



**ORDINARY COUNCIL MEETING
20 May 2020**

**AGENDA
ATTACHMENTS**



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ATTACHMENT - AGENDA ITEM 7.0

Status Report

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6685/18	15-Aug-18	ADM583	Wadderin Reserve 20022	That Council subject to advice received from LGIS instruct staff to continue with the process of taking legal control of the Wadderin Dam and Reserve 20022 Cusack Drive, Wadderin as per council motion 5929/15 moved 15 April 2015.	Remediation works continue. See update in EHO Report - April 2020	Ongoing	CEO/EHO
6794/19	20-Feb-19	ADM153	Future Project - Combined Turf Field - Surface Options Analysis Report and Options Assessment	That Council:- 1. Subject to the outcomes of the meeting to be held with the Narembeen Tennis and Hockey Clubs to be held following the Council meeting, approve all the recommendations made in the Surface Options Analysis for the Narembeen Tennis and Hockey Clubs report. 2. Acknowledge the work of Caroline Robinson and the WBN in preparing this important analysis report.	Review of reports approved. Recommendations to be undertaken.	Ongoing	CEO
6826/19	18-Apr-19	ADM541	Strategic Policy Framework	That Council: 1. Adopt the Council Policy – Strategic Policy Framework as per the attachment. 2. Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.	1. Complete and available online. 2. Review of other policies to be completed by December 2020.	Ongoing	EMCS
6842/19	15-May-19	ADM194	Narembeen Historical Society - Machinery Museum, Churchill Street - Proposed New Shed	That Council:- 1. Advise the Narembeen Historical Society Inc that it supports the request to construct a new machinery shed on Council owned property being Lot 28 Churchill Street, Narembeen subject to compliance with all Town Planning and Building Code requirements. 2. Authorise the Chief Executive Officer to discuss with the Narembeen Historical Society Inc a suitable location for the proposed machinery shed. 3. Instruct the Chief Executive Officer to investigate options for entering into an agreement with the Narembeen Historical Society Inc that would formalise the relationship between the two parties. 4. Congratulate the Narembeen Historical Society for the work that it is doing to preserving Narembeen history and to acknowledge the recent work done on progressing with its collection policies and the disposal of some items that were taking up room in different sheds.	Letter sent to Narembeen Historical Society. Further discussion required with the NB Historical Society in relation to formalising the relationship between the two parties. Lease agreement to be arranged between the two parties	Ongoing	CEO
6918/19	18-Sep-19	NA	Sport & Recreation	That Council:- 1. Receive the Executive Manager Corporate Services Report for September 2019. 2. Assign Cr. S Stirrat and Cr. K Mortimore to the Sport and Recreation Strategy Working Group.	In progress. EMCS to meet with Cr Stirrat and Cr Mortimore in May 2020.	Ongoing	EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
				Ordinary Meeting - May 2020			5 of 112
6946/19	16-Oct-19	NA	Recognition of Former Councillor Mrs M J (Joan) McCutcheon (dec) and the Naming of the Naremben Netball/B Ball Precinct	That Council:- 1. Establish a permanent acknowledgment to former Councillor Mrs Joan McCutcheon (dec) as the first female elected to Shire of Naremben. 2. In consultation with the Naremben Netball Club, officially name the netball/ basketball area "The McCutcheon Courts" in memory of Joan McCutcheon as a tribute to her involvement in Naremben, particularly with netball and swimming. 3. Following discussion with Joan's family and other stakeholders, fund the appropriate signage.	Staff liaising with Netball Club Committee, event postponed until next year. Staff will continue to work with the Netball Club in relation to appropriate signage.	Noted by Staff to work with Netball Club over the next 12 months	CEO
6956/19	20-Nov-19	ADM547	Ramelius Resources - Traffic Route Proposal	That Council approve for the use of the Merredin-Naremben Road, Fricker Road, Latham Road, Kondinin Naremben Road, Mt Walker Road and Mt Arrowsmith Road being Shire of Naremben's controlled roads, to haul ore from Tampia Hill Operations to the Shire's northern boundary located at SLK 0.00 on the Merredin Naremben Rd, subject to the following conditions. Refer to the November Agenda for the full conditions.	See Agenda Item for May 2020 Council Meeting	Ongoing	CEO
6961/19	20-Nov-19	ADM562	Naremben Bowling Club	That Council:- 1. Support the Naremben Bowling Club's request to provide a self-supporting loan for the amount of \$100,000 to assist with the resurfacing of one synthetic Bowling Green at the Naremben Recreation Centre. 2. Reduce the Naremben Bowling Club's annual fees in 2019/2020 from \$6,000 to \$3,000. This is to be reviewed on an annual basis as part of the Shire's fees and charges. 3. Will consider as part of its current development of a Sporting Club Strategy the Bowling Club's request of a consideration of the contribution of \$18,000 or part thereof already paid by the Club towards ground fees to the Shire over the past 3 years.	Item to the May 2020 Council Meeting to confirm new surface purchase	Superseded	CEO
6975/19	18-Dec-19	ADM044	Repeal Local Law-Pest Plants	That Council: 1. Gives State-wide and local public notification that Council proposes to make a new local law, the Shire of Naremben Repeal Local Law (Attachment). 2. Notes that: a) the purpose of the proposed local law is to repeal an obsolete local law; and b) the effect of the proposed local law is that the obsolete local law will be revoked and abrogated.	See Agenda Item for May 2020 Council Meeting	Superseded	CEO
6976/19	18-Dec-19	ADM044	Review of Local Laws	See minutes for full Council resolution	See Agenda Item for May 2020 Meeting.	Superseded	CEO
6987/20	19-Feb-20	P1154	Storm Water Drain- 15 Longhurst Street, Naremben	That Council: Agrees to pay 50% of the cost of materials and construction of fencing along the storm water drain approximately 50m in length on the east side of the easement at 15 Longhurst Street. The Fence construction is to be similar to the chain mesh fencing currently used on 15 Longhurst Street and three quotes must be obtained for this work.	\$1,500 contribution towards fence to be provided to Mr Butler on construction.	Ongoing	CEO
7021/20	01-Apr-20	ADM459	2019/2020 Black Spot Project	That: 1. Concept plans R2045 – SK01 – B and R2045 – SK02 – B, be received. 2. Subject to approval by Main Roads WA the intersection treatment works under the Black Spot project be deferred to 2020/2021. 3. The project works be outsourced by tender.	Deferral request submitted.	Ongoing	CEO

ATTACHMENTS - AGENDA ITEM 8.1.1

Participation in National Redress Scheme

National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

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1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

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APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*. The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	<ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	<ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	<ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	<ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments.
Tasmania	<ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	<ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	<ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

ATTACHMENT - AGENDA ITEM 8.1.2 Provision of Engineering and Technical Services



SHIRE OF NAREMBEEN

REQUEST FOR QUOTATION

Request for Quotation (RFQ)	Provision of Engineering & Technical Services for Shire of Narembeen
Deadline	2.00pm WST Tuesday 9 June 2020 RFQ must be received no later than the deadline
Responses to Requests for Quotation can be delivered to:	Shire of Narembeen via WALGA eQuotes or email ceo@narembeen.wa.gov.au
Enquiries:	All enquiries to: Requesting Officer Chris Jackson Telephone 08 9064 7308 Email: ceo@narembeen.wa.gov.au
RFT Number:	01/2020
Date of Issue:	20 May 2020

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CONDITIONS OF QUOTATION

INTERPRETATION

Italicized text used in this *Request for Quotation* are defined for this *Document* only. Defined words not italicized in the *Request for Quotation* are to be taken as defined text. Immediate notification is to be made to the *Superintendent* for definition and clarification.

1.1 DEFINITIONS

Attachments: The *Documents* you attach as part of your tender.

Basic Order: Purchase Order

Shire: The *Shire of Narembeen* (SoN).

Customer / Principal: In this case *Shire of Narembeen* (SoN).

Contract: Legal binding agreement between the *Respondent* and the *Customer* for this *RFQ*. The project *Contract* will consist of the successful *Respondent's RFQ* submission including: appendices, referenced *Documents* herein, the *Conditions of Quotation* and the terms and *Conditions of Contract*.

Contract Date: The date by which the Formal Instrument of Agreement is signed by both parties.

Conditions of Contract: Means these terms and *Conditions of Contract*.

Deadline: The *Deadline* for lodgement of the *Quotation* stipulated on the front of this *RFQ*.

Document(s)/Documented/Documentation: Technical product or products under use to illustrate and denote the *Requirements* in the *RFQ*. The set of technical *Documents* provided as appendices of this *Document* and the associated referenced material.

Offer: The final submission to supply the *Requirements* in response to the *RFQ*.

Request for Quotation (RFQ): This *Document*, including appendices.

Requirement/s: The goods and/or services requested by the *Customer* in this *RFQ*.

Respondent: A person or corporation who submits an *Offer* to the *Customer*.

Standard(s): All current Australian / NZ *Standards* and referenced *Documents* in those Codes or Acts;

Superintendent: Is the person appointed by the *Customer* to administer the *Contract* terms and conditions. This person will be the contact for the *Principal* for *Works* required by this *Document*.

Supplier: Means the person or persons, corporation or corporations whose *Quotation* is accepted by the *Customer*, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations.

Work(s): The whole of the *Work* to be executed in accordance with the *Contract*, including variations provided for by the *Contract*, which by the *Contract* is to be handed over to the *Customer*.

1.2 INVITATION PROCESS

Respondent acceptance

By submitting a *Quotation*, the *Respondent*:

- (a) accepts these *Request for Quotation* Conditions.
- (b) *Offers* to enter into a *Contract* with the *Customer* to provide the Goods, *Services* and Deliverables,

and the *Customer* may accept the *Quotation* during the *Offer* Validity Period.

Customer discretion

The *Customer* may make any changes to the Invitation Process in its absolute discretion, by notifying the *Respondents*. Without limitation, the *Customer* may:

- (a) add or change *Requirements*;
- (b) amend dates including extend the Closing date and time;
- (c) consider or reject a *Quotation* received after the Closing date and time;
- (d) accept non-Conforming *Offers*, alternative or innovative *Offers*, *Quotations* in part, or multiple *Quotations*;
- (e) reject any or all *Quotations*;
- (f) amend the evaluation criteria stipulated in the *Request for Quotation*;
- (g) exercise discretion in evaluating any subjective evaluation criteria;
- (h) negotiate with one or more *Respondents* and allow any *Respondent* to vary its *Quotation*;
- (i) interview, negotiate or hold discussions with any *Respondent* or prospective *Respondent* on any matter contained (or proposed to be contained) in a *Quotation* to the exclusion of others;
- (j) request some or all *Respondents* to conduct site visits, provide references and additional information, and/or make themselves available for panel interviews;
- (k) change the terms and conditions applicable to the Invitation Process, including terms of the proposed *Contract*; or
- (l) cancel the Invitation Process.

The *Respondent* will not make any claim in connection with a decision by the *Customer* to exercise or not to exercise any of its rights in relation to the Invitation Process.

1.3 NO RELIANCE ON INFORMATION

The *Respondent* is responsible for making its own investigation and assessment about all matters relevant to the *Request for Quotation*, the *Requirements*, the accuracy of all information and *Documents* provided by or on behalf of the *Customer*, and all other matters relevant to the *Respondent's Quotation*.

1.4 RESPONDENT COST

Participation in the Invitation Process is at the *Respondent's* cost. The *Customer* is not required to pay compensation to the *Respondent* in relation to the Invitation Process in any circumstances, for any reason.

1.5 SUBJECT TO CONTRACT

No *Contract* will be formed between the *Customer* and the *Respondent* unless and until the *Customer* accepts the *Respondent's Quotation* in writing or both parties sign a *Contract Document*.

1.6 COMPLIANCE

The *Respondent* must:

- (a) direct all enquiries relating to the *Request for Quotation* to the *Customer's* nominated contact person, and not discuss the *Request for Quotation* with any other person except as required to prepare its *Quotation*.
- (b) ensure that all information provided as part of its *Quotation* is complete, accurate, current, and not misleading.
- (c) comply with all Laws.
- (d) keep confidential all confidential Information which it obtains as part of the Invitation Process, not use it except for the purpose of responding to the *Request for Quotation*, and not disclose it except to its Personnel on a need to know basis for the purpose of responding to the *Request for Quotation*, or with the *Customer's* consent, or to the extent required by Law, or to its professional advisors.
- (e) if it collects or has access to any Personal Information in connection with the Invitation Process, comply as if it was the *Customer* with the privacy principles in the Privacy Act or the Australian Privacy Principles in the Privacy Act, as applicable, in relation to that Personal Information and comply with all reasonable directions of the *Customer* relating to the Personal Information;
- (f) not make any public announcements or advertisement relating to the Invitation Process.
- (g) ensure that its Personnel also comply with these *requirements*.
- (h) ensure that all representations, warranties, declarations, statements, information and *Documents* ("information") made or provided by the *Respondent* in connection with the Invitation Process are complete, accurate, up-to-date and not misleading in any way. The *Respondent* must immediately tell the *Customer* if any information is or becomes incomplete, inaccurate, out-of-date or misleading in any way.

1.7 ANTI-COMPETITIVE CONDUCT AND CONFLICT OF INTEREST

Anti-competitive conduct

The *Respondent* warrants that neither it, nor its Personnel have engaged in any collusive, anti-competitive or similar conduct in connection with the Invitation Process or any actual or potential *Contract* with any entity for goods and *Services* similar to the Goods and *Services*.

Conflict of Interest

The *Respondent* warrants that it and its Personnel do not hold any office or possess any property, are not engaged in any business or activity and do not have any obligations whereby a Conflict of Interest is created, or may appear to be created, in conflict with its obligations under these *Request for Quotation* Conditions or the proposed *Contract*, except as disclosed in the *Respondent's Quotation*.

The *Respondent* warrants that it will not, and it will ensure that its Personnel do not, place themselves in a position that may give rise to a Conflict of Interest between the interest of the *Customer* and the *Respondent's* interests during the Invitation Process.

The *Respondent* warrants that it will immediately notify the *Customer* if any Conflict of Interest arises after lodgement of the *Respondent's Quotation*.

Warranties are ongoing

The warranties in this section are provided as at the date of the *Respondent's* response to the *Request for Quotation* and on an ongoing basis until the later of the *Customer* notifying the *Respondent* that its *Quotation* has been rejected and expiry or termination of any *Contract* entered pursuant to the Invitation Process ("relevant period").

The *Respondent* warrants that it will immediately notify the *Customer* if it becomes aware that any warranty made in this section was inaccurate, incomplete, out-of-date or misleading in any way when made, or becomes inaccurate, incomplete, out-of-date or misleading in any way, during the relevant period.

Breach of warranty

In addition to any other remedies available to it under Law or *Contract*, the *Customer* may, in its absolute discretion (but is not required to), immediately disqualify a *Respondent* that it believes has breached any warranty in this clause.

1.8 RESPONDENT CONFIDENTIAL INFORMATION

The *Customer* will keep confidential all Confidential Information of the *Respondent* which it obtains as part of the Invitation Process.

The *Customer* may use *Respondent* Confidential Information for the purposes of the Invitation Process.

The *Customer* may disclose *Respondent* Confidential Information:

- (a) to its Personnel for the purposes of the Invitation Process;
- (b) as required under the Freedom of Information Act;
- (c) as required by Law;
- (d) to a Minister, their advisors or Parliament;
- (e) to its professional advisors.

The *Customer* may publish information about the Invitation Process and any resulting *Contract* where required or recommended.

1.9 RESPONDENT RECORDS

(a) Custody

Custody arrangements between the Shire of Narembeen and the *Contractor(s)/agent(s)* for State records stored on and off site by the *Contractor* are specified in the *Contract*/as follows:

- In accordance with the provisions of the State Records Act 2000, some records as reasonably created or collected by the *Contractor* in the course of undertaking this *Contract* that are not commercial in confidence, will be deemed a government-owned asset i.e. ownership and propriety interest of said documentation shall remain vested in the *Principal's* name in perpetuity. Refer to the Records Keeping Policy for definition of a record.

(b) Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the *Contract(s)/agreement(s)* are specified in the *Contract(s)/agreement(s)* as follows:

- The *Contractor* shall; at the *Principal's* request or on completion, expiry or termination of this *Contract*, provide and/or return to the *Principal* the following records; including but not limited to *Contract* variation documents, as constructed drawings, operating manuals and/or instructions, warranties, maintenance records and a detailed sub-*Contractor* listing that were created, received, stored and maintained during the course of this *Contract*.

1.10 EVALUATION PROCESS AND ACCEPTANCE OF QUOTE

This is a Request for Quotation (RFQ). Your quote will be evaluated using information provided in your submission. The Principal is not bound to accept the lowest priced quote and may reject any or all quotes submitted.

The following evaluation methodology will be used in respect of this Request:

- a) Submissions are checked for completeness and compliance. Submissions that do not contain all information requested (e.g. Completed Offer Form and Attachments) may be excluded from evaluation.
- b) Submissions are assessed against the Selection Criteria and quoted prices are evaluated.

c) The most suitable Submissions may be short listed and those respondents may also be required to clarify their submission, make a presentation, and/or demonstrate the product/solution/services being offered. Referees may also be contacted prior to the selection of the successful bidder.

A Contract may then be awarded to the Respondent whose submission is considered the most advantageous to the Principal.

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CONDITIONS OF CONTRACT

2.1 THE CONTRACT

The *General Conditions of Contract* are as per AS4122-2010 - *General Conditions of Contract*, these are not attached to this *Document*, however a copy of the *General Conditions of Contract* may be purchased online at: <http://infostore.saiglobal.com/store/>. **The Respondent must review the *General Conditions of Contract* prior to submitting a tender.**

2.2 PAYMENT TERMS

The Shire of Narembeen's standard payment terms are that payments will be made to suppliers within 14 days of receipt of an invoice after goods or services have been received.

Purchase orders will be raised for jobs as required and purchase order numbers must be included on invoices for payment.

All invoices should be sent to admin@narembeen.wa.gov.au

2.3 TERM OF CONTRACT

The *Contract* term will expire 30 June 2023. The customer however reserves the right to terminate the *Contract* as at 30 June 2021 after considering the performance of the contractor up to that date. Should the customer be satisfied with performance of the contractor as at 30 June 2021 an option to extend the contract by 2 years will be executed in writing to the contractor. Any such notice, either way will be provided to the contractor by at least 60 days prior to 30 June 2021.

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SCOPE OF WORKS

3.1 SCOPE OF ENGAGEMENT

This is a schedule of rates *Contract* and is intended to supplement the existing Works management, supervision and technical service that the Shire currently has.

The scope of this engagement will be approximately 1 year with an option to extend by a further 2 years to help the Shire deliver its annual Capital and Maintenance Projects and Programs. The key deliverables are:

- Close liaison with the Shires Chief Executive Officer (CEO) and Works Manager on all matters relating to the programming and delivery of the Shires annual Capital and Maintenance Works Programs with a primary focus on the Shires Roads program.
- Provide guidance and instruction to the Shires Works Manager Works crews and contractors in line with best practice for road maintenance and renewal
- Monthly update report to the Shire Works Manager outlining all activities undertaken including reference to status of completion of designs, programs, tenders and contracts, funding applications & acquittals and any other activities critical to the delivery of the Shires annual Capital and maintenance works program.
- Liaison with the Shire Works Manager to identify priority works locations, undertake engineering and technical assessments and recommend the most appropriate and economic treatment including development of budgetary cost estimates for consideration as part of Councils annual budget deliberations.
- Undertake RAV route assessments and prepare reports with recommendations for consideration by Council including any projects on routes identified under the Wheatbelt Secondary Freight Network Program and other State Transport Infrastructure strategies.
- With the CEO & Shire Works Manager support management of the Shires R2R and Regional Road Group (RRG) project grants programs including preparation of application submissions, progress reporting and acquittals (in liaison with Shire finance staff) in accordance with funding program conditions..
- Coordination and preparation of designs, BOQ schedules and technical specifications or description of works to suite the delivery of various projects as required whether by contract or direct Shire day labour workforce.
- Preparation of RTF and RFQ documentation in accordance with WA Local Government regulations and relevant Shire of Narembeen policies and procedures. Management of tender and RFQ procurement processes including taking tender queries, preparation of addenda's, tender assessment and preparation of reports to Shire staff or Council with recommendations for appointment. Management and supervision of RFT and RFQ contracts in liaison with Shire CEO and Works Manager.

With the CEO & Shire Works Manager support the Management of the Shires Black Spot road safety program including the identification of eligible sites, arrangement of Road Safety audits if required, preparation of funding applications (including cost estimates) for both State and Federal funded programs.

- Whilst the current program of works operates on a 9 day fortnight roster the required days and hours to be worked by the appointed contractor will vary according to needs at different times of the year. Whilst the majority of the services will be able to be delivered remotely using electronic communications and documentation there will be requirements for travel and visits to the Shire of Narembeen including possible overnight stays. Such visits will primarily be for the purpose of inspecting works, meeting with Shire staff and contractors, attendance at Shire and RRG meetings as required etc. All visits to the Shire will need to be approved by an authorised shire officer.
- The appointed contractor will be required to engage regularly with local residents, farmers and property owners to ensure they are kept informed of all activities and works during planning and design stages and as works proceed.
- Support the management of the Shires RAMM Infrastructure Assets Data Base

- The appointed Contractor may be required to undertake a review and assessment of the existing Shire road network conditions and provide a priority list for future maintenance and renewal works
- The appointed contractor may be required to provide technical assistance and advice in relation to sourcing new locations for gravel or opportunities for extending any existing sources.
- The appointed contractor may be required to provide technical assistance and advice in relation to further developing new water source locations for roadworks construction and maintenance.
- Other tasks and activities as requested by the Shire Chief Executive Officer and Works Manager consistent with the general requirements of this RFQ.

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RESPONDENT'S SUBMISSION**4.1 RESPONSE FORM**

The Chief Executive Officer
Shire of Narembeen
1 Longhurst Street
NAREMBEEN WA 6369

I/We (Registered Entity Name) _____
(BLOCK LETTERS)

of _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail (if any): _____

In response to Request for Quotation RFQ 02/2020 – Provision of Engineering & Technical Services to Shire of Narembeen

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, *Attachments*, all in accordance with the Conditions contained in this Request.

I/We declare that we have not colluded with any other *Respondents* in preparing its *Quotation*.

I/We agree that the tendered price is valid for thirty (30) calendar days from the date of the *Quotation* unless extended on mutual agreement between the *Customer* and the *Respondent* in writing.

I/We agree that there will be no cost payable by the *Customer* towards the preparation or submission of this Response irrespective of its outcome.

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

Dated this _____ day of _____ 2020

Signature of authorised signatory of *Respondent*: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Mobile No: _____

E-mail Address: _____

Authorised signatory postal address: _____

PRIVACY STATEMENT - The *Customer* is collecting the personal information on this *Quotation* form for the purposes of *Quotation* evaluation and any subsequent *Contract* that may arise. The information may be used in accordance with the provisions of the *Quotation Documents*. Any personal information included on this *Quotation* form may be disclosed to the *Quotation* evaluation panel and their advisors but will not be disclosed to any other third party without the submitters consent unless authorised or required by law or stipulated in this *RFQ*.

4.2 SAFETY AND HEALTH ASSESSMENT

In assessing *quotations*, the *Customer* may give consideration to any information provided by a *Respondents* referees. The successful contractor's staff will be required to complete the Shires online induction process located at: <https://greateasternwheatbelt.velpic.net/#register?key=2LTLQ1GK2HRJ> *Respondents* must also address the following and provide information as required.

i) Occupational Health and Safety (OSH) Policy and Management

- a) Does the *Respondent* have a written health and safety policy? YES / NO
If YES, a copy of the policy may be requested for verification.
- b) Does the *Respondent* have an OSH Management System manual? YES / NO
If YES, a copy of the contents page(s) may be requested for verification.
- c) Are health and safety responsibilities formally identified for all levels of staff? YES / NO

ii) Safe Work Practices and Procedures

- a) Has the *Respondent* prepared safe operating procedures or specific safety instructions relevant to its operations? YES / NO
If YES, a list of procedures/instructions may be requested for verification.
- b) Does the *Respondent* have a *documented* incident investigation procedure? YES / NO
If YES, a copy of an incident report form may be requested for verification.

iii) Manual Handling

- a) Does the *Respondent* have procedures for identifying, assessing, and controlling risks associated with manual handling? YES / NO
If YES, provide details.....

iv) Health and Safety Training

- (a) Does the *Respondent* provide health and safety training and maintain a record of all training programs undertaken by employees? YES / NO

v) Health and Safety Workplace Inspections

- (a) Does the *Respondent* have procedures by which employees can report hazards at *workplaces*? YES / NO
- (b) Does the *Respondent* have a *documentation* system in place that records the results and follow-ups of *workplace* inspections undertaken? YES / NO

vi) Health and Safety Consultation

- (a) Does the *Respondent* have a *workplace* health and safety committee? YES / NO
- (b) Does the *Respondent* involve employees in decision making about OSH matters? YES / NO
- (c) Does the *Respondent* have employee elected health and safety representatives? YES / NO
- (d) Are employees involved in decision making over OSH matters?
If YES, please provide details YES / NO

vii) Health and Safety Performance Monitoring

- (a) Has the *Respondent* ever been convicted of an occupational health and safety offence within the last five (5) years? YES / NO
If YES, date(s) and details of the offence(s) must be provided .
.....
.....
.....

viii) Equal Employment Opportunity

- (a) Does the *Respondent* have an Equal Employment Opportunity policy? YES / NO
If YES, a copy of the policy may be requested for verification.

4.3 INSURANCE COVERAGE

Respondents must supply evidence of their insurance coverage in the table below.

Insurance Type	Insured Amount	Policy Number	Expiry Date
Public and Product Liability			
Workers' Compensation			
Professional Indemnity			

The *Supplier* will be required to hold the following policies of insurance for the full duration of the *Contract*.

Insurance Type	Insured Amount
Public Liability	\$20,000,000 any one occurrence.
Workers' Compensation	The <i>Supplier</i> shall insure against liability for death of or injury to persons employed by the <i>Supplier</i> including liability by statute and at common law to a limit of not less than \$50,000,000. Include a <i>Principals</i> Indemnity Extension for Act and common law including waiver of subrogation.
Comprehensive Motor Vehicle and Third Party	Comprehensive Motor Vehicle and Third Party Liability for no less than \$30,000,000 any one occurrence.
Professional Indemnity	\$5,000,000

The *Supplier* will be required within 14 days of the *Contract date* to supply copies of its insurance policies and a letter from its insurance broker which states that the insurance policies respond to the *Contract*.

INTENTIONALLY LEFT BLANK

4.4 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, *Respondents* must note the following:

- (a) All information relevant to your answers to each criterion are to be contained within your Submission;
- (b) *Respondents* are to assume that the Evaluation Panel has no previous knowledge of their organisation, its activities or experience;
- (c) *Respondents* are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- (d) *Respondents* are to address each issue outlined within a qualitative criterion.

PART 4**COMPLETE AND RETURN THIS PART**

<p>(A) Relevant Experience</p> <p><i>Respondents</i> must address the following in an <i>attachment</i> labelled “Relevant Experience”:</p> <p>(a) Details of similar <i>Works</i> undertaken for Local Governments in WA;</p> <p>(b) Demonstrated experience in working on extensive rural road networks</p> <p>(c) Scope of the <i>Respondent’s</i> involvement including details of outcomes;</p> <p>(d) Demonstrate competency and proven track record of achieving outcomes.</p>	<p>Weighting: 40%</p> <p>Tick if attached <input type="checkbox"/></p>
<p><i>Respondents</i> must address the above information in an <i>attachment</i> and label it “Relevant Experience”.</p>	
<p>(B) Demonstrated Understanding</p> <p><i>Respondents</i> must address the following information in an <i>attachment</i> labelled “Demonstrated Understanding”:</p> <p>(a) Provide a clear understanding of what you believe your involvement to be</p> <p>(b) Provide the details, qualifications and previous experience of the individuals in your organisation you believe best fit your understanding of the works required.</p>	<p>Weighting: 30%</p> <p>Tick if attached <input type="checkbox"/></p>
<p><i>Respondents</i> must address the above information in an <i>attachment</i> and label it “Demonstrated Understanding”.</p>	
<p>(C) Price</p> <p>(a) <i>Respondents</i> must complete the Schedule of Prices in Part 4.</p>	<p>Weighting: 30%</p>

PART 4**COMPLETE AND RETURN THIS PART****4.5 PRICING SCHEDULE**

All pricing and payment shall be inclusive of GST. Please detail pricing according to the table below.

Respondents must complete the Schedule of Rates below. All Rates *Offered* are to be fixed for the term of the *Contract*. The *Respondent* shall complete the Schedule of Rates in full.

Item	Service Description	Unit	Rate Exc GST	GST Component	Rate Inc GST
1.	Project Manager / Senior Engineer	Per Hour			
2.	Engineer	Per Hour			
3.	Engineering technician	Per hour			
4.	Design draftsman	Per hour			
5.	Drafter	Per hour			
6.	Administration Support	Per Hour			
7.	Travel Allowance Airfares	Unit			
8.	Travel Allowance	Per Km			
9.	Accommodation Allowance (Inc Meals)	Daily			
10.	Vehicle Hire (if applicable)	Daily			

ATTACHMENT - AGENDA ITEM 8.1.6 Wadderin Reserve and Sanctuary Inc - Pavilion Site

Wadderin Information Pavilion

Shire of Narembeen - Attachments

Ordinary Meeting - May 2020

Write a description for your map.

Legend

46 of 112

- ENTRY
- Sanctuary Fence
- Untitled Polygon
- Wadderin Sanctuary



Garmony Rd

Google Earth

Image © 2020 Maxar Technologies
© 2020 Google

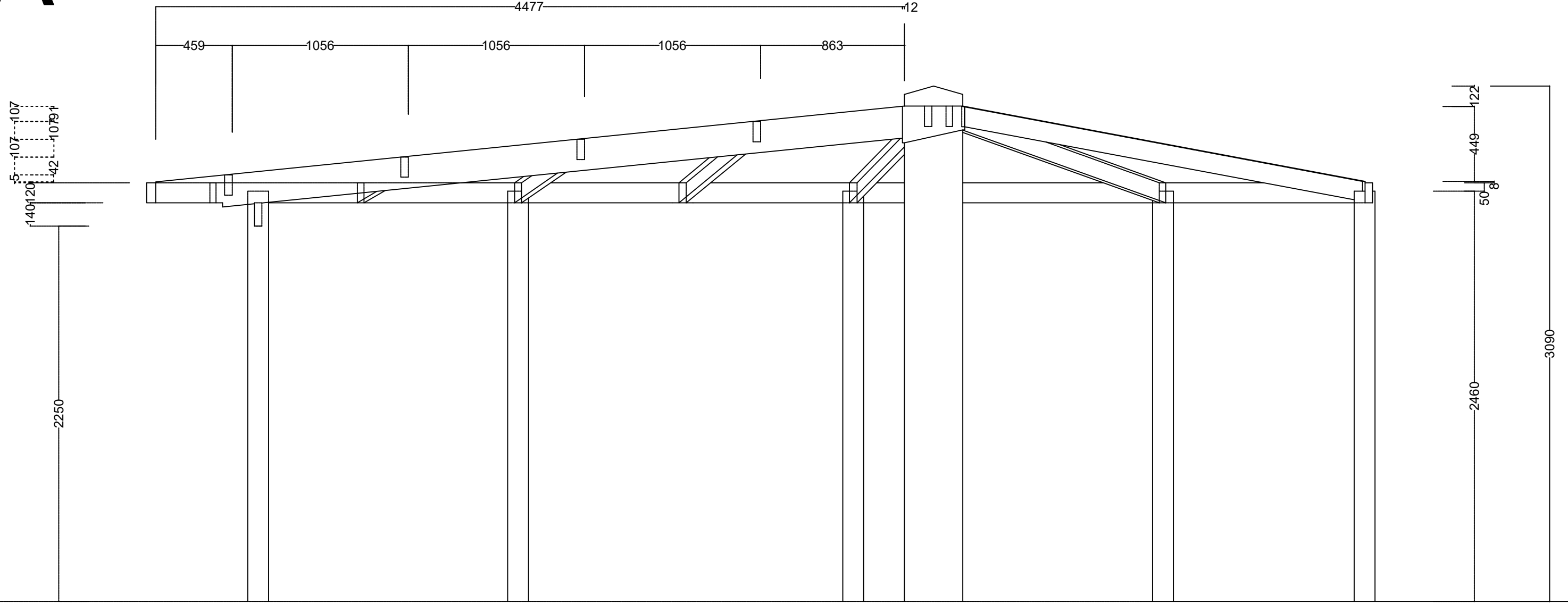
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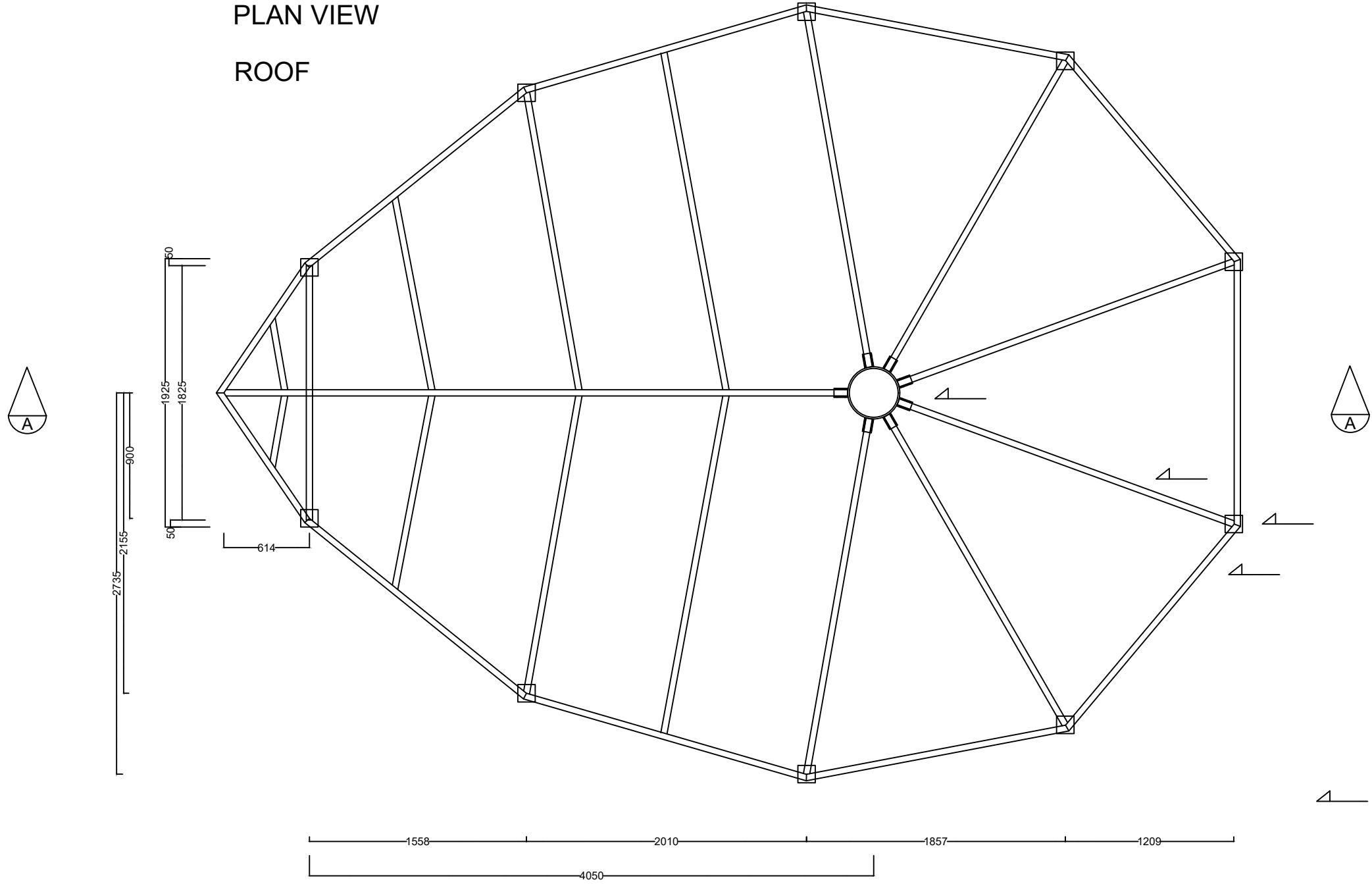
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




PRODUCED BY AN AUTODESK STUDENT VERSION

PRODUCED BY AN AUTODESK STUDENT VERSION

PLAN VIEW

ROOF



-  350mm HARDWOOD TIMBER POST ROUND
-  7 SEAT STEEL SADDLE TO CARRY RAFTERS & BEAM
-  45MM HARDWOOD RAFTER (HEIGHT ENG TO SPECIFY)
-  125MM HARDWOOD POST
-  45MM HARDWOOD JOIST

 MEASUREMENT TO POSTS, TO CENTER OF POST

ATTACHMENT - AGENDA ITEM 8.2.1 2020 Budget Review

**SHIRE OF NAREMBEEN
BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 30 APRIL 2020**

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

TABLE OF CONTENTS

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Note 4 Budget Amendments	7
Note 5 Asset Acquisition by Schedule	8

**SHIRE OF NAREMBEEN
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 30 APRIL 2020**

	Budget v Actual		Predicted			
	Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	1,830,991	1,892,362	61,371	0	1,892,362	▲
Revenue from operating activities (excluding rates)						
Operating grants, subsidies and contributions	1,690,598	1,390,300	25,000	0	1,715,598	▲
Profit on asset disposals	70,000	99,534		0	70,000	
Fees and charges	597,287	491,189	(45,000)	0	552,287	▼
Interest earnings	81,842	52,549		0	81,842	
Other revenue	33,500	52,730	(10,000)	0	23,500	▼
	<u>2,473,227</u>	<u>2,086,302</u>	<u>(30,000)</u>	<u>0</u>	<u>2,443,227</u>	
Expenditure from operating activities						
Employee costs	(2,063,666)	(1,524,306)	12,000	0	(2,051,666)	▼
Materials and contracts	(1,345,481)	(798,675)	(83,600)	0	(1,429,081)	▲
Utility charges	(329,000)	(205,405)	33,000	0	(296,000)	▼
Depreciation on non-current assets	(2,834,942)	(2,506,836)	(110,000)	0	(2,944,942)	▲
Interest expenses	(51,750)	(38,261)		0	(51,750)	
Insurance expenses	(203,689)	(182,673)		0	(203,689)	
Loss on asset disposals	(5,100)	(6,094)	(21,652)	0	(26,752)	▲
Other expenditure	(16,500)	(4,711)		0	(16,500)	
	<u>(6,850,128)</u>	<u>(5,266,961)</u>	<u>(170,252)</u>	<u>0</u>	<u>(7,020,380)</u>	
Non-cash amounts excluded from operating activities	2,770,042	2,413,396	131,652	0	2,901,694	▲
Amount attributable to operating activities	<u>224,132</u>	<u>1,125,099</u>	<u>(7,229)</u>	<u>0</u>	<u>216,903</u>	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	1,300,067	1,140,892	671,152		1,971,219	▲
Purchase property, plant and equipment	(1,803,174)	(1,143,849)	171,000		(1,632,174)	▼
Purchase and construction of infrastructure	(1,754,877)	(1,356,894)	(494,980)		(2,249,857)	▲
Proceeds from disposal of assets	206,000	137,455	25,000		231,000	▲
Amount attributable to investing activities	<u>(2,051,984)</u>	<u>(1,222,396)</u>	<u>372,172</u>	<u>0</u>	<u>(1,679,812)</u>	
FINANCING ACTIVITIES						
Proceeds from self supporting loans	20,000	3,580			20,000	
Transfers from cash backed reserves (restricted assets)	200,000	0	(200,000)	0	0	▼
Repayment of debentures	(69,000)	(69,235)			(69,000)	
Transfers to cash backed reserves (restricted assets)	(53,931)	(38,182)	(160,000)	0	(213,931)	▲
Amount attributable to financing activities	<u>97,069</u>	<u>(103,837)</u>	<u>(360,000)</u>	<u>0</u>	<u>(262,931)</u>	
Budget deficiency before general rates	<u>(1,730,783)</u>	<u>(201,134)</u>	<u>0</u>	<u>0</u>	<u>(1,725,840)</u>	
Estimated amount to be raised from general rates	<u>1,730,783</u>	<u>1,734,435</u>	<u>0</u>	<u>0</u>	<u>1,730,783</u>	
Closing funding surplus(deficit)	<u>0</u>	<u>1,533,301</u>	<u>0</u>	<u>0</u>	<u>4,943</u>	▲

**SHIRE OF NAREMBEEN
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 30 APRIL 2020**

	Budget v Actual		Predicted			Material Variance
	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	1,830,991	1,892,362	61,371	0	1,892,362	▲
Revenue from operating activities (excluding rates)						
Governance	47,000	30,572	(10,000)	0	37,000	▼
General purpose funding	1,195,932	833,927		0	1,195,932	
Law, order, public safety	80,566	74,388		0	80,566	
Housing	77,742	83,878		0	77,742	
Community amenities	303,098	329,775	25,000	0	328,098	▲
Recreation and culture	32,954	28,856		0	32,954	
Transport	186,580	207,742		0	186,580	
Economic services	358,450	311,352	(45,000)	0	313,450	▼
Other property and services	190,904	185,812		0	190,904	
	<u>2,473,226</u>	<u>2,086,302</u>	<u>(30,000)</u>	<u>0</u>	<u>2,443,226</u>	
Expenditure from operating activities						
Governance	(212,830)	(229,101)	(38,000)	0	(250,830)	▲
General purpose funding	(149,660)	(93,196)		0	(149,660)	
Law, order, public safety	(197,098)	(174,333)	(50,000)	0	(247,098)	▲
Health	(141,445)	(126,585)	(4,600)	0	(146,045)	▲
Housing	(180,470)	(132,173)		0	(180,470)	
Community amenities	(806,434)	(642,194)	(60,000)	0	(866,434)	▲
Recreation and culture	(1,178,838)	(915,317)	(31,000)	0	(1,209,838)	▲
Transport	(3,272,331)	(2,347,745)		0	(3,272,331)	
Economic services	(513,367)	(363,154)	13,348	0	(500,019)	▼
Other property and services	(197,654)	(243,162)		0	(197,654)	
	<u>(6,850,127)</u>	<u>(5,266,962)</u>	<u>(170,252)</u>	<u>0</u>	<u>(7,020,379)</u>	
Non-cash amounts excluded from operating activities	2,770,042	2,413,396	131,652	0	2,901,694	▲
Amount attributable to operating activities	<u>224,132</u>	<u>1,125,098</u>	<u>(7,229)</u>	<u>0</u>	<u>216,903</u>	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	1,300,067	1,140,892	671,152		1,971,219	
Purchase property, plant and equipment	(1,803,174)	(1,143,849)	171,000		(1,632,174)	▼
Purchase and construction of infrastructure	(1,754,877)	(1,356,894)	(494,980)		(2,249,857)	▲
Proceeds from disposal of assets	206,000	137,455	25,000	0	231,000	▲
Amount attributable to investing activities	<u>(2,051,984)</u>	<u>(1,222,396)</u>	<u>372,172</u>	<u>0</u>	<u>(1,679,812)</u>	
FINANCING ACTIVITIES						
Repayment of borrowings	(69,000)	(69,235)			(69,000)	
Proceeds from self supporting loans	20,000	3,580			20,000	
Transfers to cash backed reserves (restricted assets)	(53,931)	(38,182)	(160,000)	0	(213,931)	▲
Transfers from cash backed reserves (restricted assets)	200,000	0	(200,000)	0	0	▼
Amount attributable to financing activities	<u>97,069</u>	<u>(103,837)</u>	<u>(360,000)</u>	<u>0</u>	<u>(262,931)</u>	
Budget deficiency before general rates	<u>(1,730,783)</u>	<u>(201,135)</u>	<u>0</u>	<u>0</u>	<u>(1,725,840)</u>	
Estimated amount to be raised from general rates	<u>1,730,783</u>	<u>1,734,435</u>	<u>0</u>	<u>0</u>	<u>1,730,783</u>	
Closing Funding Surplus(Deficit)	0	1,533,300	0	0	4,943	▲

SHIRE OF NAREMBEEN
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 30 APRIL 2020

1. BASIS OF PREPARATION

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

The report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

CRITICAL ACCOUNTING ESTIMATES

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

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

2019-20 ACTUAL BALANCES

Balances shown in this budget review report as 2019-20 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

ROUNDING OFF FIGURES

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

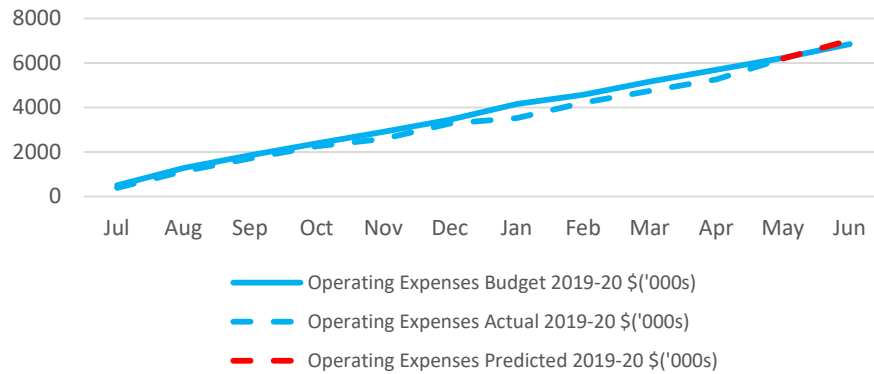
BUDGET COMPARATIVE FIGURES

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

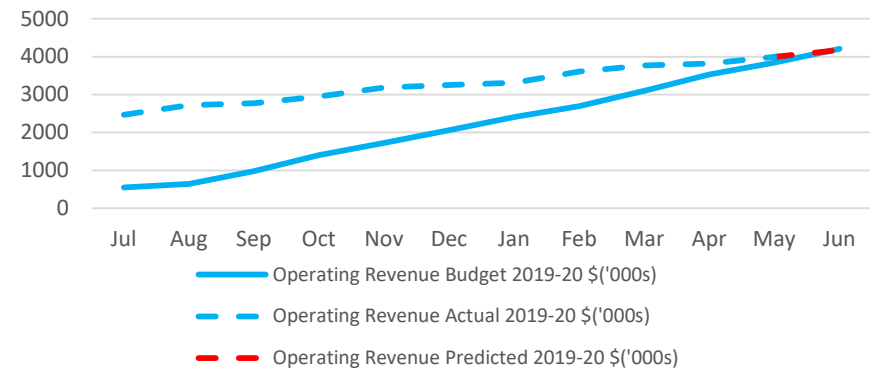
**SHIRE OF NAREMBEEN
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED 30 APRIL 2020**

2. SUMMARY GRAPHS - BUDGET REVIEW

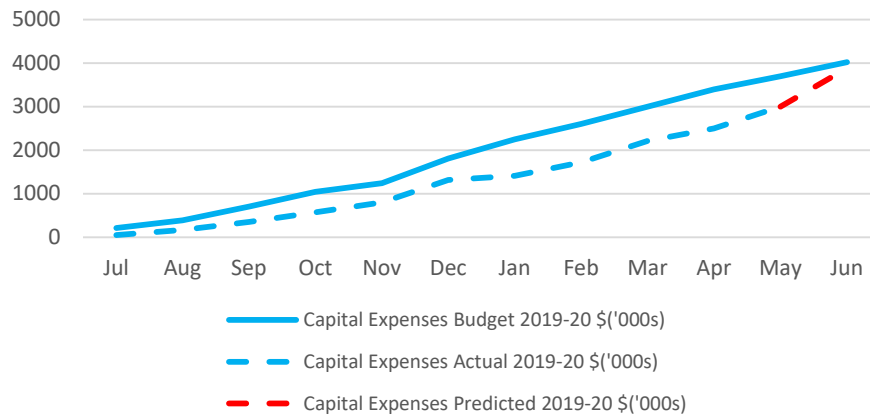
Operating Expenses



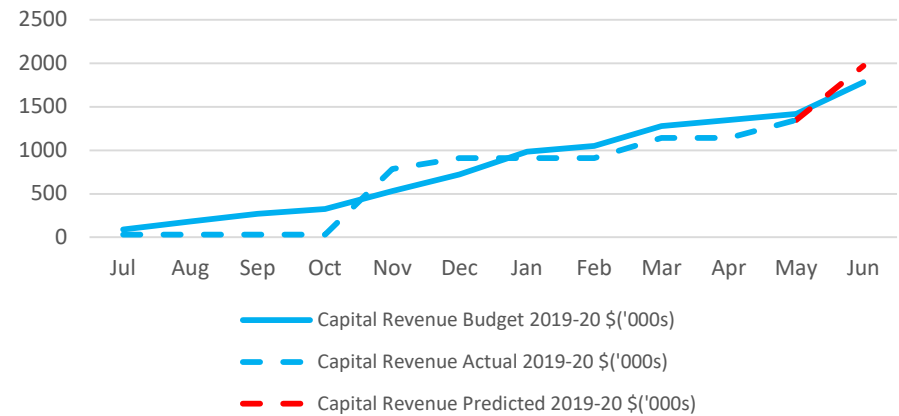
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

**SHIRE OF NAREMBEEN
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 30 APRIL 2020**

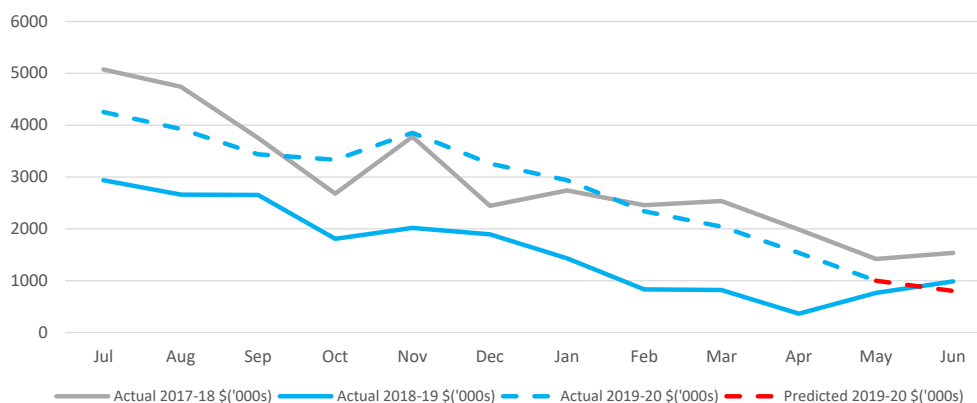
3. NET CURRENT FUNDING POSITION

Note	Positive=Surplus (Negative=Deficit)		
	2019-20	2019-20	Same Period Last Year
	This Period	Last Period	
	\$	\$	\$
Current assets			
Cash unrestricted	1,883,608	2,220,134	611,311
Cash restricted	2,637,889	2,636,787	2,472,672
Receivables - rates and rubbish	126,746	133,812	90,638
Receivables - other	33,662	111,667	45,442
Loans Receivable	1,735	1,735	(25,836)
Land Held for Resale	370,000	370,000	370,000
Inventories	6,024	6,024	14,932
	<u>5,059,664</u>	<u>5,480,159</u>	<u>3,579,159</u>
Less: current liabilities			
Payables	(164,708)	(75,083)	(85,600)
Loans Payable	(1,735)	(1,735)	25,836
Provisions	(352,032)	(352,032)	(340,705)
	<u>4,541,189</u>	<u>5,051,309</u>	<u>3,178,690</u>
Adjustments and exclusions by FM Reg 32			
Less: Cash Restricted	(2,637,889)	(2,636,787)	(2,472,672)
Less: Land Held for Resale	(370,000)	(370,000)	(370,000)
Less: Loans Receivable	(1,735)	(1,735)	(25,836)
Add: Loans Payable	1,735	1,735	25,836
	<u>1,533,300</u>	<u>2,044,522</u>	<u>336,018</u>

3A. NET CURRENT FUNDING POSITION -EXPLANATION OF AMOUNTS EXCLUDED FROM OPERATING ACTIVITIES

	Annual Budget (a)	YTD Actual (b)
	\$	\$
Depreciation on non-current assets	2,834,942	2,506,836
Loss on asset disposals	5,100	6,094
Profit on asset disposals	(70,000)	(99,534)
Provisions and Other non-cash items	0	
Non-cash amounts excluded from operating activities	<u>2,770,042</u>	<u>2,413,396</u>

Liquidity Over the Year



**SHIRE OF NAREMBEEN
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 30 APRIL 2020**

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

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

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

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 Net Current Assets of the budget.

TRADE AND OTHER RECEIVABLES

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

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

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

INVENTORIES

General

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

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

CURRENT AND NON-CURRENT CLASSIFICATION

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

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

TRADE AND OTHER PAYABLES

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

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Narembeen's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Narembeen's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Narembeen's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Narembeen has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

RATES, GRANTS, DONATIONS AND OTHER CONTRIBUTIONS

Rates, grants, donations and other contributions are recognised as revenues when the Shire of Narembeen obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

SHIRE OF NAREMBEEN
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 30 APRIL 2020

4. BUDGET AMENDMENTS

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

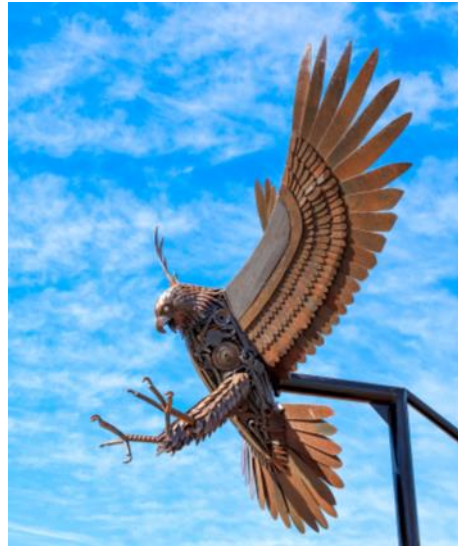
GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
October Budget Review				MIN 6943/19			
2013	Roads Board Building Renovation		Capital Expenses			(30,000)	(30,000)
2029	CEO Car		Capital Expenses			(35,000)	(65,000)
4212000	Loss on Sale of Assets (CEO Car)		Operating Expenses			(15,000)	(80,000)
New	Skeleton Weed Vehicle Replacement		Capital Expenses			(60,000)	(140,000)
New	Loss on Asset Disposal (Skeleton Weed Vehicle)		Operating Expenses			(6,652)	(146,652)
	Proceeds from Asset disposal		Operating Revenue		30,000		(116,652)
1901	Ada Street Flooring		Capital Expenses			(2,500)	(119,152)
2034	Printer at CRC		Capital Expenses		4,500		(114,652)
New	Soldiers Road RTR Project		Capital Expenses			(80,000)	(194,652)
1212600	Roads to Recovery Income		Capital Revenue		132,000		(62,652)
2015	Townsite Intersection - Blackspot		Capital Expenses			(215,000)	(277,652)
1212800	Blackspot Funding		Capital Revenue		352,904		75,252
New	Dentist Computer Hardware		Capital Expenses			(8,000)	67,252
2035	1/31 Curral Street - Flooring		Capital Expenses			(2,500)	64,752
2036	1/24 Curral Street - Flooring		Capital Expenses			(2,500)	62,252
1914	Dolly		Capital Expenses			(3,000)	59,252
New	Automate Community Precinct Doors		Capital Expenses			(30,000)	29,252
							29,252
							29,252
February Budget Review				MIN 6997/20			
5111000	Increase of Depreciation Relating to Emergency Services Facility		Non Cash Item	(50,000)			29,252
	Increase of Depreciation Relating to Community Precinct						
1051500	Redevelopment		Non Cash Item	(60,000)			29,252
	Town Oval - The down dam is now empty so the Shire needs to switch to using mains water - this is likely to cost \$3000 per week (based on first bill using scheme water) for 20 weeks		Operating Expenses			(60,000)	(30,748)
1131110	Cowan Road Road Works exceeded budget due to road issues and extra cartage		Capital Expenses			(120,000)	(150,748)
2002	Roads to Recovery Income - increase in funding towards Cowan		Capital Revenue		120,000		(30,748)
1212600	Road						
	ICT Hardware Renewal - transfer of budget from security hardware to standard hardware - security improvements made this year of a more operational nature		Capital Expenses			(13,000)	(43,748)
2032			Capital Expenses		10,000		(33,748)
2033	Implemented the new electronic procurement system for less than budgetted		Capital Expenses		6,000		(27,748)
2031							(27,748)
2038	Automation of Community Precinct Doors \$6,000 under budget		Capital Expenses		6,000		(21,748)
	Loss on sale of asset from October Budget Review needs to be adjusted through non-cash		Non Cash Item		21,652		(96)
	Increase in Opening Surplus from finalised 2018/2019 Annual Report		Opening Surplus/(Deficit)		61,371		61,275
2039	Dentist computer hardware implemented under budget		Capital Expenses		3,000		64,275
1523	Safety Barriers for Fricker Road Grain Freight		Capital Expenses			(8,200)	56,075
							56,075
							56,075
							56,075
April Budget Review				TBD			
2010	Apex Park Toilet Block replacement		Capital Expenses		245,000		301,075
	Cancel Reserve transfer from Infrastructure Reserve related to Apex Park Toilet Block		Capital Revenue			(200,000)	101,075
2009	Caravan Park upgrade roadways and surrounds		Capital Expenses		30,000		131,075
2014	Cancel - 18 Hilton way asbestos fence replacement		Capital Expenses		8,000		139,075
New job	33 Curral street repair asbestos fence replacement		Capital Expenses			(6,000)	133,075
	Schedule 10 (Community Amenities) - increase in grants and contributions income for CRC		Operating Revenue		25,000		158,075
1052120	Schedule 13 (Economic Services) - decrease in caravan park income due to COVID-19 closure		Operating Revenue			(45,000)	113,075
1322100	Schedule 4 (Governance) - Admin Reimbursements under budget, unlikely to be received		Operating Revenue			(10,000)	103,075
4226000	Schedule 11 (Recreation and Culture) - Anzac Day Cancelled		Operating Expenses		4,000		107,075
1151104	Schedule 11 (Recreation and Culture) - Swimming Pool Closed Early						
1121102	Utility Costs down		Operating Expenses		10,000		117,075
	Schedule 11 (Recreation and Culture) - Town Oval Water Usage		Operating Expenses		15,000		132,075
1131110	below previous budget amendment						
	Schedule 13 (Economic Services) - Caravan Park closed less utilities and cleaning costs		Operating Expenses		20,000		152,075
1321101	2032 ICT Hardware Renewal		Capital Expenses		23,000		175,075
	Schedule 4 (Governance) IT Office Computer Equipment		Operating Expenses			(23,000)	152,075
4211300	(Maintenance) (Not grouping assets)		Capital Expenses			(5,000)	147,075
2041	Skeleton Weed Ute Replacement		Capital Revenue		10,000		157,075
	Skeleton Weed Ute Replacement - proceeds from sale		Capital Expenses		30,000		187,075
2030	Grader purchase under budget		Capital Revenue			(15,000)	172,075
	Proceeds from sale of old grader		Capital Expenses			(10,980)	161,095
New	Merredin-Narembeen Road WSNF 1 - SLK 11.7-12.3		Capital Expenses			(60,000)	101,095
New	Merredin Narembeen Road WSNF 2 - SLK 24.5-30.6		Capital Revenue		66,248		167,343
New	WSNF Grant Funding						
	Entry barriers system for aquatic centre - electrical components to provide push button activation above budget		Capital Expenses			(2,000)	165,343
	Schedule 7 (Health) Dentist server workstation under \$5,000 not a capital item		Operating Expenses			(4,600)	160,743
7511120	Dentist server workstation under \$5,000 not a capital item		Capital Expenses		5,000		165,743
2039	Dayman Road Floodway - cost of pipe installation higher than expected		Capital Expenses			(8,000)	157,743
2006	Wakeman St Reseal - Completed under budget		Capital Expenses		3,800		161,543
2007	Churchill St Reseal - Completed under budget		Capital Expenses		3,400		164,943
	Transfer to Sport and Recreation Reserve					(25,000)	139,943
	Transfer to Infrastructure Reserve					(40,000)	99,943
	Transfer to Land Development Reserve					(50,000)	49,943
	Transfer to Housing Reserve					(10,000)	39,943
	Transfer to Heritage Reserve					(10,000)	29,943
	Transfer to Plant Reserve					(15,000)	14,943
	Transfer to Medical Reserve					(5,000)	9,943
	Transfer to Leave Reserve					(5,000)	4,943
Amended Budget Cash Position resulting from Council Resolution				(110,000)	1,245,875	(1,240,932)	4,943

5. Asset Acquisitions by Schedule

Asset Class	Job Number	Job Description	Original Budget	October Amendment	February Amendment	May Amendment	New Budget
Community Amenities							
Building - Non Specialised	2010	Apex Park Toilet Block replacement	\$ 245,000	\$0	\$0	-\$245,000	\$ -
Building - Non Specialised	2011	Airstrip RFDS repairs / upgrades	\$ 120,000	\$0	\$0	\$0	\$ 120,000
Building - Non Specialised	1817	Cemetery Upgrade - Stage 1 - C/F	\$ 65,174	\$0	\$0	\$0	\$ 65,174
Building - Non Specialised	2012	Cemetery upgrade - stage 2	\$ 125,000	\$0	\$0	\$0	\$ 125,000
Building - Non Specialised	1802	Lesser Hall Interpretation Centre - C/F	\$ 230,000	\$0	\$0	\$0	\$ 230,000
Building - Non Specialised	2013	Road Board Building renovation - C/F	\$ 90,000	\$30,000	\$0	\$0	\$ 120,000
Building - Non Specialised	2009	Caravan Park upgrade roadways and surrounds	\$ 100,000	\$0	\$0	-\$30,000	\$ 70,000
Building - Non Specialised	2024	Mt Walker tennis court renewal	\$ 130,000	\$0	\$0	\$0	\$ 130,000
Building - Non Specialised	2025	Solar power at transfer station	\$ 25,000	\$0	\$0	\$0	\$ 25,000
Building - Non Specialised	2038	Automate Community Precinct Doors		\$30,000	-\$6,000	\$0	\$ 24,000
Road Infrastructure	2008	Cemetery carpark reseal	\$ 7,000	\$0	\$0	\$0	\$ 7,000
Road Infrastructure	2017	Churchill Street precinct carpark	\$ 75,000	\$0	\$0	\$0	\$ 75,000
		Total Community Amenities Capital Works	\$ 1,212,174				\$ 991,174
Governance							
Furniture and Equipment	2034	Printer at CRC	\$ 15,000	-\$4,500	\$0	\$0	\$ 10,500
Furniture and Equipment	2031	Altus Procurement system implementation	\$ 15,000	\$0	-\$6,000	\$0	\$ 9,000
Furniture and Equipment	2032	ICT Hardware renewal	\$ 10,000	\$0	\$13,000	-\$23,000	\$ -
Furniture and Equipment	2033	ICT security upgrades	\$ 10,000	\$0	-\$10,000	\$0	\$ -
Plant and Equipment	2029	CEO car	\$ 40,000	\$35,000	\$0	\$0	\$ 75,000
Furniture and Equipment	2039	Dentist All in one Server Workstation	\$ -	\$8,000	-\$3,000	-\$5,000	\$ -
		Total Governance Capital Works	\$ 90,000				\$ 94,500
Housing							
Building - Non Specialised	2014	18 Hilton way asbestos fence replacement	\$ 8,000	\$0	\$0	-\$8,000	\$ -
Building - Non Specialised	New	33 Currall Street Asbestos Fence Replacement				\$6,000	\$ 6,000
Building - Non Specialised	2022	21 Northmore Street asbestos fence replacement	\$ 5,000	\$0	\$0	\$0	\$ 5,000
Building - Non Specialised	1901	Ada Street carpets - C/F	\$ 5,000	\$2,500	\$0	\$0	\$ 7,500
Building - Non Specialised	2023	26 Thomas Street - repaint	\$ 6,000	\$0	\$0	\$0	\$ 6,000
Building - Non Specialised	2035	1/31 Currall Street - flooring	\$ 5,000	\$2,500	\$0	\$0	\$ 7,500
Building - Non Specialised	2035	1/24 Doreen Street - flooring	\$ 5,000	\$2,500	\$0	\$0	\$ 7,500
		Total Housing Capital Works	\$ 34,000				\$ 39,500
Other Property and Services							
Plant and Equipment	2027	Leading hand ute	\$ 35,000		\$0	\$0	\$ 35,000
Plant and Equipment	2028	Courier ute	\$ 35,000		\$0	\$0	\$ 35,000
Plant and Equipment	1914	Dolly C/F	\$ 26,500	\$3,000	\$0	\$0	\$ 29,500
Plant and Equipment	2037	Replace written off Ford Ranger	\$ 25,000		\$0	\$0	\$ 25,000
Plant and Equipment	2030	Grader	\$ 420,000		\$0	-\$30,000	\$ 390,000
		Total Other Property and Services Capital Works	\$ 541,500				\$ 514,500
Recreation and Culture							
Furniture and Equipment	2026	Entry barriers system for Aquatic Centre	\$ 7,500		\$0	\$2,000	\$ 9,500
		Total Recreation and Culture Capital Works	\$ 7,500				\$ 9,500
Transport							
Road Infrastructure	2001	Emu Hill east rd R2R 40.04/39.13 C/P 30x70 - 2001	\$ 200,000	\$0	\$0	\$0	\$ 200,000
Road Infrastructure	2002	Cowan rd 0-14 R2R - 2002	\$ 260,000	\$0	\$120,000	\$0	\$ 380,000
Road Infrastructure	2003	Cramphorne rd slk25.06Slk 28.50 RRG	\$ 89,877	\$0	\$0	\$0	\$ 89,877
Road Infrastructure	2004	Mt walker rd RRG	\$ 510,000	\$0	\$0	\$0	\$ 510,000
Road Infrastructure	2005	NB South rd slk o.o -3.25	\$ 65,000	\$0	\$0	\$0	\$ 65,000
Road Infrastructure	2006	Wakeman st reseal	\$ 7,000	\$0	\$0	-\$3,800	\$ 3,200
Road Infrastructure	2007	Churchill st reseal	\$ 7,000	\$0	\$0	-\$3,400	\$ 3,600
Road Infrastructure	2015	Townsite intersection Latham, Churchill, Currall and Longhurst Streets - Blackspot	\$ 410,000	\$215,000	\$0	\$0	\$ 625,000
Road Infrastructure	2016	Hunter Road widening	\$ 20,000	\$0	\$0	\$0	\$ 20,000
Road Infrastructure	2019	Bows Road floodway 12.06.12.15	\$ 7,000	\$0	\$0	\$0	\$ 7,000
Road Infrastructure	2020	Dayman Road floodway 1.39-1.48 pipe	\$ 17,000	\$0	\$0	\$8,000	\$ 25,000
Road Infrastructure	2021	Emu Hill east rd floodway 27.53-27.47	\$ 7,000	\$0	\$0	\$0	\$ 7,000
Footpath Infrastructure	2018	Narembeen Townsite Footpath Network	\$ 73,000	\$0	\$0	\$0	\$ 73,000
Road Infrastructure	1523	GFN - Fricker Road			\$8,200	\$0	\$ 8,200
Road Infrastructure	2040	Soldiers Road	\$ -	\$80,000	\$0	\$0	\$ 80,000
Road Infrastructure	New	Merredin-Narembeen Road WSFN 1 - SLK 11.7-12.3				\$10,980	\$ 10,980
Road Infrastructure	New	Merredin Narembeen Road WSFN 2 - SLK 24.5-30.6				\$60,000	\$ 60,000
		Total Transport Capital Works	\$ 1,672,877				\$ 2,167,857
Economic Services							
Plant and Equipment	2041	Skeleton Weed Ute	\$ -	\$60,000		\$5,000	\$ 65,000
			\$ -			\$ -	\$ 65,000
Total Asset Acquisitions - as per Note 4(a) forming part of the budget			\$ 3,558,051				\$ 3,882,031

ATTACHMENT - AGENDA ITEM 8.2.2 Adoption of Shire of Narembeen Corporate Business Plan 2020-2024

Our Vision: Together we create the opportunity to grow



Our Goals:

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

CORPORATE BUSINESS PLAN

2020/2021 – 2023/2024



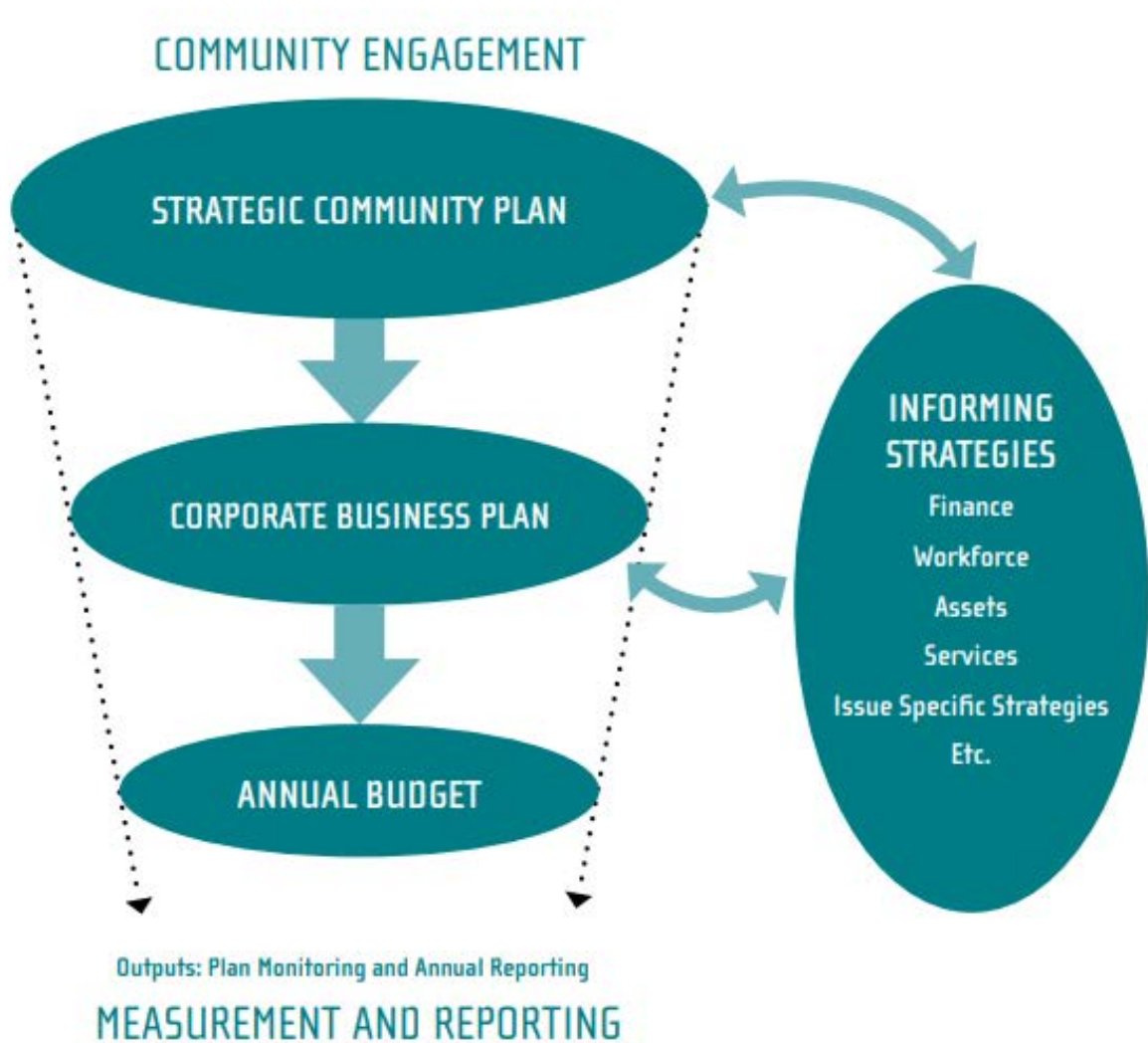
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1. ROLE OF THE CORPORATE BUSINESS PLAN

The Corporate Business Plan is an internal business planning tool that translates the Council’s priorities from the Strategic Community Plan into operations and deliverables, aligned to the annual budget process.

The Corporate Business Plan should be read in conjunction with the Shire’s Strategic Community Plan and informing strategic documents –

Elements of the Integrated Planning Framework



2. STRATEGIC ALIGNMENT

The Strategic Community Plan 2017-2027 sets a clear vision for the Shire of Narembeen that:

Together We Create The Opportunity to Grow

This clearly establishes the Shire as a facilitator and enabler of growth for all aspects of the community. The Shire aims to reach the 10 year vision by focussing on three main priority areas:

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

The Strategic Community Plan also identified three goals with accompanying strategic outcome areas to drive success.

Goal 1: Focus upon local economic drivers to retain and grow existing businesses, employment and to attract new industry	
<i>After 10 years, we will have achieved:</i>	Current road infrastructure is maintained and continually improved upon to meet community and business needs
	Improved telecommunications data capacity and mobile coverage through innovative partnerships and advocacy
	Shire assets are ready for opportunities to grow local employment
	The Shire and local businesses communicate and work together to capture opportunities
	We will demonstrate best practice local purchasing practices
Goal 2: Internal and external relationships actively grow our Shire population and positive financial position	
<i>After 10 years, we will have achieved:</i>	Our organisational structure and partnerships deliver tangible economic results, environmental and social benefits to our community and Shire's financial position
	Significant tourist, historical and the environmental projects are achieved in partnership with community groups
	Our permanent and visiting population grows through our partnership with Go Narembeen
	Shire service delivery is enhanced through a recognised and formal partnership with the Narembeen CRC
	All public services are retained, used, relevant and have a permanent place in our community
Goal 3: We contribute to a healthy community	
<i>After 10 years, we will have achieved:</i>	Shire and community owned health infrastructure and services complement the public and private health systems in the Shire. They support all life stages and attract new patronage into our community.
	Sport, recreation and leisure facilities are of a high standard and traditional sporting activities and seasons are extended
	We own and participate in best practice waste management

The Shire of Narembeen's Corporate Business Plan will devise a four year operational plan to achieve deliverables in each goal area that align with the priorities and vision of the Strategic Community Plan.

3. OUR ORGANISATION

The Shire of Narembeen is a small rural Local Government with a population of fewer than 1,000 people. The Narembeen economy is driven by agricultural and engineering industries supported by medical, retail and government services.

The Narembeen Shire Council is made up of eight Councillors representing the district as a single ward. The current Councillors are:

Shire President Cr RM (Rhonda) Cole	<u>Expiry</u> 2021
Deputy President Cr KM (Kellie) Mortimore	2023
Cr AB (Alan) Wright	2021
Cr PD (Peter) Lines	2021
Cr SW (Scott) Stirrat	2021
Cr RD (Regina) DeLuis	2023
Cr WH (Warren) Milner	2023
Cr AM (Amy) Hardham	2023

The Shire operations are managed by the Chief Executive Officer and an Executive Management Team made up of the Executive Manager Corporate Services and the Works Manager.

The Chief Executive Officer and the Executive Management Team manage a workforce of 25 full time equivalents.

The Councillors, the Chief Executive Officer, the Executive Management Team and the staff through a combined effort are responsible for successfully leading and managing the Shire of Narembeen. The organisation feels accountable to its community and publishes the performance reports annually through an annual report for review.

Summarised in the table below are the Shire's business as usual service areas:

UNIT	Business as Usual Services
Infrastructure	<ul style="list-style-type: none"> - Project Delivery (projects, design, management) - Major development assessments and oversights - Parks and gardens - Waste services - Fleet and workshop - Civil engineering – roads, footpaths and drainage - Traffic and transport - Ranger Services - Asset/Building management
Corporate	<ul style="list-style-type: none"> - Governance - Support for Councillors - Human Resource Management – culture, organisational development and training - Risk and Audit, Compliance - Strategy and Planning - Policies - Tenders and procurement - Occupational Health and Safety - Customer Service

	<ul style="list-style-type: none"> - Financial services - Information management and technology - Ranger Services - Fire and Emergency Services (LEMC)
Environment	<ul style="list-style-type: none"> - Health and Regulation, Public Health - Environmental Health - Building compliance - Land Planning and Development - Skeleton Weed Management
Shire Services	<ul style="list-style-type: none"> - Economic and business development - Community Services and Community Resource Centre - Lobbying and working with State and Federal Government, regional organisations and agencies - Sport and recreation centres and services - Library and early years development activities - Property services and Facility Management - Tourism, promotion and development

4. RISK MANAGEMENT


The below Strength, Weakness, Opportunity and Threat (S.W.O.T) analysis has been conducted to support the development of the Corporate Business Plan and to identify areas where modifications may be needed.

Strengths	Weaknesses
<ul style="list-style-type: none"> • A strong and stable Council • Attractive and functional community recreational facilities • An ability to deliver high quality infrastructure and facilities with minimal resources • A commitment to growth, change and improvement • Community engagement and the quality of volunteers • The value of the Narembeem Community Resource Centre to the community 	<ul style="list-style-type: none"> • Reliance on grant/external funding • Ageing assets • ICT management issues • Overburden on administrative employees – ever increasing compliance requirements • Ability to attract and retain quality employees • The number of road assets owned and managed solely by the Shire
Opportunities	Threats
<ul style="list-style-type: none"> • Solar Farm and renewable energy options • Potential Mining Camp to stimulate the economy • Industrial Land Subdivision • Secondary Freight Routes funding to drive improvement of road assets • Potential of better use of natural assets and attractions 	<ul style="list-style-type: none"> • Ageing and stagnant population • Drought and environmental impacts on the economy and Shire assets • Poor telecommunications infrastructure limits economic and social growth • Increasing costs of doing business – utilities, valuations, audits and other regulated costs • Overburden and ageing of existing volunteers meaning services may require extra Shire input • Economic downturn driven by the impacts of COVID-19

5. DELIVERABLES

The delivery program of the Corporate Business Plan is a four-year plan that covers the term of an elected Council. To create the program, we looked at the Strategic Community Plan and asked what we could achieve over the next four years to bring us closer to the community's vision and values.

The four-year delivery program is to be reviewed annually to determine which objectives set out in Strategic Community Plan can be achieved within Council's available resources and it ensures that Council's long-term planning is consistent with the current and future needs of the community. The delivery program has been split across Council's three goal areas and the plan delineates when the activities will commence and complete and predict the type of resources that may be required.

Key:  = complete  = planning/development stage

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

Deliverable	20/21	21/22	22/23	23/24	Resources
Partner with Go Narembeen to audit the districts telecommunication needs and potential solutions					Officer time. Consultancy work \$10K
Develop an Economic Development Strategy					Officer time
Undertake Industrial Land Subdivision					Various consultants plus works project cost could be up to \$4m. Significant officer time needed to project manage.
Undertake improvements to the Shire Depot to provide facilities for female or disabled workers					Yet to be scoped - \$50-100K
Sell off old Shire houses to fund new development and reduce long term maintenance costs					At least 2 Shire houses are reaching the stage where significant investment would be needed and selling could bring in \$200K to be used towards new housing.
Improve the usage of vacant lots on Cheetham Way (build new shire housing and undertake private sales by marketing and price reduction)					Yet to be scoped – potential for duplex or unit style houses to accommodate workers without children.
Undertake a subdivision or body of work to link the proposed mining camp to the town site – Avoca Farm Lots					Yet to be scoped – presents a natural progression from the Cheetham Way development and provides scope for the town to further expand.
Finalise the improvements to the Emu Hill Cemetery					Landscaping and signage works are estimated to cost close to \$50K

Develop a S.O.C.K Week Strategy					Officer time.
Promote and drive road safety initiatives across the district					Officer time and annual budget allocation for road safety activities - \$5K - would also seek grant funding.
Finalise Wadderin Lease					Officer time and legal costs.
Complete town site intersections improvement work					\$600-650K contracted road works – Blackspot Funding allocated
Improve town site attractiveness and work with business/property owners to set a standard					As well as annual maintenance budget a yet to be scoped beautification project is needed - \$100K-\$200K

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

Deliverable	20/21	21/22	22/23	23/24	Resources
Solar Farm Lease finalised					Officer time
Investigate use of Solar Farm power across the town site					Officer time to develop a relationship with Solar Farm
Narembeen Caravan Park and Apex Park Area is improved (landscaping, toilet block and other amenities)					\$500K-\$1m – Officer time needed and funding – works will vary depending on budget and might be staged.
Actively promote commercial spaces to maximise utilisation – offices and old café facilities					Officer time and marketing budget – may need to offer reduced fees to increase utilisation.
Work to identify and take advantage of at least two new revenue streams					Officer time.
Implement an ICT Plan 2020-2025					Developing a plan will be achievable through the operational budget but the plan is likely to recommend expenditure on assets of \$40K per annum.
Undertake a Full Review of the Strategic Community Plan					It is likely the Shire currently has the in-house skills to undertake this work but it depends on business as usual time constraints – consultants may be required estimated to cost \$20K
Undertake a review of Council operations and identify cost reduction areas					Officer time.
Work with Go Narembeen to deliver positive outcomes – potentially using Economic Development Strategy and					Officer time.

Sport and Recreation Plan					
Work with the Aged Homes Committee to understand their future goals and where the Shire can support their needs					
The Narembeen CRC Business Plan is developed and aligns with the Shire's Strategic Community Plan					Officer time – funds may be required in future years to fund the outcomes of the plan.
Ensure the Community Wellbeing Plan is delivered in a coordinated manner with achievements reported to Council Annually					Annual budget allocation against this area - \$5K plus officer time to actively source grant funding.
Undertake a review of the shire workforce plan					Officer time. \$10K-\$20K consultancy to establish corporate culture.
We place value on our role as part of ROEROC and Great Eastern Country Zone and will investigate opportunities to work collaboratively to achieve goals					Projects yet to be identified.
Work collaboratively with the mine to maximise the benefit to the Shire and District					Officer time.
Council will lobby and support the retention and development of essential law enforcement, health and education services					Projects yet to be identified.
Road standards are above average for the region and ensure safe travel across the district for businesses and commuters					In collaboration with the Regional Road Group, Roads to Recovery and Financial assistance grants – the Shire aims to perform \$1m-\$1.5m worth of road works each year.

Goal Area 3. We contribute to a healthy community

Deliverable	20/21	21/22	22/23	23/24	Resources
In collaboration with key stakeholders develop a Sport and Recreation Plan					Officer time.
Implement a Sport and Recreation Plan including forward planning capital projects such as playing surface and amenities enhancements.					This is likely to vary depending on the plan but the potential projects could require \$500K worth of funding.

Undertake a contract review with the Dentist to ensure the service is maintained with adequate parameters					
Upgrade and improve the Dentist building					Yet to be scoped - \$50K-\$100K
Narembeen Town Hall is restored/upgraded					Yet to be scoped - \$100K – \$200K
Review conservation plan for St Pauls Anglican Church (State Heritage Listed)					Officer time and consultancy/architect costs
Replace Gym Equipment					\$10K-\$20K small grants may be available but equipment is dated and damaged.
Expand and improve the Narembeen Gym Facilities					Yet to be scoped – it is likely the mining camp may increase demand for these facilities.
Implement a recycling education program					Program to be scoped but likely to require an annual budget allocation of approximately \$5K
Investigate participation in the Better Bins Program					Yet to be scoped.
Implement environmental initiative such as energy reduction, alternate energy across Shire infrastructure, water use reduction					Annual budget allocation of \$25K to undertake projects.
Disability Access and Inclusion and Aged Friendly Community initiatives are identified and implemented as part of projects					All Shire projects need to incorporate these aspects moving forward and this could lead to project costs being increased – grant funding will be sought where possible.

6. Financial Management Plan

The Corporate Business Plan's Financial Management Plan plays an integral role of aligning the strategic goals and deliverables with the resources available to the Shire. The Financial Management Plan is provided on the subsequent pages and has been developed with the below assumptions in mind:

- The Shire population is to remain stable with a minimal increase in demand for services
- The economic impacts of COVID-19 are not expected to significantly impact the ratepayers of Narembeen
- Most assets are expected to be used at a rate in line with previous years
- Operating grants, subsidies and contributions won't fall below the current level
- The Narembeen economy will not be significantly affected by drought.

6.1 4 Year Financial Overview					
		2020/2021	2021/2022	2022/2023	2023/2024
	Additional Information	\$'000's	\$'000's	\$'000's	\$'000's
Non-Operating Income					
Loans	See Note 8.1 for Further Information	80	0	0	0
Anticipated Road Contributions	See Note 7.4 for Further Information	3,655	4,041	3,836	2,423
Transfers from Reserves	See Note 8.2 for Further Information	290	350	225	130
<i>Other capital grants and contributions</i>					
Drought Communities Funding		500			
Narembeen Bowling Club Contribution		70			
Grants yet to be identified				150	
Total Non-Operating Income		4,595	4,391	4,211	2,553
Non-Operating Expenditure	See Note 7.1 for Further Information				
Plant Replacement		-580	-610	-535	-570
Community Infrastructure Projects		-500	0	-150	0
Other Capital Expenditure		-4,360	-4,604	-4,365	-2,885
Total Non-Operating Expenditure		-5,440	-5,214	-5,050	-3,455
Net Non-Operating Position		-845	-823	-839	-902
Shire of Narembeen Operating Position	See Note 9.0 for Further Information	52	100	133	184
Capital Works Operating Costs Offset		600	600	600	600
Proceeds from Sale of Plant	20% of replacement cost	116	122	107	114
Balance of uncommitted funds from prior year	Curral Street Footpath, Thomas Street Repaint	79			
Final Financial Position		0	0	0	0

7.1 Non-operating Expenditure

		2020/2021	2021/2022	2022/2023	2023/2024
		\$'000's	\$'000's	\$'000's	\$'000's
<u>Plant Replacement</u>	Additional Information				
Plant Replacement - Passenger Plant	See Note 7.7 for dissection	180	100	95	270
Plant Replacement - Engineering Plant	See Note 7.8 for dissection	400	510	440	300
Total Plant Replacement Costs		580	610	535	570
<u>Community Infrastructure Projects</u>					
Stage 3 - Cemetary Upgrade					
Apex Park/Caravan Park Renovation		500			
Narembeen Town Hall				150	
Total Community Infrastructure Projects		500	0	150	0
<u>Other Capital Expenditure</u>					
ICT Management	See Note 7.2 for dissection	50	30	20	35
Shire Asset Preservation	See Note 7.3 for dissection	225	80	60	10
Road and Footpaths	See Note 7.4 for dissection	4,055	4,484	4,285	2,840
Waste and Environment	See Note 7.5 for dissection	20	10	0	0
Infrastructure under 50K	See Note 7.6 for dissection	10	0	0	0
Total Other Capital Expenditure		4,360	4,604	4,365	2,885

7.2 ICT MANAGEMENT

	2020/2021	2021/2022	2022/2023	2023/2024
CCTV System Replacement/Maintenance			10,000	
ICT Hardware Renewal		20,000		25,000
ICT Plan Initiatives	10,000	10,000	10,000	10,000
Medical Centre Server Replacement	15,000			
Administration Server Replacement	25,000			
Total Expenditure	50,000	30,000	20,000	35,000

7.3 Shire Asset Preservation

	2020/2021	2021/2022	2022/2023	2023/2024
<u>Building Renewal</u>				
26 Thomas Street - Repaint	10,000			
Administration Building Refurbishment	15,000	40,000		
Sale of 2 shire houses	-200,000			
Cheetham Way New Units/House	250,000			
Depot amenities upgrade			30,000	
Dentist Building Upgrade		30,000		
Sub Total Buildings	<u>75,000</u>	<u>70,000</u>	<u>30,000</u>	<u>0</u>
<u>Reserves and recreation</u>				
Townsite Beautification				
Sub Total - Reserves and recreation	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Other Asset Renewals</u>				
Narembeen Bowling Club Resurfacing	150,000			
Other Asset Preservation - yet to be determined		10,000	30,000	10,000
Sub Total - Other Assets	<u>150,000</u>	<u>10,000</u>	<u>30,000</u>	<u>10,000</u>
Total Expenditure	<u>225,000</u>	<u>80,000</u>	<u>60,000</u>	<u>10,000</u>

7.4 ROADS AND FOOTPATHS

Identifier	DESCRIPTION OF WORKS	2020/2021	2021/2022	2022/2023	2023/24
Roads to Recovery Projects					
Soldiers Road	SLK 50.02-55.25 Reconstruct and Primerseal	580,000			
Soldiers Road	SLK14.63-30.12 Gravel Resheet		309,800		
Soldiers Road	SLK 55.35-63.58 Gravel Resheet		164,600		
Soldiers Road	SLK42.82-50.02 Reseal (6m)			170,000	
Soldiers Road	SLK 41.13-42.82 Reseal (3.7m)			25,000	
Soldiers Road	SLK 35.72-40.72 Gravel Resheet			100,000	
Sloss Road	SLK 0.00-4.30 Gravel Resheet			100,000	
Yeomans Road	SLK 8.70-11.70 Gravel Resheet			60,000	
Dixon Road	SLK 7.92-27.92 Gravel Resheeting				350,000
Regional Road Group Projects					
Kondinin Narembeen Road	Upgrade road to road type 5 with 7m seal	510,988			
Narembeen South Road	SLK 10.90-14.82 Reconstruct, Primerseal and shoulders		515,000		
Narembeen South Road	Second coat seal			80,000	
Cramphorne Road	37.29-42.29 Reconstruct and Primerseal			520,000	
Cramphorne Road	32.29-37.29 Reconstruct and Primerseal				520,000
Other Capital Roadworks					
Merredin Narembeen Road - WSFR	SLK 11.7-12.3 Widen seal to 8m	393,500			
Merredin Narembeen Road - WSFR	SLK 24.5-30.06 Widen Seal to 8m	1,800,000			
Merredin Narembeen Road - WSFR	SLK 18.5-24.5 Widen Seal to 8m		1,800,000		
Merredin Narembeen Road - WSFR	SLK 12.3-18.50 Widen Seal to 8m			1,860,000	
Merredin Narembeen Road - WSFR	SLK 5.50-11.70 Widen Seal to 8m				1,860,000
Mount Walker Road - WSFR	SLK 0.05-5.2 Widen Seal to 8m		1,670,000		
Mount Walker Road -WSFR	SLK 5.20-9.80 Widen Seal to 8m			1,350,000	
Northmore Street	Patch and Reseal		20,000		
Cheetham Way	Reseal		5,000		
Longhurst Street	Asphalt to entry of town (match with Blackspot project)				90,000
Safety Initiatives					
Townsite intersections Latham, Churchill					
Currall and Longhurst Streets-Blackspot	Widen, realign, improve traffic flows and safety	625,000			
Storm/Floodway Repair Works					
To be determined	Floodway upgrades			10,000	10,000

7.4 ROADS AND FOOTPATHS

Identifier	DESCRIPTION OF WORKS	2020/2021	2021/2022	2022/2023	2023/24
Footpaths					
Narembeen Townsite	Expand and improve the town footpath network			10,000	10,000
Curral Street	Dual Use Footpath	146,000			
Total Road and Footpath Expenditure		4,055,488	4,484,400	4,285,000	2,840,000

Identifier	Income Source	2020/2021	2021/2022	2022/2023	2023/24
Soldiers Road	Roads to Recovery	580,000	474,400	295,000	0
Sloss Road	Roads to Recovery			100,000	
Yeomans Road	Roads to Recovery			60,000	
Dixon Road	Roads to Recovery				350,000
Kondinin Narembeen Road	Regional Road Group	337,252			
Narembeen South Road	Regional Road Group		339,900	52,800	
Cramphorne Road	Regional Road Group			343,200	343,200
Merredin - Narembeen Road	WSFR	2,039,955	1,674,000	1,729,800	1,729,800
Mount Walker Road	WSFR		1,553,100	1,255,500	
Townsite Intersection	Blackspot Funding	625,000			
Curral Street	Dual Use Footpath Grant	73,000			
TOTAL INCOME		3,655,207	4,041,400	3,836,300	2,423,000

7.5 ENVIRONMENTAL PROPOSALS

	2020/2021	2021/2022	2022/2023	2023/2024
Solar Power at CEO,EMCS and Works houses	20,000			
Solar Power at Narembeen Gym		10,000		
Total	20,000	10,000	0	0

7.6 Infrastructure under \$50K

	2020/2021	2021/2022	2022/2023	2023/2024
Replace Various Gym Equipment	10,000			
Total Expenditure	10,000	0	0	0

7.7 PASSENGER PLANT

Rego No	Plant Description	Date Purchased	Predicted Replacement Price			
			2020/21	2021/22	2022/23	2023/24
NB7399	Ford Courier ranger white	2008			35,000	
NB1	2018 Toyota Prado GXL - Works Manager	2019	60,000		60,000	
NB206	Ford Ranger 2019	2019				25,000
1NB	Lexus ES300H F Sport - CEO	2019				70,000
NB295	FORD TRANSIT VAN	2005	Disposal			
111NB	Toyota Kluger GXL 2WD - Doctor	2015	40,000			
NB7298	2.5L T/DSL Nissan Navara Dual Cab	2020				35,000
NB613	2.5L Nissan Navara	2016		30,000		
NB7900	Toyota Hilux - Mechanic	2016	40,000			
NB01	GX Toyota Kluger - EMCS	2017	40,000			
NB806	Nissan RX Navara	2017				35,000
NB175	Nissan RX Navara	2020				35,000
NB7511	Skeleton Weed Vehicle	2020		70,000		70,000
0NB	Community Bus	2018				
Total Annual Cost			180,000	100,000	95,000	270,000

7.8 Engineering Plant

Rego No.	Plant Description	Date Purchased	Predicted Replacement Price			
			2020/21	2021/22	2022/23	2023/24
NB6789	Prime Mover	2019				
NB6079	Prime Mover	2012			410,000	
NB7704	Prime Mover	2010		400,000		
NB072	Crown Forklift	2016				
NB7000	Cat Grader 12M	2013				
NB880	Cat Grader 12M	2018				
NB195	Cat Grader 12M	2015				
NB688	Cat Grader 140	2020				
NB7108	Volvo Loader	2013				
NB371	Case Backhoe	2005	90,000			
NB270	John Deere Tractor	2018				
NB685	John Deere Compact Tractor	1997				
NB7850	John Deere tractor	2014				
NB281	CAT roller	2016				
NB7684	Ammann roller	2009	200,000			

7.8 Engineering Plant

Rego No.	Plant Description	Date Purchased	Predicted Replacement Price			
			2020/21	2021/22	2022/23	2023/24
1DVS509	Cat Vibrating roller	2011				200,000
NB3893	Pohlner tow behind roller	1999				100,000
NB3521	Custom tow behind rubber roller	1961				
NB56	Mitsubishi (Fuso) Canter	2018				
NB3937	Howard Porter Side Tipper	2002		110,000		
NB5708	Howard Porter Side Tipper	2004				
NB5766	Bruce Rock Engineering Side Tipper	2007				
NB5876	Bruce Rock Engineering Side Tipper	2012				
NB15002	Bruce Rock Engineering Side Tipper	2019				
NB15003	Tri Axle Dolly	2019				
NB7536	Toro reelmaster mower	2007			30,000	
NB7943	Toro Groundsmaster	2017				
1TSF779	Haulmore Low Loader	2007				
NB5868	R/R water tanker	1998 (1970 model)	110,000			
	Street Sweeper					

7.8 Engineering Plant

Rego No.	Plant Description	Date Purchased	Predicted Replacement Price			
			2020/21	2021/22	2022/23	2023/24
NB3926	Car Trailer	1994				
NB3770	Car Trailer	1993				
NB3750	Trailer with Ramp (gardens)	1992				
NB3700	Dual axle yellow top trailer	1990				
NB3731	Fuel tank trailer	1971				
NB3733	Traffic Light Trailer	1985				
NB5987	Road Sign Trailor	2017				
	Total Annual Cost		400,000	510,000	440,000	300,000

8.1 LOANS SUMMARY

NEW LOAN BORROWINGS

Start Year	Loan Purpose	Amount	Loan Period	2020/2021	2021/2022	2022/2023	2023/2024	Total New Borrowings
2021	SSL Narembeen Bowling Club	80,000	20	80,000				80,000
								0
Total Borrowed Amount				80,000	0	0	0	80,000

Loan Repayments

Loan No	Loan Purpose	Start Year	Loan Type	2020/2021	2021/2022	2022/2023	2023/2024	Expiry Year
Loan Repayments								
New Loan	SSL Narembeen Bowling Club	2021	(P & I Loan)	5,232	5,232	5,232	5,232	2041
TOTAL NEW LOAN REPAYMENTS				5,232	5,232	5,232	5,232	
Existing Loan Repayments								
129	Solar Panels	2017	(P & I Loan)	15,702	15,702	15,702		2022
128	Recreation Centre	2014	(P & I Loan)	65,141	65,141	65,141	65,141	2034
127	Homes for Aged	2017	(P & I Loan)	9,108	9,108	9,108	9,108	2027
125	Swimming Pool	2007	(P & I Loan)	31,970	31,970	31,970	31,970	2027
130	MT Walker Tennis Courts	2020	(P & I Loan)	4,018	4,018	4,018	4,018	2025
TOTAL EXISTING LOAN REPAYMENTS				125,940	125,940	125,940	110,238	
TOTAL ANNUAL SELF SUPPORTING (SS) LOANS				18,358	18,358	18,358	18,358	
TOTAL LOAN REPAYMENTS LESS SS LOANS				112,813	112,813	112,813	97,112	
TOTAL ANNUAL BUDGET COSTS OF LOAN REPAYMENTS				131,172	131,172	131,172	115,470	

(Note: This includes Existing Loan Repayments as well as new Loan Repayments)

DEBT SERVICING

	2020/2021	2021/2022	2022/2023	2023/2024
Principal on Debt Outstanding	877,197	875,867	788,987	713,639
Net Loan Repayments	131,172	131,172	131,172	115,470
Net Loan payments as a percent of Available revenue (max 8%)	3.14%	3.04%	2.96%	2.54%
Debt Outstanding as percent of Available Revenue (max 45%)	20.98%	20.31%	17.81%	15.68%
Available Operating Revenue	4,181,832	4,312,128	4,429,373	4,551,534

8.2 CASH RESERVES				
	2020/21	2021/22	2022/23	2023/24
Employee Leave				
Opening Balance	257,807	260,385	262,988	265,618
Transfers TO/FROM Reserve	0	0	0	0
Interest-transfer TO Reserve	2,578	2,604	2,630	2,656
Closing Balance	260,385	262,988	265,618	268,275
Plant Reserve				
Opening Balance	550,757	465,815	359,923	363,522
Transfers TO/FROM Reserve	(90,000)	(110,000)		
Interest-transfer TO Reserve	5,058	4,108	3,599	3,635
Closing Balance	465,815	359,923	363,522	367,157
Infrastructure Reserve				
Opening Balance	1,340,080	1,202,731	973,558	757,169
Transfers TO/FROM Reserve	(150,000)	(240,000)	(225,000)	(130,000)
Interest-transfer TO Reserve	12,651	10,827	8,611	6,922
Closing Balance	1,202,731	973,558	757,169	634,091
Recreation Reserve				
Opening Balance	143,014	144,444	145,889	147,347
Transfers TO/FROM Reserve	0	0	0	0
Interest-transfer TO Reserve	1,430	1,444	1,459	1,473
Closing Balance	144,444	145,889	147,347	148,821
Housing Reserve				
Opening Balance	172,033	123,504	124,739	125,986
Transfers TO/FROM Reserve	(50,000)	0	0	0
Interest-transfer TO Reserve	1,470	1,235	1,247	1,260
Closing Balance	123,504	124,739	125,986	127,246
Land Development Reserve				
Opening Balance	21,330	21,543	21,759	21,977
Transfers TO/FROM Reserve	0	0	0	0
Interest-transfer TO Reserve	213	215	218	220
Closing Balance	21,543	21,759	21,977	22,196

8.2 CASH RESERVES				
	2020/21	2021/22	2022/23	2023/24
Avoca Farm Reserve				
Opening Balance	45,553	46,009	46,469	46,933
Transfers TO/FROM Reserve	0	0	0	0
Interest-transfer TO Reserve	456	460	465	469
Closing Balance	46,009	46,469	46,933	47,403
Heritage Reserve				
Opening Balance	10,182	10,284	10,386	10,490
Transfers TO/FROM Reserve	0	0	0	0
Interest-transfer TO Reserve	102	103	104	105
Closing Balance	10,284	10,386	10,490	10,595
Medical Reserve				
Opening Balance	84,949	85,799	86,657	87,523
Transfers TO/FROM Reserve	0	0	0	0
Interest-transfer TO Reserve	849	858	867	875
Closing Balance	85,799	86,657	87,523	88,398
TOTAL - ALL RESERVES				
Opening Balance	2,625,705	2,360,512	2,032,367	1,826,566
Transfers TO/FROM Reserve	(290,000)	(350,000)	(225,000)	(130,000)
Interest-Transfer TO Reserve	24,807	21,855	19,199	17,616
Closing Balance	2,360,512	2,032,367	1,826,566	1,714,182

9.0 Shire of Narembeen Operating Position				
	2020/2021	2021/2022	2022/2023	2023/2024
	\$'000's	\$'000's	\$'000's	\$'000's
OPERATING INCOME				
Rates including Interims	1,783	1,872	1,965	2,064
Total Grants, Subsidies and Contributions - Operating	1,727	1,744	1,762	1,779
Total Fees & Charges	597	621	627	634
Total Interest Earnings	75	75	75	75
TOTAL OPERATING INCOME	4,182	4,312	4,429	4,552
OPERATING EXPENDITURE				
Total Employee Costs	-2,080	-2,122	-2,164	-2,207
Total Materials & Contracts	-1,403	-1,431	-1,459	-1,489
Utility Charges	-288	-297	-306	-315
Insurance	-216	-220	-225	-229
Depreciation	-2,892	-2,949	-3,008	-3,069
Add Back Depreciation - non cash	2,892	2,949	3,008	3,069
Other Expenditure	-17	-17	-17	-17
TOTAL OPERATING EXPENDITURE	-4,004	-4,086	-4,171	-4,257
Net Operating Result	178	226	259	294
Less Principle and Interest on Existing Loans	-126	-126	-126	-110
Less Principle and Interest on Proposed Loans	-5	-5	-5	-5
OPERATING SURPLUS	52	100	133	184

ATTACHMENT - AGENDA ITEM 8.2.4

Schedule of Accounts for April 2020



Cheque /EFT No	Date	Name Invoice Description	Bank Code	Amount
EFT13153	01/04/2020	Arthur Cousins Refund for Plate Change	MUNI	27.70
EFT13154	01/04/2020	Australian Services Union Payroll deductions	MUNI	49.80
EFT13155	01/04/2020	CDA Air Conditioning & Refrigeration Repair aircon at pharmacy	MUNI	755.97
EFT13156	01/04/2020	Combined Pest Control WA Annual Spider, fly & mosquito service exterior	MUNI	5,128.20
EFT13157	01/04/2020	Easifleet Payroll deductions	MUNI	664.84
EFT13158	01/04/2020	Kim gough Rose Bowl Catering - 40 people	MUNI	1,400.00
EFT13159	01/04/2020	Merredin Glazing Service Supply shower panel	MUNI	220.66
EFT13160	01/04/2020	Momar Australia Pty Ltd Top Job Degreaser	MUNI	704.00
EFT13161	01/04/2020	Narembreen Club Inc Bar Tab - Rose Bowl Competition	MUNI	1,148.10
EFT13162	01/04/2020	Pathwest Laboratory Medicine Employee Toxicology Test - 04/02/20	MUNI	35.00
EFT13163	01/04/2020	Star Track Express Late Payment Fee	MUNI	5.07
EFT13164	01/04/2020	Town Planning Innovations General Town Planning Services	MUNI	577.50

Cheque /EFT No	Date	Name Invoice Description	Bank 87 of 112	Amount
EFT13165	01/04/2020	Truck Centre (WA) Pty Ltd front hub bearings	MUNI	1,880.14
EFT13166	01/04/2020	WA Distributors Pty Ltd Various cleaning materials	MUNI	927.10
EFT13167	01/04/2020	Western Australian Treasury Corporation Loan No. 125 Interest payment - Swimming Pool	MUNI	16,348.64
EFT13168	01/04/2020	Wheatbelt Business Network Narembeen CRC & WBN joint membership GOLD	MUNI	200.00
EFT13169	01/04/2020	Wurth Australia Pty Ltd Plant Parts	MUNI	261.93
EFT13170	08/04/2020	Ag Implements Narembeen Windshield washer pump for John Deere Front End Loader	MUNI	65.36
EFT13171	08/04/2020	Ampac Debt Recovery (WA) Pty Ltd Rate Debt Recovery Costs - A1116	MUNI	115.50
EFT13172	08/04/2020	Australian Services Union Payroll deductions	MUNI	49.80
EFT13173	08/04/2020	Australian Taxation Office BAS March 2020	MUNI	16,281.00
EFT13174	08/04/2020	Avon Waste Avon Waste Rubbish Charges March 2020	MUNI	16,705.08
EFT13175	08/04/2020	Bitutek Pty Ltd Supply and spray bitumen at Emu Hill and cemetery carpark	MUNI	22,011.00
EFT13176	08/04/2020	Boc Gases Gases for Depot	MUNI	140.62
EFT13177	08/04/2020	CJD Equipment Pty Ltd Diff lock switch	MUNI	166.55
EFT13178	08/04/2020	Chris Bray Electrics Pty Ltd Electrical Labour at swimming pool	MUNI	1,650.00
EFT13179	08/04/2020	Civic Legal Property Transfers New Road at Fricker Road	MUNI	864.60

Cheque /EFT No	Date	Name Invoice Description	88 of 112	Bank Code	Amount
EFT13180	08/04/2020	Core Business Australia Quarterly Estimates required as per DFES for WANDRRA		MUNI	220.00
EFT13181	08/04/2020	Cutting Edges Pty Limited Grader blades for various graders		MUNI	2,417.58
EFT13182	08/04/2020	Dormakaba Australia Pty Ltd Automatic sliding door maintenance		MUNI	121.00
EFT13183	08/04/2020	Easifleet Payroll deductions		MUNI	664.84
EFT13184	08/04/2020	Eastern Hills Saws And Mowers Piston ring 34mm		MUNI	20.00
EFT13185	08/04/2020	Hanson Construction Materials Pty Ltd 55.62 to 10mm washed single size granite		MUNI	2,890.80
EFT13186	08/04/2020	Ixom Service Chlorine		MUNI	84.57
EFT13187	08/04/2020	JR and A Hersey Pty Ltd 8m Tape measure & stanley blades		MUNI	62.70
EFT13188	08/04/2020	Landgate Gross rental value chargeable - minimum charge		MUNI	107.65
EFT13189	08/04/2020	Marketforce Advertising Saturday 14/3/2020 West Australian, LG Vacancies		MUNI	462.20
EFT13190	08/04/2020	Narembeen Engineering & Steel 45 kg gas bottle for swimming pool		MUNI	135.00
EFT13191	08/04/2020	Narembeen Medical Centre Quarterly Fee Medical Services (April - June 2020)		MUNI	9,500.00
EFT13192	08/04/2020	Narembeen P & C Association Catering March Council Meeting		MUNI	275.00
EFT13193	08/04/2020	Narembeen Tyre Service Rim revalve		MUNI	26.00
EFT13194	08/04/2020	P M Services Narembeen Transfer Station Management Charges 21/03 - 03/04/2020		MUNI	2,496.00

Cheque /EFT No	Date	Name Invoice Description	89 of 112	Bank Code	Amount
EFT13195	08/04/2020	Roadswest Engineering Group WA Pty Ltd Engineering Services - Churchill Street safety improvement		MUNI	13,818.20
EFT13196	08/04/2020	Toll Ipec Pty Ltd Freight from various suppliers		MUNI	92.24
EFT13197	08/04/2020	Truck Centre (WA) Pty Ltd Hub cap o-ring		MUNI	38.24
EFT13198	08/04/2020	Truckline TRAILER BRAKE SHOES		MUNI	327.89
EFT13199	08/04/2020	Two Dogs Hardware Clear timber floor coating/sealer		MUNI	196.48
EFT13200	08/04/2020	Vanessa Mongeon Gym Card Bond Refund		MUNI	50.00
EFT13201	08/04/2020	WA Contract Ranger Services Ranger Services 24/03 + 02/04/2020		MUNI	561.00
EFT13202	08/04/2020	WA Distributors Pty Ltd Gloves		MUNI	24.95
EFT13203	08/04/2020	Westrac Equipment Pty Ltd Hose assembly		MUNI	117.13
EFT13204	08/04/2020	Wheatbelt Office and Business Machines Printing Charges CRC 16/03 - 03/04/2020		MUNI	136.97
EFT13205	08/04/2020	Zanik Pty Ltd T/A GH & CL Fagan Cartage of 327.95t gravel from Hanson to Narembeen Depot		MUNI	10,822.35
EFT13206	17/04/2020	Australian Services Union Payroll deductions		MUNI	73.70
EFT13207	17/04/2020	Easifleet Payroll deductions		MUNI	664.84
EFT13208	17/04/2020	GJ & WJ Wilson & Sons Rehabilitation of Cowan Road Gravel Pit		MUNI	9,401.70
EFT13209	17/04/2020	Great Southern Fuel Supplies Fuel Charges		MUNI	64.07

Cheque /EFT No	Date	Name Invoice Description	90 of 112	Bank Code	Amount
EFT13210	17/04/2020	Henry Schein Regional Pty Ltd Monthly digital IT support		MUNI	35.00
EFT13211	17/04/2020	Irving Holdings WA Fuel Charges Mar 2020		MUNI	583.20
EFT13212	17/04/2020	Moore Stephens Budget Manual 2020-2021		MUNI	748.00
EFT13213	17/04/2020	Narembeen IGA TV Satelite Box		MUNI	751.25
EFT13214	17/04/2020	Ness Gas Supplies 8.5kg gas bottle at pool		MUNI	42.00
EFT13215	17/04/2020	Shire Of Corrigin Roe EHO Environmental Health Scheme Jan - Mar 2020		MUNI	15,732.27
EFT13216	17/04/2020	Toll Ipec Pty Ltd Freight from various suppliers		MUNI	32.62
EFT13217	17/04/2020	Town Planning Innovations General Planning Services		MUNI	618.75
EFT13218	23/04/2020	Aust Post Postage Charges March 2020		MUNI	218.33
EFT13219	23/04/2020	Central Regional TAFE Traineeship Expenses - Certificate III in Business Administration		MUNI	1,430.00
EFT13220	23/04/2020	Chris Bray Electrics Pty Ltd Remove and reinstall new powerpoint at RFDS Shed		MUNI	220.00
EFT13221	23/04/2020	Cody Express Transport Freight from Corsign		MUNI	20.60
EFT13222	23/04/2020	Corsign WA PTY LTD 2 x 'NO parking' sign		MUNI	68.20
EFT13223	23/04/2020	Crichton Vale Gravel Supply		MUNI	30,630.60
EFT13224	23/04/2020	Dallcon Pipes		MUNI	9,427.00

Cheque /EFT No	Date	Name Invoice Description	91 of 112	Bank Code	Amount
EFT13225	23/04/2020	Narembeen Hardware and Ag Supplies Cement		MUNI	2,108.11
EFT13226	23/04/2020	Narembeen Hardware and Ag Supplies - Building A/C Various items for RFDS Repairs		MUNI	460.67
EFT13227	23/04/2020	Narembeen Hardware and Ag Supplies - Shire Workshop Filters		MUNI	211.08
EFT13228	23/04/2020	Narembeen Historical Society 13x Chairs (Community Grant)		MUNI	2,100.00
EFT13229	23/04/2020	P M Services Narembeen Waste Station Managment Charges 04/04 - 17/04		MUNI	2,496.00
EFT13230	23/04/2020	Rob Roy Panelbeaters Excess Payment NB7812		MUNI	1,000.00
EFT13231	23/04/2020	St John Ambulance Narembeen Sub-centre Pull up banners (Community Grant)		MUNI	858.00
EFT13232	23/04/2020	Toll Ipec Pty Ltd Freight from Westrac		MUNI	10.73
EFT13233	23/04/2020	University of New England Trimester 1 2020 Enrolment Fees		MUNI	2,865.00
EFT13234	23/04/2020	WA Contract Ranger Services Ranger Services 09/04 + 14/04		MUNI	561.00
EFT13235	23/04/2020	Zurich Australian Insurance Limited Excess Payment Claim Number 6022181 - NB206		MUNI	500.00
EFT13236	23/04/2020	Roadswest Engineering Group WA Pty Ltd Engineering Services Lot 100 Narembeen South Road		MUNI	6,264.50
DD10459.1	01/04/2020	Australian Super Superannuation contributions		MUNI	785.29
DD10459.2	01/04/2020	WA Local Government Superannuation Plan Payroll deductions		MUNI	8,609.23
DD10459.3	01/04/2020	Equip Super Superannuation contributions		MUNI	432.86

Cheque /EFT No	Date	Name Invoice Description	92 of 112	Bank Code	Amount
DD10459.4	01/04/2020	BT Super for Life Superannuation contributions		MUNI	33.60
DD10459.5	01/04/2020	Hostplus Superannuation contributions		MUNI	43.16
DD10459.6	01/04/2020	Prime Superannuation Fund Superannuation contributions		MUNI	139.25
DD10459.7	01/04/2020	Plum Super Fund Superannuation contributions		MUNI	235.03
DD10459.8	01/04/2020	AMP Life Limited Superannuation contributions		MUNI	246.43
DD10469.1	15/04/2020	Australian Super Superannuation contributions		MUNI	718.16
DD10469.2	15/04/2020	WA Local Government Superannuation Plan Payroll deductions		MUNI	8,135.01
DD10469.3	15/04/2020	Equip Super Superannuation contributions		MUNI	486.65
DD10469.4	15/04/2020	BT Super for Life Superannuation contributions		MUNI	7.20
DD10469.5	15/04/2020	Prime Superannuation Fund Superannuation contributions		MUNI	135.73
DD10469.6	15/04/2020	Plum Super Fund Superannuation contributions		MUNI	235.03
DD10469.7	15/04/2020	AMP Life Limited Superannuation contributions		MUNI	246.43
DD10471.1	01/04/2020	Synergy - Western Power Electricity Charges		MUNI	9,086.30
DD10476.1	01/04/2020	HBF Health Insurance EMCS as per contract		MUNI	223.57
DD10476.2	02/04/2020	Synergy - Western Power Electricity Charges 4/ 19 Churchill Street		MUNI	457.27

Cheque /EFT No	Date	Name Invoice Description	93 of 112	Bank Code	Amount
DD10478.1	14/04/2020	HBF HBF Health Insurance for Worksmanger as per Contract of Employment		MUNI	398.50
DD10478.2	20/04/2020	Power ICT Pty Ltd Monthly OnHold Recording Charges		MUNI	75.90
DD10478.3	16/04/2020	Water Corporation Water Charges for various locations		MUNI	1,563.98
DD10478.4	16/04/2020	Telstra Telstra Phone Charges March 2020		MUNI	1,955.98
DD10478.5	20/04/2020	Water Corporation Water Charges for various locations		MUNI	1,046.25
DD10478.6	21/04/2020	Water Corporation Water Charges Town Oval		MUNI	8,192.41
DD10482.1	21/04/2020	Bankwest CEO Credit Card Charges March 2020		MUNI	1,110.93
DD10482.2	22/04/2020	Water Corporation Water Charges various locations		MUNI	5,946.92
DD10482.3	24/04/2020	Water Corporation Water charges various locations		MUNI	1,433.10
DD10482.4	22/04/2020	Synergy - Western Power Power Charges streetlights		MUNI	1,086.80
DD10482.5	23/04/2020	Synergy - Western Power Power Charges streetlights		MUNI	234.82
DD10484.1	29/04/2020	Australian Super Superannuation contributions		MUNI	718.16
DD10484.2	29/04/2020	WA Local Government Superannuation Plan Superannuation contributions		MUNI	8,476.31
DD10484.3	29/04/2020	Equip Super Superannuation contributions		MUNI	486.65
DD10484.4	29/04/2020	BT Super for Life Superannuation contributions		MUNI	80.88

Cheque /EFT No	Date	Name Invoice Description	94 of 112	Bank Code	Amount
DD10484.5	29/04/2020	Hostplus Superannuation contributions		MUNI	61.56
DD10484.6	29/04/2020	Prime Superannuation Fund Superannuation contributions		MUNI	136.61
DD10484.7	29/04/2020	Plum Super Fund Superannuation contributions		MUNI	235.03
DD10484.8	29/04/2020	AMP Life Limited Superannuation contributions		MUNI	246.43
DD10486.1	30/04/2020	BUPA Australia Health Insurance CEO		MUNI	452.55
DD10492.1	22/04/2020	Water Corporation Wrongly entered amount		MUNI	-25.69
DD10493.1	30/04/2020	Telstra Telstra Phone Charges April CRC		MUNI	233.64
DD10493.2	29/04/2020	Water Corporation Water Charges various locations		MUNI	3,092.38
DD10493.3	28/04/2020	Water Corporation Water Charges various locations		MUNI	3,038.73
DD10493.4	22/04/2020	Synergy - Western Power Electricity Charges Units at 8 Churchill Street		MUNI	635.21
DD10496.1	09/04/2020	Commander Australia Pty Ltd Admin Phone Charges		MUNI	68.51
300420	03/04/2020	BANKFEES - BANK FEES BANK FEES		MUNI	157.67
300420	01/04/2020	BANKFEES - BANK FEES BANK FEES		MUNI	87.00

Cheque /EFT Date
No

Name
Invoice Description

95 of 112

Bank
Code

Amount

REPORT TOTALS

Bank Code	Bank Name	TOTAL
MUNI	Municipal 5347926	295,733.59
TOTAL		295,733.59



Credit Card Purchases 02/04/2020 - 01/05/2020

EMCS

Date	Store	Description	Amount
6/04/2020	Godfreys	Bags for vacuum cleaner	\$ 79.80
9/04/2020	Telstra	Data for 4G USB Mobile Internet Device	\$ 30.00
9/04/2020	Telstra (Disputed)	as above (card charged twice in error)	\$ 30.00
9/04/2020	Zoom	Administrator account for hosting online meetings	\$ 23.09
9/04/2020	Foreign Transaction Fee (Zoom)	Zoom based in America	\$ 0.68
9/04/2020	Seek	Grader Driver Advert	\$ 390.50
17/04/2020	Shire of Narembreen (Transport)	Employee Licence Renewal	\$ 44.05
20/04/2020	Shire of Narembreen (Transport)	50% Fleet Licencing Renewal	\$ 5,091.57
23/04/2020	Telstra	Phone line charges - Fire Brigade	\$ 55.19
30/04/2020	Ross's Diesel Service	Vehicle Inspection - Bus	\$ 189.15
TOTAL EMCS CREDIT CARD PAYMENTS			\$ 5,934.03

CEO

Date	Store	Description	Amount
14/04/2020	Coles Express	Fuel for CEO Vehicle	\$ 40.02
15/04/2020	Superwash - Canning Bridge	Car wash CEO Vehicle	\$ 18.50
20/04/2020	Shire of Narembreen (Transport)	50% Fleet Licencing Renewal	\$ 5,091.58
1/05/2020	Department Water and Environmental Regulation	Narembreen Transfer Station Annual Licence Fee	\$ 324.64
TOTAL CEO CREDIT CARD PAYMENTS			\$ 5,474.74

CRC COORDINATOR

Date	Store	Description	Amount
8/05/2020	Bankwest	Facility Fee	\$ 99.00
TOTAL CRC COORDINATOR CREDIT CARD PAYMENTS			\$ 99.00

TOTAL CREDIT CARD PAYMENTS **\$ 11,507.77**

ATTACHMENT - AGENDA ITEM 8.2.5
Financial Report
Period Ending 30 April 2020

SHIRE OF NAREMBEEN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2020

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

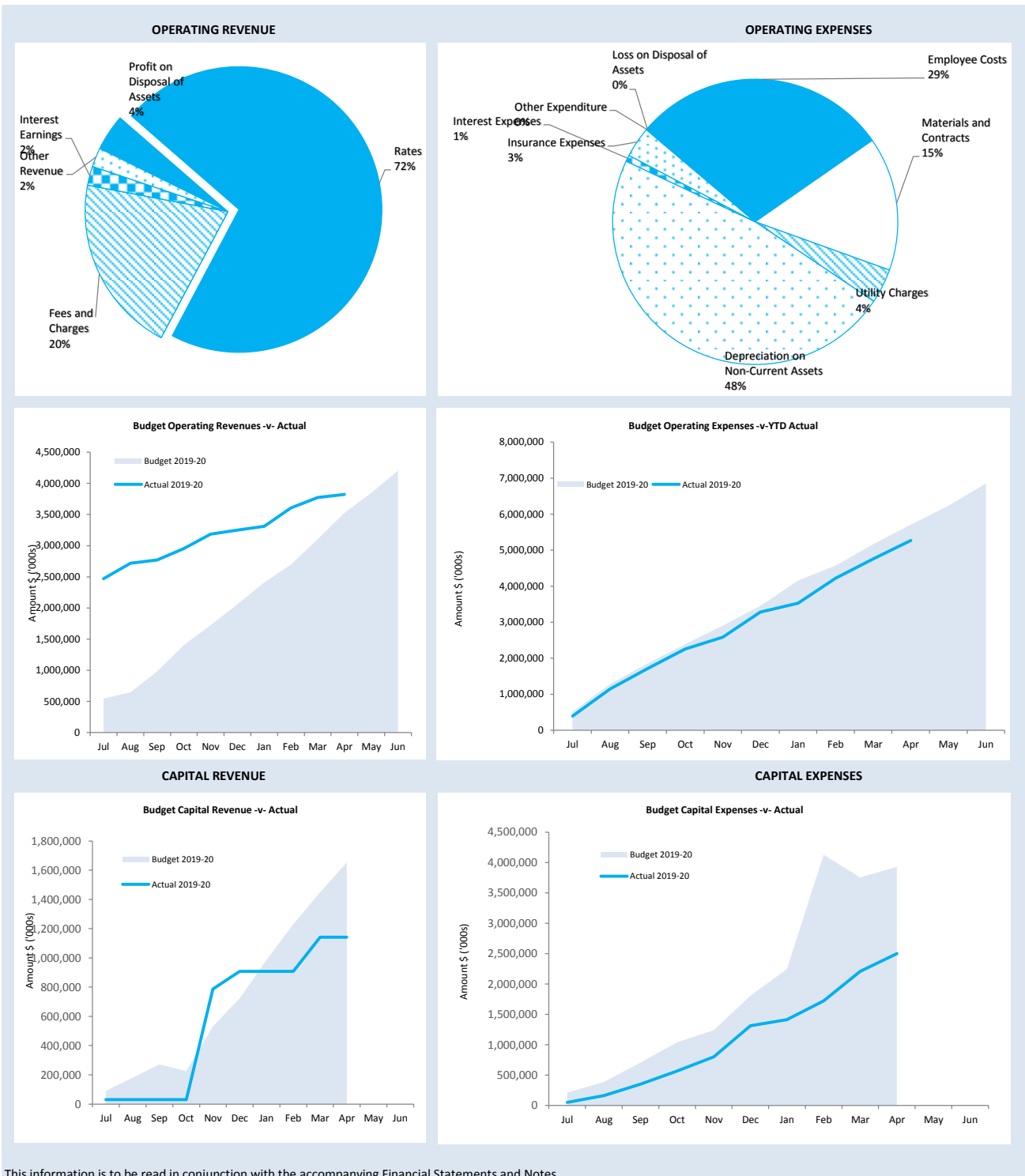
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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2020**

SUMMARY GRAPHS



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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**
STATUTORY REPORTING PROGRAMS

	Ref Note	Original Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,830,991	1,892,362	1,892,362	1,892,362	(0)	(0%)	
Revenue from operating activities								
Governance		47,000	47,000	39,140	30,572	(8,568)	(22%)	
General Purpose Funding - Rates	5	1,730,783	1,730,783	1,442,320	1,734,435	292,115	20%	▲
General Purpose Funding - Other		1,195,932	1,195,932	996,590	833,927	(162,663)	(16%)	▼
Law, Order and Public Safety		80,566	80,566	65,200	74,388	9,188	14%	
Housing		77,742	77,742	64,760	83,878	19,118	30%	
Community Amenities		303,098	303,398	283,458	329,775	46,318	16%	▲
Recreation and Culture		32,954	32,954	27,420	28,856	1,436	5%	
Transport		186,580	186,580	156,150	207,742	51,592	33%	▲
Economic Services		358,450	358,450	298,680	311,352	(12,672)	(4%)	
Other Property and Services		190,904	190,904	171,390	185,812	(14,422)	(8%)	
		4,204,009	4,204,309	3,545,107	3,820,737			
Expenditure from operating activities								
Governance		(212,830)	(227,830)	(231,591)	(229,101)	2,490	1%	
General Purpose Funding		(149,660)	(149,660)	(114,235)	(93,196)	21,039	18%	
Law, Order and Public Safety		(197,098)	(247,098)	(200,112)	(174,333)	25,779	13%	▲
Health		(141,445)	(141,446)	(109,920)	(126,585)	(16,665)	(15%)	
Housing		(180,470)	(180,470)	(145,527)	(132,173)	13,354	9%	
Community Amenities		(806,434)	(866,734)	(710,470)	(642,194)	68,276	10%	
Recreation and Culture		(1,178,838)	(1,238,838)	(1,027,669)	(915,317)	112,352	11%	▲
Transport		(3,272,331)	(3,272,331)	(2,707,033)	(2,347,745)	359,288	13%	▲
Economic Services		(513,367)	(513,367)	(424,139)	(363,154)	60,985	14%	▲
Other Property and Services		(197,654)	(204,306)	(152,569)	(243,162)	(90,593)	(59%)	▼
		(6,850,126)	(7,042,079)	(5,823,265)	(5,266,962)			
Operating activities excluded from budget								
Add back Depreciation		2,834,942	2,944,942	2,454,090	2,506,836	52,746	2%	
Adjust (Profit)/Loss on Asset Disposal	6	(64,900)	(43,248)	(43,248)	(93,441)	(50,193)	116%	
Movement in Trust and Accrued Loan Interest					0			
Amount attributable to operating activities		123,924	63,923	132,684	967,171			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	11	1,300,067	1,904,971	1,653,300	1,140,892	(512,408)	(31%)	▼
Proceeds from Disposal of Assets	6	206,000	236,000	137,455	137,455	0	0%	
Capital Acquisitions	7	(3,558,051)	(4,133,251)	(3,929,412)	(2,500,743)	1,428,669	36%	▲
Amount attributable to investing activities		(2,051,984)	(1,992,280)	(2,138,657)	(1,222,396)			
Financing Activities								
Proceeds from New Debentures		20,000	20,000	0	0	0		
Self-Supporting Loan Principal		0	0	0	3,580	3,580		
Transfer from Reserves	9	200,000	200,000	0	0	0		
Repayment of Debentures	8	(69,000)	(69,000)	(69,235)	(69,235)	0	0%	
Transfer to Reserves	9	(53,931)	(53,931)	(38,182)	(38,182)	0	0%	
Amount attributable to financing activities		97,069	97,069	(107,417)	(103,837)			
Closing Funding Surplus(Deficit)	1(b)	0	61,074	(221,028)	1,533,299			

KEY INFORMATION

explanation of the reasons for the variance.

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

The material variance adopted by Council for the 2019/20 year is \$25,000 or 10% whichever is the greater.

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**
BY NATURE OR TYPE

	Ref Note	Original budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,830,991	1,892,362	1,892,362	1,892,362	(0)	(0%)	
Revenue from operating activities								
Rates	5	1,730,783	1,730,783	1,442,320	1,734,435	292,115	20%	▲
Operating Grants, Subsidies and Contributions	11	1,726,840	1,726,840	1,459,158	1,390,300	(68,858)	(5%)	
Fees and Charges		0	0	0	0	0		
Interest Earnings		597,286	597,286	513,792	491,189	(22,603)	(4%)	
Other Revenue		79,100	79,100	65,448	52,549	(12,899)	(20%)	
Profit on Disposal of Assets	6	0	0	0	52,730	52,730		▲
		70,000	70,000	70,000	99,534			
		4,204,009	4,204,009	3,550,718	3,820,737			
Expenditure from operating activities								
Employee Costs		(2,039,181)	(2,039,181)	(1,721,021)	(1,524,306)	196,716	11%	▲
Materials and Contracts		(1,402,821)	(1,402,821)	(1,069,392)	(798,675)	270,717	25%	▲
Utility Charges		(288,200)	(348,200)	(289,960)	(205,405)	84,555	29%	▲
Depreciation on Non-Current Assets		(2,834,942)	(2,944,942)	(2,454,090)	(2,506,836)	(52,746)	(2%)	
Interest Expenses		(51,750)	(51,750)	(43,110)	(38,261)	4,849	11%	
Insurance Expenses		(211,633)	(211,633)	(205,209)	(182,673)	22,536	11%	
Other Expenditure		(16,500)	(16,500)	(13,730)	(4,711)	9,019	66%	
Loss on Disposal of Assets		(5,100)	(26,752)	(26,752)	(6,094)			
		(6,850,127)	(7,041,778)	(5,823,264)	(5,266,962)			
Operating activities excluded from budget								
Add back Depreciation		2,834,942	2,944,942	2,454,090	2,506,836	52,746	2%	
Adjust (Profit)/Loss on Asset Disposal	6	(64,900)	(43,248)	(43,248)	(93,441)	(50,193)	116%	
Adjust Provisions and Accruals NC LSL					0			
Movement in Trust and Accrued Loan Interest								
Sale of Assets								
Bring to Account CRC Accounts								
Amount attributable to operating activities		123,923	63,924	138,296	967,171			
Investing activities								
Non-operating grants, subsidies and contributions	11	1,300,067	1,904,971	1,653,300	1,140,892	(512,408)	(31%)	▼
Proceeds from Disposal of Assets	6	206,000	236,000	137,455	137,455	0	0%	
Capital acquisitions	7	(3,558,051)	(4,133,251)	(3,929,412)	(2,500,743)	1,428,669	36%	▲
Amount attributable to investing activities		(2,051,984)	(1,992,280)	(2,138,657)	(1,222,396)			
Financing Activities								
Proceeds from New Debentures		20,000	20,000	0	0	0		
Self-Supporting Loan Principal					3,580			
Transfer from Reserves	9	200,000	200,000	0	0	0		
Repayment of Debentures	8	(69,000)	(69,000)	(69,235)	(69,235)	0	0%	
Transfer to Reserves	9	(53,931)	(53,931)	(38,182)	(38,182)	0	0%	
Amount attributable to financing activities		97,069	97,069	(107,417)	(103,837)			
Closing Funding Surplus (Deficit)	1(b)	0	61,075	(215,417)	1,533,300			

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 April 2020**

**NOTE 1(a)
NET CURRENT ASSETS**

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS**

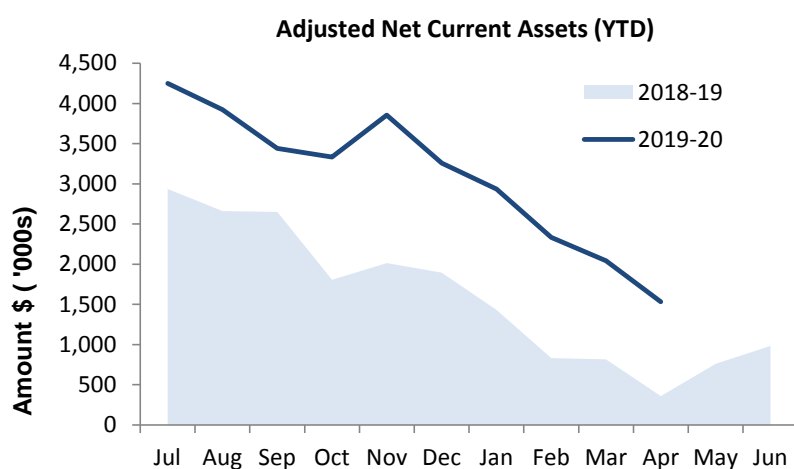
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 01 May 2019	Year to Date Actual 30 Apr 2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,101,149	611,311	1,883,608
Cash Restricted	3	2,599,707	2,472,672	2,637,889
Receivables - Rates	4	69,496	90,638	126,746
Receivables - Other	4	1,142,370	45,442	52,450
Loans receivable		5,314	(25,836)	1,735
Interest / ATO Receivable		0	(0)	(18,788)
Inventories		6,024	14,932	6,024
Land held for resale - current		370,000	370,000	370,000
		5,294,060	3,579,159	5,059,663
Less: Current Liabilities				
Payables		(74,645)	(85,600)	(164,708)
Provisions - employee		(352,032)	(340,705)	(352,032)
Long term borrowings		(69,846)	25,836	(1,735)
		(496,523)	(400,469)	(518,474)
Unadjusted Net Current Assets		4,797,537	3,178,690	4,541,189
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(2,599,707)	(2,472,672)	(2,637,889)
Less: Land held for resale		(370,000)	(370,000)	(370,000)
Less: Loans receivable		(5,314)	25,836	(1,735)
Add : Long Term Borrowings		69,846	(25,836)	1,735
Adjusted Net Current Assets		1,892,362	336,018	1,533,300

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)

\$1.53 M

Last Year YTD

Surplus(Deficit)

\$.34 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**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 2019/20 year is \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
General Purpose Funding - Rates	292,115	20%	▲	Timing	Rates raised July ytd budget August
General Purpose Funding - Other	(162,663)	(16%)	▼	Timing	Profile error FAG budgeted monthly
Community Amenities	46,318	16%	▲	Timing	Rubish raised with rates
Transport	51,592	33%	▲	Timing	Main roads grants budgeted monthly received in full
Expenditure from operating activities					
Law, Order and Public Safety	25,779	13%	▲	Timing	ESL payment
Recreation and Culture	112,352	11%	▲	Timing	Maintenance schedule behind, Town oval expense less than budgeted
Transport	359,288	13%	▲	Timing	Maintenance expense behind
Economic Services	60,985	14%	▲	Permanent	Caravan park and skeleton weed expense behind
Other Property and Services	(90,593)	(59%)	▼	Timing	Reallocation rate out
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(512,408)	(31%)	▼	Timing	R2R money received
Capital Acquisitions	1,428,669	36%	▲	Timing	Projects commenced not yet billed
Financing Activities					

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

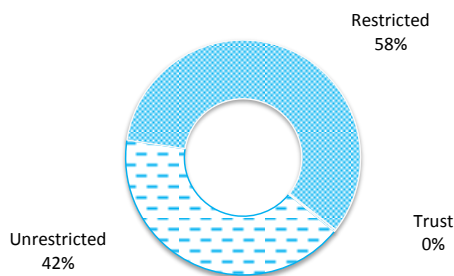
Cash and Investments	Unrestricted	Restricted	Trust	Total	Institution	Interest Rate	Maturity Date
				YTD Actual			
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	716			716			
At Call Deposits							
Municipal Fund	1,882,892			1,882,892			
Reserve Fund		2,637,889		2,637,889			
Restricted - Cash	0						
Trust Fund			12,579	12,579			
CRC - operating	0						
Term Deposits							
Municipal Investment - Term Deposit		0					
Total	1,883,608	2,637,889	12,579	4,533,360			

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
\$4.53 M	\$1.88 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

	1/07/2018 30 June 2019	30 Apr 20
Rates Receivable		
Opening Arrears Previous Years	\$ 82,539	\$ 69,496
Levied this year	1,669,192	1,784,312
Less Collections to date	(1,682,235)	(1,727,062)
Net Rates Collectable	69,496	126,746
% Collected	100.78%	96.79%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	3,710	15,674	2,999	9,136	31,518
Percentage	12%	50%	10%	29%	
Balance per Trial Balance					
Total Receivables General Outstanding					31,518

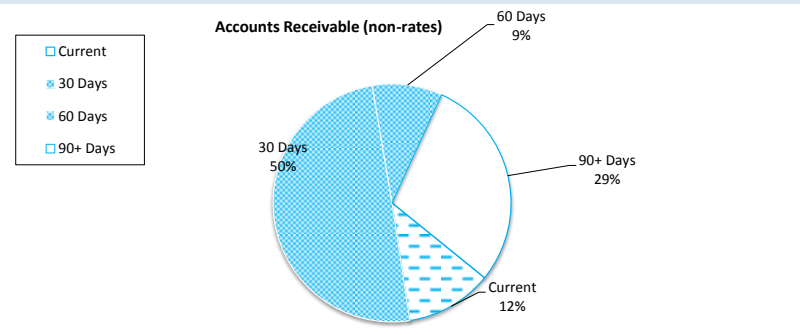
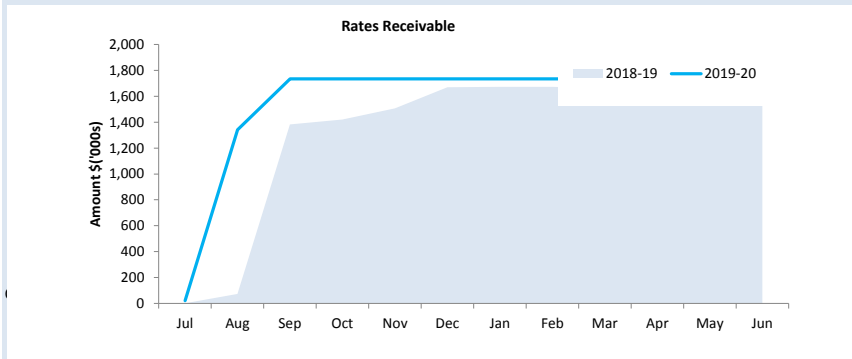
Amounts shown above include GST (where applicable)

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.



Debtors Due
\$31,518
Over 30 Days
88%
Over 90 Days
29%

Grants and Contributions	Rates Due
97%	\$126,746

Budget Amendments

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

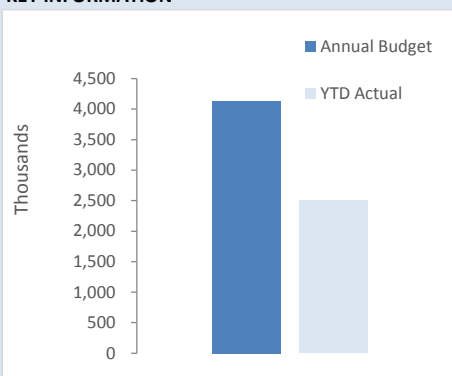
**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	Amended		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Land		0	0	0	0
Buildings	934,174	995,674	891,507	490,024	(401,483)
Plant & Equipment	581,500	679,500	679,500	509,337	(170,163)
Furniture & Equipment	50,000	42,500	42,500	15,698	(26,802)
Infrastructure - Roads	1,754,877	2,178,077	2,128,405	1,299,433	(828,971)
Parks, Gardens, Recreation Facilities	137,500	137,500	137,500	128,790	(8,710)
Other Infrastructure	100,000	100,000	50,000	57,461	7,461
Capital Expenditure Totals	3,558,051	4,133,251	3,929,412	2,500,743	-1,428,669
Capital Acquisitions Funded By:					
		\$	\$	\$	\$
Capital grants and contributions	1,300,067	1,904,971	1,653,300	1,140,892	-512,408
Borrowings	20,000	20,000	0	20,000	20,000
Other (Disposals & C/Fwd)	206,000	236,000	137,455	137,455	0
Cash Backed Reserves					
Infrastructure Reserve	0	0	0	0	0
Plant Replacement Reserve	0	0	0	0	0
Contribution - operations	2,031,984	1,972,280	2,138,648	1,202,396	(936,252)
Capital Funding Total		4,133,251	3,929,412	2,500,743	(1,428,669)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	14	% Spent
	\$4.13 M	\$2.5 M	61%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.9 M	\$1.14 M	60%

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

	Account Number	Original Budget	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Capital Expenditure						
Land						
Buildings						
Apex Park - Toilet Block	2010	245,000	245,000	163,333	0	-163,333
Airstrip	2011	120,000	120,000	120,000	19,366	-100,634
Cemetery - upgrade stage 1 - CF	1817	65,174	65,174	65,174	66,765	1,591
Ada Street carpets - CF	1901	5,000	7,500	0	6,315	6,315
Cemetery - upgrade stage 2	2012	125,000	125,000	125,000	78,359	-46,641
Lesser Hall interpretation centre - CF	1802	230,000	230,000	230,000	221,474	-8,526
Roads Board Building - CF	2013	90,000	120,000	120,000	77,000	-43,000
Solar power at transfer station	2025	25,000	25,000	25,000	0	-25,000
18 Hilton Way - Asbestos fence replacement	2014	8,000	8,000	8,000	0	-8,000
21 Northmore Street - Asbestos fence replacement	2022	5,000	5,000	5,000	0	-5,000
26 Thomas Street repaint	2023	6,000	6,000	6,000	0	-6,000
1/31 Currall Street flooring	2035	5,000	7,500	0	0	0
1/24 Doreen Street flooring	2036	5,000	7,500	0	0	0
Automate Community Precinct doors	2038	0	24,000	24,000	20,745	-3,255
		934,174	995,674	891,507	490,024	-401,483
Plant & Equipment						
CEO car	2029	40,000	75,000	75,000	71,455	-3,545
Leading hands ute	2027	35,000	35,000	35,000	0	-35,000
Courier ute	2028	35,000	35,000	35,000	0	-35,000
Dolly CF	1914	26,500	29,500	29,500	29,344	-156
Replace written off Ford Ranger	2037	25,000	25,000	25,000	22,538	-2,462
Grader	2030	420,000	420,000	420,000	386,000	-34,000
Skeleton Weed vehicle	2041	0	60,000	60,000	0	-60,000
		581,500	679,500	679,500	509,337	-170,163
Furniture & Equipment						
Printer at CRC	2034	15,000	10,500	10,500	8,358	-2,142
Altus procurement system implementation	2031	15,000	9,000	9,000	7,340	-1,660
ICT hardware renewal	2032	10,000	23,000	23,000	0	-23,000
ICT security upgrades	2033	10,000	0	0	0	0
		50,000	42,500	42,500	15,698	-26,802
Infrastructure - Roads						
Cemetery carpark reseal	2008	7,000	7,000	7,000	0	-7,000
Churchill Street precinct carpark	2017	75,000	75,000	37,500	42,032	4,532
Emu Hill East Road R2R	2001	200,000	200,000	200,000	197,772	-2,228
Cowan Road R2R	2002	260,000	380,000	380,000	398,730	18,730
Cramphorne Road RRG	2003	89,877	89,877	89,876	92,478	2,602
Mt Walker Road RRG	2004	510,000	510,000	510,000	410,059	-99,941
NB South Road	2005	65,000	65,000	65,000	74,297	9,297
Wakeman Street reseal	2006	7,000	7,000	7,000	3,137	-3,862
Churchill Street reseal	2007	7,000	7,000	7,000	3,515	-3,485
Townsite intersection - Blackspot	2015	410,000	625,000	625,000	52,023	-572,977
Hunter Road widening	2016	20,000	20,000	20,000	0	-20,000
Bows Road floodway	2019	7,000	7,000	7,000	6,759	-241
Dayman Road Floodway	2020	17,000	17,000	16,999	5,991	-11,009
Emu Hill East Road floodway	2021	7,000	7,000	7,000	4,456	-2,544
Townsite footpaths	2018	73,000	73,000	60,830	0	-60,830
Grain Freight	1523	0	8,200	8,200	8,187	-14
Soldiers Road R2R slk 10-65.65	2040	0	80,000	80,000	0	-80,000
		1,754,877	2,178,077	2,128,405	1,299,433	-828,971
Parks, Gardens, Recreation Facilities						
Entry Barrier system - Aquatic centre	2026	7,500	7,500	7,500	0	-7,500
Mt Walker tennis court renewal	2024	130,000	130,000	130,000	128,790	-1,210
		137,500	137,500	137,500	128,790	-8,710
Other Infrastructure						
Caravan Park upgrade roadways and surrounds	2009	100,000	100,000	50,000	57,461	7,461
		100,000	100,000	50,000	57,461	7,461
		3,558,051	4,133,251	3,929,412	2,500,743	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 11
GRANTS AND CONTRIBUTIONS**

Grants and Contributions

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
Operating grants, subsidies and contributions				
General Purpose funding				
Financial assistance grant	640,820	534,010	474,651	(59,359)
Financial assistance Roads	446,234	371,860	280,263	(91,597)
	1,087,054	905,870	754,914	-150,956
Law, order and public safety				
Bush Fire Brigade Operating Grant (DFES) - Income	23,000	17,250	17,375	125
	23,000	17,250	17,375	125
Community Amenities				
CRC Grants and Contributions	118,666	114,906	141,868	26,962
	118,666	114,906	141,868	26,962
Transport				
Direct Grant Funding (Main Roads) - Income	180,000	150,000	194,092	44,092
	180,000	150,000	194,092	44,092
Capital Acquisitions				
	180,000	150,000	194,092	44,092
Economic Services				
Grants and Contributions	252,000	210,000	252,000	42,000
Budget Amendments	252,000	210,000	252,000	42,000
	252,000	210,000	252,000	42,000
Operating grants, subsidies and contributions Total	1,660,720	1,398,026	1,360,248	-37,778
Non-operating grants, subsidies and contributions				
Recreation and Culture				
Public / Lesser Hall Hire Fees - Income	80,500	80,410	81,169	759
Mt Walker Contribution	80,000	0	72,727	72,727
	160,500	80,410	153,896	73,486
Transport				
Regional Road Group Funding (Main Roads) - Income	404,971	337,470	202,467	(135,003)
Roads to Recovery Funding (FDoT) - Income	408,000	408,000	534,567	126,567
Black Spot Funding - Income	272,096	226,740	250,317	23,577
Airfield Contributions	61,580	61,150	13,650	(47,500)
	680,096	634,740	784,884	150,144
Non-operating grants, subsidies and contributions Total	1,307,147	1,113,770	1,154,897	41,127
Grand Total	2,967,866	2,511,795	2,515,145	3,349

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 13
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$	\$
	Budget Adoption		Opening Surplus			0			0
	Permanent Changes								0
2013	Increase budget Roads Board Building	MIN 6943/19	Capital Expenses	90000	120000			(30,000)	(30,000)
2038	New acquisition - Automate Community Precinct	MIN 6943/19	Capital Expenses	0	30000			(30,000)	(60,000)
2034	Reduce budget for CRC printer	MIN 6943/19	Capital Expenses	15000	10500		4,500		(55,500)
2029	Increase budget for CEO car	MIN 6943/19	Capital Expenses	40000	75000			(35,000)	(90,500)
2039	upgrade to dentist server workstation	MIN 6943/19	Capital Expenses	0	8000			(8,000)	(98,500)
1901	Increase budget	MIN 6943/19	Capital Expenses	5000	7500			(2,500)	(101,000)
2035	Increase budget	MIN 6943/19	Capital Expenses	5000	7500			(2,500)	(103,500)
2036	Increase budget	MIN 6943/19	Capital Expenses	5000	7500			(2,500)	(106,000)
1914	Increase busget for the Dolly	MIN 6943/19	Capital Expenses	26500	29500			(3,000)	(109,000)
2015	Increase budget for Townsite intersection	MIN 6943/19	Capital Expenses	410000	625000			(215,000)	(324,000)
2041	Replace sekeleton Weed ute	MIN 6943/19	Operating Expenses	0	60000			(60,000)	(384,000)
1212800	Blackspot funding	MIN 6943/19	Capital Revenue	-272096	-625000		352,904		(31,096)
1212600	Roads to Recovery funding	MIN 6943/19	Capital Revenue	-408000	-540000		132,000		100,904
4212000	Loss on Ceo car	MIN 6943/19	Operating Expenses	100	15100	15,000			100,904
1441900	Loss on sale of Skeleton Weed ute	MIN 6943/19	Operating Expenses	5000	11652	6,652			100,904
2040	Soldiers Road R2R slk 10-65.65	MIN 6943/19	Capital Expenses	0	80000			(80,000)	20,904
	Proceeds on Sale of Assets	MIN 6943/19	Capital Revenue	-206000	-236000		30,000		50,904
5111000	Increase in depreciation - ESF	MIN 6997/20	Non Cash Item	-36000	-50000	(50,000)			50,904
1051500	Increase in depreciation - Community Precinct	MIN 6997/20	Non Cash Item	-17484	-60000	(60,000)			50,904
1131110	Increase in water usage for town oval	MIN 6997/20	Operating Expenses	73948.49	133948.49			(60,000)	(9,096)
2002	Additional cartage Cowan Road	MIN 6997/20	Capital Expenses	260000	380000			(120,000)	(129,096)
1212600	Roads to Recovery funding	MIN 6997/20	Capital Revenue	-408000	-660000		120,000		(9,096)
2032	ICT hardware renewal	MIN 6997/20	Operating Expenses	10000	23000			(13,000)	(22,096)
2033	ICT transfer to 2032	MIN 6997/20	Capital Expenses	10000	-10000		10,000		(12,096)
2031	Implemented procurement system for less	MIN 6997/20	Capital Expenses	150000	0		6,000		(6,096)
2038	Project came in under budget	MIN 6997/20	Capital Expenses	0	5000		6,000		(96)
	Increase in opening surplus/deficit	MIN 6997/20	Opening Surplus(Deficit)		61371		61,371		61,275
2039	Dentist server under budget	MIN 6997/20	Operating Expenses		3000		3,000		64,275
1523	Safety barriers Fricker Road	MIN 6997/20	Capital Expenses		-8200			(8,200)	56,075
		MIN 6997/20							56,075
						(88,348)	725,775	(669,700)	56,075

KEY INFORMATION



Credit Card Purchases 02/04/2020 - 01/05/2020

EMCS

Date	Store	Description	Amount
6/04/2020	Godfreys	Bags for vacuum cleaner	\$ 79.80
9/04/2020	Telstra	Data for 4G USB Mobile Internet Device	\$ 30.00
9/04/2020	Telstra (Disputed)	as above (card charged twice in error)	\$ 30.00
9/04/2020	Zoom	Administrator account for hosting online meetings	\$ 23.09
9/04/2020	Foreign Transaction Fee (Zoom)	Zoom based in America	\$ 0.68
9/04/2020	Seek	Grader Driver Advert	\$ 390.50
17/04/2020	Shire of Narembreen (Transport)	Employee Licence Renewal	\$ 44.05
20/04/2020	Shire of Narembreen (Transport)	50% Fleet Licencing Renewal	\$ 5,091.57
23/04/2020	Telstra	Phone line charges - Fire Brigade	\$ 55.19
30/04/2020	Ross's Diesel Service	Vehicle Inspection - Bus	\$ 189.15
TOTAL EMCS CREDIT CARD PAYMENTS			\$ 5,934.03

CEO

Date	Store	Description	Amount
14/04/2020	Coles Express	Fuel for CEO Vehicle	\$ 40.02
15/04/2020	Superwash - Canning Bridge	Car wash CEO Vehicle	\$ 18.50
20/04/2020	Shire of Narembreen (Transport)	50% Fleet Licencing Renewal	\$ 5,091.58
1/05/2020	Department Water and Environmental Regulation	Narembreen Transfer Station Annual Licence Fee	\$ 324.64
TOTAL CEO CREDIT CARD PAYMENTS			\$ 5,474.74

CRC COORDINATOR

Date	Store	Description	Amount
8/05/2020	Bankwest	Facility Fee	\$ 99.00
TOTAL CRC COORDINATOR CREDIT CARD PAYMENTS			\$ 99.00

TOTAL CREDIT CARD PAYMENTS **\$ 11,507.77**