



SHIRE OF NAREMBEEN

Agenda for the 633rd Ordinary Council Meeting **20th September 2017**

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



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

WEDNESDAY 20 TH SEPTEMBER MEETING PROGRAMME	
1.15pm	Museum Tour courtesy of Narembeen Historical Society
2.15pm	Afternoon Tea
2.30pm	Ordinary Council Meeting
5.00pm – 6.30pm	Strategic Planning Session Facilitated by C Robinson

COUNCIL CALENDAR		
Date	Time	Meeting
Wednesday 18 th October 2017	2.30pm	Ordinary Council Meeting
Wednesday 25 th November 2017	2.30pm	Ordinary Council Meeting
Wednesday 20 th December 2017	2.30pm	Ordinary Council Meeting

MEETING GUESTS
Caroline Robinson – Solum WBS

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NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 633rd Ordinary Meeting of Council has been convened for:

Date: Wednesday 20th September 2017

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

Commencing: 2.30pm

Chris Jackson
Chief Executive Officer
Date: 13th September 2017

DISCLAIMER

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

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



DECLARATION OF INTEREST FORM

TO: CHIEF EXECUTIVE OFFICER

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

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

FINANCIAL INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALLY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

PROXIMITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

SIGNATURE: _____ DATE: _____

NOTES:

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

OFFICE USE ONLY:

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

CHIEF EXECUTIVE OFFICER: _____ DATED: _____

AGENDA

Shire of Narembeen Ordinary Council Meeting Wednesday 20th September 2017, commencing at 2.30pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

Approved leave of absence

Cr Bill Cowan

Cr Stephen Padfield

3.0 Declarations of Interest

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Wednesday 16th August 2017.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 16th August 2017 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

That the minutes of the meeting of the Shire of Narembeen held Wednesday 16th August 2017 be confirmed as a true and accurate record of the proceedings.

CARRIED /

SHIRE OF NAREMBEEN - STATUS REPORT
For September 2017 Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6026/15	19-Aug-15		33 Thomas Street	That Council authorise the Chief Executive Officer to commence the process of selling 33 Thomas Street, Narembeen, for non-payment of rates by, auction or private sale. Should the property not sell within twelve months from the date of advertising, Council authorise the Chief Executive Officer to have the property transferred into the Shire's name.	Property settled and now in Shire's name.	Ongoing	CEO/EMCS
6134/16	17-Feb-16	ADM535	Kondinin and Cramphorne Roads land acquisitions	Road Widening's/Land Resumption: 1. That Council make an offer of \$1,250 per hectare in exchange for the resumption of land into the Kondinin Narembeen Road and the Cramphorne Road reserves from the above property owners, as well as the rerouting of the Merredin Road land resumption. 2. That staff continue the process of amalgamation of land from these property owners in to the road reserve with the West Australian Planning Commission with the completion of the required Form 1A Application for Approval of Freehold or Survey Strata Subdivision.	Cramphorne - Approved Kondinin - Approved Awaiting approval for issue of new titles.	Ongoing	CEO
6275/16	21-Sep-16	ADM541	Repeal By Laws and Review of Local Law	That Council commence the 8 year Local Law Review process in accordance with Section 3.16 of the Local Government Act 1995 and authorise the Chief Executive Officer to give public notice as required.	Revised Local Laws to be prepared.	Ongoing	CEO
6339/16	21-Dec-16	ADM461	Directional Signage - Cnr Longhurst St & Latham Road	That Council approve the concept for new signage and request the staff investigate the location options before proceeding. Reason for Change: Council want to ensure the signs are placed in the best possible location which may not be all at the intersection of Latham Road and Longhurst Street.	On hold pending funding.	On hold	CEO/ICED
6356/17	15-Feb-17	ADM591	Grain Discovery Centre & Roadhouse Lease	Item to lay on the table until March Meeting. REASON FOR CHANGE: The draft lease agreement had a number of changes required on it.	CEO to re-draft	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6360/17	15-Feb-17	ADM171	Integrated Planning & Reporting (IPR)	<p>That Council:</p> <ol style="list-style-type: none"> Commence a major review of the Shire of Narembeen Integrated Planning and Reporting (IPR) including the strategic community plan. Approve that the review is to include a Council workshop, community survey, a community meeting and regular updates in 'From the Chief'. Approve the following timeline: <ul style="list-style-type: none"> March 2017 - Councilors/staff workshop April 2017 - Community survey "letter drop" June/July 2017 - Community workshop March/December 2017 - Regular updates in "From the Chief" October 2017 - draft updated Integrated Planning and Reporting documents presented November 2017 - Council to adopt updated Integrated Planning and Reporting Documents Updated Integrated Planning and Reporting Documents advertised Engage Caroline Robinson to assist with the community consultation and preparation of the updated documents. 	<p>Completed Strategic Plan to be presented to Council for endorsement at October 2017 meeting.</p> <p>Completed Corporate Business Plan to be presented to Council for endorsement at November 2017 meeting.</p>	Ongoing	CEO
6386/17	15-Mar-17	ADM194	Historical Society	<p>That Council invite the Historical Society as a collective to meet with Council to:-</p> <ol style="list-style-type: none"> Acknowledge the hard work they all do on preservation of our history, and To discuss the long term future of preservation of history as part of our integrated planning process to be facilitated by Caroline Robinson. 	<p>Councillors and staff to view Historical Society collections prior to the September meeting.</p>	Ongoing	CEO/CEO
6387/17	15-Mar-17	ADM8	Secondary Freight Route Project	<p>That Council:-</p> <ol style="list-style-type: none"> Supports up to Phase 5 of the Secondary Freight Route Project ("Project") with Regional Development Australia (Wheatbelt) seeking funding through the Federal Governments 'Building Better Regions Fund'. Support the required co-contributions for the Project to originate from MRWA allocations to the Wheatbelt South and Wheatbelt North Regional Road Groups or any other funding source. Should the allocation referred to in 2. above not be forthcoming, Council consider an allocation in the Shire of Narembeen's 17/18 Budget for up to \$20,000, with the final amount dependent upon the required co-contribution and assuming that no other sources of funding are identified (i.e. worst case scenario). 	<p>Application process underway.</p>	Ongoing	CEO
6404/17	19-Apr-17	ADM058	Estate of W Jones	<p>That Council:</p> <ol style="list-style-type: none"> Proceed with legal advice to issue a notice pursuant to section 26 of the Uncollected Goods Act to Paul Jones directing that he remove the goods and aircraft left by the deceased Walter Jones at the hangar at the Narembeen Airstrip within one month of the date of the notice or that we will seek an order in the Magistrates Court to sell or dispose of the goods and aircraft 2. Request that Repachoi Aviation be requested to remove all items from the aircraft hangar at the Narembeen Airstrip and or discuss entering into formal negotiations for lease of the hangar. Not proceed with any further action on clean-up of Lot 2 Latham Road, Narembeen. Lodge caveats on 5 Doreen Street Narembeen and Lot 2 Latham Road Narembeen for unpaid rates and request that staff commence the process of recovery in accordance with section 6.64 of the Local Government Act. 	<p>Caveats on properties have been lodged with Landgate</p>	Ongoing	CEO
NA	19-Apr-17		Central Churchill St Garden/Shade Precinct Project	<p>Discussion held at April 2017 meeting to place this onto the Status Report. Council's direction will be required in relation to the future development of the area currently occupied by the Apex Cake Stall Shed and timber pergola structure in Churchill St</p>	<p>Included in 17/18 budget.</p>	Ongoing	CEO/CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6422/17	17-May-17	ADM466	Curral Street - Streetscape Plan	That Council:- 1. Accept the quote for services from Zana Sheary, Arboicultural Consultant, Paperbark Technologies Pty Ltd to undertake a Tree Survey Report of trees along Curral Street, to be included in the 17/18 budget. 2. Following point 1 above, obtain quotes from suitable consultants to develop a Verge Plan for Curral Street that would be included in the 2017/2018 budget considerations. 3. Staff to investigate funding options for the project.	Item to September 2017 meeting.	Ongoing	CEO/CEDO
NA	17-May-17	NA	Fox Baiting	Cr Cowan - could Shire do promotion to encourage residents to bait foxes responsibly?	Letter and Survey sent to Landholders 18/8/17. Responses to be collated by Shire staff and EWBG.	Ongoing	CEO/CEDO
NA	17-May-17	NA	Roads	Cr Padfield - could we look at the Narembeen South Road from Mt Walker Rd to Cemetery - making it a 7m seal.	Currently being investigated.	Ongoing	CEO/WM
6257/17	21-Jun-17	ADM500	Narembeen Townsite Project	1. Approve entering into a Licence to Use and Occupy Corridor Land Agreement with Brookfield Rail Pty Ltd for the purpose of the construction of the Narembeen Townsite Project that realigns Fricker Road with Latham Road (Public Road) and Fricker Road with Soldiers Road as per the attached draft agreement; subject to the CEO seeking advice from WALGA and potential consulting negotiators (if required) on the form of the agreement and that minor amendments to the document can be made, the finalised map of the area clearly defining the licensed area is included and if major amendments are proposed that the matter be presented back to Council for approval. 2. Approve that with amendment subject to point 1, the common seal be affixed to the agreement and be signed by the Shire President and the Chief Executive Officer. 3. Approve that the new section of Road be named Latham Road as it will replace the existing section of Latham Road and that Soldiers Road would then intersect with Fricker Road after crossing the new rail crossing (refer attached plan marked in yellow)	Licence Agreement being reviewed. Agreement sent to Lawyers for comment.	Ongoing	CEO
6258/17	21-Jun-17	P2826	Holiday House Application - 32 Brown Street	1. Determine by Absolute Majority that the proposed holiday house use may be consistent with the objectives and purpose of the Residential zone and thereafter follow the "SA" advertising procedures of clause 6.3 in considering an application for planning approval. 2. Determine by Absolute Majority to delegate authority to the Chief Executive Officer to determine the application for a holiday house on Lot 29 (No 32) Brown Street, Narembeen in accordance with Clause 8.6.1 of the Shire of Narembeen Town Planning Scheme No 2 and Regulation 82 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015. 3. Advise the applicant that if approved under delegated authority, a Shire of Narembeen Notification/Registration Form under the Food Act 2008 will be required to be completed.	Holiday House operating.	Completed	CEO
6261/17	21-Jun-17		Narembeen Recreation Centre	Staff engage a qualified consultant to examine the use of the gas in the Narembeen Recreation Centre and provide a full report back to Council.	To be investigated.	Ongoing	CEO/EMCS
6280/17	19-Jul-17	ADM467	Lease of Crown Land – Avon Location 21952, Reserve 18080 Narembeen Airfield	That Council instruct the CEO to investigate a new lease that deals with issues such as rent, area of space used and utility charges, as well as other matters that may arise.	Discussion commenced with Mr Repacholi.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6282/17	19-Jul-17	ADM616	Water Corporation Waterwise Council Program	That Council enters into a Memorandum of Understanding with the Water Corporation and the Department of Water to become a Waterwise Council.	MOU documentation complete. Awaiting returned signed document from Water Corporation	Ongoing	CEO
6284/17	19-Jul-17	ADM455	Narembeen Recreation Centre -- Narembeen Club Inc. Rent Review	<p>1. Authorise the rent review of the Lease for the Recreation Centre and Item 7 (a) of Schedule 1 of the lease agreement be amended to read: "From the 2nd October 2017 until the second anniversary of this date, the rent is \$25,000 per annum plus GST but such rent will be off-set against the genuine pre-estimate of the operating cost that the Shire would have otherwise spent if the Lease had not been granted to the Lessee. For the avoidance of any doubt, the effect of this clause is that the Tenant is not required to make any rent payment to the Lessor for a further two years of the lease."</p> <p>2. This lease to be reviewed again in two (2) years' time.</p> <p>3. Instruct staff to discuss with the Club the power charges for the netball, bowling and oval lighting and to have the Club invoice regularly as per the sub-metres.</p> <p>4. Authorise the invoices to the Club totalling \$17,185.43 for electricity from 02/10/2015 to 04/03/2016 be 50% reversed so \$8,592.71 is payable by both parties;</p> <p>5. Continue to cover the cost of gas for the facility.</p>	Lease reviewed and renewed at August meeting.	Completed	CEO/EMCS
6292/17	19-Jul-17	NA	Future Project - Combined Turf Field	Council create a working group and instruct staff to commence a feasibility study on a combined tennis, hockey synthetic surface. Cr. Thomas, Cr. Cole, Cr. Padfield and Cr. DeLuis plus members of the clubs be part of the Working Committee.	First meeting held.	Ongoing	CEO
6297/17	16-Aug-17	P1242	Registration of a Lodging House - Lot 75 (No 18) Thomas Street Narembeen and Approval of Forms	<p>That Council Approves:-</p> <p>1. This registration for a lodging-house located on Lot 75 (No 18) Thomas Street Narembeen with the Keepers name of Mr Joshua Tui Irving and the Managers name Ms Rawinia Reedy for a maximum accommodation of 17 persons only;</p> <p>2. That the Manager, Ms Rawinia Reedy and the Keeper, Mr Joshua Tui Irving who are applying to not be residing themselves at the lodging-house are so permitted by Council to do so provided that the following conditions are strictly maintained being –</p> <p>I. A 24 hour accessible contact phone or mobile number of the Manager and/or Keeper is provided in clear view in all lodging-rooms and on the outside of the lodging-houses along with all suitable emergency services contact phone and/or mobile numbers together with a local contact address with map to show location of the Manager and/or Keepers place of residence;</p> <p>II. That the Keeper, Manager or other suitably nominated person must be available within a reasonably practicable period of time so as to assist any lodging-house lodgers on request.</p> <p>3. ATTACHMENT B 'Certificate of Registration of a Lodging-House' as the approved Form pursuant to Shire of Narembeen Health Local law 2016 Part 8 clause 8.4; and</p> <p>4. ATTACHMENT C 'Register of Lodgers' as the approved Form pursuant to Shire of Narembeen Health Local law 2016 Part 8 clause 8.23</p>	Applicant advised	Completed	CEO/EHO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6299/17	16-Aug-17	ADM044	Animal Environment Nuisance Local Law 2016 Joint Standing Committee Response Requiring an Amendment to the Local Law	<p>That Council resolves to:-</p> <ol style="list-style-type: none"> 1. Accept the correspondence from the Chair of the Joint Standing Committee on Delegated Legislation, The Honourable Ms Emily Louise Hamilton MLA in relation to the Shire of Narembeen Animal, Environment and Nuisance Local Law 2016; 2. Undertake the requirement to delete subclauses 3.9(c) and 4.12(1) and that the subclauses of clause 2.15 is reformatted from subclause 1(b)(iii) to (1)(c) and subclause 1(b)(iv) to (1)(d) as provided in ATTACHMENT A and any such consequential amendments arising from the undertakings be completed within six months of the date of the letter of ATTACHMENT A or longer as approved by the Chair of the Joint Standing Committee on Delegated Legislation if so requested by Council and giving good cause; 3. Undertake the following requirements being: <ol style="list-style-type: none"> a) that until clause 3.9(c) is deleted, a notice will be posted on the Shire's website next the Shire of Narembeen Animal, Environment and Nuisance Local Law 2016 alerting residents to the error and the fact that the Commonwealth now regulates this field through a licensing system; b) that the Shire of Narembeen Animal, Environment and Nuisance Local Law 2016 will not be enforced in a manner contrary to the undertakings given in as detailed in ATTACHMENT A; c) that where the Shire of Narembeen Animal, Environment and Nuisance Local Law 2016 is made publicly available in hard copy and/or electronic form, it shall be accompanied by a copy of the Councils commitment to the undertakings; d) that Shire of Narembeen will furnish a copy of the minutes of this Ordinary Meeting of Council dated 16 August 2017 to the Joint Standing Committee on Delegated Legislation where the Council of the Shire of Narembeen has resolved to provide these undertakings; 4. Authorise the Chief Executive Officer to: <ol style="list-style-type: none"> a) Provide Council the report that addresses the preparation of a future Shire of Narembeen Amendment Animal, Environment and Nuisance Local Law 2016; and b) Advise the Chair of the Joint Standing Committee on Delegated Legislation of the Shire of Narembeen commitment to the required undertakings as stated in this Council Resolution. 	Work being completed	Ongoing	CEO/EHO
6302/17	16-Aug-17	NA	Framed Photograph Mr Walker	That Council accept the framed photograph from the Walker family with thanks and advise that the photo will be displayed in the community.	Letter sent	Completed	CEO
6304/17	16-Aug-17	ADM617	Lot 16240 Narembeen South Road (Pony Club Grounds)	<p>That the item lay on the table pending State budget implications and Shire of Narembeen budget implications. Property not to be leased in the current condition.</p> <p>Reason for Change: Council are concerned about the budget constraints given reductions in funding and the unexpected costs of some projects.</p>	No action required. Item to lay on the table.		CEO
6311/17	16-Aug-17	ADM111	Western Australia's Rate of Return from the Federal Government	<p>That:-</p> <ol style="list-style-type: none"> 1. Council write to the Prime Minister of Australia, Mr Malcolm Turnbull, and the Leader of the Opposition Mr Bill Shorten, to demand a better return of GST back to Western Australia; 2. The rate of return be set at no less than 70 cents in the dollar back to Western Australia; 3. The amended GST distribution back to Western Australia be dealt with as a matter of urgency. 4. All Western Australian Federal Ministers also receive the same correspondence. 	Letters complete and sent.	Complete	CEO

8.0 Reports

8.1 Manager Environment Health/Building

No Report.

Chris Jackson, Chief Executive Officer to provide Council with an update on the appointment of a new Manager Environment Health/Building.

8.2 Works Manager's Report

AGENDA ITEM: 8.2.1 - Work's Manager's Report – September 2017

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

SUMMARY

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

COMMENT

Winter Re-grades

Full winter re-grades including culverts, white post offshoots and where necessary back slopes have taken place on the following roads - Schwartz Rd, Cullen Rd, Metcalf Rd, Slade Rd, Kerse R, Abbott Rd, Starcevich-Chapman Rd, Cramphorne North and South Rds, Wogarl East Rd, Berry Rd, Cramphorne Rd (edges), Mt Walker Hyden Rd (edges), Mt Walker Rd (edges) and Erdman Rd.

Gravel Sheeting

Starcevich – Chapman Rd 80m³ gravel
Cullen Rd 600mtrs
Schwartz Rd 40 m³
Diagonal Rd 60m³

Office Carpark

The Office carpark works have been undertaken. Excavate 150mm off bitumen edge and off carport, remove trees that blocked vision from entry and exit. Backfill and compact with gravel.

Line Marking

Requests for line marking have been forwarded to LRM Paint Contractors to line mark the Bruce Rock-Narembeen Road, Merredin-Narembeen Road, Mt Walker Road and Narembeen town. It is anticipated the line marking be completed by end of October 2017.

Miscellaneous

To assist the Narembeen Historical Society, staff assistance was provided to clean out the Museum Shed. School sand pits were also provided.

Private Works

Private works undertaken totalling	\$1,694
Cardinal contracting materials	\$1,760

Total:	\$3,454.00
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CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

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

STRATEGIC PLAN REFERENCE

2. Connected Communities through a safe and efficient transport network throughout the Shire

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council receives the Works Manager's Report for September 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.3 Building Supervisor

Report to be provided to Council as a late item.

8.4 Chief Executive Officer

AGENDA ITEM: 8.4.1 - Chief Executive Officer's Report

Subject:	Chief Executive Officer's Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson & Sheree Thomas
Date:	13 th September 2017
Attachments:	WAPC Letter & Required Amendments; EWPCP Spread Sheets; Strategic Plan Report (separate attachment); State Budget Summary - Wheatbelt

SUMMARY

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

BACKGROUND

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

COMMENT

Town Planning Scheme No. 2 – Amendment No. 7 (Attachment 1)

A letter was received from the Western Australian Planning Commission advising of their consideration of the Town Planning Scheme No.2 – Amendment No.7 and recommendations were submitted to the Minister.

The Minister required the amendment to be modified, a schedule of modifications is attached to the CEO's Report.

The amendments are being dealt with by Liz Bushby, Town Planning Innovations.

Eastern Wheatbelt Primary Care Project (EWPCP) (Attachment 2)

With the winding up of the EWPCP the attached spread sheet outlines the funds that will be distributed back to local government from Rural Health West. The Shire of Narembeen will receive its full contribution of \$60,000 plus the balance of the remaining funds split evenly between the 5 Shires.

These funds will be placed in the newly created 'Medical Services Support Reserve' fund.

Strategic Plan Update

- Council will participate in a workshop facilitated by Caroline Robinson following the September Ordinary Meeting of Council. Session to commence at approximately 5.00pm.
- Councillors are to review the report provided to Council at its August 2017 meeting, a copy of this report is attached to the Agenda.
- Prior to the meeting, Councillors are asked to think about the priorities coming out of the report.
- At the workshop and with assistance provided by Caroline Robinson, Councillors will work on formulating strategies to form part of the new Strategic Plan.

- The Strategic Plan is to be presented to Council for adoption at its October 2017 meeting.
- The Corporate Business Plan is to be presented to Council for adoption at its November 2017 meeting.

WA Container Deposit Scheme

The State Government has committed to implementing a Container Deposit Scheme (CDS) in Western Australia by early 2019. This scheme has the potential to deliver substantial benefits including litter reduction and other opportunities for the Narembeen community. WALGA are currently undertaking an engagement process with representation from Local Governments across the state to seek input into the development and implementation of the Scheme. Staff will be investigating the way Narembeen currently recycles products and how the CDS will impact on this. It is planned to present an item to Council's October 2017 meeting.

Local Government Act Review

With the Local Government Act Review progressing, a forum for the purpose of formulating a Zone response to WALGA's discussion paper on the review of the Local Government Act will be held in Merredin on Thursday 28th September 2017 from 9am to 3pm. Shire President Cr Cole, Cr Kellie Mortimore, Chris Jackson and Bonnie Cole will be attending.

Narembeen Aquatic Centre

Significant issues have been identified with tiling and drainage at the Centre. As a matter of urgency, works were undertaken to re-tile, re-grout, repair the overflow drainage and expansion joints. Estimated costs will be in the vicinity of \$30,000+. It was intended to utilise the Community Pools Revitalisation Funding, however we are still waiting for advice from the Department of Sport & Recreation on the availability of this funding for 2017/18. If this funding is not available, Council will need to consider using reserve infrastructure funds.

Emergency Services Facility

The Emergency Services Facility is progressing nicely. Two progress payments have been made to West Coast Sheds. Council are meeting their project milestones and reporting requirements with the Wheatbelt Development Commission with the next progress report due on 31 October 2017. Funding of \$250,000 has been received from WDC. DFES funding will be received once the third progress payment is made.

Lesser Hall Interpretation Plan

The Working Group met a couple of times through August and September to discuss the project. Staff are currently obtaining quotes for the project to assist in applying for grant funding.

Community Precinct Project

The Working Group met on Tuesday 12th September 2017 to approve the working drawings. Judith McDougall is working with Consultants to prepare the full specifications in order to proceed to Tender. Further information in Agenda item.

Narembeen Volunteer Bush Fire Brigade and Narembeen Bush Fire Advisory Committee

These two meetings will be held in the Council Chambers on Friday 6th October 2017.

State Budget (Attachment 3)

The State Budget summary for the Wheatbelt is attached.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
28 th September 2017	Local Government Act Review Forum - Merredin
29 th Sept – 1 st October 2017	John Curtin Weekend
6 th October 2017	Narembeen Volunteer Bush Fire Brigade Meeting & Bush Fire Advisory Committee Meeting

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

N/A

STRATEGIC PLAN REFERENCE

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the CEO's September 2017 report be received and actions endorsed.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /



Your ref: ADM185
 Our ref: TPS/1993
 Enquiries: Rowena O'Brien
 Email: Rowena.O'Brien@planning.wa.gov.au

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

Transmission via electronic mail to: admin@narembeen.wa.gov.au

Dear Sir

TOWN PLANNING SCHEME NO. 2 - AMENDMENT NO. 7

The WAPC has considered Amendment No 7 and submitted its recommendation to the Minister in accordance with section 87(1) of the *Planning and Development Act 2005* (the Act).

The Minister requires the amendment to be modified in the manner specified in the attached schedule of modifications in accordance with section 87(2)(b) of the Act, before it is resubmitted under section 87(1):

In order for the amendment documents to be finalised in a timely manner, please ensure the following:

- the maps in the modified document accurately reflect the intentions of the amendment as detailed in the amending text; and
- in carrying out modification to the amendment document, previous Council resolutions pursuant to clauses 35(1), 41(3) and/or 50(3) are not to be modified.

Please forward two copies of the modified amendment document directly to the Perth office and email a modified text of the amendment, in word format, to schemes@planning.wa.gov.au to assist in limiting Government Gazette publishing costs.

Please direct any queries about this matter to Rowena O'Brien on 6551 9358 or Rowena.O'Brien@planning.wa.gov.au.

Yours sincerely

Kerrine Blenkinsop
 Secretary
 Western Australian Planning Commission

10/08/2017

SHIRE OF NAREMBEEN			
RECEIVED:			
		21.08.2017	
President:		CEO:	✓
EMCS:		WM:	
EHO:		SFO:	
CRC:		Other:	
Filing:	ADM185		



Shire of Narembreen Town Planning Scheme No.2

Amendment No. 7

Schedule of Modifications

1. Modify Table 1 – Zoning Table as follows:

	Use Classes	Zones							
		RESIDENTIAL	TOWN CENTRE	RURAL TOWNSITE	INDUSTRIAL	SPECIAL RURAL	RURAL ENTERPRISE	FARMING	RESIDENTIAL DEVELOPMENT
36	repurposed dwelling	AA	SA	AA	X	AA	AA	AA	SA
39	second hand dwelling	AA	SA	AA	X	AA	AA	AA	SA

2. Modify clause 4.16.2 (Land uses in the Rural Enterprise zone) to delete 'intensive animal industry – sheep feedlots and piggery'.
3. Delete the definition for 'Transportable, Prefabricated, or Relocated Building' from Schedule 1 – Definitions (1) Terms Used.
4. Delete clause '4.7 – Transportable, Prefabricated or Relocated Buildings' and replace with the following:
- 4.7 Amenity of non-residential development

The amenity of non-residential development shall be determined in the context of each proposed development and site conditions, but shall generally be in accordance with the following:

- (a) the form and scale of the development is to be compatible with surrounding land uses;
 - (b) buildings are to have co-ordinated or complementary materials, colours and styles and be reflective of the character of the locality;
 - (c) visual impacts are to be minimised by the use of vegetation screening and tree retention.
5. Delete clauses 61(1)(m)(vi), 61(n) and 61(1)(r) of the Supplemental Provisions.
6. Modify clause 61(1)(l) to be consistent with the deemed provisions as follows:
- 61(1)(l) The erection or extension of a single house on a lot in the Residential Development zone if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless there is no approved Local Structure Plan and subdivision.
7. Modify clause 61(1)(o) to be consistent with the deemed provisions as follows:
- 61(1)(o) on lots where the R-Codes do not apply, the erection of a 1.8 metre high dividing boundary fence behind the setback applicable to the relevant zone.

8. Modify the 'Supplemental Provisions' to be consistent with the format of Clause 61(1) of the deemed provisions and re-number where required as follows:

SCHEDULE A – SUPPLEMENTAL PROVISIONS TO THE DEEMED PROVISIONS

Shire of Narembreen

These provisions are to be read in conjunction with the deemed provisions (Schedule 2) set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Clause 61 (1)

The development approval of the Local government is not required for the following development of land:

- (k) The erection or extension of a single house on a lot in the Farming zone, where the development standards set out in the scheme (including boundary setbacks) are satisfied unless the development is located in a place that is;
- (i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or
 - (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*; or
 - (iii) included on a heritage list prepared in accordance with this Scheme; or
 - (iv) within an area designated under the Scheme as a heritage area; or
 - (v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29.
 - (vi) is on a lot abutting an unconstructed road or a lot which does not have frontage to a gazetted constructed road;
 - (vii) entails a variation to the Site Requirements or Development Requirements applicable to the Farming zone (including building setbacks).
- (l) The erection or extension of a single house on a lot in the Residential Development zone if the R-Codes apply to the development and the development satisfies the deemed-to-comply requirements of the R-Codes unless there is no approved Local Structure Plan and subdivision.
- (m) the erection or extension of an external fixture, patio, pergola, veranda, outbuilding, garage, carport or swimming pool on a lot in the Farming zone unless the development is located in a place that is:
- (i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or
 - (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*; or
 - (iii) included on a heritage list prepared in accordance with this Scheme; or
 - (iv) within an area designated under the Scheme as a heritage area; or
 - (v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29;
 - (vi) the aggregate floor area of any carport on a lot exceeds 100m²;
 - (vii) the aggregate floor area of all outbuildings and/or garages on a lot exceeds 300m²;
 - (viii) the development is on a lot abutting an unconstructed road or a lot which does not have frontage to a gazetted constructed road;
 - (ix) the development entails a variation to the Site Requirements or Development Requirements applicable to the Farming zone (including building setbacks);
 - (x) the lot has an area less than 10 hectares.

- (n) on lots where the R-Codes do not apply, the erection of a 1.8 metre high diving boundary fence behind the setback applicable to the relevant zone
- (o) the erection of visually permeable fencing in the front building setback area in the Industrial and Farming zone.
- (p) the carrying out of any works on, in, over or under a street or road by a public authority acting pursuant to the provisions of any Act.
- (q) the carrying out of works urgently necessary for public safety or for the safety or security of plant or equipment or for the maintenance of essential services.

Clause 61 (2)

- g) the use of land in a reserve, where such land is held by the Local government or vested in a public authority;
 - (i) for the purpose for which the land is reserved under the Scheme; or
 - (ii) in the case of land vested in a public authority, for any purpose for which such land may be lawfully used by that authority.

Income received

Funding received

SWWAML	2012/2013	\$ 36,364.00
SWWAML	2012/2013	\$ 36,364.00
SWWAML	2013/2014	\$ 18,182.00
SWWAML		<u>\$ 90,910.00</u>

Kulin has paid a total of	\$ 60,000.00
Corrigin has paid a total of	\$ 45,000.00
Kondinin has paid a total of	\$ 60,000.00
Lake Grace has paid a total of	\$ 60,000.00
Narembeen has paid a total of	\$ 60,000.00

Membership Fees

Kulin, Shire of	2013/2014	\$ 15,000.00	
Corrigin, Shire of	2013/2014	\$ -	[exempt from membership fee as signed up as a participating member in this F/Y]
Kondinin, Shire of	2013/2014	\$ 15,000.00	
Lake Grace, Shire of	2013/2014	\$ 15,000.00	
Narembeen, Shire of	2013/2014	\$ 15,000.00	
		<u>\$ 60,000.00</u>	

Kulin, Shire of	2014/2015	\$ 15,000.00
Corrigin, Shire of	2014/2015	\$ 15,000.00
Kondinin, Shire of	2014/2015	\$ 15,000.00
Lake Grace, Shire of	2014/2015	\$ 15,000.00
Narembeen, Shire of	2014/2015	\$ 15,000.00
		<u>\$ 75,000.00</u>

Kulin, Shire of	2015/2016	\$ 15,000.00
Corrigin, Shire of	2015/2016	\$ 15,000.00
Kondinin, Shire of	2015/2016	\$ 15,000.00
Lake Grace, Shire of	2015/2016	\$ 15,000.00
Narembeen, Shire of	2015/2016	\$ 15,000.00
		<u>\$ 75,000.00</u>

Kulin, Shire of	2016/2017	\$ 15,000.00	
Corrigin, Shire of	2016/2017	\$ 15,000.00	
Kondinin, Shire of	2016/2017	\$ 15,000.00	
Lake Grace, Shire of	2016/2017	\$ 15,000.00	[paid but later received reimbursement as signed up as a participating shire]
Narembeen, Shire of	2016/2017	\$ 15,000.00	
		<u>\$ 75,000.00</u>	

Interest earned at 31 July 2016	<u>\$ 14,021.00</u>
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\$ 389,931.00

Eastern Wheatbelt Primary Care Project - Wheatbelt General Practice Business Support Service
Reconciliation of funds

	Monies paid out to Shires	Payments made to Shire	Total reimbursed to Shire to date	Shire paid to fund	To reimburse to Shires from contributions
Shire of Kondinin	September 2016 - Reimbursement of Locum Fees [Dr Mackie]	\$ 5,000.00			
	October 2016 - Reimbursement of Locum Fees [Dr Mackie]	\$ 5,000.00			
	November 2016 - Reimbursement of Locum Fees [Dr Mackie]	\$ 5,000.00	\$ 15,000.00	\$ 60,000.00	\$ 45,000.00
Shire of Kulin	Nil direct	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00
Shire of Corrigin	Reimbursement of First Health Recruitment Fees [Dr Raj]	\$ 25,000.00	\$ 25,000.00	\$ 45,000.00	\$ 20,000.00
Shire of Lake Grace	December 2015 Reimbursement for recruitment fees	\$ 25,000.00			
	November 2015 Reimbursement Locum Fees	\$ 5,000.00			
	December 2015 Reimbursement Locum Fees	\$ 5,000.00			
	January 2016 Reimbursement Locum Fees	\$ 5,000.00			
	Reimbursement of membership fees	\$ 15,000.00	\$ 55,000.00	\$ 60,000.00	\$ 5,000.00
Shire of Narembeen	Nil	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00
					\$ 190,000.00

Total in interests and investments to be calculated and split equally between Shires

Amendment

	Monies paid out to Shires	Payments made to Shire	Total reimbursed to Shire to date	Shire paid to fund	To reimburse to Shires from contributions
Shire of Kondinin	September 2016 - Reimbursement of Locum Fees [Dr Mackie]	\$ 5,000.00			
	October 2016 - Reimbursement of Locum Fees [Dr Mackie]	\$ 5,000.00			
	November 2016 - Reimbursement of Locum Fees [Dr Mackie]	\$ 5,000.00	\$ 9,000.00	\$ 60,000.00	\$ 51,000.00
Shire of Kulin	Nil direct	\$ 6,000.00	\$ 6,000.00	\$ 60,000.00	\$ 54,000.00
Shire of Corrigin	Reimbursement of First Health Recruitment Fees [Dr Raj]	\$ 25,000.00	\$ 25,000.00	\$ 45,000.00	\$ 20,000.00
Shire of Lake Grace	December 2015 Reimbursement for recruitment fees	\$ 25,000.00			
	November 2015 Reimbursement Locum Fees	\$ 5,000.00			
	December 2015 Reimbursement Locum Fees	\$ 5,000.00			
	January 2016 Reimbursement Locum Fees	\$ 5,000.00			
	Reimbursement of membership fees	\$ 15,000.00	\$ 55,000.00	\$ 60,000.00	\$ 5,000.00
Shire of Narembeen	Nil	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00
					\$ 190,000.00



WA STATE BUDGET 2017-18 PLAN FOR THE WHEATBELT

The McGowan Labor Government is committed to Regional WA, and is getting on with the job of delivering on its commitments to the Wheatbelt.

The State Budget includes \$4.0 billion in Royalties for Regions expenditure across the state and in the Wheatbelt alone, the Government will spend \$224m over the next four years on critical infrastructure projects.



CREATING LOCAL JOBS

Diversify our economy and creating local jobs in the Wheatbelt.

- \$4.5m dedicated for regional new and emerging businesses as part of the New Industries Fund.
- \$30m to rebuild WA's core agricultural and grain research and development capability.
- \$27.9m boost to tourism funding to showcase our regional destinations.
- \$40m investment in regional telecommunications to improve access to services.
- \$20m over five year to establish the Aboriginal Ranger Program, to provide jobs looking after WA State Parks and Indigenous Protected Areas.



PUTTING PATIENTS FIRST

Delivering quality health care to the people of the Wheatbelt.

- Getting on with delivering WA's first Medihotel to make extended hospital stays more comfortable for patients from the Wheatbelt who are required to travel to Perth for treatment.
- Investing \$1.6m to expand the Find Cancer Early Program into more regional areas.
- \$1.9m to fund meet and greet services for people from remote communities travelling for treatment.
- \$5.1m to expand the renal dialysis program.
- \$147.4m for the Patient Travel Assistance Scheme to support regional people when they are required to travel for treatment.



INVESTING IN EDUCATION AND TRAINING

Investing in our schools, so every student receives a quality education.

- Roll out the science program in regional primary schools.
- Put Education Assistants back into the classroom and provide more support for teachers.
- Employ an additional 50 Aboriginal and Islander Education Officers in regional WA.
- Appoint Independent Learning Coordinators (ILCs) in 10 regional schools to assist students undertaking courses through the School of Isolated and Distance Education.
- Establish a regional Learning Specialist team in the curriculum areas of science, social science, mathematics and English to support students and ILCs.



SAFER COUNTRY ROADS

Delivering our commitment to create safer country roads.

- \$18.5m for the Regional Enforcement Unit to increase traffic enforcement on country roads.
- \$10m for upgrades to AgLime routes.



SUPPORTING COMMUNITIES

Investing in services to support the Wheatbelt community.

- \$136m for the country aged pension fuel card and \$4m for the volunteer fuel card.
- \$14.6m Natural Resource Management Program to work with local communities to protect the environment.

AGENDA ITEM: 8.4.2 - Narembeen Townsite Project

Subject:	Narembeen Townsite Project
Applicant:	Chris Jackson
File Ref:	ADM500
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	13 th September 2017
Attachments:	Revised Licence Agreement & formal advice from Legal (to be provided prior to Council meeting)

SUMMARY

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

The Licence Agreement was forwarded to both WALGA and Civic Legal for review to highlight possible issues with the Agreement as well as suggested amendments to address the issues.

Council are to consider the approval of the revised Licence Agreement between the Shire of Narembeen and Arc Infrastructure (previously Brookfield Rail) for access to the railway reserve for completion of the Narembeen Townsite Project.

BACKGROUND

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

As reported at the May Ordinary Meeting of Council, Arc Infrastructure (previously Brookfield Rail) had agreed to move forward with Councils proposal for a Licence Agreement of the area of land (from the rail corridor) required to complete the Townsite Project subject to PTA approval.

Following correspondence to Brookfield Rail and the Public Transport Authority (PTA) advice was received on the 25 May 2017 from the PTA "*that the State Solicitors Office has confirmed my view that a public road does constitute a Civic Purpose. Therefore Brookfield Rail is entitled to grant a Licence to the Shire of Narembeen for Civic Purposes (Road) under Clause 8.4 of the Network Lease without consent from the PTA.*"

In June 2017, Council resolved as follows:-

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

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

3. *Approve that the new section of Road be named Latham Road as it will replace the existing section of Latham Road and that Soldiers Road would then intersect with Fricker Road after crossing the new rail crossing.(refer attached plan marked in yellow)*

CARRIED 8/0

COMMENT

Given the complexity of the Licence Agreement, the matter was referred to Civic Legal for advice. Many in-person and over the phone discussions have taken place over the past month with various parties to ensure the Licence Agreement is correct.

In this consultation process, it has become clear in discussions with Civic Legal that the document is very complex and very much weighted in favour of Arc Infrastructure (previously Brookfield Rail) and Council needs to ensure that any agreement that is adopted protects the interest of both parties, particularly the Shire of Narembeen.

Civic Legal are currently working on the formal advice and it will be provided to Councillors prior to the Council meeting. Council need to remember this is a long term agreement and good consideration needs to be given to the Licence Agreement.

CONSULTATION

WALGA, Roads West, Main Roads, Arc Infrastructure (previously Brookfield Rail) and PTA

Discussions were held with Main Roads, Tony Saurello (Roadswest) and with LGIS and this feedback was provided to Civic Legal to assist them with preparing the formal advice that Council will receive as part of this item.

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Grain Freight funding of \$600,000 included in the 2017/2018 budget for the completion of Fricker Road for asphalt for the intersection with Merredin Road, asphalt of the entrance to CBH, fencing, 2nd Coat Seal, Line Marking and part funding for the power pole relocation.

The budget also includes an allocation of \$1.7m from the State Initiatives Fund to complete the project. (Approved by Main Roads)

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

3. Connected communities through a safe and efficient transport network throughout the Shire.

- 3.1 All residents and visitors are able to move around the Shire in safety and with ease.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

Following the receipt of the report, advice and recommendations from Civic Legal, an Officer's Recommendation will be provided to Council at the Council meeting.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.4.3 - Narembeen Community Precinct Project

Subject:	Narembeen Community Precinct Project
Applicant:	Project Working Group
File Ref:	ADM594
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	13 th September 2017
Attachments:	Working Drawings

SUMMARY

Council to approve proceeding to tender for the planned extensions and refurbishment of the Narembeen Community Precinct located in Churchill Street Narembeen.

BACKGROUND

The Narembeen Community Precinct Project working group has met on three occasions March, May and September 2017.

The Medical Centre, CRC, Shire staff and the working group have all considered the draft plans submitted by Judith McDougall Designs.

COMMENT

The required specifications and plans are currently being finalised and subject to Council accepting the proposed design as considered by the working group the project can proceed to tender. Council needs to confirm the tender and approve the process for evaluation and the selection criteria. At this point Council should also make decisions on how this project will be managed through the construction phase. Comments and recommendations are made below on each of these three areas.

EVALUATION PROCESS

A Request for Tender needs to be prepared which identifies what evaluation methodology will be used in respect of the tender: The following is recommended.

- 1) Tenders are to be checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation;
- 2) Tenders are assessed against the Selection Criteria;
- 3) The most suitable Tenderers may be short-listed and may be required to clarify their Tender. Referees may also be contacted prior to the selection of the successful Tenderer; and
- 4) A Contract may then be awarded to the Tenderer(s) whose Tender is considered the most advantageous Tender(s) to the Shire.

SELECTION CRITERIA

The Contract should be awarded to a Tenderer who best demonstrates the ability to provide quality services at a competitive price. The tendered price should be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Shire. The Shire should adopt a best value for money approach to the tender.

This means that although price is considered, the Tender containing the lowest price should not necessarily be accepted, nor the Tender ranked the highest on the qualitative criteria.

Compliance Criteria are recommended as follows.

- 1) Compliance with the Conditions of Tendering
- 2) Compliance with Specification
- 3) Complete Pricing Schedule
- 4) Compliance with the Date for Practical Completion Deadline
- 5) Corporate Information
- 6) Financial Position
- 7) Insurance

QUALITATIVE CRITERIA

The following weighted qualitative criteria are recommended.

- 1) Demonstrated experience in completing similar projects - Weighting 20%
- 2) Skills and experience of key personnel and sub/contractors - Weighting 15%
- 3) A demonstrated understanding of the required tasks - Weighting 10 %
- 4) Tendered Price - Weighting 55%

TOTAL 100%

CONTRACT ADMINISTRATION

Council may wish to consider the appointment of an external contract administrator to assist with oversight during the construction phase. This occurred with the construction of the Narembeen Recreation Centre and whilst this was a significantly larger project, professional support during the construction would greatly assist staff to complete the project in the correct manner on time and budget.

A previous fee proposal received for contract administration as follows would be in the order of \$8,696.00.

- Ensure that all work performed is to the standards deemed necessary by the relevant codes;
- Liaise with both client and builder;
- Issue variations;
- Issue payment authorisation, practical completion certificates and the like.

The following estimated timeline is provided for the tender and construction phase of the project.

Council approves proceeding to Tender	20 September 2017
Tender advertised in the West Australian Newspaper	30 September 2017
Tenders close	21 October 2017
Tender assessment process and report prepared	22 October to 27 October 2017
Tenders and assessment report presented to Special Meeting of Council	30 October 2017
Contract awarded	31 October 2017
Construction to commence	December 2017/January 2018
Completion of Contract	October 2018

CONSULTATION

Judith McDougall
 Narembeen Medical Centre
 Narembeen Community Resource Centre
 Narembeen Pharmacy
 Working Group

STATUTORY IMPLICATIONS

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly invited

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

FINANCIAL IMPLICATIONS

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

Department of Regional Development	243,100
CRC Term Deposit	65,000
National Stronger Regions Fund	759,535
Fencepost	30,000 (letter of confirmation required)

Total	\$1,097,635
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Pre-estimate for the project is \$1,067,634 excludes GST.

POLICY IMPLICATIONS

3.1.14 Purchasing Policy

STRATEGIC PLAN REFERENCE

Social

- 2. A Shire of excellence in accessible infrastructure and services
- 2.2 Medical infrastructure and services that support a healthy community
- 2.2.4 Complete the building upgrade to the Narembeen Medical Centre

Economy

- 4. An economy that is well prepared for the future
- 4.2 Attract new industry and business to the Shire
- 4.2.4 Maintain and continue to upgrade Shire owned retail buildings in the main street of Narembeen

- 6. Access to lifelong learning for all stages of life
- 6.1 The local economy is growing and prosperous, offering a diverse range of job opportunities
- 6.1.8 Complete the upgrade to the Narembeen Community Precinct which may include the library co-location

RELATED PARTY TRANSACTIONS

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

OFFICER RECOMMENDATION

That Council:-

- 1) Approve the calling of Tenders for the Narembeen Community Precinct Project Tender Number RFT 4/2017
- 2) Approve the evaluation methodology in respect to the tender as:-
 - Tenders are to be checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation;
 - Tenders are assessed against the Selection Criteria;
 - The most suitable tenderers may be short-listed and may be required to clarify their tender. Referees may also be contacted prior to the selection of the successful tenderer; and
 - A Contract may then be awarded to the Tenderer(s) whose Tender is considered the most advantageous Tender(s) to the Shire.
- 3) Approve the following Compliance Criteria;
 - Compliance with the Conditions of Tendering
 - Compliance with Specification
 - Complete Pricing Schedule
 - Compliance with the Date for Practical Completion deadline

- Corporate Information provided
- Financial Position confirmed
- Insurance provided

4) Approve the following Weighted Qualitative Criteria:-

- Demonstrated experience in completing similar projects – Weighting 20%
- Skills and experience of key personnel and sub/contractors – Weighting 15%
- A demonstrated understanding of the required tasks - Weighting 10%
- Tendered price – Weighting 55%

5) Approve the nominated timeline for the tender process.

6) Approve the outsource of contract administration to support Shire staff to ensure that all work performed is to the standards deemed necessary by the relevant codes, to assist in liaising with both the Shire and builder, to issue variations and to issue payment authorisation, practical completion certificates and other relevant building requirements.

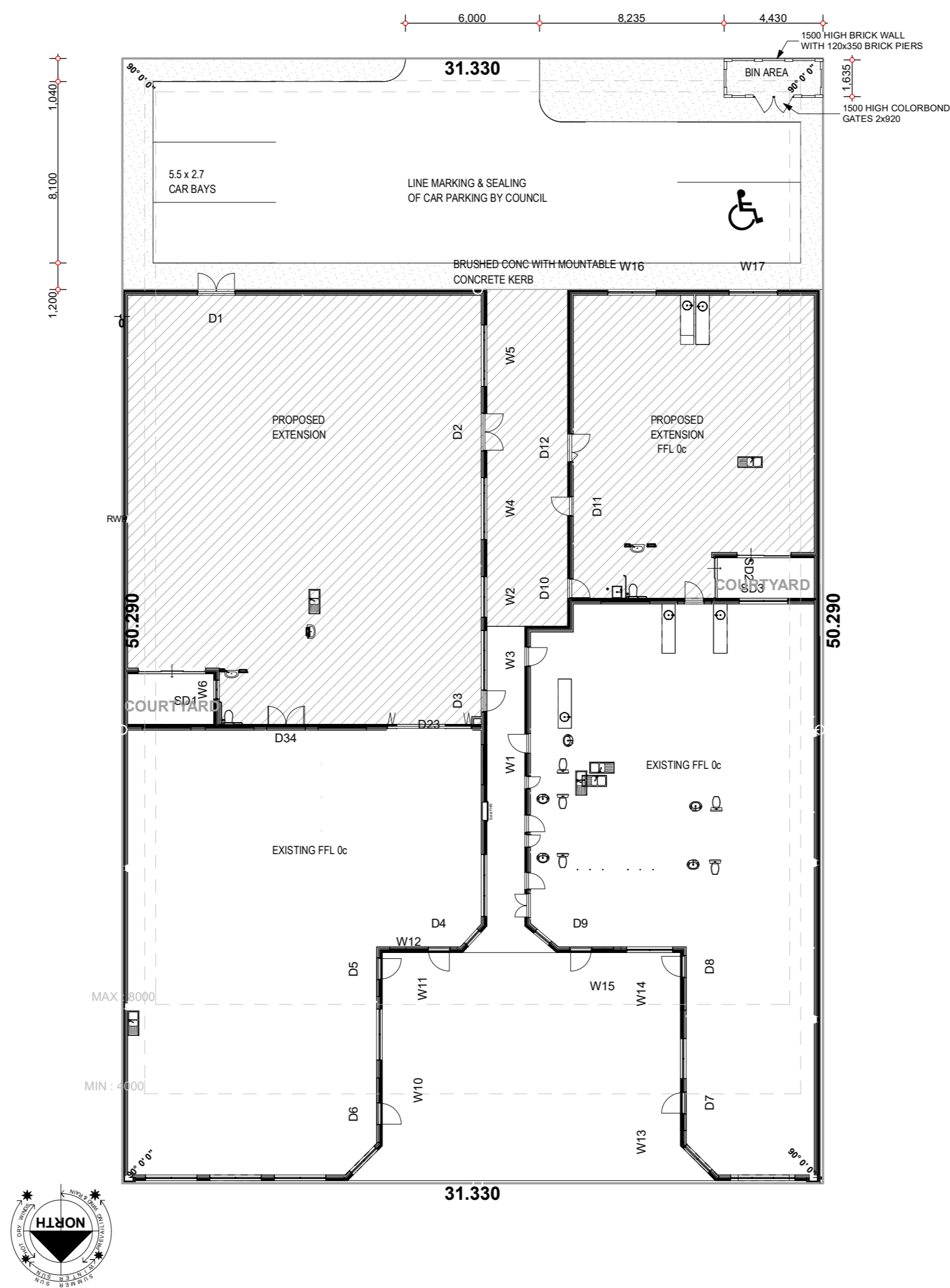
COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /



ROOF BEAMS ARE SHOWN DIAGRAMMATICALLY ONLY	ALL DIMENSIONS TO BRICK SIZE ONLY. NOT FINISHED SIZES	EXTERNAL WALLS OF HOUSE PROVIDE R4.0 CEILING INSULATION TO ENTIRE AREA	DO NOT SCALE FROM DRAWINGS DIMENSIONS MUST BE FOLLOWED AND CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS
250 CAVITY BRICK HALF BOND FINISH EXTERNALLY. CONTRAST RENDERED BYWORK SHOWN TO EXTENT OF BROKEN LINE (IF APPLICABLE)	WINDOWS SHOWN ON PLANS TO BE SLIDING UNLESS OTHERWISE NOTED. LEFT OFF HINGLES TO W.C DOORS. FLOOR WASTES & CEILING VENTS SHOWN DIAGRAMMATICALLY ONLY	ALL EXHAUST FANS TO BE DRAUGHT SEALED WITH DAMPERS. WEATHER STRIPPED FRONT ENTRY DOOR FRAME	CEILING LEVEL 30c + PLATE UNLESS OTHERWISE NOTED. DOWN PIPES TO SUIT ROOF WATER VOLUME TO BE LOCATED AT PLUMBERS DISCRETION
PROPOSED AREA 509.27	PERIM 977.16	COUNCIL: NAREMBEEN	Drawing Title: SITE PLAN
EXISTING AREA 8.75	REV: 01	DATE: 00-00-00	Scale: 1:200
COURTYA 7.89	CONTRACT		Date: JULY 2017
			Status: PRELIMINARY DRAWINGS
			JOB NO: 2023
			Drawing No: 02 of 10
TOTAL AREA 1,103.07 m ²			
G.F.L ROOF AREA			
UP.F.L ROOF AREA			

JUDITH McDOUGALL DESIGNS
 Approved Member ACCRED 15113
 BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC.
 TEL 0447 550 275 ABN 79 425 984 191
 Email: judithmcdougall@gmail.com

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

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



EXISTING GROUND FLOOR
1:100

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	ADDRESS: LOT 36 & PART LOT 35 CHURCHILL STREET NAREMBEEN 6369 <small>THE BUILDER SHALL CHECK AND VERIFY ALL DIMENSIONS AND VERIFY ALL ERRORS AND DISCREPANCIES TO THE ARCHITECT. DO NOT SCALE THE DRAWINGS. DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED BY THE ARCHITECT FOR CONSTRUCTION.</small>	<table border="1"> <thead> <tr> <th>REV</th> <th>DETAILS</th> <th>DWN</th> <th>DATE</th> <th>CHK</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>CONTRACT</td> <td>-</td> <td>00-00-00</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	REV	DETAILS	DWN	DATE	CHK	01	CONTRACT	-	00-00-00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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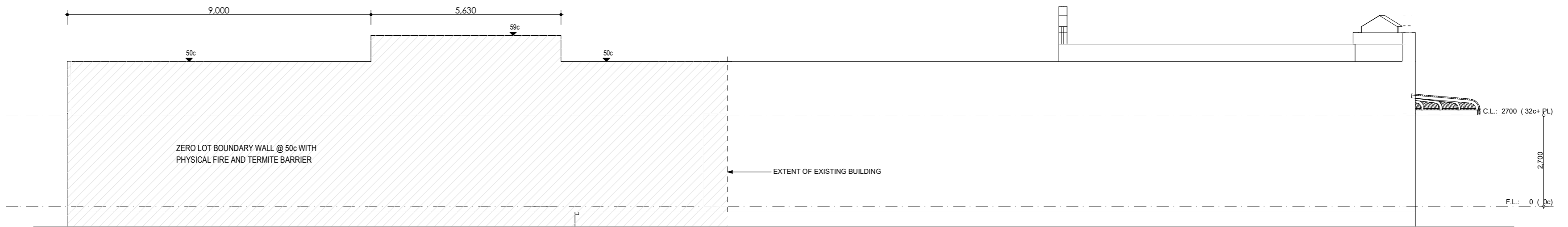


PROPOSED GROUND FLOOR
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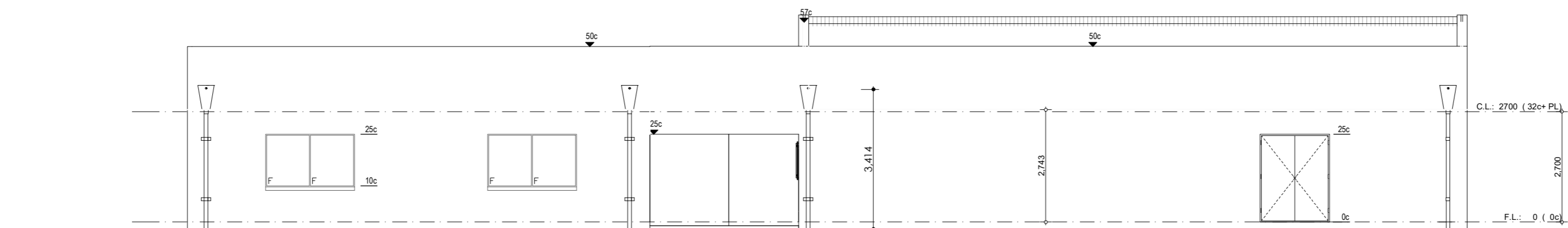
JUDITH McDOUGALL DESIGNS Approved Member ACCRED 1513 BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC TEL 0447 550 275 ABN 79 425 984 191 Email: judithmcdougall@gmail.com		CLIENT(S): SHIRE OF NAREMBEEN ADDRESS: LOT 36 & PART LOT 35 CHURCHILL STREET NAREMBEEN 6369		AREA PERIM PROPOSED 509.27 EXISTING 977.16 COURTYA 8.75 COURTYA 7.89		COUNCIL: NAREMBEEN REV 01 DETAILS DATE 06-00-00		Drawing Title: GROUND FLOOR PLAN Scale: 1:100 Date: JULY 2017 Status: PRELIMINARY DRAWINGS JOB NO: 2023 Drawing No: 04 of 10	
NIL CAVITY INSULATION TO ENTIRE EXTERNAL WALLS OF HOUSE PROVIDE R4.0 CEILING INSULATION TO ENTIRE AREA DIMENSIONS MUST BE FOLLOWED AND CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS FEELING LEVEL 32c - PLATE UNLESS OTHERWISE NOTED DOWN PIPES TO SUIT ROOF WATER VOLUME TO BE LOCATED AT PLUMBERS DISCRETION		ROOF BEAMS ARE SHOWN DIAGRAMMATICALLY ONLY 250 CAVITY BRICK HALF BOND FINISH EXTERNALLY CONTRAST RENDERED BYWORK SHOWN TO EXTENT OF BROKEN LINE (IF APPLICABLE)		ALL DIMENSIONS TO BRICK SIZE ONLY, NOT FINISHED SIZES WINDOWS SHOWN ON PLANS TO BE SLIDING UNLESS OTHERWISE NOTED LEFT OFF HINGES TO W/C DOORS FLOOR WASTES & CEILING VENTS SHOWN DIAGRAMMATICALLY ONLY		DO NOT SCALE FROM DRAWINGS DIMENSIONS MUST BE FOLLOWED AND CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS FEELING LEVEL 32c - PLATE UNLESS OTHERWISE NOTED DOWN PIPES TO SUIT ROOF WATER VOLUME TO BE LOCATED AT PLUMBERS DISCRETION			
TOTAL AREA 1,103.07 m ² G.F.L ROOF AREA U.P.L ROOF AREA									



ELEVATION 1
1:100



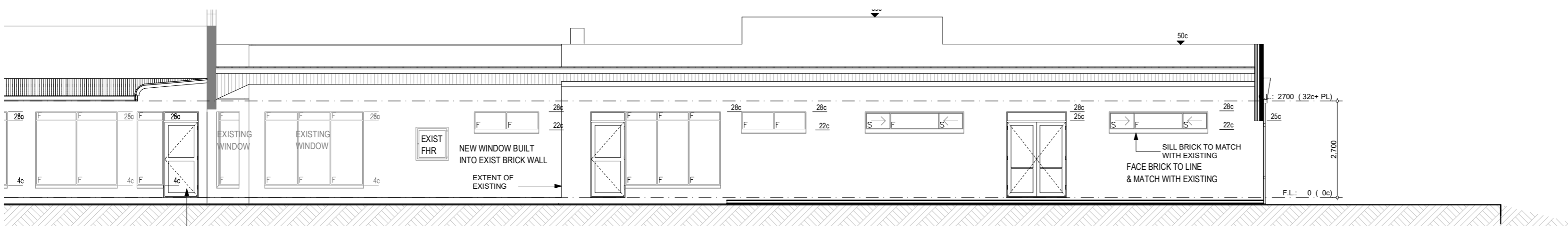
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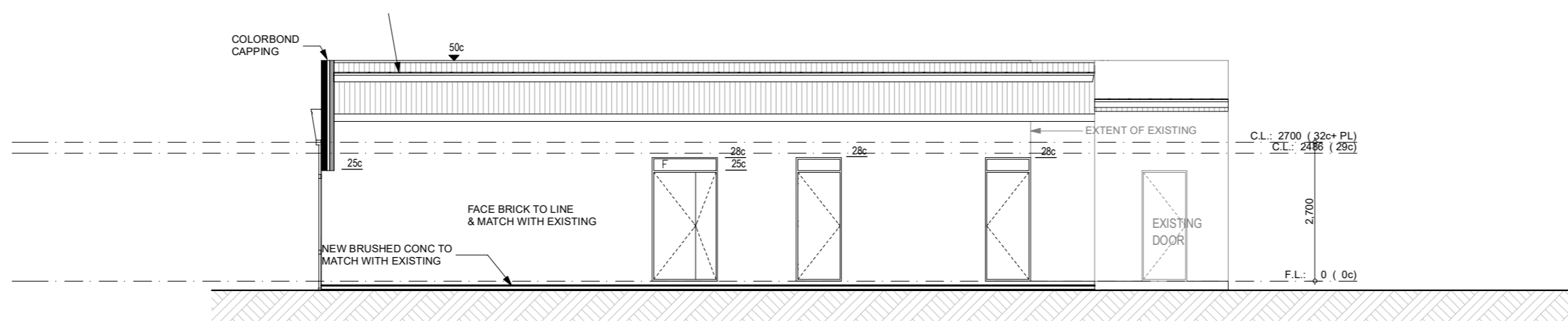
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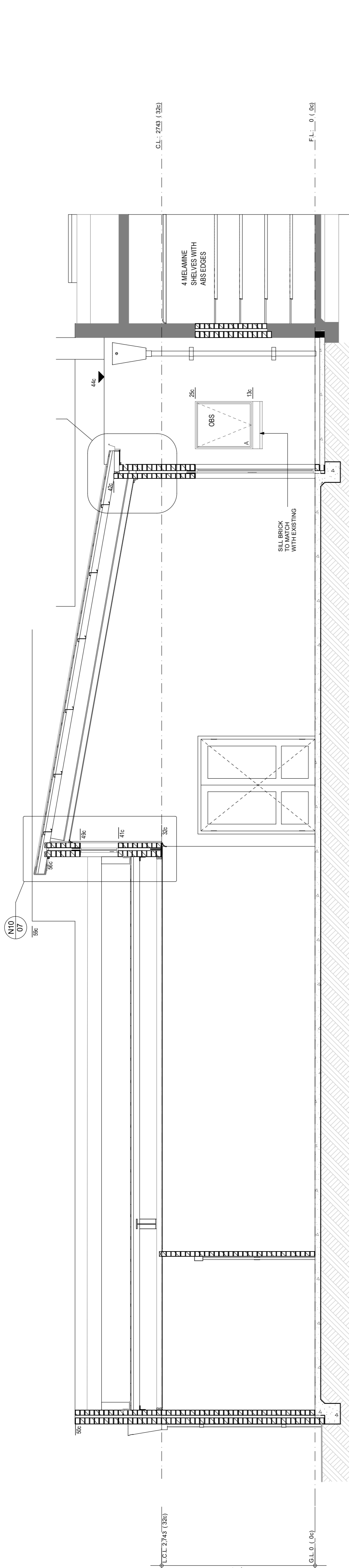


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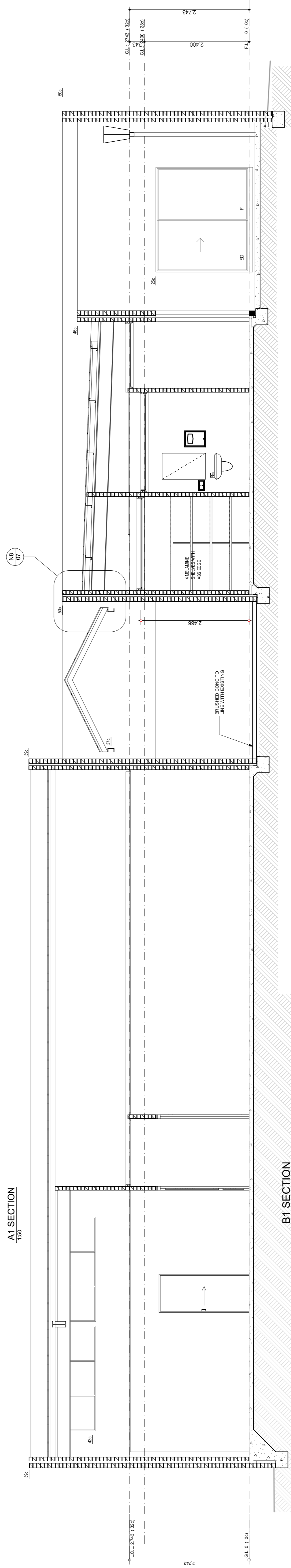


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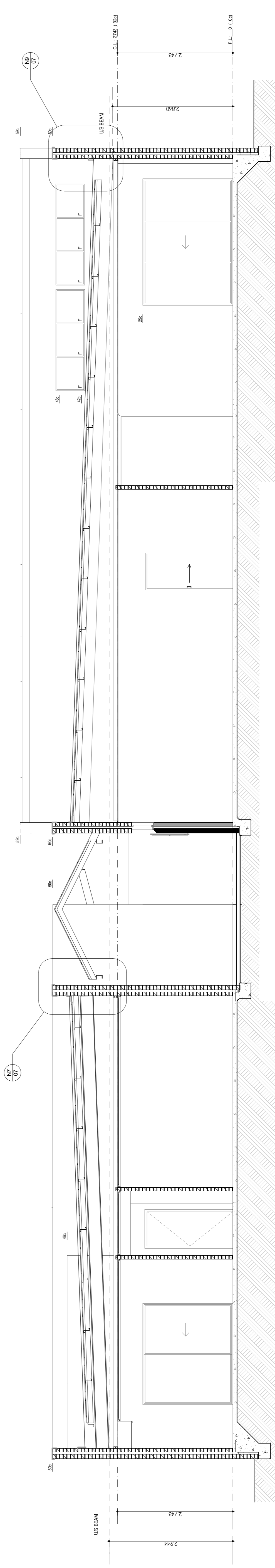
<p>©Copyright 2017 Judith McDougall Designs</p> <p>JUDITH McDOUGALL DESIGNS</p> <p>Approved Member ARCHIBD 1813 BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC. TEL 0447 550 275 ABN 79 425 984 191 Email: judithmcdougall@gmail.com</p>	<p>CLIENT(S): SHIRE OF NAREMBEEN</p>	<p>COUNCIL: NAREMBEEN</p>	<p>Drawing Title: ELEVATIONS</p>																													
	<p>ADDRESS: LOT 36 & PART LOT 35 CHURCHILL STREET NAREMBEEN 6369</p> <p><small>THE BUILDER SHALL CHECK AND VERIFY ALL DIMENSIONS AND VERIFY ALL ERRORS AND OMISSIONS TO THE ARCHITECT. DO NOT SCALE THE DRAWINGS. DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED BY THE ARCHITECT FOR CONSTRUCTION.</small></p>	<table border="1"> <thead> <tr> <th>REV</th> <th>DETAILS</th> <th>DWN</th> <th>DATE</th> <th>CHK</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>CONTRACT</td> <td>-</td> <td>00-00-00</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	REV	DETAILS	DWN	DATE	CHK	01	CONTRACT	-	00-00-00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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A1 SECTION
1:50



B1 SECTION
1:50



C1 SECTION
1:50

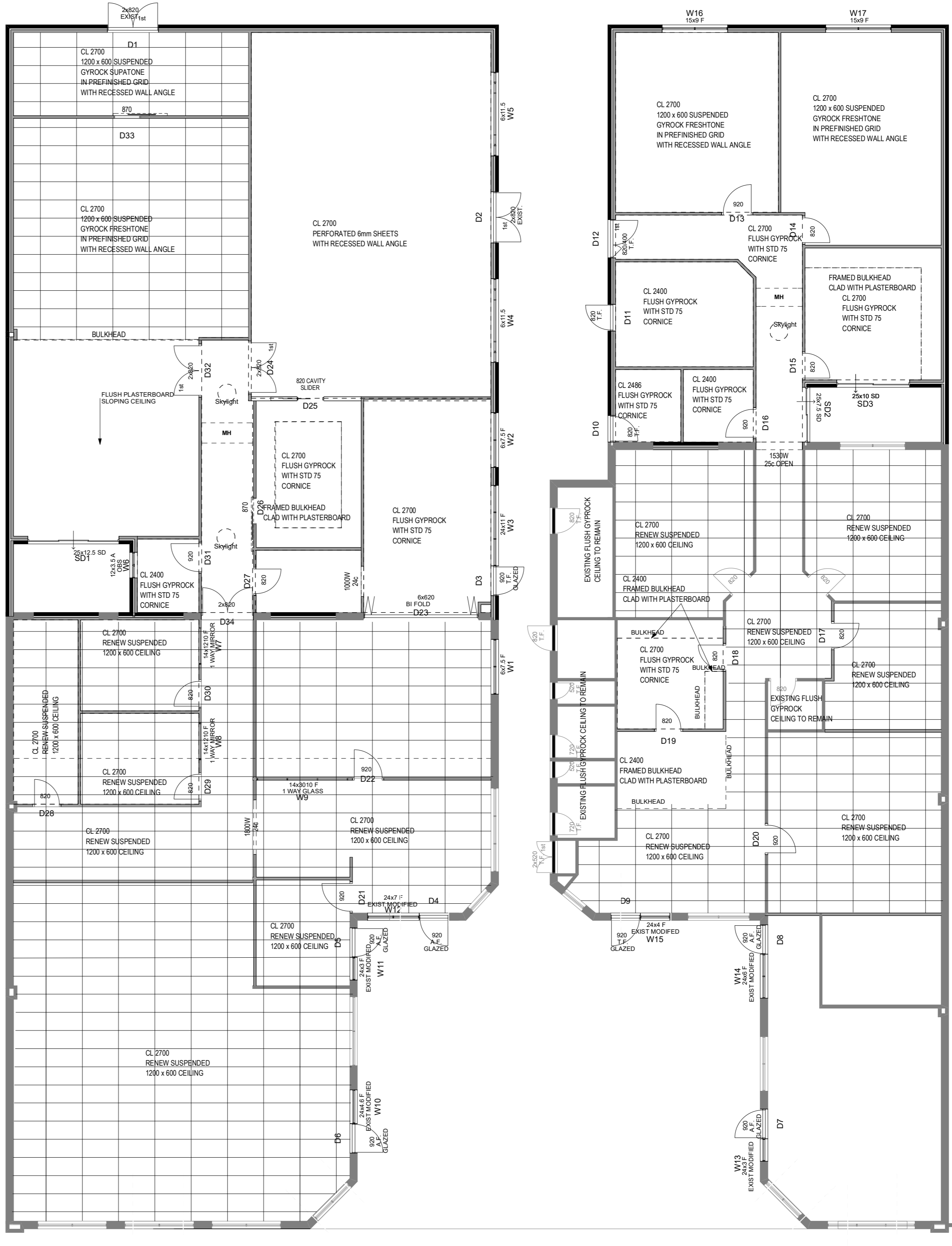
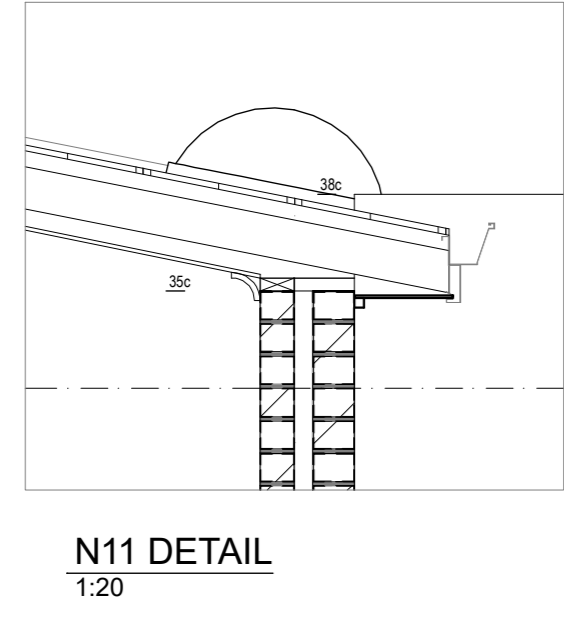
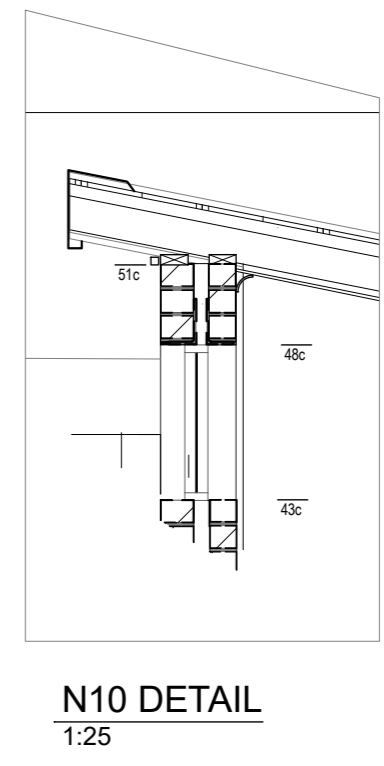
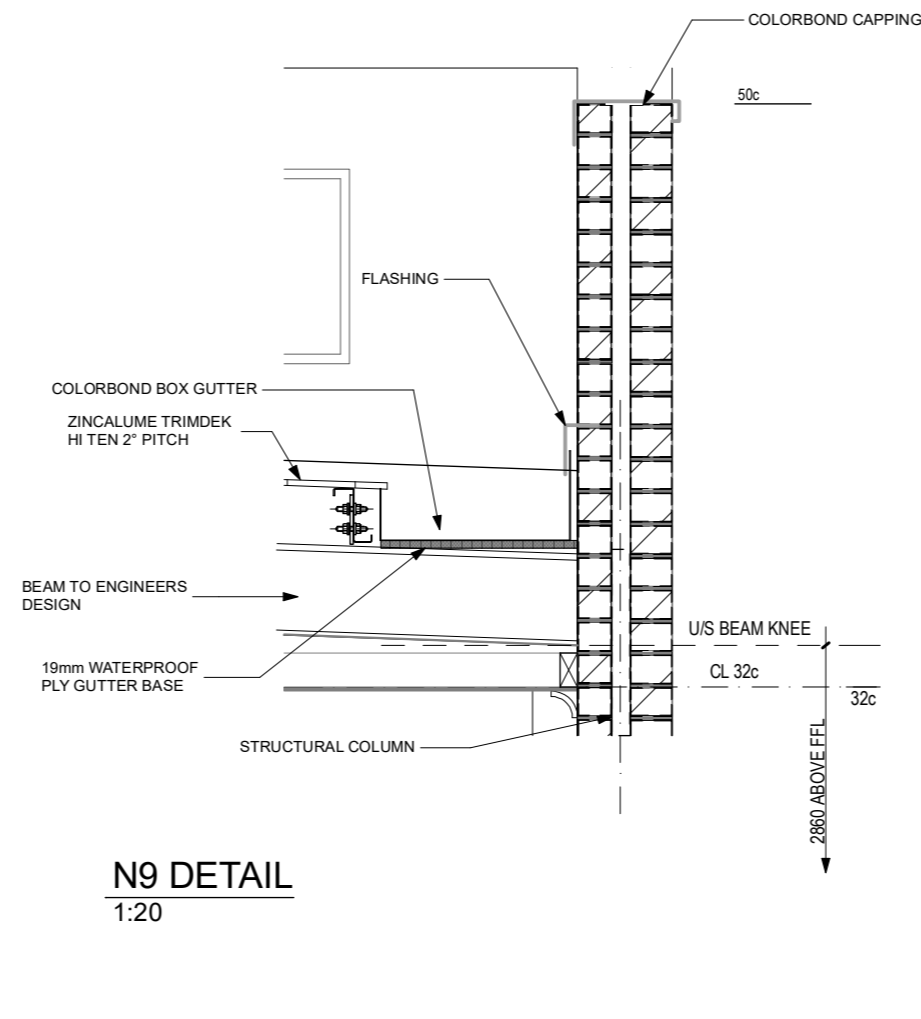
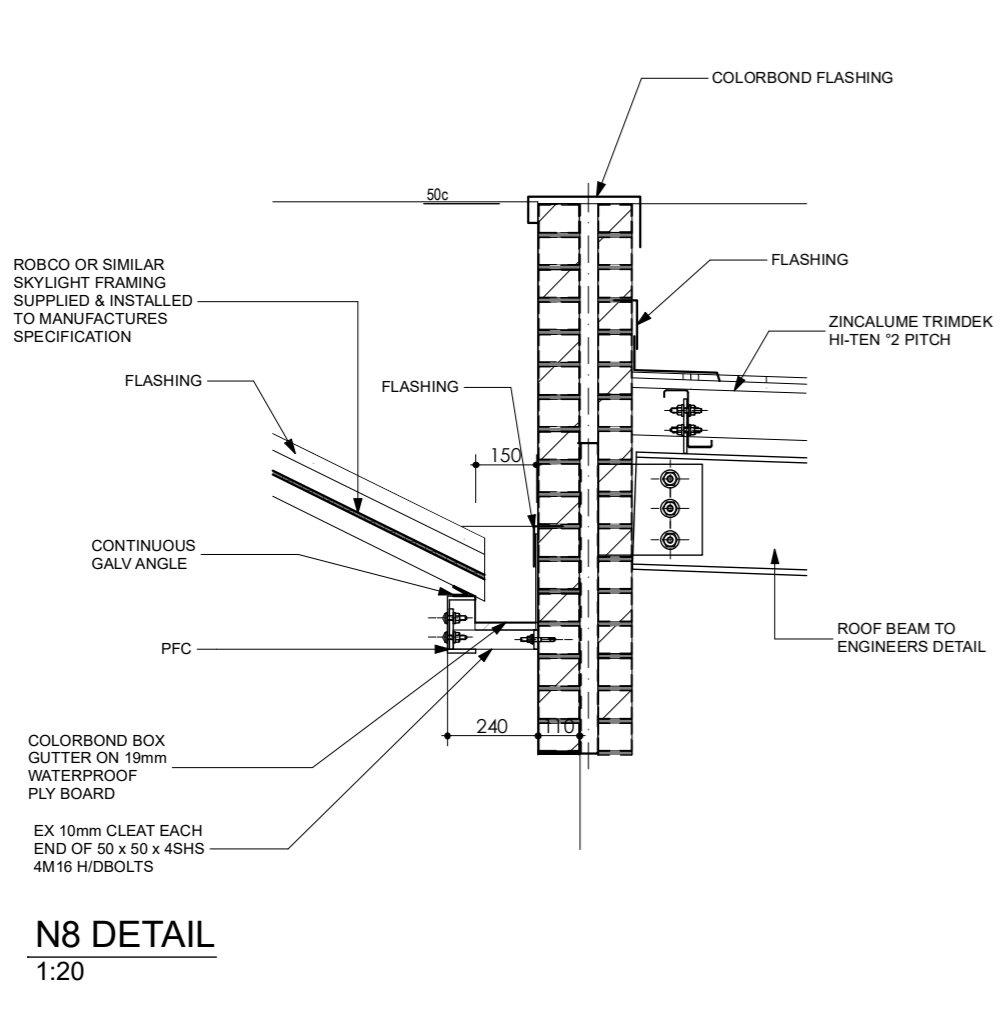
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JUDITH McDOUGALL DESIGNS
 Architects/Interior Architects/10/13
 BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC.
 TEL 0447 550 275 ABN 79 425 984 191
 Email: judithmcdougall@gmail.com

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

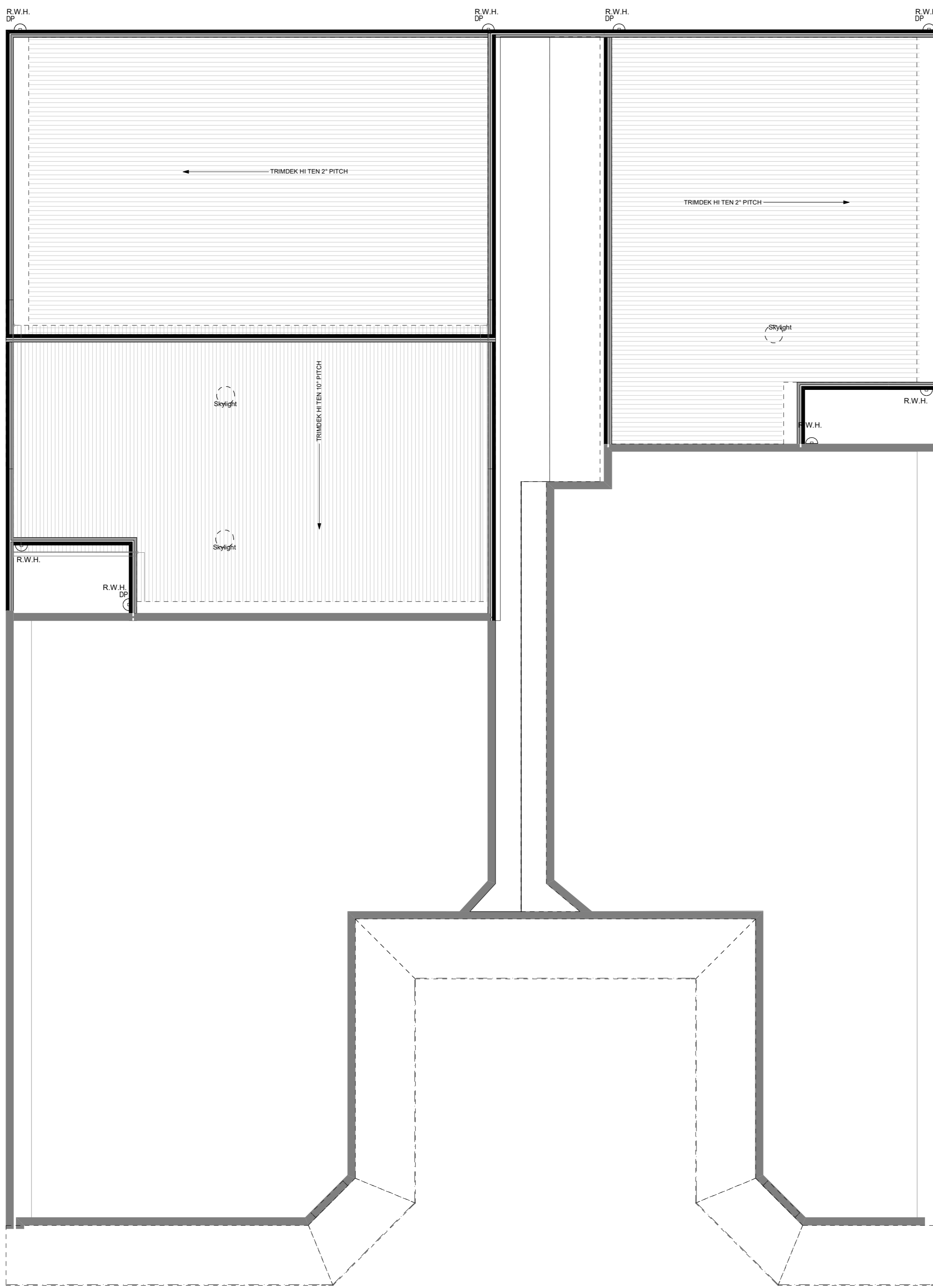
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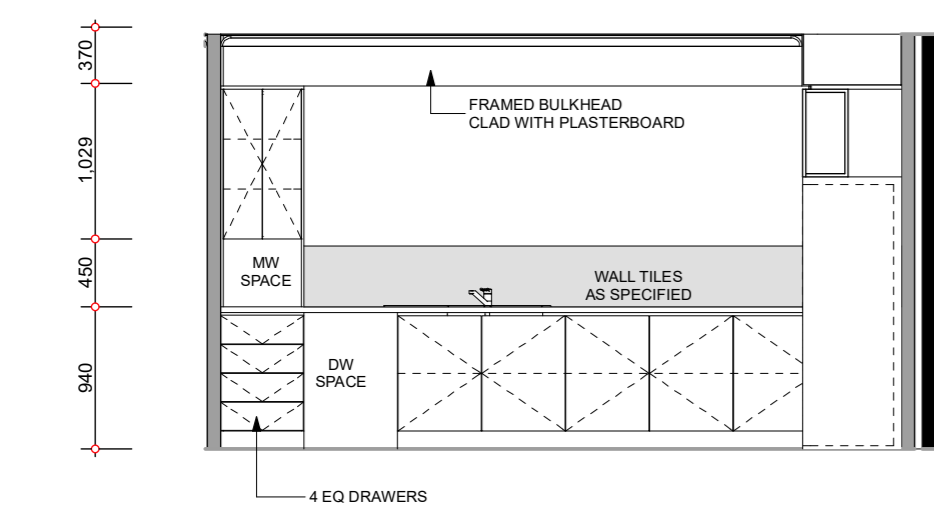
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NAREMBEEN
 Drawing Title:
SECTION
 Scale: 1:50, 1:100 Date: **JULY 2017**
 Status: PRELIMINARY DRAWINGS
 JOB NO: **2023**
 Drawing No: **06 of 10**



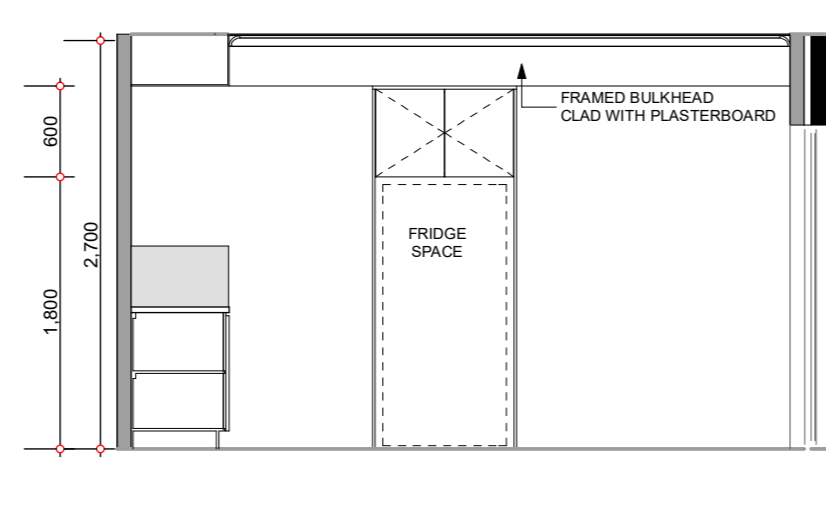
JUDITH McDUGALL DESIGNS 10/13 BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC. TEL 0447 550 275 ABN 79 425 984 191 Email: judithmcdougall@gmail.com		CLIENT(S): SHIRE OF NAREMBEEN ADDRESS: LOT 36 & PART LOT 35 CHURCHILL STREET NAREMBEEN 6369		COUNCIL: NAREMBEEN Drawing Title: DETAILS & LAYOUTS	
Approved Member Accredited 10/13 BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC. TEL 0447 550 275 ABN 79 425 984 191 Email: judithmcdougall@gmail.com		THE BUILDER SHALL CHECK AND VERIFY ALL DIMENSIONS AND VERIFY ALL ERRORS AND OMISSIONS TO THE ARCHITECT. DO NOT SCALE THE DRAWINGS. DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED BY THE ARCHITECT FOR CONSTRUCTION.		Scale: 1:20, 1:50, 1:25, 1:100 July 2017 Status: PRELIMINARY DRAWINGS JOB NO: 2023 Drawing No:	
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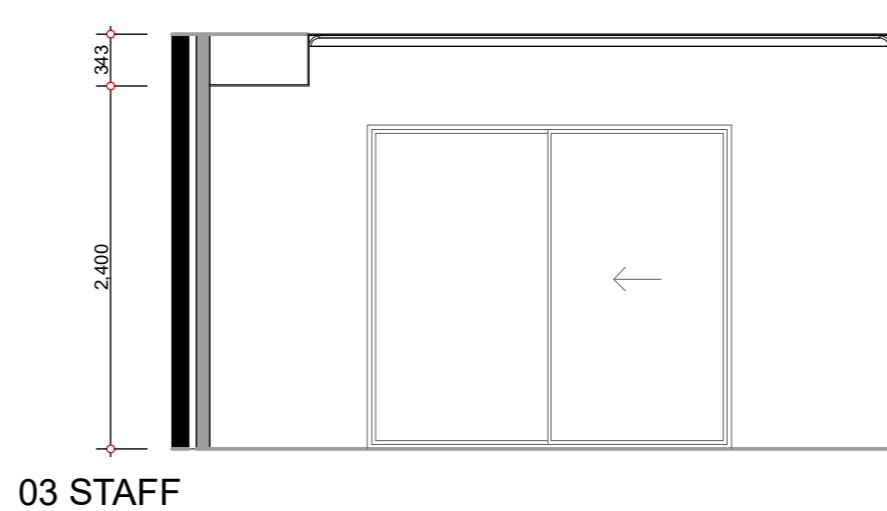
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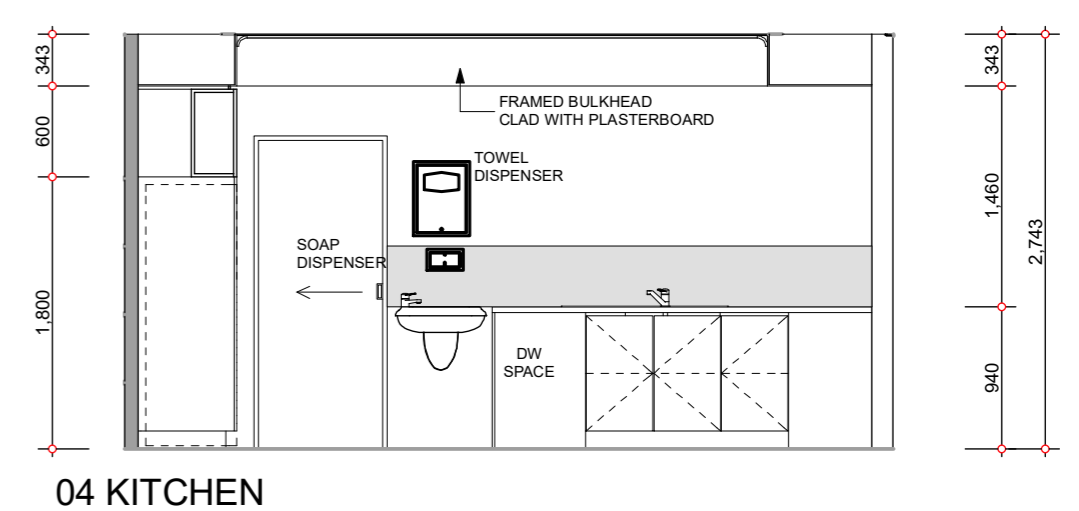
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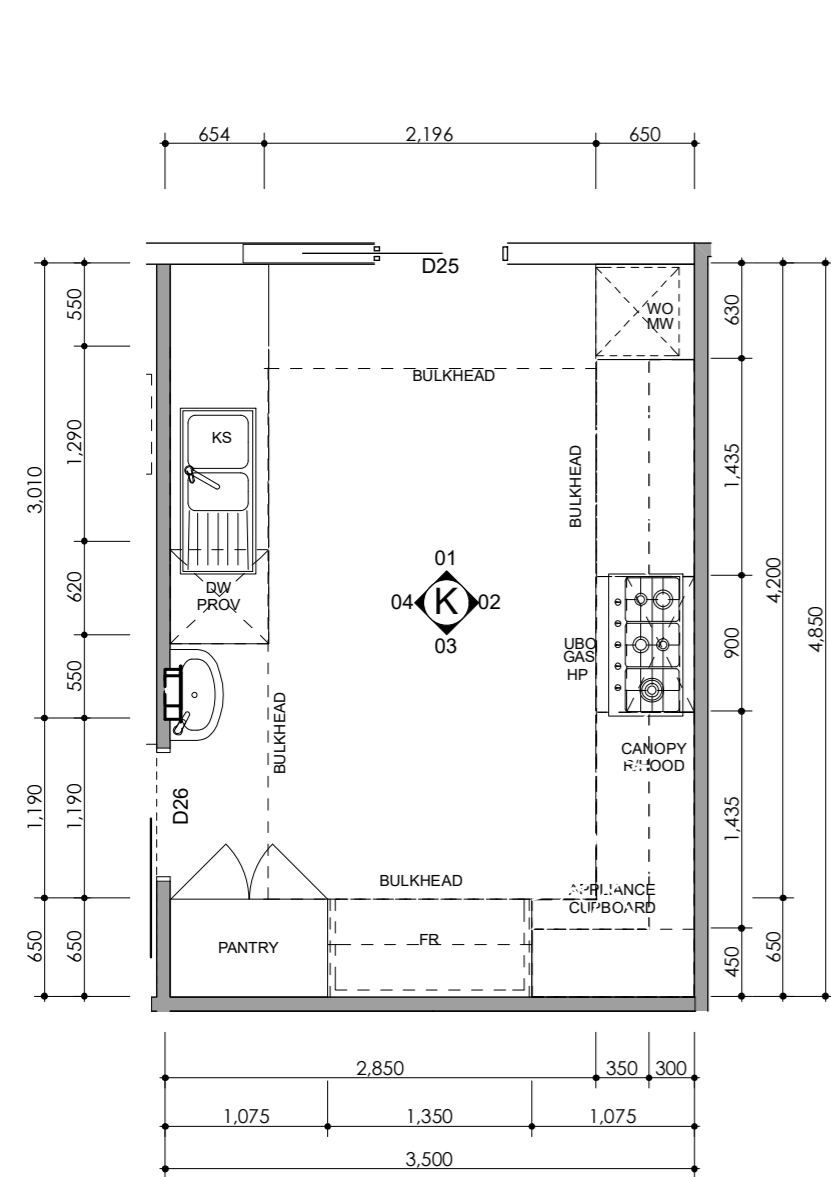
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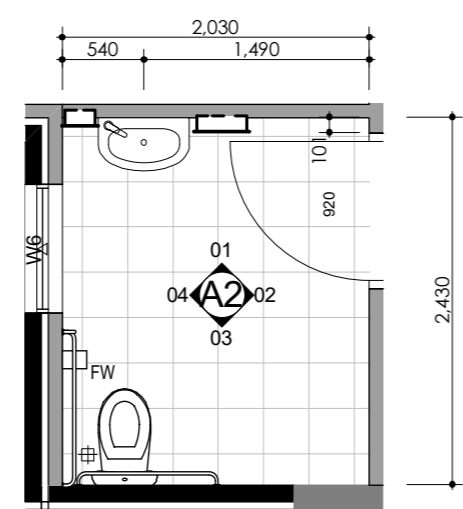
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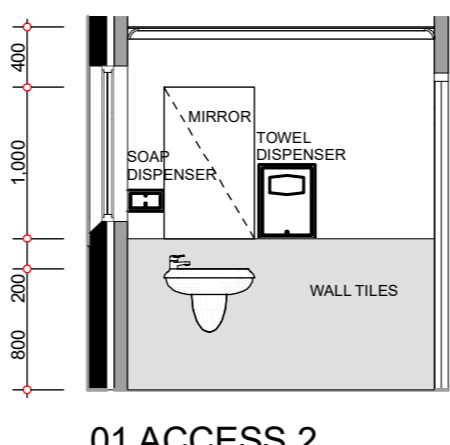
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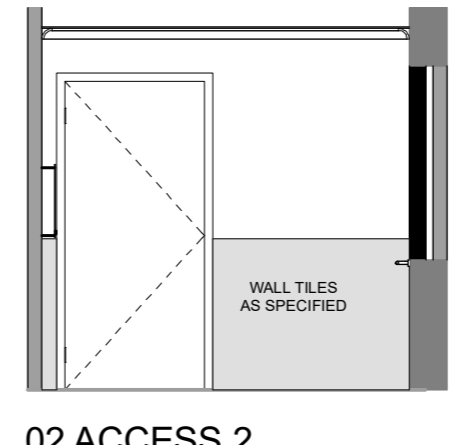
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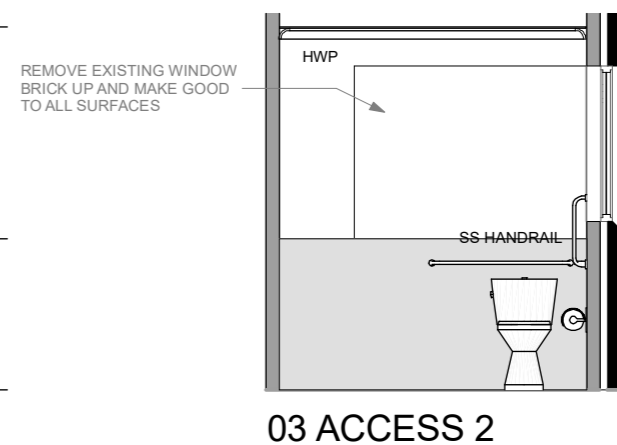
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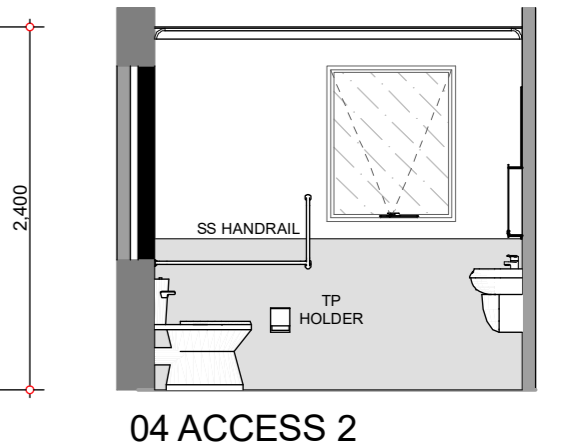
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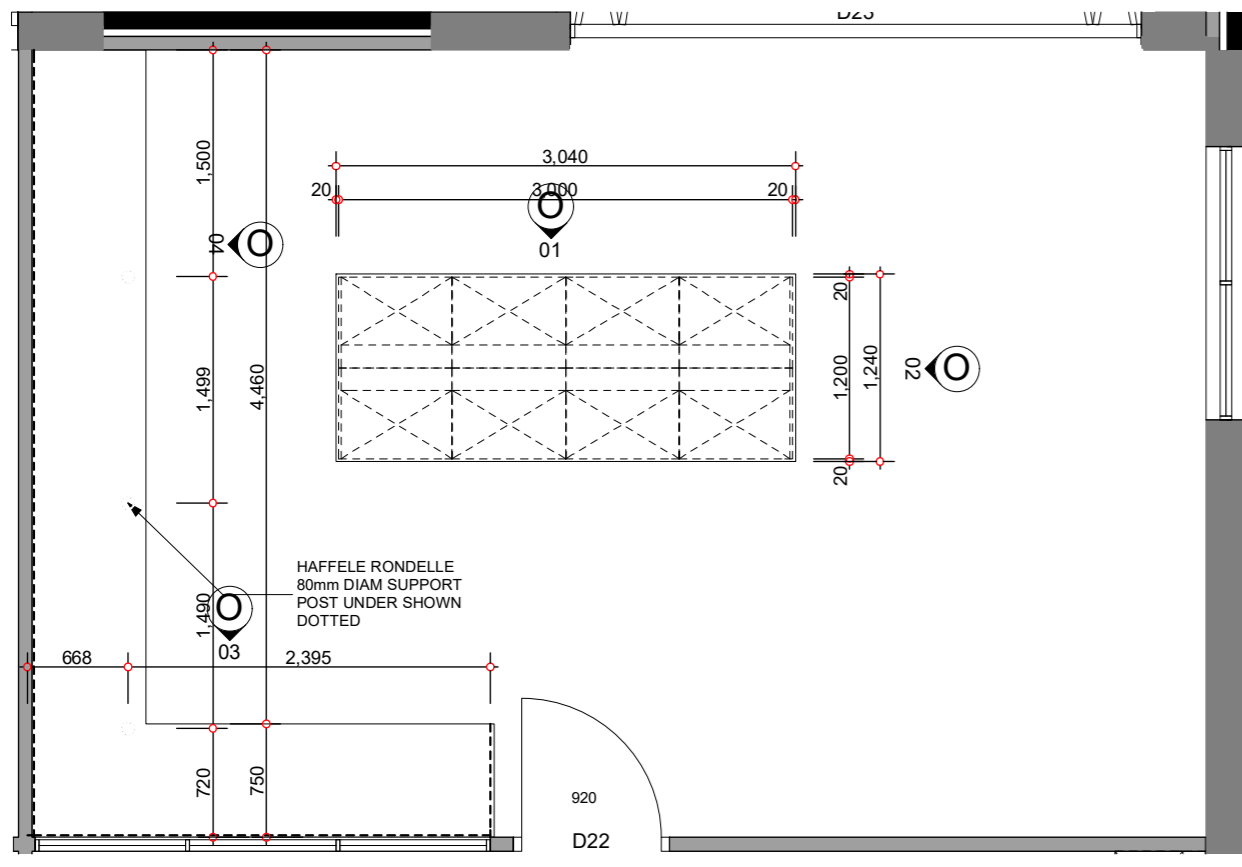


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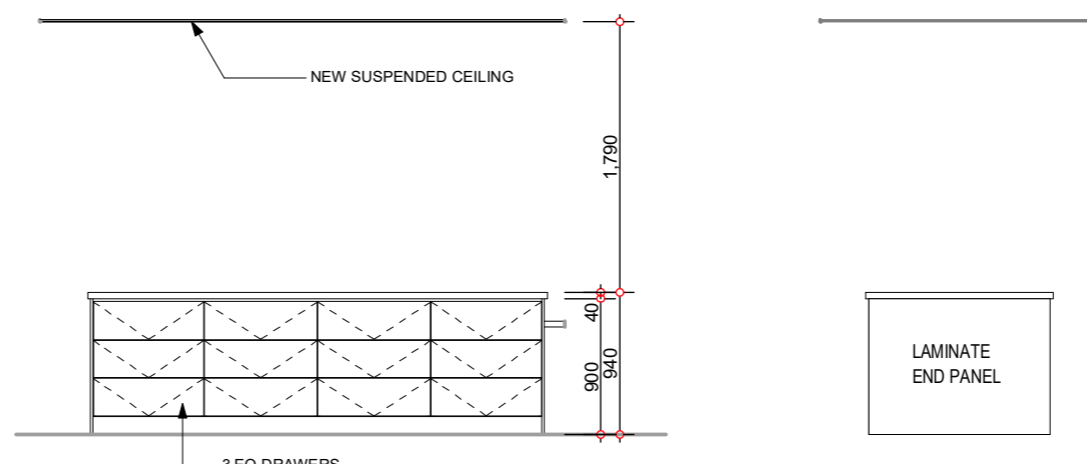


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	<p>ADDRESS: LOT 36 & PART LOT 35 CHURCHILL STREET NAREMBEEN 6369</p> <p>THE BUILDER SHALL CHECK AND VERIFY ALL DIMENSIONS AND VERIFY ALL ERRORS AND OMISSIONS TO THE ARCHITECT. DO NOT SCALE THE DRAWINGS. DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED BY THE ARCHITECT FOR CONSTRUCTION.</p>		<table border="1"> <thead> <tr> <th>REVI</th> <th>DETAILS</th> <th>DWN DATE</th> <th>CHK</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>CONTRACT</td> <td>00-00-00</td> <td></td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	REVI	DETAILS	DWN DATE	CHK	01	CONTRACT	00-00-00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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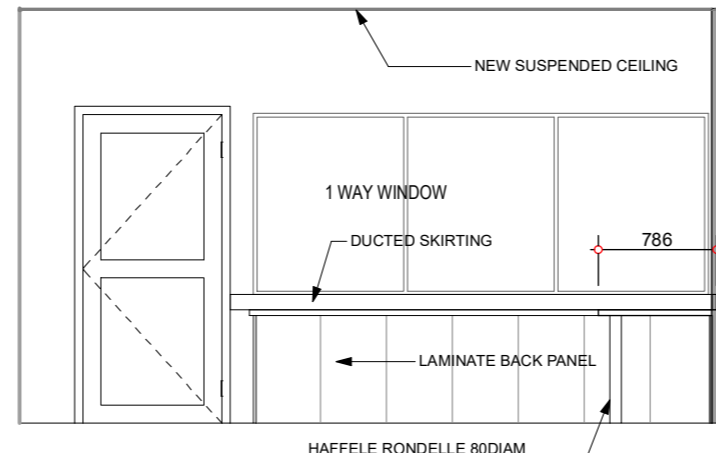
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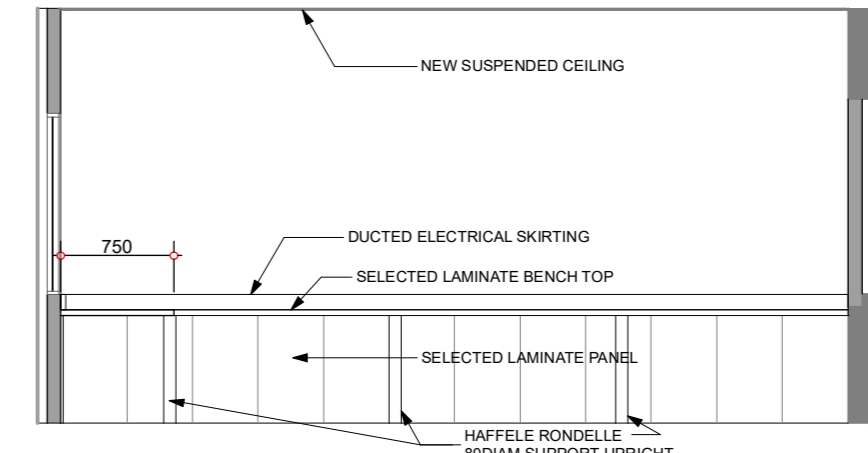
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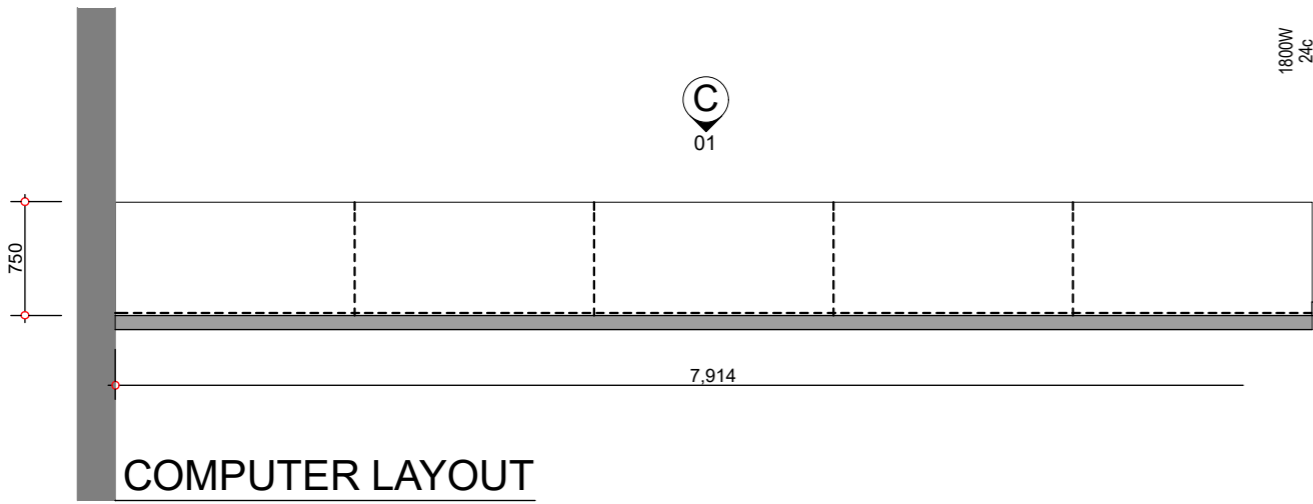
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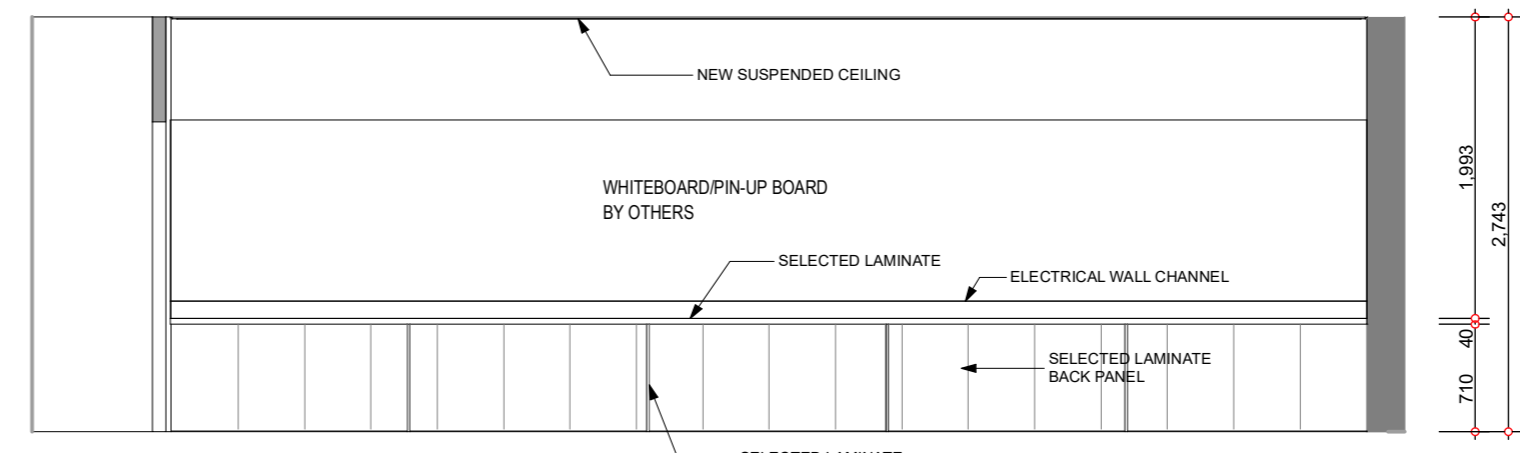
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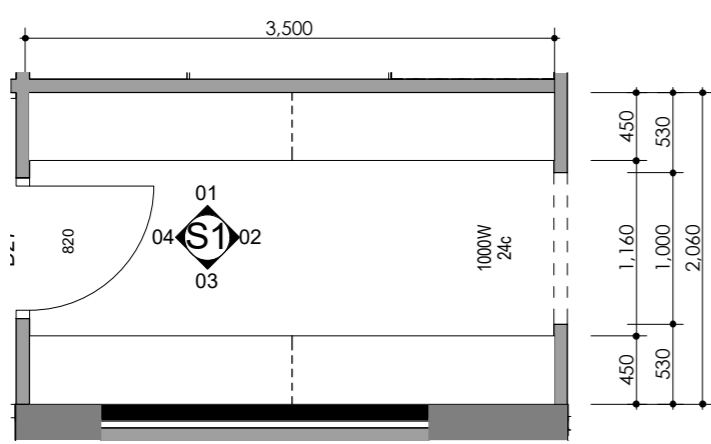
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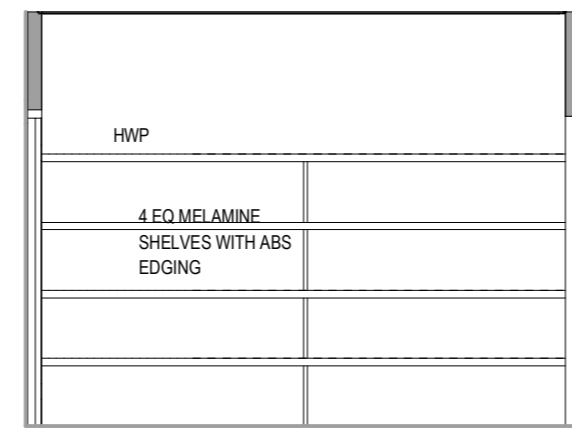
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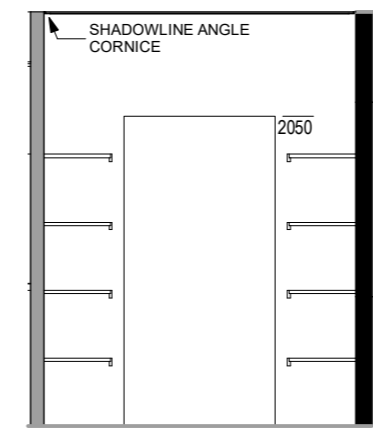
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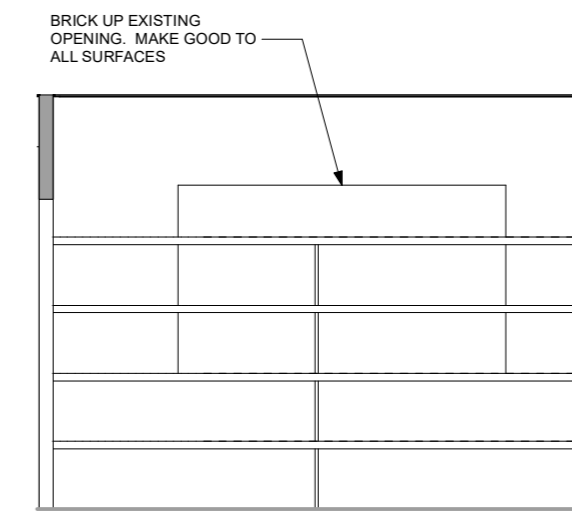
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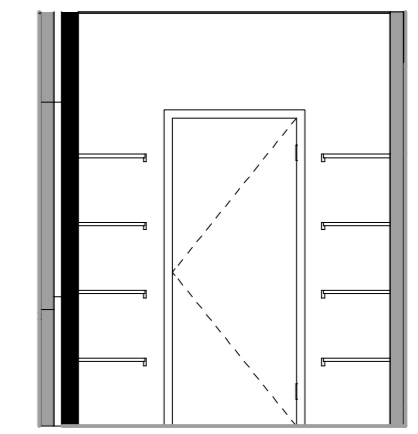
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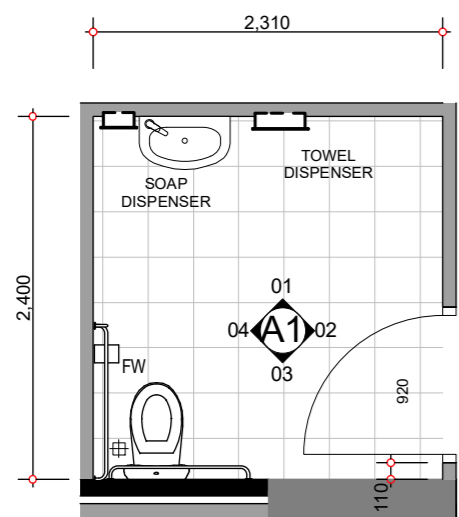
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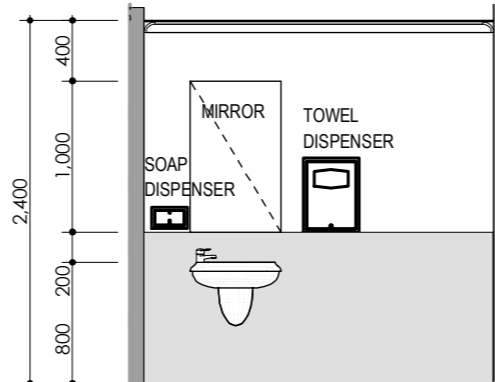
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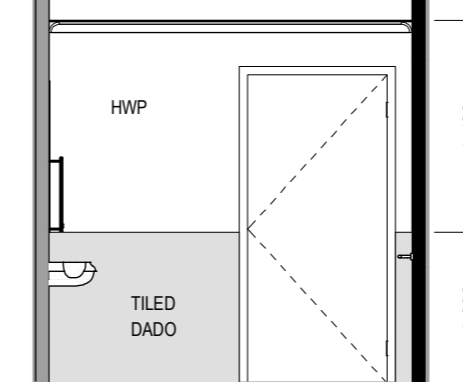
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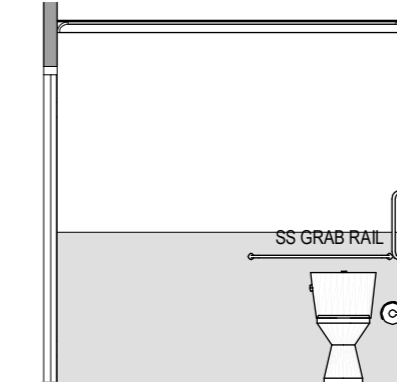
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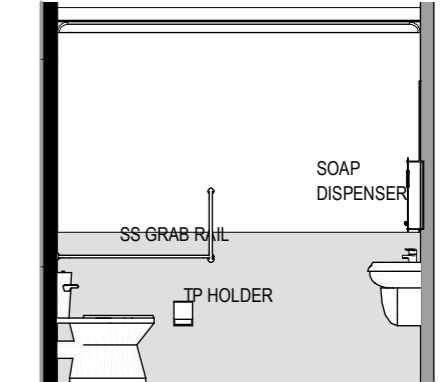
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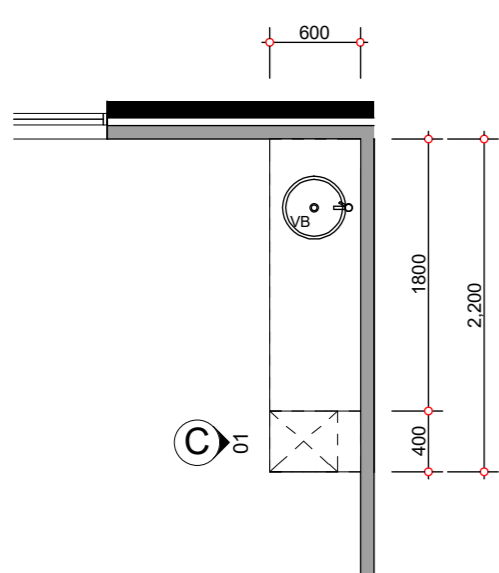
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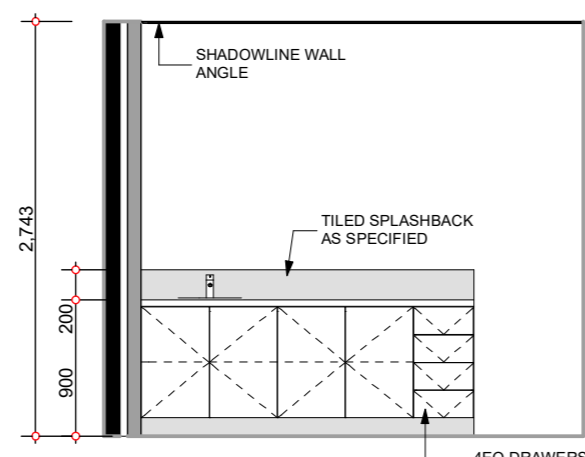


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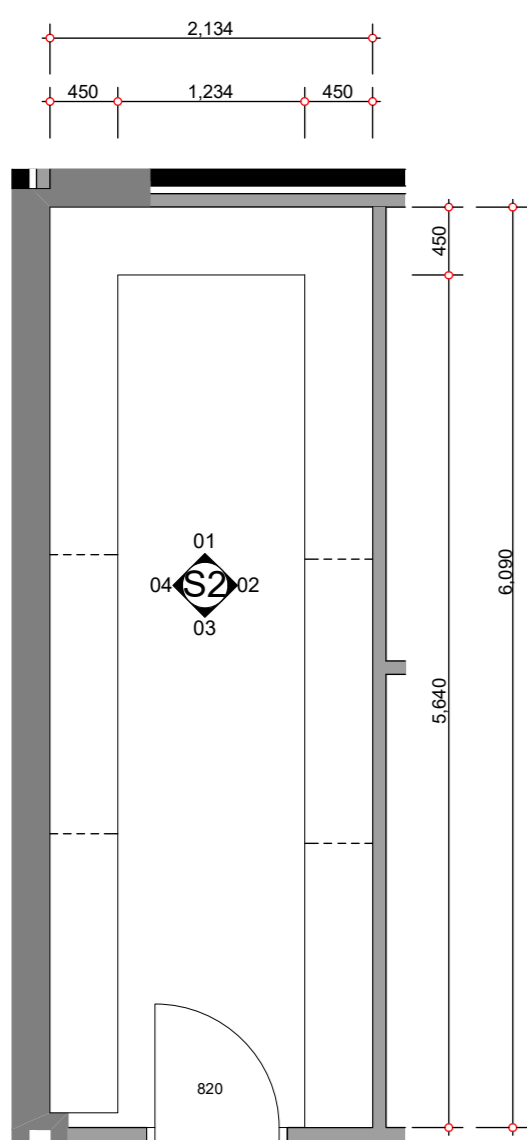


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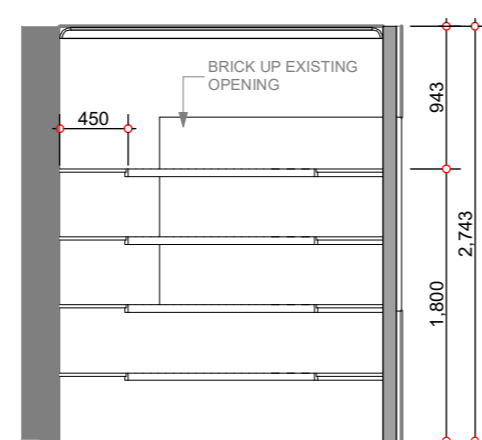
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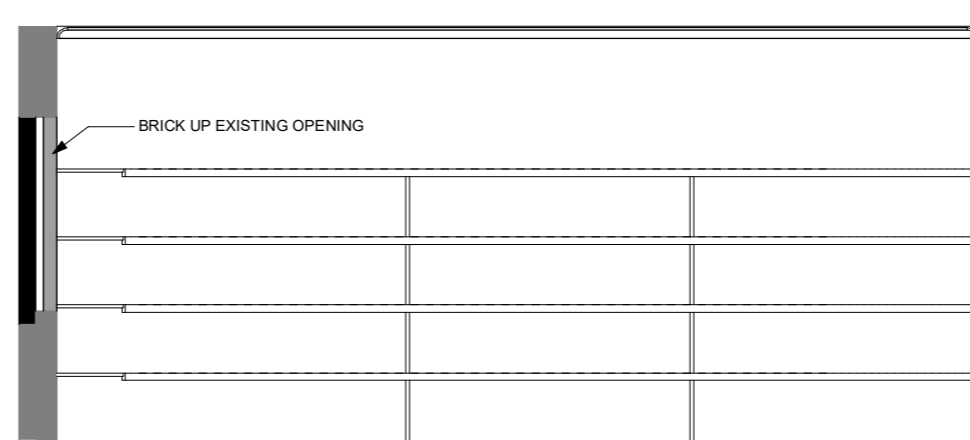
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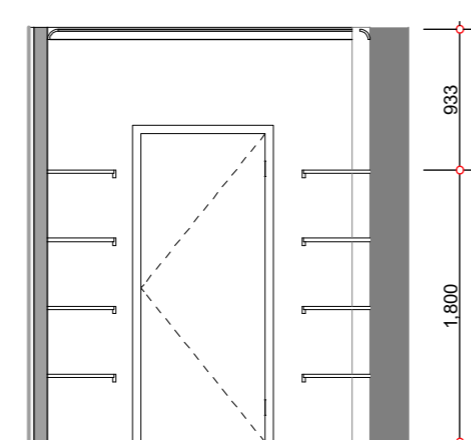
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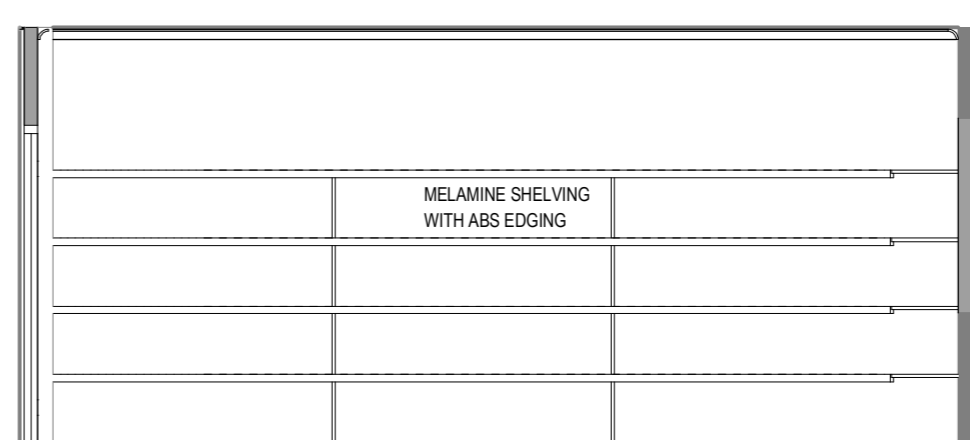
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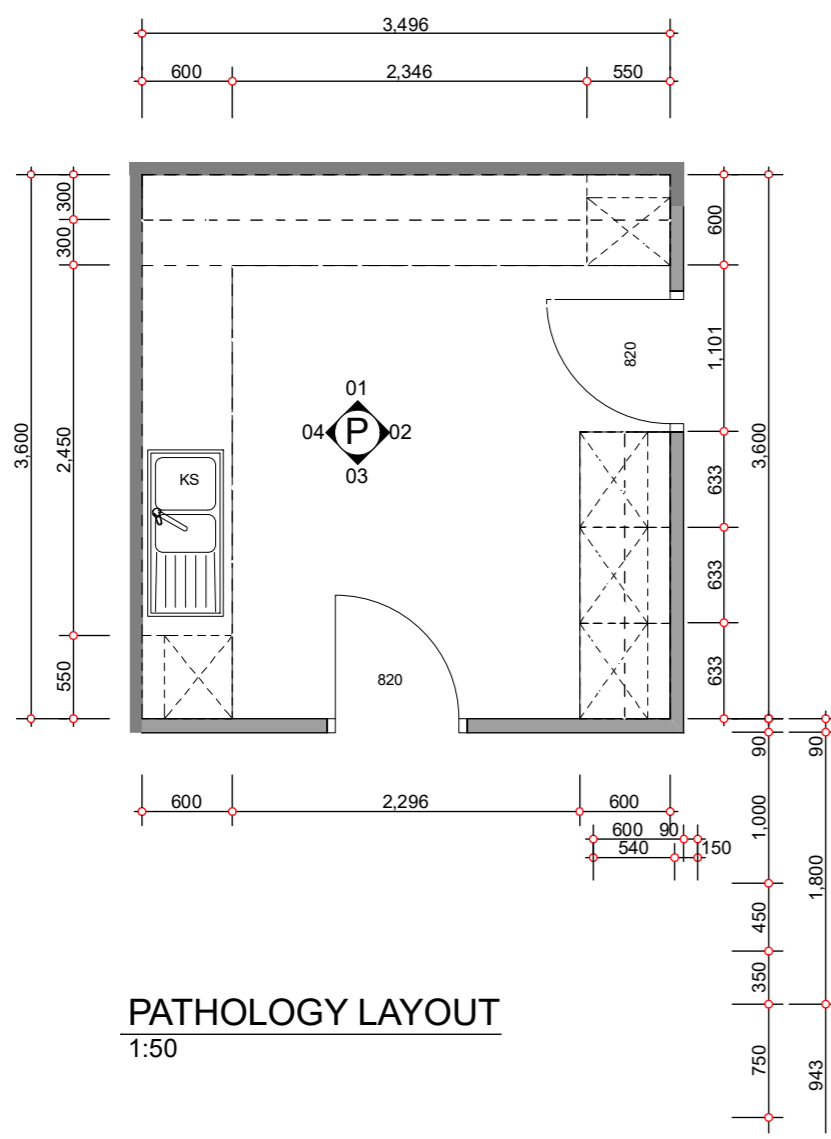


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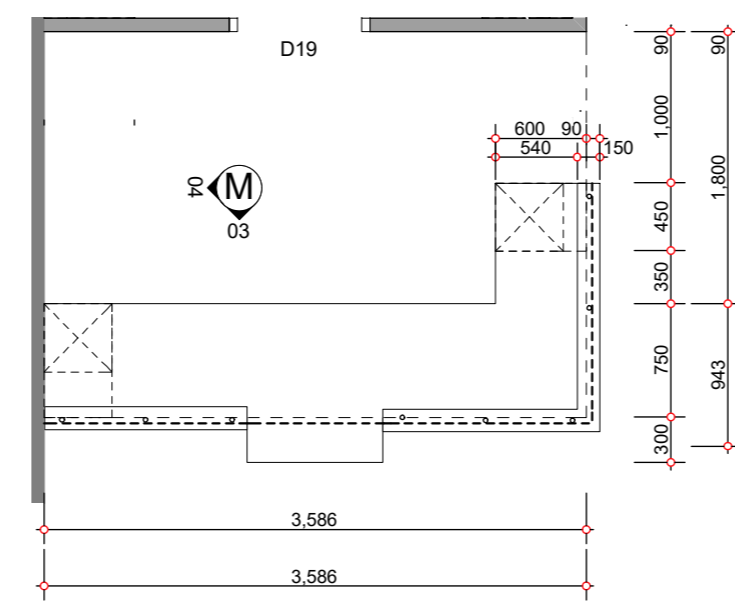


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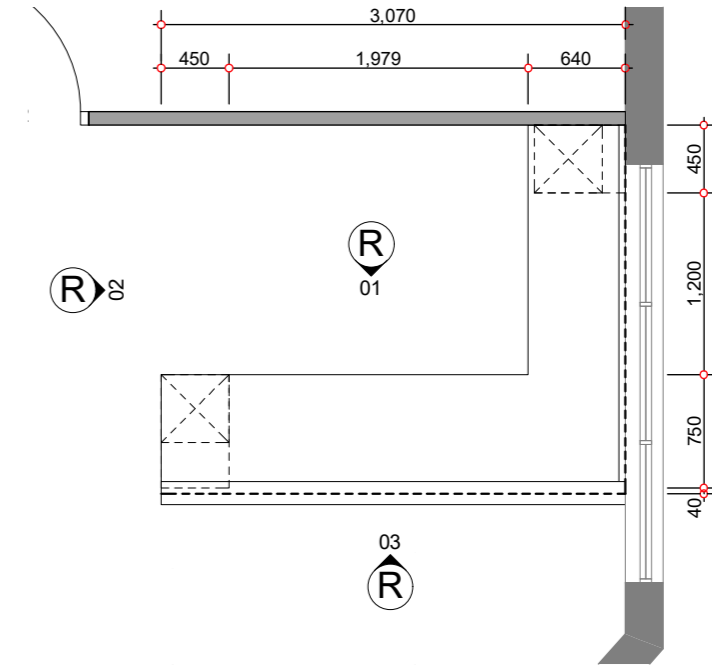
<p>© Copyright 2017 Judith McDougall Designs</p> <p>JUDITH McDOUGALL DESIGNS</p> <p>Architects/Interior Architects/1013 BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC.</p> <p>TEL 0447 550 275 ABN 79 425 984 191</p> <p>Email: judithmcdougall@gmail.com</p>	<p>CLIENT(S): SHIRE OF NAREMBEEN</p> <p>ADDRESS: LOT 36 & PART LOT 35 CHURCHILL STREET NAREMBEEN 6369</p> <p>THE BUILDER SHALL CHECK AND VERIFY ALL DIMENSIONS AND VERIFY ALL ERRORS AND OMISSIONS TO THE ARCHITECT. DO NOT SCALE THE DRAWINGS. DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED BY THE ARCHITECT FOR CONSTRUCTION.</p>	<p>NOTE: DIMENSIONS INDICATED FOR MATERIAL THICKNESSES ARE NOMINAL ONLY AND MAY VARY IN ACTUAL CABINETWORK. REFER TO ADDENDUM FOR FINISH FINISHES. REFER TO ADDENDUM FOR BENCHTOP & CLIPBOARD FINISHES & ALL HANDLE POSITIONS. PLUMBING SETOUTS INDICATED ARE APPROX TO CENTRELINE OF WASTE PIPES ONLY. ACTUAL POSITION OF FITTINGS AND FIXTURES MAY VARY ON SITE.</p>	<p>COUNCIL: NAREMBEEN</p> <table border="1"> <tr> <th>REV</th> <th>DETAILS</th> <th>DWN DATE</th> <th>CHK</th> </tr> <tr> <td>01</td> <td>CONTRACT</td> <td>00-00-00</td> <td></td> </tr> </table>	REV	DETAILS	DWN DATE	CHK	01	CONTRACT	00-00-00		<p>Drawing Title: ROOM LAYOUTS 2</p> <p>Scale: 1:50 Date: JULY 2017</p> <p>Status: PRELIMINARY DRAWINGS</p> <p>JOB NO: 2023</p> <p>Drawing No: 09 of 10</p>
	REV	DETAILS	DWN DATE	CHK								
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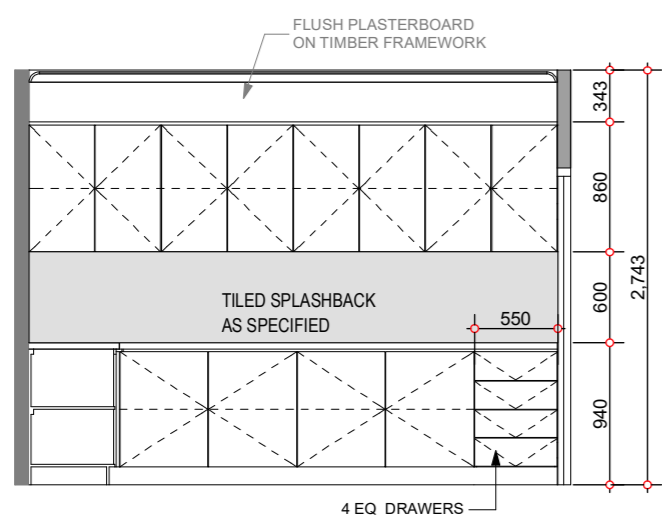
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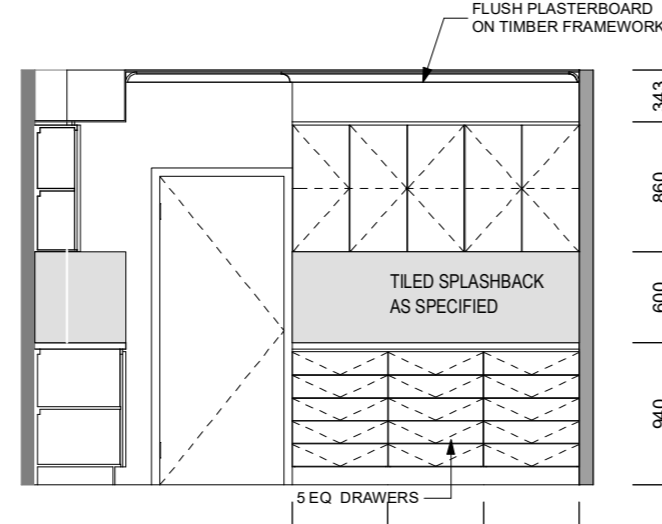
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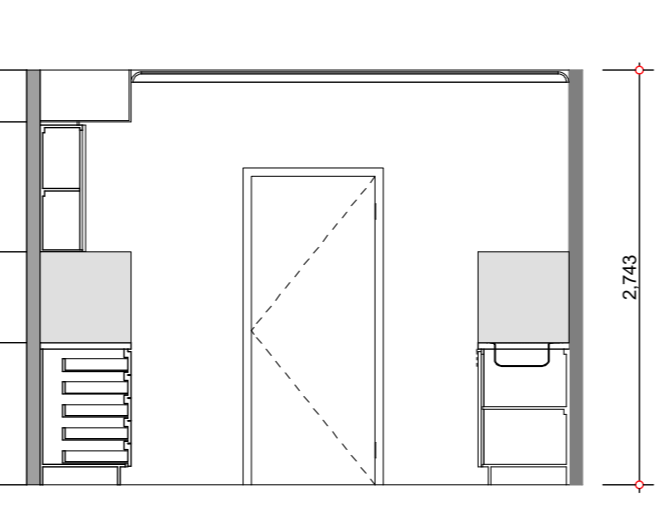
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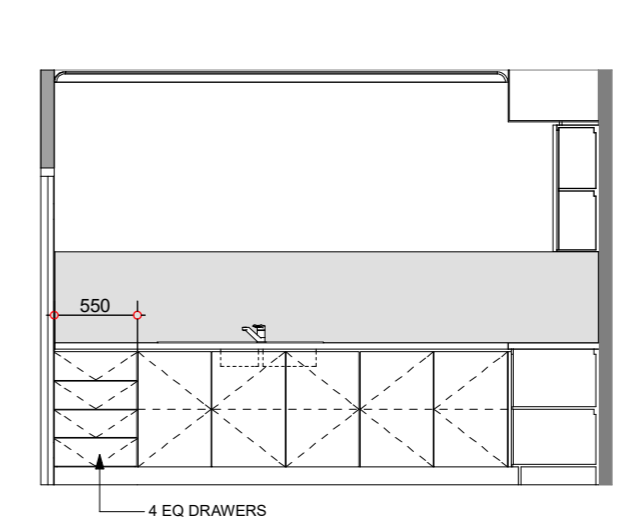
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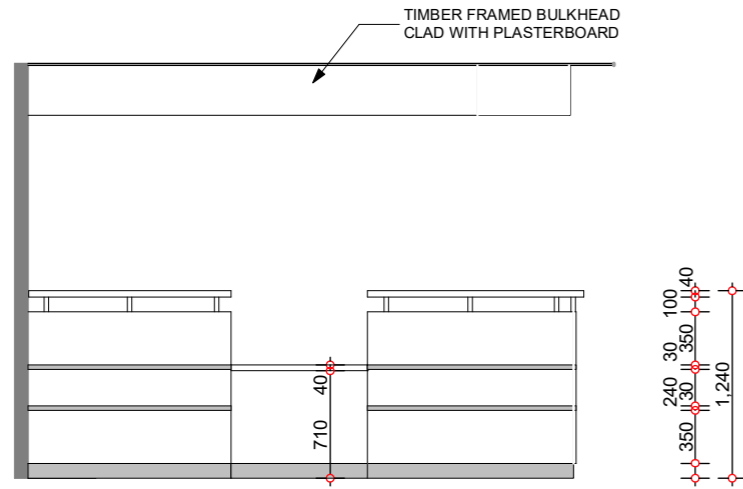
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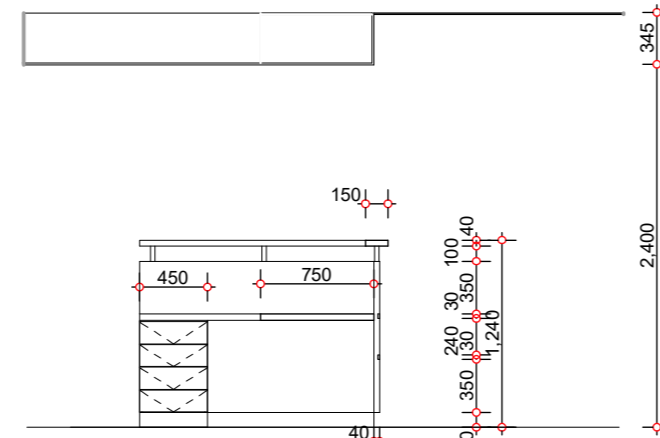
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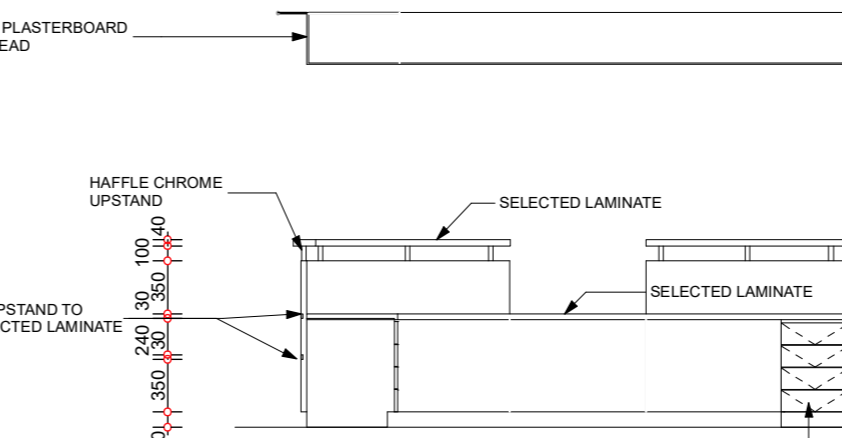
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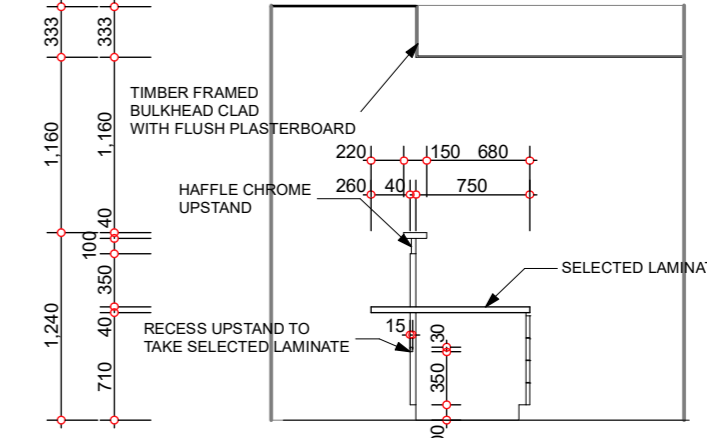
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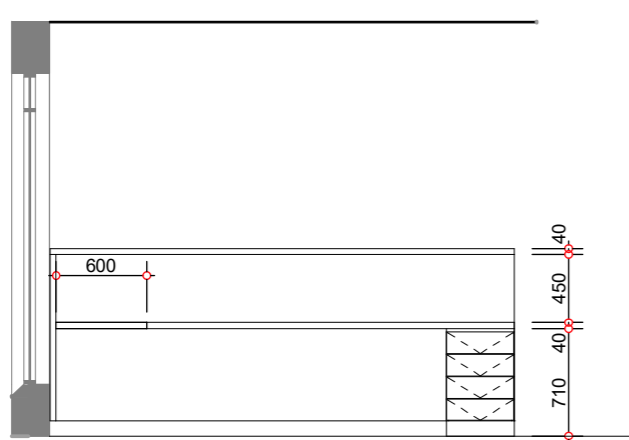
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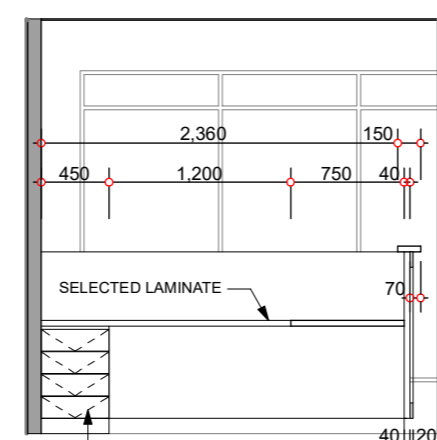
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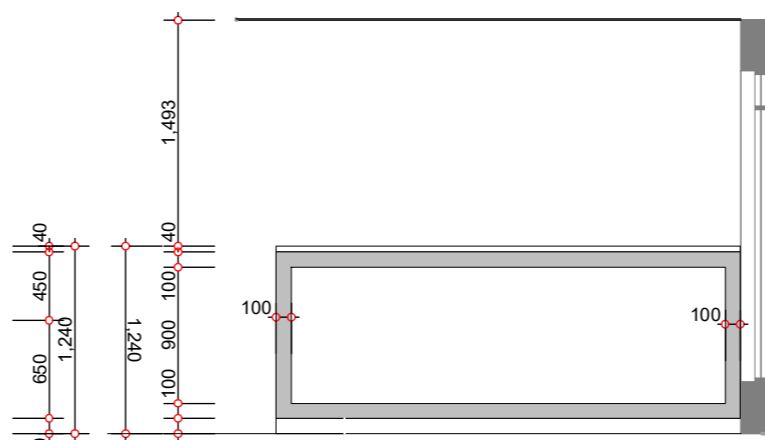
04 WAITING ROOM
1:50



01 RECEPTION
1:50



02 RECEPTION
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03 RECEPTION
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 Email: judithmcdougall@gmail.com

CLIENT(S):
SHIRE OF NAREMBEEN
 ADDRESS:
**LOT 36 & PART LOT 35
 CHURCHILL STREET
 NAREMBEEN 6369**
 THE BUILDER SHALL CHECK AND VERIFY ALL DIMENSIONS AND VERIFY ALL
 ERRORS AND OMISSIONS TO THE ARCHITECT. DO NOT SCALE THE DRAWINGS.
 DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNTIL ISSUED
 BY THE ARCHITECT FOR CONSTRUCTION.

REV	DETAILS	DWN	DATE	CHK
01	CONTRACT	-	00-00-00	-
-	-	-	-	-
-	-	-	-	-
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COUNCIL:
NAREMBEEN
 Drawing Title:
ROOM LAYOUTS
 Scale: 1:50 Date: **JULY 2017**
 Status: PRELIMINARY DRAWINGS
 JOB NO: **2023**
 Drawing No: **10 of 10**

DOOR ID	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15	D16	D17	D18	D19	D20	D21	D22		
View from Side Opposite to Opening Side																								
W x H	1,690x2,143	1,690x2,143	980x2,143	980x2,143	980x2,143	980x2,143	980x2,143	980x2,143	980x2,143	880x2,143	880x2,143	1,266x2,143	920x2,040	820x2,040	820x2,040	820x2,040	820x2,040	820x2,040	820x2,040	820x2,040	820x2,040	820x2,040	920x2,040	
Comments	JDS DELUXE FRAME WITH WEATHER PROOF PAINT QUALITY DOORS	ALUM FRAME FIXED HIGHLIGHT CLEAR GLASS FIXED GLASS HIGHLIGHT	ALUM FRAME FIXED HIGHLIGHT CLEAR GLASS FIXED GLASS HIGHLIGHT	ALUM FRAME FIXED HIGHLIGHT CLEAR GLASS FIXED GLASS HIGHLIGHT	ALUM FRAME FIXED HIGHLIGHT CLEAR GLASS FIXED GLASS HIGHLIGHT	ALUM FRAME FIXED HIGHLIGHT CLEAR GLASS FIXED GLASS HIGHLIGHT	ALUM FRAME FIXED HIGHLIGHT CLEAR GLASS FIXED GLASS HIGHLIGHT	ALUM FRAME FIXED HIGHLIGHT CLEAR GLASS FIXED GLASS HIGHLIGHT	ALUM FRAME FIXED HIGHLIGHT CLEAR GLASS FIXED GLASS HIGHLIGHT	JDS DELUXE FRAME WITH PAINT QUALITY WEATHER PROOF DOOR WITH HIGHLIGHT	JDS DELUXE FRAME WITH PAINT QUALITY WEATHER PROOF DOOR WITH HIGHLIGHT	JDS DELUXE FRAME WITH PAINT QUALITY WEATHER PROOF DOOR WITH HIGHLIGHT	JDS DELUXE FRAME WITH PAINT QUALITY DOOR	JDS DELUXE FRAME WITH PAINT QUALITY DOOR	JDS DELUXE FRAME WITH PAINT QUALITY DOOR	JDS DELUXE FRAME WITH PAINT QUALITY DOOR WITH PRIVACY LOCK AS1428	JDS DELUXE FRAME WITH PAINT QUALITY DOOR WITH SIGNAGE	JDS DELUXE FRAME WITH PAINT QUALITY DOOR	JDS DELUXE FRAME WITH PAINT QUALITY DOOR	JDS DELUXE FRAME WITH PAINT QUALITY DOOR	JDS DELUXE FRAME WITH PAINT QUALITY DOOR	JDS DELUXE FRAME WITH PAINT QUALITY DOOR	JDS DELUXE FRAME WITH PAINT QUALITY DOOR	JDS DELUXE FRAME WITH PAINT QUALITY DOOR ONE WAY GLASS

DOOR ID	D23	D24	D25	D26	D27	D28	D29	D30	D31	D32	D33	D34
View from Side Opposite to Opening Side												
W x H	3,780x2,400	1,640x2,040	820x2,040	820x2,040	820x2,040	820x2,040	820x2,040	820x2,040	920x2,040	1,640x2,040	820x2,040	1,640x2,040
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Full Element ID	SD1	SD2	SD3	W1	W2	W3	W4	W5	W6	W7	W8	W8	W9	W10	W11	W12	W13	W14				
From Zone	LIBRARY	COURTYARD	STAFF	OFFICE/WORKROOM	FENCE POST	FENCE POST	MEETING	MEETING	850x1,029	1,210x1,200	OFFICE	OFFICE	OFFICE/WORKROOM	STORE 2	STORE 2	OFFICE/WORKROOM	EXISTING CAFE	EXISTING CAFE				
Nominal W x H Size	3,010x2,143	1,810x2,143	2,410x2,143	1,810x514	1,810x514	2,670x2,057	2,770x514	2,770x514	850x1,029	1,210x1,200	1,210x1,200	3,010x1,200	3,010x1,200	1,110x2,057	750x2,057	1,710x2,057	750x2,057	1,450x2,057				
2D Symbol																						
View from Side Opposite to Opening Side																						
W/D Nominal Sill Height	0	0	0	1,886	1,886	343	1,886	1,886	1,114	850	850	850	850	343	343	343	343	343				

Full Element ID	W15	W16	W17	W26	W31	W33
From Zone	EXISTING	GRANO - PATH	GRANO - PATH	STAFF	STAFF	W33
Nominal W x H Size	980x2,057	2,170x1,286	2,170x1,286	2,410x2,143	2,410x686	2,410x686
2D Symbol						
View from Side Opposite to Opening Side						
W/D Nominal Sill Height	343	857	857	0	779	779

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 45/1011 Herby Rd (PO BOX 1011)
 BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA INC.
 TEL 0447 550 275 ABN 79 425 984 191
 Email judithmcdougall@gmail.com

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

COUNCIL:		NAREMBEEN		Drawing Title:		DOOR & WINDOW SCHEDULE	
REV	DETAILS	DWN DATE	CHK	Scale:	1:50, 1:1	Date:	JULY 2017
01	CONTRACT	00-00-00		Status:	PRELIMINARY DRAWINGS	JOB NO:	2023
Drawing No:				11 of 10			

AGENDA ITEM: 8.4.4 - Memorandum of Understanding and Shared Services Agreement – City of Kalamunda

Subject:	Memorandum of Understanding and Shared Services Agreement City of Kalamunda
Applicant:	City of Kalamunda
File Ref:	ADM619
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	5 September 2017
Attachments:	MOU and Shared Services Agreement

SUMMARY

The City of Kalamunda have requested that a new Memorandum of Understanding (MOU) and Shared Services Agreement be entered into with the Shire of Narembeen (see attached Agreement).

BACKGROUND

The previous Agreement between the City of Kalamunda and the Shire of Narembeen expired on the 1 September 2015 and related solely to Building Surveyor Services. The new Agreement relates to services including Building Surveyor and Planning Officer Services.

COMMENT

For many years Town Planning matters have been referred to Liz Bushby (previously with Gray & Lewis and now Town Planning Innovations).

In relation to Planning Officer Services, it is strongly recommended that Council continue to utilise Liz Bushby's services as we believe that the service is of a high standard and is good value for money.

It is recommended to continue to engage the City of Kalamunda for Building Surveyor Services only.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995.

FINANCIAL IMPLICATIONS

Funds included in the 2017/2018 Budget and beyond.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

The provision of Building Services is a core service undertaken by the Shire.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Endorse the Memorandum of Understanding and Shared Services Agreement between the City of Kalamunda and the Shire of Narembeen for Building Service provision.
2. Authorise the Chief Executive Officer to execute the Agreement as required.
3. Acknowledges the cost structure of City of Kalamunda Building Service provision to the Shire of Narembeen.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

Memorandum of Understanding and Shared Services Agreement

This Shared Services Agreement (*The Agreement*)



BETWEEN:

The City of Kalamunda:

2 Railway Road, Kalamunda WA 6076

Email: enquiries@kalamunda.wa.gov.au

AND:

The Shire of Narembeen

1 Longhurst Street, Narembeen WA 6369

Email: admin@narembeen.wa.gov.au

The parties hereby agree to the following service requirements and delivery methodology:

1. Engagement

Upon the terms and subject to the conditions hereof, the Shire of Narembeen engages the City of Kalamunda (KAL) to provide it with the services as outlined in the Services Addendum and (KAL) hereby agrees to provide the Shire of Narembeen with the services.

2. Specialist Professional or Key Resource Services

The City of Kalamunda will provide to the Shire of Narembeen, specialist professional services, or key services and any other reasonably requested services agreed to by all parties, (hereafter called 'the Services') This agreement will be provided for a minimum of three years, unless terminated by either party in mutual agreement.

Subject to provisions in Section 3, the City of Kalamunda agrees to provide the services in good faith and in a timely, professional and workmanlike manner and in accordance with reasonable instructions of the Shire of Narembeen

3. Philosophy and Critical Success Factors

Philosophy:

- This agreement is based on a philosophy of support and capacity building that incorporates an efficient and effective way for the Shire of Narembeen to address gaps in capacity or capability to deliver service levels needed to sustain and service their respective communities.

Services will be delivered with respect by appropriately qualified people who will be orientated to the environment and service needs of the rural Shire. Wherever possible and practical, they will mentor and support the staff of the Shire to build their skills and knowledge in appropriate areas. In return the Shire of Narembeen will offer diversity in the rural experience and broadening of specialist knowledge to participating KAL staff that will enhance their professional development.

Critical Success factors

- An ongoing commitment by the City of Kalamunda to provide these services that will transcend any senior staff turnover or other critical changes.
- Services are delivered by the team at Kalamunda within agreed timelines ensuring consistency and quality of services to the Shire of Narembeen and their Communities.
- All service personnel are introduced to the CEO or relevant key staff of the Shire of Narembeen in a timely fashion and oriented to the systems and processes used in the Shire.
- Early notice is given of any issues that may give rise to service interruption or changes.

4. Mutual Support and Cooperation

- A. Each of the parties to this agreement agree that they will take all reasonable steps necessary, at its own expense, to:
 - a. Designate key individuals to perform its obligations hereunder
 - b. To conduct periodic meetings of all such key individuals and others as necessary
 - c. To fully cooperate with reasonable requests for assistance
 - d. To take further steps and execute such further documents as may be reasonable necessary

- B. The parties will make diligent efforts through their respective key individuals to identify the cause of any problems in the services and make appropriate adjustments in an equitable fashion in order to address and resolve such problems including the substitution or modification of the Services and the corresponding compensation therefore.

5. Fees

The City of Kalamunda will invoice the Shire of Narembeen for the services on a monthly basis at the mutually agreed rate. The underlying principal in this area is a user pays system, with acknowledgement and inclusion of the overheads and travel costs incurred by KAL in delivery of services. This will be reviewed and determined each year in consultation and as part of the annual budget process.

The monthly invoice will provide a description of the services rendered and subject to there being no areas of discrepancy or further explanation to be discussed, settlement of the account will be made within 30 days. Each party will be responsible for paying all taxes, if any applicable by law, in relation to this Agreement.

6. Term and Termination

This agreement will remain in good faith and infinitum, reviewed on a three year timeframe with an initial review after three months of the agreement being in place; unless terminated by either party in full consultation and mutual agreement. Should either party seek to terminate the agreement, notification will need to be in writing with a notice period of three months'.

Each party agrees to consult in advance with the other party and bring to the attention of the other party any problems, differences of opinion, disagreements or other matters that may lead either party to terminate or seek to terminate this agreement.

The purpose and intent of including this provision is to ensure that both parties are made aware of any issues or problems arising so that they may in good faith and in a timely manner consult with each other and resolve any issues arising to mutual satisfaction. This will preserve the contractual relationship, goodwill and mutual respect between the parties to this Agreement.

7. Force Majeure

Any failure or delay in the performance of the City in carrying out their services arises out of results primarily from fire, storm, flood earthquake or other natural occurrences, industrial relations issues, equipment failure or issues that are beyond the control of the City will be deemed an event of Force Majeure.

8. Confidentiality

It is stipulated and agreed that the City of Kalamunda and the Shire of Narembeen will become acquainted with each other's confidential, privileged and proprietary information in this service provision relationship; and that this Confidential Information is an essential and key part of the assets of the entities and as such must be treated with respect and the un-authorized use of or disclosure of such information may seriously damage the owners in carrying out their business.

- a. The City of Kalamunda and the Shire of Narembeen agree that during the period of this agreement and thereafter they will not:
 - i. directly or indirectly use any part of the other's confidential information,
 - ii. Divulge disclose or make any part of the information available to a third party without the expressed and written permission of the owner except as may be

reasonably necessary to perform the required functions, or as required by law or pursuant to a court order.

- b. The City of Kalamunda, and the Shire of Narembeen will each refrain from any action or conduct that may reasonably or foreseeably be expected to compromise the confidentiality or proprietary nature of the others' Confidential Information.

9. Assignment/ Successors

Neither party may assign this agreement or any rights thereunder to any other person or entity without the prior written consent of the other party.

10. Relationship of the Parties

The City of Kalamunda and the Shire of Narembeen are acting solely as independent contractors under this Service Agreement. It is expressly understood and agreed by the parties that nothing in this agreement, its provisions, transactions or relationships shall constitute either party as an agent, employee, partner or legal representative of the other for any purpose whatsoever; nor shall either party hold itself out as such.

Neither party shall have the authority to bind or commit the other party in any manner or for any purpose whatsoever except for as may be expressly provided for in this Agreement. This Agreement creates no relationship of joint venture, partners, associates, or principal and agent between the parties.

11. Construction of Agreement

This agreement reflects the complete understanding of the parties as of the date hereof and constitutes their entire agreement regarding the Services as negotiated and mutually agreed. This Agreement can only be amended by full consultation and written amendment between the parties.

12. Signatories to Formal Agreement

Shire of Narembeen

Signed by
Shire of Narembeen

for and on behalf of the

Position Date / /

Witness

Name Address

Signed Date / /

City of Kalamunda

Signed by
City of Kalamunda

for and on behalf of the

Position Date / /

Witness

Name Address

Signed Date / /



Services Addendum

The following services have been identified as part of this inaugural service agreement, but may be altered in relation to identified needs by consultation and mutual agreement as required. Additions or changes will require this addendum to be updated along with dates and persons authorising changes being recorded.

Service Provision in 2017/2018

Building Surveyor and Planning Officer Services

SERVICE OFFERED	REQUIRED	
	YES	NO
<ul style="list-style-type: none"> Process applications for Building Permits and provide Certificates of Design Compliance 	✓	
<ul style="list-style-type: none"> Process applications for planning approval 		✓
<ul style="list-style-type: none"> Prepare building permit for issue 	✓	
<ul style="list-style-type: none"> Undertake required site inspections 	✓	
<ul style="list-style-type: none"> Advise on appropriate action following site inspection 	✓	
<ul style="list-style-type: none"> Assess against RD Codes, Shire local laws and policies, and Development Approval conditions 	✓	
<ul style="list-style-type: none"> Demolition Permits 	✓	
<ul style="list-style-type: none"> Blasting Permits 	✓	

• Where directed, prepare Council Report Items in relation to Building applications requiring dispensations	✓	
• Where directed, develop and review Building policies	✓	
• Undertake inspections of the Shire's public buildings in relation to building maintenance matters as required	✓	
• Provide reports pertaining to building maintenance matters	✓	
• Swimming Pool compliance inspections		✓
• Undertake a building compliance role in accordance with the provisions of the Building Act 2011, including preparation of Notices and Orders	✓	
• Provide a telephone enquiry service for residents through the provision of a specific telephone number within the Shire of Kalamunda	✓	
• Preparation of monthly ABS and Building Commission Statistics in accordance with established protocols	✓	
• Staff training, as required	✓	
ADDITIONAL SERVICES NOT LISTED ABOVE:		
• As required and agreed to by the parties	✓	

Cost Structure

Hourly Rates

The cost structure is based on a user pay system whereby you will be charged for the hours worked. The hourly rates are inclusive of GST and also include all administration costs and overheads. Additional hours, outside of what is stated below, will be costed at the same hourly rates.

Item	Description of Service Provided	Application (all rates charged in 15 minute increments)	FEE (GST incl)
1	Certificate of Design Compliance – Class 2-9 and for any Shire building assets. Includes lodging plans and liaison with DFES.	Minimum rate	Minimum charge of 2 hours @ \$165/hours <u>or</u> 0.09% of the building value, whichever is the greater
2.	Travel time to and from and within the Shire	Minimum rate of 3 hours	\$80/hr
3.	Vehicle costs	At the ATO determined kilometre rate	At the ATO determined kilometre rate
4.	Inspection services for: Certificates of Construction Compliance, Building Compliance, Building Approval, Occupancy Permits and Strata Titles.	Minimum rate	\$330
		Rate charged if inspection exceeds 2hrs (excluding travel time)	\$165/hr
		Rate charged if Inspection is cancelled and less than 24 hours' notice is given	\$165
5	Certificates and reports in relation to listed items 4 and 7.	Minimum rate	\$80/hr
6.	Review of Fire Engineered Alternative Solutions	Minimum rate (where assessment is expected)	\$330

		to be less than 2 hours) Rate charged where the assessment is expected to exceed 2 hours	\$165/hr
7.	General permit and certificate applications eg. <ul style="list-style-type: none"> • Certified and Uncertified Building Application • Certificates of Building Approval • Occupancy Permit General Administration, including Telephone calls, emails, ABS reports, etc. General Inspections including swimming pool barrier & compliance	Minimum rate	\$80/hr
8.	Processing and assessment of planning or subdivision applications	Minimum rate	\$80/hr
9.	Accommodation for overnight stays	At cost	At cost

**If overtime or weekend work is needed, City of Kalamunda will charge at time and a half for the first two hours and double time thereafter.*

**Travel time to and from Narembeen will be charged as per the hourly rate*

**Vehicle costs will be at the applicable Australian Taxation Office rate per kilometre travelled*

AGENDA ITEM: 8.4.5 – Currall Street Verge Plan

Subject:	Currall Street Verge Plan
Applicant:	Chris Jackson
File Ref:	ADM466
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas & Chris Jackson
Date:	6 th September 2017
Attachments:	Tree Survey Report

SUMMARY

The Shire of Narembeen is responsible for the planting, removal and maintenance of all street verge trees.

In 2015 Council requested a Verge Plan be developed for Currall Street. The first step to this process was to undertake Tree Survey inspections to identify the health and structural condition of the trees as well as to be provided with recommendations for remedial tree surgery works. The Tree Survey Report for Currall Street is attached for Council's perusal.

BACKGROUND

An item was presented at Council's May 2015 meeting, with concerns being raised by a resident in Currall Street in relation to obscured vision caused by the trees on the verge as well as the overall general condition of trees along Currall Street.

Council resolved as follows:-

MIN 5947/15

- 1. Advise the community and develop a plan with regard to street trees on Currall Street.*
- 2. That a report be prepared on the condition of all trees on Currall Street and townscape options considered for future landscaping and planting along the Currall Street verge.*

Reason for Change: Council wanted to ensure community input with regard to the future of the road verge.

An item was presented to Council's May 2017 meeting in relation to engaging Zana Sheary, Arboricultural Consultant, Paperbark Technologies to undertake the Tree Survey Report

Council resolved as follows:-

MIN6422/17 MOTION - Moved: Cr. B Thomas 2nd: Cr. S Padfield

That Council:-

- 1. Accept the quote for services from Zana Sheary, Arboricultural Consultant, Paperbark Technologies Pty Ltd to undertake a Tree Survey Report of trees along Currall Street, to be included in the 17/18 budget.*
- 2. Following point 1 above, obtain quotes from suitable consultants to develop a Verge Plan for Currall Street that would be included in the 2017/2018 budget considerations.*
- 3. Staff to investigate funding options for the project.*

COMMENT

The Tree Survey Report reveals that works are required to some of the trees along Currall Street to ensure safety to road and verge users.

Following the findings of the Tree Survey Report, Council are to consider that staff proceed with obtaining quotes to proceed with works to address the recommendations listed in the Tree Survey Report.

Council are also to consider engaging a Townscape Planner to move this project forward to include assessments of not only the trees but the entry statement into town.

CONSULTATION

Zana Sheary, Arboricultural Consultant, Paperbark Technologies Pty Ltd
Arthur Cousins, Works Manager

STATUTORY IMPLICATIONS

NA

FINANCIAL IMPLICATIONS

No funds included in the 2017/2018 budget

POLICY IMPLICATIONS

NA

STRATEGIC PLAN REFERENCE

1. A sense of place and pride in who we are
 - 1.1 An inclusive, safe, considerate and welcoming community
 - 1.1.12 Continue to improve the central business district aesthetics of Narembeen, access and landscape by regular street cleaning, watering of plants, signage and provision of clean and accessible footpaths
3. Connected communities through a safe and efficient transport network throughout the Shire
 - 3.1 All residents and visitors are able to move around the Shire in safety and with ease
 - 3.1.12 Continue the Shire footpath plan
7. A Shire that leads in the care of its environment.
 - 7.1 Preserve and protect our native flora and fauna.
 - 7.1.7 Preserve and enhance roadside vegetation

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Instruct staff to obtain quotes to address the works required to trees in Currall Street as per the Tree Survey Report undertaken by Paperbark Technologies Pty Ltd in June 2017.

2. Instruct staff to obtain quotes to engage a Townscape Planner to assist with providing advice on moving the project forward to address the Currall Street Verge Plan and entry statement into town from Merredin.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

Curral Street, Narembeen
Tree survey for
Shire of Narembeen
June 2017



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BRIEF:

The Shire of Narembeen has commissioned this consultant to inspect approximately 56 trees located within the Local Authority verge on the section of Currall Street north of Churchill St to Dale Crescent, Narembeen to assess the trees' current health and structural condition and to provide advice regarding tree removal, remedial pruning and ongoing management of the trees.

The objective of the audit was to undertake an inspection of each tree as indicated upon the map attached, to assess each trees health & structural condition and itemise recommended remedial tree surgery works.

The audit includes details such as tree number, tree species name, health & condition and recommendations.

The inspection consisted of several parts:

- Tagging, species identification and the location of each tree on an aerial photo of the site.
- Examination, observation and documentation of the current health and structural condition of each tree.
- A photograph/s of each tree.
- A list of remedial works recommended.

This consultant confirms that the site inspections were carried out on the 19th and 20th of June 2017 with a total of 58 trees audited.

OVERVIEW

- The section of Currall Street in which the trees are located serves as an entry to the township from the Meriden Road.
- A number of community facilities including sports clubs and the caravan park are located on the eastern side of the street while residential properties are situated on the western side.
- Trees located within the verge appear predominantly characteristic of the district and provide a distinctive character to the streetscape.
- Verges on both sides of the street are approximately 12.0m wide and surfaced with a graded pea gravel while some residential properties have paved crossovers.
- The volume of traffic using the Currall Street roadway appears low and limited canopy encroachment over the roadway has been further reduced by pruning.
- Vehicles currently freely use the verge and some surface compaction in higher trafficked areas was evident.

FORM AND APPROACH:

This consultant used an aerial map of the site which shows the locations of the trees in question (Figure 1 & 2 Site Maps p 10 & 11).

Shire of Narembeen – Currall Street Tree Survey - June 2017

The *Google* aerial image used is dated 2015 and it appears a number of trees within the eastern verge have been removed since that time.

Trees were inspected beginning from the southernmost tree on the western side of Currall St and proceeding on that side before returning southwards on the eastern side of the street.

The map was numbered to coordinate the tree numbers on site and each tree is photographed and referenced at the end of this report.

Below are the definitions for the captured information provided:

Botanical name Information:

Botanical names are listed detailing the generic name followed by the specific epithet. Common names are also included.

Tree health:

Good

The tree is demonstrating good or exceptional growth for the species. The tree should exhibit a full canopy of foliage, and have only minor pest or diseases problems. Foliage colour, size and density should be typical of a healthy specimen of that species.

Fair

The tree is in reasonable condition and growing well for the species. The tree should exhibit an adequate canopy of foliage. There may be some dead wood present in the crown, some grazing by insects or animals may be evident and/or foliage colour, size or density may be atypical for a healthy specimen of that species.

Poor

The tree is not growing to its full capacity; extension growth of the laterals may be minimal. The canopy may be thinning or sparse. Large amounts of dead wood may be evident throughout the crown. Significant pest and disease problems may be evident or symptoms of stress indicating tree decline.

Very poor

The tree appears to be in a state of decline and the canopy may be very thin and sparse. A significant volume of deadwood may be present in the canopy or pest and disease problems may be causing a severe decline in tree health.

Dead

The tree is dead.

Tree structure:

Each tree surveyed was examined in detail to ascertain its overall structural condition.

The assessed tree was then placed into one of five categories:

- *Good:* The tree has a well-defined and balanced crown. Branch unions appear to be strong, with no defects evident in the trunk or the branches. Major limbs are well defined. The tree would be considered a good example of the species. Probability of significant failure is highly unlikely.

- **Fair:** The tree has some minor problems in the structure of the crown. The crown may be slightly out of balance, and some branch unions or branches may be exhibiting minor structural faults. If the tree is single trunked, this may be on a slight lean or be exhibiting minor defects. Probability of significant failure is low.
- **Poor:** The tree may have a poorly structured crown. The crown may be unbalanced or exhibit large gaps. Major limbs may not be well defined. Branches may be rubbing or crossing over. Branch unions may be poor or faulty at the point of attachment. The tree may have suffered major root damage. Probability of significant failure is moderate.
- **Very Poor:** The tree has a poorly structured crown. The crown is unbalanced or exhibits large gaps. Major limbs are not well defined. Branch unions may be poor or faulty at the point of attachment. A section of the tree has failed or is in imminent danger of failure. Active failure may be present or failure is probable in the immediate future.
- **Has Failed:** A significant section of the tree or the whole tree has failed.

Helliwell Valuation:

The **Helliwell System** is a method used worldwide for assessing the **Amenity Value** of a tree.

- The Helliwell method assesses the contribution each tree makes to the urban forest by evaluating the canopy size, the health and condition of the tree and the suitability of the species for the location.
- The method allows a monetary value to be attached to individual trees considered a valuable community asset to be enjoyed by all.
- Seven standard factors are identified for the tree and a score of up to 8 points given for each factor (Table 1, below).
- The scores for all the factors are then multiplied together to give an assessment of the 'amenity value' of the tree, which is then multiplied by the base dollar rate.
- The base dollar rate per point for the assessment has been assigned at **\$71.13** which has been calculated using the appropriate conversion exchange rates and is increased yearly with CPI. (The value per point for Australia has been approved with the author of the Helliwell System, Rodney Helliwell).

The trees in Currall Street were predominantly valued by using the following factors:

- Useful Life Expectancy (ULE) 5 – 40 years
- 'Importance of position in the landscape' – 'Some'
- 'Presence of other trees' – 'Some'
- 'Relation to setting' – 'Fairly' – introduced species; 'Very' – endemic species

Shire of Narembeen – Currall Street Tree Survey - June 2017

- ‘Form’ – poor or average
- Special factors were not applied.

The total ‘Amenity Value’ of the trees was found to be \$289,934.88.

Factor	Points									
	0	0.5	1	2	3	4	5	6	7	8
Size of tree (Canopy size)	Less than 2m ²	2-5m ²	5-10m ²	10-20m ²	20-30m ²	30-50m ²	50-100m ²	100-150m ²	150-200m ²	over 200m ²
Useful life expectancy	Less than 2 years		2-5 years	5-40 years	40-100 years	100+ years				
Importance of position in the landscape	No importance	Very little importance	Little importance	Some importance	Considerable importance	Great importance				
Presence of other trees		Woodland	Many	Some	Few	None				
Relation to the setting	Totally unsuitable	Moderately unsuitable	Just suitable	Fairly suitable	Very suitable	Particularly suitable				
Form		Ugly	Average or indifferent	Good						
Special factors			None	One	Two Three					

Table 1 Helliwell Valuation Factors

Tree survey details over...

Limitation of liability

Trees can be managed, but they cannot be controlled. To live or work near a tree involves a degree of risk. This report only covers identifiable defects present at the time of inspection. Paperbark Technologies accepts no responsibility and cannot be held liable for any structural defect or unforeseen event/situation or adverse weather conditions that may occur after the time of inspection. Paperbark Technologies cannot guarantee that the tree/s contained within this report will be structurally sound under all circumstances, and is not able to detect every condition that may possibly lead to the structural failure of a tree. Paperbark Technologies cannot guarantee that the recommendations made will categorically result in the tree being made safe. Unless specifically mentioned this report will only be concerned with above ground inspections, as such all observations have been visually assessed from ground level. Trees are living organisms and as such cannot be classified as safe under any circumstances. Trees fail in ways that the arboriculture industry does not fully understand. The recommendations are made on the basis of what can be reasonably identified at the time of inspection therefore Paperbark Technologies accepts no liability for any recommendations made. All care has been taken to obtain information from reliable sources, however Paperbark Technologies can neither guarantee nor be responsible for the accuracy of information provided by others. In the event that re-inspection of the tree/s is recommended it is the client’s responsibility to make arrangements with Paperbark Technologies.

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
1	adj. 9 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	10.6	12	610	Good health and fair structural condition - Root plate firm; major limb forks sound; leaning; previous major limb reduction; bird hollows, minor deadwood. Limited targets. Low voltage power and service wire clearance appropriate at this time.	No works	\$8,535.60
2	adj. 11 Currall St	<i>Eucalyptus salubris</i> Gimlet	Mature	14.2	9.5	450	Good health and fair structural condition - root plate firm; major limb forks appear sound; some parrot damage within branch forks; previous reduction pruning has limited canopy extension over the road and in proximity of iv wires.; small amount of deadwood of a size and weight to represent a hazard held over the verge and in proximity of vehicle entry point.	Remove major deadwood.	\$8,535.60

Shire of Narembeen – Curral Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
3	adj. 11 Curral St	<i>Eucalyptus salubris</i> Gimlet	Mature	11.1	8	520	Fair health and poor structural condition - previously significantly reduced with a central decay column extending to the base and evidence of borer activity. Previous significant limb failure. Some deadwood of a size and weight to represent a hazard. Developing epicormic growth appears soundly attached at this time.	Remove deadwood and reduce extended western limb to emerging epicormic growth at a height of 6m-7m.	\$4,276.80
4	adj. 11 Curral St	<i>Eucalyptus salubris</i> Gimlet	Mature	11.5	11	470	Good health and fair structural condition - root plate firm; major limb forks appear sound; decay associated with previous limb failure appears limited; small amount of deadwood of a size and weight to represent a hazard held over the verge and car entry area; lv wire clearance acceptable.	Remove major deadwood.	\$8,535.60

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
5	adj. 13 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	9.3	4.5	460	Good health and fair structural condition; cavity associated with previous loss of the apical limb extends to the base; ascending clustered lateral limbs appear soundly attached; root plate firm. Minor deadwood not of a size and weight to represent a hazard. Limited target.	No works	\$2,560.68
6	adj. 13 Currall St	<i>Eucalyptus</i> sp.	Semi-mature	8.6	5	220	Good health and fair structural condition - healthy crown supported by main and secondary stem; leaning away from adjacent tree; root plate firm, basal decay appears limited. Minor deadwood not of a size and weight to represent a hazard.	No works	\$2,560.68
7	adj. 13 Currall St	<i>Eucalyptus salubris</i> Gimlet	Mature	15.1	10	590	Good health and fair structural condition with crown spread limited by previous reduction pruning; root plate firm with paved crossover cut around base; decaying limb stubs and epicormic growth developing in response to previous pruning; bird hollows evident. Major deadwood held over the crossover and roadway. No evidence of excessive limb loading.	Remove major deadwood.	\$8,535.60

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
8	adj. 15 Currall St	<i>Eucalyptus</i> sp.	Mature	15.8	14.5	740	Poor health and fair structural condition with a declining crown and deadwood held throughout; root plate firm; major limb forks appear sound; no evidence of trunk or major limb decay; emerging epicormic growth appears insect infested. Deadwood of a size and weight to represent a hazard held throughout.	Clean the canopy of deadwood and reduce declining limbs to healthy lateral growth in the central canopy. Retain mature limbs where holding healthy foliage at this time.	\$4,267.80
9	adj. 17 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	11	10	360, 120, 220	Good health and fair structural condition - multi stemmed form with central cavities extending to the base. Root plate firm; no evidence of preexisting significant limb failure. Sporadic minor deadwood held throughout.	No works	\$8,535.60
10	adj. 17 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	10.8	11	multiple < 350	Multiple stems have developed from the base of the original tree. Root plate firm with some basal decay evident. Retains a healthy canopy cover with no evidence of excessive limb loading. Limited canopy extension over the road. Minor deadwood not of a size or weight to represent a hazard. Prominent adaptive secondary growth supports clustered	No works	\$8,535.60

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
							stems.		
11	adj. 19 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Semi mature	8.4	6	190	Good health and fair structural condition - asymmetrical form with previous limb removal evident. Root plate firm; major limb forks sound. Limited canopy extension over the road. Minor deadwood.	No works	\$5,121.36
12	adj. 19 Currall St	<i>Eucalyptus salubris</i> Gimlet	Semi mature	11.8	3	160	Poor health and fair structural condition, displaying limited growth and canopy development. Some major deadwood. Significant borer damage. Limited target.	Remove deadwood. Retain at this time.	\$1,707.12

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
13	adj. 19 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Semi mature	6.1	5	130	Fair health and structural condition with some evidence of crown decline and holding deadwood over the verge.	Clean the canopy of deadwood.	\$1,707.12
14	adj. 19 Currall St	<i>Eucalyptus salubris</i> Gimlet	Mature	15.4	5	350	Fair health and structural condition - root plate firm; major limb forks appear sound. Borer damage and some crown dieback evident. Limb stubs due to previous poor pruning. Major deadwood.	Clean the canopy of deadwood.	\$6,828.48
15	adj. 19 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Semi mature	8.2	5	170, 190	Poor health and structural condition with limited live canopy cover and minor deadwood. Central cavity within codominant stems appears to extend to the base.	Remove deadwood, reduce canopy extension in proximity of vehicle entry point. Retain at this time.	\$3,414.24
16	adj. 19 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Semi mature	9	5	190	Fair health and poor structural condition. Epicormic growth developing throughout appears in response to recent pruning.	No works.	\$1,707.12

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
17	adj. 19 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Semi mature	8.2	4	210	Fair health and poor structural condition. Epicormic growth developing throughout appears in response to recent pruning. Minor deadwood not of a size or weight to represent a hazard held over vehicle entry point.	No works.	\$1,707.12
18	adj. 19 Currall St	<i>Eucalyptus salubris</i> Gimlet	Mature	14.7	6	460	Poor health and fair structural condition. Thinning and decline of upper sections of the canopy appears associated with a central cavity, basal wounding and previous borer activity.	Clean the canopy of deadwood. Reduce canopy extension in proximity of the service wire and over vehicle entry point. Reduce extended upper limbs to emerging lower epicormic growth.	\$6,828.48
19	adj. 23 Currall St	<i>Eucalyptus salubris</i> Gimlet	Mature	14.5	13	670	Good health and fair structural condition - leaning with a significant open cavity associated with failure of the apical limb. Trunk now supported by prominent adaptive secondary growth. Root plate firm.	Remove major deadwood and reduce failed apical limb stub to developing lower lateral limbs.	\$8,535.60

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
20	adj. 23 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	6.3	6	180, 190	Mallee form in good health and fair structural condition, somewhat suppressed by the adjacent tree. Basal cavity appears to extend to minor laterals. Root plate firm.	No works.	\$1,707.12
21	adj. 23 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	8.6	5	280	Good health and fair structural condition with an open cavity extending to minor limbs. Root plate firm; major limb forks appear sound. Limited target.	No works.	\$3,414.24
22	adj. 23 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	7.5	3	230	Fair health and poor structural condition, leaning with dieback of upper canopy sections. Low growth with an open cavity extending to minor limbs. Root plate firm. Limited target.	Remove deadwood. Retain at this time.	\$1,138.08
23	opp. Narembeen Bowling Club	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	7.9	7	200 140	Fair health and fair structural condition. Two stems display significant bark loss and evidence of borer activity. Minor deadwood indicative of canopy decline. Epicormic growth developing throughout. Limited target.	No works.	\$3,414.24

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
24	opp. Narembeen Bowling Club	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	11.7	9	330	Good health and fair structural condition- upright form, root plate firm; major limb forks appear sound; minor limb decay. Sporadic minor deadwood. Limited target.	No works	\$6,828.48
25	opp. Narembeen Bowling Club	<i>Eucalyptus salubris</i> Gimlet	Mature	13.7	7	440	Fair health and poor structural condition with a large central cavity extending the full height of the trunk with limited sound wood appearing to remain. Adaptive secondary growth limited.	Remove tree due to safety concerns associated with the visible extent of trunk decay.	\$6,828.48
26	opp. Narembeen Bowling Club	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	6.7	6	180	Good health and structural condition with some limited decay associated with the previous failure of a secondary stem. Root plate firm; major limb forks sound. Limited targets.	No works.	\$3,414.24

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
27	opp. Narembeen Bowling Club	<i>Eucalyptus salubris</i> Gimlet	Mature	13.6	9.5	570	Good health and fair structural condition - leaning, root plate firm with limited basal decay evident. Canopy dieback appears in part associated with reduction pruning on the western side. Major limb forks appear sound. Bird hollows, some major deadwood. Limited target.	Remove major deadwood	\$8,535.60
28	opp. Narembeen Bowling Club	<i>Eucalyptus salubris</i> Gimlet	Mature	9.1	8	360, 250	Good health and poor structural condition with an open cavity associated with dieback of the apical limb extending to ground level. Developing lower growth appears sound. Limited target.	Remove major deadwood to soundly attached lower lateral limb, reduce end loading of extended lower northern laterals by selectively reducing or removing some minor growth.	\$6,828.48
29	adj. 31Currall St	<i>Eucalyptus salubris</i> Gimlet	Mature	14.3	11	560	Fair health and poor structural condition with evidence of extensive trunk decay and lifting of the root crown on the southern side. Hanger lodged in the crown and major deadwood held over the road and paved crossover. Recent limb failure visible.	Remove tree due to safety concerns associated with the visible extent of trunk and major limb decay.	\$3,414.24

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
30	deleted								
31	adj. 33 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	10.7	12	400, 260, 150	Good health and fair structural condition - multiple stems developing from ground level appear root firm. Southern stem supporting limbs extending over the crossover displays significant borer damage. Central cavity within main stem appears suitably supported at this time.	Remove or reduce southern stem to developing minor growth. Remove major deadwood.	\$6,828.48
32	adj. 33 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	9.2	9	200 190 250	Mallee form in fair health and structural condition. Basal cavity appears limited; root plate firm; minor deadwood.	Lift low growth over crossover.	\$6,828.48
33	adj. 33 Currall St	<i>Eucalyptus salubris</i> Gimlet	Mature	17.3	15	780	Fair health and poor structural condition with previous significant reduction pruning on both the eastern and western sides and some history of significant limb failure. Basal cavity, major deadwood. Canopy extension over the adjacent crossover. Limited target.	Remove major deadwood and selectively remove crossed and conflicted limbs. Remove failed limb stubs to source. Reduce horizontal lateral growth over the crossover.	\$8,535.60

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
34	adj. 37 Currall St	<i>Eucalyptus torquata</i> Coral Gum	Mature	7.5	8	310 (measured at 0.5m)	Good health and fair structural condition - root plate firm; major limb forks sound; minor deadwood.	No works	\$3,414.24
35	adj. 39 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	8.8	8	470 (measured at 0.9m)	Fair structural condition - root plate firm, basal cavity. Some deadwood of a size and weight to represent a hazard. Limited canopy extension over the adjacent crossover.	Remove major deadwood.	\$1,707.12
36	adj. 39 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	15.6	15	690 (measured at 0.6m)	Tall, open crown supported by extended lateral limbs. Fair health and structural condition. Root plate firm. Major limb forks appear sound. Some evidence of previous limb failure. Limited targets.	Remove deadwood and reduce end loading of lateral limbs over the crossover.	\$5,121.36
37	adj. 41 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Semi mature	8.8	6	200	Fair health and structural condition, leaning and extending away from adjacent tree. Secondary stem holds major deadwood.	Remove northern secondary stem to emerging low growth. Remove deadwood.	\$853.60

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
38	adj. 41 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	14.7	15	540, 360	Two stems developing from ground level with the smaller diameter western stem much reduced. Main stem reduced to maintain lv clearance. Deadwood held throughout with some of a size and weight to represent a hazard.	Clean the canopy of deadwood.	\$1,707.12
39	adj. 47 Currall St	<i>Eucalyptus camaldulensis</i> var. <i>obtusa</i> Northern River Red Gum	Mature	6.5	7	400	Good health and poor structural form, located off alignment, pruned under lv powerlines.	Reduce minor growth in proximity of lv wires.	\$1,707.12
40	opp. 47 Currall St	<i>Eucalyptus camaldulensis</i> var. <i>obtusa</i> Northern River Red Gum	Semi mature	6.5	5	180	Good health and fair structural condition. Leaning, low epicormic growth developing, minor deadwood.	Remove low growth.	\$3,414.24

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
41	opp. 45 Currall St	<i>Eucalyptus camaldulensis</i> var. <i>obtusa</i> Northern River Red Gum	Early mature	13.3	8	380	Good health and structural condition - root plate firm; major limb forks appear sound; minor growth over road; no evidence of excessive limb loading.	No works	\$5,121.36
42	opp. 45 Currall St	<i>Eucalyptus camaldulensis</i> var. <i>obtusa</i> Northern River Red Gum	Semi mature	9.8	6	290 (measured at 1.0m)	Good health and structural condition - root plate firm; major limb forks sound; sporadic minor deadwood, limited target.	No works	\$3,414.24
43	opp. 39 Currall St	<i>Eucalyptus camaldulensis</i> var. <i>obtusa</i> Northern River Red Gum	Semi mature	11.5	4	260	Good health and fair structural condition- leaning, root plate firm; sound branch structure.	No works	\$3,414.24

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
44	opp. 37 Currall St	<i>Eucalyptus camaldulensis</i> var. <i>obtusa</i> Northern River Red Gum	Mature	11.8	7	440	Good health and fair structural condition -root plate firm; codominant fork at 4m height holds included bark. Significant trunk wound due to previous major limb removal. Sporadic minor limb failure.	No works	\$6,828.48
45	opp. 37 Currall St	<i>Eucalyptus camaldulensis</i> var. <i>obtusa</i> Northern River Red Gum	Semi mature	9.3	4	300	Good health and structural condition - root plate firm; sound limb structure; minor deadwood, limited target.	No works	\$3,414.24
46	opp. 37 Currall St	<i>Eucalyptus camaldulensis</i> var. <i>obtusa</i> Northern River Red Gum	Semi mature	8.4	6.5	260 (measured at 1.0m)	Good health and poor structural form with clustered main limbs conflicted. Limb failure eastern side appears due to vehicle impact.	Remove two smaller limbs on the northern side to source.	\$3,414.24

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
47	Opp. 21 Currall St	<i>Eucalyptus salubris</i> Gimlet	Mature	19	16	920	Good health and fair structural condition holding a moderate amount of deadwood and some decline of the upper crown evident. No evidence of significant trunk or major limb decay. Dieback of pruned limb stubs. Root plate firm with prominent buttressing. Lateral limbs previously reduced and do not extend over the roadway.	Clean the canopy of deadwood	\$11,949.80
48	Opp. 21 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	15.1	9.5	360	Good health and fair structural condition with an asymmetrical form due to the proximity of the adjacent tree. Root plate firm; sound limb structure; sporadic minor deadwood. Central cavity within pruned limb stubs. Secondary stem developing.	No works	\$8,535.60
49	Opp. 19 Currall St	<i>Eucalyptus leucoxylon</i> Yellow Gum	Early mature	8.2	7	380 (measured at 0.6m)	Poor health and fair structural condition displaying significant canopy decline and limited epicormic regrowth.	Remove deadwood. Cultural measures to improve soil conditions may improve the health and condition of this tree.	\$1,138.08

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Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
50	Opp. 17 Currall St	<i>Eucalyptus leucoxylon</i> Yellow Gum	Early mature	8.1	5	310	Fair health and structural condition with canopy thinning symptomatic of moisture stress. Developing epicormic growth, minor deadwood. Minor pavement and kerb lifting.	No works.	\$2,276.16
51	Opp. 17 Currall St	<i>Eucalyptus torquata</i> Coral Gum	Mature	7.8	11	250, 200 (measured at 0.5m)	Good health and fair structural condition - root plate firm with some evidence of limited basal decay. Fungal fruiting bodies at base. Minor lifting of carpark surface and kerb. Minor deadwood. Lateral limbs over adjacent carpark poorly pruned.	No works	\$3,414.24
52	Opp. 15 Currall St	<i>Eucalyptus torquata</i> Coral Gum	Mature	9.6	10.5	350	Good health and fair structural condition - healthy foliage cover and predominantly sound limb structure. Major limb forks appear sound; root plate firm. Epicormic growth developing in response to previous poor pruning. Lifting of kerb and carpark surface within 1m of base. Minor deadwood.	No works	\$4,552.32

Shire of Narembeem – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
53	Opp. 15 Currall St	<i>Eucalyptus torquata</i> Coral Gum	Mature	8.9	9	290 (measured at 0.9m)	Fair health and structural condition with some thinning of the canopy and sporadic minor deadwood. Root plate firm; major limb forks appear sound; basal wound, no significant decay evident.	No works	\$4,552.32
54	Opp. 15 Currall St	<i>Eucalyptus leucoxylon</i> Yellow Gum	Semi mature	6	2.5	130	Poor health and fair structural condition with a thinning canopy symptomatic of moisture stress	No works	\$1,138.08
55	Opp. 15 Currall St	<i>Eucalyptus torquata</i> Coral Gum	Mature	8.3	9	320 (measured at 0.6m)	Good health and structural condition - root plate firm; major limb forks sound. Sporadic minor deadwood, previous poor pruning. Epicormic growth developing in response. Minor lifting of carpark surface and kerb	No works	\$4,552.32
56	Opp. 13 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	15.4	9	800	Fair health and poor structural condition associated with previous significant canopy reduction due to proximity to lv power lines. Leaning with minor root crown lifting on the northern side. Active termites. Limited target.	Reduce light growth in proximity of lv wires. Clean deadwood from the canopy as far as is practicable to improve the appearance of the tree.	\$8,535.60

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Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Heliwell Valuation (A\$)
57	Opp. 11 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	15.3	12	460, 470	Poor health and structural condition with a reduced crown density and deadwood held throughout. Codominant stems with central cavities and termites active. Major limb forks sound and well supported by adaptive secondary growth. Limited canopy over the caravan park entrance. Cavities extend to third/fourth order limbs. Ring parrots active.	Remove deadwood and reduce canopy extension over the van park entrance road, retaining deadwood providing nesting hollows wherever possible. Remove hanger.	\$8,535.60
58	Opp. 9 Currall St	<i>Eucalyptus melanoxylon</i> Black Morrel	Mature	14.6	10.5	480	Fair health and structural condition holding a thinning canopy cover and minor deadwood throughout. Large wound on the southern side of trunk extends to ground level. Active termites. No evidence of a significant cavity. Major limb forks appear sound. Previous minor limb failure. Deadwood held throughout predominantly not of a size or weight to represent a hazard. Limited target with no canopy encroachment over the caravan park entrance road.	Remove major deadwood.	\$8,535.60

Shire of Narembeen – Currall Street Tree Survey - June 2017

Tree tag	Address	Botanical and common name	Age class	Height (m)	Max. Canopy Spread (m)	Trunk diameter (mm)	Health & Structural Condition	Recommendations	Helliwell Valuation (A\$)
59	adj. Apex Pk playground	<i>Eucalyptus salubris</i> Gimlet	Mature		13	760	Good health and fair structural condition with canopy previously much reduced. Bark wound southern side extends to ground level. Small fungal fruiting bodies, limited decay. Nesting hollows within pruned stubs and some evidence of a limited cavity within the trunk. Deadwood predominantly not of a size or weight to represent a hazard, hanger lodged in the crown. Limited targets.	Remove deadwood in proximity of the roadway and drive. Remove hangers and minor deadwood to improve tree appearance.	\$8,535.60

Summary and Remedial Recommendations

The 58 trees inspected were found to be in predominantly fair to good health and fair structural condition at this time.

At the time of inspection several residents expressed concern to this consultant that the trees may be removed while one resident wanted the tree adjacent his property removed.

Five different species were identified and two small trees unidentified to species level:

Species List

Botanical Name	Common Name	Status*
<i>Eucalyptus camaldulensis</i> var. <i>obtusa</i>	Northern River Red Gum	introduced
<i>Eucalyptus leucoxylon</i>	Yellow Gum	introduced
<i>Eucalyptus melanoxylon</i>	Black Morrell	endemic
<i>Eucalyptus salubris</i>	Gimlet	endemic
<i>Eucalyptus torquata</i>	Coral Gum	introduced
<i>Eucalyptus</i> sp.	Unidentified species	

* Introduced species are Australian native species not considered naturally occurring within the district.

Main Points

- The total Helliwell Valuation of the 58 trees worked out to \$289,934.88.
- As advised in the preliminary meeting prior to commencement, remedial pruning recommendations are based on both safety and consideration of the appearance of the trees due to their prominence at a major entry point to the town.
- Potential risk to persons or property due to failure from these trees was generally considered low based upon the extent of tree canopy and the observed frequency of people passing beneath the trees.
- Larger trees were generally found to have been excessively pruned in the past with their natural form compromised by the restriction of all limbs extending over the roadway.
- Many of the endemic trees display evidence of the development of central cavities likely associated with termite activity and active termites were located in several of the *Eucalyptus salubris* suggesting the species of termite is also endemic and not of a species implicated in building damage.
- Termite damage appeared more prevalent in trees where major limbs have failed or been removed and may be due to wounding facilitating access for the insect.
- Although termite activity and associated cavities may increase the risk of limb failure, significant weakening occurs only where damage is substantial and adaptive secondary growth is not sufficient to compensate for wood loss. Maintenance of the health and vigour of the trees can therefore significantly offset any increased risk.
- Borer was found to be active in a number of trees. Borer is generally considered an indication that affected trees are under stress.
- Remedial pruning – predominantly the removal of deadwood is recommended for 30 trees at this time.
- The removal of two trees is recommended due to safety concerns associated with the visible extent of trunk and major limb cavities.

Ongoing Tree Management

- The trees on this section of Currall Street are predominantly mature with many displaying structural issues which limit their useful life expectancy in this location.
- Previous pruning appears to somewhat of an overreaction to periodic limb failure when considering the frequency of vehicular traffic beneath the trees and hence minimal further pruning is recommended at this time.
- The gravel surfacing of the verge appears to provide a serviceable surface of a distinctive character.
- Minor structural damage to the asphalt car parking area on the eastern side of Currall Street is likely to continue as the trees continue to develop.
- Soil conditions were found to be dry and compaction in less trafficked areas and closer to the trees does not appear significant.
- This consultant understands future planning is required to make provision for a formed footpath on the western side of the street and further overhead lighting over the roadway.

This consultant therefore advises:

- The gravel surfacing of the Currall Street verge be predominantly retained.
- The replenishment of organic matter and improved soil biology will improve the health and condition of existing trees over time and hence, where possible, it is recommended aged or composted mulch derived from tree pruning operations is installed to a depth of approximately 100mm to a radius of 2.0m - 3.0m around single trees or groups of trees to be retained. Planting of suitable shrubs species beneath the trees should also be considered in appropriate areas.
- The asphalt parking area on the eastern side be amended by widening the planted strip by 1.5m – 2.0m to avoid ongoing damage to the pavement. This section of verge may then be mulched and some understorey planting established.
- The location and extent of the future pedestrian pathway and lighting should be determined prior to undertaking replacement tree planting within the Currall Street precinct.
- The location of new trees should consider vehicle access to the adjacent residential properties, the proposed foot path location and the location of lighting infrastructure. Trees should be general located more than 2.0m from existing or proposed structures to minimise the potential for damage. Larger trees should not generally be placed directly beneath proposed lighting.
- A program of replacement planting may consist of a suitable number of trees planted annually with predominantly areas adjacent public facilities rather than residential properties initially planted.
- Species planted should reinforce the existing unique character of the streetscape with suitable species from Narembeen Shire and adjoining districts predominantly used. Local Landcare groups may be able to provide assistance in this matter.

A list of remedial pruning and other works accompanies this report.

Pruning is to be carried out by a qualified Arborist in a manner consistent with AS 4373-2007 *Pruning of Amenity Trees*.

The future management, maintenance and condition of the trees have a considerable bearing on their location, with safety to property and persons the main priority. Therefore

each tree retained is recommended to be re-inspected bi-annually to ensure that the trees remain healthy and in a structurally sound condition with a level of risk that is acceptable.



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Brooker, I. & Kleinig, D. (1990) *Field Guide to Eucalypts – South western and Southern Australia* Inkata Press Melbourne

Australian Standard 4373-2007 *Pruning of amenity trees*.

Site Maps

Map 1 Northern end



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Map 2 Southern end



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Shire of Narembeen – Currall Street Tree Survey - June 2017

Photos of Trees



Tree 1



Tree 2



Tree 3



Tree 4



Tree 5



Tree 6



Tree 7



Tree 8

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Tree 9



Tree 10



Tree 11



Tree 12



Tree 13



Tree 14



Tree 15



Tree 16

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Shire of Narembeen – Currall Street Tree Survey - June 2017



Tree 17



Tree 18



Tree 19



Tree 20



Tree 21



Tree 22



Tree 23



Tree 24

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Tree 25



Tree 26



Tree 27



Tree 28



Tree 29



Tree 31



Tree 32



Tree 33

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Tree 34



Tree 35



Tree 36



Tree 37



Tree 38



Tree 39



Tree 40

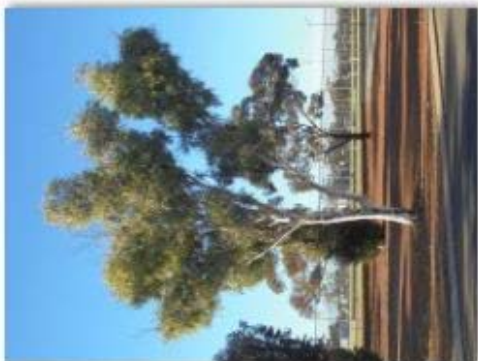


Tree 41

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Tree 42



Tree 43



Tree 44



Tree 45



Tree 46



Tree 47



Tree 48



Tree 49

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Shire of Narembeen – Currall Street Tree Survey - June 2017



Tree 50



Tree 51



Tree 52



Tree 53



Tree 54



Tree 55



Tree 56



Tree 57

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Tree 58



Tree 59

8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 - Executive Manager Corporate Services Report

Subject:	Executive Manager Corporate Services Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Bonnie Cole, Executive Manager Corporate Services
Date:	13 th September 2017
Attachments:	Nil

SUMMARY

Consider the report from the Executive Manager Corporate Services and endorse any actions as appropriate.

BACKGROUND

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

COMMENT

Annual Report and Audit Visit

Council's Auditors Moore Stephens are booked to visit Narembeen for its end of year audit on the 18th and 19th September 2017. At this point the majority of the requirements have been completed and the main tasks to be undertaken during their visit will be checking of purchasing invoices and finalising the annual financial report. I anticipate that the Annual Report will be presented for adoption at the October 2017 meeting with the Electors meeting to be held in November.

Local Emergency Management Arrangements

On 24th August, I attended a LEMC meeting which was followed by an emergency drill exercise afterwards held at the Recreation Centre. It was great to see a good crowd participating in the exercise.

Office News

Congratulations to Leanne Brooke-Mee and Glen Sands on their recent engagement. Ashlyn Savin and her beau Shannon Hebbermann also got engaged in South Australia at the end of last month. I wish them all the best with very exciting times ahead. Last month we also sent Rebecca Gmeiner off with our best wishes as she goes on maternity leave again. Good luck to you and Craig with your growing family. We look forward to seeing you both once the new addition has arrived.

Public Sector Commission

On Wednesday 30th August, along with Sheree, Leanne and Arthur, we went to Corrigin to take part in two workshops relating to Misconduct Prevention within the Sector and also Engagement and Issues within Local Government for CEO's and Senior Staff. These workshops were both quite interesting. I especially enjoyed learning about the variations between minor and serious misconduct and how these are to be treated.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Narembeen Strategic Community Plan

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

The Council received the Executive Manager Corporate Services Report for September 2017 and endorse the associated actions.

COUNCIL RESOLUTION

MIN

MOTION – Moved: Cr.

2nd: Cr.

CARRIED /

AGENDA ITEM: 8.5.2 – August 2017 Schedule of Accounts

Subject:	August 2017 Schedule of Accounts
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Ashlyn Savin, Administration Officer
Date:	11 th September 2017
Attachments:	List of Payments and Credit Card Statements

SUMMARY

For Council to review the payments made in August 2017.

BACKGROUND

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

Municipal Cheque Account	\$828,449.00
Trust Cheque Account	\$150.00

COMMENT

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

EFT10091	03/08/2017	Liberty Oil Rural Pty Ltd	Stock fuel purchase 24,700 Litres @ \$1.0790 per litre	26,651.30
EFT10101	03/08/2017	Roadswest Engineering Group WA Pty Ltd	Provision of Engineering design and drafting services for the proposed road improvements at Bruce Rock Narembeen Road Intersection with Tank North Road	18,519.60
EFT10104	03/08/2017	Southern City Sheds	Payment 1(20%) - Drawings, fees and to order building for Emergency Services Facility	89,434.60
EFT10110	03/08/2017	WALGA	WALGA subscriptions 2017/2018 - Local laws, governance procurement and membership	11,986.88
EFT10113	09/08/2017	Copier Support	Purchase and install of new copier machine for admin office. Canon IRADVC	9,908.14
EFT10118	17/08/2017	Australian Taxation Office	BAS July 2017	137,706.00
EFT10120	17/08/2017	Avon Waste	July 2017 rubbish collection	17,728.97
EFT10127	17/08/2017	Core Business Australia Pty Ltd	AGRN743 WANDRAA claim 6	55,177.54
EFT10132	17/08/2017	Leeuwin Civil Pty Ltd	Narembeen Boundary Rd 20 hours @ \$115.00 Exc GST	8,728.50
EFT10139	17/08/2017	PC & JE Kennedy	Supply and lay concrete to Shire Depot storage shed	13,800.00
EFT10143	17/08/2017	Shire Of Corrigin	ROEEHO Regional Environment Health Services Scheme April to June 2017	9,636.00

EFT10148	17/08/2017	Waterman Irrigation	Standpipe controller upgrades. 50% deposit upon receipt of order on capital expenditure. (does not include installation, travel or operation expenditure)	8,091.60
EFT10149	17/08/2017	Western Australian Treasury Corporation	Capital repayment of Loan 127C additional repayment	21,249.43
EFT10152	18/08/2017	Civic Legal	Professional fees for Aircraft at Narembeen Aerodrome - rates recovery against the Estate of late Walter Harold James (Deceased) and Professional fees for advice on lease of crown land Avon location 21952	10,157.95
EFT10160	18/08/2017	Westrac Equipment Pty Ltd	Service on Cat roller, air filter modification on grader, strut joints and adapter for roller, x 2 oil filters and x 2 blades for graders and oil	6,545.38
EFT10178	30/08/2017	Leeuwin Civil Pty Ltd	WANDRRA Claim AGRN743	119,489.26
EFT10180	30/08/2017	Narembeen Medical Centre	Maintenance payment for Dr's house for 2017	5,433.35
EFT10186	30/08/2017	Southern City Sheds	Construction of the Narembeen Emergency Services Facility. Payment 2 (slab completed)	89,434.60
EFT10193	31/08/2017	Dunnings Investments Pty Ltd	Bulk Diesel Purchased on 30 August 2017 23,025L \$1.10281 per litre Inc	25,392.08
10954	03/08/2017	Water Corporation	Water Charges for Narembeen Shire	8,830.67
DD9121.1	10/08/2017	WA Local Government Superannuation Plan	Payroll deductions	8,726.68
DD9151.1	24/08/2017	WA Local Government Superannuation Plan	Payroll deductions	8,664.15

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996 (FMR)

Reg 11. Payment of accounts

1. A local government is to develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for and properly authorised use of:

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

Reg 12. Payments from municipal fund or trust fund

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

Reg 13. Lists of accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
2. A list of accounts for approval to be paid is to be prepared each month showing:
 - (a) for each account which requires council authorisation in that month -
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.

3. A list prepared under sub regulation (1) or (2) is to be -
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Shire of Narembeen 2017/2018 Operating Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council

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

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

RELATED PARTY TRANSACTIONS

There are no known related party transactions at this time.

OFFICER RECOMMENDATION

That Council:-

1. Receive the Schedule of Accounts for August 2017;
2. Credit Card Statements for August 2017

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /



SHIRE OF NAREMBEEN

SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 20 SEPTEMBER 2017

Chq/EFT	Date	Name	Description	Amount
EFT10077	03/08/2017	Ag Implements Quairading	Drug and Alcohol testing	72.60
EFT10078	03/08/2017	All Ways Foods	Cleaning products for the Caravan Park and Shire Office	681.15
EFT10079	03/08/2017	Ampac Debt Recovery (WA) Pty Ltd	Rate recovery costs for the month of July	1,133.00
EFT10080	03/08/2017	Australian Services Union	Payroll deductions	51.70
EFT10081	03/08/2017	Australian Taxation Office Child Support Agency	Payroll deductions	344.61
EFT10082	03/08/2017	Bovell Surveys Pty Ltd	Emergency services Facility pegged out and survey drawing created	1,783.32
EFT10083	03/08/2017	Brownleys Plumbing And Gas	Backflow testings on the standpipes throughout the Shire	1,459.70
EFT10084	03/08/2017	Chefmaster Australia	2 x 36 Litre blue/white Chefmaster bin liners for Admin office	230.70
EFT10085	03/08/2017	Chris Bray Electrics Pty Ltd	Wire and install a flow switch to turn off the pump to protect against running dry, supply and fit new UPS unit for the town clock and replace circuit board in Caravan Park washing room	1,018.60
EFT10086	03/08/2017	Cutting Edges Pty Limited	x 10 grader blades for grader	2,194.50
EFT10087	03/08/2017	Easifleet	Payroll deductions	651.74
EFT10088	03/08/2017	Fast Finishing Services WA	16/17 Council Meeting Minutes for binding	200.20
EFT10089	03/08/2017	Henry Schein Regional Pty Ltd	Sensor kit for dentist	35.00
EFT10090	03/08/2017	Hutton And Northey Sales	1 x solinoid valve for tractor	255.10
EFT10091	03/08/2017	Liberty Oil Rural Pty Ltd	Stock fuel purchase 24,700 Litres @ \$1.0790 per litre	26,651.30
EFT10092	03/08/2017	Local Government Professionals Australia WA	2017-2018 membership for Bonnie Cole and Narembeen Shire	1,042.00
EFT10093	03/08/2017	Narembeen Club Inc	Corporate membership 2017/2018 for the Narembeen Club Inc.	40.00

EFT10094	03/08/2017	Narembeen Community Resource Centre	Ladies Long Lunch Sponsorship, post seeding event sponsorship, postage for gym cable, Community directory, caravan master plan printing and laminating, print and bind dryer manual for the Caravan Park	2,659.40
EFT10095	03/08/2017	Narembeen Hardware and Ag Supplies	Line trimmer, edger blade, valve box and reducing bush	116.80
EFT10096	03/08/2017	Narembeen Hardware and Ag Supplies - Building A/C	Ultra ap all purpose comp 15kg, masking tape and blue applicator refill tape, hose parts, bait box and globes	196.39
EFT10097	03/08/2017	Narembeen Rural Newsagency	Newspapers and stationery for July 2017	329.28
EFT10098	03/08/2017	P M Services Narembeen	Waste Transfer Station manned hours from July 15th 2017 to July 28th 2017	2,496.00
EFT10099	03/08/2017	Price Sierakowski	Professional Fees Audit Letter FY17	302.50
EFT10100	03/08/2017	R Munns Engineering Consulting Services	Provide compaction certificate for sand pad for the Emergency Services Building	220.00
EFT10101	03/08/2017	Roadswest Engineering Group WA Pty Ltd	Provision of Engineering design and drafting services for the proposed road improvements at Bruce Rock Narembeen Road Intersection with Tank North Road	18,519.60
EFT10102	03/08/2017	Rob Roy Panelbeaters	Supply and fit windscreen for Mitsubishi Multi Body	753.50
EFT10103	03/08/2017	Santaleuca Forestry	Supply 2500 seedlings for the CBH Bypass Road and Plant 2500 seedlings at same location	2,612.50
EFT10104	03/08/2017	Southern City Sheds	Payment 1(20%) - Drawings, fees and to order building for Emergency Services Facility	89,434.60
EFT10105	03/08/2017	State Library of Western Australia	Better Beginnings Program 2017/2018	88.00
EFT10106	03/08/2017	Toll Ipec Pty Ltd	Freight from Car Console Sydney to Narembeen Shire (on-charge) and freight from Chefmaster	129.33
EFT10107	03/08/2017	Tudor House	2017 Banners in the Terrace Entry	363.55
EFT10108	03/08/2017	Veeco Pty Ltd	IPSO Tumble Control - New dryer board	900.57
EFT10109	03/08/2017	WA Contract Ranger Services	Ranger Services carried out on 18th July 2017, 26th July 2017 and 26th July 2017.	654.50
EFT10110	03/08/2017	WALGA	WALGA subscriptions 2017/2018 - Local laws, governance procurement and membership	11,986.88
EFT10111	03/08/2017	Waterman Irrigation	4 x Standpipe 6 month remote access charge @ \$19 per month	501.60

EFT10112	03/08/2017	Westrac Equipment Pty Ltd	2 x filters and belt for CAT grader	285.80
EFT10113	09/08/2017	Copier Support	Purchase and install of new copier machine for admin office. Canon IRADVC	9,908.14
EFT10114	17/08/2017	Aust Post	Postage for shire office for July 2017 - rates were posted during this period	562.33
EFT10115	17/08/2017	Australia Day Council Of WA	Gold membership 2017-2018 for Australia Day WA	550.00
EFT10116		EFT Cancelled		
EFT10117	17/08/2017	Australian Services Union	Payroll deductions	51.70
EFT10118	17/08/2017	Australian Taxation Office	BAS July 2017	137,706.00
EFT10119	17/08/2017	Australian Taxation Office Child Support Agency	Payroll deductions	366.45
EFT10120	17/08/2017	Avon Waste	July 2017 rubbish collection	17,728.97
EFT10121	17/08/2017	Best Office Systems	Printing for the month of July 2017	2,631.15
EFT10122	17/08/2017	Boc Gases	1 x G size argoshield	176.55
EFT10123	17/08/2017	CDA Air Conditioning & Refrigeration	Supply and install new LG split system at 4/33 Currall St	2,992.00
EFT10124	17/08/2017	Chris Bray Electrics Pty Ltd	Install flood light over playground at the Rec Centre and repair light in stairwell at the Rec Centre	1,807.30
EFT10125	17/08/2017	Civic Legal	Professional fees for audit	577.50
EFT10126	17/08/2017	Combined Pest Control WA	Termite inspections within Shire 2017	4,653.00
EFT10127	17/08/2017	Core Business Australia Pty Ltd	AGRN743 Wandirra claim 6	55,177.54
EFT10128	17/08/2017	Easifleet	Payroll deductions	651.74
EFT10129	17/08/2017	Great Eastern Country Zone Walga	Annual subscriptions 2017/2018	4,675.00
EFT10130	17/08/2017	Great Southern Fuel Supplies	Fuel for CEO's car for July 2017	153.41
EFT10131	17/08/2017	Ixom	1 x 70kg chlorine package for the Swimming Pool	42.28
EFT10132	17/08/2017	Leeuwin Civil Pty Ltd	Narembeen Boundary Rd 20 hours @ \$115.00 Exc GST	8,728.50
EFT10133	17/08/2017	Local Government Professionals Australia WA	2017-2018 affiliate membership for Sheree Thomas and Finance PD for B Cole	261.00
EFT10134	17/08/2017	Local Health Authorities Analytical Committee	Analytical services for 2017/2018	388.85
EFT10135	17/08/2017	Merredin Glazing Service	Remove existing glass and replace window / flyscreens at 18 Hilton Way	1,753.40
EFT10136	17/08/2017	Narembeen Club Inc	6 x bottles Amberley 3 x bottles Taylors Jaraman Red Shiraz 1 bottle Swings & Roundabouts Shiraz	230.60

EFT10137	17/08/2017	Narembeen Engineering And Steel Supplies	Wheel hub and bearings for boomspray	49.50
EFT10138	17/08/2017	Ness Gas Supplies	4 x 45kg gas bottles for Caravan Park	460.00
EFT10139	17/08/2017	PC & JE Kennedy	Supply and lay concrete to Shire Depot storage shed	13,800.00
EFT10140	17/08/2017	Perfect Computer Solutions Pty Ltd	Computer support for admin emails	297.50
EFT10141	17/08/2017	Precise Property Maintenance	Repair hardboards to both gable ends of roof at 8 Cheetham Way	2,975.00
EFT10142	17/08/2017	Right Fitness Group Pty Ltd	Commercial gym cable	99.00
EFT10143	17/08/2017	Shire Of Corrigin	ROEHO Regional Environment Health Services Scheme April to June 2017	9,636.00
EFT10144	17/08/2017	State Library of Western Australia	Annual fee for lost and damaged Public library materials 2017-18	220.00
EFT10145	17/08/2017	Town Planning Innovations	General planning services for 29 Brown St	185.63
EFT10146	17/08/2017	WA Contract Ranger Services	Ranger Services carried out in Narembeen on 01/08/2017 and 09/08/2017	444.12
EFT10147	17/08/2017	WA Regional Plumbing	Vent the gully at the Rec Centre	1,885.40
EFT10148	17/08/2017	Waterman Irrigation	Standpipe controller upgrades. 50% deposit upon receipt of order on capital expenditure. (does not include installation, travel or operation expenditure)	8,091.60
EFT10149	17/08/2017	Western Australian Treasury Corporation	Capital repayment of Loan 127C additional repayment - Narembeen Homes for the Aged. Self supporting loan	21,249.43
EFT10150	18/08/2017	Australian Mineral Fertilisers	Fertiliser for Town Oval - Sulphate of Ammonia, Spreadable Microbes	4,272.40
EFT10151	18/08/2017	Brownleys Plumbing And Gas	Investigate problems with standpipes on Mt Walker Rd & at South Kumminin	539.00
EFT10152	18/08/2017	Civic Legal	Professional fees for Aircraft at Narembeen Aerodrome - rates recovery against the Estate of late Walter Harold James (Deceased) and Professional fees for advice on lease of crown land Avon location 21952	10,157.95
EFT10153	18/08/2017	Hitachi Construction Machinery Pty Ltd	4 x blade inserts for grader	688.64
EFT10154	18/08/2017	Mcintosh And Son	Fan belt	94.57
EFT10155	18/08/2017	Michael and Hannah Smoker	Rates refund for assessment A5111 895 HUNTER ROAD NAREMBEEN 6369	484.20

EFT10156	18/08/2017	Narembeen Hardware and Ag Supplies - Shire Workshop	Synthetic oil for roller, blades for roller, garden pruner, pop rivets, marking spray and bag of rags	565.65
EFT10157	18/08/2017	Narembeen Tyre service	Compactor tyres on roller, repair tyres on grader, tyres for Ranger dual cab, repair cast rim on roller, tubes on roller, repair tyres on front end loader and BKE semi trailer	1,022.00
EFT10158	18/08/2017	P M Services Narembeen	Manned hours at transfer station from July 29th 2017 to August 11th 2017	2,496.00
EFT10159	18/08/2017	Star Track Express	Freight from Westrac South Guild to Narembeen Depot	1,452.22
EFT10160	18/08/2017	Westrac Equipment Pty Ltd	Service on Cat roller, air filter modification on grader, strut joints and adapter for roller, x 2 oil filters and x 2 blades for graders and oil	6,545.38
EFT10161	30/08/2017	All Ways Foods	6 x C & C Cleaner 5L, 3 x Kilbac, 1x Shampoo, 1x Conditioner for Caravan Park	460.23
EFT10162	30/08/2017	Australian Services Union	Payroll deductions	75.95
EFT10163	30/08/2017	Australian Taxation Office Child Support Agency	Payroll deductions	374.63
EFT10164	30/08/2017	CDA Air Conditioning & Refrigeration	Install new LG split system at Community Shed	3,749.00
EFT10165	30/08/2017	CJD Equipment Pty Ltd	1 x fuel tank for prime mover, rear view mirror for loader, service kits, cab filters and oil filters for prime mover	4,605.83
EFT10166	30/08/2017	Connelly Images	4 x cardboard stickers	41.80
EFT10167	30/08/2017	Construction Sciences Pty Ltd	Emergency Services Facility - Project Management and Liaison, Geotechnician Site Time, Geotechnician Travel, Laboratory Testing, Shrinkage Testing and Office Studies and Reporting	4,694.80
EFT10168	30/08/2017	Covs	2 x led trailer lamps, aerial rubber, filter cartridge and split pins	903.82
EFT10169	30/08/2017	Dan Murphy's	Wine and spirits for Council Chamber events 2017	1,124.64
EFT10170	30/08/2017	Easifleet	Payroll deductions	651.74
EFT10171	30/08/2017	Executive Media Pty Ltd	Caravanning Australia Spring 2017 ad	650.00
EFT10172	30/08/2017	Henry Schein Regional Pty Ltd	Sensor kit for dentist	35.00

EFT10173	30/08/2017	Hitachi Construction Machinery Pty Ltd	Valve for John Deere grader	545.48
EFT10174	30/08/2017	Irving Holdings WA	Fuel for August 2017	1,807.87
EFT10175	30/08/2017	JR And A Hersey Pty Ltd	Uniform for Yvonne Collard	265.85
EFT10176	30/08/2017	LGIS Risk Management	Traffic management training for Richard Gausden	541.58
EFT10177	30/08/2017	Landgate	Land Enquiry	50.60
EFT10178	30/08/2017	Leeuwin Civil Pty Ltd	WANDRRA Claim AGRN743	119,489.26
EFT10179	30/08/2017	Narembeen IGA	Biscuits, lollies, milk and chips for council meeting and bread for staff get together	546.31
EFT10180	30/08/2017	Narembeen Medical Centre	Maintenance payment for Dr's house for 2017	5,433.35
EFT10181	30/08/2017	P M Services Narembeen	Waste Transfer Station manned hours from August 12th 2017 to August 25th 2017 - 6 hours each day	2,496.00
EFT10182	30/08/2017	Perfect Computer Solutions Pty Ltd	Computer assistance for technical difficulties during set up of new printer and emails	467.50
EFT10183	30/08/2017	Precise Property Maintenance	Prepare and paint exterior of 15 Northmore St	3,395.00
EFT10184	30/08/2017	Rob Roy Panelbeaters	Replace window on Nissan Navara	1,456.81
EFT10185	30/08/2017	Shire Of Corrigin	WBSRRG WBS RRD Chairperson Honorarium	100.00
EFT10186	30/08/2017	Southern City Sheds	Construction of the Narembeen Emergency Services Facility. Payment 2 (slab completed)	89,434.60
EFT10187	30/08/2017	T - Quip	Bed knife, screw and backlapping paste	430.25
EFT10188	30/08/2017	Toll Ipec Pty Ltd	Freight for Protective Clothing from Hersey	11.62
EFT10189	30/08/2017	WA Regional Plumbing	Shire chambers, replace drainage near staff carpark and supply commercial soap holders at Caravan Park	1,857.01
EFT10193	31/08/2017	Dunnings Investments Pty Ltd	Bulk Diesel Purchased on 30 August 2017 \$1.10281 per litre Inc	25,392.08
			Total for MUNI EFT	780,969.23
Chq/EFT	Date	Name	Description	Amount
10951	03/08/2017	Narembeen Shire Council	Emergency services levy and rubbish collection for the Community Gym for 17/18	410.00

10952	03/08/2017	Petty Cash	Petty Cash for Shire office. Reimbursements for; G Grogan - New shower hose, R Moore - Fuel, G Grogan - Pen refill, L Brooke-Mee - Gardening gloves for JCW, G DeLuis - Christmas games, G Sands - lunch, M Cowan - fuel, R Cole - ID paperwork, B Cole - ID paperwork & C Jackson - ID paperwork	298.65
10953	03/08/2017	Synergy - Western Power	Electricity charges for Shire from 10th June 2017 to 13th July 2017	3,069.90
10954	03/08/2017	Water Corporation	Water Charges for Shire	8,830.67
10955	18/08/2017	Narembeen Shire Council	12 months Registration NB7850	77.50
10956	18/08/2017	Synergy - Western Power	Street lighting charges from 03/07/2017 to 01/08/2017	1,327.15
10957	18/08/2017	Telstra	Telephone charges during July 2017 for Admin office	2,262.52
10958	18/08/2017	Water Corporation	Water charges	4,790.99
10959	30/08/2017	Synergy - Western Power	Electricity charges for Narembeen Swimming Pool from 12th July 2017 to 9th August 2017	881.15
			Total for MUNI Cheques	21,948.53
Direct D	Date	Name	Description	Amount
DD9121.1	10/08/2017	WA Local Government Superannuation Plan	Payroll deductions	8,726.68
DD9121.2	10/08/2017	IOOF Employer Super	Superannuation contributions	274.04
DD9121.3	10/08/2017	BT Super for Life	Superannuation contributions	265.82
DD9121.4	10/08/2017	Concept One Superannuation	Superannuation contributions	544.51
DD9121.5	10/08/2017	CBUS Super	Superannuation contributions	361.15
DD9121.6	10/08/2017	Prime Superannuation Fund	Superannuation contributions	205.06
DD9121.7	10/08/2017	Plum Super Fund	Superannuation contributions	221.35
DD9121.8	10/08/2017	BT Wrap	Superannuation contributions	221.35
DD9121.9	10/08/2017	Australian Super	Superannuation contributions	461.90
DD9136.1	01/08/2017	BUPA Australia	CEO health insurance	412.00
DD9138.1	01/08/2017	Westnet Pty Ltd	Westnet monthly charges	219.85
DD9141.1	21/08/2017	Bankwest	Direct Debit - Bankwest	1,258.09
DD9144.1	10/08/2017	Commander Australia Pty Ltd	Admin Office phone charges	68.51
DD9151.1	24/08/2017	WA Local Government Superannuation Plan	Payroll deductions	8,664.15
DD9151.2	24/08/2017	IOOF Employer Super	Superannuation contributions	274.04

DD9151.3	24/08/2017	BT Super for Life	Superannuation contributions	296.60
DD9151.4	24/08/2017	Concept One Superannuation	Superannuation contributions	544.51
DD9151.5	24/08/2017	CBUS Super	Superannuation contributions	325.71
DD9151.6	24/08/2017	Prime Superannuation Fund	Superannuation contributions	221.35
DD9151.7	24/08/2017	Plum Super Fund	Superannuation contributions	221.35
DD9151.8	24/08/2017	BT Wrap	Superannuation contributions	221.35
DD9151.9	24/08/2017	Australian Super	Superannuation contributions	461.90
DD9153.1	14/08/2017	Nib Health Insurance	EMCS health insurance	186.27
DD9167.1	31/08/2017	BUPA Australia	DD Health Insurance CEO	412.00
DD9121.10	10/08/2017	AMP Life Limited	Superannuation contributions	230.85
DD9151.10	24/08/2017	AMP Life Limited	Superannuation contributions	230.85
			Total for Direct Debits	25,531.24
			Total for MUNI EFT & Cheques	828,449.00
Chq/EFT	Date	Name	Description	Amount
EFT10190	30/08/2017	Brian Ennor	Gym card bond refund	50.00
EFT10191	30/08/2017	Caitlin Robinson	Gym card bond refund	50.00
EFT10192	30/08/2017	Ryan Penning	Gym card bond refund	50.00
			Total for TRUST	150.00
			Total for MUNI & TRUST	828,599.00



Credit Card Purchases - 1 August 2017 - 1 September 2017

EMCS

Date	Store	Description	Amount
11/08/2017	BP Bentley	Fuel NB01	\$ 67.02
21/08/2017	Puma Sawyers Vally	Fuel NB01	\$ 56.17
21/08/2017	Harvey Norman	Vacuum Cleaner	\$ 366.00
27/08/2017	BP Williams	Fuel NB01	\$ 57.86
EMCS Credit Card Payments			\$ 547.05

CEO

Date	Store	Description	Amount
1/08/2017	Swan Taxis	LG Convention	\$ 32.13
2/08/2017	Panache	Brookfield Rail Meeting	\$ 16.20
15/08/2017	NB Club	Council Bar	\$ 128.35
CEO Credit Card Payments			\$ 176.68



Bankwest Corporate MasterCard Statement



244BC3C 000113 (053N)

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

Account Number **5586 0207 8811 5284**

Period **2 Aug 17 - 1 Sep 17**

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

SUMMARY OF YOUR SPEND	
Purchases	\$176.83
Cash Advances & Balance Transfers	\$0.00

YOUR TRANSACTION SUMMARY					
Date	Description			Debit	Credit
01 AUG 17	SWAN TAXIS 13 13 30	VICTORIA PARK	WA	\$32.13	
02 AUG 17	PANACHE	PERTH	WA	\$16.20	
15 AUG 17	NAREMBEEN CLUB INCORPO	NAREMBEEN	AUS	\$128.50	
Total				\$176.83	\$0.00

244BC3C 000113 000367



Bankwest Corporate MasterCard Statement



244BC3C 000114 (053N)
 MISS BONNIE MADELINE COLE
 SHIRE OF NAREMBEEN
 1 LONGHURST ST
 NAREMBEEN WA 6369

Account Number **5586 0203 0212 1909**

Period **2 Aug 17 - 1 Sep 17**

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

SUMMARY OF YOUR SPEND	
Purchases	\$547.05
Cash Advances & Balance Transfers	\$0.00

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
11 AUG 17	BP BENTLEY 6344	BENTLEY	WA	\$67.02	
21 AUG 17	PUMA ENERGY SAWYERS VA	SAWYERS VALLE	AUS	\$56.17	
21 AUG 17	HARVEY NORMAN AV/IT	MIDLAND	WA	\$366.00	
27 AUG 17	BP WILLIAMS 1938	WILLIAMS	WA	\$57.86	
Total				\$547.05	\$0.00

244BC3C 000114 000371

AGENDA ITEM 8.5.3: - Financial Report August 2017

Subject:	Financial Report August 2017
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Bonnie Cole, Executive Manager Corporate Services
Date:	13 September 2017
Attachments:	August 2017 Financial Report, Bank Reconciliation for August 2017, CRC Financial Report and Outstanding Rates Report

SUMMARY

To review Council finances as required by legislation.

BACKGROUND

The attached Financial Reports (including Statement of Financial Activity) are submitted on behalf of the Shire of Narembeen for the period ending 31 August 2017.

COMMENT

Council's closing position at 31 August 2017 amounts to \$4,772,188 with current assets of \$7,175,747 and \$2,052,477 which is restricted cash.

CONSULTATION

Finance Officer
Administration Officer
Senior Staff

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Shire of Narembeen 2017/2018 Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Receive the Shire of Narembeen's Financial Report for the month of August 2017;
2. Receive the Shire of Narembeen's bank reconciliation for the month of August 2017 for the all Shire Bank Accounts;
3. Receive the Narembeen Community Resource Centre Financial Report for the Month of August 2017; and
4. Receive the Outstanding Rates Report as at 1 September 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

SHIRE OF NAREMBEEN
MONTHLY FINANCIAL REPORT

For the Period Ended 31 August 2017

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

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Statement of Financial Activity by Program	
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Statement of Capital Acquisitions and Capital Funding	
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Note 7	Cash Backed Reserves
Note 8	Capital Disposals
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Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust

Shire of Narembeen

Compilation Report

For the Period Ended 31 August 2017

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 August 2017 of \$4,772,187.

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

Preparation

Prepared by: Bonnie Cole

Reviewed by:

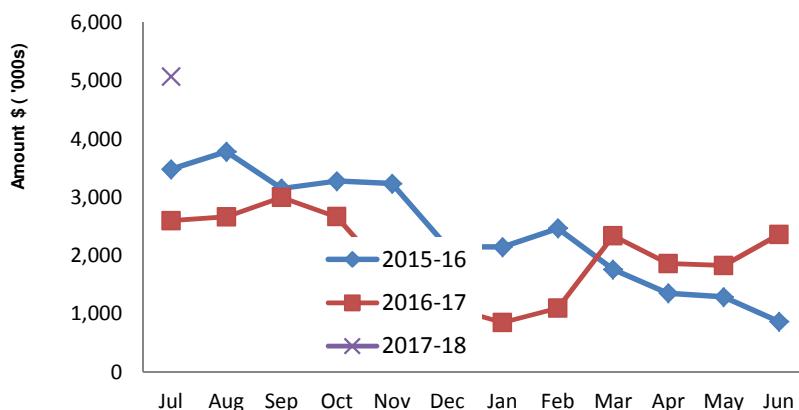
Date prepared: 13-Sep-17

Shire of Narembeen

Monthly Summary Information

For the Period Ended 31 August 2017

Liquidity Over the Year (Refer Note 3)



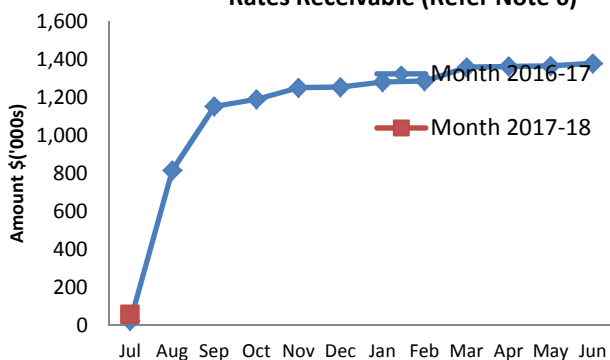
Cash and Cash Equivalents as at period end

Unrestricted	\$ 3,001,032
Restricted	\$ 2,052,477
	\$ 5,053,509

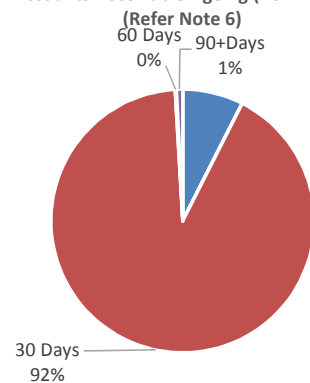
Receivables

Rates	\$ 662,456
Other	\$ 1,441,411
	\$ 2,103,867

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non-rates)

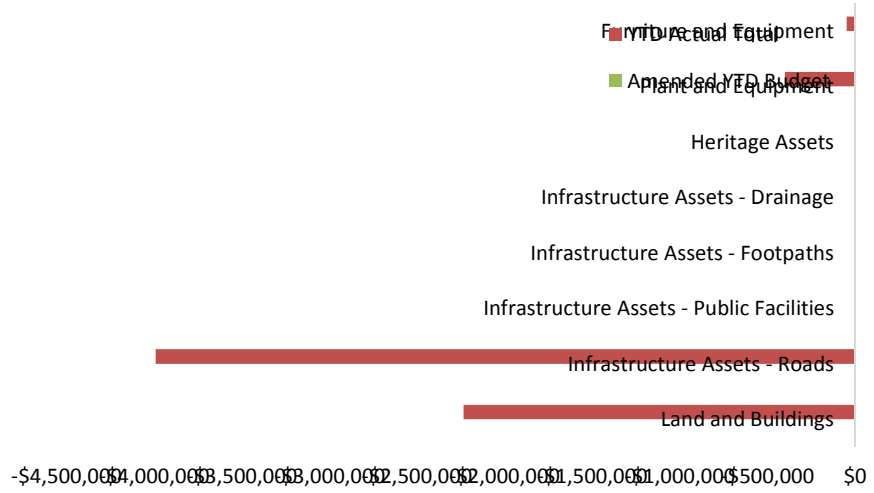


Comments

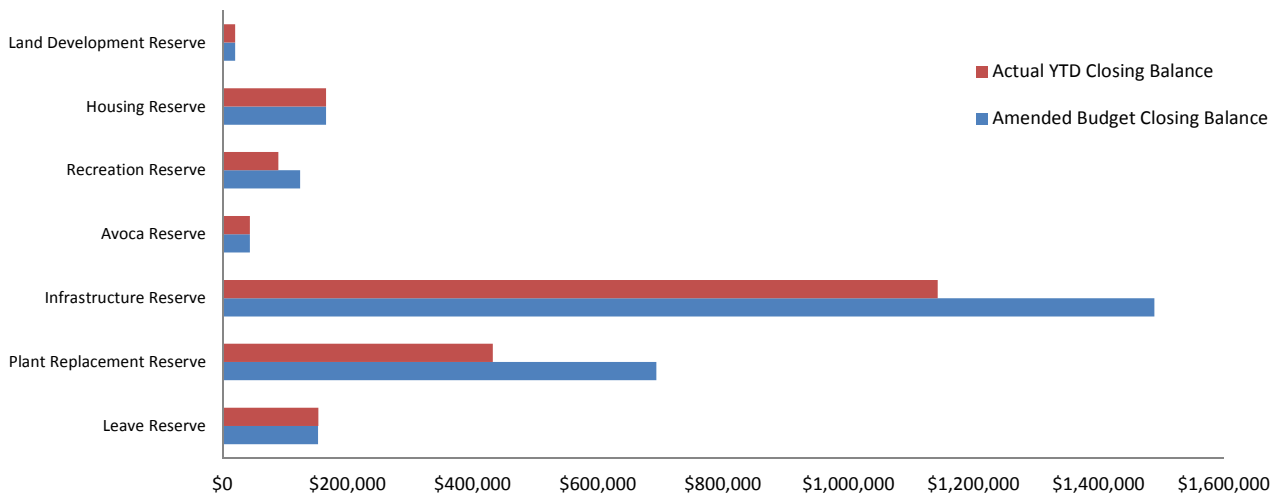
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Narembeen
Monthly Summary Information
 For the Period Ended 31 August 2017

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

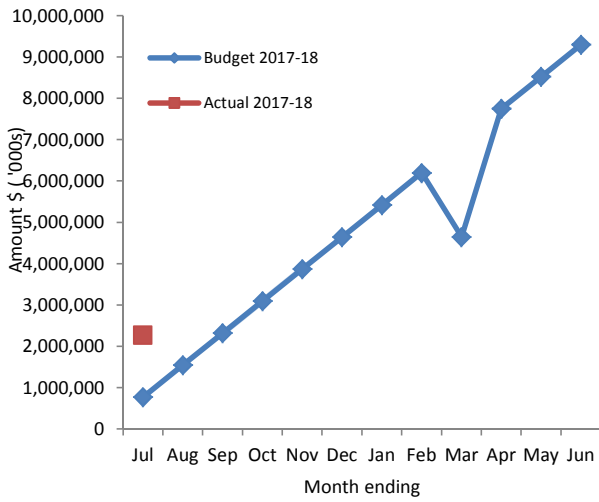
Shire of Narembeen

Monthly Summary Information

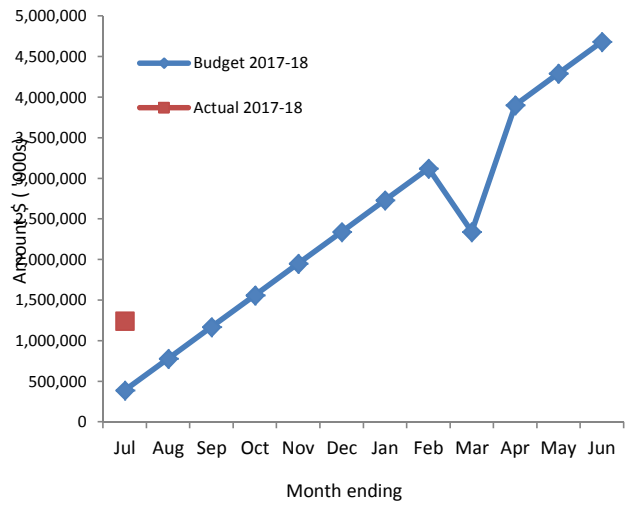
For the Period Ended 31 August 2017

Revenues

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

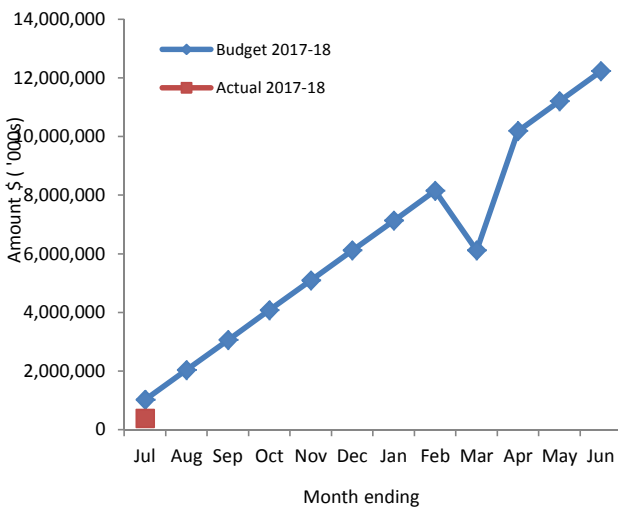


Budget Capital Revenue -v- Actual (Refer Note 2)

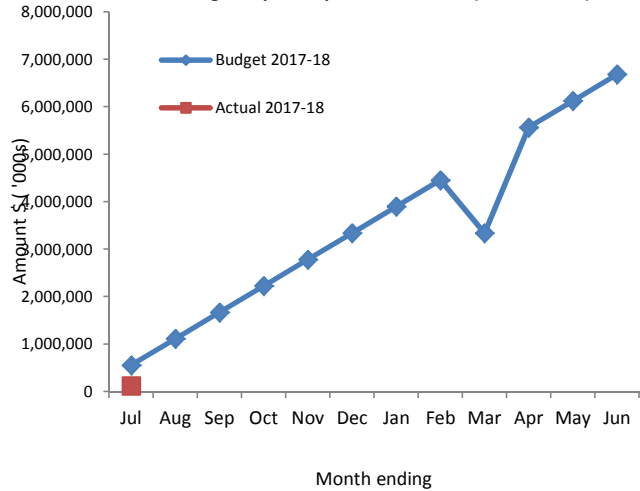


Expenditure

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



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



Comments

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

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2017

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		43,500	7,246	6,618	(628)	(8.67%)	▲
General Purpose Funding - Rates	9	1,555,560	1,555,650	1,647,537	91,887	5.91%	▲
General Purpose Funding - Other		1,162,170	779,040	217,119	(561,921)	(72.13%)	▲
Law, Order and Public Safety		77,300	87,880	176,342	88,462	100.66%	▼
Health		0	79,532	0	(79,532)	(100.00%)	▼
Education and Welfare		0	0	0	0		
Housing		79,881	13,310	18,225	4,915	36.93%	▲
Community Amenities		527,175	186,256	128,259	(57,997)	(31.14%)	▼
Recreation and Culture		56,942	27,326	8,638	(18,688)	(68.39%)	▼
Transport		4,386,699	1,402,454	185,421	(1,217,033)	(86.78%)	▼
Economic Services		242,800	40,462	181,004	140,542	347.34%	▲
Other Property and Services		102,601	17,088	33,035	15,947	93.32%	▲
Total Operating Revenue		8,234,627	4,196,244	2,602,199	(1,594,045)		
Operating Expense							
Governance		(321,196)	(53,488)	(190,540)	(137,052)	(256.23%)	▼
General Purpose Funding		(105,342)	(17,552)	(1,493)	16,059	91.50%	▲
Law, Order and Public Safety		(167,768)	(27,952)	(3,290)	24,662	88.23%	▼
Health		(162,978)	(27,144)	(26,811)	333	1.23%	▲
Education and Welfare		0	0	0	0		
Housing		(169,376)	(28,162)	(36,704)	(8,542)	(30.33%)	▲
Community Amenities		(725,590)	(120,880)	(61,412)	59,468	49.20%	▲
Recreation and Culture		(1,202,210)	(200,298)	(66,660)	133,638	66.72%	▲
Transport		(8,800,628)	(1,466,734)	(471,093)	995,641	67.88%	▲
Economic Services		(436,438)	(72,712)	(37,408)	35,304	48.55%	▲
Other Property and Services		(141,859)	(23,578)	42,041	65,619	278.31%	▲
Total Operating Expenditure		(12,233,385)	(2,038,500)	(853,370)	1,185,130		
Funding Balance Adjustments							
Add back Depreciation		3,516,500	586,070	0	(586,070)	(100.00%)	▲
Adjust (Profit)/Loss on Asset Disposal	8	44,000		(6,818)	(6,818)		▼
Adjust Provisions and Accruals		0		(35,738)	(35,738)		
Net Cash from Operations		(438,258)	2,743,814	1,706,273	(1,037,541)		
Capital Revenues							
Grants, Subsidies and Contributions	11	5,652,723	1,241,296	1,241,296	0	0.00%	
Proceeds from Disposal of Assets	8	99,000	6,818	6,818	0	0.00%	
Total Capital Revenues		5,751,723	1,248,114	1,248,114	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(2,236,385)	(196,853)	(196,853)	0	0.00%	
Infrastructure - Roads	13	(3,993,010)	(25,099)	(25,099)	0	0.00%	
Infrastructure - Public Facilities	13	0	0	0	0		
Infrastructure - Footpaths	13	0	0	0	0		
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(403,000)	0	0	0		
Furniture and Equipment	13	(50,500)	(16,363)	(16,363)	0	0.00%	
Total Capital Expenditure		(6,682,895)	(238,315)	(238,315)	0		
Net Cash from Capital Activities		(931,172)	1,009,799	1,009,799	0		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		7,701	20,000	20,000	0		
Transfer from Reserves	7	0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(66,066)	(26,869)	(26,869)	0		
Transfer to Reserves	7	(683,630)	(5,207)	(5,207)	0		
Net Cash from Financing Activities		(741,995)	(12,076)	(12,076)	0		
Net Operations, Capital and Financing		(2,111,425)	3,741,537	2,703,995			
Opening Funding Surplus(Deficit)	3	2,111,425	2,111,425	2,068,192			
Closing Funding Surplus(Deficit)	3	0	5,852,962	4,772,187			

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

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

SHIRE OF NAREMBEEN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2017

	Note	Amended Annual Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
Rates	9	\$ 1,603,936	\$ 1,606,451	\$	%	
Operating Grants, Subsidies and Contributions	11	7,044,732	732,984	732,984		▲
Fees and Charges		593,023	243,547	243,547		▲
Service Charges		0	0	0		
Interest Earnings		55,300	12,400	12,400		▲
Other Revenue		0	0	0		
Profit on Disposal of Assets	8	5,000	6,818	6,818		
Total Operating Revenue		9,301,991	2,602,200	995,749		▲
Operating Expense						
Employee Costs		(1,207,716)	(334,037)	(334,037)		▼
Materials and Contracts		(6,944,061)	(388,656)	(388,656)		▼
Utility Charges		(247,900)	(30,022)	(30,022)		▼
Depreciation on Non-Current Assets		(3,516,500)	0	0		▼
Interest Expenses		(59,056)	10,516	10,516		▼
Insurance Expenses		(180,587)	(108,936)	(108,936)		▼
Other Expenditure		(28,565)	(2,235)	(2,235)		▼
Loss on Disposal of Assets	8	(49,000)	0	0		
Total Operating Expenditure		(12,233,385)	(853,370)	(853,370)		▼
Funding Balance Adjustments						
Add back Depreciation		3,516,500	0	0		▲
Adjust (Profit)/Loss on Asset Disposal	8	44,000	(6,818)	(6,818)		▼
Adjust Provisions and Accruals		0	(35,738)	(35,738)		
Net Cash from Operations		629,106	1,706,274	99,823		
Capital Revenues						
Grants, Subsidies and Contributions	11	4,585,359	1,241,296	1,241,296		▲
Proceeds from Disposal of Assets	8	99,000	6,818	6,818		▲
Total Capital Revenues		4,684,359	1,248,114	1,248,114		
Capital Expenses						
Land Held for Resale		0	0	0		
Land and Buildings	13	(2,236,385)	(196,853)	(196,853)		▼
Infrastructure - Roads	13	(3,993,010)	(25,099)	(25,099)		▼
Infrastructure - Public Facilities	13	0	0	0		▼
Infrastructure - Footpaths	13	0	0	0		
Infrastructure - Drainage	13	0	0	0		
Heritage Assets	13	0	0	0		
Plant and Equipment	13	(403,000)	0	0		▼
Furniture and Equipment	13	(50,500)	(16,363)	(16,363)		▼
Total Capital Expenditure		(6,682,895)	(238,315)	(238,315)		
Net Cash from Capital Activities		(1,998,536)	1,009,799	1,009,799		
Financing						
Proceeds from New Debentures				0		
Proceeds from Advances		0		0		
Self-Supporting Loan Principal		7,701	20,000	20,000		
Transfer from Reserves	7	0		0		
Advances to Community Groups		0		0		
Repayment of Debentures	10	(66,066)	(26,869)	(26,869)		
Transfer to Reserves	7	(683,630)	(5,207)	(5,207)		
Net Cash from Financing Activities		(741,995)	(12,076)	(12,076)		
Net Operations, Capital and Financing		(2,111,425)	2,703,997	1,097,546		
Opening Funding Surplus(Deficit)	3	2,111,425	2,068,192	(43,233)	(2.05%)	
Closing Funding Surplus(Deficit)	3	0	4,772,189	1,054,313		

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

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

SHIRE OF NAREMBEEN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 2017

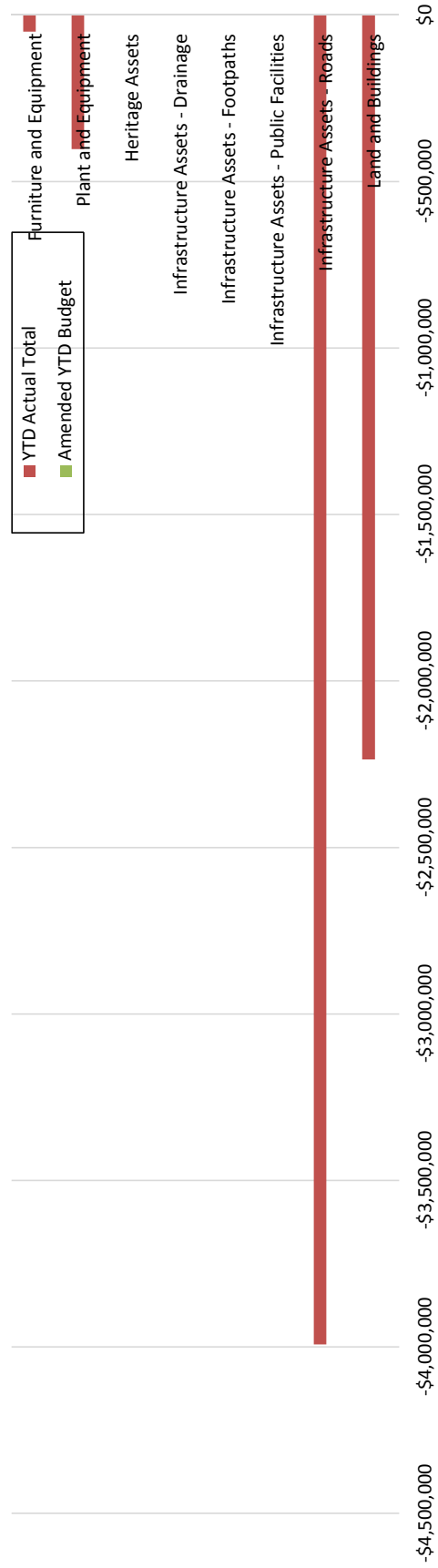
		YTD 31 08 2017					
Capital Acquisitions	Note	YTD Actual New / Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ (2,036,385)	\$ (200,000)	\$ (2,236,385)	\$	\$	\$ (2,236,385)
Infrastructure Assets - Roads	13	(2,818,236)	(1,174,774)	(3,993,010)			(3,993,010)
Infrastructure Assets - Public Facilities	13	0	0	0			0
Infrastructure Assets - Footpaths	13			0			0
Infrastructure Assets - Drainage	13			0			0
Heritage Assets	13			0			0
Plant and Equipment	13	(161,000)	(242,000)	(403,000)			(403,000)
Furniture and Equipment	13	(20,000)	(30,500)	(50,500)			(50,500)
Capital Expenditure Totals		(5,035,621)	(1,647,274)	-6,682,895	0	0	(6,682,895)

Funded By:

Capital Grants and Contributions	4,684,359		4,684,359	4,684,359
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	6,818	99,000	(6,818)
Own Source Funding - Cash Backed Reserves				
Infrastructure Reserve	0	0	0	0
Pensioner Unit Maintenance Reserve	0	0	0	0
Plant Replacement Reserve	0	0	0	0
Total Own Source Funding - Cash Backed Reserves	0	0	0	0
Own Source Funding - Operations	(11,367,254)	(6,818)	(4,562,859)	(11,360,436)
Capital Funding Total	(6,682,895)	0	0	(6,682,895)

Comments and graphs

Capital Expenditure Program YTD



SHIRE OF NAREMBEEN
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 August 2017

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	43,500		43,500	
General Purpose Funding - Rates	1,603,936		1,603,936	
General Purpose Funding - Other	1,113,794		1,113,794	
Law, Order and Public Safety	77,300		77,300	
Health	0		0	
Education and Welfare	0		0	
Housing	79,881		79,881	
Community Amenities	457,175		457,175	
Recreation and Culture	64,005		64,005	
Transport	5,517,000		5,517,000	
Economic Services	242,800		242,800	
Other Property and Services	102,600		102,600	
Total Operating Revenue	9,301,991	0	9,301,991	0
Operating Expense				
Governance	(321,196)		(321,196)	
General Purpose Funding	(105,342)		(105,342)	
Law, Order and Public Safety	(167,768)		(167,768)	
Health	(162,978)		(162,978)	
Education and Welfare	0		0	
Housing	(169,376)		(169,376)	
Community Amenities	(725,590)		(725,590)	
Recreation and Culture	(1,202,210)		(1,202,210)	
Transport	(8,800,628)		(8,800,628)	
Economic Services	(436,438)		(436,438)	
Other Property and Services	(141,859)		(141,859)	
Total Operating Expenditure	(12,233,385)	0	(12,233,385)	0
Funding Balance Adjustments				
Add back Depreciation	3,516,500		3,516,500	
Adjust (Profit)/Loss on Asset Disposal	44,000		44,000	
Adjust Provisions and Accruals			0	0
Net Cash from Operations	629,106	0	629,106	0
Capital Revenues				
Grants, Subsidies and Contributions	4,585,359		4,585,359	
Proceeds from Disposal of Assets	99,000		99,000	
Proceeds from Sale of Investments	0		0	
Total Capital Revenues	4,684,359	0	4,684,359	0
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings	(2,236,385)		(2,236,385)	
Infrastructure - Roads	(3,993,010)		(3,993,010)	
Infrastructure - Public Facilities	0		0	
Infrastructure - Footpaths	0		0	
Infrastructure - Drainage	0		0	
Heritage Assets	0		0	
Plant and Equipment	(403,000)		(403,000)	
Furniture and Equipment	(50,500)		(50,500)	
Total Capital Expenditure	(6,682,895)	0	(6,682,895)	0
Net Cash from Capital Activities	(1,998,536)	0	(1,998,536)	0

Financing				
Proceeds from New Debentures			0	
Proceeds from Advances	0		0	
Self-Supporting Loan Principal	7,701		7,701	
Transfer from Reserves	0		0	
Purchase of Investments	0		0	
Advances to Community Groups	0		0	
Repayment of Debentures	(66,066)		(66,066)	
Transfer to Reserves	(683,630)	0	(683,630)	
Net Cash from Financing Activities	(741,995)	0	(741,995)	0
Net Operations, Capital and Financing	(2,111,425)	0	(2,111,425)	0
Opening Funding Surplus(Deficit)	2,111,425		2,111,425	2,111,425
Closing Funding Surplus(Deficit)	0	0	0	2,111,425

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

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

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

"Economic: A strong, resilient and balanced economy.

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

Social: Our community enjoys a high quality of life.

Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 2: EXPLANATION OF MATERIAL VARIANCES

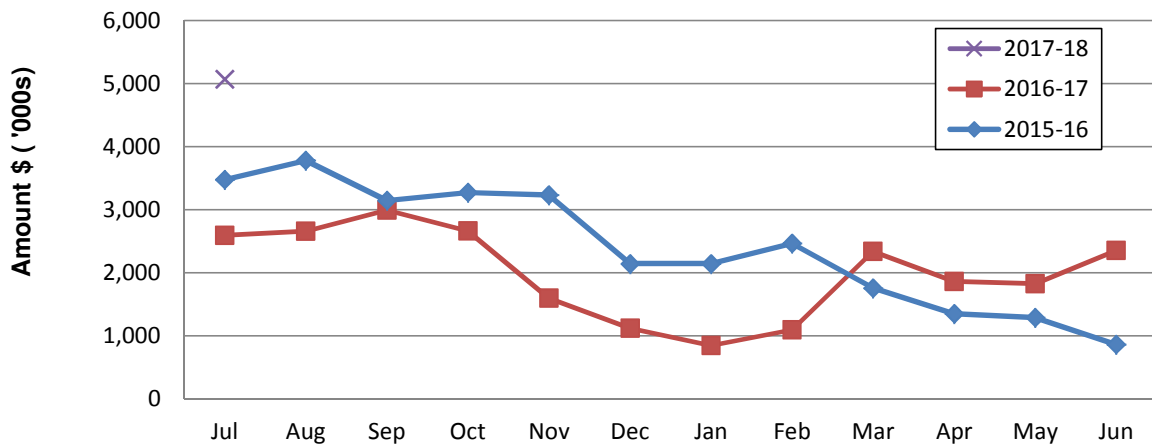
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(628)	(8.67%)	▲		
General Purpose Funding - Rates	91,887	5.91%	▲		rates issued
General Purpose Funding - Other	(561,921)	(72.13%)	▲	Timing	ESC Invoiced raised
Law, Order and Public Safety	88,462	100.66%	▲	Timing	
Housing	4,915	36.93%	▲		
Community Amenities	(57,997)	(31.14%)	▲	Timing	Rubbish charges invoiced with rates
Recreation and Culture	(18,688)	(68.39%)	▲		
Transport	(1,217,033)	(86.78%)	▲	Timing	Road Invoices Raised
Economic Services	140,542	347.34%	▲	Timing	Skeleton Weed Invoice raised
Other Property and Services	15,947	93.32%	▲		
Operating Expenditure					
Governance	(137,052)	(256.23%)	▲	Timing	Insurances paid
General Purpose Funding	16,059	91.50%	▲		
Law, Order and Public Safety	24,662	88.23%	▲	Timing	Insurances paid
Health	333	1.23%	▲		
Housing	(8,542)	(30.33%)	▲		
Community Amenities	59,468	49.20%	▲	Timing	Budget Profiling
Recreation and Culture	133,638	66.72%	▲	Timing	Depreciation not yet run
Transport	995,641	67.88%	▲	Timing	Depreciation not yet run
Economic Services	35,304	48.55%	▲		
Other Property and Services	65,619	278.31%	▲	Timing	Workers Comp insurance paid

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
	YTD 31 Aug 2017	Previous Period	Same Period Last year	
Note	\$	\$	\$	
Current Assets				
Cash Unrestricted	4	3,001,032	2,209,522	2,099,210
Cash Restricted	4	2,052,477	2,049,866	1,795,834
Receivables - Rates	6	646,514	1,751,945	886,494
Receivables -Other	6	1,460,117	1,758,632	111,851
Inventories		15,607	15,513	19,457
		7,175,747	7,785,478	4,912,845
Less: Current Liabilities				
Payables		(133,631)	(486,307)	(175,474)
Provisions		(268,957)	(268,957)	(243,257)
		(402,588)	(755,263)	(418,732)
Less: Cash Reserves	7	(2,052,467)	(1,873,668)	(1,795,834)
Net Adjustment for Borrowings.		51,496	58,365	49,527
Net Current Funding Position		4,772,188	5,214,911	2,747,807

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	CRC \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Account	0.01%	1,064,223				1,064,223	BankWest	At Call
Operating Account	0.01%				46,331	46,331	Bankwest	At Call
Trust Bank Account	0.01%			19,747		19,747	BankWest	At Call
Reserve Account	1.25%		2,052,467			2,052,467	BankWest	At Call
Cash Management Account	1.25%	404,791				404,791	BankWest	At Call
						0		
						0		
(b) Term Deposits								
Gold Term Deposit	2.50%				65,000	65,000	BankWest	23-Jun-17
Total		1,469,014	2,052,467	19,747	111,331	3,652,559		

Comments/Notes - Investments

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

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

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

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 August 2017

Note 6: RECEIVABLES

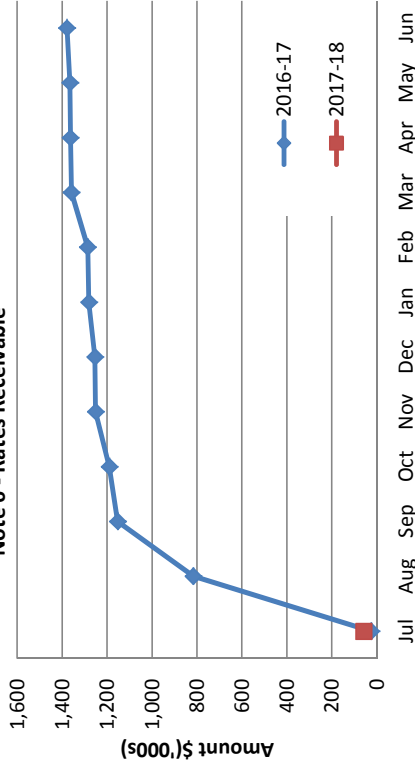
Receivables - Rates Receivable

Opening Arrears Previous Years	\$ 87,332
Levied this year	(1,606,451)
Less Collections to date	856,663
Equals Outstanding	(662,456)

Net Rates Collectable
 % Collected

YTD 31 Aug 2017	30 June 2017
\$ 87,332	\$ 87,332
(662,456)	87,332
56.39%	0.00%

Note 6 - Rates Receivable



Comments/Notes - Receivables Rates

Receivables - General

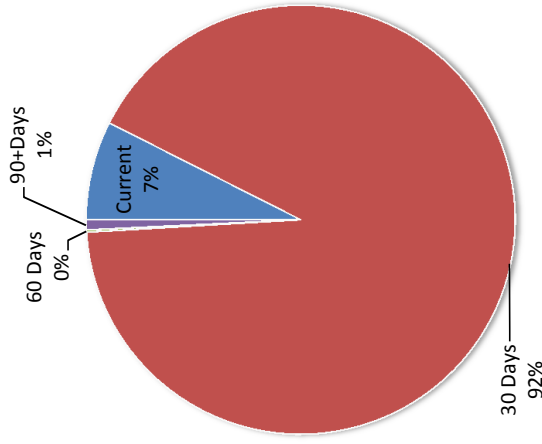
Current	30 Days	60 Days	90+Days
\$ 107,399	\$ 1,320,613	\$ 2,450	\$ 10,949

Total Receivables General Outstanding

1,441,411

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



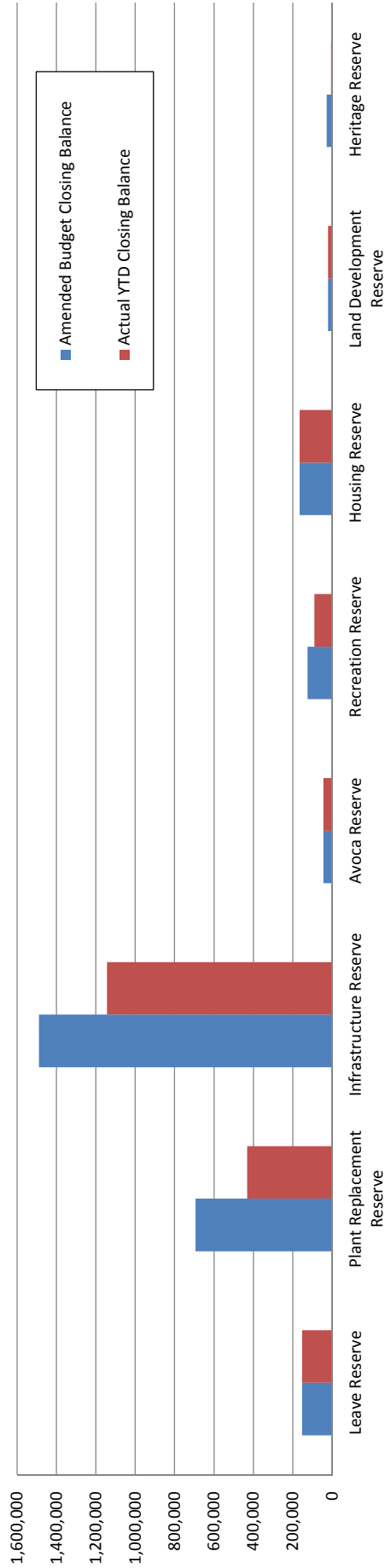
Comments/Notes - Receivables General

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 7: Cash Backed Reserve

2017-18	Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer Out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
	Leave Reserve	\$ 152,771	\$ 0	\$ 390	\$ 0	\$ 0	\$ 0	\$ 0		\$ 152,771	\$ 153,160
	Plant Replacement Reserve	430,722	0	1,098	262,386	0	0	0		693,108	431,820
	Infrastructure Reserve	1,139,945	0	2,906	349,244	0	0	0		1,489,189	1,142,851
	Avoca Reserve	43,773	0	112	35,000	0	0	0		43,773	43,884
	Recreation Reserve	89,241	0	228	0	0	0	0		124,241	89,468
	Housing Reserve	165,311	0	421	0	0	0	0		165,311	165,733
	Land Development Reserve	20,497	0	52	0	0	0	0		20,497	20,549
	Heritage Reserve	5,000	0	0	22,000	0	0	0		27,000	5,000
	Medical Service Support Reserve	0	0	0	15,000	0	0	0		15,000	0
		2,047,260	0	5,207	683,630	0	0	0		2,730,890	2,052,467

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



SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 8 CAPITAL DISPOSALS

Cost \$	Actual YTD Profit/(Loss) of Asset Disposal			Disposals	Amended Current Budget YTD 31.08.2017			Comments
	Accum Depr \$	Proceeds \$	Profit (Loss) \$		Amended Annual Budget Profit/(Loss) \$	Actual Profit/(Loss) \$	Variance \$	
				Plant and Equipment				
				Community Bus	(5,000)	0	5,000	
				NB175 Ford Ranger	(22,000)	0	22,000	
				NB806 - Ford Ranger	(22,000)	0	22,000	
				NB270 - 2009 Case Tractor	5,000	0	(5,000)	
						0	0	
						0	0	
						0	0	
						0	0	
						0	0	
0	0	0	0		(44,000)	0	44,000	

Comments - Capital Disposal/Replacements

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 9: RATING INFORMATION											
RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
General Rate											
GRV	0.1189	218	1,721,364	204,734	0	0	204,734	204,734	0	0	204,734
UV	0.0145	333	97,420,500	1,416,594	0	0	1,415,230	1,416,591	0	0	1,416,591
UV Mining	0.0145	1	40,988	622	0	0	622	622	0	0	622
Sub-Totals		552	99,182,852	1,621,950	0	0	1,620,586	1,621,947	0	0	1,621,947
Minimum Payment											
GRV	445.00	18	9,365	8,010	0	0	8,010	8,010	0	0	8,010
UV	445.00	40	531,000	17,355	0	0	17,355	17,800	0	0	17,800
UV Mining	445.00	13	106,019	5,785	0	0	5,785	5,785	0	0	5,785
Sub-Totals		71	646,384	31,150	0	0	31,150	31,595	0	0	31,595
Discount											
Amount from General Rates											
Specified Area Rates											
Totals											
							1,651,736				1,653,542
							(49,607)				(49,607)
							1,602,129				1,603,935
											1,603,935

Comments - Rating Information

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 127 Homes for the Aged (SSL)	93,648		20,000	7,701	73,648	85,947	1,249	3,881
Loan 125 Swimming Pool	235,753			17,232	235,753	218,521		15,465
Loan 128 Recreation Centre	726,105			27,303	726,105	698,802		37,839
Loan 129 Solar Panels	73,000		6,869	13,830	66,131	59,170	982	1,871
	1,128,506	0	26,869	66,066	1,101,637	1,062,440	2,231	59,056

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

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

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2017-18 Amended Budget	Variations Additions (Deletions)	Operating		Capital	Recoup Status	
					\$	\$		Received	Not Received
GENERAL PURPOSE FUNDING			\$	\$	\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	Y	421,975	0	421,975				421,975
Grants Commission - Roads	WALGGC	Y	612,412	0	612,412				612,412
Ex Gratia Rates	CBH		13,907		13,907				13,907
Instalment Fees			2,200		2,200				2,200
LAW, ORDER, PUBLIC SAFETY									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	24,000	0	24,000				24,000
ESL Contribution	DFES	Y	4,000		4,000				4,000
Emergency Services building			450,000			450,000			0
Health									
Doctor Surgery	NSRF	Y	477,200			477,200			477,200
COMMUNITY AMENITIES									
Community Service Centre	Fencepost		30,000			30,000			30,000
	CRC		65,000			65,000			65,000
	DRD		252,300			252,300			252,300
	NSRF		243,100			243,100			243,100
RECREATION AND CULTURE									
Lesser Hall	Lotterywest		100,000			100,000			100,000
Pool grant	DSR		32,000		32,000				32,000
TRANSPORT									
Direct Grant	Main Roads	Y	180,000	0	180,000		106,125		73,875
Regional Road Group	Main Roads	Y	345,571	0		345,571	138,228		207,343
Regional Road Group 16/17 balance	Main Roads	Y	66,800			66,800			66,800
R2R	Dept. Infrastructure	Y	733,888			733,888			733,888
Black Spot Funding	Main Roads	Y	51,500						0
WANNDRRA	Main Roads	Y	4,601,112		4,601,112				4,601,112
Grain Freight Network	Main Roads	Y	1,700,000			1,700,000			1,700,000
ECONOMIC SERVICES									
Skeleton Weed Funding	DAFFWA	Y	154,000	0	154,000				154,000
TOTALS			10,560,965	0	6,045,606	4,463,859	244,353	9,815,112	

Operating 106,125
Non-Operating 138,228
244,353

Operating 6,045,606
Non-Operating 4,463,859
10,509,465

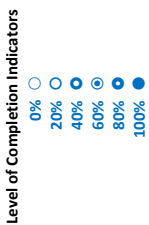
Operating
Non-Operating

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 17	Amount Received	Amount Paid	Closing Balance 31/08/2017
Wadderin Reserve	\$ 0	\$	\$ 0	\$ 0
Sundry Deposits	1,400			1,400
Gym Card Bonds	5,300	1,150	(50)	6,400
Nominations	0			0
BCITF Levy				0
Building Services Levy	829			829
Joint Venture Bonds	2,508			2,508
Wheatbelt Railway Retention Alliance	8,981			8,981
	19,018	1,150	(50)	20,118



SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	YTD 31/08/2017			
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
	Buildings				
	Governance				
	Office Car Park	1816 (41,035)	\$2,199	38,836	
	Administration Patio	1810 (10,000)	\$0	10,000	
	Governance Total	(51,035)	2,199	48,836	
	Community Amenities				
	Community Service Centre Extension	1610 (590,400)	\$0	590,400	
	Community Bus Shed	1803 (25,000)	\$0	25,000	
	Cemetery Upgrade - Front Fencing, Pergola and Niche Wall	1817 (89,750)	\$0	89,750	
	Community Amenities Total	(705,150)	0	615,400	0
	Law, Order and Public Safety				
	Emergency Services Buildings	1702 (688,000)	\$182,109	505,891	
	Health Total	(688,000)	182,109	505,891	
	Health				
	Doctor Surgery Extension	1701 (477,200)	\$0	477,200	
	Health Total	(477,200)	0	477,200	
	Housing				
	8 Cheetham Way - Replace Flooring	1806 (8,500)	\$0	8,500	0
	3/31 Curral Street - Replace Flooring	1807 (7,000)	\$0	7,000	0
	18 Hilton Way Renovations	1708 (19,000)	\$0	19,000	
	Housing Total	(34,500)	0	34,500	0
	Recreation And Culture				
	Netball Fence Installation	1801 (30,000)	\$0	30,000	
	Lesser Hall Interpretation Centre	1802 (100,000)	\$0	100,000	
	Rec Centre - Modwood bin Bay	1804 (10,500)	\$0	10,500	
	Rec Centre - Forklift Ramp	1805 (10,000)	\$0	10,000	
	Apex Park Cake Stall Refurbishment	1808 (10,500)	\$0	10,500	
	Roads Board Building	1815 (60,000)	\$0	60,000	
	Recreation And Culture Total	(221,000)	0	161,000	
	Transport				
	Depot - Replace gutters and Downpipes	1811 (6,000)	\$0	6,000	
	Depot - Replace Timbers eastern but White Ants	1812 (7,500)	\$0	7,500	
	Depot - Relocate office self contained ATCO	1813 (6,000)	\$0	6,000	
	Depot - New Washdown Bay Regulations Requirements	1814 (25,000)	\$0	25,000	
	Depot Storage Shed Concrete Floor	1818 (15,000)	\$12,545	27,545	
	Transport Total	(59,500)	12,545	25,000	
	Buildings Total	(2,236,385)	196,853	1,818,991	0
	Drainage/Culverts				
	Drainage/Culverts Total		0	0	0

SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2017

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	YTD 31/08/2017			
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
	Furniture & Office Equip.				
○	Governance				
○	Photocopier			\$9,007	1,493
	Governance Total	(10,500)	0	9,007	1,493
○	Recreation And Culture				
○	Electronic Shire Sign	(20,000)	0	\$0	20,000
	Recreation And Culture Total	(20,000)	0	0	20,000
○	Economic Services				
○	Upgrade Standpipe Controllers	(20,000)	0	\$7,356	12,644
○	Economic Services Total	(20,000)	0	7,356	12,644
○	Furniture & Office Equip. Total	(50,500)	0	16,363	20,000
	Plant , Equip. & Vehicles				
○	Community Amenities	(140,000)	0	\$0	140,000
○	Community Bus	(140,000)	0	0	140,000
	Community Amenities Total	(140,000)	0	0	140,000
	Transport				
○	Cable/Pipe Locator	(8,000)	0	\$0	8,000
○	Sign Trailer	(3,000)	0	\$0	3,000
○	Tractor Slasher	(38,000)	0	\$0	38,000
○	Trade in NB175 & NB806	(64,000)	0	\$0	64,000
○	New Tractor	(150,000)	0	\$0	150,000
	Transport Total	(263,000)	0	0	113,000
	Plant , Equip. & Vehicles Total	(403,000)	0	0	113,000
	Other Infrastructure				
●	Recreation And Culture			\$0	0
○	Pool Bowl Repairs			0	0
	Recreation And Culture Total	0	0	0	0
	Other Infrastructure Total	0	0	0	0
	Roads				
○	Transport				
○	BK - NB Road 0-4slk RRG	(518,236)		\$8,418	509,818
○	BK NB Second Seal 10.63-5.9slk (RRG 16/17)	(112,239)		\$8,455	103,784
○	Cr Road Reseal 0,995	(49,647)		\$0	49,647
○	Kn Road Second Seal	(159,000)		\$0	159,000
○	Townsite Realignment - State Initiative	(1,700,000)		\$8,226	1,691,774
○	Townsite Grain Freight - Fricker Road	(600,000)		\$0	600,000
○	Cranthorne Road 1.5km R2R	(436,263)		\$0	436,263
○	Mt Walker Road Culvetry R2R	(45,000)		\$0	45,000
○	MD NB Road 3km from NB R2R	(65,035)		\$0	65,035
○	Kn NB Road 4km from NB R2R	(115,590)		\$0	115,590
○	Wogari Muntry Road Black Spot	(120,000)		\$0	120,000
○	Mt Walker South Road Pipes R2R	(45,000)		\$0	45,000
○	Hyden North Road R2R	(15,000)		\$0	15,000
○	Mt Walker Road Reseal R2R	(12,000)		\$0	12,000
○				\$0	0
○				\$0	0
	Transport Total	(3,993,010)	0	25,099	3,967,911
	Roads (Non Town) Total	(6,882,895)	0	25,099	3,967,911
	Capital Expenditure Total	(6,882,895)	0	238,315	5,919,902

Shire of Narembeen

Bank Reconciliation - August 2017

	Municipal	Restricted Cash	Reserves	Trust
BW account #	5347926	0059637	5347900	5347934
GL Account #	11590100	1590200	1595500	1591000
Balance as per GL Cash at Bank GEN	\$ 2,278,930.68	\$ 604,791.00	\$ 2,052,477.43	\$ 20,417.87
Plus				
Unpresented Cheques/EFT	2,919.15			\$ -
Outstanding as per Synergy report	2,919.15	0.00	0.00	0.00
PLUS				
Term deposit		(600,000.00)		
Banking not deposited	(108,057.21)			
TOTAL	(108,057.21)	(600,000.00)	0.00	0.00
Total	\$ 2,173,792.62	\$ 4,791.00	\$ 2,052,477.43	\$ 20,417.87
Balance as per BW Statement	\$ 2,173,792.62	\$ 4,791.00	\$ 2,052,477.43	\$ 20,417.87
Difference	\$ -	\$ -	\$ -	\$ -

OUTSTANDING CHEQUES

Muni					
	10923	\$	250.00		
	10940	\$	1,788.00		
	10959	\$	881.15		

\$ 2,919.15

Trust

\$ -

Prepared By: Rachael Moore
 Signed: 
 Date: 1-9-17

Checked By: 
 Signed: _____
 Date: 1/9/17

Shire of Narembeen
Outstanding Rates as at 1 September 2017

Property Ass	Address	Outstanding Amount	Notes
A1003	6 Longhurst Street	\$ 1,312.97	Current overdue
A1006	36 Longhurst Street	\$ 1,090.32	Current overdue
A1008	46 Ada Street	\$ 705.71	Payment plan
A1022	4 Doreen Street	\$ 1,183.09	Current overdue
A1032	34 Thomas Street	\$ 1,028.47	Current overdue
A1042	22 Ada Street	\$ 1,164.54	Current overdue
A1052	33 Thomas Street	\$ 15,707.54	3 years unpaid. No sale at Auction. No further action
			Owner rang on 22/11/16 advising to set up weekly repayments of \$100. No repayments demand letter sent 10/02/17
A1058	17 Doreen Street	\$ 3,684.56	Contact made payments recommenced
A1059	37 Doreen	\$ 430.11	Rebate to be received
A1066	29 Churchill Street	\$ 1,607.25	Current overdue
A1069	28 Thomas Street	\$ 1,773.96	Agreed to pay \$50 per fortnight. 14/01/17 sent final notice
A1075	5 Doreen Street	\$ 4,629.34	In Estate - Caveat on property
A1076	Lot 2 Latham Road	\$ 4,359.27	In Estate - Caveat on property
A1077	10 Longhurst Street	\$ 1,040.84	Current overdue
A1081	1 Dale Cres	\$ 1,399.56	Current overdue
			Reminder Letter sent 25/10/16, 17/01/17 sent final notice, Payment plan \$50 per fortnight 20/01/17
A1084	11 Thomas Street	\$ 1,543.29	
A1087	37 Thomas Street	\$ 1,222.58	Current overdue
			Owner has spoken to CEO with intention to set up repayment plan, Payed \$550 to date - 17/01/17 sent final notice - no contact to date
A1089	1 Northmore Street	\$ 3,223.55	
A1094	Lot 200 Currall	\$ 5,717.44	Current overdue
A1096	4 Churchill	\$ 1,442.85	Current overdue
A1099	45 Thomas Street	\$ 1,127.43	Current overdue
A1100	53 Churchill Street	\$ 1,176.91	Current overdue
A1101	15 Churchill Street	\$ 1,362.45	Current overdue
A1116	15 Doreen	\$ 1,201.64	Current overdue
A1118	14 Longhurst	\$ 1,139.80	Current overdue
A1120	45 Churchill	\$ 1,053.21	Current overdue
A1124	41 Currall	\$ 1,090.32	Current overdue
A1138	Telstra	\$ 1,337.71	Current overdue
A1141	12 Ada	\$ 1,102.69	Current overdue
A1143	42 Churchill	\$ 1,176.91	Current overdue
A1151	4 Northmore Street	\$ 1,353.41	Payment plan
A1152	39 Thomas	\$ 1,226.38	Current overdue
A1157	13 Doreen	\$ 1,238.75	Current overdue
A1158	5 Ada	\$ 1,201.64	Current overdue
A1171	31 Thomas Street	\$ 453.12	Rebate to be received
A1172	19 Currall	\$ 1,162.93	Current overdue
A1182	17 Currall Street	\$ 1,362.45	Current overdue
A1185	3 Ada Street	\$ 1,127.43	Current overdue
A1197	23 Doreen	\$ 1,214.01	Current overdue
A1217	33 Doreen Street	\$ 1,201.64	Current overdue
A1243	20 Thomas Street	\$ 855.00	Current overdue
			Reminder Letter sent 25/10/16, 17/01/17 sent final notice - 10/11/16 payment plan- no payments Demand letter sent 10/02/17 Sent to Ampac 09/03/17 15/05/17 plan to pay \$100 per fortnight
A1249	11 Wakeman Street	\$ 2,403.67	
			Reminder Letter sent 25/10/16, 17/01/17 sent final notice 10/02/17 sent to AMPAC 02/03/2017 contacted to advise will email a payment plan 02/03/17 agreement to pay \$100 per fortnight -
A1254	9 Northmore Street	\$ 2,062.24	
A1259	23 Currall	\$ 1,139.80	Current overdue

			Reminder Letter sent 25/10/16, 17/01/17 sent final notice- 01/02/17 advised will pay \$500 per fortnigh Reminder of plan sent 22/03/17 Final notice 04/04/17 Sent to AMPAC.
A1261	11 Northmore Street	\$ 3,580.18	Skip trace done - not located
A1266	2 Northmore	\$ 18.75	Short payed on instalment
A1301	21 Cheetham	\$ 520.00	Current overdue
A1309	46 Cheetham	\$ 520.00	Current overdue
A2825	11 Doreen Street	\$ 1,139.80	Current overdue
A2015	Coverley Road	\$ 8,359.39	sent to AMPAC. Agreement entered into
A2021	Butler Road	\$ 99.24	
A2048	Dixon Road	\$ 9,213.30	sent to AMPAC. Agreement entered into
A2054	Wogar East Road	\$ 3,855.66	Current overdue
A2080	Wogar West Road	\$ 76.21	short payed
A2084	Dixon Road	\$ 3,084.99	Current overdue
A2085	Wogar East Road	\$ 3,637.55	Current overdue
A2086	Dixon Road	\$ 5,370.37	SFO has emailed owner advising of incorrect payment amount, 17/01/17 sent final notice
A2087	Wogar East Road	\$ 170.08	Current overdue
A2092	1287 Wadderin-Graball Road	\$ 13,043.98	Sent to AMPAC. Agreement entered into
A2107	317 Butler Road	\$ 56.14	Received after discount period
A2805	Sloss Road	\$ 6,283.99	Current overdue
A2819	South Kumminin East Road	\$ 10.63	Interest
A2829	Wogar East Road	\$ 5,527.88	Current overdue
A3031	Soldiers Road	\$ 3,317.64	Current overdue
A3032	Dixon Road	\$ 4,001.07	Current overdue
A3033	Dixon Road	\$ 2,546.97	Current overdue
A3034	Mt Walker North Road	\$ 3,550.30	Current overdue
A3036	Sloss Road	\$ 1,732.67	Current overdue
A3048	Yeomans Road	\$ 1,645.43	Current overdue
A3060	446 Church Road	\$ 2,197.99	Current overdue
A3069	Mt Walker Road	\$ 137.90	Received after discount period
A3071	148 Burgin Road	\$ 520.00	Current overdue
A3075	2792 Dixon Road	\$ 5,932.79	SFO has emailed owner advising of incorrect payment amount, 17/01/17 sent final notice
A3083	Soldiers Road	\$ 14,923.38	Sent to AMPAC. Agreement entered into
A3085	Soldiers Road	\$ 1,790.84	Current overdue
A3086	Soldiers Road	\$ 3,361.27	Current overdue
A3091	Sloss Road	\$ 1,427.31	Current overdue
A3098	Soldiers Road	\$ 10,953.23	Sent to AMPAC. Agreement entered into
A3114	Graball	\$ 520.00	Current overdue
A3115	Soldiers Road	\$ 520.00	Current overdue
A4008	Anderson Rock Road	\$ 4,762.37	Current overdue
A4026	South Kumminin East Road	\$ 12.06	Interest only
A4047	Narembeen Boundary Road	\$ 3,400.84	Reminder Letter sent 25/10/16 - Email received After harvest payment, email sent requesting payment plan 03/03/17 emailed regarding commencement of payment plan - confirmed payments to commence
A4072	Narembeen Boundary Road	\$ 2,372.48	Current overdue
A4076	Triangle Road	\$ 3,812.04	Current overdue
A4127	1387 Calzoni Road	\$ 4,611.79	Current overdue
A4131	Cheethams Road	\$ 1,686.56	Current overdue
A4148	Narembeen South Road	\$ 520.00	Current overdue
A4149	Mt Walker South Road	\$ 520.00	Current overdue
A4152	94 Cavanagh Road	\$ 7,636.32	Current overdue
A5017	Yeomans Road	\$ 2,241.56	Current overdue
A5039	Soldiers Road	\$ 1,863.54	Current overdue
A5070	101 Narembeen South Road	\$ 520.00	Current overdue
A5086	Kondinin Narembeen Road	\$ 10,161.30	Current overdue
A5095	Dixon Road	\$ 10.59	Interest only
A5097	285 Cusack Road	\$ 423.79	Current overdue
A5114	Narembeen	\$ 10,065.74	sent to AMPAC. Agreement entered into
A5118	Mt Walker Road	\$ 520.00	Current overdue
A5122	Narembeen	\$ 294.83	sent to AMPAC. Agreement entered into
A5124	Narembeen	\$ 3,180.79	sent to AMPAC. Agreement entered into
A5126	Yeomans Road	\$ 149.15	sent to AMPAC. Agreement entered into
A5128	Soldiers Road	\$ 175.53	sent to AMPAC. Agreement entered into
A5185	19295 Soldiers Road	\$ 1,412.77	Current overdue
A5186	Lot 28381	\$ 520.00	Current overdue

A5187	2656 Calzoni Road	\$ 10,617.23	Current overdue
A5195	Narembeen South Road	\$ 6,350.95	Waiting to hear from owner regarding dispute over sale
A5197	Lot 18341 Narembeen	\$ 21,996.79	sent to AMPAC. Agreement entered into
A5204	Dixon Road	\$ 12,725.67	Current overdue
A5212	Kondinin Narembeen Road	\$ 2,328.86	Current overdue
A5247	2275 Corrigin - Narembeen Road	\$ 520.00	Current overdue

\$ 323,099.26

With AMPAC	\$ 105,593.23
Repayment Plan	\$ 11,935.40
Other	\$ 205,570.63
Deferred Rates	\$ -
Instalments	\$ -
	\$ 323,099.26

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Balance Sheet

As of August 2017

13/09/2017
10:11:15 AM

Assets	
Trading Cheque Account	\$62,997.29
Petty Cash	\$100.00
Cash Sale Float	\$50.00
Undeposited Funds	\$1,936.03
Term Deposit 917	\$65,000.00
Withholding Credits	
Trade Debtors	\$5,064.45
Total Withholding Credits	<u>\$5,064.45</u>
Leasehold Improvements	
Electronic Clearing Account	\$0.00
Total Leasehold Improvements	<u>\$0.00</u>
Total Assets	<u>\$135,147.77</u>
Liabilities	
Trade Creditors	\$12,069.42
Gym Bonds (Trust)	\$950.00
Gym Memberships	\$340.01
GST Liabilities	
GST Collected	\$9,748.80
GST Paid	<u>-\$8,021.82</u>
Total GST Liabilities	<u>\$1,726.98</u>
Total Liabilities	<u>\$15,086.41</u>
Net Assets	<u>\$120,061.36</u>
Equity	
Retained Earnings	\$98,034.41
Prior Year Adjustment	\$40.63
Current Earnings	<u>\$21,986.32</u>
Total Equity	<u>\$120,061.36</u>

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Profit & Loss Statement

July 2017 through June 2018

13/09/2017
10:10:44 AM

Income		
Grants and Funding		
Service Contract Funding		
DRD Govt & Community Info	\$9,559.42	
DRD Economic & Business Dev	\$9,667.04	
DRD Hot Office Service	\$454.55	
DRD Social Development	\$4,545.45	
Dept Human Services	\$4,881.90	
Total Service Contract Funding	\$29,108.36	
Project/Event Funding		
Other Grants	\$2,209.09	
Ladies Long Lunch	\$8,018.22	
Total Project/Event Funding	\$10,227.31	
Merchandise Sales		
Souvenirs	\$123.82	
Directory Sales	\$669.17	
Customer Merchandise	\$2,179.61	
Total Merchandise Sales	\$2,972.60	
Total Grants and Funding	\$42,308.27	
Operational Income		
Memberships Income		
Membership	\$4,140.00	
Total Memberships Income	\$4,140.00	
Project Income		
Ladies Long Lunch	\$6,972.64	
Country Arts WA Shows	\$1,672.70	
Community Markets	\$99.99	
Total Project Income	\$8,745.33	
Service Income		
Credit Card Charges	\$21.75	
Calendar Sales	\$9.09	
Printing/Photocopying	\$1,461.41	
Fax Service	\$38.64	
Internet/Computer	\$191.82	
Room Hire/Hot Office	\$327.27	
Customer Postage	\$8.19	
Binding	\$36.83	
Staff Assistance	\$239.34	
Desktop Publishing	\$582.05	
Laminating	\$359.51	
Equipment Hire	\$157.27	
Photo Lab	\$15.27	
Large Format Printing	\$299.31	
Miscellaneous	\$559.16	
Donations	\$22.40	
Interest Income	\$157.24	
Total Service Income	\$4,486.55	
Workshop Income		
Adult Workshops	\$6,159.43	
Seniors Movie Days	\$584.09	
Children's Workshops	\$31.82	
Total Workshop Income	\$6,775.34	
Total Operational Income	\$24,147.22	
Total Income	\$66,455.49	
Cost of Sales		
Gross Profit	\$66,455.49	
Expenses		

Narembeen Community Resource Centre

Profit & Loss Statement

July 2017 through June 2018

13/09/2017
10:10:44 AM

Grant and Funding Expenses		
Operational Expenses		
Staff Training	\$276.00	
Traineeship	\$747.50	
Total Operational Expenses		<u>\$1,023.50</u>
Capital Funding Purchases		
Equipment Purchase	\$208.93	
Project/Event Expenses		
Other Grant Costs	\$1,957.74	
Ladies Long Lunch	\$2,051.55	
Networking Events	\$68.36	
Country Arts WA Shows	\$3,482.27	
Total Project/Event Expenses		<u>\$7,559.92</u>
Merchandise Purchases		
Directory Purchases	\$1,452.00	
Customer Merch Purchases	\$1,172.18	
Total Merchandise Purchases		<u>\$2,624.18</u>
Total Grant and Funding Expenses		<u>\$11,416.53</u>
Operational Expenses		
Photocopying & Printing Costs	\$1,256.07	
Laminating Costs	\$18.56	
Workshop Expenses		
Adult Workshops	\$3,196.33	
Children's Workshops	\$23.23	
Seniors Movie Day	\$506.04	
Total Workshop Expenses		<u>\$3,725.60</u>
Administrative Expenses		
Bank Charges	\$329.43	
Electricity	\$589.09	
Postage	\$138.29	
Stationery	\$14.94	
Internet Costs	\$286.23	
Telephone/Fax	\$372.56	
Amenities	\$27.64	
Newspapers	\$5.45	
Licences	\$82.78	
Total Administrative Expenses		<u>\$1,846.41</u>
Staff Expenses		
Wages & Salaries	\$19,820.32	
Superannuation	\$2,542.95	
Total Staff Expenses		<u>\$22,363.27</u>
Regional Price Index Costs		
Total Operational Expenses		<u>\$29,209.91</u>
Total Expenses		<u>\$40,626.44</u>
Net Profit/(Loss)		<u>\$25,829.05</u>

9.0 Councillor's Reports – including other Councillor business

Cr R Cole

Cr R DeLuis

Cr K Mortimore

Cr B Thomas

Cr A Hardham

Cr S Parsons

10.0 Urgent business as permitted by Council

11.0 Date, time & place of next meeting

Wednesday 18th October 2017 at Narembeen Shire Council Chambers.

12.0 Closure

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