDA ITEM: 8.2.2 - Monthly Financial Statements for the month ended 30 April 2023

<b>Subject:</b>	<b>Monthly financial statements for April 2023</b>
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Ben Forbes – Executive Manager Corporate Services
<b>Date:</b>	4 May 2023
<b>Attachments:</b>	Monthly financial statements – April 2023

### PURPOSE

For Council to accept the financial statements for the month ended 30 April 2023.

### BACKGROUND

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

### CONSULTATION

Chief Executive Officer

### STATUTORY IMPLICATIONS

*Local Government Act 1995, Section 6.4*

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

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

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

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

### STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

Strategic priority 4.2: “We have sound financial and asset management policies and practices in place”

**VOTING REQUIREMENTS**

Simple Majority

**COMMENT**

Council’s closing funding surplus as at 30 April 2023 is \$1,787,801 with cash on hand of \$7,296,794 including \$4,218,323 of reserves.

**OFFICER RECOMMENDATION/ COUNCIL RESOLUTION**

That Council receive the monthly financial statements for the month ended 30 April 2023.

**MIN 7598/23**      **MOTION** - Moved Cr. Bray                      Seconded Cr. Milner

**CARRIED 8 / 0  
BY SIMPLE MAJORITY**

## AGENDA ITEM: 8.2.3 - Schedule of Accounts for Period Ended 30 April 2023

<b>Subject:</b>	<b>Schedule of Accounts for Period Ended 30 April 2023</b>
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM018
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Ben Forbes – Executive Manager Corporate Services
<b>Date:</b>	4 May 2023
<b>Attachments:</b>	Creditors Payment List – 1 April to 30 April 2023 Credit Card Payments List 14 February 2022 to 15 March 2023

### PURPOSE

For Council to review the payments made by the Shire of Narembeen in April 2023.

### BACKGROUND

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

### CONSULTATION

Nil

### STATUTORY IMPLICATIONS

*Local Government (Financial Management) Regulations 1996*

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
  - a. The payee's name;
  - b. The amount of the payment;
  - c. The date of the payments; and
  - d. Sufficient information to identify the transaction.
  
3. A list prepared under sub regulation (1) or (2) is to be –
  - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
  - b. Recorded in the minutes of that meeting.

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

Nil

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022-2032

CIVIC LEADERSHIP: Well governed and efficiently managed Local Government.

4.2 Compliant and resourced Local Government

We have sound financial and asset management policies and practices in place

Transparent, accountable, and integrated reporting.

## **VOTING REQUIREMENTS**

Simple majority

## **COMMENT**

A schedule of accounts paid during the month of April 2023 is attached to this report and the total amount paid from the municipal fund is as follows:

Municipal Account: \$ 630,790.99

## **OFFICER RECOMMENDATION/ COUNCIL RESOLUTION**

That Council:

1. Receive the Creditors Payment List – 1 April to 30 April 2023
2. Receive the Credit Card Payments List 14 February 2023 to 15 March 2023

**MIN 7599/23**

**MOTION** - Moved Cr. Stirrat

Seconded Cr. Hardham

**CARRIED 8 / 0  
BY SIMPLE MAJORITY**

**9.0 Urgent business as permitted by Council**

**‘5.4 New business of an urgent nature**

*(1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.’*

Acting CEO Comment

The applicant is seeking the urgent consideration of this matter to allow for the installation prior to the winter rains.

**OFFICER RECOMMENDATION**

That the following matter be considered by Council as urgent business

**COUNCIL RESOLUTION**

**MIN 7600/23**                      **MOTION - Moved Cr. Currie**                      **Seconded Cr. Milner**

**CARRIED 8 / 0**

*6.07pm Cr W Milner declared a Financial interest and left the meeting*

**AGENDA ITEM: 9.1- Employment of Medical Centre Staff**

<b>Subject:</b>	<b>Employment of Medical Centre Staff</b>
<b>Applicant:</b>	Narembeen Medical Centre
<b>File Ref:</b>	ADM093
<b>Disclosure of Interest:</b>	Not applicable
<b>Author:</b>	Paul Sheedy – Acting Chief Executive Officer
<b>Date:</b>	16 May 2023
<b>Attachments:</b>	Nil

**PURPOSE**

Council to consider a request from the Narembeen Medical Centre doctor, Dr Peter Lines, for Council to provide increased financial support by agreeing to employ the Medical Centre Receptionist and Cleaner.

**BACKGROUND**

April 2022

Council considered a request from Dr Lines to reduce his normal hours from 8am-1pm 5 days per week on a 3-month trial basis and continue to provide on-call services at the hospital as per normal and it resolved (Minute 7423/22):

*‘That Council Support the proposed changes to Medical Service delivery in Narembeen on a trial three-month basis as proposed by Dr Lines and review the effectiveness of the trial after the end of the trial period.’*



June 2022

The CEO received advice from Dr Lines that he would be ceasing to work at the Narembeen Hospital and Council at its meeting on 21 June 2022, in considering a confidential report from the CEO, resolved (Minute 7499/22):

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

‘A Deed of Variation of Agreement’ was prepared by lawyers, Civic Legal, to reflect the proposed changes by the doctor and included in the CEO report to the June 2022 Council meeting but to date this agreement remains unsigned.

September 2022

The Council has previously authorised staff to commence the search for a new General Practitioner and following advice from WALGA, a tender process was undertaken. The tender commenced 17 August 2022 and closed at 12pm on 19 September 2022 and at the close of the tender period, no tenders had been received.

An enquiry was received by First Health during the tender process however First Health did not submit a tender and a follow-up letter was provided which is attached to this report.

Council at its ordinary Council meeting on 20 September 2022 resolved (Minute 7501/22):

*‘That Council*

- 1. Note that no tenders were received as part of tender 01-2022 Provisions of medical Services*
- 2. Authorise staff to explore opportunities for the provision of medical services with First Health and report the outcomes’*

April 2023

The Acting CEO received an email from Narembeen Medical Centre seeking additional financial assistance and providing the following information:

*‘Numbers of patients seen at the Narembeen Medical Centre in February 2023 were on average 80 patients per week, and in March 2023 the numbers seen were on average were 81 patients per week. Approximately 40% of patients were billed privately, with 60% being bulk billed as they were children, repeat frequent attenders, or holders of concession cards.*

*Since I stopped providing hospital services the practice is no longer in receipt of a range of performance incentive payments and allowances which are available to those practices who provide hospital and general practice care. As a result, the cash flow situation at the practice is precarious with only Medicare and billings income, plus the financial support from the Shire. In order to manage this, I have reduced my fortnightly income and the practice manager has reduced her hours. We find it hard to identify any further cost savings that can be made.*

*As we have only recently transitioned to private billing, we are reluctant to raise the prices in the short term as this may deter patients from attending and subsequently make the practice less viable.*

*I would be grateful if the Shire might consider increasing their support of the practice by employing our receptionists and cleaner. I would continue to pay the practice manager and myself. I believe that this is already in place in many Shires.*

*I may alternatively have to consider operating the practice for a reduced number of days and seek work in Merredin or another nearby town for 1-2 days per week.’*

The request was considered at the April Councillor Discussion Forum where it was agreed that the Shire President, Deputy Shire President and Acting CEO meet with Dr Lines.

May 2023

The Shire President, Deputy Shire President and Acting CEO meet with Dr Lines, Lucy Lines and the Practice Manager on 11 May 2023 to discuss Medical Services in Narembeen and the opportunity for the doctor to consider reintroducing a service to the Narembeen Hospital at a reduced level of service.

The doctor has since advised that he is unable to provide a service to the Narembeen Hospital and will be undertaking a six (6) week trial of an additional afternoon session (Thursday 1.00pm to 4,30pm)

## **CONSULTATION**

Shire President, Deputy Shire President, Acting CEO  
Dr Lines, Ms Lines and Practice Manager

## **STATUTORY IMPLICATIONS**

Not applicable

## **FINANCIAL IMPLICATIONS**

Should Council agree to a financial contribution it is estimated that the additional cost would be approximately \$50,134 (salary & super) for a full year, with additional costs of approximate \$600 (6 weeks) or \$5094 (full year) if the proposed trial period was included and extended as permanent

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

The predominate risk to the Shire is financial on the basis that Council will be providing additional funding for no increase in service.

If the Shire does not agree to any additional financial contributions, there is a moderate risk that the doctor may reduce the current hours at the Narembeen Medical Centre and/or consider relocating to another town.

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022 - 2032

Facilitate and advocate for quality health services, health facilities and programs in the shire.

Corporate Business Plan 2022 - 2026

Continued support for the retention of the Hospital and Police Service and Ambulance service.

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

As previously indicated at the April 2023 Council Discussion Forum If Council were to consider providing financial assistance it would better to do it via an increase in the current annual medical services fee rather than take on the management of some staff which may lead to conflict given that they would still report to the doctor and Practice Manager daily. Discussion on any funding increase from Council would be a good opportunity to raise the current issue of not providing hospital and

general practice care and a condition for an increase in funding could be the introduction or partial introduction of this service or at least to the seniors/aged.

If Council was to agree to an increase in the annual fee for Medical Services, it may only be for the period until a new doctor was recruited or it could be an ongoing cost if recruitment is not successful. However early indications are that the recruitment of any new doctor would come at a potential increased cost to the Council to current costs incurred.

Alternatively, as indicated in the Risk Implications the lack of additional funding may result in a lesser service or no service at all in Narembeen.

## **OFFICER RECOMMENDATION**

That Council:

1. Advise the Narembeen Medical Centre (Dr Lines) that it does not wish to take on the employment and management of Medical Centre employees;
2. Approves an increase in the annual fee paid the Medical Practitioner (clause 5.1 of 'AGREEMENT FOR PROVISION OF MEDICAL SERVICES' DEED dated 10 September 2009) to \$88,000 per annum, exclusive of GST

## **COUNCIL RESOLUTION**

*That Council:*

1. *Advise the Narembeen Medical Centre (Dr Lines) that it does not wish to take on the employment and management of Medical Centre employees;*
2. *Approves an increase in the annual fee paid the Medical Practitioner (clause 5.1 of 'AGREEMENT FOR PROVISION OF MEDICAL SERVICES' DEED dated 10 September 2009) to \$88,000 per annum, exclusive of GST, paid quarterly in advance and commencing from 1 June 2023, subject to the Doctor signing the deed of variation (dated 2022).*

**MIN 7601/23**

**MOTION** - Moved Cr. Hardham

Seconded Cr. Bray

**CARRIED 6 / 1  
BY SIMPLE MAJORITY**

*Reason for change - the inclusion of the requirement to sign the deed of variation provided some assurance to council in recruiting a new Doctor.*

*6.39pm Cr W Milner re-entered the meeting*

## 10.0 Councillor's Reports

### Cr K Mortimore

Attended

- Audit close out meeting
- Anzac Day
- Interim Audit meeting
- Dr discussion
- Dr meeting

### Cr S Stirrat

Attended

- Audit entrance Meeting
- Meeting with Dr Lines
- Meeting with new Doctor
- ANZAC Day

### Cr H Cusack

Attended

- 

### Cr T Cole

Attended

- ANZAC

### Cr C Bray

Attended

- ANZAC

### Cr A Hardham

Attended

- 

### Cr M Currie

Attended

- ANZAC

### Cr W Milner

Attended

- ANZAC
- Meeting with representatives of Shire of Wongan-Ballidu

## 11.0 Date, time & place of next meeting

Tuesday 20 June 2023, 5.00pm at the Shire of Naremben Council Chambers.

## 12.0 Closure

There being no further business the Chair declared the meeting closed at 6.44pm

**13.0 Certification of Meeting Minutes**

I, Cr \_\_\_\_\_, \_\_\_\_\_ certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 18 April 2023, as shown on pages 1 to 34 are confirmed as a true and correct record of the meeting.

\_\_\_\_\_  
**SHIRE PRESIDENT**

\_\_\_\_\_  
**Date**

**ATTACHMENT – AGENDA ITEM 7.0**  
**Status Report – June 2023**

## SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7083/20	ongoing since 2020	ADM547	RAV Working Group	<p>Previous status report item is complete. Details here -</p> <p>7083/20 19-Aug-20 ADM547 Narembeen RAV Rating and Conditions Review That Council:</p> <ol style="list-style-type: none"> <li>Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads.</li> <li>Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager.</li> <li>Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network.</li> <li>Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting.</li> <li>Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated.</li> </ol> <p>Discussed with Council December 2021. Assistance will be sought from consulting engineers to progress</p> <p>20.09.2022 - Cr Stirrat advised no changes or upgrades identified. Is there any capacity for a temporary RAV permit? CEO advised yes - will seek more information from main roads</p>	<p>July 22 - Main roads engaged to review 4 roads RAV status. Howson Project Management preparing assesment of additional roads for upgraded RAV status</p> <p>Cr. Stirrat provided update. 4 roads assessed 3 roads assesed as R7 Unconditional - Statchevich -Chapman Road, Georgeff Road and Merredin-Narembeen Road. Cramphorne Road has increased from 60 to 80</p>	This item to remain on the status report moving forward	CEO
7315/22	31-Jan-22	ADM668	Local Road & Communities Infrastructure Program	<p>That Council nominate the following projects for funding as part of Phase 3 LRCI program;</p> <ol style="list-style-type: none"> <li>Walker Lake Exercise Equipment \$50,000</li> <li>Narembeen Public Hall Upgrade – stage 2 \$102730</li> <li>Old Church Museum – stage 2 \$115,229</li> <li>Footpath Infrastructure \$175725</li> <li>Churchill Street Improvemenbts - stage 2 \$350,000</li> <li>Electronic Sign Board \$50,000</li> <li>Seal Laneway Savage Street \$250,000</li> </ol>	<p>Projects Approved</p> <ol style="list-style-type: none"> <li>COMPLETED</li> <li>COMPLETED</li> <li>COMPLETED</li> <li>COMPLETED</li> <li>Ongoing</li> <li>COMPLETED</li> <li>Awaiting design and will be seeking deferral until 23/24</li> </ol>	Ongoing	CEO
7324/22	15-Feb-22	ADM	Wadderin Reserve	<p>That Council:</p> <ol style="list-style-type: none"> <li>Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembeen for the purposes of "water and conservation" with the power to lease.</li> <li>Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive.</li> </ol>	<p>Engaged lawyer to develop lease. Met with President to progress. Confirm to DLPH agreement to accept management order for Reserve, CEO and EMCS to meet with WWG President to discuss lease.</p>	Ongoing	EMCS
7420/22	19-Apr-22	P5294	Write off debt - Deceased Estate A5294 Saunders	<p>That Council:</p> <ol style="list-style-type: none"> <li>Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and</li> <li>Direct the CEO to commence the process to return the land to the Crown.</li> </ol>	<ol style="list-style-type: none"> <li>Debt written off.</li> <li>Ongoing</li> </ol>	Ongoing	EMCS
7542/22	13-Dec-22	ADM053	Multipurpose Sports Facility Feasibility and Concept Design	<p>That Council:</p> <ol style="list-style-type: none"> <li>Resolve not to proceed with the seeking of funding and construction of the Multipurpose Sports Facility project due to the estimated costs being substantially higher than the budget, no guarantee of successful grant funding and the withdrawal of support by the sporting clubs.</li> <li>Instruct the CEO to undertake discussions with local Tennis and Hockey clubs regarding future improvements to their facilities</li> </ol>	<ol style="list-style-type: none"> <li>Discussion with sporting groups to be deferred until new CEO commences</li> </ol>	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7552/23	21-Feb-23	ADM547	Traffic Route Proposal – Variation of Agreement	That Council endorse the proposed variations to the original Traffic Route Proposal Letter of Agreement dated 26 May 2020 as follows: 1. References to “Explaurum Operations Pty Ltd” are to be replaced with “Tampia Operations Pty Ltd” to reflect a name change. 2. Condition 2 is amended to read “That Mt Arrowsmith Road SLK 0.00 to SLK 9.50, having been sealed with a 2 coat seal in 2021 pursuant to an agreement between the Council and Tampia Operations Pty Ltd, be maintained by Tampia Operations Pty Ltd, not subject to the financial contribution of \$0.0107 per kilometre per tonne as set out in Condition 15. 3. Upon the cessation of haulage, Mt Arrowsmith Road SLK 0.00 to SLK 9.50 be returned to a gravel road subject to a gravel overlay treatment being undertaken to the satisfaction of the Shire of Narembeen Works Manager and the Councils Engineering consultant.” 4. Condition 11 is deleted. 5. All other terms of the Letter (dated 26 May 2020) remain unchanged.	Letter sent to Ramelius/ Tampia requesting Variation of Agreement to be amended Awaiting Variation letter from Tampia for signing.	Ongoing	CEO
7555/23	21-Feb-23		Health and Safety Compliance Representative	That Council request that the CEO investigate the appointment of a full time Work Health and Safety Compliance Officer, commencing in the 2023/24 financial year, to oversee and implement the new Work Health and Safety Act 2020 and Regulations 2022, including the sharing of the position with other RoerOC local governments, or other identified local government/s, and provide a report back to the April 2023 Council meeting	Include on ROERoc meeting on 16 March 2023	Ongoing	CEO
7576/23	18-Apr-23	ADM 547	Mt Arrowsmith Road Haulage Contribution	That Council agrees to reimburse Tampia Operations \$132,353.47 (incl GST), in lieu previously agreed \$94,073 (October 2022), from its infrastructure reserve fund representing road haulage contributions collected for Mt Arrowsmith Road from July 2021 to September 2022 on the following conditions:  1.The reinstatement of SLK 0 to SLK 10.5 to a gravel surface shall be undertaken at the direction and supervision of the Shire of Narembeen CEO and completed to the satisfaction of the Shire of Narembeen CEO; and  2.Should the reinstatement to a gravel surface not be completed to the satisfaction of the Shire of Narembeen CEO, the Shire of Narembeen reserves the right to complete the reinstatement to a satisfactory standard and charge Tampia Operations for the work undertaken	Letter sent to Tampia	Ongoing	CEO
7580/23	18-Apr-23	ADM654	Amendment to lease agreement – Senior Citizens Centre	That Council authorise the Chief Executive Officer to engage with the Narembeen Senior Citizens Social Centre to review the current lease agreement and bring it back to council for endorsement	Lease sent to Senior Citizens Social Centre	Ongoing	EMCS
7592/23	16-May-23	ADM049	Chief Executive Officer Recruitment Process – Certificate of Compliance	That Council certifies that: 1.The recruitment and employment of the Chief Executive Officer, Ms Rebecca McCall, was undertaken in accordance with Council Policy ‘CEO Standards for Recruitment, Performance and Termination’: and 2.A copy of this resolution is to be provided to the Department of Local Government and Cultural Industries CEO by the Acting Chief Executive Officer.	1) No action 2) Information sent to DLGSC	Completed	CEO
7593/23	16-May-23	ADM197	CEACA Membership and Housing	That Council agrees to:  1.Make application to the Central East Accommodation and Care Alliance (CEACA), for ‘General Membership’, from 1 July 2023; and  2.Transfer ownership of Lot 104 Currall Street to CEACA, at no cost, when they secure State/Federal funding for additional housing and commit to building housing on Lot 104 Currall Street, Narembeen and subject to compliance with section 3.58 of the Local Government Act 1995.	1) Application submitted and accepted 2) Letter sent to CEACA	Completed	CEO
7594/23	16-May-23	Nil	Doctors Residence	That Council approves: 1.The construction of a new 4/2 doctor’s residence on a Shire owned lot (Lot 69) in Cheetham Way. 2.The allocation of unbudgeted expenditure of \$500,000 in the 2022/23 budget, with funds being reallocated from the ‘shire staff housing construction’ budget allocation and a budget amendment to reflect this change. 3.The sale of 16 Hilton Way once the construction of the new doctor’s residence is completed	1) RFQ lodged onWALGA Prtal 2) Completed 3) Ongoing	Ongoing	CEO
7599/23	16-May-23	P5288, P2018, P2015, P5124	Payment plan for overdue rates	That Council resolves: 1.To agree to the proposed payment plan for assessments A5288, A2018, A2015 and A5124 of \$3,600.00 per month for the first four months and \$1,600.00 a month thereafter but does not agree to waive interest charges from 1 June 2023 to 30 June 2024 2.That the terms of the payment plan are offered to 30 June 2024 only, on the basis that the arrangement will be reviewed by Council prior to that date. 3.That if the payment plan is more than 2 months in arrears that the ratepayer will be considered to have defaulted on the arrangement. In the event of default, Council authorises management to commence recovery proceedings.	Letter sent and payments as per payment plan being received	Completed	EMCS
7601/23	16-May-23	ADM093	Employment of Medical Centre Staff	That Council: 1.Advise the Narembeen Medical Centre (Dr Lines) that it does not wish to take on the employment and management of Medical Centre employees; 2.Approves an increase in the annual fee paid the Medical Practitioner (clause 5.1 of ‘AGREEMENT FOR PROVISION OF MEDICAL SERVICES’ DEED dated 10 September 2009) to \$88,000 per annum, exclusive of GST, paid quarterly in advance and commencing from 1 June 2023, subject to the Doctor signing the deed of variation.	Deed of variation signed by doctor	Completed	CEO



**ATTACHMENT – AGENDA ITEM 8.1.6**  
**Concept Implementation Report – Elements**

# Narembeen Town Centre Revitalisation Concept Implementation Report

June 2023 | 22-339



**element.**  
the art and science of place

We acknowledge the Njaki Njaki Noongar people of the Noongar nation as Traditional Owners of the land on which we live and work. We acknowledge and respect their enduring culture, their contribution to the life of this city, and Elders, past and present.

Document ID: /Volumes/Graphics/2022/22-339 Narembeem Main Street Revitalisation Concept Plan/02 Final Report

Issue	Date	Status	Prepared by	Approved by	Graphics	File
1	26.05.2023	Draft	Tilly Chaney	Bronwyn Slater	TC	TC
2	07.06.2023	Final 1	Tilly Chaney	Bronwyn Slater	TC	TC
3	07.06.2023	Final 2	Tilly Chaney	Bronwyn Slater	TC	TC

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1927  
NAREMBEEN  
DISTRICT  
ROAD BOARD

NAREMBEEN  
HISTORY  
CENTRE  
SEE INSIDE  
ON THE DOOR

# Introduction

## Project overview

**element** were engaged by the Shire of Narembeen to develop a Revitalisation Concept Plan for the Narembeen Town Centre that integrated the various projects (including guidance on how to tailor them to suit the overall vision) as well as their prioritisation, supported by an implementation framework. This report identifies how, when and the extent of implementing each of the projects within the plan and how they link in together.

The Concept Plan builds on the work completed to date, utilises the existing connections more effectively, encourages people to better utilise the main street through amenity, enhances the existing buildings, and provides a roadmap for how to deliver individual projects within the defined precinct, that will help secure future funding.

## Methodology

The development of the main street Concept Plan was undertaken through an iterative process with the Shire. We wanted to build on the good work already identified, but ‘ground-truth’ and test it to ensure that the proposed strategies spatially work in their identified locations in town as part of the larger whole. It was vital that the final concept reiterated and celebrated the Town’s identity.

The project was undertaken through the following phases:

### 1. Scope definition

Identified key drivers and objectives, relevant lessons from recent projects, project scope and boundaries, negotiables and non-negotiables, allocated funding, milestones, what was working well, and what was not.

### 2. Site analysis

Mapped the broader context, key connections, key points of interest, strategic and environmental context and heritage considerations.

### 3. Design development

Refined scenarios into one preferred option, identified the full list of projects (interventions) and appropriate locations, project timing and prioritisations.

### 4. Community and stakeholder engagement

The Shire engaged with stakeholders (Councillors) and the community to seek feedback on the draft Concept Plan and project items throughout December 2022 - February 2023. The findings of this process were compiled by the Shire and provided to element.

### 5. Design finalisation

Following the engagement outcomes, element reviewed the feedback and amended the plan accordingly, finalised the implementation framework, compiled benchmark imagery for each project item and issued this final report to the Shire.

## Understanding the site and its users

Prior to our involvement, the Shire had been proactive in taking on the responsibility of initiating town centre revitalisation by identifying projects that will lead the renewal process in collaboration with the community and the active Narembeen Town Team. The Concept Plan prepared by element focuses on creating an interesting, attractive, and comfortable place for locals and families, as well as making it more inviting for visitors.

From our experience, the main opportunities for rural towns usually come under the following categories:

### Shade and Shelter

Depending on which way the main street is oriented, there is the general principle to allow sunlight into the main street (particularly for cafes and parks) to maximise the use of the public realm in winter; but also provide opportunities for shade during the hot summer months. Careful placement of new street trees will also provide good shade for pedestrians and cars in summer, as will the development of continuous shop awnings or street shade shelters which are becoming common place in rural communities where development is spread out. These shelters can also become pause points and be integrated with public art and landscaping opportunities.

### Linkages and Connections

If you want people to walk around town and particularly up and down the long main street it needs to be a comfortable and interesting walk, otherwise driving will be a more attractive option, but will not provide the same benefits to the local area. Given the layout of the town, there is also the key consideration of creating safe, legible, and well-located crossing points across Churchill Street for cross-town connections that also assist in slowing traffic.

### Capacity Building for Main Streets

Once some of the hard infrastructure works are completed in town, it will primarily be up to the remaining businesses and activities to facilitate interest. Part of this can be supported by capacity-building workshops, such as working with landowners and lessees on improving their shopfronts, coordinated extended trading hours, or working with business owners to work in with local events.

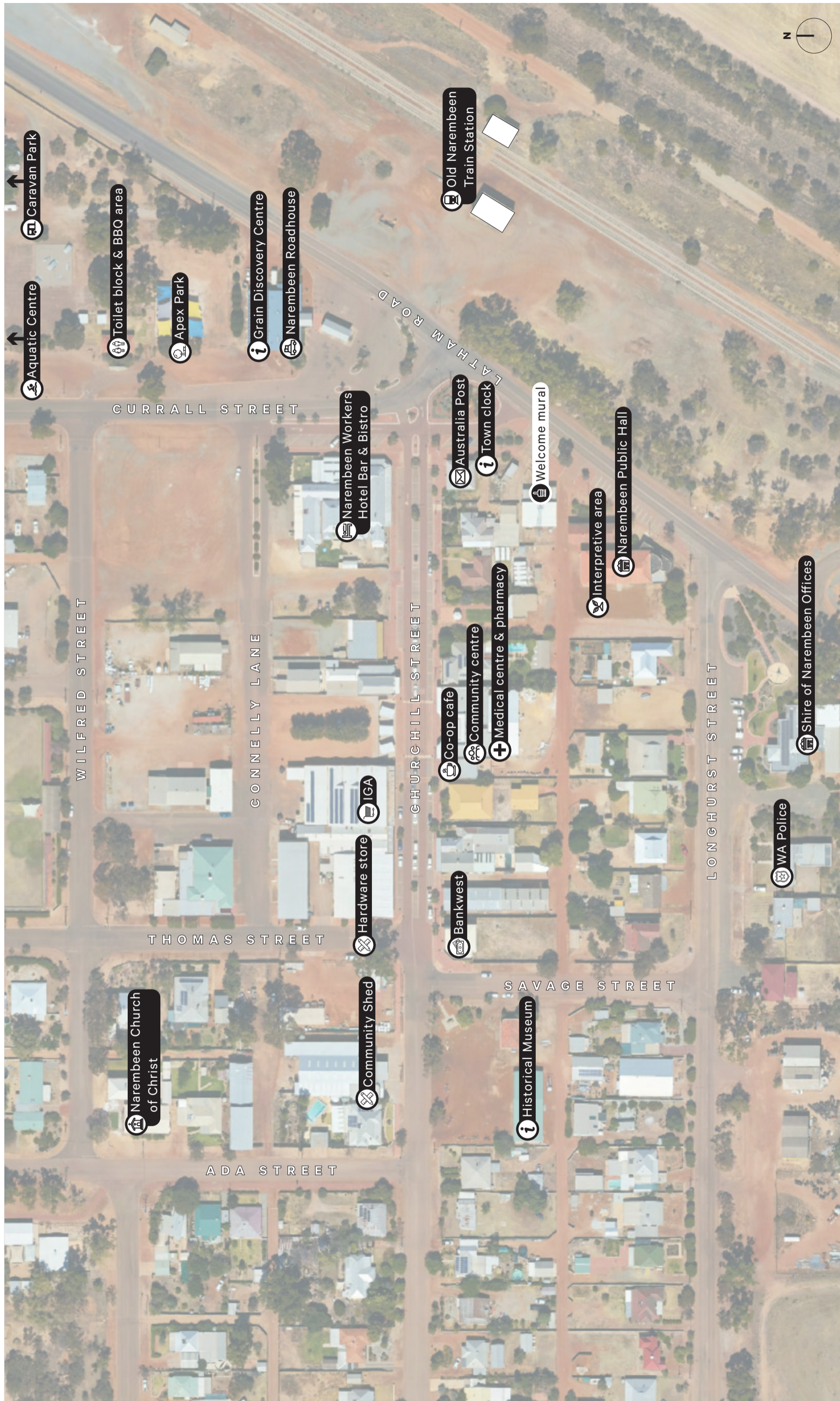
*Be Seen in*

# WARRIORS

Kelomes 24  
6000

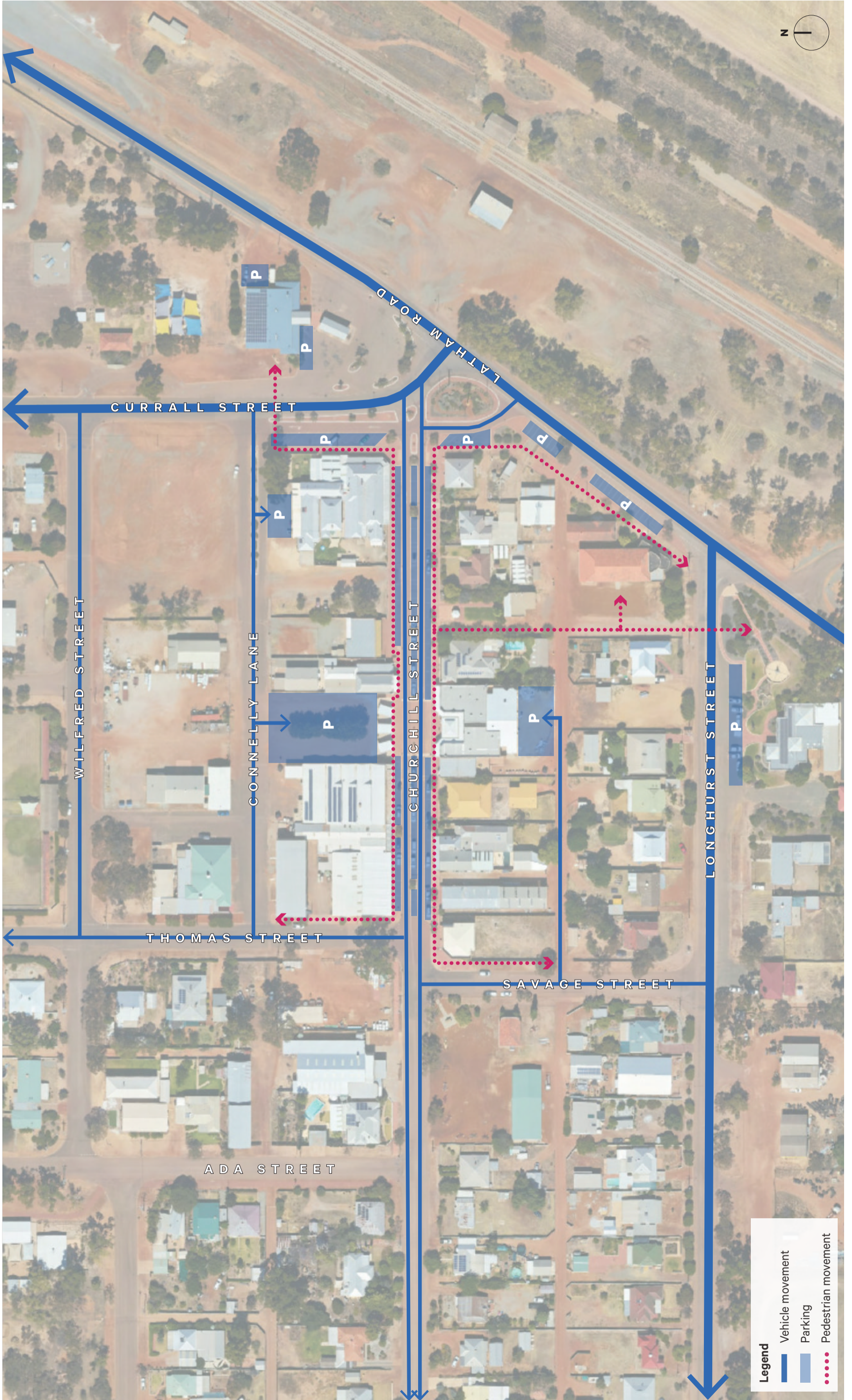


# Key locations





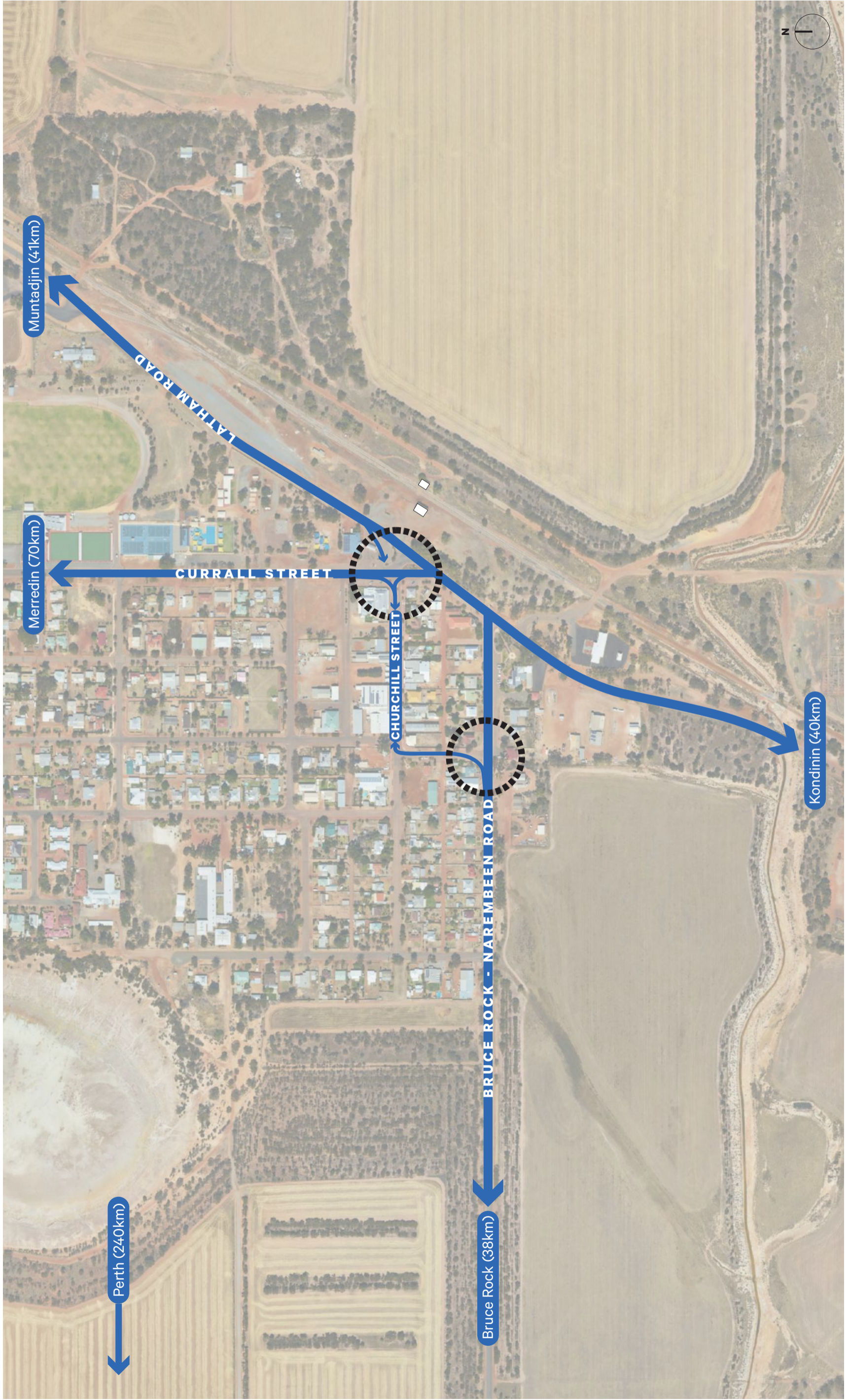
# Access and movement



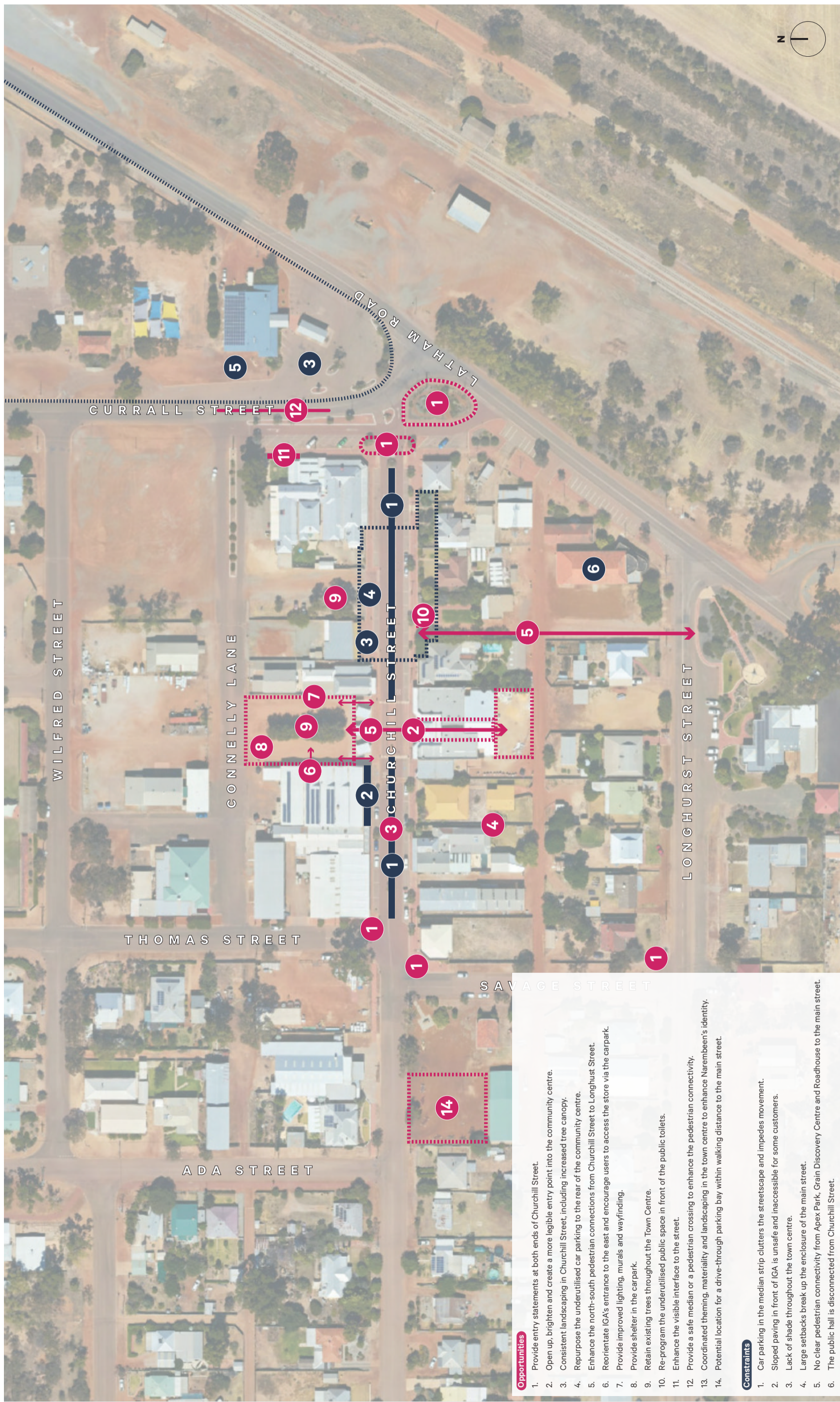
# Heritage considerations



# Broader connections



# Opportunities and constraints

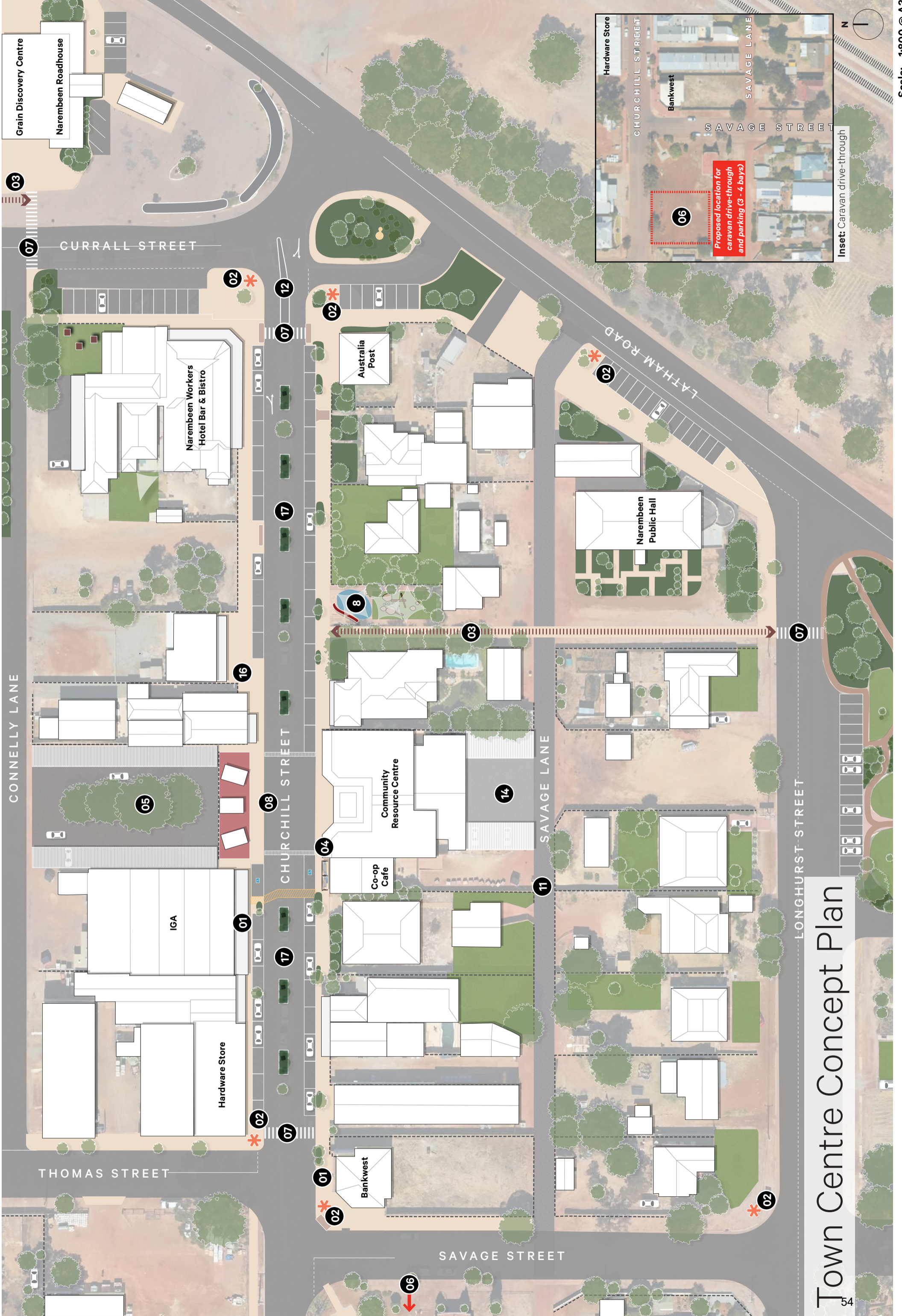


- Opportunities**
1. Provide entry statements at both ends of Churchill Street.
  2. Open up, brighten and create a more legible entry point into the community centre.
  3. Consistent landscaping in Churchill Street, including increased tree canopy.
  4. Repurpose the underutilised car parking to the rear of the community centre.
  5. Enhance the north-south pedestrian connections from Churchill Street to Longhurst Street.
  6. Reorientate IGA's entrance to the east and encourage users to access the store via the carpark.
  7. Provide improved lighting, murals and wayfinding.
  8. Provide shelter in the carpark.
  9. Retain existing trees throughout the Town Centre.
  10. Re-program the underutilised public space in front of the public toilets.
  11. Enhance the visible interface to the street.
  12. Provide a safe median or a pedestrian crossing to enhance the pedestrian connectivity.
  13. Coordinated theming, materiality and landscaping in the town centre to enhance Narembeen's identity.
  14. Potential location for a drive-through parking bay within walking distance to the main street.
- Constraints**
1. Car parking in the median strip clutters the streetscape and impedes movement.
  2. Sloped paving in front of IGA is unsafe and inaccessible for some customers.
  3. Lack of shade throughout the town centre.
  4. Large setbacks break up the enclosure of the main street.
  5. No clear pedestrian connectivity from Apex Park, Grain Discovery Centre and Roadhouse to the main street.
  6. The public hall is disconnected from Churchill Street.



1961  
1962  
1963  
1964  
1965  
1970  
1971  
1974  
1978  
2019

N



# Town Centre Concept Plan

# Implementation framework

The projects shown within the Town Centre Concept Plan are described in detail in the table below, including the opportunity that exists, the intended outcome that each should strive to achieve, a description of the timing and priority of each project and potential collaborators or project partners highlights. Example imagery has been provided where relevant to show design direction and influence to help inform the implementation stages.

Indicative prioritisation and timing have been defined below to inform investment, budgets, and resources. Prioritisation has largely been based on the demonstrated need, community and council feedback, and funding already obtained by the Shire. Where the Shire currently has that items must be delivered to meet funding criteria or petitions received from the community have been received have been noted in the right column.

- **High priority / short-term** – 1 - 2 years
- **Medium priority / medium-term** – 2 - 5 years
- **Low priority / long-term** – 5+ years

Project item	Location/s	Plan ref. number	Opportunity	Success factors	Partnerships and stakeholders	Ease of delivery	Priority and timing
<b>Levelled pavement</b>	In front of IGA and Bankwest on Churchill St	1	<ul style="list-style-type: none"> <li>• Realign the pavement to be level in front of IGA and the Bankwest building from Churchill Street to increase safe access for the elderly, people with trolleys and young children. This will ensure the whole street is level and prevent flooding and puddles.</li> <li>• Work with the IGA and Bankwest to ensure alternate access can be provided during the works, or that minimal disruption occurs to business.</li> </ul>	<ul style="list-style-type: none"> <li>• Safer access to IGA and Bankwest from Churchill Street for people of all abilities.</li> <li>• Increased usage of necessary community facilities.</li> <li>• Reduced flood risks.</li> </ul>	Shire of Narembreen IGA Bankwest	Easy	High
<b>Wayfinding signage panels</b>	<ul style="list-style-type: none"> <li>• Corner of Churchill St and Savage St</li> <li>• Savage Ln from Latham Rd</li> <li>• Northern corner of Longhurst St and Savage St</li> <li>• Northern corner of Curral St and Churchill St</li> <li>• Southern corner of Curral St and Churchill St</li> </ul>	2	<ul style="list-style-type: none"> <li>• Enhance the town centre's sense of arrival through wayfinding signage that welcomes visitors to Narembreen.</li> <li>• The town centre currently has little signage or wayfinding to direct visitors to key tourism attractions and community infrastructure. Introduce new wayfinding signage panels at key entry points into the town centre to enable visitors to navigate the town and encourage higher utilisation of existing services.</li> <li>• The new signage panels should reference and align with public artwork, theming, and local sense of place. For example, native flora and fauna, Emu Hill, agricultural history and or historic buildings.</li> <li>• The panels should consider relevant hierarchy of detail from cars through to pedestrians, and be guided by a cohesive Wayfinding Plan or Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilisation of the wayfinding signage directing visitors to key amenities for pedestrians and vehicles to car bays.</li> <li>• Assisted navigation of the town centre on-foot to encourage walking.</li> </ul>	Shire of Narembreen Signage designer Signage fabricator	Easy	High
<b>New pedestrian pathways</b>	<ul style="list-style-type: none"> <li>• North-south from Churchill St to Longhurst St</li> <li>• From the Aquatic Centre, past the Caravan Park, Apex Park, the Grain Discovery Centre, and the Roadhouse across the road to the Hotel</li> </ul>	3	<ul style="list-style-type: none"> <li>• Feedback from the Consultation Summary for the Strategic Community Plan (2017) identified that there are gaps in consistency in the existing footpath network, with some footpaths unsafe for pram, mobility scooters and wheelchairs.</li> <li>• There is an opportunity to improve pedestrian permeability throughout the town centre by creating new pedestrian pathways to connect key locations and resurfacing existing paths that are no longer safe for use.</li> <li>• The key goal of this project is to improve the north-south connections, reconnect the Public Hall and garden interpretation area to Churchill Street and reconnect the western end of town to the new community infrastructure in the east.</li> <li>• Create a pleasant walking experience within town to reduce the need for over-supply of car parking.</li> </ul>	<ul style="list-style-type: none"> <li>• Decreased car use for short trips within the centre.</li> <li>• Increased usage of key facilities through increased visibility and legibility.</li> <li>• Improve visual and physical accessibility and connectivity.</li> <li>• Improve existing pedestrian paths and create new paths to link in with the strategy initiatives.</li> </ul>	Shire of Narembreen	Moderate	High

Project item	Location/s	Plan ref. number	Opportunity	Success factors	Partnerships and stakeholders	Ease of delivery	Priority and timing
<b>Pocket parklet</b>	In front of the Co-op Cafe or the Community Resource Centre (final location to be confirmed)	4	<ul style="list-style-type: none"> <li>Create a unique 'parklet' seating space for locals and visitors to sit and enjoy within the town centre public realm that includes semi-permanent seating, shade, integrated planting and lighting.</li> <li>The parklet is to be located in the vicinity of the Co-op Cafe and the Community Resource Centre, with the ability to be re-located elsewhere in the precinct. The parklet must not impede accessibility for pedestrians, prams, wheelchairs or otherwise.</li> <li>The parklet should be designed to ensure comfort and attract uses. Ensure hard edges are created to interface with the car parking and road spaces, so that users sitting in the parklet face active frontages.</li> </ul>	<ul style="list-style-type: none"> <li>An interesting and usable seating opportunity on Churchill Street that is used by a range of locals and visitors.</li> </ul>	<p>Shire of Narembeen</p> <p>Parklet fabricator</p> <p>The Co-Op Narembeen</p> <p>Business owners</p>	Moderate	High
<b>Increased amenity in the IGA carpark</b>	IGA carpark (12 – 14 Churchill St)	5	<ul style="list-style-type: none"> <li>Increase utilisation of existing parking through directional signage and improving amenity through the provision of lighting poles and pedestrian pathways along key links.</li> <li>Redesign the seating and tables in front of the carpark facing Churchill Street to encourage increased usage, including opening the view through to the IGA carpark, additional seating and the integration of public art and historical interpretation (through the introduction of colour and different materiality).</li> </ul>	<ul style="list-style-type: none"> <li>Increased usage of the car park and a reduction of parking in the Churchill Street median strip.</li> <li>Improved amenity for pedestrians.</li> </ul>	Shire of Narembeen IGA Business Owner	Moderate	High
<b>Caravan drive-through and car park in the Town Centre</b>	The western side of Currall St, within walking distance to Churchill St	6	<ul style="list-style-type: none"> <li>Provide a caravan drive-through and car parking space located on the western side of Currall Street opposite Roadhouse, within walking distance from key tourist attractions and necessary amenities.</li> <li>The caravan drive-through must provide ample room for pull-in bays, allowance for circulation through town, and signage well ahead of all turn-offs.</li> </ul>	<ul style="list-style-type: none"> <li>A place for caravans to park closer to the town centre, within walking distance from the historical precinct and other key tourism attractions.</li> </ul>	Shire of Narembeen	Moderate	High
<b>Clear pedestrian crossing points</b>	<ul style="list-style-type: none"> <li>In front of Narembeen Hardware (Churchill St)</li> <li>IGA to Narembeen Community Resource Centre (Churchill St)</li> <li>Narembeen Workers Hotel to Australia Post (Churchill St)</li> <li>Narembeen Roadhouse to the Workers Hotel (Currall St)</li> <li>Narembeen Public Hall to the Shire of Narembeen Offices (Longhurst St)</li> </ul>	7	<ul style="list-style-type: none"> <li>There is a lack of pedestrian crosswalks at key locations and an opportunity to provide safe crossing points throughout the town centre through clearly identifiable islands and markers.</li> <li>This should result in improved pedestrian permeability throughout the town centre, connecting both north – south and east – west orientated streets.</li> </ul>	<ul style="list-style-type: none"> <li>Improved pedestrian permeability and increased active transport throughout the town centre.</li> <li>Create safer main street pedestrian crossing points.</li> </ul>	Shire of Narembeen	Easy	High (funding)
<b>New toddler-focused play space at Jones Park</b>	11 - 13 Churchill St	8	<ul style="list-style-type: none"> <li>There is demand for child-friendly infrastructure and spaces targeted at parents of 0-4-year-olds to develop their social, emotional, and recreational interests, while older children are at kindergarten/school.</li> <li>Apex Park is targeted at all ages, therefore Jones Park should service younger children (ages 4 and under) as it is close to necessary amenity and will provide seating and opportunities for passive surveillance by parents.</li> <li>It is recommended that the Shire reprogram the public space at Jones Park by introducing a new enclosed play area with soft surfacing, a shade structure, landscaping, and seating options.</li> </ul>	<ul style="list-style-type: none"> <li>Completed play space.</li> <li>Families (particularly those with 0 -4 – year olds) enjoying the space and spending increased recreational and rest time in Churchill Street.</li> </ul>	Shire of Narembeen Narembeen Town Team	Complex	High (community support, petition)



Project item	Location/s	Plan ref. number	Opportunity	Success factors	Partnerships and stakeholders	Ease of delivery	Priority and timing
<b>Fill lighting gaps and implement interesting and integrated lighting</b>	Throughout the town centre	9	<ul style="list-style-type: none"> <li>Upgrade all existing streetlights to LED globes.</li> <li>There are significant lighting gaps within the town centre. Introduce new lighting poles in Latham Road, Currall Street, the IGA carpark and the Community Centre carpark.</li> <li>Introduce and encourage interesting lighting throughout the town centre, such as up lighting trees along key street edges, integrate lighting into bench seats and wayfinding signage, and up lighting of key murals.</li> <li>Encourage shop owners to provide interesting lighting in their window displays, under their awnings or within their front setbacks (where applicable). This could be linked in to a social media campaign to share photos of lighting at night.</li> </ul>	<ul style="list-style-type: none"> <li>Lighting is provided throughout the precinct, increasing pedestrian activity after sunset.</li> <li>Interesting lighting beyond streetlights, integrated in furniture and landscaping.</li> <li>Social media engagement with lighting displays.</li> </ul>	Shire of Narembreen Business owners	Easy	High (funding)
<b>Historical interpretation</b>	Throughout the town centre	10	<ul style="list-style-type: none"> <li>Repurpose pieces of old machinery throughout the Town Centre in key locations to create a cohesive sense of character. Opportunities include as play equipment, seating, educational pieces with heritage interpretive signage, in commercial tenancies and as public art identifying the heritage precinct.</li> <li>This project requires investigation into the safety and condition of all pieces and liaison with the Narembreen Historical Society.</li> <li>Opportunity to combine this item with no #13 public art.</li> </ul>	<ul style="list-style-type: none"> <li>Celebration of Narembreen's history through adaptive re-use of old machinery.</li> <li>Increased connection to place.</li> </ul>	Shire of Narembreen Narembreen Historical Society Narembreen Historical Museum	Easy	Medium
<b>Increased amenity through Savage Lane</b>	Savage Ln (between Latham Rd to Savage St)	11	<ul style="list-style-type: none"> <li>Savage Lane provides a key connection from Latham Road to Savage Street and intersects with two of the proposed new north – south pedestrian pathways. As such it is a vital connector between many key services and facilities in the town centre and should be upgraded to encourage pedestrian (not just vehicular) use.</li> <li>The first priority is to bitumen seal the laneway as it is the main access to the rear of key businesses on Churchill Street.</li> <li>Longer-term recommendations include lighting, greenery, soft scaping, and shade to make the laneway attractive to pedestrians and safe.</li> <li>Greenery can be provided through fixed planter boxes and vertical growing spaces staggered throughout the laneway to ensure that movement of people and vehicles are not disrupted.</li> </ul>	<ul style="list-style-type: none"> <li>Increased use and awareness of the lane as a pedestrian route.</li> <li>Laneway amenity is improved, it is a safe place to walk and can in future support more rear activation of properties and buildings.</li> <li>Continued use of the laneway by service vehicles.</li> </ul>	Shire of Narembreen Adjoining landowners	Moderate	Medium
<b>Resealing and line marking Churchill Street</b>	Churchill St	12	<ul style="list-style-type: none"> <li>Provide clarity and re-draw road markings at the Churchill and Currall Street intersection. This would most effectively be completed in conjunction with item no #8 pedestrian crossing points.</li> <li>Re-draw the car bays in Churchill Street to gain additional bays with re-marking and more effective utilisation of space.</li> </ul>	<ul style="list-style-type: none"> <li>Consistent and clear line marking throughout the Town Centre, that reduces directional miscommunication and driver errors.</li> </ul>	Shire of Narembreen	Easy	Medium (funding)
<b>Public art</b>	Throughout the town centre	13	<ul style="list-style-type: none"> <li>Connect the town centre through trail style artworks which create a sense of discovery and reflect the character of Narembreen, highlighting the town as a destination. These works may include smaller murals, sculptures and integrated works which encourage pedestrians to explore the town's hidden gems that may not be visible from the main street.</li> <li>Use consistent signage to identify trail artworks and create a map that can be displayed at the visitor centre for tourists to follow.</li> <li>Involve local creatives in the commissioning of artworks.</li> <li>Investigate the opportunity for a public art strategy that identifies curatorial themes in and provides direction on the location and types of artworks appropriate for the town centre.</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced sense of place, celebration of local artists and culture.</li> <li>Artwork trail throughout town that aligns with the curatorial themes.</li> <li>Increased visitation to visit the public art trail.</li> <li>Events and activities tied in with the public art trail.</li> </ul>	Shire of Narembreen Appointed artist(s)	Moderate	Low

Project item	Location/s	Plan ref. number	Opportunity	Success factors	Partnerships and stakeholders	Ease of delivery	Priority and timing
<b>Increased amenity in the Community Resource Centre Carpark</b>	Narembreen Community Resource Centre rear carpark (19 Churchill St)	14	<ul style="list-style-type: none"> <li>Provide permanent shade structures to allow for a continuous shaded experience for carpark users to travel from their car to the store entrance undercover.</li> <li>Improve amenity through sealing the gravel, new line markings and lighting poles.</li> </ul>	<ul style="list-style-type: none"> <li>Increased usage of the car park and a reduction of parking in the Churchill Street median strip.</li> <li>Improved amenity for pedestrians.</li> </ul>	Shire of Narembreen Narembreen Community Resource Centre	Moderate	Low
<b>Landscaping</b>	Throughout the town centre	15	<ul style="list-style-type: none"> <li>Retain and enhance all existing trees throughout the town centre. Encourage retention of mature trees and green edges to conserve the sense of enclosure of the main street and ensure future plantings enhance the existing landscape characteristics of the town.</li> <li>Suitable endemic tree species which are consistent with the town's landscape characteristics and drop limited leaves and fruit, to be confirmed upon further investigation.</li> <li>Provide a planting guide that creates a level of cohesiveness and theming for the town centre as more greenery is encouraged and introduced.</li> <li>Several criteria should be used: <ul style="list-style-type: none"> <li>Scale – planting that suits the eventual use of the space.</li> <li>Access to sun – planting deciduous trees in public spaces and alongside shopfronts to allow light in during the winter months.</li> <li>Species – A focus on several local native species that provide consistency, seasonal colour and reduce water consumption.</li> </ul> </li> <li>Host landscaping days with community members and groups to assist in planting of the town.</li> </ul>	<ul style="list-style-type: none"> <li>Improved visual amenity and canopy throughout the town centre, with no significant gaps in landscaping.</li> <li>Cohesive landscaping to assist in a coordinated appearance.</li> <li>Landscaping that is suitable and fit for purpose in its location.</li> <li>Alignment in both Shire and private investment in landscaping.</li> </ul>	Shire of Narembreen Narembreen Town Team Community	Easy	Low
<b>Consistent setbacks through Churchill Street</b>	Churchill St	16	<ul style="list-style-type: none"> <li>Encourage new development on No. 8 (Owned by the Shire) and No. 10 (privately owned) Churchill Street to provide reduced setbacks to align with the existing setbacks present in the western end of Churchill Street, which are either built to the boundary or have 1-metre setbacks.</li> <li>Provide seating, landscaping, historical interpretation and public art.</li> </ul>	<ul style="list-style-type: none"> <li>Retained sense of enclosure and improved facades.</li> </ul>	Shire of Narembreen Landowners	Complex	Low
<b>Reduce and repurpose car parks in the Churchill Street median strip</b>	Churchill St	17	<ul style="list-style-type: none"> <li>Reduce the number of car bays in the median strips and replace with moveable garden beds and new road markings to improve legibility, enhance amenity and the appearance of Churchill Street.</li> </ul>	<ul style="list-style-type: none"> <li>Improved street amenity and pedestrian usage of Churchill Street.</li> <li>Increased usage of the IGA carpark.</li> <li>Enhanced landscaping in the median strip.</li> </ul>	Shire of Narembreen	Moderate	Low

## General considerations for town centre projects

For any future projects in the Narembeen town centre that are not identified in the above table, we have created a list of essential considerations below that should be undertaken by the Shire during the scoping, planning, implementation, procurement, or construction phases. Ideally, these considerations should be upfront at the scoping and planning stage for efficiency and a holistic, coordinated approach.

- **Creating shade** – Introduce tree plantings or shaded sculptures where possible.
- **Lighting** – Ensure adequate lighting for both safety and attraction in all key public spaces.
- **Public art** – Integrate local public art to increase appeal and character of any project, and provide opportunities to employ local and emerging artists.
- **Character** – Designs that incorporate local materials, colours and stories that are relevant to the Narembeen community and landscape and help the project contribute to the sense of place.
- **Support local** – Where possible try to collaborate with local suppliers, construction, fabrication, consultants, experts and service delivery. Employ the community to get involved in works where possible, such as planting days.
- **Wayfinding** – Include logical connections between key attractions and activities and include easy to follow signage to assist visitors and locals.

## Project staging and funding

Staging can generally follow the low, medium and high prioritisations, subject to allocated funding and grant availability and applications. Some projects might be best delivered in smaller stages to achieve the final outcome over time. There is strategic alignment between the following items, and it is recommended that they be considered as packages where possible and appropriate given the disparity in staging.

- Items #2 wayfinding signage, #3 new pedestrian pathways, #7 clear pedestrian crossing points and #12 resealing and line marking Churchill Street.
- Items #10 historical interpretation and #13 public art.

# Project theming

All of the project items address one or more of the six overarching themes that seek to revitalise the Narembeen Town Centre: activity and interfaces; streetscape amenity; sense of place, character and history; economic development; movement and accessibility; and, landscape and environment.

Project item	Activity and interfaces	Streetscape amenity	Sense of place, character and history	Economic development	Movement and accessibility	Landscape and environment
Levelled pavement	✓	✓			✓	
Wayfinding signage panels	✓		✓	✓	✓	
New pedestrian pathways	✓	✓		✓	✓	
Pocket parklet	✓	✓	✓			✓
Increased amenity in the IGA carpark	✓	✓		✓	✓	✓
Caravan drive-through and car park				✓	✓	
Interesting and integrated lighting	✓	✓		✓		
Clear pedestrian crossing points	✓			✓	✓	
Historical interpretation		✓	✓			
New toddler play space at Jones Park	✓			✓		✓
Increased amenity through Savage Lane	✓	✓			✓	✓
Resealing and line marking Churchill Street				✓	✓	
Public art		✓	✓	✓		
Increased amenity in the Community Resource Centre Carpark	✓	✓		✓	✓	✓
Landscaping		✓	✓			✓
Consistent setbacks through Churchill Street	✓	✓				
Reduce and repurpose car parks in the Churchill Street median strip	✓	✓		✓	✓	✓

# Benchmark imagery

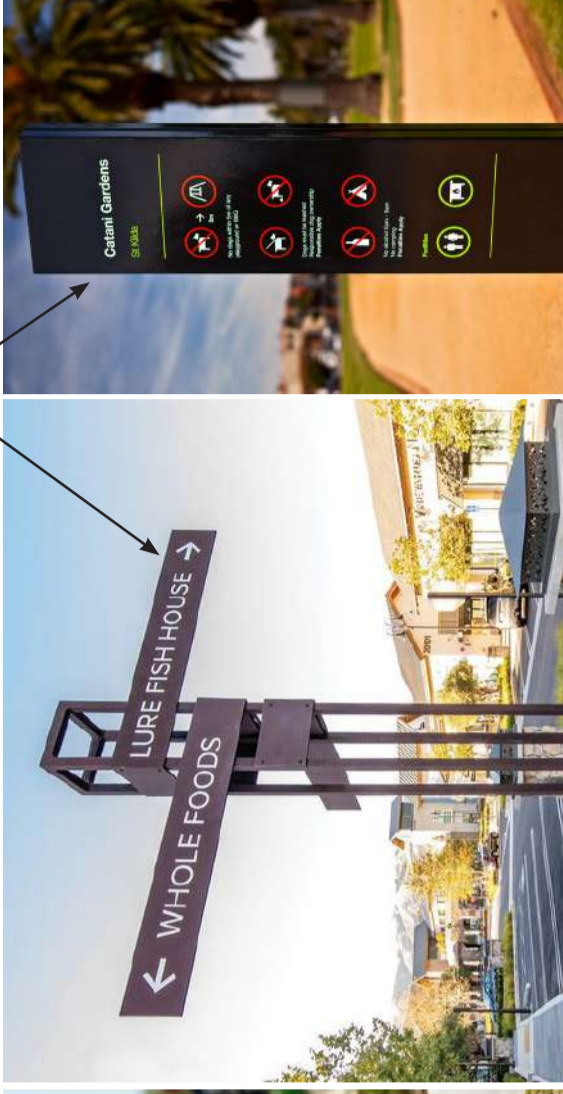
Historical interpretation



Materials referencing local town character



Directional signage



Item #2 Wayfinding signage panels



Item #4 Pocket parklet



Shade and seating



Materiality (wood)

Integration with landscaping

element.

Permanent shade structures



Bicycle racks



Tree planting

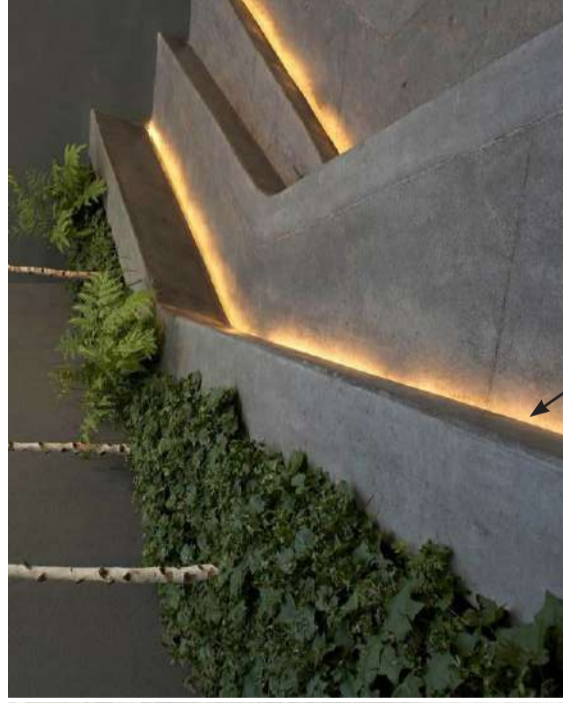


Items #5, #14 Increased amenity in the IGA and Community Centre Carparks

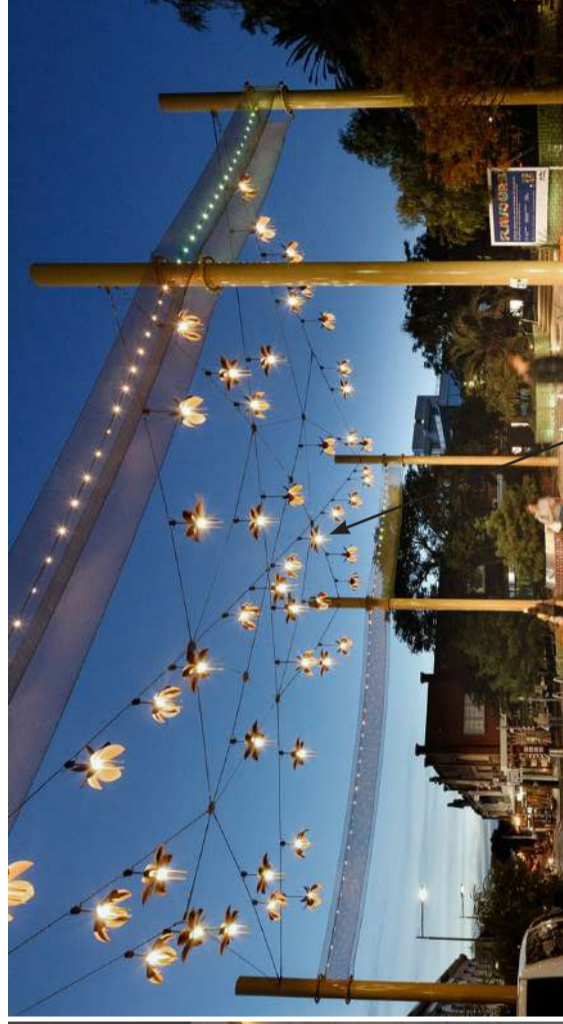


Item #9

Lighting improvements



Uplighting



Festoon lighting



Pathway lighting

Open playground, targeted at young children



Materials that absorb heat



Seating and play



Item #8 New toddler play space



Item #11 Increased amenity through Savage Lane



Shade



Planting



Seating

Public art integration, bright colours

element.

Historical storytelling



Integrated signage



Interpretive garden



**Item #10** Historical (and cultural) interpretation

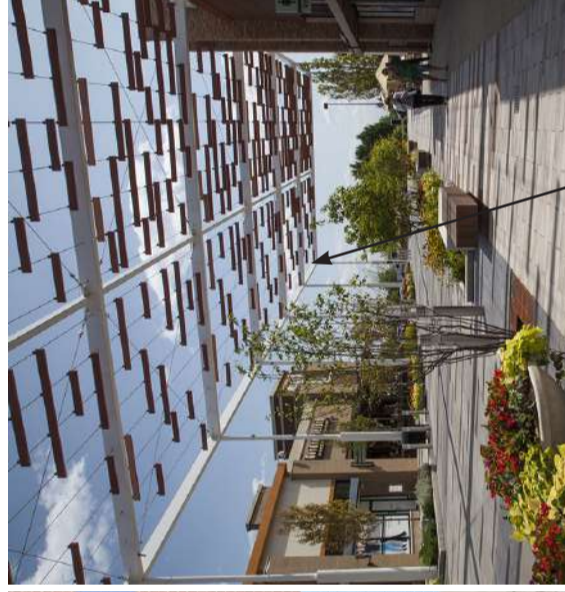


**Item #13** Public art

Materials that reflect character



Murals



Dual purpose, functional artworks



Ground floor laneway murals





Moveable planter boxes



Climate-appropriate planting



Integration with seating



Item #15 Landscaping



Item #17 Repurpose parking in the Churchill Street median strip



Landscaping



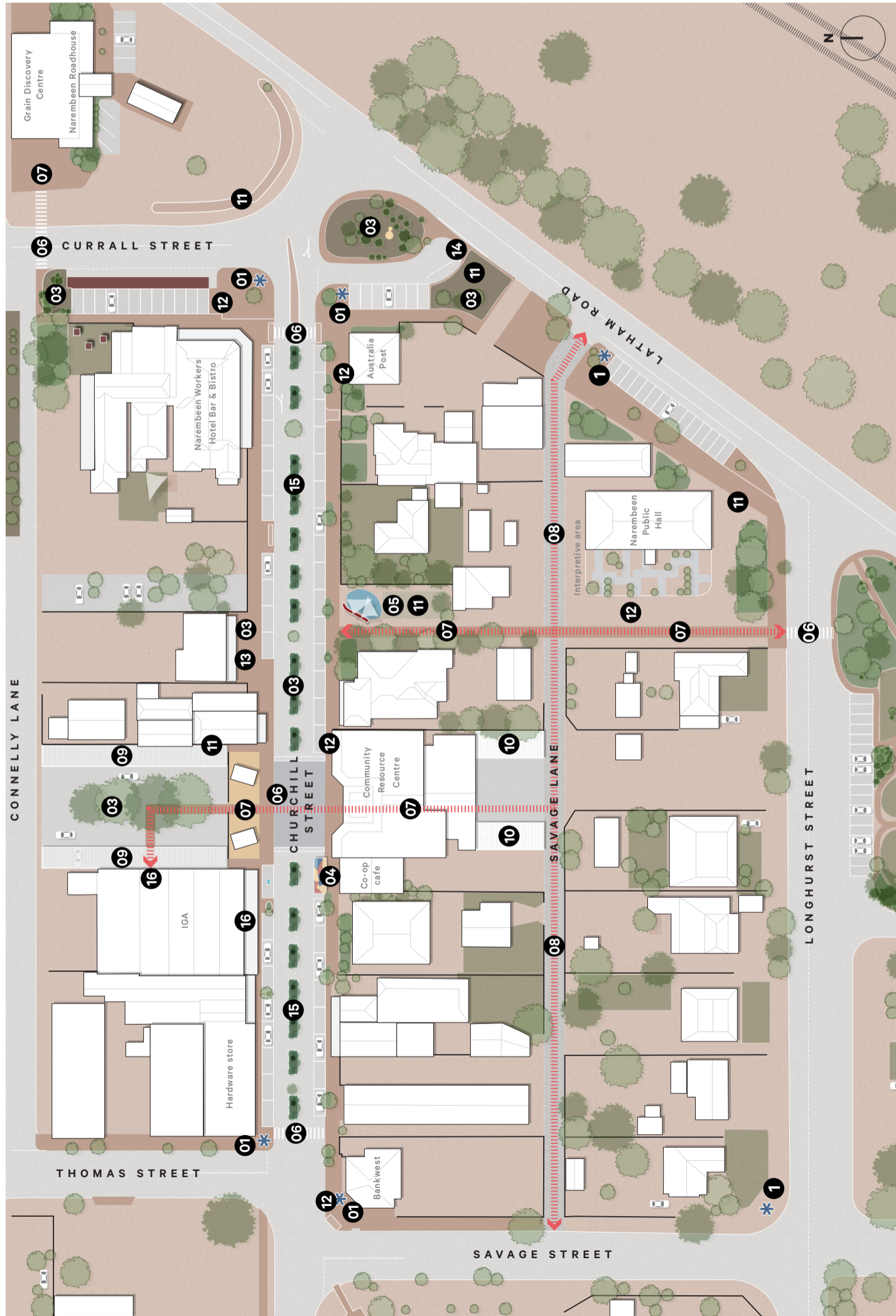
Seating



Safe crossing points

# Appendix A. Engagement outcomes summary

Both the Shire Councillors and the broader community were provided with the draft Revitalisation Concept Plan (shown below) and given opportunities to give feedback on specific project items. Consultation was planned, managed and facilitated entirely by the Shire and feedback was sought through meetings, an online survey on the Shire's webpage and hard copy versions located at community facilities throughout December 2022, January, and February 2023. For each of the projects shown within the Draft Revitalisation Concept Plan, the participants were provided details around the recommended location, a description of the opportunity, the intended outcome that each should strive to achieve and example precedent imagery.



Scale: 1:800 @ A3

The table below groups feedback from Councillors and the community, using direct quotes and the combined prioritisation as a rank.

Ref no. on plan	Project name	Councillor comments	Community comments	Project ranking (1 = top priority, 16 = lowest)	How we resonded
<b>Not numbered</b>	<b>Pavement levels in front of IGA and Bankwest</b>	<i>Councillors have approved this item and agreed that it is a priority. Works have been costed.</i>	<ul style="list-style-type: none"> <li>• Realign entry point into IGA to Carpark.</li> <li>• Bankwest also a problem.</li> <li>• Especially for the elderly.</li> <li>• Hard with trolleys.</li> <li>• Level the whole street - help the elderly trying to stay mobile.</li> <li>• Pavement is very uneven and slopes - very important.</li> <li>• Good move. Preventing puddles may be problem.</li> </ul>	1	Introduced project item to the final Concept Plan and heightened its priority.
<b>07</b>	<b>New pedestrian pathways</b>	<ul style="list-style-type: none"> <li>• Be good for the town not sure that it should be on the high list.</li> <li>• There are many places around the brick pathways that are unsafe for pedestrians. I would like to see the money put into improving those instead of adding new pathways. I would like to see more navigation of the town area.</li> </ul>	<ul style="list-style-type: none"> <li>• Main Street improvement first, yes to Churchill / Longhurst and Connelly to Churchill. No to Connelly to Savage. No to Aquatic / Roadhouse - check previous pathway plan adapted by Council.</li> <li>• The walkway around the lake is great.</li> <li>• Would be a great asset.</li> <li>• Good idea.</li> <li>• Good idea - not priority.</li> <li>• This would complement the hall well. Enhancing the new development at the hall.</li> <li>• A definite no to removing tree canopy.</li> <li>• Agree with pathways connecting Longhurst, Churchill and Aquatic Centre to Roadhouse.</li> <li>• No Nothing along Savage Laneway for tourist to see.</li> <li>• Need to fix up other streets first.</li> </ul>	2	Ensured prioritisation of project and recommended its grouped delivery with wayfinding signage, pedestrian crossings and re-sealing and line marking Churchill Street.
<b>01</b>	<b>Wayfinding signage panels</b>	<ul style="list-style-type: none"> <li>• Nice to have for tourists and compliment town.</li> <li>• Signage is definitely important especially with heavy haulage.</li> </ul>	<ul style="list-style-type: none"> <li>• No need for one at Churchill Currall intersection - with digital signage.</li> <li>• There is a need for more signs.</li> <li>• Could do with some more.</li> <li>• May help.</li> <li>• Could also include directions to local businesses.</li> <li>• Change sign at the corner of Longhurst and Latham - can't see around the corner.</li> <li>• Would advertise what businesses are in town for tourist.</li> <li>• Sign before entrance of town so cars and caravans can slow down to read it.</li> <li>• Good idea.</li> </ul>	3	Ensured prioritisation of project and linked with pedestrian pathways, pedestrian crossings and re-sealing and line marking Churchill Street.
<b>17</b>	<b>Caravan drive-through and car park in the town centre</b>	<ul style="list-style-type: none"> <li>• Better on Currall St - maybe don't need to in lieu of #15 (the IGA carpark).</li> <li>• Would be nice to have caravan parking west of the town centre and utilise the area in front of the machinery museum more.</li> <li>• There are two spots that could also be an option for caravan parking. One is apex park near the roadhouse and the other is next to the Lesser Hall. We could have toilets and signage there.</li> </ul>	<ul style="list-style-type: none"> <li>• Great idea. Easy to do as already has the space.</li> <li>• Great idea.</li> <li>• If needed – yes.</li> <li>• Focus on long vehicles to, because locals need to park trailers near Elders, Hardware.</li> <li>• Main street changed previously so caravans could not go down it.</li> <li>• Also yellow marked crosswalk area, appears as a No Parking area at present.</li> <li>• Good idea - often end of town there is plenty of room for caravans.</li> <li>• Would like to see details first.</li> </ul>	4	Narrowed down the recommended location based off local feedback received.

Ref no. on plan	Project name	Councillor comments	Community comments	Project ranking (1 = top priority, 16 = lowest)	How we resonded
04	Pocket parklet	<ul style="list-style-type: none"> <li>High only because of disabled area modifications. The parklet could be medium.</li> <li>Concern about limiting parking.</li> <li>A great start would be the Co-op.</li> </ul>	<ul style="list-style-type: none"> <li>Already have plenty of areas / Community Precinct and IGA carpark currently underutilised.</li> <li>Would help to cater and encourage more tourists and visitors.</li> <li>We love sitting spaces.</li> <li>Good idea.</li> <li>As long as doesn't prevent access along pathway.</li> <li>Permanent covered seating adjacent to co-op a good idea.</li> <li>No, already have seating and shade across the street.</li> <li>Busy needs more seating - encourage people to socialise in town.</li> <li>After 12 months look untidy - would need maintenance - MOU.</li> <li>Please don't remove disabled parking bay - possibly add an additional bay in front of pharmacy.</li> </ul>	5	Retained project priority for delivery in the short-term. The Shire have had designs drawn up post-engagement that have informed the final Concept Plan.
09	Increased amenity in the IGA carpark	<ul style="list-style-type: none"> <li>Covered car parking is good for the town. This car park would then be used more</li> <li>I think trees are sufficient coverage for shade.</li> <li>A shade structure would be good however, there are trees which provide some shade already.</li> </ul>	<ul style="list-style-type: none"> <li>Use trees already there, encourage businesses to use carparks.</li> <li>Long term parking OK but short-term will continue to park in the street.</li> <li>If shade sails - a waste of time and money - will blow away.</li> <li>Would like to see solar panel on it as per Northam.</li> <li>Enough shade from trees already.</li> <li>Existing seating and tables in front of carpark could be improved.</li> </ul>	6	Retained prioritisation of project.
12	Historical interpretation	<ul style="list-style-type: none"> <li>Good idea if made safe.</li> <li>Nice to have at some stage. Bring up higher on the list if funds are available.</li> <li>All for this but could work in collaboration with the Historical Society.</li> </ul>	<ul style="list-style-type: none"> <li>Combine with #11 public art.</li> <li>Need to keep our past alive - historical society important.</li> <li>Leave historical places - tourists travel a long way to see history and how things were.</li> <li>Yes have taken many visitors through the town and they like interpretative signage.</li> </ul>	7	Increased the prioritisation of this project item based on feedback.
02	Implement interesting and integrated lighting	<ul style="list-style-type: none"> <li>Latham Lights to be installed in 1-2 months.</li> <li>Good for town centre improvement and probably overdue.</li> <li>I do not think that lights are necessary down Savage Lane or behind IGA as these are businesses that operate within daylight hours. I do however think that lighting up trees an integrating into bench seats is a great idea at a later stage.</li> </ul>	<ul style="list-style-type: none"> <li>LED upgrades needed, good to consider Star gazing recommendation for future options.</li> <li>Not too many in Carpark at night.</li> <li>Nobody uses savage land after dark, same as IGA carpark.</li> <li>Only need more lights behind Town Hall.</li> <li>Savage Lane Carpark only used by Shire Staff.</li> <li>No one uses Savage St at night-time and IGA.</li> </ul>	8	Retained project priority.
05	New play space	<ul style="list-style-type: none"> <li>True, this park is underutilised and sterile at the moment.</li> <li>Nice to have but not a high priority.</li> <li>Do we need another play space? We have Apex Park close with a new nature space, plus the oval.</li> <li>Jones Park has also been identified in town teams so this could be something that we work together on. It is an area which is 'dead'. The Town Team have a library going in there as well.</li> </ul>	<ul style="list-style-type: none"> <li>Toddler friendly is in the carpark area (**not enclosed). Make a pet-friendly area instead.</li> <li>Safe Kid playgrounds are always a great idea.</li> <li>Kids may run out onto the road (**enclosed).</li> <li>Can it be a Nature play area - what about history that is there.</li> <li>The playground at Apex Park seems more suited to 5+ year-olds.</li> <li>Removes focus on the excellent facility at Apex Park.</li> <li>Just had Apex Park Upgrade (note - no toddler-enclosed area at Apex Park).</li> <li>Encourage people to socialise in Main St, supporting business target 0-7yrs.</li> <li>Already have playground Apex Pk so wouldn't get used - enclosed toddlers only.</li> <li>Something close to shops would be good - convenient for shopping too.</li> </ul>	9	Retained this as a priority based off the local petition and feedback received.

Ref no. on plan	Project name	Councillor comments	Community comments	Project ranking (1 = top priority, 16 = lowest)	How we resonded
08	Increased amenity through Savage Lane	<ul style="list-style-type: none"> <li>Laneway to be sealed.</li> <li>Savage lane needs to be bitumen sealed as it is the main access for the rear of businesses. Not sure that what is being proposed can be installed as delivery trucks use the lane and therefore it can narrow down too much.</li> <li>Don't we want to encourage people to walk along the main street rather than the lane.</li> <li>Until we get this road sorted there is not a lot we can do. Again we do not have the maintenance staff to provide greenery and soft scaping.</li> </ul>	<ul style="list-style-type: none"> <li>The west end of the Eastern Side is often blocked by trucks delivering to Elders. Creating link to Townhall interpretive area across Savage Lane would be a priority Vehicle Traffic only, used for deliveries, good to seal and made one way only.</li> <li>Would be nice.</li> <li>Bitumen would be great - a disgrace after rain. Keep as trade route - not for pedestrians I don't think Savage Lane would ever be a place of interest to visitor.</li> <li>A path is all that is needed to connect the shire to Main Street.</li> <li>Carpark small and used by staff.</li> <li>Cars not parked very long.</li> </ul>	10	Project retained, but removed the greenery and soft-scaping to focus on sealing the road and introducing lighting.
06	Clear pedestrian crossing points	<ul style="list-style-type: none"> <li>Connectivity - yes</li> <li>High for safety. These crossings should not be too expensive to install.</li> </ul>	<ul style="list-style-type: none"> <li>Great places for crosswalks.</li> <li>Overkill for Narembreen.</li> <li>Already enough crossings in Narembreen.</li> <li>Not needed.</li> <li>Could present more safety hazards if on main road near roadhouse.</li> <li>Would make clearer and safer for kids and elderly.</li> <li>Need to remove carparking at walkway at IGA as you can't see people using it when driving.</li> <li>Existing crossing from IGA to coffee shop is good.</li> <li>Some improvement may be of benefit.</li> </ul>	11	Reduced the number of recommended new pedestrian crossing points to align with what is necessary for Narembreen based on community feedback.
Not numbered	Resealing and line marking Churchill Street	Not consulted on this item.	<ul style="list-style-type: none"> <li>This could wait; however, lines definitely need to be done correctly without confusion.</li> <li>Need to clean up new area at Churchill and Currall St intersection - confused drivers.</li> <li>Change back to angle parking bays.</li> <li>Other streets and laneways need work. Doing up Churchill St will not attract tourist</li> <li>They will need upgrading to match the new crosswalks etc.</li> <li>Some area a bit confusing at the moment.</li> <li>Existing parking near Post Office, could be improved by using the wasted space on North end.</li> <li>Line marking could be done at same time as Churchill St. Two bays could be turned into three.</li> </ul>	12	Introduced project item to the final Concept Plan.
11	Public art	<ul style="list-style-type: none"> <li>Nice to have but can be done later and at any time when funds are available.</li> </ul>	<ul style="list-style-type: none"> <li>Draw attention to existing artworks via app or signage.</li> <li>Great idea. Make it more interesting but not overdo.</li> <li>Love street art and Narembreen has some great artist to showcase.</li> <li>Add to Town appeal - more colour.</li> <li>Waste of money.</li> <li>Yes, but not priority there are many more things not captured on this survey.</li> <li>What would it look like in 5years time - outdated need redoing.</li> </ul>	13	This has been de-prioritised, and we have recommended the paired delivery with historical interpretation.
10	Increased amenity in the Community Resource Centre Carpark	<ul style="list-style-type: none"> <li>Sealing rather than resurfacing.</li> <li>Similar comment to number 9.</li> <li>Some lighting at the back of the Community Centre would be good as there are a few times where they hold functions at night. I also agree with some shade there.</li> </ul>	<ul style="list-style-type: none"> <li>Staff carpark. No need to be covered.</li> <li>Shade would be nice.</li> <li>Would look good.</li> <li>Is lighting necessary?</li> <li>Need new lines and signage.</li> </ul>	14	De-prioritised this item that was previously linked with the IGA carpark amenity project.

Ref no. on plan	Project name	Councillor comments	Community comments	Project ranking (1 = top priority, 16 = lowest)	How we resourced
13	<b>Consistent setbacks through Churchill Street</b>	<ul style="list-style-type: none"> <li>Idea is good but a low priority.</li> <li>This maybe for the Shire also.</li> </ul>	<ul style="list-style-type: none"> <li>Utilise space to incorporate planters, seating and public art.</li> <li>Only if needed.</li> <li>More interesting to have it as it is.</li> <li>Waste of \$\$.</li> <li>I don't like the idea of closure.</li> </ul>	15	Project de-prioritised, to be considered long-term.
14	<b>Latham Road vehicle access closure</b>	<ul style="list-style-type: none"> <li>No. Just finished changes and Aust Post needs access.</li> <li>May work OK but then there is only one entry and exit from Churchill Street.</li> </ul>	Not consulted on this item.	Not ranked	Removed project item based on feedback from the Shire.

**ATTACHMENT – AGENDA ITEM 8.2.1**  
**Monthly Financial Statements May 2023**

## **SHIRE OF NAREMBEEN**

### **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 May 2023**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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Statement of Financial Activity by Program

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Note 6 Grants and Contributions

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

\* Statutory Report



STATUTORY REPORT  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

BY NATURE OR TYPE

	Ref Note	Original budget	Amended Annual Budget	YTD Amended Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1	2,708,224	2,708,224	2,708,224	<b>2,568,614</b>	(139,610)	(5%)	
<b>Revenue from operating activities</b>								
Rates		1,942,098	1,942,098	1,942,527	1,955,115	12,588	1%	
Operating Grants, Subsidies and Contributions	6	1,478,268	1,461,059	1,400,971	1,683,475	282,504	20%	overbudget
Fees and Charges		596,442	578,442	539,299	610,134	70,835	13%	overbudget
Interest Earnings		37,193	87,193	79,904	147,113	67,209	84%	overbudget
Other Revenue		76,000	123,150	112,882	106,550	(6,333)	(6%)	
Profit on Disposal of Assets		199,288	199,288	199,288	0			
		<b>4,329,289</b>	<b>4,391,230</b>	<b>4,274,871</b>	<b>4,502,385</b>			
<b>Expenditure from operating activities</b>								
Employee Costs		(2,108,259)	(2,079,530)	(1,912,920)	<b>(1,794,180)</b>	118,740	6%	
Materials and Contracts		(1,782,263)	(1,708,084)	(1,589,814)	<b>(1,218,440)</b>	371,374	23%	underbudget
Utility Charges		(289,750)	(306,250)	(283,988)	<b>(225,418)</b>	58,570	21%	underbudget
Depreciation on Non-Current Assets		(3,122,135)	(3,118,514)	(2,858,625)	<b>(2,696,476)</b>	162,149	6%	
Interest Expenses		(40,201)	(40,201)	(36,828)	<b>(30,384)</b>	6,445	17%	
Insurance Expenses		(224,400)	(224,400)	(221,265)	<b>(216,439)</b>	4,826	2%	
Other Expenditure		(17,000)	(92,000)	(78,065)	<b>(48,503)</b>	29,562	38%	underbudget
Loss on Disposal of Assets		(24,320)	(24,320)	(24,320)	0	24,320	100%	
		<b>(7,608,328)</b>	<b>(7,593,299)</b>	<b>(7,005,825)</b>	<b>(6,229,841)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		3,122,135	3,118,514	2,858,625	<b>2,696,476</b>	(162,149)	(6%)	
Adjust (Profit)/Loss on Asset Disposal		(174,968)	(174,968)	(174,968)	0	174,968	(100%)	
Movement in Local Government House Trust		0	0	0	<b>(3,686)</b>	(3,686)		
<b>Non-cash amounts excluded from operating activities</b>		<b>2,947,167</b>	<b>2,943,546</b>	<b>2,683,657</b>	<b>2,692,790</b>			
Amount attributable to operating activities		<b>(331,872)</b>	<b>(258,523)</b>	<b>(47,297)</b>	<b>965,335</b>			
<b>Investing activities</b>								
Non-operating grants, subsidies and contributions	6	6,060,601	6,060,601	6,060,598	<b>1,934,892</b>	(4,125,706)	(68%)	underbudget
Proceeds from Disposal of Assets		370,000	370,000	0	0	0		
Capital acquisitions	5	(8,819,611)	(8,851,112)	(8,538,551)	<b>(3,471,255)</b>	5,067,296	59%	underbudget
Amount attributable to investing activities		<b>(2,389,010)</b>	<b>(2,420,511)</b>	<b>(2,477,953)</b>	<b>(1,536,363)</b>			
<b>Financing Activities</b>								
Self-Supporting Loan Principal		15,546	15,546	13,495	<b>13,495</b>	0	0%	
Transfer from Reserves		909,737	909,737	0	0	0		
Repayment of Debentures		(74,876)	(74,876)	(72,825)	<b>(72,825)</b>	0	0%	
Transfer to Reserves		(837,749)	(837,749)	(84,756)	<b>(84,756)</b>	0	0%	
Amount attributable to financing activities		<b>12,658</b>	<b>12,658</b>	<b>(144,086)</b>	<b>(144,086)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1	<b>0</b>	<b>41,848</b>	<b>38,888</b>	<b>1,853,500</b>			

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

STATUTORY REPORT  
 NOTES TO THE STATEMENT OF FINANCIAL  
 FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES  
 NOTE 1  
 ADJUSTED NET CURRENT ASSETS

	Ref Note	UNAUDITED 30 June 2022	This Time Last Year 31 May 2022	Year to Date Actual 31 May 2023
<b>Adjusted Net Current Assets</b>				
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	4,514,147	5,225,188	2,891,495
Cash Restricted	3	4,133,569	2,818,838	4,218,323
Receivables - Rates	4	100,263	93,616	87,716
Receivables - Other	4	157,446	60,112	553,561
Loans receivable		15,546	1,967	2,051
Net GST receivable/(payable)		54,667	4,865	28,182
Inventories		13,371	13,372	13,372
		8,989,009	8,217,958	7,794,699
<b>Less: Current Liabilities</b>				
Payables		(723,705)	(322,370)	(247,705)
Provisions - employee		(340,620)	(309,959)	(340,620)
Long term borrowings		(74,875)	(1,967)	(2,051)
Contract Liability		(1,206,955)	(914,243)	(1,132,498)
		(2,346,155)	(1,548,539)	(1,722,873)
<b>Unadjusted Net Current Assets</b>		<b>6,642,854</b>	<b>6,669,419</b>	<b>6,071,826</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Restricted cash	3	(4,133,569)	(2,818,838)	(4,218,323)
Less: Loans receivable		(15,546)	(1,967)	(2,051)
Add : Long Term Borrowings		74,875	1,967	2,051
<b>Adjusted Net Current Assets</b>		<b>2,568,614</b>	<b>3,850,581</b>	<b>1,853,500</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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

**This Year YTD**

**Surplus(Deficit)**

**\$1.85 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$3.85 M**

**STATUTORY REPORT**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2023**

**NOTE 2**

**EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2022/23 year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Operating Grants, Subsidies and Contributions	282,504	20% overbudget		Permanent	Federal assistance grants underbudgeted for.
Fees and Charges	70,835	13% overbudget		Permanent	Multiple accounts received higher than budgeted income. Approximately 50% is due to CRC workshop income
Interest Earnings	67,209	84% overbudget		Permanent	Interest earnings are higher than YTD budget due to higher interest rates on invested funds than budgeted.
<b>Expenditure from operating activities</b>					
Materials and Contracts	371,374	23% underbudget		Timing	Prodominantly due to projects that have been rolled over to 2024
Utility Charges	58,570	21% underbudget		Permanent	Variance predominantly due to underspending on oval and pool water.
Other Expenditure	29,562	38% underbudget		Timing	Variance prodominantly due to underspend on community benefit fund.
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(4,125,706)	(68%) underbudget		Timing	R2R deficit - \$867k LRCI deficit - \$1.73m WSFN deficit - \$1.51m Management anticipates that no funding will be received prior to 30 June 2023.
Capital Acquisitions	5,067,296	59% underbudget		Timing	Refer to Note 5 for project details.
<b>Financing Activities</b>					

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS

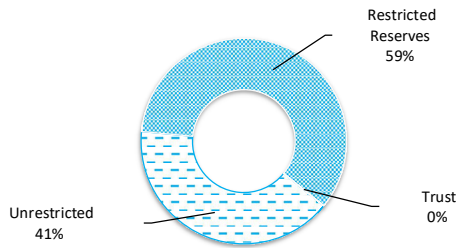
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>At Call Deposits</b>							
Municipal Fund	2,891,495	218,323	0	3,109,819	Bankwest	0.10%	
<b>Term Deposits</b>							
Reserve Investment - Term Deposit CBA 38420506		4,000,000		4,000,000	CBA	4.00%	15/06/2023
<b>Total</b>	<b>2,891,495</b>	<b>4,218,323</b>	<b>0</b>	<b>7,109,819</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
<b>\$7.11 M</b>	<b>\$2.89 M</b>

All Restricted Reserve funds held are restricted by this Council. There are no funds held in this Category that are restricted by other legislation.

NOTES TO THE STATEMENT OF FINANCIAL  
ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES

NOTE 4  
RECEIVABLES

Rates Receivable including ESL and Rubbish	31 May 23
	\$
Opening Arrears	100,263
Levied this year	2,133,835
Less Collections to date	(2,146,382)
Equals Current Outstanding	<b>87,716</b>
<b>Net Rates Collectable</b>	<b>87,716</b>
% Collected	100.59%

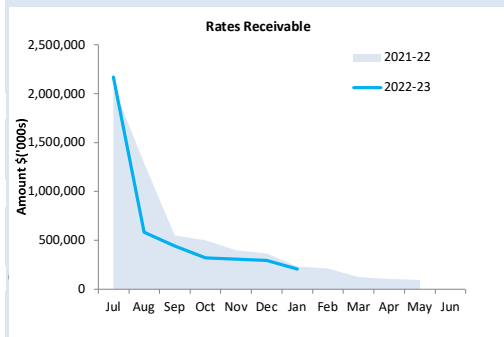
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	504,255	653	48,474	4,559	557,942
Percentage	90%	0%	9%	1%	
<b>Balance per Trial Balance</b>					
Sundry debtors	504,255	653	48,474	4,559	557,942
Other receivable	(4,381)	0	0	0	(4,381)
<b>Total Receivables General Outstanding</b>					<b>553,561</b>

KEY INFORMATION

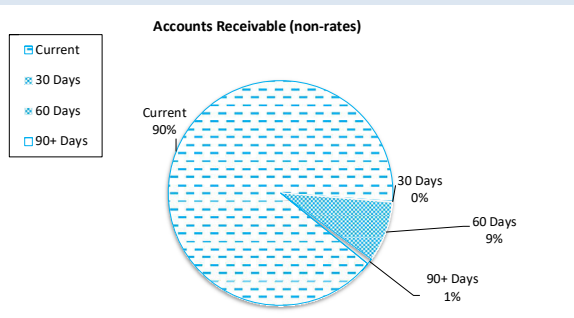
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Rates Received	Rates Due
<b>101%</b>	<b>\$87,716</b>



<b>Debtors Due</b>
<b>\$553,561</b>
<b>Over 30 Days</b>
<b>10%</b>
<b>Over 90 Days</b>
<b>1%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

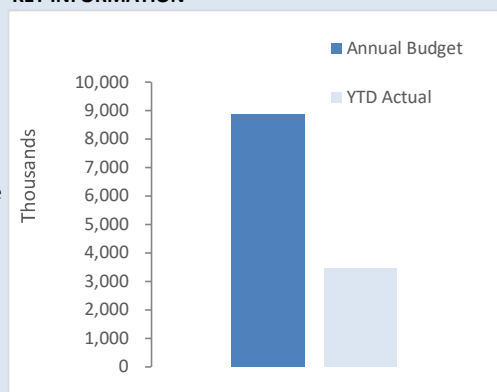
**INVESTING ACTIVITIES  
NOTE 5  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	Current		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Buildings	986,459	986,459	950,907	227,270	(723,637)
Plant & Equipment	1,154,180	1,154,180	1,096,256	41,243	(1,055,013)
Furniture & Equipment	276,842	276,842	276,005	36,090	(239,915)
Infrastructure - Roads	5,582,597	5,614,098	5,443,504	2,780,084	(2,663,420)
Parks, Gardens, Recreation Facilities	769,533	769,533	721,879	386,568	(335,311)
Other Infrastructure	50,000	50,000	50,000	0	(50,000)
<b>Capital Expenditure Totals</b>	<b>8,819,611</b>	<b>8,851,112</b>	<b>8,538,551</b>	<b>3,471,255</b>	<b>(5,067,296)</b>
<b>Funding of Capital Acquisitions:</b>					
Capital grants and contributions	6,060,601	6,060,601	6,060,598	1,934,892	(4,125,706)
Borrowings	370,000	370,000	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0	0
Contribution from Rates and other revenue	2,389,010	2,420,511	2,477,953	1,536,363	(941,590)
<b>Capital Funding Total</b>	<b>8,819,611</b>	<b>8,851,112</b>	<b>8,538,551</b>	<b>3,471,255</b>	<b>(5,067,296)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$8.85 M</b>	<b>\$3.47 M</b>	<b>39%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$6.06 M</b>	<b>\$1.93 M</b>	<b>32%</b>

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Buildings Specialised</b>							
Administration Office and Chambers Refurbishment - stage 1	2055	120,000	120,000	110,000	24,648	(85,352)	Project delayed.
Hall Accessibility Upgrades LRCI phase 3A	2119	75,000	75,000	68,750	0	(68,750)	Project delayed.
Townhall upgrades LRCI phase 3	2093	116,230	116,230	106,535	77,941	(28,594)	Mostly completed; small rollover to 2024
Old Church Hall Stage 2 Phase 3	2101	115,229	115,229	105,622	124,340	18,718	Project completed sooner than budgeted. Overall spend accurate
Depot Amenities Upgrade	2117	30,000	30,000	30,000	260	(29,740)	Project delayed.
Stormwater Harvesting Project	2116	30,000	30,000	30,000	56	(29,944)	Project delayed.
Sub Total		486,459	486,459	450,907	227,244	(223,663)	
<b>Building - Non Specialised</b>							
Shire Staff Housing Construction formally Cheetham way New Residence	2045	500,000	500,000	500,000	26	(499,974)	Project delayed. Only planning-related expenditure likely to occur before 30 June 2023
Sub Total		500,000	500,000	500,000	26	(499,974)	
<b>Total Buildings</b>							
		986,459	986,459	950,907	227,270	(723,637)	
<b>Furniture and Equipment</b>							
Administration Server	2043	10,000	10,000	9,163	2,194	(6,969)	
Altus payroll package	2096	0	0	0	31,997	31,997	Complete.
Vehicle Charging Station	2123	116,842	116,842	116,842	0	(116,842)	Project delayed.
Swimming Pool Heating LRCI phase 3A	2121	150,000	150,000	150,000	1,900	(148,100)	Project delayed.
<b>Total Furniture and equipment</b>							
		276,842	276,842	276,005	36,090	(239,915)	
<b>Plant &amp; Equipment</b>							
Electronic sign and trailer	2094	50,000	50,000	45,826	41,243	(4,583)	Project sold to Goomalling - expense won't be incurred
Replace Skeleton Weed ute	2041	70,000	70,000	70,000	0	(70,000)	Ordered, expected to arrive by September 2023
Prime Mover NB7704	2102	315,000	315,000	288,750	0	(288,750)	Ordered, expected to arrive by September 2023
Prime Mover NB6079	2103	315,000	315,000	288,750	0	(288,750)	Ordered, expected to arrive by September 2023
Howard Porter Side Tipper	2087	120,000	120,000	120,000	0	(120,000)	Ordered, expected to arrive by September 2023
Electronic fuel management system	2095	30,000	30,000	30,000	0	(30,000)	Ordered and delivered - invoice due in June 2023
Replacement Vehicle - Mechanic	2064	50,000	50,000	50,000	0	(50,000)	Ordered, expected to arrive by June 2023
Toyota Prado - Works Manager	2115	60,000	60,000	60,000	0	(60,000)	Ordered, delivery delayed due to supply chain issues.
Pohlnor roller modifications	2105	15,000	15,000	13,750	0	(13,750)	Ordered, not expected to arrive by 30 June 2023
Toro Reelmaster Mower	2106	64,010	64,010	64,010	0	(64,010)	Ordered, not expected to arrive by 30 June 2023
Heavy Duty Car Trailer	2107	15,000	15,000	15,000	0	(15,000)	Ordered, not expected to arrive by 30 June 2023
Tri-Axle Dolly	2108	35,000	35,000	35,000	0	(35,000)	Ordered, not expected to arrive by 30 June 2023
Ute Mounted Boom Spray	2109	15,170	15,170	15,170	0	(15,170)	Ordered, not expected to arrive by 30 June 2023
Fire Prevention Plant & Equipment Purchases	5124030	0	0	0	0	0	
<b>Total Plant and equipment</b>							
		1,154,180	1,154,180	1,096,256	41,243	(1,055,013)	

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Infrastructure - Roads</b>							
	2062	914,207	914,207	840,626	439,625	(401,001)	Currently ongoing; underspend to be rolled over to 2024.
	2079	179,481	179,481	179,481	116,315	(63,166)	Currently ongoing
	2080	913,000	913,000	913,000	574,055	(338,945)	Currently ongoing; second coat seal due 2024.
	2081	145,987	145,987	145,987	71,045	(74,942)	Currently ongoing; second coat seal due 2024.
	2082	110,000	110,000	100,826	55,312	(45,514)	Currently ongoing
	2083	0	0	0	18,194	18,194	Currently ongoing
	2084	35,815	35,815	32,824	5,361	(27,463)	Currently ongoing
	2015	718,499	750,000	734,249	743,542	9,293	Completed.
	G136	90,000	90,000	82,500	79,246	(3,254)	In progress
	2091	241,065	241,065	220,988	14,525	(206,443)	Project delayed, only some planning costs likely to be incurred
	2122	120,000	120,000	120,000	0	(120,000)	Project delayed, only some planning costs likely to be incurred
	2114	520,000	520,000	478,502	497,333	18,831	Completed December 2022.
	2110	267,697	267,697	267,697	594	(267,103)	Delayed to 2024
	2111	1,035,871	1,035,871	1,035,869	3,089	(1,032,780)	Delayed to 2024
	2112	186,224	186,224	186,224	99,041	(87,183)	Currently ongoing
	2113	104,751	104,751	104,751	62,806	(41,945)	Currently ongoing
		5,582,597	5,614,098	5,443,504	2,760,084	(2,863,420)	
		<b>Total Roads</b>					
	2118	50,000	50,000	50,000	0	(50,000)	Delayed to 2024
		50,000	50,000	50,000	0	(50,000)	
		<b>Total Other Infrastructure</b>					
	1430	171,761	171,761	157,443	140,105	(17,338)	
	2092	350,000	350,000	320,826	26,417	(294,409)	Bulk of project likely to occur in 2024
	2070	16,090	16,090	16,090	17,700	1,610	
	2090	49,955	49,955	45,793	47,025	1,232	
	2120	35,000	35,000	35,000	0	(35,000)	Delayed to 2024
	2046	146,727	146,727	146,727	155,107	8,380	
		769,533	769,533	721,879	386,568	(335,311)	
		8,819,611	8,851,112	8,538,551	3,471,255	(5,067,296)	
		<b>TOTAL CAPITAL ACQUISITIONS</b>					



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

NOTE 6  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
<b>Operating grants, subsidies and contributions</b>					
<b>General Purpose funding</b>					
Financial Assistance Grant - General portion	330,828	330,828	330,828	499,836	169,008
Financial Assistance Grant - Roads portion	146,696	146,696	146,696	144,761	(1,936)
	<u>477,524</u>	<u>477,524</u>	<u>477,524</u>	<u>644,596</u>	<u>167,072</u>
<b>Law, Order and Public Safety</b>					
Bush Fire Brigade Operating Grant	9,860	-14,360	-13,167	16,414	29,581
	<u>9,860</u>	<u>-14,360</u>	<u>-13,167</u>	<u>16,414</u>	<u>29,581</u>
<b>Community Amenities</b>					
CRC Grants and Contributions	165,000	200,000	183,326	221,630	38,304
SOCK Week Grant	0	-25,000	-25,000	25,000	50,000
	<u>165,000</u>	<u>200,000</u>	<u>183,326</u>	<u>221,630</u>	<u>38,304</u>
<b>Recreation and Culture</b>					
Recreation and sport funding	20,045	20,045	20,045	0	(20,045)
Library operating grants	750	750	682	0	(682)
	<u>20,795</u>	<u>20,795</u>	<u>20,727</u>	<u>0</u>	<u>(20,727)</u>
<b>Transport</b>					
Main Roads Direct Grant	217,577	217,577	217,577	231,826	14,249
Airfield Contributions	0	0	0	4,856	4,856
Heavy Vehicle Road Maintenance Contributions	400,000	400,000	366,663	392,566	25,903
	<u>617,577</u>	<u>617,577</u>	<u>584,240</u>	<u>629,248</u>	<u>45,008</u>
<b>Economic Services</b>					
Skeleton weed grant funding	183,012	105,803	96,987	105,803	8,816
	<u>183,012</u>	<u>105,803</u>	<u>96,987</u>	<u>105,803</u>	<u>8,816</u>
<b>Operating grants, subsidies and contributions Total</b>	<b>1,473,768</b>	<b>1,407,339</b>	<b>1,349,637</b>	<b>1,617,691</b>	<b>268,054</b>
<b>Non-operating grants, subsidies and contributions</b>					
<b>Recreation and Culture</b>					
LRCI Grant Funding	1,733,857	1,733,857	1,733,857	0	(1,733,857)
Contributions received (Narembeen Bowling Club)	146,727	146,727	146,727	141,753	(4,974)
	<u>1,880,584</u>	<u>1,880,584</u>	<u>1,880,584</u>	<u>141,753</u>	<u>-1,738,831</u>
<b>Transport</b>					
Regional Road Group Grant funding	415,333	415,333	415,333	361,359	(53,974)
Roads to Recovery grant funding	867,841	867,841	867,840	0	(867,840)
Black Spot Funding - Income	332,801	332,801	332,801	382,401	49,600
Wheatbelt Secondary Freight Network	2,564,042	2,564,042	2,564,040	1,049,378	(1,514,662)
	<u>4,180,017</u>	<u>4,180,017</u>	<u>4,180,014</u>	<u>1,793,139</u>	<u>(2,386,875)</u>
<b>Non-operating grants, subsidies and contributions Total</b>	<b>6,060,601</b>	<b>6,060,601</b>	<b>6,060,598</b>	<b>1,934,892</b>	<b>(4,125,706)</b>
<b>Grand Total</b>	<b>7,534,369</b>	<b>7,467,940</b>	<b>7,410,235</b>	<b>3,552,583</b>	<b>(3,857,652)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**NOTE 7  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Increase in surplus	Decrease in surplus	Amended Budget Surplus Running Balance
				\$	\$	\$	\$	\$
			Opening Surplus					
5123000	ESL contributions	7563/22		4,500	-	-	4,500	(4,500)
5124000	ESL contributions	7563/22		9,860	14,360	4,500	-	-
1052120	CRC grants	7563/22		165,000	200,000	35,000	-	35,000
1052125	CRC SOCK Week Grant	7563/22		-	25,000	25,000	-	60,000
1312300	Grant funding	7563/22		183,012	105,803	-	77,209	(42,209)
1131218	Community benefit fund	7563/22		40,000	50,000	10,000	-	(32,209)
9221011	Housing income	7563/22		18,000	-	-	18,000	(50,209)
3323000	Interest earnings	7563/22		20,000	70,000	50,000	-	(209)
3320002	Fair value adjustment	7563/22		-	3,686	3,686	-	3,477
4122000	Reimbursement of fees (Roe ROC conference)	7563/22		-	2,555	2,555	-	6,032
4211021	Admin building maintenance	7563/22		(38,202)	(2,988)	35,214	-	41,246
9111034	Building maintenance (employee housing)	7563/22		(6,822)	(90)	6,732	-	47,978
1311101	Skeleton weed employee costs	7563/22		(96,843)	(97,855)	-	1,012	46,966
1431170	Employee housing allowance	7563/22		(47,320)	(31,900)	15,420	-	62,386
4211300	Admin office computer expense	7563/22		(30,000)	(15,000)	15,000	-	77,386
4217000	Admin office staff recruitment	7563/22		-	(7,000)	-	7,000	70,386
4212200	Asset revaluation	7563/22		(45,000)	(65,000)	-	20,000	50,386
9111035	15 Northmore (staff)	7563/22		-	(5,000)	-	5,000	45,386
9111027	15 Northmore	7563/22		(4,500)	(859)	3,641	-	49,027
1041102	CRC projects	7563/22		(51,100)	(75,000)	-	23,900	25,127
1151104	Community events	7563/22		(7,500)	(17,500)	-	10,000	15,127
1131125	Ski Lake planning and development	7563/22		(50,000)	(80,000)	-	30,000	(14,873)
1311102	Skeleton weed operating costs	7563/22		(87,250)	(8,996)	78,254	-	63,381
1321101	Caravan park maintenance	7563/22		(128,434)	(160,000)	-	31,566	31,815
1361100	Standpipe maintenance	7563/22		(18,500)	(35,000)	-	16,500	15,315
1441400	Parts and repairs	7563/22		(147,500)	(100,000)	47,500	-	62,815
1311400	Skeleton weed depreciation	7563/22		(10,464)	(6,843)	3,621	-	66,436
1511211	Grant funding disbursed	7563/22		-	(15,000)	-	15,000	51,436
1133101	Community benefit fund	7563/22		(50,000)	(60,000)	-	10,000	41,436
1042400	Sale of land	7563/22		-	30,909	30,909	-	72,345
2124	26 Hilton Way	7563/22		-	(10,000)	-	10,000	62,345
2125	16 Hilton Way	7563/22		-	(100,000)	-	100,000	(37,655)
2041	Skeleton weed vehicle replacement	7563/22		(70,000)	-	70,000	-	32,345
2015	Latham street	7563/22		(707,586)	(750,000)	-	42,414	(10,069)
2126	Naremben oval	7563/22		-	(10,000)	-	10,000	(20,069)
House Reserves	Housing reserve	7563/22		-	(30,000)	-	30,000	(50,069)
					437,032		462,101	(25,069)

**ATTACHMENT – AGENDA ITEM 8.2.2**  
**Schedule of Accounts – May 2023**

## SHIRE OF NAREMBEEN

PAGE: 1

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16646	<b>A-Team Printing</b> CRC - Client Merchandise		378.40
EFT16647	<b>Astrotourism WA Pty Ltd</b> EDO - Astronomy/Stargazing Event - April 2023		1,100.00
EFT16648	<b>Aust Post</b> Postage Charges - April 2023		45.78
EFT16649	<b>Avon Waste</b> Avon Waste - Domestic Rubbish Collection - March 2023		15,025.63
EFT16650	<b>Bitumen Distributors Pty Ltd</b> Works - Supply and deliver 1000 ltr Emulsion		1,848.00
EFT16651	<b>Bitutek Pty Ltd</b> Works - Supply and spray bitumin		86,729.12
EFT16652	<b>Booth Mechanical Services PTY LTD</b> Depot - parts for plant maintenance		1,331.00
EFT16653	<b>Budo Group Pty Ltd</b> Town Hall Restoration - Stage 2 of 2		19,114.21
EFT16654	<b>Casey John Conopo</b> Medical Centre and CRC - Floor repairs		330.00
EFT16655	<b>Chris Bray Electrics Pty Ltd</b> 21 Northmore st - Exhaust fan, replace light and light cover		1,193.50
EFT16656	<b>Copier Support</b> Admin - Copy/Printing Services 22/03/2023 - 26/04/2023		731.72
EFT16657	<b>EASTERN DISTRICTS PANEL BEATERS</b> Excess on insurance claim - NB206 Ford Ranger 2019		1,000.02
EFT16658	<b>Eastern Hills Saws And Mowers</b> Depot - parts for plant maintenance		1,783.30
EFT16659	<b>Fitz Gerald Strategies</b> CEO Recruitment - assistance April / May 2023		8,544.00
EFT16660	<b>Hersey's Safety Pty Ltd</b> Depot - parts for plant maintenance		1,204.32
EFT16661	<b>Imogen Murray</b> REFUND - Gym Card Bond		50.00
EFT16662	<b>Industrial Automation Group Pty Ltd</b> Works - Cramporne Sandpipe ILC and Router upgrade		4,858.70
EFT16663	<b>Laura Cala</b> REFUND - Gym Card Bond		50.00
EFT16664	<b>Merredin Freightlines</b> Freight Charges - Sigma Chemicals		1,283.59
EFT16665	<b>Merredin Toyota and Isuzu Ute</b> Depot - parts for plant maintenance		186.93
EFT16666	<b>Mirco Ag Equipment Pty Ltd</b> Depot - Purchase of Trailed Spreader IPS-340		2,070.00
EFT16667	<b>Mt Walker Sports Club INC</b> Ramelius Resources and Shire of Narembreen Fund Recipient - Round 4 - Mt Walker :		600.00
EFT16668	<b>Narembreen IGA</b> Admin - Office Consumables - April 2023		363.45
EFT16669	<b>Narembreen P &amp; C Association</b> CRC - ANZAC Day 2023 - catering		2,220.00

## SHIRE OF NAREMBEEN

PAGE:2

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16670	<b>Narembeen Workers Hotel Bar and Bistro</b> CRC - Refreshments ANZAC Day 2023		1,143.00
EFT16671	<b>P M Services Narembeen</b> Waste Transfer Station Management 15/04/2023 - 2/04/2023		2,592.00
EFT16672	<b>Petchell Mechanical</b> Depot - parts for plant maintenance		757.21
EFT16673	<b>Prompt Safety Solutions</b> Works - Drug and alcohol testing 2023		1,523.50
EFT16674	<b>Qbit Trading Company Pty Ltd</b> Admin - IT Managed Service - May 2023		2,985.57
EFT16675	<b>Quest Innaloo</b> Accommodation - Staff Training - TRELIS 6 Nights		1,026.00
EFT16676	<b>Repeco a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		681.64
EFT16677	<b>Ross Diesel Service</b> Depot - parts for plant maintenance		160.95
EFT16678	<b>SEEK Limited</b> SEEK Advertisement - CRC Coordinator position		357.50
EFT16680	<b>St Johns Ambulance Australia</b> Ramelius Resources and Shire of Narembeen Fund Recipient - Round 3 - St John Am		5,368.00
EFT16681	<b>Team Digital</b> CRC - Epson Photo printer paper and ink		479.91
EFT16682	<b>Team Global Express Pty Ltd</b> Freight Delivery - Library and Pathwest		39.85
EFT16683	<b>Town Planning Innovations</b> General Planning Services - April 2023		288.75
EFT16684	<b>Trustee for J &amp; S Baldwin Trust</b> Depot - parts for plant maintenance		942.00
EFT16685	<b>Veeco Pty Ltd</b> Caravan Park - Washing machine door replacement		358.49
EFT16686	<b>WA Contract Ranger Services</b> WA Contract Ranger Services 29/3/2023 - 6/04/2023		1,489.13
EFT16687	<b>WA Distributors Pty Ltd</b> Facilities cleaning supplies		993.61
EFT16688	<b>Westrac Equipment Pty Ltd</b> Depot - parts for plant maintenance		1,606.08
EFT16689	<b>Willway Plumbing and Gas</b> Senior Citizen's Hall - Replace Toilet and Basin		962.50
EFT16690	<b>A-Team Printing</b> CRC - Customer Merchandise - reprint DHS business plan		220.00
EFT16691	<b>AFGRI Equipment Australia Pty Ltd</b> Depot - parts for plant maintenance		142.88
EFT16692	<b>AMAC Mechanical</b> Depot - Crane hire as required for pump removal & reinstallation.		440.00
EFT16693	<b>Australian Services Union</b> Payroll Deductions/Contributions		47.80
EFT16694	<b>Avon Waste</b> Avon Waste - Domestic Rubbish Collection - April 2023		15,069.49
	<b>Beverley Community Resource Centre Inc.</b>		

## SHIRE OF NAREMBEEN

PAGE:3

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16695	<b>Beverley Community Resource Centre Inc.</b> CRC - SOCK Week 2023 Grant Program		1,250.00
EFT16696	<b>Boc Gases</b> Depot - Workshop Consumables - Gas 29/03/2023 - 27/04/2023		53.76
EFT16697	<b>Bruce Rock Community Resource Centre</b> CRC - SOCK Week 2023 Grant Program		1,250.00
EFT16698	<b>Chris Bray Electrics Pty Ltd</b> Longhurst St - repair storm water pump		1,047.75
EFT16699	<b>Connelly Images</b> CRC - Customer Merchandise - A2 Sign		290.40
EFT16700	<b>Corsign WA PTY LTD</b> Public Toilets - Custom Sign		129.80
EFT16701	<b>Cultivators Committee INC</b> CRC - Event LLL 2023 - hire of wine barrells		180.00
EFT16702	<b>Cutting Edges Pty Limited</b> Depot - parts for plant maintenance		9,804.08
EFT16703	<b>Hyden Community Resource Centre</b> CRC - SOCK Week 2023 Grant Program		1,075.00
EFT16704	<b>Keens Truck Driver Training Bunbury</b> CRC - HR Truck Licence Training		31,150.00
EFT16705	<b>Kondinin Community Resource Centre</b> CRC - SOCK Week 2023 Grant Program		1,250.00
EFT16706	<b>Lildon Pty Ltd T/A Merredin Refrigeration &amp; Air Conditioning</b> 10 Hilton Way - replace split system a/c unit		2,680.00
EFT16707	<b>Narembeen Netball Club</b> Ramelius Resources and Shire of Narembeen Community Benefit Fund - Round 4 Re		300.00
EFT16708	<b>Nathan Want</b> DEPOSIT - CRC - Event Youth Leadership - speaker		1,480.74
EFT16709	<b>Nungarin Community Resource Centre Inc</b> CRC - SOCK Week 2023 Grant Program		1,250.00
EFT16710	<b>Office of the Auditor General</b> Audit Fees - year ended 30 June 2022		44,000.00
EFT16711	<b>P M Services Narembeen</b> Waste Transfer Station - 29/04/2023 - 12/05/2023		2,592.00
EFT16712	<b>Qbit Trading Company Pty Ltd</b> Admin - IT Managed Services - June 2023		4,438.89
EFT16713	<b>Quairading Community Resource Centre Inc</b> CRC - SOCK Week 2023 Grant Program		800.00
EFT16714	<b>Repeco a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		132.14
EFT16715	<b>SMEC Australia PTY LTD</b> General Planning Services - Design and documentation - April 2023		9,238.17
EFT16716	<b>Talis Consultants</b> Consultancy Services - 5 year revaluation of Council's road network - March 2023		5,500.00
EFT16717	<b>The Trustee for WA FUEL BROKERS T/A Dun Direct PTY LTD</b> Works - Supply and Deliver 20000 litres low sulphur diesel		32,757.66
EFT16718	<b>Trustee for J &amp; S Baldwin Trust</b> Depot - parts for plant maintenance		1,372.00

## SHIRE OF NAREMBEEN

PAGE:4

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	<b>WA Contract Ranger Services</b>		
EFT16719	WA Contract Ranger Services - 01/05/2023 - 08/05/2023		627.00
	<b>Wheatbelt Office and Business Machines</b>		
EFT16720	CRC - Printing and Copier Charges 8/03/2023 - 8/05/2023		507.35
	<b>Wheatbelt Uniforms Signs and Safety</b>		
EFT16721	Works - Staff Uniforms		548.63
	<b>Work Health Professionals</b>		
EFT16722	Works - Hearing Tests for Staff		2,167.00
	<b>Beam Precision Superannuation</b>		
DD11786.1	Superannuation Payment for 27/4/23 - 10/5/23		12,385.66
	<b>Synergy - Western Power</b>		
DD11794.1	Power Usage and Service Charges - May 2023		1,994.50
	<b>Synergy - Western Power</b>		
DD11794.2	Power Usage and Service Charges - May 2023		302.65
	<b>Synergy - Western Power</b>		
DD11794.3	Power Usage and Service Charges - May 2023		332.97
	<b>Synergy - Western Power</b>		
DD11794.4	Power Usage and Service Charges - May 2023		272.00
	<b>Synergy - Western Power</b>		
DD11794.5	Power Usage and Service Charges - May 2023		1,194.20
	<b>Synergy - Western Power</b>		
DD11794.6	Power Usage and Service Charges - May 2023		524.73
	<b>Commander Australia Pty Ltd</b>		
DD11795.1	Admin - Phone Usage and Service Charges - 22/03/2023 - 21/04/2023		68.51
	<b>Power ICT Pty Ltd</b>		
DD11795.2	Admin - message on hold service - May 2023		75.90
	<b>Telstra</b>		
DD11795.3	CRC - Phone Usage and Service Charges - May 2023		236.80
	<b>HBF</b>		
DD11795.4	HBF - Health - .Works Manager as per Contract of Employment		452.09
	<b>Water Corporation</b>		
DD11795.5	Water Usage and Service Charges - April 2023		48.96
	<b>Telstra</b>		
DD11796.1	Phone Usage and Service Charges - May 2023		1,804.94
	<b>Beam Precision Superannuation</b>		
DD11802.1	Superannuation 11/05/2023 - 14/05/2023		12,523.93
	<b>Bankwest</b>		
DD11803.1	Credit Card Purchases 16 March - 14 April 2023		4,505.00
	<b>Bankwest</b>		
DD11803.2	CRC - Event Youth Week - Silent Disco		4,031.85
	<b>Wheatbelt Business Network Inc.</b>		
DD11803.3	CREDIT CARD PURCHASES - CEO - Conference - CBH		150.00
	<b>Telstra</b>		
DD11807.1	Phone Usage and Service Charges - May 2023		232.62
	<b>BANKFEES - BANK FEES</b>		
310523	BANK FEES OVR THE COUNTER		4.80
	<b>BANKFEES - BANK FEES</b>		
310523	BANK FEES MAINTENANCE FEE		20.00
	<b>BANKFEES - BANK FEES</b>		

**SHIRE OF NAREMBEEN**

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<b>Invoice Payment No</b>	<b>Name Invoice Description</b>	<b>INV Amount</b>	<b>Amount paid</b>
	<b>BANKFEES - BANK FEES</b>		
310523	BANK FEES ELECTRONIC TRANSACTION FEE		36.80
	<b>BANKFEES - BANK FEES</b>		
310523	BANK FEES PAPER TRANSACTION FEE		4.00

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
MUNI	Municipal 5347926	<b>390,792.81</b>
<b>TOTAL</b>		<b>390,792.81</b>





**Credit Card Purchases 16 March - 14 April 2023**

**CEO**

Date	Account Code	Store	Amount
17/03/2023	PE116	Narembene Roadhouse	\$ 154.68
5/04/2023	PO2936	O'Brien Glass	\$ 159.20
5/04/2023	PO2935	Wheatbelt Business Network	\$ 150.00
7/04/2023	PE116	Narembene Roadhouse	\$ 183.79
8/04/2023	PO2936	O'Brien Glass	\$ 50.00
11/04/2023	PO2940	Seton	\$ 598.05
<b>TOTAL CEO CREDIT CARD PAYMENTS</b>			<b>\$ 1,295.72</b>

**EMCS**

Date	Account Code	Store	Amount
2/04/2023	PE221	BP Merredin	\$ 65.72
6/04/2023	PO2942	Reece Group	\$ 1,458.00
<b>TOTAL EMCS CREDIT CARD PAYMENTS</b>			<b>\$ 1,523.72</b>

**Works Manager**

Date	Account Code	Store	Amount
21/03/2023	114311010	ARRB Group	\$ 1,714.95
24/03/2023	1431301	Narembene Roadhouse	\$ 10.00
28/03/2023	191110240.000	Narembene Hardware	\$ 180.00
31/03/2023	191110330.000	Narembene Hardware	\$ 300.00
11/04/2023	PE1305	Hopetoun Fuel Service	\$ 50.08
<b>TOTAL WORKS MANAGER CREDIT CARD PAYMENTS</b>			<b>\$ 2,255.03</b>

**Mechanic**

Date	Account Code	Store	Amount
15/03/2023	#2080	Narembene Roadhouse	\$ 83.30
21/03/2023	#2080	Narembene Roadhouse	\$ 48.00

22/03/2023	PE206	Ebay	Mechanic -fuse link for ford ranger	\$ 22.36
23/03/2023	PE92	Narembeen Hardware	Mechanic - oil filter - coaster Service	\$ 47.90
28/03/2023	1441800	Narembeen Hardware	Mechanic - Blade rotary saw	\$ 56.00
29/03/2023	1441800	Two Dogs Hardware	Mechanic - Blade hacksaw & wheel cut	\$ 101.95
29/03/2023	PE92	Ross's Diesel Services	Mechanic - Bus inspection	\$ 233.00
30/03/2023	PE94	Ross's Diesel Services	Mechanic - Rosa Inspection	\$ 233.00
31/03/2023	1441800	Narembeen Hardware	Mechanic -Blade rotary saw	\$ 112.00
4/04/2023	1131122	Narembeen Roadhouse	Mechanic - Fuel	\$ 39.82
<b>TOTAL MECHANIC CREDIT CARD PAYMENTS</b>				<b>\$ 977.33</b>

**CRC**

Date	Account Code	Store		Amount
14/03/2023	CRC1	Narembeen Roadhouse	CRC - LLL Freight for chairs - Fuel	\$ 540.06
17/03/2023	115112100.231	Officeworks	CRC - Stationery	\$ 77.50
21/03/2023	115112100.288	Officeworks	CRC - Client Merchandise	\$ 62.50
24/03/2023	<a href="#">CRC2</a>	Narembeen IGA	CRC - Triathlon Cups	\$ 10.58
27/03/2023	Lib1	Officeworks	CRC - Easter Story Time - craft	\$ 20.33
29/03/2023	Lib1	Narembeen IGA	CRC - Easter Story Time - craft	\$ 1.85
3/04/2023	CRC9	Cookiecuttershop	CRC - School Holiday Activity - Bake off	\$ 77.63
5/04/2023	PO2944	Mercure Hotel Perth	CRC - Linkwest Conference - accomodation	\$ 418.55
7/04/2023	PO2944	Mercure Hotel Perth	CRC - Wrongfully charged - refund on next credit card invoice	\$ 45.50
11/04/2023	PO2949	Silentgroove	CRC - Event Youth Week - Silent Disco	\$ 305.00
12/04/2023	PO2952	Tickets-Narembeenj	CRC - Event world mental health day - paint and create	\$ 997.55
<b>TOTAL CRC CREDIT CARD PAYMENTS</b>				<b>\$ 2,557.05</b>

142111500.287	Bankwest	Interest & Other Charges	\$ 78.00
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**TOTAL CREDIT CARD PAYMENTS**

**\$ 8,686.85**