



**ORDINARY COUNCIL MEETING  
21 February 2023**

# **AGENDA ATTACHMENTS**

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**ATTACHMENT – AGENDA ITEM 6.0**  
**Minutes Ordinary Council Meeting December**  
**2022**



**COUNCIL CALENDAR**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
21 February 2023	5:00pm	Ordinary Council Meeting

**DECEMBER MEETING PROGRAM**

2:00pm	Council Forum
4:00pm	Ordinary Council Meeting

**MEETING GUESTS**

Nil

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# MINUTES

## Shire of Narembeen Ordinary Council Meeting Tuesday 13 December 2022, commencing at 4:00pm

### 1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.19pm.

### 2.0 Attendance & Apologies

#### Attendance

#### **Councillors**

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

#### **Officers**

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

#### Apologies

*Nil*

#### Approved leave of absence

*Nil*

### 3.0 Declarations of Interest

*Nil*

### 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 Tuesday 15 November 2022.

#### **RECOMMENDATION:**

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 15 November 2022 be confirmed as a true and accurate record of the proceedings.

#### **COUNCIL RESOLUTION**

**MIN 7535/22 MOTION** - Moved Cr. Currie

Seconded Cr. Cole

**CARRIED 8 / 0**

#### 6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 15 November 2022.

Nil

## **7.0 Status Report**

#### **RECOMMENDATION:**

That the Status Report for December 2022 be received.

#### **COUNCIL RESOLUTION**

**MIN 7536/22 MOTION** - Moved Cr. Bray

Seconded Cr. Milner

**CARRIED 8 / 0**

## 8.0 Reports

### 8.1 Chief Executive Officer

#### AGENDA ITEM: 8.1.1 – Local Government Reform – Council Member Numbers

<b>Subject:</b>	Local Government Reform – Reduction in Councillor Numbers
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM111
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy – Acting Chief Executive Officer
<b>Date:</b>	1 December 2022
<b>Attachments:</b>	Report on the Review of Councillor Numbers

#### PURPOSE

To receive and consider the community submissions received on the proposal and to endorse the attached Report, recommending a reduction to seven (7) Councillors from October 2023 and the Report and Council decision be forwarded to the Minister for Local Government and Local Government Advisory Board.

#### BACKGROUND

July 2022

Following the submission of responses to the proposed local government reform proposal, the Minister endorsed the final package of proposed local government reforms. One of which was future Councillor numbers being based on the total population of a local government. In the case of this Shire this requires a reduction to a maximum of seven (7) and a minimum of five (5).

September 2022

Council received correspondence from the Hon John Carey MLA Minister for Housing; Lands; Homelessness; Local Government in relation to changes in Council size. The Department of Local Government is currently working on a bill which is expected to be introduced into Parliament in early 2023 and reform proposals do require some local governments to:

- Reduce the number of elected members on council in accordance with population thresholds; or
- Change from a council elected mayor or president to a directly elected mayor or president (this reform affects only band 1 and 2 local governments); or
- Abolish wards (for band 3 and 4 local governments with wards); or
- Implement more than one of the above.

As part of its review, the Department has identified that the Shire of Narembeen will need to reduce its number of Councillors under the proposed reforms and as suggested in the correspondence this may be done voluntarily by Councils or via the reform election pathway.

The Minister requested a response from Council by 28 October 2022 on its intentions.

October 2022

Council at its meeting on 18 October 2022 resolved (Min 7508/22):

*‘That Council advise the Minister for Housing; Lands; Homelessness; Local Government of its support for the Voluntary Pathway to determine Councillor numbers.’*

## CONSULTATION

Consultation was undertaken with the Councillors on the preferred way forward and with the community via the request for submissions.

## STATUTORY IMPLICATIONS

*Local Government Act 1995, Schedule 2.2 (5)*

### **5. Local government may propose ward changes or make minor proposals**

*A local government may, whether or not it has received a submission —*

- (a) carry out a review of whether or not an order under section 2.2, 2.3(3) or 2.18 should, in the council's opinion, be made; or*
- (b) propose\* to the Advisory Board the making of an order under section 2.2(1), 2.3(3) or 2.18(3) if, in the opinion of the council, the proposal is —*
  - (i) one of a minor nature; and*
  - (ii) not one about which public submissions need be invited.*

*\* Absolute majority required.*

## FINANCIAL IMPLICATIONS

A minor reduction in annual meeting fees to Councillors of approximately \$3,500

## POLICY IMPLICATIONS

Nil

## RISK MANAGEMENT IMPLICATIONS

Minor compliance risk considered low

## STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

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

Corporate Business Plan 2022 - 2026

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government  
Compliant and resourced Local Government  
Continue to meet compliance with statutory and regulatory requirements

## VOTING REQUIREMENTS

Absolute Majority

## COMMENT

Following the decision of the Council to proceed down the 'Voluntary Pathway' process advertising was undertaken on the Shire website, Facebook and Fencepost community newspaper, seek submissions from community members on three (3) options, namely:

1. Reduce the number of council members to seven at the next election (October 2023)
2. Reduce the number of council members to five at the next election (October 2023)
3. Other suggestions are welcome.

Following the close of submissions, two (2) were received. Both submissions supported a reduction to seven (7) council members but no less. Additional comments provided were:

- One expressed a concern about volunteer burnout and if the decrease is too low it would increase the Councillor workload and may impact on their ability to volunteer in the community.
- One expressed concern going down to five (5) gives too few making the decisions, especially if there are no town representatives and considers it a bad decision being put forward by the Minister for Local Government.

Given the limited number of submissions received, which did support a reduction to seven (7) Councillors and the Ministers intention to reduce Councillor numbers for those local government with a population of up to 5,000 to between 5 to 7, it's recommended that Council endorse the attached report which is proposing a reduction of only one (1) Councillor to seven (7), with the reduction being implemented at the October 2023 local government election.

## OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council:

1. Acknowledges the submissions received;
2. Endorses the attached Report which proposes a reduction in Councillor numbers to seven (7), from the current eight (8), at the next election in October 2023; and
3. Authorise the Acting Chief Executive Officer to forward the attached Report and the Council decision to the Local Government Advisory Board and Minister for Local Government.

**MIN 7537/22**

**MOTION** - Moved Cr. Milner

Seconded Cr. Hardham

**CARRIED 8 / 0  
BY ABSOLUTE MAJORITY**

## AGENDA ITEM: 8.1.2 - WALGA Best Practice Governance Review

<b>Subject:</b>	WALGA Best Practice Governance Review
<b>Applicant:</b>	WALGA
<b>File Ref:</b>	ADM109
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy – Acting Chief Executive Officer
<b>Date:</b>	1 December 2022
<b>Attachments:</b>	Best Practice Governance Review Background Paper and Consultation Paper – Model Options

### PURPOSE

Council is requested to consider the five (5) options provided by WALGA as part of its Governance Review and endorse a preferred model and provide a ranking in terms of an order of preference for each option.

### BACKGROUND

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review. The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: Representative, Responsive and Results Oriented.

Submissions to WALGA are requested by 23 December 2022.

### CONSULTATION

WALGA representatives have provided presentations to local government Councillors and staff at various WALGA zone meetings around the state and attended the Great Eastern Country Zone meeting in Merredin on 28 November 2022.

### STATUTORY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

There are no direct financial implications or impacts on the Shire of Narembeen with this item.

## **POLICY IMPLICATIONS**

Nil

## **RISK MANAGEMENT IMPLICATIONS**

Governance risk is consider low given the Shire is not directly impacted.

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022 - 2032

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

### Corporate Business Plan 2022 - 2026

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government  
Compliant and resourced Local Government  
Continue to meet compliance with statutory and regulatory requirements

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

As outlined in the attached Consultation Paper – Model Options, the following five (5) options have been put forward by the WALGA Steering Committee for consideration:

- Option 1: Two tier model, existing zones
- Option 2: Board, regional bodies
- Option 3: Board, amalgamated zones
- Option 4: Member elected board, regional groups
- Option 5: Current model

A brief outline of each proposed model with key discussion points are outline below. More detail on each option can be viewed in the Consultation Paper in the attachments.

### **Option 1 - Two Tier Model, retention of the existing Zones:**

- A Board (11 members), 8 elected by Policy Council (4 Metro & 4 Country) and up to 3 independents, appointed by the Board
- Policy Council (25 members), equal representation from metro & Country
- Zones retained (5 metro & 12 country)
- Board would meet 6 times per year, with Policy Council meeting at least twice per year

Discussion points:

- Board is smaller than existing Board, but overall increase (Board & Council) to 26
- Board is future proofed from external changes
- Inclusion of independents provides an external perspective and potential benefits
- Prioritisation and focus may be a challenge
- Zone structure still underpins the Policy Council

## **Option 2 - Board with Regional Bodies**

- A Board (11 members), 8 elected by the Regional Bodies (4 Metro. & 4 Country) and up to 3 independents, appointed by the Board.
- Regional Bodies being North, South, East and Central (Metro) and Mining, & Pastoral, Agricultural, Peel/South West/Great Southern, Regional Capitals
- Policy Teams/Forums/Committees (membership from Board, Regional Bodies and independent members and responsible for specific functions (determined by the Board)
- Board would meet 6 times per year, with Regional Bodies meeting at least twice per year

### Discussion points:

- Board is smaller than existing Board (14 v 25)
- Inclusion of independents provides an external perspective and potential benefits
- Board is future proofed from external changes
- Number of regional bodies is a consideration, especially amalgamation of some existing zones in country that will create larger bodies with increased time and travelling distances and costs.
- There may be challenges defining accountabilities and responsibilities of regional bodies

## **Option 3 – Board, Amalgamated Zones**

- A Board (15 members), 12 elected from the Zones (6 Metro & 6 Country) and up to 2 (think should be 3) independents appointed by the Board
- Zones (inclusion of Peel into Metro and amalgamation of some existing country zones)
- Policy Teams/Forums/Committees (membership from Board and independent members and responsible for specific functions (determined by the Board)
- Board would meet 6 times per year, with Regional Bodies meeting at least twice per year

### Discussion Points

- Board is smaller than existing Board (15 v25)
- Inclusion of independents provides an external perspective and potential benefits
- Board meetings are aligned to zone meetings
- Board is future proofed from external changes
- Amalgamation of zones down to 12 (currently 24), with amalgamation of some existing zones in country that will create larger bodies with increased time and travelling distances and costs.
- Prioritisation and focus may be a challenge

## **Option 4 – Member Elected Board, Regional Groups**

- A Board (11 members), 8 elected from the Zones (4 Metro & 4 Country), by each local government and up to 3 independents appointed by the Board
- Policy Teams/Forums/Committees (membership from Board and independent members and responsible for specific functions (determined by the Board)
- Regional Groups (determined by members)
- Board would meet 6 times per year, with Policy Teams meeting at least twice per year

### Discussion Points

- Board is smaller than existing Board (14 v 25)
- Inclusion of independents provides an external perspective and potential benefits
- Board meetings are not dependent on policy teams or regional group meetings
- Board is future proofed from external changes
- Amalgamation of zones down to 12 (currently 24), with amalgamation of some existing zones in country that will create larger bodies with increased time and travelling distances and costs.
- Policy teams and Regional Group to influence priorities

### **Option 5 – Current Model**

- State Council, 24 members plus President (equal representation from metropolitan and country), elected from the Zones
- Seventeen (17) Zones (5 metro & 12 country)
- Policy Teams/Forums/Committees

#### Discussion Points

- Retention of large number of members
- State Council meetings are aligned to zone meetings
- State Council is not future proofed from external changes
- Best practice board approaches will not be adopted
- Prioritisation and focus may remain a challenge

With the proposed Local Government Reform changes WALGA will no longer be constituted under the Local Government Act 1995, requiring it to take other action to become a corporate body, hence the reference to 'A Board' rather than 'State Council' in these options.

One of the main issues facing the State Council in recent years has been the inability (due to time constraints) to actively engage with the WALGA Zones, but rather being forced into consulting direct with each local government, via Information Pages and Discussion Papers. This has been the result of successive State Governments providing very short timeframes for WALGA to provide comment on various matters. This will not change under any of the options proposed.

The reduction in numbers of the State Council/ Board would be a good thing (it's currently quite a bit bigger in numbers than the compared organisations), with option 3 appearing to be a good model. However, it does come at a cost to regional local governments with the amalgamation of the Zones (24 down to 12), resulting in potentially a substantial increase in travel distance and time to attend zone meetings for country zone delegates.

Should Council consider that all the alternative options (1-4), whilst having some individual benefits, overall, don't provide any significant benefits or improvements to how the State Council/Board will assist local governments, individually and collectively into the future, then support for the retention of the existing model 5 should be endorsed.

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

That Council authorise the Acting Chief Executive Officer to advise WALGA that its preferred governance model is Option 5 and its order of preference for the governance model options provided is:

1. Option 5
2. Option 3
3. Option 1
4. Option 2
5. Option 4

**MIN 7538/22**

**MOTION** - Moved Cr. Bray

Seconded Cr. Cole

**CARRIED 6 / 2**

**It is recommended that Council close the meeting to the public under section 5.23 (2) (a) as the following agenda item relates to a matter affecting an employee**

## **COUNCIL RESOLUTION**

That Council closes the meeting to the public under section 5.23 (2)(a) of the Local Government Act 1995 so that it can discuss matters in relation to the recruitment of a permanent Executive Manager Corporate Services.

**MIN 7539/22**      **MOTION** - Moved Cr. Hardham      Seconded Cr. Cole

**CARRIED 8 / 0**

*4.45pm The meeting was closed to public.*

*4.45pm T Clarkson and K Conopo left the meeting.*

## **AGENDA ITEM: 8.1.3 - Appointment of Executive Manager Corporate Services**

<b>Subject:</b>	Appointment of Executive Manager Corporate Services
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	Personnel
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Paul Sheedy – Acting Chief Executive Officer
<b>Date:</b>	5 December 2022
<b>Attachments:</b>	Nil

## **PURPOSE**

Council to endorse the recommendation of the Acting Chief Executive Officer to appoint the preferred candidate to the position of Executive Manager Corporate Services with the Shire of Narembeen on a performance-based contract.

## **BACKGROUND**

October 2022

The current Executive Manager Corporate Services tendered her resignation with the Shire effective from January 2023. This has been extended until the end of January 2023, due to the Chief Executive Officer recently taking extended personal leave.

Advertising for the recruitment of an EMCS commenced with a closing date of 21 November 2022 with seven (7) applications received.

December 2022

Following an assessment of the applications by the Acting CEO and current Executive Manager Corporate Services against the selection criteria, two applicants were selected for interviews, which took place on Monday 5 December 2022, with selection panel being the Shire President, Deputy Shire President and Acting CEO.

## **CONSULTATION**

Consultation was undertaken between the Acting CEO, current Executive Manager Corporate Services and Shire President.

## COMMENT

Following the conducting of the interviews a preferred candidate was selected by the panel and the Acting CEO undertook referee checks for the preferred Executive Manager Corporate Services candidate. Discussions were also undertaken with the preferred candidate regarding a possible commencement date in 2023, an agreed remuneration and contract conditions.

## STATUTORY IMPLICATIONS

*Local Government Act 1995, section 5.37 Senior employees*

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.*
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for it doing so.*
- (3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*

## FINANCIAL IMPLICATIONS

A remuneration package between \$139,000 to \$156,300 which is accommodated within the existing 2022/23 adopted budget.

## POLICY IMPLICATIONS

Council Policy 'Human Resource Management' in part indicates that:

### **'Senior Employees'**

The following positions are classified as Senior Employees for the purposes of Section 5.37 (1) of the Local Government Act 1995.

- Executive Manager Corporate Services
- Works Manager

## RISK MANAGEMENT IMPLICATIONS

Failure to appoint an Executive Manager Corporate Services leaves the organisation going forward with the departure of the current Manager.

## STRATEGIC PLAN REFERENCE

### Strategic Community Plan 2022-2032

4 CIVIC LEADERSHIP: Well governed and efficiently managed Local Government  
Forward planning and implementation of plans to achieve strategic priorities

### Corporate Business Plan 2022 – 2026

4 CIVIC LEADERSHIP: Well governed and efficiently managed Local Government  
Forward planning and implementation of plans to achieve strategic priorities  
Develop and implement Workforce Plan

## VOTING REQUIREMENTS

Simple Majority

## **COUNCIL RESOLUTION**

That Council re-open the meeting to the public

**MIN 7540/22**      **MOTION** - Moved Cr. Cole                      Seconded Cr. Currie

**CARRIED 8 / 0**

*5.02pm The meeting was re-opened to the public*

## **OFFICER RECOMMENDATION/ COUNCIL RESOLUTION**

That as per *Local Government Act 1995*, section 5.37 (2) Council accept the recommendation of the Acting Chief Executive Officer to appoint Ben Forbes as the Executive Manager Corporate Services with the Shire of Narembeen on a 3-year performance-based contract.

**MIN 7541/22**      **MOTION** - Moved Cr. Bray                      Seconded Cr. Hardham

**CARRIED 8 / 0**

*5.04pm T Clarkson and K Conopo re-entered the meeting*

## 8.2 Executive Manager Corporate Services

### AGENDA ITEM: 8.2.1- Multipurpose Sports Facility Feasibility and Concept Design

<b>Subject:</b>	Multipurpose Sports Facility Feasibility and Concept Design
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	ADM053
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Tamara Clarkson, Executive Manager Corporate Services
<b>Date:</b>	1 December 2022
<b>Attachments:</b>	Nil

#### PURPOSE

To seek formal Council decision not to proceed with the Multipurpose Sports Facility project.

#### BACKGROUND

Council adopted the Sport and Recreation Facilities Plan (SRFP) in 2021. One key action of this plan is the delivery of a multipurpose sports facility that can accommodate tennis and hockey.

To be able to apply for grant funding and provide clarity to the sporting clubs on their financial expectations, a feasibility study / business case was required. The initial needs analysis and engagement was undertaken for this project as part of the development of the Sport and Recreation Facilities Plan.

A \$50,000 allocation for the feasibility and design was included in the 2021/22 budget. The SRFP has allowed for \$1.155m in 2024/25 to build the Multipurpose Sports Facility. The clubs were expected to contribute on third of the total project cost, with the remaining third sourced from grants.

The consultant, Otium Planning Group finalised their draft report and presented to Council for consideration. Council sought clarification on pricing and staging structure for this project.

Staff forwarded the plan with additional changes to Tennis and Hockey Club's seeking feedback and a decision on moving forward.

#### CONSULTATION

Chief Executive Officer  
Narembeen Tennis Club  
Narembeen Hockey Club

#### STATUTORY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### RISK MANAGEMENT IMPLICATIONS

Nil

## STRATEGIC PLAN REFERENCE

### Strategic Community Plan 2022 – 2032

1. COMMUNITY: Happy safe, healthy, and inclusive community

1.4 Recreational, social and heritage spaces are safe and encourage active and healthy lifestyles

Achievement of the Sport and Recreation Facilities Plan

### Corporate Business Plan 2020/21 – 2023/24

1. COMMUNITY: Happy safe, healthy, and inclusive community

Recreational, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits

Progressive achievement of the Sport and Recreation Facilities Plan

## VOTING REQUIREMENTS

Simple Majority

## COMMENT

The cost for the project has come in considerably higher than expected initially, this is due to several factors including the regional access issues in sourcing contractors.

The sporting clubs expressed concern regarding the cost of the project, both initial construction and the ongoing maintenance costs required.

The Narembeen Hockey Club formally withdrew support of the project on 20 November 2022. No response was received from the Tennis Club.

It is considered appropriate for the Shire to reengage both clubs in the new year and work with them to support future requirements.

## OFFICER RECOMMENDATION

That Council resolve not to proceed with the seeking of funding and construction of the Multipurpose Sports Facility project due to the estimated costs being substantially higher than the budget, no guarantee of successful grant funding and the withdrawal of support by the sporting clubs.

## COUNCIL RESOLUTION

*That Council:*

*1) Resolve not to proceed with the seeking of funding and construction of the Multipurpose Sports Facility project due to the estimated costs being substantially higher than the budget, no guarantee of successful grant funding and the withdrawal of support by the sporting clubs.*

*2) Instruct the CEO to undertake discussions with local Tennis and Hockey clubs regarding future improvements to their facilities.*

**MIN 7542/22**

**MOTION** - Moved Cr. Bray

Seconded Cr. Stirrat

**CARRIED 8 / 0**

## AGENDA ITEM: 8.2.2 Financial Report period ending 30 November 2022

<b>Subject:</b>	Financial Report November 2022
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Teresa Cousins – Senior Finance Officer
<b>Date:</b>	6 December 2022
<b>Attachments:</b>	Financial Report November 2022

### PURPOSE

For Council to accept the monthly statement of Financial Activity disclosing the Shires financial activities for the period November 2022.

### BACKGROUND

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

### CONSULTATION

Chief Executive Officer  
Executive Manager Corporate Services

### STATUTORY IMPLICATIONS

*Local Government Act 1995, Section 6.4*

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

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

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

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

## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022 - 2032

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government

4.2 Compliant and resourced Local Government  
Transparent, accountable and integrated reporting

### Corporate Business Plan 2020/21 – 2023/24

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government  
Compliant and resourced Local Government  
Continue to meet compliance with statutory and regulatory requirements

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

Council's closing position at 30 November 2022 amounts to \$3,778,330 with current assets of \$8,441,539 and \$4,280,186 in reserve funds.

## **OFFICER RECOMMENDATION/ COUNCIL RESOLUTION**

That Council receive the Shire of Narembreen's Report for November 2022.

**MIN 7543/22**

**MOTION** - Moved Cr. Currie

Seconded Cr. Milner

**CARRIED 8 / 0**

## AGENDA ITEM: 8.2.3 - Schedule of Accounts for November 2022

<b>Subject:</b>	<b>Schedule of Accounts for November 2022</b>
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM018
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Kathryn Conopo – Administration Officer
<b>Date:</b>	2 December 2022
<b>Attachments:</b>	Creditors Payment List – November 2022, Credit Card Payments List 15 September – 13 October 2022

### PURPOSE

For Council to review the payments made by the Shire of Narembeen in November 2022.

### BACKGROUND

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

### CONSULTATION

Nil

### STATUTORY IMPLICATIONS

*Local Government (Financial Management) Regulations 1996*

Reg. 13 List of Accounts

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

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

Nil

## STRATEGIC PLAN REFERENCE

### Strategic Community Plan 2022 - 2032

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government  
Compliant and resourced Local Government  
Transparent, accountable, and integrated reporting

### Corporate Business Plan 2020/21 – 2023/24

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government  
Compliant and resourced Local Government.  
Continue to meet compliance with statutory and regulatory requirements

## VOTING REQUIREMENTS

Simple majority

## COMMENT

A schedule of accounts paid during the month of November 2022 is attached to this report and the total amounts paid from the municipal fund and the trust fund are as follows:

Municipal Account:   \$ 530,938.87  
Trust Fund:           \$       61.65

## OFFICER RECOMMENDATION/ COUNCIL RESOLUTION

That Council:

1. Receive the Creditors Payment List – November 2022
2. Receive the Credit Card Payments List 15 September – 13 October 2022

**MIN 7544/22       MOTION - Moved Cr. Cole                    Seconded Cr. Milner**

**CARRIED 8 / 0**

*5.17pm Cr. Hardham left meeting and re-entered at 5.19pm*

## 9.0 Urgent business as permitted by Council

### COUNCIL RESOLUTION

*To permit urgent business.*

**MIN 7545/22**

**MOTION** - Moved Cr. Bray

Seconded Cr. Hardham

**CARRIED 8 / 0**

*5.25pm T Clarkson and K Conopo left the meeting*

### COUNCIL RESOLUTION

*That Council resolves to provide a gift to the value of \$150.00 to the current EMCS, outside of the Gratuity Payments to Finishing Employees, in recognition of the achievements and exemplary conduct above and beyond, displayed during her term of employment.*

**MIN 7546/22**

**MOTION** - Moved Cr. Hardham

Seconded Cr. Stirrat

**CARRIED 8 / 0**

*5.29pm T Clarkson and K Conopo re-entered the meeting*

## 10.0 Councillor's Reports

*Events and meetings attended by Councillors representing the Shire of Narembeen and any General Business raised.*

### **Cr K Mortimore**

Attended

- Zone Executive Meeting
- AstroToursim - Welcome from the Shire
- Historical Society Meeting
- CWP Meeting
- GECZ Meeting
- WA Primary School of the Year Afternoon Tea
- Lions Club Christmas Dinner
- Interviews EMCS Position
- Shire End of Year Staff Function
- NDHS Concert and Presentation Evening

### **Cr S Stirrat**

Attended

- Interviews EMCS Position

General Business

- Biosecurity Group meeting - Changes to permit requirements for LMPT's. DPIRD wants permits to be issued under individuals names, which also moves liability to the individual.
- Clarification received regarding allowing the use of low-powered firearms only along the Rabbit Proof Fence.

### **Cr H Cusack**

Attended

- WA Primary School of the Year Afternoon Tea – Board Rep

General Business

- Thanked Cr. Kellie Mortimore for her attendance and words at the WA Primary School of the Year Afternoon Tea

### **Cr T Cole**

Attended

- Shire End of Year Staff Function

### **Cr C Bray**

Attended

- CWP Meeting

### **Cr A Hardham**

Attended

- Shire End of Year Staff Function
- Town Team – installation of Christmas Lights

General Business

- Acknowledged Mac Cole's contribution to the Town Team when he extended the power cords for Christmas Lights free of Charge.

**Cr M Currie**

Attended

- Nil

**Cr W Milner**

Attended

- Shire End of Year Staff Function

General Business

- Positive feedback regarding the Caravan Park facility

**11.0 Date, time & place of next meeting**

Tuesday 21 February 2023, 5.00pm at the Shire of Narembeen Council Chambers.

**12.0 Closure**

There being no further business the Chair declared the meeting closed at 5.52pm.

**13.0 Certification of Meeting Minutes**

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 13 December 2022, as show on pages 1 to 23 are confirmed as a true and correct record of the meeting.

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

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

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



## SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6826/19	18-Apr-19	ADM541	Strategic Policy Framework	That Council: 1. Adopt the Council Policy – Strategic Policy Framework as per the attachment. 2. Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.	1. Strategic Policy Framework complete and available online. 2. Polices continue to be reviewed and updated. 3. Development of several HR Executive Policies	COMPLETE	EMCS
7083/20	ongoing since 2020	ADM547	RAV Working Group	Previous status report item is complete. Details here -  7083/20 19-Aug-20 ADM547 Narembeen RAV Rating and Conditions Review That Council: 1. Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads. 2. Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager. 3. Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network. 4. Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting. 5. Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated.  Discussed with Council December 2021. Assistance will be sought from consulting engineers to progress  20.09.2022 - Cr Stirrat advised no changes or upgrades identified. Is there any capacity for a temporary RAV permit? CEO advised yes - will seek more information from main roads	July 22 - Main roads engaged to review 4 roads RAV status. Howson Project Management preparing assesment of additional roads for upgraded RAV status  Cr. Stirrat provided update. 4 roads assessed 3 roads assessed as R7 Unconditional - Statchevich -Chapman Road, Georgeff Road and Merredin-Narembeen Road. Cramphorne Road has increased from 60 to 80	This item to remain on the status report moving forward	CEO
7269/21	16-Sep-21	ADM491	Reserve 35856 and Lot 303 Fricker Road	That Council, in accordance with Schedule 1 of the Recycled Water Supply Agreement with Water Corporation: 1. Surrender Lot 303 Fricker Road to the Crown under Section 152 of the Planning and Development Act 2005 at nil cost on the condition that proposed Lot 101 is vested to the Council for the purposes of water supply. 2. Support the realignment of the boundary of proposed Lot 102 Fricker Road (Reserve 35856) to allow Shire staff legal access to proposed Lot 101 Fricker Road. 3. Support the amalgamation of proposed Lot 103 Fricker Road into Reserve 35856 to be vested to the Water Corporation for the purposes of wastewater treatment.	Transfer of land process and Identify verification complete, however CEO needs to re-complete identity process September 2022  ACEO investigating December 2022	Ongoing	CEO
7315/22	31-Jan-22	ADM668	Local Road & Communities Infrastructure Program	That Council nominate the following projects for funding as part of Phase 3 LRCI program; Walker Lake Exercise Equipment \$50,000 Narembeen Public Hall Upgrade – stage 2 \$102730 Old Church Museum – stage 2 \$115,229 Footpath Infrastructure \$175725 Churchill Street Improvements - stage 2 \$350,000 Electronic Sign Board \$50,000 Seal Laneway Savage Street \$250,000	Projects Approved  Works Progressing	Ongoing	CEO
7324/22	15-Feb-22	ADM	Wadderin Reserve	That Council: 1. Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembeen for the purposes of “water and conservation” with the power to lease. 2. Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive.	Requested Water Corporation process transfer. Engaged lawyer to develop lease. Met with President to progress.	Ongoing	EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7420/22	19-Apr-22	P5294	Write off debt - Deceased Estate A5294 Saunders	That Council: 1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and 2. Direct the CEO to commence the process to return the land to the Crown.	Debt written off. Follow up with Landgate re land	Ongoing	EMCS
7449/22	21-Jun-22	ADM093	Confidential Provision of Medical Services	That Council authorise the CEO and Shire President to enact option 2 of this report.	Meeting with two prospective GP's held on 20 January 2023	ongoing	CEO
7472/22	19-Jul-22	ADM093	Confidential Provision of Medical Services	That Council 1. Commence recruitment of a new full time GP service with the assistance of Rural Health West. 2. Discuss the opportunity to share in the GP recruitment process with the RoeRoc group of Councils. 3. Renegotiate the current contract for provision of medical services.	Acting CEO following up	Ongoing	CEO
7501/22	20-Sep-22	ADM053	Confidential Tender 01-2022 for Medical Services	That Council 1. Note that no tenders were received as part of tender 01-2022 Provisions of medical Services 2. Authorise staff to explore opportunities for the provision of medical services with First Health and report the outcomes	No action	Ongoing	CEO
7435/22	17-May-22	ADM547	Confidential Mt Walker/Mt Arrowsmith Road Intersection	That Council authorise the use of the Council's common seal on the following documents relating to the widening of Mt Arrowsmith / Mt Walker Road intersection on Lot 16233 on deposited plan 225564. 1. Deed of termination of sale contract 2. Road construction and land use agreement 3. Deed of easement in gross	To be actioned	ongoing	CEO
7477/22	16-Aug-22	ADM121	Budget Allocation - Christmas Lights	That Council allocate \$10,000 in the 2022/23 budget for the purchase of commercial Christmas Lights.	Include in the February 2023 Budget Review	Ongoing	EMCS
7487/22	20-Sep-22	ADM648	Light Industrial Area Expression of Interest	That Council undertake an Expression of Interest Process for the use of a portion of lot 100 Naremben South Road	to be progressed	Ongoing	CEO
7489/22	20-Sep-22	ADM172	Housing Strategy	That Council: 1. Agree to investigate building a mix of smaller two or three bedroom properties for employee housing; 2. Identify Lot 104 (27) Currall Street, Naremben as the preferred location of the employee housing project, subject to further site investigation; 3. Direct the CEO to approach Go Naremben as a potential partner to the project in the first instance followed by CEACA and report outcomes; 4. Allocate \$15,000 in the February 2023 Budget Review for improvements to 16 Hilton Way, Naremben 5. Council and CEO actively lobby the State to invest in new housing stock for public servants in the region in collaboration with Roe Regional Councils.	Go Naremben have declined to be involved Additional funding required	Ongoing	CEO
7491/22	20-Sep-22	ADM570	Naremben Homes for the Aged Inc	That Council: 1. Continue discussion with Naremben Homes for the Aged Inc to provide administrative and building maintenance support, ensuring the sustainability of the program in Naremben. 2. Invite CEACA to present to Council	Invite CEACA to February or March 2023 meeting. If unavailable, further liaison to ascertain a suitable time.	Ongoing	EMCS
7496/22	20-Sep-22	ADM053	Multipurpose Sports Facility Feasibility and Concept Design	That Council: 1. Receive the Multipurpose Sports Facility Feasibility and Concept Design report subject to Staff seeking clarification on: • Refurbishment of existing tennis and hockey field costs • Any variations to draft plan to reduce costs • Reduction in building blueprint • Similar projects costs 2. Once information received, refer the report to Naremben Hockey and Tennis clubs for feedback requesting formal advice from each club on its position regarding the project 3. Staff prepare a further report once the position of each club has been received.	Sought clarification. Awaiting revised draft December 2022 report	COMPLETE	EMCS

**ATTACHMENT – AGENDA ITEM 8.1.1  
Chief Executive Officer Recruitment**



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## EMPLOYMENT CONTRACT

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BETWEEN

Shire of Narembeen

AND

XXX

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## Information table

Date See item 1 of Schedule 2.

## Parties

Name Shire of Narembeen  
Short form name **Local Government**  
Address 1 Longhurst Street, Narembeen WA 6369

Name See item 2 of Schedule 2.  
Short form name **You or Your**, as the case requires  
Address See item 3 of Schedule 2.

## Background

The parties have agreed that the Local Government will employ You in the Position on the terms and conditions set out in this Contract.

Agreed terms

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## 1. DEFINITIONS AND INTERPRETATION

---

### 1.1 Definitions

In this Contract, unless inconsistent with the context -

**Act** means the *Local Government Act 1995*;

**Additional Remuneration Benefits** means the remuneration benefits, in addition to the Remuneration Package, specified in clause 6.1 and in item O of Schedule 2;

**Amend** means replace, substitute, in whole or in part, add to or vary, and the doing of any 2 or more of such things simultaneously or by the same instrument;

**Award** means the *Local Government Industry Award 2020*;

**Code of Conduct** means the Local Government's Code of Conduct;

**Commencement Date** means the date of commencement of employment as specified in item 6 of Schedule 2;

**Confidential Information** means any and all confidential information, data, reports, operations, know-how, accounts, dealings, records, materials, plans, statistics, finances or other documents and things (other than a document or thing which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of the Local Government;

**Contract Details** means the details specified in Schedule 2;

**Council** means the council of the Local Government;

**Expiry Date** means the date of expiry of employment as specified in item 9 of Schedule 2;

**Functions** include the powers, duties, responsibilities and authorities that apply to the Position under clause 3.2;

**Industrial Relations Law** means-

- (a) the *Fair Work Act 2009 (Cth)*;
- (b) the *Industrial Relations Act 1979 (WA)*; and
- (c) any other law of the State or Commonwealth which affects the subject matter of this Contract;

**Initial Probationary Period** means the initial probationary period as specified in item 7 of Schedule 2;

**Initial Work Location** means Your initial work location as specified in item 15 of Schedule 2;

**Intellectual Property** means any and all intellectual property belonging to the Local Government including -

- (a) patents, copyright (including all copyright in software), registered designs, registered and unregistered trademarks, domain and business names, rights to have information kept confidential, processes, inventions, improvements, innovations, modifications and discoveries, whether or not capable of being secured, registered or protected by any means; and
- (b) any application or right to apply for registration of any of the rights referred to in paragraph (a);

**Local Government** means the Shire of Narembeen

**Performance Criteria** means the criteria referred to in clause 4, as amended under clause 4.1(4);

**Policies** means the written policies and procedures of the Local Government;

**Position** means the position specified in item 4 of Schedule 2;

**Position Description** means the position description as set out in Schedule 1, as amended under clause 3.5;

**Probationary Period** means -

- (a) if the Initial Probationary Period has been extended under clause 2.3, the Initial Probationary Period plus the period of the extension; or
- (b) otherwise, the Initial Probationary Period;

**Remuneration Package** means the greater of-

- (a) the aggregate of the components of remuneration specified in item 10 of Schedule 2; and
- (b) any increased amounts payable under clause 7;

**Review Notice** means a written notice requesting a performance review under clause 4.2(c);

**Reviewer** means the Council or Committee and the person delegated or authorised under clause 4.3;

**Salary** means the greater of the cash component referred to in item 10 of Schedule 2 and any increased cash component under clause 7;

**Special Conditions** means the conditions, if any, specified in item 16 of Schedule 2;

**State** means the State of Western Australia;

**Term** means the term specified in item 8 of Schedule 2 and includes any extension of the term under clause 2.2;

**Written Law** means all State and Commonwealth Acts, and all subsidiary legislation, for the time being in force;

You and **Your** means the employee of the Local Government specified in item 2 of Schedule 2; and

**Your Intellectual Property** means any and all intellectual property created by You, whether alone or with others, in the course of Your employment under this Contract including -

- (a) patents, copyright (including all copyright in software), registered designs, registered and unregistered trademarks, domain and business names, rights to have information kept confidential, processes, inventions, improvements, innovations, modifications and discoveries, whether or not capable of being secured, registered or protected by any means; and
- (b) any application or right to apply for registration of any of the rights referred to in paragraph (a).

## 1.2 Interpretation

In this Contract, unless inconsistent with the context -

- (a) words denoting -
  - (i) the singular includes the plural and vice versa; and
  - (ii) a gender or genders include each other gender;

- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to -
  - (i) a person includes a firm, an unincorporated association, an incorporated association, a corporation and a government or statutory body or authority;
  - (ii) a person includes their legal personal representatives, successors and assigns;
  - (iii) any Written Law includes all Written Laws amending that Written Law;
  - (iv) a right includes a benefit, remedy, discretion, authority or power;
  - (v) an obligation includes a warranty or representation, and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
  - (vi) provisions or terms of this Contract, or another document, agreement, understanding or arrangement, include a reference to both express and implied provisions and terms;
  - (vii) time is to local time in Perth, Western Australia;
  - (viii) \$ or dollars is a reference to the lawful currency of Australia;
  - (ix) this Contract or any other document includes this Contract or other document as amended or replaced and despite any change in the identity of the parties;
  - (x) writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes facsimile transmissions or other electronic mail or transmissions;
  - (xi) anything (including any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
  - (xii) a clause, paragraph or Schedule is a reference to a clause or paragraph of or Schedule to this Contract; and
- (d) the meaning of general words or phrases is not limited by specific examples introduced by 'including, for example' or similar expressions.

### **1.3 Headings**

Headings do not affect the interpretation of this Contract.

#### 1.4 Schedules etc.

- (1) Each Schedule (and an annexure or document incorporated by reference, if any) forms part of this Contract.
- (2) In the event of any conflict or inconsistency between any part of-
  - (a) the terms and conditions contained in the clauses of this Contract;
  - (b) a Schedule;
  - (c) an annexure, if any; and
  - (d) a document incorporated by reference, if any,
- (3) The material mentioned in any one of paragraph (a)-(d) of this clause 1.4(2) has **precedence over material** mentioned in a subsequent paragraph, to the extent of any conflict or inconsistency.

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## 2. EMPLOYMENT

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### 2.1 Position and Commencement Date

- (1) Subject to the terms and conditions of this Contract, the Local Government will employ You in the Position commencing on the Commencement Date and ending on the Expiry Date.
- (2) To avoid any doubt, the terms and conditions of this Contract include the Contract Details in Schedule 2.

### 2.2 Extension of Term

- (1) In accordance with section 5.39(4) of the Act, this Contract is renewable, and the Term may be extended, by agreement between the parties.
- (2) Neither the Local Government nor You has any obligation to agree to this Contract being renewed or to the Term being extended.
- (3) You must, not later than 3 months before the expiry of the Term, notify the Council in writing whether or not You seek a renewal of this Contract and, if so, for what term.
- (4) No later than 2 (two) months before the expiry of the Term, the Council must advise You in writing of the Local Government's intention to either advertise the Position or to offer You a renewal of this Contract and, if so, on what terms.
- (5) If the Council and You agree to an extension of the Term, then, subject to that agreement-
  - (a) this Contract will continue to apply unless amended in writing by the parties; and
  - (b) clause 2.1 is to be read as though it refers to the extended Term.

### **2.3 Probationary Period**

- (1) The Initial Probationary Period of (6) six months applies from the Commencement Date.
- (2) Not less than one month before the end of Initial Probationary Period, the Council must assess Your performance and must advise You in writing of the outcome.
- (3) If, before the end of the Initial Probationary Period, the Council considers that Your performance is not satisfactory, the Council may extend the Initial Probationary Period by a further period not exceeding 3 (three) months.
- (4) As soon as practicable after the completion of the Probationary Period, unless clause 11.2 applies, the Council must advise You in writing of the successful completion of the Probationary Period.

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## **3. YOUR OBLIGATIONS**

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### **3.1 General obligations**

You must carry out the Functions that are set out in -

- (a) Your Position Description;
- (b) the Policies;
- (c) the Act or any other Written Law.

### **3.2 Specific obligations**

- (1) You must -
  - (a) perform the functions of the Position, including the functions set out in the Position Description;
  - (b) comply with the terms of this Contract;
  - (c) carry out all lawful directions given by the Council in relation to the performance of Your Functions;
  - (d) comply with the Local Government's Code of Conduct, the Policies, the Act and, insofar as it relates to the performance of Your Functions, any other Written Law;
  - (e) unless absent on leave as provided in this Contract or through illness or injury-
    - (i) work such hours as may reasonably be necessary to perform Your Functions; and
    - (ii) during those hours, devote the whole of Your time, attention and skill to performing the Functions;

- (f) not hold any position for monetary or other reward which may in any way be seen to conflict with Your Functions; and
  - (g) not, except with the prior written approval of the Council, be employed or engaged in any business or activity for profit or reward.
- (2) The Council's approval under clause 3.2(1)(g) must not be unreasonably withheld and, if it is withheld, written reasons must be given to You.

### **3.3 Duty of confidentiality**

- (1) You must not at any time, during or after the expiration or sooner termination of the Term, divulge or reveal to any person any Confidential Information except insofar as -
- (a) it is consistent with the proper performance of Your Functions;
  - (b) the Council may, from time to time, direct or authorise You to divulge or reveal; or
  - (c) it is necessary or required by law.
- (2) You must take all reasonable precautions, including physical security, to maintain the confidentiality of any Confidential Information.
- (3) You acknowledge and agree that -
- (a) all Confidential Information acquired by You in the performance of Your Functions is acquired in confidence and any disclosure of it would be harmful to the Local Government;
  - (b) damages would not be an adequate remedy for a breach by You of this clause; and
  - (c) the Local Government may **seek** injunctive relief to enforce its rights under this clause.

### **3.4 Duty of fidelity**

You undertake to be a capable and loyal employee acting at all times in the best interests of the Local Government, and to use Your best endeavours to ensure that Your actions do not bring the Local Government into disrepute or cause the Local Government damage.

### **3.5 Amendment of Position Description**

The Position Description may be amended by agreement in writing between the Council and You.

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## **4. PERFORMANCE CRITERIA AND REVIEW**

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### **4.1 Performance Criteria**

- (1) Within 3 (three) months of the Commencement Date or other date as agreed by the Council and You and the Council must negotiate and determine the Performance Criteria.
- (2) The Performance Criteria must be reasonably achievable by You.
- (3) You must use every reasonable endeavour to comply with the Performance Criteria.
- (4) The Performance Criteria -
  - (a) must be reviewed annually by the Council and You; and
  - (b) may be amended, from time to time, by agreement in writing between the Council and You.

### **4.2 Performance Criteria and performance review**

Your performance under this Contract, must be reviewed and determined by the Reviewer in accordance with Council Policy-

- (a) by reference to the Performance Criteria;
- (b) at least annually; and
- (c) more frequently if the Council or You perceives there is a need to do so and, in that case, gives to the other party a Review Notice.

### **4.3 Selection of Reviewer**

- (1) The Council, in consultation with You, is to determine, in respect of each review under clause 4.2 -
  - (a) who the Reviewer is to be; and
  - (b) whether the Reviewer is to be accompanied or assisted by any other person and, if so, the identity of that person.
- (2) For example, the Reviewer may be -
  - (a) A committee to which the conduct of the performance review has been delegated by the Council under section 5.16 of the Act; or
  - (b) A person or body who has been delegated or authorised by the Council to conduct the performance review.

- (3) For the avoidance of doubt, if the Council and You are unable to agree on any of the matters set out in subclauses 4.3(1)(a), the Council is to make the relevant determination.

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5. REMUNERATION PACKAGE

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**5.1 Remuneration Package-general provisions**

- (1) The Local Government must pay to You each year a Remuneration Package of the amount specified in item 10 of Schedule 2.
- (2) The Remuneration Package takes into account -
- (a) the requirement to attend Local Government meetings and perform other Functions that require work outside standard working hours;
  - (b) any additional annual leave to which You are entitled under clause 9; and
  - (c) that You are not entitled to any annual leave loading, penalty rates or payment for additional hours or overtime.

- (3) In accordance with either -

- (a) the terms of a Policy; or
- (b) the approval of the Council,

You may vary the individual component amounts of the Remuneration Package provided that the total value of the Remuneration Package remains the same.

- (4) Subclause (3) does not affect the rights of the parties to amend, by agreement, the total value of the Remuneration Package.

- (5) In accordance with either -

- (a) the terms of a Policy; or
- (b) the approval of the Council,

You may salary sacrifice any part of the Salary if-

- (c) it complies with the relevant taxation legislation and Australian Taxation Office rulings; and
- (d) there is no additional cost to the Local Government.

- (6) You and the Local Government agree that -

- (a) the above-Award payments made and benefits under the Remuneration Package, and the additional annual leave that You are entitled to under clause 9.2, are intended to compensate You for the benefits that You would otherwise have been entitled to under the Award including annual

leave loading, penalty rates and payment for additional hours or overtime;  
and

- (b) to the extent that it may subsequently be determined that You are entitled to payment in respect of any one or more of annual leave loading, penalty rates or payment for additional hours or overtime, there is to be set off, against the amount of that payment, the amount paid to You by way of the above-Award payments and benefits under the Remuneration Package and the value of the additional annual leave that you are entitled to under clause 9.2.

## **5.2 Salary**

The Salary is payable fortnightly, in arrears, by electronic funds transfer to an account nominated by You.

## **5.3 Motor vehicle**

- (1) The Local Government must provide to You the motor vehicle described in item 11 of Schedule 2, or an equivalent motor vehicle.
- (2) The motor vehicle -
  - (a) is for unlimited business use by You;
  - (b) is for unlimited private use by You within Western Australia; and
  - (c) may be driven by Your partner or another nominated person or persons approved by the Council.
- (3) The use of the motor vehicle is subject to the terms and conditions of-
  - (a) any relevant Policies; and
  - (b) the Local Government's insurance policy, in respect of the motor vehicle, that is in place from time to time, with which You agree to comply.
- (4) The Local Government is responsible for all running costs of the motor vehicle including all registration, insurance, fuel, maintenance (including servicing) and repair costs.
- (5) You are responsible for arranging for the motor vehicle to be maintained and serviced (at the cost of the Local Government) and for it to be cleaned in an appropriate manner.

## **5.4 Superannuation**

- (1) The Local Government must pay, in respect of Your employment, a sum for superannuation that is -
  - (a) specified in item 10 of Schedule 2; and

- (b) includes any superannuation guarantee charge (currently payable by the Local Government under the Superannuation Guarantee *Administration Act 1992* and the *Superannuation Guarantee Charge Act 1992*).
- (2) All superannuation contributions must be paid by the Local Government in accordance with the Act and any other Written Law but, where lawful and, in particular, to the extent that it is permitted under the WA Local Government Superannuation Plan, You may elect to have superannuation contributions paid by the Local Government into a superannuation fund of Your choice.
  - (3) You may elect to pay additional superannuation contributions as part of a salary sacrifice arrangement with the Local Government - acknowledging that such an arrangement will result in a lower Salary being paid to You.

### **5.5 Fringe benefits tax**

The Local Government must pay any liability with respect to fringe benefits tax incurred as a result of-

- (a) a payment of any component of the Remuneration Package;
- (b) a payment of any Additional Remuneration Benefits; or
- (c) a payment or reimbursement of expenses incurred by You in performing the Functions.

### **5.6 Valuation**

The value of each component of Your Remuneration Package is to be determined by the Local Government in accordance with the valuation principles that it may adopt from time to time to value benefits provided to its employees.

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## **6. OTHER REMUNERATION BENEFITS**

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### **6.1 Additional Remuneration Benefits**

The Local Government -

- (a) must provide You with, or pay to You (as the case may be), the benefits specified in item 14 of Schedule 2; and
- (b) may provide You with or pay to You (as the case may be), the benefits payable to other employees of the Local Government under the Policies.

### **6.2 Out-of-office communication facilities**

- (1) The Local Government must provide to You, at the Local Government's cost, the out-of-office communication facilities specified in item 14 of Schedule 2 which -
  - (a) are to enable You to perform the Functions while absent from the Local Government's offices; and
  - (b) may be used by You for incidental personal use.

- (2) The Local Government may provide to You other means of electronic communications.

### **6.3 Professional development**

- (1) In this clause, '**conference**' includes workshop, forum or similar event.
- (2) The Local Government -
- (a) supports, as part of Your performance of the Functions, the membership of professional bodies and attendance at conferences; and
  - (b) must pay the costs associated with Your membership of professional bodies and attendance at conferences, relevant to Your performance of the Functions, up to the maximum amount specified in item 12 of Schedule 2.
- (3) In addition, where the Council believes that it is in the interests of the Local Government, the Local Government may also pay the costs of other conference attendances by You for professional development purposes relevant to the Functions.

### **6.4 Relocation expenses**

- (1) On receipt of supporting documentary evidence from You, the Local Government must reimburse You for the reasonable costs associated with -
- the relocation, to an address within the district of the Local Government, of furniture, household goods and personal effects; and Removal expenses are restricted to furniture and personal effects.
  - If the employee voluntarily leaves or is dismissed by the Shire before they have completed 12 (twelve) months of continuous service, they will be expected to repay removal expenses.
- (2) Unless the Council agrees to a higher amount, the value of the reimbursement under this clause is not to exceed the amount specified in Item 13 of Schedule 2.

## **6.5 Housing allowance**

- (1) The Local Government must provide, for Your accommodation, in the property specified in item 13 of Schedule 2 or an alternative property to be determined by the Local Government.
- (2) The benefit value of the provision of this property to You is the amount specified in item 13 of Schedule 2.
- (3) The Local Government must undertake periodic maintenance and upgrades to the property to ensure that it remains in a suitable living condition.
- (4) You must -
  - (a) maintain the property at an appropriate level, maintenance, upkeep and cleanliness of the property, including maintaining lawns and garden; and;
  - (b) obtain the approval of the Council before making any alterations to the property, including any painting or garden modifications.

## **6.6 Regional/Isolation allowance**

The Local Government will pay You an annual regional/isolation allowance in the amount prescribed in item 13 of Schedule 2

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## **7. ANNUAL REVIEW OF REMUNERATION PACKAGE**

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- (1) Your Remuneration Package must be reviewed by the Reviewer annually -
  - (a) at a time that is no later than 3 (three) months after the anniversary of the Commencement Date; or
  - (b) if otherwise determined by the Council, at a time that enables the review to coincide with other remuneration reviews conducted by the Local Government.
- (2) The Council is to determine and notify You, in respect of each Remuneration Package review under this clause -
  - (a) who the Reviewer is to be; and
  - (b) whether the Reviewer is to be accompanied or assisted by any other person and, if so, the identity of that person.
- (3) In reviewing Your Remuneration Package, the Reviewer must have regard to -
  - (a) Your performance;
  - (b) any changes to the work value or responsibilities of the Position;
  - (c) the hours worked by You, including hours in addition to normal working hours;

- (d) the condition of the market and the economy generally; and
  - (e) the capacity of the Shire to pay an increase.
- (4) As a result of a review of Your Remuneration Package under this clause, the Local Government -
- (a) is not obliged to increase the amount of the Remuneration Package; and
  - (b) may increase, but must not reduce, the amount of the Remuneration Package.

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**8. EXPENSES**

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- (1) If You -
- (a) incur reasonable expenses in performing the Functions; and
  - (b) provide the Council with documentary evidence of the expenses,
- the Local Government must reimburse You for those expenses.
- (2) The Council may provide You with a corporate credit card and, if the Council does so, You must -
- (a) use the credit card only for the payment of reasonable expenses properly incurred in performing the Functions and strictly in accordance with Council Policy;
  - (b) give the Council, on a monthly basis and whenever requested by the Council, documentary evidence of any charged expenses; and
  - (c) immediately reimburse the Local Government for any charged expenses that were not properly incurred in performing the Functions and report the reimbursement to the Council at the earliest opportunity which may result Council in instigating an investigation and suspension of employment in accordance with Part 10 and termination under Part 11.

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**9. LEAVE**

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**9.1 Approval for leave**

Leave by You is to be taken at a time, or during periods that are approved by the Council.

**9.2 Annual leave**

- (1) You are entitled to 5 (five) weeks' paid annual leave each year
- (2) Annual leave may be taken on a pro rata basis.
- (3) The Council may direct You to take any annual leave that You have accrued in excess of 30 days' entitlement.

### **9.3 Long service leave**

You are entitled to long service leave in accordance with the *Local Government (Long Service Leave) Regulations*.

### **9.4 Personal/carer's leave**

- (1) You are entitled to 10 (ten) days paid personal/carer's leave each year, to be accrued on a pro rata basis.
- (2) In particular, You may take paid personal/carer's leave if the leave is taken -
  - (a) because You are not fit for work because of a personal illness, or personal injury, affecting You; or
  - (b) to provide care or support to a member of Your immediate family, or a member of Your household, who provides care or support because of-
    - (i) a personal illness, or personal injury, affecting the member; or
    - (ii) an unexpected emergency affecting the member.

### **9.5 Compassionate leave**

- (1) You are entitled to 2 (two) days of paid compassionate leave for each occasion when a member of Your immediate family, or a member of Your household -
  - (a) contracts or develops a personal illness that poses a serious threat to his or her life.
  - (b) sustains a personal injury that poses a serious threat to his or her life; or
  - (c) dies.

### **9.6 Parental leave**

- (1) You are entitled to 12 (twelve) months of unpaid parental leave in accordance with Subdivision B, Division 5, Part 2-2, Chapter 2 of the *Fair Work Act 2009*.
- (2) In particular, You are entitled to unpaid parental leave if-
  - (a) the leave is associated with -
    - (i) the birth of Your child or a child of Your spouse or de facto partner; or
    - (ii) the placement of a child with You for adoption; and
  - (b) You have or will have a responsibility for the care of the child.

### **9.7 Study leave**

The Council may, on an application from You, approve study leave for You.

## **9.8 Other leave**

You are entitled to the leave and other employment arrangements -

- (a) prescribed by Industrial Relations Law; and
- (b) that may be agreed with the Council, such as executive leave and community service leave.

## **9.9 Public holidays**

You are entitled to Western Australian public holidays, as notified in the *Government Gazette*.

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## **10. INVESTIGATION AND SUSPENSION**

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### **10.1 Power to suspend and investigate**

- (1) If You are charged with a criminal offence, the Council may suspend You with pay under this clause.
- (2) If it is alleged that You have engaged in conduct of a type that would give the Local Government reason to terminate Your employment or if, in the reasonable opinion of the Council, the circumstances warrant, the Council may-
  - (a) initiate an investigation under this clause; and/or
  - (b) suspend You with pay under this clause.

### **10.2 Conduct of investigation**

- (1) If the Council initiates an investigation -
  - (a) the Council may appoint a person to conduct an investigation into the allegation or the relevant conduct or circumstances;
  - (b) You must attend the offices of the Local Government or elsewhere and give information, explanation or other assistance to the person conducting the investigation, as directed by the Council; and
  - (c) during the investigation, You must not attempt to contact an elected member, employee, customer, business partner or supplier of the Local Government, unless authorised or directed to do so by the Council.
- (2) Until the charge referred to in clause 10.1(1) has been determined, or during the whole or part of the investigation referred to in clause 10.2(1), the Council may suspend You with pay for a period -
  - (a) that is in the sole discretion of the Council; and
  - (b) during which the Local Government is not obliged to provide You with work.

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**11. TERMINATION**

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**11.1 Automatic termination at end of Term**

Unless the Term is extended or terminated earlier in accordance with this Contract, Your employment must conclude on the Expiry Date, without the requirement for either party to give notice.

**11.2 Termination during Probationary Period**

- (1) During the Probationary Period, the Council may terminate Your employment at any time for any reason.
- (2) If the Council terminates Your employment under this clause 11.2, the Local Government must pay you an amount equal to one month's payment of the Remuneration Package.
- (3) A payment under this clause -
  - (a) includes any and all other entitlements You may have in respect of termination of employment; and
  - (b) does not include payment for leave accrued but not taken at the date of termination.

**11.3 Termination by the Local Government at will**

- (1) This clause does not apply to a termination of Your employment under clause 11.4.
- (2) The Council may terminate Your employment at any time for any reason.
- (3) If the Council terminates Your employment under this clause, the Local Government must pay to You the lesser of-
  - (a) an amount equal to 25% of the Remuneration Package; or
  - (b) the balance of the Remuneration Package payable for the Term.
- (4) If the terminates Your employment under this clause as a result (wholly or partially) of an order made under section 2.1 of the Act, the Local Government must pay to You the lesser of-
  - (a) an amount equal to 25% of the annual Remuneration Package; or
  - (b) the balance of the Remuneration Package payable for the Term.
- (5) A payment under this clause -
  - (a) includes any and all other entitlements You may have in respect of termination of employment; and

- (b) does not include payment for leave accrued but not taken at the date of termination.

#### **11.4 Termination by the Local Government - Your default**

##### **(1) Summary termination**

The Council may summarily terminate Your employment at any time by notice in writing if You -

- (a) are guilty of any serious misconduct or willful neglect in the performance of the Functions;
- (b) willfully disobey any lawful direction by the Council;
- (c) commit a serious breach of any of the provisions of this Contract;
- (d) are convicted of a serious offence, or have been convicted of a 'serious local government offence' within the meaning of that term in section 2.22 of the Act; or
- (e) do anything else which would lawfully enable the Local Government to terminate Your employment without notice.

##### **(2) Termination with notice**

The Council may terminate Your employment at any time by giving You 4 weeks' notice in writing, or payment in lieu of notice, if -

- (a) You commit a persistent breach of any of the provisions of this Contract and again breach the provision after being given notice of the breach by the Council;
- (b) You become incapacitated by injury or illness from performing in full the Functions for an aggregate period of more than 90 days in any period of 12 consecutive months (but that period is not to include any accumulated paid leave taken);
- (c) the Guardianship and Administration Board makes a guardianship order in relation to You under section 43 or section 64 of the *Guardianship and Administration Act 1990*; or
- (d) You fail to substantially measure up to and achieve the Performance Criteria and continue to do so for a period of 4 weeks after the Council gives You written notice of that failure and of the course of action which the Council wishes You to follow in order to address and correct that failure.

#### **11.5 Termination by You at will**

- (1) You may, for any reason, terminate Your employment on a date specified by You at any time by giving 3 months' notice in writing to the Council.

- (2) The period of notice may be varied by mutual agreement between the Council and You.

#### **11.6 Deductions and set-off**

On the termination of Your employment, or expiry of the Term, the Local Government may set-off any amounts that You owe the Local Government against any amount the Local Government owes You at the date of termination or expiry.

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## **12. CONFIDENTIAL INFORMATION AND RETURN OF PROPERTY**

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On the termination of Your employment, or expiry of the Term, whichever occurs first, You must deliver up to the Local Government -

- (a) all Confidential Information (including copies) which may be in Your custody, possession or control and You must not keep or retain or make any copies (whether electronic or otherwise);
- (b) all property of the Local Government including equipment, credit cards, keys, motor vehicles; and
- (c) all documentation of the Local Government, and any copies of documentation, which are in Your custody, possession or control.

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## **13. RELIANCE ON QUALIFICATIONS**

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You-

- (a) acknowledge that in appointing You to the Position, the Local Government has relied on the qualifications and experience set out in Your application for employment and related documents; and
- (b) warrant the correctness of all information contained in that application and those documents.

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## **14. INTELLECTUAL PROPERTY**

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You-

- (a) acknowledge and agree that all Intellectual Property is the exclusive property of the Local Government;
- (b) assign to the Local Government all future rights which may be acquired by You in relation to Your Intellectual Property so as to vest title in Your Intellectual Property in the Local Government absolutely;
- (c) must immediately deliver to the Local Government full particulars concerning the realisation or creation arising from the development of Your Intellectual Property;
- (d) must (whether during or after the Term and at the expense of the Local Government), execute all documents and undertake all such acts, matters and things as may be reasonably necessary to obtain registration or other

legal protection of Your Intellectual Property on behalf of the Local Government and to give effect to the assignment in paragraph (b);

- (e) must, during the Term, maintain dated, legible records of all work performed in the study, assessment or development of Your Intellectual Property;
- (f) acknowledge that all the records referred to in paragraph (e) are the property of the Local Government; and
- (g) must, without limiting paragraphs (e) and (f), surrender and deliver up to the Local Government all passwords necessary to access the records where the records are in electronic form and all documentation necessary to understand software source code including -
  - (i) the names and versions of development tools;
  - (ii) documentation describing the procedures for building/compiling, executing/using the software (technical notes, user guides);
  - (iii) hard copy directory listings of the contents of any media containing the software;
  - (iv) a list of retrieval commands; and
  - (v) archive hardware and operating system details.

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## **15. INCONSISTENCY AND SEVERANCE**

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### **15.1 Inconsistency: Industrial Relations Law**

If there is any inconsistency between this Contract and any Industrial Relations Law, the Industrial Relations Law prevails but only to the extent of the inconsistency.

### **15.2 Inconsistency: Act**

If there is any inconsistency between this Contract and the Act, the Act prevails but only to the extent of the inconsistency.

### **15.3 Inconsistency: Policies**

If there is any inconsistency between this Contract and the Policies, this Contract prevails but only to the extent of the inconsistency. For the avoidance of doubt, the Policies are not intended to be contractual in nature.

### **15.4 Severance**

- (1) Each provision of this Contract is to be read and construed independently of the other provisions of this Contract so that if one or more are held to be invalid for any reason, then the remaining provisions are to be valid to the extent that they are not so held to be invalid.

- (2) If a provision of this Contract is found to be void or unenforceable but would be valid if some part of it were deleted or the period of application reduced, the provision is to apply with whatever modification may be necessary to make it valid and effective.

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**16. DISPUTE RESOLUTION**

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**16.1 Dispute Resolution**

- (1) In relation to any matter arising under this Contract that may be in dispute between You and the Council, the parties must initially attempt to resolve the matter at a workplace level.
- (2) If either party wishes to appoint another person to represent it in dispute resolution, the party must give written notice to the other party of that appointment.

**16.2 Mediation**

- (1) If the dispute cannot be resolved at the workplace level, either party may refer the dispute to mediation. If either party refers the matter to mediation, both parties must participate in the mediation process in good faith.
- (2) If the dispute is referred to mediation, the parties may seek to agree on the following-
- (a) whether the parties should seek the assistance of a dispute resolution organisation; and
  - (b) a procedure for the selection and compensation of any neutral person who may be engaged by the parties.

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**17. MISCELLANEOUS**

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**17.1 Legal costs**

Subject to any express provision in this Contract to the contrary, each party is to bear its own legal and other costs and expenses relating directly or indirectly to the preparation of this document.

**17.2 Amendment**

This Contract may be amended only by a document in writing duly executed by the parties.

**17.3 Waiver and exercise of rights**

- (1) A single or partial exercise or waiver of a right relating to this Contract is not to prevent any other exercise of that right or the exercise of any other right.

- (2) A party is not to be liable for any loss, cost or expense of any other party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.
- (3) A failure or omission by the Local Government at any time to enforce or require strict or timely compliance with a provision of this Contract is not to affect or impair that provision in any way or the right of the Local Government to avail itself of the remedies it may have in respect of any breach of a provision.

#### **17.4 Rights cumulative**

Subject to any express provision in this Contract to the contrary, the rights of a party under this document are cumulative and are in addition to any other rights of that party.

#### **17.5 Governing law and jurisdiction**

- (1) This Contract is governed by and is to be construed in accordance with the laws in force in Western Australia.
- (2) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Western Australia and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

#### **17.6 Contract personal and not to be assigned**

This Contract is personal to the parties and is not capable of being assigned.

#### **17.7 Entire understanding**

- (1) This Contract embodies the entire understanding and agreement between the parties as to the subject matter of this Contract.
- (2) Except as referred to in clause 13, all previous negotiations, understandings, representations, warranties, memoranda or commitments in relation to, or in any way affecting, the subject matter of this Contract, are merged in and superseded by this Contract and are to be of no force or effect and no party is to be liable to the other party in respect of those matters.
- (3) No oral explanation or information provided by any party to another is -
  - (a) to affect the meaning or interpretation of this Contract; or
  - (b) to constitute any collateral agreement, warranty or understanding between any of the parties.

#### **17.8 Notices**

A notice or other document required or permitted to be given under this Contract may be given in any of the ways provided by sections 9.50 and 9.51 of the Act.

# Schedule 1- Position Description

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1. **TITLE** Chief Executive Officer
2. **LEVEL** Band 4 Salaries and Allowances Tribunal
3. **DEPARTMENT/SECTION** Office of the Chief Executive Office

4. **POSITION OBJECTIVES**

1. **Objectives of this Position**

- To implement the strategic goals and objectives of the organisation.
- To ensure that Council receives professional and timely advice and support on all matters relating to the operation of the Shire of Narembeen as a local government and achievement of its goals.
- To provide overall leadership and direction for the administration of the Shire of Narembeen and to provide the primary link through communications and consultation between the Council and staff.

2. **Within Department/Section**

- Meet corporate objectives.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Lead the organisation in providing a high level of service to the Community and Elected Members.

3. **Within Organisation**

- Develop a corporate approach within the Senior Management Team towards achieving strategic financial management of the local government.
- Development and implementation of strategic documents, including informing strategies for the Corporate Business Plan.
- Administer the legal, statutory and election process of the local government's operation and be the chief adviser to Council on these matters.
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area.
- Provide strategic direction and effective leadership to the organisation.
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of Council policy and delegations of authority.
- Ensure continuous improvement both in the natural and built environment and customer service.

## COMPETENCY REQUIREMENTS

*Note - all requirements are essential unless otherwise stated*

### 1. Leadership

- Proven leadership of at least three years local government experience as a Chief Executive Officer/Senior Executive level, with demonstrated intellectual capacity and an understanding of all legislation impacting on Local Government.
- Maintain effective communication and relationships with Councillors, staff and other stakeholders.
- Significant experience in the delivery of Integrated Planning and Reporting framework.
- Delegation skills to ensure the achievement of outcomes, accountability of senior management, staff and the development of employees' abilities.
- Extensive corporate management experience including contemporary human resource management principles, including understanding of the relevant industrial relation frameworks.
- Implementing policy and procedures in the organisation.
- Considerable experience in encouraging, promoting and facilitating sustainable economic development.
- Manage the local government's infrastructure/assets.

### 2. Policy Implementation

- Comprehensive knowledge of public policy issues as they impact on the local government.
- Effective communication and engagement strategies including marketing, branding and implementing policy and procedures with all stakeholders.

### 3. Governance and Compliance

- Proven aptitude to administer the *local Government Act (1995)* and any variation and associated legislation involved in the field of local government.
- Proven delivery of professional and timely advice to support Council in making the most informed decisions.
- Knowledge of statutory, legal and contractual obligations.

### 4. Financial results

- Experience of and evidence in the delivery of proficient financial management and control so that community money is always safeguarded and used appropriately, economically, efficiently and effectively.
- Demonstrated experience in overseeing the development and implementation of Financial Plans, Asset Management Plans and Annual Budget.
- Considerable experience in ensuring the effective and efficient application of relevant accounting standards and legislative requirements with regard to accounting activities and reporting.

## **5. Community Development**

- Considerable experience in encouraging, promoting and facilitating sustainable business development and fostering investment opportunities.
- A proven history of building and maintaining positive strategic relationships.
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.

## **6. General Management**

- Excellent interpersonal and communication skills focusing on maintaining good political astuteness, networking relationships with all stakeholders.
- An understanding of outside Works in local government, including road construction and maintenance, parks and gardens and **waste** management.
- Degree in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.

***Note: Employment is subject to current Police Clearances and other checks***

## **6. KEV DUTIES/RESPONSIBILITIES**

1. Responsible for effective day to day operations of the local government.
2. In consultation with Council, review, develop and implement strategic and service delivery plans for the Shire.
3. Co-ordinate, in conjunction with the Senior Executive Team, an overall system of fiscal management to reflect Council's aims and objectives.
4. Implement and manage the requirements of the integrated planning framework.
5. Formulate and implement a Human Resources Management Program, which ensures the appropriate supervision and management of the local government.
6. Institute a staff training program that will improve staff skills across the board, which will assist staff in focusing on service delivery to the community.
7. Administer the legal, statutory and election process of the local government's operations and be the chief adviser to Council on these matters to ensure the local government is operating within the statutes and all legal requirements are carried out.
8. On behalf of the local government, make effective representation of the issues, views, policies and needs of the local government, as necessary.
9. Ensure the development and maintenance of sound communications and good relationships between the local government, Government Departments, Volunteers and the Community at large.
10. Ensure that the road infrastructure data base is maintained, and roads grant applications are considered and lodged in a timely manner.
11. Ensure reports and recommendations submitted to Council are well written and based on sound judgement with appropriate recommendations.
12. Ensure that the Councils statutory compliance obligations are met.

**7. PERFORMANCE CRITERIA**

Key Result Areas and associated strategies and actions will be varied by agreement between the employee and the employer annually, during the term of the employment contract.

The performance criteria may be varied, and any other criteria may be included by agreement between the parties at any time during the term of the employment contract.

**8. ORGANISATIONAL RELATIONSHIPS**

**1. Responsible to**

The President and Council of the Shire of Narembeen.

**2. Supervision of**

All staff by delegation to relevant senior Managers.

**3. Internal and External Liaison**

**Internal**

- President and Councillors individually
- All Committees and working groups
- All Staff

**External**

- Community, Ratepayers, Public, Business Groups, Retailers
- Business community
- Sporting Groups
- Federal & State Governments Departments and Agencies
- Local Governments
- Media
- Primary contractors and suppliers
- Community based volunteer groups

**9. EXTENT OF AUTHORITY**

- All authority vested in a Chief Executive Officer under the *Local Government Act (1995)* and associated Regulations, Local-Laws and all other relevant Acts State and Federal Parliament.
- Authority to sign all legal documents, authorise payments and cheques as delegated and properly directed by Council.

## Schedule 2- Contract Details

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Item	Subject	Details
1.	Date	XX 2023
2.	Your name	
3.	Your address	
4.	Position	Chief Executive Officer
5.	Nature of employment	Full time
6.	Commencement Date	XX 2023
7.	Initial Probationary Period	Six (6) months
8.	Term	Three (3) years
9.	Expiry Date	XX 2026
10.	Remuneration Package  (Clauses 1.1 and 5.1)	<p>Salary (cash component)      \$Negotiable SAT Band 4 \$131,423 - \$206, 141</p> <p>Superannuation 10.5%      \$XX each year</p> <p>Superannuation                  \$XX each year matching up to 5% of cash component if CEO contributes additional superannuation in accordance with clause <b>5.4(2)</b></p> <p>Superannuation 10.5% on      \$525 each year Regional Isolation Allowance</p> <p>FBT                                      \$13,600 each year</p> <p>Utilities/communication      \$3,000 each year</p>
11.	Motor vehicle (Prado or equivalent executive model)	Motor vehicle (private use component)      \$17,400 each year
12.	Professional development	Maximum of \$3,000 each year.

- |     |  |     |  |
|-----|--|-----|--|
| 13. | Additional Remuneration<br><br>Benefits                    | (1) | Relocation expenses - \$6,000; and   |
|     |  | (2) | Regional/Isolation allowance of \$5,000 each year in accordance with clause 6.6                                      |
|     |  | (3) | Housing allowance (residential accommodation) - \$15,600 each year. For use of property at 26 Hilton Way, Narembeen. |
| 14. | Out-of-office communication facilities<br><br>(Clause 6.2) |     | Communication device or devices (such as a phone, iPad and/or laptop), as agreed with the Council.                   |
| 15. | Initial Work Location                                      |     | Shire of Narembeen Administration Office, 1 Longhurst Street, Narembeen WA 6369                                      |
| 16. | Special Conditions   |     | <b>Nil</b>   |

Signing page

**EXECUTED** by the parties

The Common Seal of **SHIRE OF NAREMBEEN**  
was affixed in accordance with the Local Government  
Act 1995 in the presence of:

**Signed** by **Cr KJ (Kellie) Mortimore**, President, on  
behalf of the Shire, in the presence of -

---

---

Witness

---

Name of Witness  
(print)

**Signed** by You (**XXX**)  
in the presence of-

---

---

Witness

---

Name of Witness  
(print)

**ATTACHMENT – AGENDA ITEM 8.1.2  
Appointment of Consultant CEO Recruitment**

**(CONFIDENTIAL Summary of Quotations  
provided under a separate cover)**



## Request for Quotation

Chief Executive Officer Recruitment

## REQUEST FOR QUOTE

### CEO RECRUITMENT

The Shire of Narembreen is seeking to engage a suitably qualified and experienced recruitment consultant, to work with the Shire appointed Selection Panel and guide the Panel through the process of recruiting a suitable Local Government Chief Executive Officer, on a 3-5-year employment contract. Ensuring legislative compliance throughout.

Narembreen is in the heart of the Wheatbelt, 286km east of Perth. The town has evolved from its traditional rural history and today plays an important role within the Wheatbelt in cereal cropping, cattle and sheep production, agricultural innovation as well as support from industry such as engineering, auto works and tourism.

Narembreen is a vibrant community offering high-quality infrastructure, fantastic services, and endless opportunities.

Please note that given that the recent CEO was employed only in April 2021 I am proposing that Council will endorse the current Position Description, Draft Contract and proposed Total Remuneration Package at its meeting on 21 February 2023 to keep the process moving. Should the appointed consultant proposed to amend any of these documents then a meeting with the Selection Panel and/or Special Meeting of Council will be organised.

### Scope of Activity

As a minimum, the preferred independent recruitment consultant will work with Selection Panel to undertake the following activities:

- Draft a Job Advertisement and information package
- Conduct Executive Search and recruitment advertising
- Perform Preliminary Assessments and background checks and assist with short listing
- Assist Selection Panel to develop interview questions, prepare for conduct of interviews and attend interviews with Selection Panel
- Guide Selection Panel in interview process and selection process
- Conduct referee checks
- Prepare a contract of Employment for the successful candidate and assist with Contract negotiations where required.
- Prepare initial Key Performance Indicators to be considered by Council for the role



## Skills and Experience

As a minimum, the preferred independent recruitment consultant will demonstrate the following skills and experience:

- Demonstrated knowledge of CEO employment processes and provisions as defined in the Local Government Act 1995 (WA) and associated regulations
- Demonstrated knowledge of the Salaries and Allowances Act 1975
- Demonstrated experience working with Councils and CEO Recruitment Committees to facilitate sound decision making
- Demonstrated sound understanding of contractual provisions and salary trends
- Holds a WA Employment Agent's licence under the Employment Agents Act 1976 (WA).

## Quote Submission Specifics

Quotations should give:

- An overview of the process to be used by the consultant to ensure the Shire obtains the best possible applicants.
- An overview of the consultant's business and relevant experience meeting the requirements of these types of recruitment engagements.
- Two referees (LG Govt.) who Council may contact regarding the recruitment process conducted by the consultant and their experience working with them.
- A clear breakdown of the pricing structure to be imposed – Council's preference is for a fixed price quote – all exclusions or additions to be detailed

Consultants should email responses to [ceo@narembeen.wa.gov.au](mailto:ceo@narembeen.wa.gov.au) by 4pm, Friday 10 February 2022. I can be contacted on the number below or 0428 647 312, please note I am not available on Fridays.

At this stage it is Councils would like to commence the public advertising for a permanent CEO in April 2022.

Yours sincerely,

**Paul Sheedy**  
**Acting Chief Executive Officer**  
25 February 2022

**ATTACHMENT – AGENDA ITEM 8.2.1**  
**Monthly Financial Statements December 2022**  
**and January 2023**

## **SHIRE OF NAREMBEEN**

### **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 December 2022**

**LOCAL GOVERNMENT ACT 1995**

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

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\* Statement of Financial Activity by Nature or Type

Statement of Financial Activity by Program

\* Note 1 Net Current Assets

\* Note 2 Explanation of Material Variances

Note 3 Cash and Investments

Note 4 Receivables

Note 5 Capital Acquisitions

Note 6 Grants and Contributions

Note 7 Budget Amendments

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

\* Statutory Report

**STATUTORY REPORT  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**BY NATURE OR TYPE**

	Ref Note	Original budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1	2,708,224	2,708,224	<b>2,714,732</b>	6,508	0%	
<b>Revenue from operating activities</b>							
Rates		1,942,098	1,944,657	1,950,010	5,353	0%	
Operating Grants, Subsidies and Contributions	6	1,478,268	860,180	1,095,892	235,712	27%	overbudget
Fees and Charges		596,442	390,849	408,981	18,132	5%	
Interest Earnings		37,193	18,576	41,752	23,176	125%	
Other Revenue		76,000	37,992	45,828	7,836	21%	
Profit on Disposal of Assets		199,288	0	0			
		<b>4,329,289</b>	<b>3,252,254</b>	<b>3,542,462</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(2,108,259)	(1,053,891)	<b>(1,015,980)</b>	37,911	4%	
Materials and Contracts		(1,782,263)	(750,697)	<b>(764,992)</b>	(14,295)	(2%)	
Utility Charges		(289,750)	(139,898)	<b>(127,418)</b>	12,480	9%	
Depreciation on Non-Current Assets		(3,122,135)	(1,561,062)	0	1,561,062	100%	underbudget
Interest Expenses		(40,201)	(20,088)	<b>(11,170)</b>	8,918	44%	
Insurance Expenses		(224,400)	(205,690)	<b>(216,114)</b>	(10,424)	(5%)	
Other Expenditure		(17,000)	(8,490)	<b>(22,067)</b>	(13,577)	(160%)	
Loss on Disposal of Assets		(24,320)	0	0	0		
		<b>(7,608,328)</b>	<b>(3,739,816)</b>	<b>(2,157,741)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		3,122,135	1,561,062	0	(1,561,062)	(100%)	underbudget
Adjust (Profit)/Loss on Asset Disposal		(174,968)	0	0	0		
Adjust Provisions and Accruals		0	0	<b>(518)</b>	(518)		
<b>Non-cash amounts excluded from operating activities</b>		<b>2,947,167</b>	<b>1,561,062</b>	<b>(518)</b>			
<b>Amount attributable to operating activities</b>		<b>(331,872)</b>	<b>1,073,500</b>	<b>1,384,203</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	6	6,060,601	1,550,222	<b>526,873</b>	(1,023,349)	(66%)	underbudget
Proceeds from Disposal of Assets		370,000	0	0	0		
Capital acquisitions	5	(8,819,611)	(2,373,389)	<b>(1,824,407)</b>	548,982	23%	underbudget
<b>Amount attributable to investing activities</b>		<b>(2,389,010)</b>	<b>(823,167)</b>	<b>(1,297,534)</b>			
<b>Financing Activities</b>							
Self-Supporting Loan Principal		15,546	7,737	<b>7,737</b>	0	0%	
Transfer from Reserves		909,737	0	0	0		
Repayment of Debentures		(74,876)	(36,976)	<b>(36,976)</b>	0	0%	
Transfer to Reserves		(837,749)	(11,178)	<b>(11,178)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>12,658</b>	<b>(40,417)</b>	<b>(40,417)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1	<b>0</b>	<b>2,918,140</b>	<b>2,760,984</b>			

**KEY INFORMATION**

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

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

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022

REPORTING PROGRAMS

	Ref Note	Original Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus(Deficit)</b>	1	2,708,224	2,708,224	2,714,732	6,508	0%	
<b>Revenue from operating activities</b>							
Governance		48,500	24,240	14,547	(9,693)	(40%)	
General Purpose Funding - All Rates		1,942,098	1,944,657	1,950,010	5,353	0%	
General Purpose Funding - Other		522,974	261,466	366,567	105,101	40%	overbudget
Law, Order and Public Safety		71,591	65,001	65,048	47	0%	
Health		0	0	1,705	1,705		
Housing		84,321	42,154	34,662	(7,492)	(18%)	
Community Amenities		381,482	256,460	341,888	85,428	33%	overbudget
Recreation and Culture		78,795	49,403	104,538	55,135	112%	overbudget
Transport		622,577	420,071	437,492	17,421	4%	
Economic Services		298,005	144,924	182,153	37,229	26%	overbudget
Other Property and Services		278,946	43,878	43,852	(26)	(0%)	
		<b>4,329,289</b>	<b>3,252,254</b>	<b>3,542,462</b>			
<b>Expenditure from operating activities</b>							
Governance		(229,662)	(189,747)	(683,102)	(493,355)	(260%)	overbudget
General Purpose Funding		(170,396)	(85,188)	(7,733)	77,455	91%	underbudget
Law, Order and Public Safety		(186,341)	(93,142)	(47,044)	46,098	49%	underbudget
Health		(191,819)	(95,861)	(41,572)	54,289	57%	underbudget
Housing		(166,036)	(82,869)	(51,081)	31,788	38%	underbudget
Community Amenities		(1,162,332)	(458,551)	(273,823)	184,728	40%	underbudget
Recreation and Culture		(1,532,975)	(761,535)	(324,654)	436,881	57%	underbudget
Transport		(3,281,119)	(1,640,499)	(575,875)	1,064,624	65%	underbudget
Economic Services		(550,919)	(276,385)	(233,050)	43,335	16%	underbudget
Other Property and Services		(136,729)	(56,039)	80,193	136,232	243%	underbudget
		<b>(7,608,328)</b>	<b>(3,739,816)</b>	<b>(2,157,741)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		3,122,135	1,561,062	0	(1,561,062)	(100%)	underbudget
Adjust (Profit)/Loss on Asset Disposal		(174,968)	0	0	0		
Adjust Provisions and Accruals NC		0	0	(518)	(518)		
		<b>2,947,167</b>	<b>1,561,062</b>	<b>(518)</b>			
<b>Non-cash amounts excluded from operating activities</b>							
<b>Amount attributable to operating activities</b>		<b>(331,872)</b>	<b>1,073,500</b>	<b>1,384,203</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	6	6,060,601	1,550,222	526,873	(1,023,349)	(66%)	underbudget
Proceeds from Disposal of Assets		370,000	0	0	0		
Prior year audit adjustment posted in current year				0			
Capital Acquisitions	5	(8,819,611)	(2,373,389)	(1,824,407)	548,982	23%	underbudget
<b>Amount attributable to investing activities</b>		<b>(2,389,010)</b>	<b>(823,167)</b>	<b>(1,297,534)</b>			
<b>Financing Activities</b>							
Self-Supporting Loan Principal		15,546	7,737	7,737	0	0%	
Transfer from Reserves		909,737	0	0	0		
Repayment of Debentures		(74,876)	(36,976)	(36,976)	0	0%	
Transfer to Reserves		(837,749)	(11,178)	(11,178)	0	0%	
<b>Amount attributable to financing activities</b>		<b>12,658</b>	<b>(40,417)</b>	<b>(40,417)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1	<b>0</b>	<b>2,918,140</b>	<b>2,760,984</b>			

KEY INFORMATION

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

STATUTORY REPORT  
 NOTES TO THE STATEMENT OF FINANCIAL  
 FOR THE PERIOD ENDED 31 DECEMBER 2022

OPERATING ACTIVITIES  
 NOTE 1  
 ADJUSTED NET CURRENT ASSETS

	Ref Note	UNAUDITED 30 June 2022	This Time Last Year 31 Dec 2021	Year to Date Actual 31 Dec 2022
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	4,514,147	4,110,483	3,373,784
Cash Restricted	3	4,133,567	2,813,325	4,144,745
Receivables - Rates	4	100,263	366,018	294,322
Receivables - Other	4	157,446	49,866	357,134
Loans receivable		15,546	7,667	7,809
Interest / ATO Receivable		54,667	7,074	156,342
Inventories		13,371	13,372	13,372
		8,989,007	7,367,804	8,347,508
<b>Less: Current Liabilities</b>				
Payables		(723,705)	(43,264)	(106,969)
Provisions - employee		(340,620)	(309,959)	(340,620)
Long term borrowings		(74,875)	(43,824)	(37,900)
Contract Liability		(1,060,836)	(1,305,060)	(986,379)
		(2,200,037)	(1,702,106)	(1,471,867)
<b>Unadjusted Net Current Assets</b>		<b>6,788,970</b>	<b>5,665,699</b>	<b>6,875,640</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Restricted cash	3	(4,133,567)	(2,813,325)	(4,144,745)
Less: Loans receivable		(15,546)	(7,667)	(7,809)
Add : Long Term Borrowings		74,875	43,824	37,900
<b>Adjusted Net Current Assets</b>		<b>2,714,732</b>	<b>2,888,531</b>	<b>2,760,984</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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

**This Year YTD**

**Surplus(Deficit)**

**\$2.76 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$2.89 M**

**STATUTORY REPORT**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**NOTE 2**

**EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Rates	5,353	0%			No material variance
Operating Grants, Subsidies and Contributions	235,712	27% overbudget		Permanent /Timing	Refer to Note 6, CRC grants are \$81K, Sport & Rec \$32K, DAFWA \$40K and FAGS Grants \$83K are higher than YTD budget. These variances will be reviewed with the budget review.
Fees and Charges	18,132	5%			No material variance
Interest Earnings	23,176	125%			No material variance
Other Revenue	7,836	21%			No material variance
Profit on Disposal of Assets	0	0%			No material variance
<b>Expenditure from operating activities</b>					
Employee Costs	37,911	4%			No material variance
Materials and Contracts	(14,295)	-2%			No material variance
Utility Charges	12,480	9%			No material variance
Depreciation on Non-Current Assets	1,561,062	100% underbudget		Timing	Depreciation has not been processed in Fy23 pending finalisation of Fy22 Asset revaluations and Audit.
Interest Expenses	8,918	44%			No material variance
Insurance Expenses	(10,424)	-5%			No material variance
Other Expenditure	(13,577)	-160%			No material variance
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(1,023,349)	(66%) underbudget		Permanent /Timing	Blackspot funding is \$49K higher than budget which will be offset with higher expenditure. These extra funds will be addressed with the budget review. R2R and RRG funding is yet to be received. WSNF is lower than YTD budget.
Proceeds from Disposal of Assets	0				No material variance
(Profit)/Loss on Asset Disposal	0				No material variance
Capital Acquisitions	548,982	23% underbudget		Timing	Refer to Note 5 for project details.
<b>Financing Activities</b>					
Self-Supporting Loan Principal	0	0%			No material variance
Transfer from Reserves	0	0%			No material variance
Repayment of Debentures	0	0%			No material variance
Transfer to Reserves	0	0%			No material variance

**KEY INFORMATION**

Actual depreciation will be applied from the Assets Register after the finalisation of F22 Audit processes.

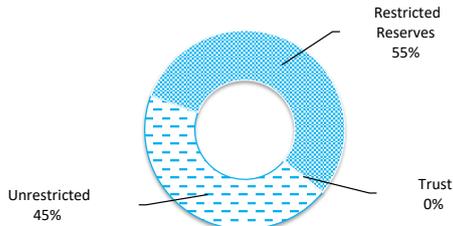
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total	Institution	Interest Rate	Maturity Date
				YTD Actual			
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats							
<b>At Call Deposits</b>							
Municipal Fund	1,361,252			1,361,252	Bankwest	0.10%	
Reserve Fund		135,441		135,441	Bankwest	0.00%	
Trust Fund			1,485	1,485	Bankwest	0.00%	
<b>Term Deposits</b>							
Municipal Investment - Term Deposit CBA 38420506	2,000,000	9304		2,009,304	CBA	3.60%	13/02/2023
Reserve Investment - Term Deposit CBA 38420506		4,000,000		4,000,000	CBA	3.73%	15/03/2023
<b>Total</b>	<b>3,361,252</b>	<b>4,144,745</b>	<b>1,485</b>	<b>7,507,482</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



Total Cash	Unrestricted
<b>\$7.51 M</b>	<b>\$3.36 M</b>

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

Rates Receivable including ESL and Rubbish	31 Dec 22
	\$
Opening Arrears	100,263
Levied this year	2,133,835
Less Collections to date	(1,939,776)
Equals Current Outstanding	<b>294,322</b>
<b>Net Rates Collectable</b>	<b>294,322</b>
% Collected	90.91%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	212,210	118,113	24,236	6,180	360,739
Percentage	59%	33%	7%	2%	
<b>Balance per Trial Balance</b>					
Sundry debtors	212,210	118,113	24,236	6,180	360,739
Other receivable	152,736	0	0	0	152,736
Loans receivable - clubs/institutions	7,809	0	0	0	7,809
<b>Total Receivables General Outstanding</b>					<b>521,284</b>

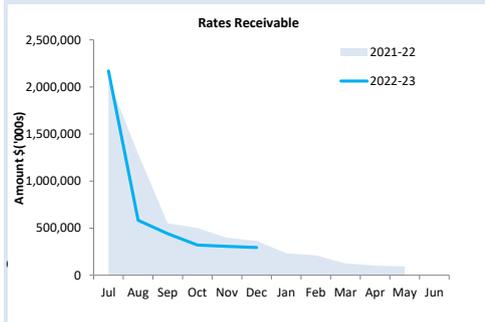
Amounts shown above include GST (where applicable)

KEY INFORMATION

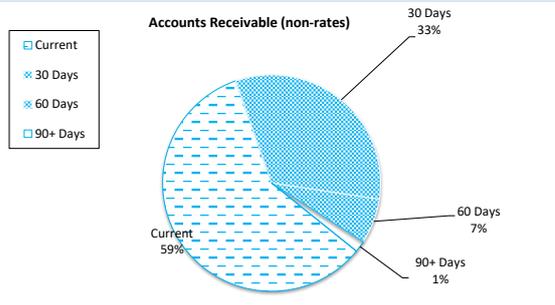
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Rates Received	Rates Due
<b>91%</b>	<b>\$294,322</b>



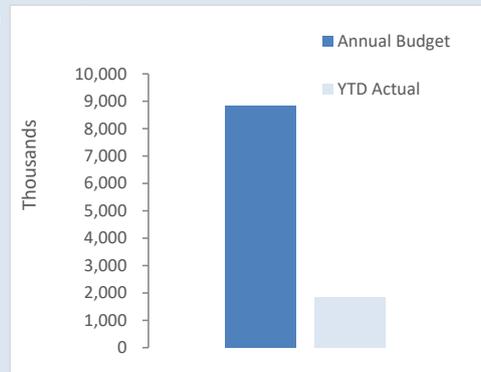
<b>Debtors Due</b>
<b>\$521,284</b>
<b>Over 30 Days</b>
<b>41%</b>
<b>Over 90 Days</b>
<b>2%</b>

Capital Acquisitions	Original Budget	Current		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Buildings	986,459	986,459	213,222	196,734	(16,488)
Plant & Equipment	1,154,180	1,154,180	32,496	39,128	6,632
Furniture & Equipment	276,842	276,842	4,998	36,090	31,092
Infrastructure - Roads	5,582,597	5,582,597	1,674,004	1,362,071	(311,933)
Parks, Gardens, Recreation Facilities	769,533	769,533	448,669	190,384	(258,285)
Other Infrastructure	50,000	50,000	0	0	0
<b>Capital Expenditure Totals</b>	<b>8,819,611</b>	<b>8,819,611</b>	<b>2,373,389</b>	<b>1,824,407</b>	<b>(548,982)</b>
<b>Funding of Capital Acquisitions:</b>					
		\$	\$		
Capital grants and contributions	6,060,601	6,060,601	1,550,222	526,873	(1,023,349)
Borrowings	370,000	370,000	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0	0
Contribution from Rates and other revenue	2,389,010	2,389,010	823,167	1,297,534	474,367
<b>Capital Funding Total</b>	<b>8,819,611</b>	<b>8,819,611</b>	<b>2,373,389</b>	<b>1,824,407</b>	<b>(548,982)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$8.82 M</b>	<b>\$1.82 M</b>	<b>21%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$6.06 M</b>	<b>\$0.53 M</b>	<b>9%</b>

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Buildings Specialised</b>							
Administration Office and Chambers Refurbishment - stage 1	2055	120,000	120,000	60,000	18,158	(41,842)	
Hall Accessibility Upgrades LRCI phase 3A	2119	75,000	75,000	37,500	0	(37,500)	
Townhall upgrades LRCI phase 3	2093	116,230	116,230	58,110	60,564	2,454	
Old Church Hall Stage 2 Phase 3	2101	115,229	115,229	57,612	117,697	60,085	
Depot Amenities Upgrade	2117	30,000	30,000	0	260	260	
Stormwater Harvesting Project	2116	30,000	30,000	0	56	56	
Sub Total		486,459	486,459	213,222	196,734	-16,488	
<b>Building - Non Specialised</b>							
Cheetham way new residence	2045	500,000	500,000	0	0	0	Will not proceed 22/23. Carry forward
Sub Total		500,000	500,000	0	0	0	
<b>Total Buildings</b>		986,459	986,459	213,222	196,734	(16,488)	
<b>Furniture and Equipment</b>							
Administration Server	2043	10,000	10,000	4,998	2,194	(2,804)	
Altus payroll package	2096	0	0	0	31,997	31,997	Complete. To be addressed with Budget Review.
Vehicle Charging Station	2123	116,842	116,842	0	0	0	
Swimming Pool Heating LRCI phase 3A	2121	150,000	150,000	0	1,900	1,900	
<b>Total Furniture and equipment</b>		276,842	276,842	4,998	36,090	31,092	
<b>Plant &amp; Equipment</b>							
Electronic sign and trailer	2094	50,000	50,000	24,996	39,128	14,132	
Replace Skeleton Weed ute	2041	70,000	70,000	0	0	0	Not applicable. Will be removed in budget review Feb 23
Replace Prime Mover	2086	630,000	630,000	0	0	0	Ordered expected to arrive March / April 2023
Howard Porter Side Tipper	2087	120,000	120,000	0	0	0	
Electronic fuel management system	2095	30,000	30,000	0	0	0	
Replacement Vehicle - Mechanic	2064	50,000	50,000	0	0	0	In process June 2023
Toyota Prado - Works Manager	2115	60,000	60,000	0	0	0	In process 12 to 18 months
Pohlner roller modifications	2105	15,000	15,000	7,500	0	(7,500)	
Toro Reelmaster Mower	2106	64,010	64,010	0	0	0	Ordered
Heavy Duty Car Trailer	2107	15,000	15,000	0	0	0	Ordered
Tri-Axle Dolly	2108	35,000	35,000	0	0	0	Staff are looking for good second hand item
Ute Mounted Boom Spray	2109	15,170	15,170	0	0	0	
Fire Prevention Plant & Equipment Purchases	5124030	0	0	0	0	0	
<b>Total Plant and equipment</b>		1,154,180	1,154,180	32,496	39,128	6,632	

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Infrastructure - Roads</b>							
Soldiers Road R2R slk 10-65.66 (C/F)	2062	914,207	914,207	457,089	315,001	(142,088)	Expected Completion Jan 2023
Narembeen South Road (RRG) Slk10.90-14.62 Second Coat Seal (4170005)	2079	179,481	179,481	0	716	716	Expected Completion Jan 2023
WSFN - Narembeen-Kondinin Road slk10-13.2 widen to 10m and overlay	2080	913,000	913,000	0	3,500	3,500	Jan 2023 start
WSFN - Narembeen-Kondinin Road slk14-16 widen and overlay	2081	145,987	145,987	0	0	0	Jan 2023 start
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	110,000	110,000	54,996	35,947	(19,049)	Ongoing
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 other preliminary work	2083	0	0	0	5,696	5,696	
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc	2084	35,815	35,815	17,904	4,182	(13,722)	Ongoing
Townsite intersection Latham, Churchill, Currall and Longhurst Streets - Blackspot	2015	718,499	718,499	718,499	699,563	(18,936)	Completed
Longhurst Street improvements - Drainage	G136	90,000	90,000	45,000	895	(44,105)	
Bernie Cusack drive - golf club Road	K073	0	0	0	0	0	
Seal Laneway Savage street to Latham Road LCRI Phase 3	2091	241,065	241,065	120,528	0	(120,528)	
Culvert on Corrigin/Narembeen Road LCRI phase 3a	2122	120,000	120,000	0	0	0	
Cramphorne Road (RRG) SLK32.29-37.29 reconstruct and primerseal	2114	520,000	520,000	259,988	295,977	35,989	To be completed in December 2022. Will need second bitumen coat in 2024.
WSFN - Corrigin - Narembeen Road South Kumminin Intersection Reconstruct	2110	267,697	267,697	0	594	594	Will be carried into 2024
WSFN - Narembeen- Kondinin SLK 19.5 - 23 Widen, Overlay	2111	1,035,871	1,035,871	0	0	0	Jan 2023 start
WSFN - Narembeen-Kondinin SLK 4.8-5.4 widen, overlay	2112	186,224	186,224	0	0	0	Jan 2023 start
WSFN - Narembeen-Kondinin SLK 6-6.3 widen, overlay	2113	104,751	104,751	0	0	0	Jan 2023 start
<b>Total Roads</b>		<b>5,582,597</b>	<b>5,582,597</b>	<b>1,674,004</b>	<b>1,362,071</b>	<b>(311,933)</b>	
<b>Other Infrastructure</b>							
Signage Strategy	2118	50,000	50,000	0	0	0	
<b>Total Other Infrastructure</b>		<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure - Parks &amp; Gardens</b>							
Footpath Infrastructure	1430	171,761	171,761	85,878	63,650	(22,228)	
Churchill Street improvements LCRI phase 3	2092	350,000	350,000	174,996	19,560	(155,436)	
Town Dam land and surrounds (DAM FENCING)	2070	16,090	16,090	16,090	17,700	1,610	
Townsite Streetscape and improvements	2071	0	0	0	0	0	
Walker Lake exercise equipment LRCI phase 3	2090	49,955	49,955	24,978	37,086	12,108	
Cemetery Shade/Seating LRCI phase 3A	2120	35,000	35,000	0	0	0	
Narembeen Bowling Club Resurfacing	2046	146,727	146,727	146,727	52,388	(94,339)	
<b>Total Parks &amp; Gardens</b>		<b>769,533</b>	<b>769,533</b>	<b>448,669</b>	<b>190,384</b>	<b>(258,285)</b>	
<b>TOTAL CAPITAL ACQUISITIONS</b>		<b>8,819,611</b>	<b>8,819,611</b>	<b>2,373,389</b>	<b>1,824,407</b>	<b>(548,982)</b>	

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
<b>Operating grants, subsidies and contributions</b>					
<b>General Purpose funding</b>					
Financial Assistance Grant Operating (LG Grants Commission) - Income	330,828	330,828	165,414	225,791	60,377
Financial Assistance Grant Funding - Roads (LG Grants Com) - Income	146,696	146,696	73,348	96,507	23,159
	<b>477,524</b>	<b>477,524</b>	<b>238,762</b>	<b>322,298</b>	<b>83,536</b>
<b>Governance</b>					
Emergency Services Levy (ESL) Contribution (DFES) - Income	0	0	0	660	660
	<b>0</b>	<b>0</b>	<b>0</b>	<b>660</b>	<b>0</b>
<b>Emergency Services Levy (ESL) Contribution (DFES) - Income</b>					
	4,500	4,500	4,500	0	(4,500)
Bush Fire Brigade Operating Grant (DFES) - Income	9,860	9,860	4,926	7,267	2,341
	<b>14,360</b>	<b>14,360</b>	<b>9,426</b>	<b>7,267</b>	<b>(2,159)</b>
<b>Community Amenities</b>					
CRC Grants and Contributions	165,000	165,000	82,494	163,712	81,218
	<b>165,000</b>	<b>165,000</b>	<b>82,494</b>	<b>163,712</b>	<b>81,218</b>
<b>Recreation and Culture</b>					
Rec & Sport - Other Income	20,045	20,045	20,045	52,388	32,343
Library - Income	750	750	372	0	(372)
Pool Operating Grant (Dept. of Finance) - Income	0	0	0	0	0
	<b>20,795</b>	<b>20,795</b>	<b>20,417</b>	<b>52,388</b>	<b>31,971</b>
<b>Transport</b>					
Direct Grant Funding (Main Roads) - Income	217,577	217,577	217,577	231,826	14,249
Road Maintenance Contributions	400,000	400,000	199,998	201,912	1,914
	<b>617,577</b>	<b>617,577</b>	<b>417,575</b>	<b>433,738</b>	<b>16,163</b>
<b>Economic Services</b>					
Grant Funding - Skeleton Weed Program (DAFWA) - Income	183,012	183,012	91,506	115,830	24,324
	<b>183,012</b>	<b>183,012</b>	<b>91,506</b>	<b>115,830</b>	<b>24,324</b>
<b>Operating grants, subsidies and contributions Total</b>	<b>1,478,268</b>	<b>1,478,268</b>	<b>860,180</b>	<b>1,095,892</b>	<b>235,052</b>
<b>Non-operating grants, subsidies and contributions</b>					
<b>Recreation and Culture</b>					
Recreation and Culture Grant Funding	1,733,857	1,733,857	0	0	0
Bowling Club contribution - income	146,727	146,727	0	0	0
	<b>1,880,584</b>	<b>1,880,584</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transport</b>					
Community Service Centre - Income	0	0	0	0	0
Regional Road Group Funding (Main Roads) - Income	415,333	415,333	415,333	0	(415,333)
Roads to Recovery Funding (FDoT) - Income	867,841	867,841	289,280	0	(289,280)
Black Spot Funding - Income	332,801	332,801	332,801	382,401	49,600
Wheatbelt Secondary Freight Network	2,564,042	2,564,042	512,808	144,471	(368,337)
	<b>4,180,017</b>	<b>4,180,017</b>	<b>1,550,222</b>	<b>526,873</b>	<b>(1,023,349)</b>
<b>Non-operating grants, subsidies and contributions Total</b>	<b>6,060,601</b>	<b>6,060,601</b>	<b>1,550,222</b>	<b>526,873</b>	<b>(1,023,349)</b>
<b>Grand Total</b>	<b>7,538,869</b>	<b>7,538,869</b>	<b>2,410,402</b>	<b>1,622,765</b>	<b>(788,298)</b>

## **SHIRE OF NAREMBEEN**

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

**LOCAL GOVERNMENT ACT 1995**

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

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\* Statement of Financial Activity by Nature or Type

Statement of Financial Activity by Program

\* Note 1 Net Current Assets

\* Note 2 Explanation of Material Variances

Note 3 Cash and Investments

Note 4 Receivables

Note 5 Capital Acquisitions

Note 6 Grants and Contributions

Note 7 Budget Amendments

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

\* Statutory Report

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

**BY NATURE OR TYPE**

	Ref Note	Original budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1	2,708,224	2,708,224	<b>2,714,732</b>	6,508	0%	
<b>Revenue from operating activities</b>							
Rates		1,942,098	1,944,231	1,950,010	5,779	0%	
Operating Grants, Subsidies and Contributions	6	1,478,268	923,396	1,069,731	146,335	16%	overbudget
Fees and Charges		596,442	422,355	433,860	11,505	3%	
Interest Earnings		37,193	21,672	52,355	30,683	142%	overbudget
Other Revenue		76,000	44,324	52,984	8,660	20%	
Profit on Disposal of Assets		199,288	8,143	0			
		<b>4,329,289</b>	<b>3,364,121</b>	<b>3,558,941</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(2,108,259)	(1,268,742)	<b>(1,152,441)</b>	116,301	9%	
Materials and Contracts		(1,782,263)	(870,759)	<b>(875,848)</b>	(5,089)	(1%)	
Utility Charges		(289,750)	(169,031)	<b>(134,997)</b>	34,034	20%	underbudget
Depreciation on Non-Current Assets		(3,122,135)	(1,821,239)	0	1,821,239	100%	underbudget
Interest Expenses		(40,201)	(23,436)	<b>(11,503)</b>	11,933	51%	
Insurance Expenses		(224,400)	(208,805)	<b>(216,114)</b>	(7,309)	(4%)	
Other Expenditure		(17,000)	(9,905)	<b>(23,416)</b>	(13,511)	(136%)	
Loss on Disposal of Assets		(24,320)	0	0	0		
		<b>(7,608,328)</b>	<b>(4,371,917)</b>	<b>(2,414,320)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		3,122,135	1,821,239	0	(1,821,239)	(100%)	underbudget
Adjust (Profit)/Loss on Asset Disposal		(174,968)	(8,143)	0	8,143	(100%)	
Adjust Provisions and Accruals		0	0	<b>(518)</b>	(518)		
		<b>2,947,167</b>	<b>1,813,096</b>	<b>(518)</b>			
<b>Non-cash amounts excluded from operating activities</b>							
Amount attributable to operating activities		<b>(331,872)</b>	<b>805,300</b>	<b>1,144,104</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	6	6,060,601	2,207,670	<b>579,260</b>	(1,628,410)	(74%)	underbudget
Proceeds from Disposal of Assets		370,000	0	0	0		
Capital acquisitions	5	(8,819,611)	(4,006,775)	<b>(2,027,752)</b>	1,979,023	49%	underbudget
Amount attributable to investing activities		<b>(2,389,010)</b>	<b>(1,799,105)</b>	<b>(1,448,492)</b>			
<b>Financing Activities</b>							
Self-Supporting Loan Principal		15,546	11,611	<b>11,611</b>	0	0%	
Transfer from Reserves		909,737	0	0	0		
Repayment of Debentures		(74,876)	(40,850)	<b>(40,850)</b>	0	0%	
Transfer to Reserves		(837,749)	(11,178)	<b>(11,178)</b>	0	0%	
Amount attributable to financing activities		<b>12,658</b>	<b>(40,417)</b>	<b>(40,417)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1	<b>0</b>	<b>1,674,002</b>	<b>2,369,927</b>			

**KEY INFORMATION**

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

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023

REPORTING PROGRAMS

	Ref Note	Original Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus(Deficit)</b>	1	2,708,224	2,708,224	<b>2,714,732</b>	6,508	0%	
<b>Revenue from operating activities</b>							
Governance		48,500	28,280	<b>17,833</b>	(10,447)	(37%)	
General Purpose Funding - All Rates		1,942,098	1,944,231	<b>1,950,010</b>	5,779	0%	
General Purpose Funding - Other		522,974	265,250	<b>376,837</b>	111,587	42%	overbudget
Law, Order and Public Safety		71,591	66,096	<b>69,719</b>	3,623	5%	
Health		0	0	<b>1,705</b>	1,705		
Housing		84,321	49,613	<b>40,042</b>	(9,571)	(19%)	
Community Amenities		381,482	274,123	<b>342,832</b>	68,709	25%	overbudget
Recreation and Culture		78,795	54,296	<b>60,015</b>	5,719	11%	
Transport		622,577	453,820	<b>469,426</b>	15,606	3%	
Economic Services		298,005	177,221	<b>182,093</b>	4,872	3%	
Other Property and Services		278,946	51,191	<b>48,428</b>	(2,763)	(5%)	
		<b>4,329,289</b>	<b>3,364,121</b>	<b>3,558,941</b>			
<b>Expenditure from operating activities</b>							
Governance		(229,662)	(187,824)	<b>(749,473)</b>	(561,649)	(299%)	overbudget
General Purpose Funding		(170,396)	(99,386)	<b>(7,027)</b>	92,359	93%	underbudget
Law, Order and Public Safety		(186,341)	(108,699)	<b>(48,166)</b>	60,533	56%	underbudget
Health		(191,819)	(112,312)	<b>(67,423)</b>	44,889	40%	underbudget
Housing		(166,036)	(97,998)	<b>(52,020)</b>	45,978	47%	underbudget
Community Amenities		(1,162,332)	(537,292)	<b>(309,423)</b>	227,869	42%	underbudget
Recreation and Culture		(1,532,975)	(902,695)	<b>(379,230)</b>	523,465	58%	underbudget
Transport		(3,281,119)	(1,914,838)	<b>(597,549)</b>	1,317,289	69%	underbudget
Economic Services		(550,919)	(327,975)	<b>(244,985)</b>	82,990	25%	underbudget
Other Property and Services		(136,729)	(82,898)	<b>40,976</b>	123,874	149%	underbudget
		<b>(7,608,328)</b>	<b>(4,371,917)</b>	<b>(2,414,320)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		3,122,135	1,821,239	<b>0</b>	(1,821,239)	(100%)	underbudget
Adjust (Profit)/Loss on Asset Disposal		(174,968)	(8,143)	<b>0</b>	8,143	(100%)	
Adjust Provisions and Accruals NC		0	0	<b>(518)</b>	(518)		
<b>Non-cash amounts excluded from operating activities</b>		<b>2,947,167</b>	<b>1,813,096</b>	<b>(518)</b>			
<b>Amount attributable to operating activities</b>		<b>(331,872)</b>	<b>805,300</b>	<b>1,144,104</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	6	6,060,601	2,207,670	<b>579,260</b>	(1,628,410)	(74%)	underbudget
Proceeds from Disposal of Assets		370,000	0	<b>0</b>	0		
Prior year audit adjustment posted in current year				<b>0</b>			
Capital Acquisitions	5	(8,819,611)	(4,006,775)	<b>(2,027,752)</b>	1,979,023	49%	underbudget
<b>Amount attributable to investing activities</b>		<b>(2,389,010)</b>	<b>(1,799,105)</b>	<b>(1,448,492)</b>			
<b>Financing Activities</b>							
Self-Supporting Loan Principal		15,546	11,611	<b>11,611</b>	0	0%	
Transfer from Reserves		909,737	0	<b>0</b>	0		
Repayment of Debentures		(74,876)	(40,850)	<b>(40,850)</b>	0	0%	
Transfer to Reserves		(837,749)	(11,178)	<b>(11,178)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>12,658</b>	<b>(40,417)</b>	<b>(40,417)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1	<b>0</b>	<b>1,674,002</b>	<b>2,369,927</b>			

KEY INFORMATION

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

	Ref Note	UNAUDITED 30 June 2022	This Time Last Year 31 Jan 2022	Year to Date Actual 31 Jan 2023
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	4,514,147	3,731,658	3,119,167
Cash Restricted	3	4,133,567	2,813,325	4,144,745
Receivables - Rates	4	100,263	232,694	206,083
Receivables - Other	4	157,446	61,064	318,836
Loans receivable		15,546	3,830	3,935
Interest / ATO Receivable		54,667	(9,110)	179,843
Inventories		13,371	13,372	13,372
		8,989,007	6,846,833	7,985,981
<b>Less: Current Liabilities</b>				
Payables		(723,705)	2,736	(140,374)
Provisions - employee		(340,620)	(309,959)	(340,620)
Long term borrowings		(74,875)	(39,987)	(34,026)
Contract Liability		(1,060,836)	(1,305,060)	(986,379)
		(2,200,037)	(1,652,269)	(1,501,398)
<b>Unadjusted Net Current Assets</b>		<b>6,788,970</b>	<b>5,194,564</b>	<b>6,484,583</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Restricted cash	3	(4,133,567)	(2,813,325)	(4,144,745)
Less: Loans receivable		(15,546)	(3,830)	(3,935)
Add : Long Term Borrowings		74,875	39,987	34,026
<b>Adjusted Net Current Assets</b>		<b>2,714,732</b>	<b>2,417,396</b>	<b>2,369,927</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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

**This Year YTD**

**Surplus(Deficit)**

**\$2.37 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$2.42 M**

**STATUTORY REPORT**

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

**NOTE 2**

**EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Rates	5,779	0%			No material variance
Operating Grants, Subsidies and Contributions	146,335	16% overbudget		Permanent /Timing	Refer to Note 6, CRC grants are \$69K and FAGS Grants \$83K are higher than YTD budget. These variances will be reviewed with the budget review.
Fees and Charges	11,505	3%			No material variance
Interest Earnings	30,683	142% overbudget		Permanent /Timing	Interest earnings are higher than YTD budget due to higher interest rates on invested funds than budgeted. This additional revenue will be addressed with the budget review.
Other Revenue	8,660	20%			No material variance
Profit on Disposal of Assets	0	0%			No material variance
<b>Expenditure from operating activities</b>					
Employee Costs	116,301	9%			No material variance
Materials and Contracts	(5,089)	-1%			No material variance
Utility Charges	34,034	20% underbudget		Timing	Swimming Pool and Parks Utility costs are \$28K lower than YTD budget. It is expected that these cost will even out over the hotter months.
Depreciation on Non-Current Assets	1,821,239	100% underbudget		Timing	Depreciation has not been processed in Fy23 pending finalisation of Fy22 Asset revaluations and Audit.
Interest Expenses	11,933	51%			No material variance
Insurance Expenses	(7,309)	-4%			No material variance
Other Expenditure	(13,511)	-136%			No material variance
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(1,628,410)	(74%) underbudget		Permanent /Timing	Blackspot funding is \$49K higher than budget which will be offset with higher expenditure. These extra funds will be addressed with the budget review. RRG, R2R and WSFN funding is yet to be received.
Proceeds from Disposal of Assets	0				No material variance
(Profit)/Loss on Asset Disposal	8,143	(100%)			No material variance
Capital Acquisitions	1,979,023	49% underbudget		Timing	Refer to Note 5 for project details.
<b>Financing Activities</b>					
Self-Supporting Loan Principal	0	0%			No material variance
Transfer from Reserves	0	0%			No material variance
Repayment of Debentures	0	0%			No material variance
Transfer to Reserves	0	0%			No material variance

**KEY INFORMATION**

Actual depreciation will be applied from the Assets Register after the finalisation of F22 Audit processes.

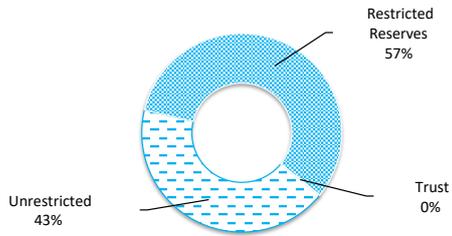
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total	Institution	Interest Rate	Maturity Date
				YTD Actual			
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats							
<b>At Call Deposits</b>							
Municipal Fund	1,107,974			1,107,974	Bankwest	0.10%	
Reserve Fund		135,441		135,441	Bankwest	0.00%	
Trust Fund			1,485	1,485	Bankwest	0.00%	
<b>Term Deposits</b>							
Municipal Investment - Term Deposit CBA 38420506	2,000,000	9304		2,009,304	CBA	3.60%	13/02/2023
Reserve Investment - Term Deposit CBA 38420506		4,000,000		4,000,000	CBA	3.73%	15/03/2023
<b>Total</b>	<b>3,107,974</b>	<b>4,144,745</b>	<b>1,485</b>	<b>7,254,204</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



Total Cash	Unrestricted
<b>\$7.25 M</b>	<b>\$3.11 M</b>

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

NOTE 4  
RECEIVABLES

Rates Receivable including ESL and Rubbish	31 Jan 23
	\$
Opening Arrears	100,263
Levied this year	2,133,835
Less Collections to date	(2,028,015)
Equals Current Outstanding	<b>206,083</b>
<b>Net Rates Collectable</b>	<b>206,083</b>
% Collected	95.04%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	136,067	159,167	827	25,928	321,989
Percentage	42%	49%	0%	8%	
<b>Balance per Trial Balance</b>					
Sundry debtors	136,067	159,167	827	25,928	321,989
Other receivable	176,690	0	0	0	176,690
Loans receivable - clubs/institutions	3,935	0	0	0	3,935
<b>Total Receivables General Outstanding</b>					<b>502,614</b>

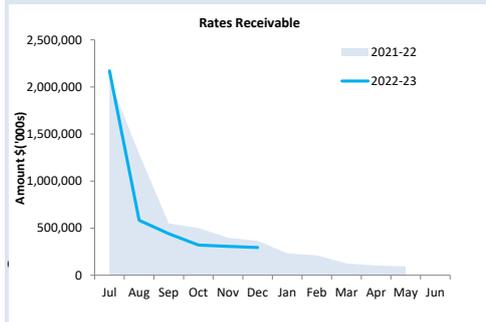
Amounts shown above include GST (where applicable)

KEY INFORMATION

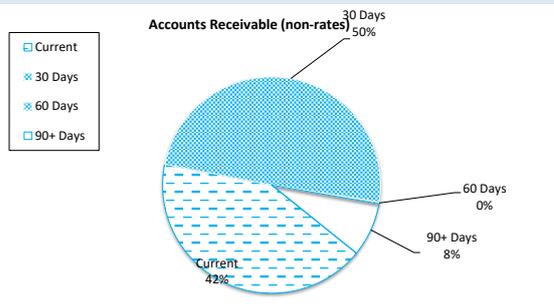
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Rates Received	Rates Due
<b>95%</b>	<b>\$206,083</b>



<b>Debtors Due</b>
<b>\$502,614</b>
<b>Over 30 Days</b>
<b>58%</b>
<b>Over 90 Days</b>
<b>8%</b>

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

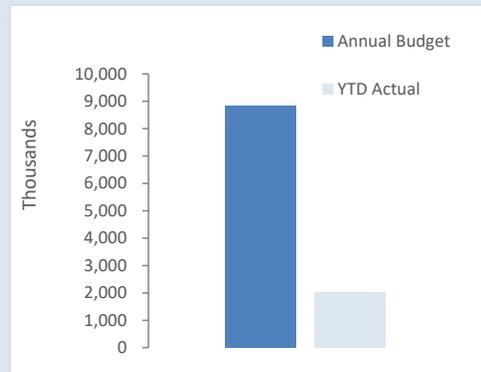
**INVESTING ACTIVITIES  
NOTE 5  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	Current		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Buildings	986,459	986,459	248,759	204,068	(44,691)
Plant & Equipment	1,154,180	1,154,180	116,922	39,128	(77,794)
Furniture & Equipment	276,842	276,842	5,831	36,090	30,259
Infrastructure - Roads	5,582,597	5,582,597	3,053,952	1,532,656	(1,521,296)
Parks, Gardens, Recreation Facilities	769,533	769,533	531,311	215,811	(315,500)
Other Infrastructure	50,000	50,000	50,000	0	(50,000)
<b>Capital Expenditure Totals</b>	<b>8,819,611</b>	<b>8,819,611</b>	<b>4,006,775</b>	<b>2,027,752</b>	<b>(1,979,023)</b>
<b>Funding of Capital Acquisitions:</b>					
		\$	\$		
Capital grants and contributions	6,060,601	6,060,601	2,207,670	579,260	(1,628,410)
Borrowings	370,000	370,000	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0	0
Contribution from Rates and other revenue	2,389,010	2,389,010	1,799,105	1,448,492	(350,613)
<b>Capital Funding Total</b>	<b>8,819,611</b>	<b>8,819,611</b>	<b>4,006,775</b>	<b>2,027,752</b>	<b>(1,979,023)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$8.82 M</b>	<b>\$2.03 M</b>	<b>23%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$6.06 M</b>	<b>\$0.58 M</b>	<b>10%</b>

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Buildings Specialised</b>							
Administration Office and Chambers Refurbishment - stage 1	2055	120,000	120,000	70,000	18,848	(51,152)	
Hall Accessibility Upgrades LRCI phase 3A	2119	75,000	75,000	43,750	0	(43,750)	
Townhall upgrades LRCI phase 3	2093	116,230	116,230	67,795	60,564	(7,231)	
Old Church Hall Stage 2 Phase 3	2101	115,229	115,229	67,214	124,340	57,126	
Depot Amenities Upgrade	2117	30,000	30,000	0	260	260	
Stormwater Harvesting Project	2116	30,000	30,000	0	56	56	
Sub Total		486,459	486,459	248,759	204,068	-44,691	
<b>Building - Non Specialised</b>							
Cheetham way new residence	2045	500,000	500,000	0	0	0	Will not proceed 22/23. Carry forward
Sub Total		500,000	500,000	0	0	0	
<b>Total Buildings</b>		986,459	986,459	248,759	204,068	(44,691)	
<b>Furniture and Equipment</b>							
Administration Server	2043	10,000	10,000	5,831	2,194	(3,637)	
Altus payroll package	2096	0	0	0	31,997	31,997	Complete. To be addressed with Budget Review.
Vehicle Charging Station	2123	116,842	116,842	0	0	0	
Swimming Pool Heating LRCI phase 3A	2121	150,000	150,000	0	1,900	1,900	
<b>Total Furniture and equipment</b>		276,842	276,842	5,831	36,090	30,259	
<b>Plant &amp; Equipment</b>							
Electronic sign and trailer	2094	50,000	50,000	29,162	39,128	9,966	
Replace Skeleton Weed ute	2041	70,000	70,000	0	0	0	Not applicable. Will be removed in budget review Feb 23
Replace Prime Mover	2086	630,000	630,000	0	0	0	Ordered expected to arrive March / April 2023
Howard Porter Side Tipper	2087	120,000	120,000	0	0	0	
Electronic fuel management system	2095	30,000	30,000	0	0	0	
Replacement Vehicle - Mechanic	2064	50,000	50,000	0	0	0	In process June 2023
Toyota Prado - Works Manager	2115	60,000	60,000	0	0	0	In process 12 to 18 months
Pohlner roller modifications	2105	15,000	15,000	8,750	0	(8,750)	
Toro Reelmaster Mower	2106	64,010	64,010	64,010	0	(64,010)	Ordered
Heavy Duty Car Trailer	2107	15,000	15,000	15,000	0	(15,000)	Ordered
Tri-Axle Dolly	2108	35,000	35,000	0	0	0	Staff are looking for good second hand item
Ute Mounted Boom Spray	2109	15,170	15,170	0	0	0	
Fire Prevention Plant & Equipment Purchases	5124030	0	0	0	0	0	
<b>Total Plant and equipment</b>		1,154,180	1,154,180	116,922	39,128	-77,794	

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Infrastructure - Roads</b>							
Soldiers Road R2R slk 10-65.66 (C/F)	2062	914,207	914,207	546,418	315,001	(231,417)	Expected Completion Jan 2023
Naremben South Road (RRG) Slk10.90-14.62 Second Coat Seal (4170005)	2079	179,481	179,481	179,481	2,694	(176,787)	Expected Completion Jan 2023
WSFN - Naremben-Kondinin Road slk10-13.2 widen to 10m and overlay	2080	913,000	913,000	456,500	14,995	(441,505)	Jan 2023 start
WSFN - Naremben-Kondinin Road slk14-16 widen and overlay	2081	145,987	145,987	0	405	405	Jan 2023 start
WSFN - Naremben-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	110,000	110,000	64,162	35,947	(28,215)	Ongoing
WSFN - Naremben-Kondinin Road SLK 1.4-26.6 other preliminary work	2083	0	0	0	5,696	5,696	
WSFN - Naremben-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc	2084	35,815	35,815	20,888	4,182	(16,706)	Ongoing
Townsite intersection Latham, Churchill, Currall and Longhurst Streets - Blackspot	2015	718,499	718,499	718,499	699,563	(18,936)	Completed
Longhurst Street improvements - Drainage	G136	90,000	90,000	52,500	895	(51,605)	
Bernie Cusack drive - golf club Road	K073	0	0	0	0	0	
Seal Laneway Savage street to Latham Road LCRI Phase 3	2091	241,065	241,065	140,616	0	(140,616)	
Culvert on Corrigin/Naremben Road LCRI phase 3a	2122	120,000	120,000	120,000	0	(120,000)	
Cramphorne Road (RRG) SLK32.29-37.29 reconstruct and primerseal	2114	520,000	520,000	312,606	452,154	139,548	To be completed in December 2022. Will need second bitumen coat in 2024.
WSFN - Corrigin - Naremben Road South Kumminin Intersection Reconstruct	2110	267,697	267,697	0	594	594	Will be carried into 2024
WSFN - Naremben- Kondinin SLK 19.5 - 23 Widen, Overlay	2111	1,035,871	1,035,871	345,290	0	(345,290)	Jan 2023 start
WSFN - Naremben-Kondinin SLK 4.8-5.4 widen, overlay	2112	186,224	186,224	62,075	529	(61,546)	Jan 2023 start
WSFN - Naremben-Kondinin SLK 6-6.3 widen, overlay	2113	104,751	104,751	34,917	0	(34,917)	Jan 2023 start
<b>Total Roads</b>		<b>5,582,597</b>	<b>5,582,597</b>	<b>3,053,952</b>	<b>1,532,656</b>	<b>(1,521,296)</b>	
<b>Other Infrastructure</b>							
Signage Strategy	2118	50,000	50,000	50,000	0	-50,000	
<b>Total Other Infrastructure</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>(50,000)</b>	
<b>Infrastructure - Parks &amp; Gardens</b>							
Footpath Infrastructure	1430	171,761	171,761	100,191	89,077	(11,114)	
Churchill Street improvements LCRI phase 3	2092	350,000	350,000	204,162	19,560	(184,602)	
Town Dam land and surrounds (DAM FENCING)	2070	16,090	16,090	16,090	17,700	1,610	
Townsite Streetscape and improvements	2071	0	0	0	0	0	
Walker Lake exercise equipment LRCI phase 3	2090	49,955	49,955	29,141	37,086	7,945	
Cemetery Shade/Seating LRCI phase 3A	2120	35,000	35,000	35,000	0	(35,000)	
Naremben Bowling Club Resurfacing	2046	146,727	146,727	146,727	52,388	(94,339)	
<b>Total Parks &amp; Gardens</b>		<b>769,533</b>	<b>769,533</b>	<b>531,311</b>	<b>215,811</b>	<b>(315,500)</b>	
<b>TOTAL CAPITAL ACQUISITIONS</b>		<b>8,819,611</b>	<b>8,819,611</b>	<b>4,006,775</b>	<b>2,027,752</b>	<b>(1,979,023)</b>	

Grants and Contributions

	Annual Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Operating grants, subsidies and contributions</b>					
<b>General Purpose funding</b>					
Financial Assistance Grant Operating (LG Grants Commission) - Income	330,828	330,828	165,414	225,791	60,377
Financial Assistance Grant Funding - Roads (LG Grants Com) - Income	146,696	146,696	73,348	96,507	23,159
	<b>477,524</b>	<b>477,524</b>	<b>238,762</b>	<b>322,298</b>	<b>83,536</b>
<b>Governance</b>					
Emergency Services Levy (ESL) Contribution (DFES) - Income	0	0	0	786	786
	<b>0</b>	<b>0</b>	<b>0</b>	<b>786</b>	<b>0</b>
<b>Emergency Services Levy (ESL) Contribution (DFES) - Income</b>					
Emergency Services Levy (ESL) Contribution (DFES) - Income	4,500	4,500	4,500	0	(4,500)
Bush Fire Brigade Operating Grant (DFES) - Income	9,860	9,860	5,747	11,841	6,094
	<b>14,360</b>	<b>14,360</b>	<b>10,247</b>	<b>11,841</b>	<b>1,594</b>
<b>Community Amenities</b>					
CRC Grants and Contributions	165,000	165,000	96,243	165,532	69,289
	<b>165,000</b>	<b>165,000</b>	<b>96,243</b>	<b>165,532</b>	<b>69,289</b>
<b>Recreation and Culture</b>					
Rec & Sport - Other Income	20,045	20,045	20,045	0	(20,045)
Library - Income	750	750	434	0	(434)
Pool Operating Grant (Dept. of Finance) - Income	0	0	0	0	0
	<b>20,795</b>	<b>20,795</b>	<b>20,479</b>	<b>0</b>	<b>(20,479)</b>
<b>Transport</b>					
Direct Grant Funding (Main Roads) - Income	217,577	217,577	217,577	231,826	14,249
Road Maintenance Contributions	400,000	400,000	233,331	233,846	515
	<b>617,577</b>	<b>617,577</b>	<b>450,908</b>	<b>465,672</b>	<b>14,764</b>
<b>Economic Services</b>					
Grant Funding - Skeleton Weed Program (DAFWA) - Income	183,012	183,012	106,757	105,803	-954
	<b>183,012</b>	<b>183,012</b>	<b>106,757</b>	<b>105,803</b>	<b>(954)</b>
<b>Operating grants, subsidies and contributions Total</b>	<b>1,478,268</b>	<b>1,478,268</b>	<b>923,396</b>	<b>1,071,931</b>	<b>147,749</b>
<b>Non-operating grants, subsidies and contributions</b>					
<b>Recreation and Culture</b>					
Recreation and Culture Grant Funding	1,733,857	1,733,857	0	0	0
Bowling Club contribution - income	146,727	146,727	0	52,388	52,388
	<b>1,880,584</b>	<b>1,880,584</b>	<b>0</b>	<b>52,388</b>	<b>52,388</b>
<b>Transport</b>					
Community Service Centre - Income	0	0	0	0	0
Regional Road Group Funding (Main Roads) - Income	415,333	415,333	415,333	0	(415,333)
Roads to Recovery Funding (FDoT) - Income	867,841	867,841	433,920	0	(433,920)
Black Spot Funding - Income	332,801	332,801	332,801	382,401	49,600
Wheatbelt Secondary Freight Network	2,564,042	2,564,042	1,025,616	144,471	(881,145)
	<b>4,180,017</b>	<b>4,180,017</b>	<b>2,207,670</b>	<b>526,873</b>	<b>(1,680,797)</b>
<b>Non-operating grants, subsidies and contributions Total</b>	<b>6,060,601</b>	<b>6,060,601</b>	<b>2,207,670</b>	<b>579,260</b>	<b>(1,628,410)</b>
<b>Grand Total</b>	<b>7,538,869</b>	<b>7,538,869</b>	<b>3,131,066</b>	<b>1,651,191</b>	<b>(1,480,660)</b>



**ATTACHMENT – AGENDA ITEM 8.2.2**  
**Schedule of Accounts – December 2022 and**  
**January 2023**

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - 1 December 2022 to 31 January 2023**

PAGE: 1

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
1	<b>Beam Precision Superannuation</b> Superannuation Payments for 05/1/23 - 18/1/23		11,502.18
EFT16265	<b>A-Team Printing</b> CRC - waste collection calendars printing		645.70
EFT16266	<b>Aust Post</b> Postage Charges - November 2022		117.11
EFT16267	<b>Carmel Fleming</b> REFUND - Caravan Park - accommodation		30.00
EFT16268	<b>Corsign WA PTY LTD</b> Traffic Signs - 2x williamson rd		99.00
EFT16269	<b>Cutting Edges Pty Limited</b> Depot - parts for plant maintenance		5,358.76
EFT16270	<b>Element Advisory Ptd Ltd</b> Mainstreet Revitalisation - design finalisation		1,325.50
EFT16271	<b>Monsterball Amusement</b> CRC - Christmas Event - hire equipment		1,445.00
EFT16272	<b>Narembeen Hardware And Ag Supplies Pty Ltd</b> Road Maintenance - 4 ton GP cement		2,231.00
EFT16273	<b>Otium Planning Group Pty Ltd</b> Multepurpose Sport Facility Feasibility and Concept Design - payment 3 final invoice		5,340.50
EFT16274	<b>Premium Publishers</b> Area Promotion - Australia's Golden Outback 2023 Road Trip Holiday Planner		2,024.00
EFT16275	<b>Repc a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		380.80
EFT16276	<b>Ross Diesel Service</b> Depot - parts for plant maintenance		787.85
EFT16277	<b>Sophie Jane Music</b> Deposit - CRC - Australia Day Event - Entertainment		285.00
EFT16278	<b>Stabilised Pavements of Australia Pty Ltd</b> Cramphorne Road - stabilisation of pavement		160,715.58
EFT16279	<b>The Narembeen Cafe</b> CRC - Stronger Communities - catering		730.00
EFT16280	<b>Toll Ipec Pty Ltd</b> Freight Charges - November 2022		459.34
EFT16281	<b>Trustee for J &amp; S Baldwin Trust</b> Depot - parts for plant maintenance		960.00
EFT16282	<b>Western Australian Treasury Corporation</b> Loan No. 127E Interest payment - SSL - Narembeen Aged Homes		2,475.70
EFT16283	<b>Westrac Equipment Pty Ltd</b> Depot - parts for plant maintenance		5,237.86
EFT16284	<b>Wheatbelt Office and Business Machines</b> CRC - printing and copier charges - 01/11/2022 - 01/12/2022		138.35
EFT16285	<b>Work Clobber</b> Depot - Uniform - work boots		166.54
EFT16286	<b>Wurth Australia Pty Ltd</b> Depot - parts for plant maintenance		128.94
EFT16287	<b>Associated Laundry Services</b> CRC - cleaning of tablecloths		100.76
EFT16288	<b>Australian Services Union</b> Payroll Deductions/Contributions		23.90
EFT16289	<b>Avon Waste</b> Waste Collection Services - November 2022		14,960.66

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - 1 December 2022 to 31 January 2023**

PAGE: 2

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	<b>Central Wheatbelt Visitor Centre (Shire of Merredin)</b>		
EFT16290	Eastern Wheatbelt Visitors Guide - business listing		815.00
	<b>Danthonia Designs</b>		
EFT16291	Electronic LED sign for community notices		22,844.23
	<b>Drag Family Trust</b>		
EFT16292	CRC - Customer Order - Canvas Framing		294.00
	<b>LGIS Regional Risk Coordinator Program</b>		
EFT16293	Regional Risk Co-Ordinator fee - December 2022		4,944.05
	<b>Narembeen Hardware And Ag Supplies Pty Ltd</b>		
EFT16294	Swimming Pool - chemicals		1,040.00
	<b>Narembeen IGA</b>		
EFT16295	Admin - Consumables November 2022		928.65
	<b>Navada Computer Services Pty Ltd</b>		
EFT16296	CRC - IT Support Renewal		3,670.00
	<b>Ness Gas Supplies</b>		
EFT16297	8 Cheetham Way - Gas Bottle Delivery		340.00
	<b>Office of Regional Architecture</b>		
EFT16298	Admin Office Refurbishment - Stage A and B - concept design		4,268.88
	<b>P M Services Narembeen</b>		
EFT16299	Waste Transfer Station Management- 26/11/22 - 9/12/22		7,452.00
	<b>Reality Landscapes</b>		
EFT16300	Churchill Street improvements - supply and installation of tree guard infill		5,500.00
	<b>Sigma Chemicals</b>		
EFT16301	Swimming Pool - Chlorine 1000LT		724.90
	<b>Tahlia Jayde Ashmore</b>		
EFT16302	Scholarship Award Winner for 2022 - Narembeen District High School		300.00
	<b>Town Planning Innovations</b>		
EFT16303	General Planning Services - November 2022		990.00
	<b>WA Distributors Pty Ltd</b>		
EFT16304	Shire Properties - cleaning products		1,194.50
	<b>Westrac Equipment Pty Ltd</b>		
EFT16305	Depot - parts for plant maintenance		749.22
	<b>Willway Plumbing and Gas</b>		
EFT16306	Swimming Pool - replacement of pump		830.50
	<b>AFGRI Equipment Australia Pty Ltd</b>		
EFT16307	Depot - parts for plant maintenance		808.75
	<b>Boc Gases</b>		
EFT16308	Depot - parts for plant maintenance		51.64
	<b>Brownleys Plumbing And Gas</b>		
EFT16309	Town Oval - Repair busted pipe		1,278.20
	<b>CJB Carpentry</b>		
EFT16310	Caravan Park - Remove and install new door		1,273.25
	<b>Caroline Glagnon</b>		
EFT16311	REFUND - Gym Card Bond		50.00
	<b>Champion Music</b>		
EFT16312	CRC - Community Event - Christmas Street Party - live music		1,573.00
	<b>Christopher David Bray</b>		
EFT16313	Sitting Fees and Travel Expenses - July to December 2022		1,544.50
	<b>Conplant Ammann Australia</b>		
EFT16314	Depot - parts for plant maintenance		277.77
	<b>Cr Amy Hardham</b>		
EFT16315	Sitting Fees and Travel Expenses - July and December 2022		825.00
	<b>HOLLY ANNE CUSACK</b>		

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - 1 December 2022 to 31 January 2023**

PAGE: 3

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16316	<b>HOLLY ANNE CUSACK</b> Sitting Fees and Travel Expenses - July to December 2022		1,019.43
EFT16317	<b>Jason Wylie</b> REFUND - Gym Card Bond		50.00
EFT16318	<b>Kellie Jane Mortimore</b> Sitting Fees and Travel Expenses - July to December 2022		5,663.47
EFT16319	<b>Local Government Professionals Australia WA</b> Recruitment - Advertising - EMCS position		165.00
EFT16320	<b>Michael Jeffrey Currie</b> Sitting Fees and Travel Expenses - July to December 2022		990.00
EFT16321	<b>Narembeen Bat and Ball</b> Community benefit fund - Sponsorship - Josh Kennedy		2,000.00
EFT16322	<b>Narembeen Bowling Club</b> Community Benefit Fund - Australia Day Mens Fours Event		2,500.00
EFT16323	<b>Narembeen Engineering &amp; Steel</b> Supply of Colourbond Fencing		5,467.00
EFT16324	<b>Ralph &amp; Beattie Bosworth Pty Ltd</b> Refurbishment - Council Chambers Spatial Brief		2,420.00
EFT16325	<b>Reality Landscapes</b> Repair of Pavement on main street		1,100.00
EFT16326	<b>Repeco a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		194.70
EFT16327	<b>Robert Lavis</b> REFUND - Gym Card Bond		50.00
EFT16328	<b>Ross Diesel Service</b> Depot - parts for plant maintenance		786.34
EFT16329	<b>SMEC Australia PTY LTD</b> Engineering Design Services - 1/09/2022 - 30/9/2022		53,210.08
EFT16330	<b>Scott William Stirrat</b> Sitting Fees and Travel Expenses - July to December 2022		1,971.96
EFT16331	<b>Swastik Shree Pty Ltd (ALLSTAMPS)</b> CRC - Customer Order		37.29
EFT16332	<b>Toll Ipec Pty Ltd</b> Freight Charges - November 2022		46.09
EFT16333	<b>Trevor Wayne Cole</b> Sitting Fees and Travel Expenses - July and December		990.00
EFT16334	<b>Trustee for J &amp; S Baldwin Trust</b> Depot - parts for plant maintenance		420.00
EFT16335	<b>Varley Transport</b> Cartage of aggregate for road works - Cramphorne Road		16,094.64
EFT16336	<b>WA Distributors Pty Ltd</b> Public Convenience - cleaning supplies		43.45
EFT16337	<b>Warren Hendy Milner</b> Sitting Fees and Travel Expenses - July to December 2022		990.00
EFT16338	<b>Westrac Equipment Pty Ltd</b> Depot - parts for plant maintenance		223.22
EFT16339	<b>Willway Plumbing and Gas</b> Caravan Park - urgent repair - blocked drains		264.00
EFT16340	<b>Aust Post</b> Postage Charges - December 2022		88.54
EFT16341	<b>Australian Services Union</b> Payroll Deductions/Contributions		47.80
	<b>Bitutek Pty Ltd</b>		

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - 1 December 2022 to 31 January 2023**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16342	<b>Bitutek Pty Ltd</b> Cramphorne Road - supply and spray Bituminous products		71,654.44
EFT16343	<b>CJB Carpentry</b> Swimming Pool - remove and repair damaged tiling		6,814.50
EFT16344	<b>Eastern Hills Saws And Mowers</b> Depot - parts for plant maintenance		36.00
EFT16345	<b>GSG WA Pty Ltd (Naremben Roadhouse)</b> Fuel Purchases - October 2022		949.58
EFT16346	<b>Merredin Freightlines</b> Swimming Pool - Freight - chemicals		381.81
EFT16347	<b>Ness Gas Supplies</b> Caravan Park - supply 2x gas bottles - December 2022		340.00
EFT16348	<b>Reality Landscapes</b> Old Church Hall - supply, labour and machinery for landscaping		7,307.30
EFT16349	<b>Repeco a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		20.13
EFT16350	<b>Shire Of Corrigin</b> Roe Regional Environmental Health Service Scheme - October 2022		4,446.31
EFT16351	<b>Strange Images</b> CRC - Be part of Art project February Event		800.00
EFT16352	<b>The Honda Shop</b> Parks and Gardens - lawn mower		1,700.00
EFT16353	<b>The Naremben Cafe</b> Catering - End of Year Staff Function - December 2022		1,576.50
EFT16354	<b>Toll Ipec Pty Ltd</b> Freight charges - November and December 2022		117.25
EFT16355	<b>Trustee for J &amp; S Baldwin Trust</b> Depot - parts for plant maintenance		108.00
EFT16356	<b>Western Australian Treasury Corporation</b> Loan No. 131 Interest payment -		4,207.75
EFT16357	<b>Westrac Equipment Pty Ltd</b> Depot - parts for plant maintenance		558.61
EFT16358	<b>Willway Plumbing and Gas</b> Town Oval - pipe repairs valve replacements		4,452.80
EFT16359	<b>Ace Diesel Repair Pty Ltd</b> REFUND - Caravan Park - accomodation		140.00
EFT16360	<b>Air-Born Amusements</b> CRC - Australia Day Event - kids entertainment		3,842.00
EFT16361	<b>Avon Waste</b> Waste Collection Service - December 2022		14,777.18
EFT16362	<b>Chris Bray Electrics Pty Ltd</b> Swimming Pool - check and report power supply fault		121.00
EFT16363	<b>Colestan Electrics</b> Gym - replace faulty sensor		1,049.61
EFT16364	<b>Digby Slade</b> Road Maintenance - summer grading		2,013.00
EFT16365	<b>Glen Piper</b> REFUND - Gym Card Bond		50.00
EFT16366	<b>Hanson Construction Materials Pty Ltd</b> Naremben South Road - supply washed aggregate		2,176.02
EFT16367	<b>Industrial Automation Group Pty Ltd</b> Standpipe - Remote Access and Support - 1 January - 30 June 2023		1,332.65
	<b>It Vision Australia Pty Ltd</b>		

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - 1 December 2022 to 31 January 2023**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	<b>It Vision Australia Pty Ltd</b>		
EFT16368	Admin - IT Vision - payroll essentials training		1,375.00
	<b>Kellie Jane Mortimore</b>		
EFT16369	REIMBURSEMENT - Farewell Gift for CEO		150.00
	<b>Landgate</b>		
EFT16370	Gross Rental Valuations Chargeable - 16-10-2022 - 25-11-2022 G2022/3		114.30
	<b>Merredin Freightlines</b>		
EFT16371	Freight - corsign		760.74
	<b>Mint Sweeping T/As Kalamunda Sweeping</b>		
EFT16372	Street Sweeping - third of 4 street sweeps		1,800.00
	<b>Mt Walker Sports Club INC</b>		
EFT16373	Sport and Recreation - contribution to purchase and install reverse cycle aircon		3,710.00
	<b>Narembeen IGA</b>		
EFT16374	Council Refreshments including meetings - December 2022		856.87
	<b>Ness Gas Supplies</b>		
EFT16375	Swimming Pool - gas bottle		170.00
	<b>P M Services Narembeen</b>		
EFT16376	Waste Transfer Station Management - 7/1/2023 - 20/1/2023		2,592.00
	<b>PC &amp; JE Kennedy</b>		
EFT16377	Shire Office - paving at entrance		11,726.00
	<b>Qbit Trading Company Pty Ltd</b>		
EFT16378	Admin - IT Services - December 2022		2,980.29
	<b>Repcos a division of GPC Asia Pacific Pty Ltd</b>		
EFT16379	Depot - parts for plant maintenance		776.95
	<b>Scavenger Supplies Pty Ltd</b>		
EFT16380	Recreation Centre - 12 month SIM plan and remote management		563.20
	<b>Sheridans Badges and Engraving (Trustee for MAJ Trust)</b>		
EFT16381	Admin - Staff name badges - EMCS, CEO, CSO		196.74
	<b>Stabilised Pavements of Australia Pty Ltd</b>		
EFT16382	Cramphorne Road - supply lime and cement		95,999.20
	<b>The Lines Family Trust T/As Narembeen Medical Centre</b>		
EFT16383	Doctors House- Annual Maintenance Payment 2023		23,650.00
	<b>Toll Ipec Pty Ltd</b>		
EFT16384	Freight Charges - January 2023		107.16
	<b>Trustee for J &amp; S Baldwin Trust</b>		
EFT16385	Depot - parts for plant maintenance		724.00
	<b>WA Contract Ranger Services</b>		
EFT16386	WA Contract Ranger Weekly Services - 14/12/22 - 21/12/22		522.50
	<b>WA Safety</b>		
EFT16387	Avoca Farm and Ski Lake - warning signs		597.50
	<b>Willway Plumbing and Gas</b>		
EFT16388	Town Dam - repair burst pipe on chlorination unit		1,604.63
	<b>Accwest Pty Ltd</b>		
EFT16389	Audit requirements and update reports		6,737.50
	<b>Australian Services Union</b>		
EFT16390	Payroll Deductions/Contributions		23.90
	<b>Avon Valley Nissan and Mitsubishi</b>		
EFT16391	Depot - parts for window repair		258.75
	<b>Boc Gases</b>		
EFT16392	Depot -- workshop consumables		53.36
	<b>Bruce Rock Engineering</b>		
EFT16393	Depot - parts for trailer		117.75

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - 1 December 2022 to 31 January 2023**

PAGE: 6

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16394	<b>GSG WA Pty Ltd (Naremben Roadhouse)</b> Roadhouse fuel purchases - December 2022		609.34
EFT16395	<b>Merredin Monumental Works</b> Plaque Production - Burdon		985.82
EFT16396	<b>Naremben Basketball Associaton</b> Community Benefit Grant - Purchase of storage shed		1,349.00
EFT16397	<b>Naremben Hardware And Ag Supplies Pty Ltd</b> Swimming Pool - bulk chemical		1,147.60
EFT16398	<b>Office of Regional Architecture</b> Refurbishment of Shire Offices - Stage A and B		759.22
EFT16399	<b>PC &amp; JE Kennedy</b> Thomas Street Pathway - 20% fee on commencement		27,970.00
EFT16400	<b>Repeco a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		364.80
EFT16401	<b>Scavenger Supplies Pty Ltd</b> Fire Equipment - 6monthly Service		3,943.90
EFT16402	<b>Sophie Jane Music</b> Australia day Event 2023 - Live Music duo		665.00
EFT16403	<b>T - Quip</b> Depot - parts for plant maintenance		25.00
EFT16404	<b>The Workwear Group Pty Ltd</b> Admin - Uniform Order - SFO - 2022/2023		263.80
EFT16405	<b>Toll Ipec Pty Ltd</b> Freight charges		172.91
EFT16406	<b>WA Distributors Pty Ltd</b> Shire Properties - cleaning supplies		267.90
EFT16407	<b>WA Safety</b> Chemical signage		906.50
EFT16408	<b>West Coast Seafood</b> Council Meeting - Catering		54.00
DD11631.1	<b>Beam Precision Superannuation</b> Superannuation for 24/11/22 - 07/12/2022		12,751.58
DD11639.1	<b>Commander Australia Pty Ltd</b> Admin - phone usage and service charges - November 2022		68.51
DD11639.2	<b>Power ICT Pty Ltd</b> Admin - message on hold service - November 2022		75.90
DD11639.3	<b>HBF</b> HBF - Health - Works Manager as per Contract of Employment		466.18
DD11639.4	<b>HBF</b> HBF - Health - EMCS as per Contract of Employment		169.63
DD11639.5	<b>Telstra</b> Phone Usage and Service Charges - December 2022		3,399.00
DD11643.1	<b>Bankwest</b> Credit Card Purchases - 14-10-2022 - 14-11-2022		7,429.23
DD11645.1	<b>Beam Precision Superannuation</b> Superanniation payments for 8/12/22 - 21/12/22		12,317.80
DD11648.1	<b>Synergy - Western Power</b> Power usage and service charges - December 2022		119.28
DD11648.2	<b>Synergy - Western Power</b> Power usage and service charges - December 2022		7,463.13
DD11648.3	<b>Synergy - Western Power</b> Power usage and service charges - December 2022		2,705.63
	<b>Synergy - Western Power</b>		

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - 1 December 2022 to 31 January 2023**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
DD11648.4	<b>Synergy - Western Power</b> Power service and usage charges - December 2022		272.00
DD11648.5	<b>Synergy - Western Power</b> Power usage and service charges		1,173.94
DD11649.1	<b>Water Corporation</b> Water Usage and Service Charges - December 2022		48.96
DD11649.2	<b>Water Corporation</b> Water Usage and Service Charges - December 2022		4,518.90
DD11649.3	<b>Water Corporation</b> Water Usage and Service Charges - December 2022		752.00
DD11649.4	<b>Water Corporation</b> Water Usage and Service Charges - December 2022		255.03
DD11649.5	<b>Water Corporation</b> Water Usage and Service Charges - December 2022		8,734.74
DD11649.6	<b>Water Corporation</b> Water Usage and Service Charges - December 2022		785.56
DD11649.7	<b>Water Corporation</b> Water Usage and Service Charges - December 2022		12,052.23
DD11649.8	<b>Water Corporation</b> Water Usage and Service Charges - December 2022		155.25
DD11652.1	<b>Beam Precision Superannuation</b> Superannuation Payments for Payroll 21 & 22/12/2022 - 04/01/2023		10,309.54
DD11658.2	<b>Water Corporation</b> Correction Error - Water Usage and Service Charges - December 2022		282.31
DD11658.3	<b>Water Corporation</b> Water Usage and Service Charges - December 2022		262.65
DD11658.4	<b>Synergy - Western Power</b> Power Usage and Service Charges - December 2022		270.00
DD11658.5	<b>HBF</b> HBF - Health - Works Manager - December 2022		5.37
DD11663.1	<b>Synergy - Western Power</b> Power usage and service charges - January 2023		263.71
DD11663.2	<b>Synergy - Western Power</b> Power usage and service charges - January 2023		174.72
DD11663.3	<b>Synergy - Western Power</b> Power usage and service charges - January 2023		263.22
DD11663.4	<b>Synergy - Western Power</b> Power usage and service charges - January 2023		726.20
DD11663.5	<b>Synergy - Western Power</b> Power usage and service charges - January 2023		117.66
DD11664.1	<b>Telstra</b> Phone usage and service charges - January		4,331.31
DD11664.2	<b>Telstra</b> CRC - Phone usage and service charges - January 2023		233.93
DD11664.3	<b>Telstra</b> CRC - Phone usage and service - January 2023		227.02
DD11664.4	<b>Commander Australia Pty Ltd</b> Admin - usage and service charges - January 2023		68.51
DD11664.5	<b>Power ICT Pty Ltd</b> Admin - messages on hold service - January 2023		75.90
DD11664.6	<b>HBF</b> Health insurance - Works Manager - January 2023		440.82
	<b>HBF</b>		

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - 1 December 2022 to 31 January 2023**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	<b>HBF</b>		
DD11664.7	Health Insurance - EMCS - January 2023		169.63
	<b>Bankwest</b>		
DD11669.1	Credit Card purchases 15 November - 13 December 2022		5,440.47
	<b>Synergy - Western Power</b>		
DD11675.1	Swimming Pool - usage and service charges - January 2023		1,197.56
	<b>BANKFEES - BANK FEES</b>		
301222	BANK FEES PAPER TRANSACTION FEE		9.20
	<b>BANKFEES - BANK FEES</b>		
301222	BANK FEES CBAK AUDIT FEE		60.00
	<b>BANKFEES - BANK FEES</b>		
301222	BANK FEES ELECTRONIC TRANSACTION FEE		34.20
	<b>BANKFEES - BANK FEES</b>		
301222	BANK FEES LINE OF CREDIT FEE		150.00
	<b>BANKFEES - BANK FEES</b>		
301222	BANK FEES MAINTENANCE FEE		20.00
	<b>BANKFEES - BANK FEES</b>		
301222	BANK FEES OVER THE COUNTER FEE		7.20
	<b>BANKFEES - BANK FEES</b>		
301222	CBA MERCHANT FEE		342.30
	<b>BANKFEES - BANK FEES</b>		
310123	BANK FEES PAPER TRANSACTION FEES		6.40
	<b>BANKFEES - BANK FEES</b>		
310123	BANK FEES ELECTRONIC TRANSACTION FEES		36.40
	<b>BANKFEES - BANK FEES</b>		
310123	BANK FEES MAINTENANCE FEE		20.00
	<b>BANKFEES - BANK FEES</b>		
310123	BANK FEES OVER THE COUNTER FEE		6.00
	<b>BANKFEES - BANK FEES</b>		
310123	BANK FEES CBA MERCHANT FEE		207.56

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
MUNI	Municipal 5347926	<b>809,170.92</b>
<b>TOTAL</b>		<b>809,170.92</b>



### Credit Card Purchases 14 October 2022 - 14 November 2022

**CEO**

Date	Account Code	Store		Amount
12/10/2022	PE116	Corrigin Roadhouse	CEO - Fuel	\$ 40.01
20/10/2022	4218000.000	SEEK	CEO - EMCS Recruitment Costs	\$ 423.50
8/11/2022	4211300.000	Monday.com	CEO - Project management Subscription	\$ 435.60
13/11/2022	PE116	Foxhound Holdings	CEO - Carwash	\$ 5.25
13/11/2022	PE116	Foxhound Holdings	CEO - Carwash	\$ 5.25
<b>TOTAL CEO CREDIT CARD PAYMENTS</b>				<b>\$ 909.61</b>

**EMCS**

Date	Account Code	Store		Amount
13/10/2022	191110330	The Good Guys	EMCS - 20 Hilton Oven replacement	\$ 2,249.10
16/10/2022	PE221	Coles Express	EMCS - Fuel	\$ 67.19
17/10/2022	1481110	Narembeen Hardware	EMCS - Key Cutting	\$ 11.90
19/10/2022	151112200	EZI Visimax	EMCS - Fire Permits	\$ 273.99
28/10/2022	42111500	EBAY	EMCS - Stationery	\$ 19.95
31/10/2022	42111500	Officeworks	EMCS - Stationery	\$ 339.74
2/11/2022	114311010	Crown Metropol Perth	EMCS - Staff Training	\$ 252.13
3/11/2022	114311010	Crown Metropol Perth	EMCS - Staff Training	\$ 133.12
4/11/2022	114311010	Secure Parking	EMCS - Walga Training	\$ 12.28
5/11/2022	142111500	Officeworks	EMCS - Stationery	\$ 26.91
6/11/2022	PE221	Coles Express	EMCS - Fuel	\$ 93.85
9/11/2022	142111500	Just in Time Gourmet	EMCS - Sympathy gift	\$ 320.00
10/11/2022	142111500	Narembeen Hardware	EMCS - Key Cutting - town hall	\$ 17.85
11/11/2022	142111500	Kmart	EMCS - Staff end of year function - disposable tableware	\$ 82.00
11/11/2022	142111500	EBAY	EMCS - Staff end of year function - disposable tableware	\$ 33.00
<b>TOTAL EMCS CREDIT CARD PAYMENTS</b>				<b>\$ 3,933.01</b>

**Works**

Date	Account Code	Store		Amount
25/10/2022	PE 999	Narembeen Hardware	Works - Claw Hammer	\$ 69.85
4/11/2022	11311100	Narembeen Hardware	Works - Parks and Gardens - materials	\$ 270.31
11/11/2022	1431101	Shire of Narembeen	Works - Licence Renewal - staff member	\$ 46.85
11/11/2022	1131122	Narembeen Hardware	Works - Parks & Gardens - Line Trimmer	\$ 60.00
<b>TOTAL WORKS CREDIT CARD PAYMENTS</b>				<b>\$ 447.01</b>

**Mechanic**

Date	Account Code	Store		Amount
19/10/2022	PE25	AutoPro Northam	Mechanic - Trailer board	\$ 97.67
25/10/2002	PE98	Narembeen Hardware	Mechanic - Water Trailer fittings	\$ 71.10
25/10/2022	#2114 GL 112111310	Narembeen Roadhouse	Mechanic - Fuel - Cramphorne Road - roadworks	\$ 118.88
31/10/2022	PE187	United Fastners	Mechanic - Flanged Nylon insert lock nut - Slasher	\$ 93.50
2/11/2022	1131122	Narembeen Hardware	Mechanic - parts for plant maintenance	\$ 30.20
4/11/2022	PE999/ 113111010	Carby Doctor	Mechanic - parts for plant maintenance	\$ 41.00
11/11/2022	PE151	Narembeen Hardware	Mechanic - parts for plant maintenance	\$ 14.15
11/11/2022	PE98	Narembeen Hardware	Mechanic - parts for plant maintenance	\$ 24.00
11/11/2022	7411001	Narembeen Hardware	Mechanic - parts for plant maintenance	\$ 39.90
11/11/2022	115111700	Ebay	Mechanic - Workshop- hand rivet gun	\$ 54.99
<b>TOTAL MECHANIC CREDIT CARD PAYMENTS</b>				<b>\$ 585.39</b>

**Skeleton Weed**

Date	Account Code	Store		Amount
<b>TOTAL SKELETON WEED CREDIT CARD PAYMENTS</b>				<b>\$ -</b>

**CRC**

Date	Account Code	Store		Amount
20/10/2022	CRC7	Narembeen IGA	CRC - Children's week - catering	\$ 107.98
21/10/2022	115112100.231	Narembeen IGA	CRC - consumables	\$ 21.50
27/10/2022	CRC7	Narembeen Hardware	CRC - Children's week - prizes	\$ 114.85
27/10/2022	CRC1	The Co-Op Narembeen	CRC - LLL Committee Meeting - catering	\$ 75.00
4/11/2022	115112100.231	Narembeen IGA	CRC - batteries for safe	\$ 8.80
7/11/2022	CR11	Merredin Cinema	CRC - Senior's Week - lunch and movie	\$ 906.50

8/11/2022	115112100.288	Shutterstock Ireland	CRC - images on demand x 5	\$ 53.90
10/11/2022	CRCO	Narembeen Hardware	CRC - Stronger Communities - sunscreen	\$ 80.85
11/11/2022	115112100.230	Officeworks	CRC - stationery	\$ 170.39
<b>TOTAL CRC CREDIT CARD PAYMENTS</b>				<b>\$ 1,539.77</b>
13/01/2022	142111500.287	Bankwest	Interest & Other Charges	\$ 14.44

**TOTAL CREDIT CARD PAYMENTS** \$ 7,429.23



**Credit Card Purchases 15 November - 13 December 2022**

**CEO**

Date	Account Code	Store		Amount
16/11/2022	PE116	7 Eleven	CEO - Fuel	\$ 185.31
10/12/2022	142113000.000	Adobe Subscription	CEO - annual Adobe Pro subscription	\$ 347.82
<b>TOTAL CEO CREDIT CARD PAYMENTS</b>				<b>\$ 533.13</b>

**EMCS**

Date	Account Code	Store		Amount
16/11/2022	191110220	Narembeen Hardware	EMCS - CEO house - cleaning supplies for incoming Acting CEO	\$ 44.95
16/11/2022	141150000	Narembeen Workers Hotel	EMCS - catering	\$ 275.34
25/11/2022	PE221	Caltex	EMCS - Fuel	\$ 92.71
2/12/2022	141150000	West Coast Seafood	EMCS - catering - council meeting	\$ 190.00
5/12/2022	141150000	Target	EMCS - decorations - Councillor Christmas Dinner	\$ 90.00
5/12/2022	PE221	Coles Express	EMCS - Fuel	\$ 93.63
8/12/2022	CE2	Australia Day	EMCS - Australlia Day Event - decorations and supplies	\$ 797.50
8/12/2022	141150000	Narembeen Workers Hotel	EMCS - catering - end of year staff function	\$ 127.00
8/12/2022	141150000	Narembeen Workers Hotel	EMCS - catering - end of year staff function	\$ 863.60
9/12/2022	141150000	Harris Baking	EMCS - catering - end of year staff function	\$ 95.00
9/12/2022	CRC5	Coles	EMCS - Christmas Street Party Event - consumables	\$ 100.50
9/12/2022	141150000	Coles	EMCS - catering - end of year staff function	\$ 138.34
9/12/2022	111111020	Narembeen Hardware	EMCS - Town Hall - replacement bins	\$ 79.00
10/12/2022	PE221	Coles Express	EMCS - Fuel	\$ 73.96
<b>TOTAL EMCS CREDIT CARD PAYMENTS</b>				<b>\$ 3,061.53</b>

**Mechanic**

Date	Account Code	Store		Amount
16/11/2022	113111020.231	Ebay	Mechanic - parts for plant maintenance	\$ 44.95
18/11/2022	2114	Narembeen Roadhouse	Mechanic - fuel for pump on tanker	\$ 46.12

22/11/2022	PE999	Ebay	Mechanic - parts for plant maintenance	\$ 29.30
23/11/2022	113111020.231	Carby Doctor	Mechanic - parts for plant maintenance	\$ 120.00
23/11/2022	112211900	Post Office Narembeen	Mechanic - returning parts for adjustment	\$ 16.65
23/11/2022	PE67	Ebay	Mechanic - parts for grader	\$ 169.70
2/12/2022	PE182	Narembeen Hardware	Mechanic - specialised tool - fuel tank	\$ 22.18
8/12/2022	PE1207	Howies Windscreens	Mechanic - Oversize decals	\$ 363.00
<b>TOTAL MECHANIC CREDIT CARD PAYMENTS</b>				<b>\$ 811.90</b>

**CRC**

Date	Account Code	Store		Amount
14/11/2022	CRC1	The Co-Op Narembeen	CRC - Ladies Long Lunch meeting - Catering	\$ 30.00
17/11/2022	115112100.288	Peterkin Paper	CRC - Customer merchandise	\$ 96.12
19/11/2022	115112100.288	Officeworks	CRC - Reimbursement - paper	-\$ 32.73
19/11/2022	CRC0	Mecca Brands	CRC - Stronger Community Program - consumables	\$ 110.00
22/11/2022	7711000.000	Narembeen IGA	CRC - CWP meeting - catering	\$ 28.48
22/11/2022	115112100.288	Greenveloope	CRC - Customer merchandise	\$ 89.00
23/11/2022	CRC5	Kmart	CRC - Christmas Street party - consumables	\$ 258.00
23/11/2022	CRC5	Chemist Warehouse	CRC - Christmas Street party - consumables	\$ 32.89
24/11/2022	113212000.231	Narembeen Hardware	CRC - Shop Local initiative - prize	\$ 50.00
24/11/2022	113212000.231	The Co-Op Narembeen	CRC - Shop Local initiative - prize	\$ 50.00
24/11/2022	CRC5	Glitter Heaven	CRC - Christmas Street party - consumables	\$ 43.00
24/11/2022	CRC5	Face Paint Shop	CRC - Christmas Street party - consumables	\$ 114.25
29/11/2022	113212000.231	Narembeen IGA	CRC - Shop Local initiative - prize	\$ 50.00
29/11/2022	CRC5	Chemist Warehouse	CRC - Refund - stock shortage	-\$ 7.98
30/11/2022	115112100.231	Narembeen IGA	CRC - Office consumables	\$ 15.35
30/11/2022	CRC5	Popup Party	CRC - Christmas Street party - decorations	\$ 104.90
<b>TOTAL CRC CREDIT CARD PAYMENTS</b>				<b>\$ 1,031.28</b>

13/01/2022	142111500.287	Bankwest	Interest & Other Charges	\$ 2.63
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**TOTAL CREDIT CARD PAYMENTS** **\$ 5,440.47**