



SHIRE OF NAREMBREEN

Agenda for the 630th Ordinary Council Meeting

21st June 2017

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



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

COUNCIL CALENDAR		
Date	Time	Meeting
Wednesday 21 st June 2017	11.00am	Budget Workshop
Wednesday 21 st June 2017	2.30pm	Ordinary Meeting of Council
Wednesday 19 th July 2017	2.30pm	Ordinary Meeting of Council
Wednesday 16 th August 2017	2.30pm	Ordinary Meeting of Council

JUNE MEETING PROGRAMME	
11.00am	Budget Workshop & Working Lunch
2.30pm	Ordinary Meeting of Council

MEETING GUESTS

Caroline Robinson, Solum WBS – One on One Councillor Interviews – Integrated Strategic Planning

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NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that the 630th Ordinary Meeting of Council has been convened for:

Date: Wednesday 21st June 2017

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

Commencing: 2.30pm

Chris Jackson
Chief Executive Officer
Date: 14th June 2017

DISCLAIMER

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

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



DECLARATION OF INTEREST FORM

TO: CHIEF EXECUTIVE OFFICER

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

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

FINANCIAL INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALLY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

PROXIMITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

SIGNATURE: _____ DATE: _____

NOTES:

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

OFFICE USE ONLY:

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

CHIEF EXECUTIVE OFFICER: _____ DATED: _____

AGENDA

Shire of Narembeen Ordinary Council Meeting Wednesday 21st June 2017, commencing at 2.30pm

1.0 Opening & Welcome

2.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

Approved leave of absence

3.0 Declarations of Interest

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Wednesday 17th May 2017.

RECOMMENDATION:

That the Minutes of the Meeting of the Shire of Narembeen held Wednesday 17th May 2017 be confirmed as a true and accurate record of the proceedings.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

That the minutes of the meeting of the Shire of Narembeen held Wednesday 17th May 2017 be confirmed as a true and accurate record of the proceedings.

CARRIED /

6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen
Ordinary Meeting held Wednesday 17th May 2017.

7.0 Status Report

RECOMMENDATION:

That the Status Report for June 2017 be received.

COUNCIL RESOLUTION

MIN	MOTION - Moved Cr.	2nd Cr.
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That the Status Report be received.

CARRIED /

SHIRE OF NAREMBEEN - STATUS REPORT

For June 2017 Meeting

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
5947/15	20-May-15		Streetscape Plan	1. Advise the community and develop a plan with regard to street trees on Currall Street. 2. That a report be prepared on the condition of all the trees on Currall Street and townscape options considered for future landscaping and planting along the Currall Street verge. Reason for Change: Council wanted to ensure Community input with regard to the future of the road verge.	See Item 6422/17	Superseded	CEO/MM
6017/15	19-Aug-15		Blackspot Funding	That Council approve that a Blackspot application be submitted to the Regional Road Group for the section of Wogari/Muntadgin road from slk 9.870 to slk 10.800.	Application submitted. Funding approved for 17/18. Included in 17/18 Budget.	Completed	CEO
6026/15	19-Aug-15		33 Thomas Street	That Council authorise the Chief Executive Officer to commence the process of selling 33 Thomas Street, Narembreen, for non-payment of rates by, auction or private sale. Should the property not sell within twelve months from the date of advertising, Council authorise the Chief Executive Officer to have the property transferred into the Shire's name.	Paperwork to be signed.	Ongoing	CEO/EMCS
No Motion	21-Oct-15		Netball Courts	Cr Hardham - Netball fence doesn't match, should be considered in the future.	Consideration - 17/18 Budget	Ongoing	CEO
6134/16	17-Feb-16	ADM535	Kondinin and Cramphorne Roads land acquisitions	Road Widening/s/Land Resumption: 1. That Council make an offer of \$1,250 per hectare in exchange for the resumption of land into the Kondinin Narembreen Road and the Cramphorne Road reserves from the above property owners, as well as the rerouting of the Merredin Road land resumption. 2. That staff continue the process of amalgamation of land from these property owners in to the road reserve with the West Australian Planning Commission with the completion of the required Form 1A Application for Approval of Freehold or Survey Strata Subdivision.	Cramphorne - Approved Kondinin - Approved Awaiting approval for issue of new titles.	Ongoing	CEO
6164/16	16-Mar-16	ADM455	Rec Centre Power consumption	That Council: Narembreen Club - Outstanding Invoices 1. Approve a 10% reduction in the cost of electricity that has been billed to date providing a reduction of \$1,728 to compensate for power used as part of construction. 2. That staff be authorised to negotiate a repayment plan with the club for payment of the outstanding amount. 3. That staff and Councillors in consultation with the Narembreen Club Inc investigate options for the installation of solar panels to reduce or offset the cost of power consumption at the Narembreen Recreation Centre and work with the club for the introduction of a power usage plan/policy that look at ways to minimise the cost of electricity for the facility.	Solar Panels installed at Swimming Pool and Recreation Centre Shire office awaiting Western Power upgrade of sub board at their cost.	Ongoing	CEO/EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6174/16	20-Apr-16	ADM450	Insurance duplication	<p>1. Approve ceasing payment of property insurance for Mt Walker Golf Course Clubhouse & Narembeen Golf Clubhouse</p> <p>2. Request that LGIS refund the cost paid by the Shire for 2014 & 2015 on building insurance for these properties</p> <p>3. Approve that the funds be placed into the Recreation Reserve</p> <p>4. Enter into an agreement with sporting clubs to confirm who is responsible for matters such as insurance and maintenance</p>	<p>1. Payments for these insurances have ceased.</p> <p>2. Credit note received for the 15/16 year. No refund paid for previous years due to there being no reference to these buildings in the schedules.</p> <p>3. Funds placed in Recreation Reserve</p> <p>4. Signed agreements received from Mt Walker Sports Club and Narembeen Golf Club.</p>	Completed	CEO
6190/16	18-May-16	ADM420 ADM568	Merredin Road Information Bay	<p>That Council:</p> <p>In consultation with any Tourism Group that may exist in Narembeen remove the Roadside Information Bay 5km out on the Merredin Road.</p>	<p>South Kummmin Tourist Stop currently being installed. K Stone assisting with installation of information panels.</p>	Ongoing	CEO/EMCS
6201/16	18-May-16	P1223/ Town Hall	Town Hall - proposed Kitchen	<p>That Council:-</p> <p>1. Accept the approved grant of \$5,000 from the Stronger Communities Grant Program for the provision of a kitchen in the Narembeen Town Hall.</p> <p>2. Include in the 2016/17 budget an expenditure item of \$19,855 to construct a kitchen in the Narembeen Town Hall.</p> <p>3. Seek approval from State Heritage Office to construct the kitchen.</p>	<p>Kitchen complete.</p>	Completed	CEO/BS
6219/16	15-Jun-16	P1223/ ADM557	Narembeen Civic Centre Interpretation Plan	<p>That Council:</p> <p>1. Commit to the development and implementation of the Narembeen Civic Precinct Interpretation Plan Final Draft as presented;</p> <p>2. Subject to funding from external sources, commit to implementing the Interpretation Plan by 31 December 2017;</p> <p>3. Submit this commitment to the State Heritage Office for their consideration and approval;</p> <p>4. Provide progress reports to the State Heritage Office every 6 months from this date or as required;</p> <p>5. Make provision in the 2016/17 Shire of Narembeen budget of \$40,000 to commence the implementation of the Interpretation Plan;</p> <p>6. Seek funding from all potential external sources for the Interpretation Plan Implementation;</p> <p>7. Endorse the indicative implementation costings.</p>	<p>Meeting held 18th April 2017.</p> <p>Working Group working with Zebra Creative on content for displays.</p> <p>See 6309/17.</p>	Superseded	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6263/16	17-Aug-16	ADM577	RV Overnight Stop	That Council authorise the Chief Executive Officer to; 1. Prepare a new caravan park concept plan that incorporates the proposed caravan overflow area, free overnight Recreation Vehicle area and contractor accommodation; 2. Commence action to prepare areas in the caravan park to accommodate overnight Recreational Vehicles and large RV groups; and 3. Install appropriate signage at the caravan park and on entry roads into the Narembreen townsite.	Concept Plan complete, some entry signs done, one more to be completed on Currall St. Future mine camp site to now be considered. Signs approaching town from all directions installed 4/5/17. Signage size to be reviewed.	Complete	CEO
6273/16	21-Sep-16	ADM563	Permission to Consume Alcohol on Council Property	That Council note the information received from the Narembreen Police relating to the consumption of alcohol on Shire property and request that the State Solicitor provide formal written advice on the matter prior to the adoption of a new policy.	New policy/delegated authority to be presented to Council to approve CEO to give consent to consume alcohol on Council property.	Ongoing	CEO
6275/16	21-Sep-16	ADM541	Repeal By Laws and Review of Local Law	That Council commence the 8 year Local Law Review process in accordance with Section 3.16 of the Local Government Act 1995 and authorise the Chief Executive Officer to give public notice as required.	Revised Local Laws to be prepared.	Ongoing	CEO
6278/16	21-Sep-16	ADM10	Emu Hill Public Cemetery	1. That Council establish a Cemetery Working Group that will meet to consider the development of an Emu Hill Public Cemetery Master Plan. 2. The plan is to take into account future land needs for grave sites, redevelopment of the Niche Wall to meet the required size requirements, signage and grave number plates, condition of the sealed entry and driveways, condition of vegetation on the site, future landscaping options, updating of the gazebo/shelter signage, consider the advantages of establishment of a Friends of the Cemetery Group and any other matters considered relevant to the appearance and operation of the cemetery. 3. The Working Group is to be made up of the following members; Cr Padfield, Cr Parsons, the Chief Executive Officer and two community members; 4. The Working Group is to prepare a report for Council to be tabled no later than June 2017.	Working group met on 15/3/17 along with Lou Maringoni, Chris Padfield & Nola Parsons. To be included as part of the 17/18 budget process.	Ongoing	CEO
6297/16	19-Oct-16	ADM584	Mt Arrowsmith Tennis Club	That Council:- 1. Advise the Mt Arrowsmith Tennis Club that it acknowledges the clubs difficult decision to cease operations and fold. 2. Agree to work with the club on hand over of the assets relating to the facility 3. Agree that the club hold a final event on Saturday 25 March 2017 in recognition of the Mt Arrowsmith Tennis Club and the contribution it has made to sport and the fabric of the Narembreen community. 4. Request that staff investigate further the status of the Class "A" reserve 10308, details of the correct land area of the reserve and what conditions are imposed if any as part of the management order. 5. Pending advice received above that Council consider future use options for the Mt Arrowsmith reserve.	Included in June CEO Report for discussion.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6300/16	19-Oct-16	ADM505	Narembreen Community Precinct	2. Establish a community precinct extension working group for the purposes of recommending a final design, tender specifications and project manager and appoint Councillors Cole, Parsons, Cowan and Hardham to the working group.	Working group met on Monday 22nd May. Committee provided feedback on draft plans, Judith to provide conceptual plans based on this feedback.	Ongoing	CEO
6309/16	19-Oct-16	ADM557	Lesser Hall Interpretation Plan	1. Authorise the Chief Executive Officer to engage suitable consultants to prepare grant applications for the implementation of the Narembreen Lesser Hall Interpretation Plan; 2. Commission local artist Jordan Sprigg to sculpt the entry statement for the Interpretation Plan.	1. Second grant application for draught horse sculpture unsuccessful. 2. Horse is currently being sculptured.	Ongoing	CEO
6334/16	21-Dec-16	ADM72	Housing Stock Review	That Council investigate the possibility of a transportable village within Narembreen including organising a trip to Westonia in February 2017.	Council and staff visited Westonia on 22/2/17	Completed	CEO
6335/16	21-Dec-16	P1124	Application for Planning Approval - Sea Container	That Council reject the application for a sea container parked at 41 Curral Street, Narembreen and instruct staff to write to the applicant advising of 3 months to have sea container removed. Reason for Change: Council do not want to set a precedent and based on previously rejected applications.	Letter sent 24/2/17. Owner advised that sea container is being sold and then removed.	Completed	CEO
6339/16	21-Dec-16	ADM461	Directional Signage - Cnr Longhurst St & Latham Road	That Council approve the concept for new signage and request the staff investigate the location options before proceeding. Reason for Change: Council want to ensure the signs are placed in the best possible location which may not be all at the intersection of Latham Road and Longhurst Street.	Stephen Carrick has provided suggestions for concepts and location options for signage and the intersections of Latham Rd & Longhurst St as well as the Latham Rd, Curral St, Churchill St intersection. Staff met with Tony Saurello. Roadswest he will be providing a fee proposal to re-design the intersection, along with a few other intersections in town. Until these works are undertaken the upgrade to signage will be put on hold.	Ongoing	CEO/CEO
6356/17	15-Feb-17	ADM591	Grain Discovery Centre & Roadhouse Lease	Item to lay on the table until March Meeting. REASON FOR CHANGE: The draft lease agreement had a number of changes required on it.	CEO to re-draft	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6357/17	15-Feb-17	ADM574	Narembeen Gym - Masonic Lodge Building	That Council: 1. Accept the offer of the Narembeen Homes for the Aged Inc to take ownership of the Narembeen Gym 28 Thomas Street Narembeen being freehold title Volume 2130 Folio 317 Lot 109 on Diagram 8000 as a gift to the Shire of Narembeen. 2. Authorise the Chief Executive Officer to prepare the required documentation to effect transfer of the property and engage a settlement agent. 3. Authorise the Shire President and Chief Executive Officer to sign and affix the common seal to the Offer and Acceptance, Land Transfer and all other relevant documentation. 4. Write to the Narembeen Homes for the Aged thanking them for the generous offer and to acknowledge the important on going role the organisation plays in the Narembeen community.	Settlement completed.	Completed	CEO
6360/17	15-Feb-17	ADM171	Integrated Planning & Reporting (IPR)	That Council: 1. Commence a major review of the Shire of Narembeen Integrated Planning and Reporting (IPR) including the strategic community plan. 2. Approve that the review is to include a Council workshop, community survey, a community meeting and regular updates in 'From the Chief'. 3. Approve the following timeline: • March 2017 - Councilors/staff workshop • April 2017 - Community survey "letter drop" • June/July 2017 - Community workshop • March/December 2017 - Regular updates in "From the Chief" • October 2017 - draft updated Integrated Planning and Reporting documents presented • November 2017 - Council to adopt updated Integrated Planning and Reporting Documents • Updated Integrated Planning and Reporting Documents advertised 4. Engage Caroline Robinson to assist with the community consultation and preparation of the updated documents.	Advertising of the process has commenced. Community members invited to complete a survey to provide input on the plan, advertised from 12/4/17. Regular updates in Fencepost. Caroline to have one on one discussions with Councilors during Budget Workshop.	Ongoing	CEO
6362/17	15-Feb-17	ADM495	Sporting Club Memorabilia - NB Club	That Council offer in principle support to the Club for the sporting clubs to display some memorabilia.	Letter sent to Narembeen Club 23/2/17	Ongoing	CEO
6363/17	15-Feb-17	ADM500	Brookfield Rail/CBH	That Council acknowledge receipt of the joint letter received from Brookfield Rail and CBH, approve the media release as presented and request that a meeting be arranged in Perth with Senior representatives from Brookfield Rail and CBH.	Council met with CBH prior to March 17 Council meeting. CBH have reversed their decision and have supported the project.	Superseded	CEO
6375/17	15-Feb-17	ADM461	Signage Maintenance	The signs on the following road signs be replaced with the correct signage and other road names be checked: - Yeomans Road on the Mt Walker North Road - Cosh Road - Rogers Road - Cusack Drive	Yeomans Rd signs replaced 2 x Bernie Cusack Dve (Bernie to be in italics) to be replaced Coshes Rd & Rogers Rd to remain the same.	Ongoing	CEO/MM
6386/17	15-Mar-17	ADM194	Historical Society	That Council invite the Historical Society as a collective to meet with Council to:- 1. Acknowledge the hard work they all do on preservation of our history; and 2. To discuss the long term future of preservation of history as part of our integrated planning process to be facilitated by Caroline Robinson.	Meeting held on 16th June with the Historical Society.	Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6387/17	15-Mar-17	ADM8	Secondary Freight Route Project	That Council:- 1. Supports up to Phase 5 of the Secondary Freight Route Project ("Project") with Regional Development Australia (Wheatbelt) seeking funding through the Federal Governments 'Building Better Regions Fund'. 2. Support the required co-contributions for the Project to originate from MRWA allocations to the Wheatbelt South and Wheatbelt North Regional Road Groups or any other funding source. 3. Should the allocation referred to in 2. above not be forthcoming, Council consider an allocation in the Shire of Narembees 17/18 Budget for up to \$20,000, with the final amount dependent upon the required co-contribution and assuming that no other sources of funding are identified (i.e. worst case scenario).	Application process underway.	Ongoing	CEO
6395/17	19-Apr-17	ADM137	Emergency Services Building Construction Tender	That Council accept the tender of Southern City Sheds of \$447,184 (including GST) for construction of the Narembees Emergency Services Facility RFT Number 1/2017.	Tender accepted and site works underway. Update in CEO's Report.	Completed	CEO
6401/17	19-Apr-17	P1211	Planning Application for sea Containers	That Council: Approve the installation of two (2) sea containers at Lot 14, Thomas Street subject to the following: 1. Approval is for a temporary two (2) year period at which time a further application will be required and requirements of the Shire of Narembees Town Planning Schemem are to be complied with including the 21 day advertising period; 2. The sea containers will be placed in the far left-hand corner of Lot D48771 on the other side of the existing shed which is to be removed. 3. The sea containers are to be painted to match the existing fencing. 4. The sea containers will be used to store pulps and rock chip samples. 5. The breezeway is to be made from c Channel, top hat steel and colour bond steel roofing to match the existing fence colour. 6. The breezeway will be used to log the diamond core and core storage.	Existing shed removed. Sea containers installed. Lean-to to match existing fencing.	Completed	CEO
6404/17	19-Apr-17	ADM058	Estate of W Jones	That Council; 1. Proceed with legal advice to issue a notice pursuant to section 26 of the Uncollected Goods Act to Paul Jones directing that he remove the goods and aircraft left by the deceased Walter Jones at the hangar at the Narembees Airstrip within one month of the date of the notice or that we will seek an order in the Magistrates Court to sell or dispose of the goods and aircraft 2. Request that Repacholi Aviation be requested to remove all items from the aircraft hangar at the Narembees Airstrip and or discuss entering into formal negotiations for lease of the hangar. 3. Not proceed with any further action on clean-up of Lot 2 Latham Road, Narembees. 4. Lodge caveats on 5 Doreen Street Narembees and Lot 2 Latham Road Narembees for unpaid rates and request that staff commence the process of recovery in accordance with section 6.64 of the Local Government Act.	Caveats on properties have been lodged with Landgate	Ongoing	CEO
NA	19-Apr-17		Central Churchill St Garden/Shade Precinct Project	Discussion held at April 2017 meeting to place this onto the Status Report. Council's direction will be required in relation to the future development of the area currently occupied by the Apex Cake Stall Shed and timber pergola structure in Churchill St	Included in 17/18 budget for consideration.	Ongoing	CEO/CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6417/17	17-May-17	ADM22	Authorisations/ Delegations	<p>Authorisation for enforcing the instrument of the Caravan Parks and Camping Grounds Act 1995:</p> <p>That Council authorise the following persons and classes of persons pursuant to the Caravan Parks and Camping Ground 1995 (Act) as follows:</p> <p>The following persons are appointed as Authorised Persons pursuant to Section 17 of the Act:</p> <ul style="list-style-type: none"> • Mr Julian Goldacre Environmental Health Officer; • Mr Barry Smith Environmental Health Officer; • Mrs Lauren Pitman Environmental Health Officer; • Ms Jodie Taylor WA Contract Ranger Services; and • Mr Matthew Sharpe WA Contract Ranger Services. <p>The persons so appointed as Authorised Persons pursuant to Section 17 of the Act are also authorised by the local government of Narembreen to issue infringement notices pursuant to Subsection 23(2) of the Act.</p> <p>Authorised Persons pursuant to Section 17 of the Act are not to undertake proceedings pursuant to Section 22 of the Act resulting in the matter being presented at a Magistrate Court without the matter being first discussed with the Chief Executive Officer or Executive Manager Corporate Services and referred, should the case require, to Council.</p> <p>The following classes of persons are appointed for the purposes of Subsection 23(5) and 23(7) of the Act:</p> <ul style="list-style-type: none"> • Chief Executive Officer, and • Executive Manager Corporate Services. <p>The following classes of persons are appointed for the purposes of Subsection 23(3) of the Act:</p> <ul style="list-style-type: none"> • Administration Officers, and • Finance Officers. 	Authorisations for Julian Goldacre and Jodie Taylor placed on the Delegations Register. NFA.	Completed	CEO
6421/17	17-May-17	ADM 556	WANDRRA	<p>That Council:-</p> <ol style="list-style-type: none"> 1. Approve the Quotation as submitted by Core Business Australia as per the breakdown as presented to Council dated 16 May 2017 RFQ-24012016 for supervision of the Western Australian Natural Disaster Relief and Recovery Arrangement (WANDRRA AGRN743) for the Shire of Narembreen. 2. Request that the appointed consultant prepare the necessary procurement documentation for engagement of a contractor through a Request for Quotation on WALGA eQuotes to undertake reinstatement works for WANDRRA AGRN 743. <p>The Request for Quotation is to include the need for the appointed contractor to use local and regionally based contractors to support completion of the works in a timely manner.</p> <ol style="list-style-type: none"> 3. Agree that a special meeting of Council be held, if required to approve an appointed contractor to undertake the reinstatement works. 	Item to June Council Meeting	Superseded	CEO
6422/17	17-May-17	ADM466	Curral Street - Streetscape Plan	<p>That Council:-</p> <ol style="list-style-type: none"> 1. Accept the quote for services from Zana Sheary, Arboricultural Consultant, Paperbark Technologies Pty Ltd to undertake a Tree Survey Report of trees along Curral Street, to be included in the 17/18 budget. 2. Following point 1 above, obtain quotes from suitable consultants to develop a Verge Plan for Curral Street that would be included in the 2017/2018 budget considerations. 3. Staff to investigate funding options for the project. 	Consultant visited Narembreen on 19th & 20th June to undertake the Tree Survey Report of trees along Curral Street.	Ongoing	CEO/CEDO
6423/17	17-May-17	ADM542	Community Grants Program 17/18	<p>That Council accept the two (2) applications received for the 2017/2018 Community Grants Program from the Narembreen Historical Society for the amount of \$770 and the Narembreen Football Club for the amount of \$300, for the 17/18 budget year.</p>	Letters sent to confirm successful applications.	Completed	CEO/CEDO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6425/17	17-May-17	NA	Fees & Charges Review	That Council:- 1. Adopts the 2017/18 Fees and Charges including the Community Resource Centre Fees and Charges, as presented to be included in the 2017/2018 Annual Budget. 2. Advertises the Fees and Charges, to be effective 1 July 2017.	Advertised 24/5/17 & 31/5/17	Completed	EMCS
6428/17	17-May-17	NA	Future Project - Combined Turf Field	Shire to initiate a meeting with the the Tennis Club, Hockey Club and Go Narembreen to discuss a new joint hockey/tennis field.	Suggested date - 18th July 2017. Meeting to be arranged.	Ongoing	CEO
NA	17-May-17	NA	Central Ag Care	1. Private consulting space to be considered with Medical Centre extension. 2. Requested a Shire representative attend Central Ag Care Meetings.	1. Medical Centre to make contact with Central Ag Care to assess requirements for space. 2. Cr Cowan is Shire representative.	Completed	CEO
NA	17-May-17	NA	Fox Baiting	Cr Cowan - could Shire do promotion to encourage residents to bait foxes responsibly?	Meeting held 9th June with representatives from EWBG & Ag Department on a contingency plan moving forward.	Ongoing	CEO
NA	17-May-17	NA	Coffee Shop Lease	Cr Padfield - Is it worth advertising broader ie: Gumtree or could it be used as a pop up shop?	Advertisement placed on Gumtree 29/5/17 and For Lease signage placed on building. Included in new Chief Chat video on Facebook, Twitter and website.	Completed	CEO/CEDO
NA	17-May-17	NA	Roads	Cr Padfield - could we look at the Narembreen South Road from Mt Walker Rd to Cemetery - making it a 7m seal.	Currently being investigated.	Ongoing	CEO/WM
NA	17-May-17	NA	Anzac Day	Cr Mortimore - Could we invite the voluntary services to march in the parade next year?	Put on CEDO's Action Plan for 2018 Anzac Day preparations.	Completed	CEO/CEDO
NA	17-May-17	NA	Visiting Consultant's Accommodation	Cr Mortimore - Toy Library building, could this be converted into housing for visiting Consultants? Staff to look at the options to refurbish/furnish.	Suggest removal from report, explanation given in CEO's Report for June 17.		CEO/EMCS
	17-May-17	NA	Lions Club Recycling	Advise public through the Fencepost, Facebook etc that bins are for glass only.	Advertised in Fencepost 24/5 and Facebook.	Completed	CEO

8.0 Reports

8.1 Manager Environment Health/Building

AGENDA ITEM: 8.1.1 - Environmental Health Officer Report for April & May 2017

Subject:	Environmental Health Officer (EHO) Activity Report
Applicant:	Mr J Goldacre
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Mr J Goldacre
Date:	14 th June 2017
Attachments:	Nil

SUMMARY

That Council accepts the Environmental Health Officer's Report for the period of April and May 2017.

BACKGROUND

Each month the EHO will present to Council the activities, issues at hand, delegated authority and progress on matters undertaken by the Environmental Health Officer to inform Council.

COMMENT

Local Laws

Recent phone correspondence with the clerk for the Joint Standing Committee of Delegated Legislation (JSCDL) reveals that the two recently Gazetted Local Laws will be formally presented to the JSCDL around August 2017 for review. The Clerk revealed that the term recommended by the Department of Health being 'Police Service' as opposed to 'Police Force' was questionable. The EHO explained that this advice was originally from the Police Service themselves some years back and therefore is correct; the Clerk will investigate this. Another matter raised regarded a clause in the Animal Nuisance and Environment Local Law regarding the de-gassing of refrigerants. The Local law in this instance uses the Western Australian Act whereas it was explained by the Clerk this should be the Federal Act on such matters. The EHO explained that the Local Law was given on at least 3 times for review to the Department of Local Government and Communities for review and was not picked up. The Clerk said he would follow this up.

At this stage, subject to the JSCDL final deliberations may result in some amendments only to the Local Laws although until this decision is made no further action is required.

Waste Water Reuse

Continued regular monitoring of Chlorine levels for the waste water reuse continues and the recent level of 0.27 was achieved with the required range being a minimum of 0.20ppm to 0.50ppm of total chlorine. The required waste water reuse plan is being worked on with a plan to discard the Department of Health template designed for the Cities and using a simpler layout.

Food Act 2008

The EHO continues to conduct scheduled food premises inspections with a compliance focus on 'Food Recall Procedures' using the new template and 'food allergens awareness' being the primary focus to ensure food business knowledge and understanding.

Occupancy of a commercial building

This matter is continuing with the WA Contract Ranger Service Officer Ms J Taylor assisting. A recent attempt to discuss the matter with the occupier has resulted in a 'closed door' response. Notwithstanding this evidence to the fact of occupation of the building is being collated should the matter end up in a Magistrate Court.

Council Delegation

Both the EHO and Ranger Ms J Taylor are now in possession of the Council Authorisation to enforce the *Caravan Parks and Camping Grounds Act 1995* including the issuing of infringements.

Environmental Health Officer

The Officer took two weeks leave during the month of May to present a paper on Environmental Health in Australia as well as learn the processes used in the State of Minnesota, USA. The paper was well received with people expressing surprise that maps in Australia have '4WD Only' on them as well as the cost effectiveness of getting a Degree in the field of Environmental Health and the fact the Government gives you a low interest loan to it. Many Officers at the presentation said sending their children to University is a very expensive exercise.

In Minnesota the Environmental Health activities are split between the Department of Agriculture and the Department of Health at State level and local 'Counties' can 'buy in' to undertake compliance 'by request' otherwise it is a State responsibility. The Department of Health takes care of food premises serving prepared food to the public such as cafes, restaurants and the like and the Department of Agriculture takes care of the grocery stores, butchers, abattoirs, dairies, markets and the like.

CONSULTATION

Mr C Jackson CEO

STATUTORY IMPLICATIONS

Health (Miscellaneous Provisions) Act 1911

Public Health Act 2016

Food Act 2008

Building Act 2011

Caravan Parks and Camping Ground Act 1995

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil.

STRATEGIC PLAN REFERENCE

Clause 9: Provide good strategic decision making, governance, leadership and professional management. Sub clause 9.3: Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance.

RELATED PARTY TRANSACTIONS

Nil.

OFFICER RECOMMENDATION

That Council accepts the Environmental Health Officer's Report for the period of April and May 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

8.2 Works Manager's Report

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

Subject:	Works Manager's Report
Applicant:	Arthur Cousins
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Arthur Cousins
Date:	14 th June 2017
Attachments:	Ross's Diesel Service – Mitsubishi Fuso Canter Repairs

SUMMARY

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

COMMENT

Shire Works Undertaken

Bruce Rock Narembeen Road

- Rip and break up existing surface.
- Extend culverts and install culvert on Tank North Rd.
- Compact and waterbind base.
- Reconstruct intersection to new design fill and compact.
- Cart 7000 m3 of gravel spread, compact and water bind.
- Bitutec sprayed 75,400 litres of emulsion and covered with 10mm and 7 mm stone, in a two coat application.

Emergency Services Building

- Soil tests have been taken.
- Commence removing fence filling in old leach drains.

Staff Training

Morgan Cowan and Josh Miller attended a dog handling course in Corrigin.

Grading

Summer grading on roads not affected by WANDRRA.

Private Works

Private works have been undertaken totalling \$1588.

Mitsubishi Fuso Canter Repairs

See attached Report

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

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

STRATEGIC PLAN REFERENCE

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

A.B.N. 60 109 821 892

ROSS'S DIESEL SERVICE

LOT 2 GAMENYA AVENUE
PO BOX 458
MERREDIN WA 6415

Phone: 08 9041 2337 Fax: 08 9041 2251
admin@rossdiesel.com.au -



Tax Invoice



SHIRE OF NAREMBEEN

1 LONGHURST STREET
NAREMBEEN. WA 6369

Code: SHI04 Cash or Acct: Account

Mbl: 0428647712 Ph: 90647308 Fx: 90647037

Invoice # 56003

Date: Wednesday, March 8, 2017

R.O.: 66083

Sales Person: Kane Swarts

Order Number: 23957

Rego: NB56
Make / Model: MITSUBISHI FUSO CANTER
VIN: JLFFEB91G0KJ00026

Speedo: 82515

QTY	Item	Description	Total
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DPF LIGHT ACTIVE- 80 HOURS LABOUR

\$9,600.00

INSPECT VEHICLE FOR CONTSTANTLY REQUESTING BURN FAULT AND DPF LIGHT ALWAYS ACTIVE. CARRY OUT TESTING FOR OBVIOUS FAULTS - NONE FOUND. CONNECT LAPTOP AND PULL FAULT CODES - LOCATED INACTIVE DPF AND TURBO FAULTS. CLEAR ALL FAULTS CODES AND CARRY OUT EXTENSIVE TEST DRIVE - FAULT RETURNED. REMOVE SEATS AND CARRY OUT TESTING ON BOOST AND TURBO CIRCUITS - EXTERNALLY OK. CARRY OUT TESTING ON DPF CIRCUIT - EXTERNALLY OK. SUSPECT BLOCKED DPF/CAT FILTER. STRIP DOWN EXHAUST SYSTEM AND REMOVE DPF/CAT FILTER ASSEMBLY. INSPECT FILTERS - EXCESSIVELY BLOCKED. PREP AND SEND AWAY DPF/CAT FILTERS AWAY FOR CLEANING. CARRY OUT TESTING ON DOSAGE VALVE FOR LEAKAGE - OK (MAY HAVE BEEN CAUSE OF DPF BLOCKAGE). PREP EXHAUST AND ALL COMPONENTS FOR REINSTALLATION. REPLACE DPF/CAT AND PRESSURE/TEMP SENSORS. INSTALL NEWLY SERVICED CAT/DPF FILTERS. REFIT ALL REMOVED COMPONENTS. REFIT ALL CAB INTERIOR. REPLACE ENGINE OIL AND OIL FILTER. REPLACE FUEL FILTER. REPLACE AIR FILTER. CLEAR ALL FAULT CODES. STEAM CLEAN. RUN AND TEST - VEHICLE DERATED, FAULT LIGHT ACTIVATED. CONNECT LAPTOP AND PULL FAULT CODES - TURBO FAULT PRESENT. REMOVE INTERIOR OF CAB AND STRIP DOWN PIPING OF TURBO - LOCATED INTERNALS OF TURBO DAMAGED THROWING EXCESSIVE OIL INTO THE DPF/CAT FILTERS AND ALSO INTO INTERCOOLER (TURBO REQUIRED REPLACEMENT). DEGAS AIR-CON SYSTEM AND REMOVE NUMEROUS A/C PIPES (TOO ALLOW CAB TO BE TILTED). REMOVE WHEEL ARCHES (TO GAIN ACCESS). DRAIN COOLANT AND REMOVE COOLING PIPES. REMOVE ALL CAB TILT RESTRICTING COMPONENTS. REMOVE REAR CAB MOUNTS. SLING CAB AND TILT WITH CRANE. SUPPORT CAB. STRIP DOWN TURBO (HOSING, PIPES, COOLANT LINES ETC.) AND REMOVE. STRIP DOWN AND REMOVED MANIFOLD (DRILL AND TAP MOUNT STUDS). DISMANTLE AND REMOVE RADIATOR/INTERCOOLER ASSEMBLIES. SPLIT UP RADIATOR/INTERCOOLER ASSEMBLIES AND CLEAN (BOTH COMPONENTS BOTH EXTREMELY EXTERNALLY BLOCKED). SEND AWAY INTERCOOLER FOR PRESSURE TESTING AND INTERNAL SERVICING. MACHINE WASH ALL REUSABLE COMPONENTS. CLEAN AND PREP MOTOR. REASSEMBLE AND INSTALL RADIATOR/INTERCOOLER ASSEMBLIES. MACHINE MANIFOLD. TRANSFER TURBO COMPONENTS. INSTALL NEWLY MACHINED MANIFOLD: INSTALL NEW TURBO. REFIT ALL REMOVED COMPONENTS. REPLACE INTERCOOLER/TURBO PIPING (ERODED DUE TO OIL CONTAMINATION). BYPASS HEATER UNIT AND CARRY OUT WATER TESTING - NO LEAKS. RUN AND TEST MOTOR - OK. CARRY OUT FORCED BURN - OK. DRAIN WATER AND RECONNECT HOSING AS PER STANDARD. REINSTALL CAB AND SECURE. REFIT ALL CAB COMPONENTS. REFIT ALL CAB INTERNALS. FILL VEHICLE WITH COOLANT. RECONNECT ALL A/C COMPONENTS. CARRY OUT NITROGEN PRESSURE TEST - OK. ADD ADD DYE TO SYSTEM [TO ASSIST IN LOCATING FUTURE LEAKS NOT FOUND BY STANDARD PRESSURE TESTING, IF ANY AT ALL]. VAC AND REGAS SYSTEM WITH R134A GAS. CARRY OUT

ROSS'S DIESEL SERVICE

LOT 2 GAMENYA AVENUE
PO BOX 458
MERREDIN WA 6415

Phone: 08 9041 2337 Fax: 08 9041 2251
admin@rossdiesel.com.au -

Tax Invoice

ELECTRONIC SNIFF TEST - OK. CLEAR ALL FAULT CODES. STEAM CLEAN. RUN AND TEST - OK.

PLEASE NOTE:

- TOTAL TIME SPENT ON JOB CAME TO 90 HRS FOR WHICH YOU HAVE ONLY BEEN CHARGED 80 HRS.
- TOTAL FREIGHT CAME TO \$550 FOR WHICH YOU HAVE ONLY BEEN CHARGED \$150.

IF YOU HAVE ANY QUERIES, PLEASE DO NOT HESITATE TO CONTACT ME.

THANK YOU,

KANE SWARTS.

Parts

1.00	FLK17	FILTER KIT	\$123.68
1.00	ME230528	SENSOR EXH TEMP	\$339.97
7.00	MF434105	NUT FLANGE	\$33.60
2.00	MF140229	BOLT FLANGE	\$9.24
2.00	MF434104	NUT FLANGE 8MM	\$4.76
1.00	MB275218	WASHER	\$5.40
1.00	MC025179	CAP	\$30.54
1.00	ME230527	SENSOR EXH HIGH TEMP	\$328.93
2.00	ME412877	CUSHION	\$56.58
1.00	ME553173	GASKET	\$29.41
1.00	ME558156	HOSE	\$89.11
1.00	ME558157	HOSE	\$49.90
1.00	ME560121	GASKET	\$73.84
4.00	MF140262	BOLT	\$18.48
2.00	MF140264	BOLT	\$7.80
1.00	QC00387	TURBO ASSY	\$3,516.00
1.00	MK667316	BASE GASKET TURBO	\$25.03
1.00	MK667936	GASKET TURBO DRAIN PIPE	\$15.58
4.00	QC000008	WASHER TURBO OIL PIPE	\$26.80
1.00	ME556558	GASKET EXHAUST PIPE	\$53.90
1.00	MK667180	GASKET EXHAUST MANIFOLD	\$53.90
10.00	MK667948	STUD TURBO MOUNT	\$123.00
10.00	MK667076	STUD EXHAUST MANIFOLD	\$76.50
14.00	MK667029	EXHAUST MANIFOLD STUD	\$81.76
1.00	MK654809	HEATER HOSE FROM EGR COOLER	\$45.02
1.00	MK667795	GASKET EGR VALVE	\$66.36
2.00	MK667805	GASKET EGR VALVE	\$56.40

8.3 Building Supervisor

AGENDA ITEM: 8.3.1 - Building Supervisor's Report

Subject:	Building Supervisor's Report – June 2017
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Klint Stone
Date:	13 th June 2017
Attachments:	Nil

SUMMARY

Council is to consider this report from the Buildings Supervisor.

BACKGROUND

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

COMMENT

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

Caravan Park

The domes have arrived and Chris Bray will have them installed over the next week.

Solar Panel Program

The Recreation Centre and Swimming Pool solar panels have been installed. Western Power is required to make changes to the electrical board at the Shire office before the solar panels are fitted to this building. These works will be held over into 2017/2018.

Town Hall Kitchen

Town hall Kitchen is complete. Councillors are encouraged to inspect the kitchen on Council day.

Narembreen Emergency Services Faculties

The building has been successfully rotated on the building envelope to a more suitable position aligned with the road facing towards the Town Hall and Roadhouse and will be a prominent feature when traveling south on Latham Road. The architect is finalising the working drawings ready to be submitted to the Shire and for building certification.

Site works has commenced with the removal of some vegetation and fencing and then the pad will be prepared by Shire staff. When completed along with plans being approved work will commence on the pre-lay, formwork and then proceed to laying the slab.

Gymnasium

The Gymnasium is currently undergoing annual maintenance.

General

Maintenance on Council properties continues and we have been gaining good ground.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Compliance with the Residential Tenancies Act and Commercial Tenancies Act.

FINANCIAL IMPLICATIONS

As per the Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

Corporate Business Plan
1.1.13 Protect the heritage across the shire of Narembreen
1.1.14 Support the Narembreen Historic Society as well as other groups to capture and protect the stories of the community, subject to the annual budget
2.1.4 Maintain the Town Hall (and Roads Board Building) and demolish the lesser Hall

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

Council to receive the Building Supervisor's Report for June 2017.

COUNCIL RESOLUTION

MIN	MOTION - Moved Cr.	2nd Cr.
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CARRIED /

8.4 Chief Executive Officer

AGENDA ITEM: 8.4.1 - Chief Executive Officer's Report

Subject:	Chief Executive Officer's Report
Applicant:	Chris Jackson
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	14 th June 2017
Attachments:	Mt Arrowsmith Inventory of Items, Narembreen Golf Club State Sand Greens Championship Application Regional Road Group Report – June 2017, DFES Letter, WDC Letter, Roe Tourism Minutes May 17

SUMMARY

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

BACKGROUND

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

COMMENT

Mt Arrowsmith Tennis Club – ADM 584 (Att)

On 19th October 2016, Council resolved as follows:-

That Council:-

- 1. Advise the Mt Arrowsmith Tennis Club that it acknowledges the clubs difficult decision to cease operations and fold.*
- 2. Agree to work with the club on hand over of the assets relating to the facility*
- 3. Agree that the club hold a final event on Saturday 25 March 2017 in recognition of the Mt Arrowsmith Tennis Club and the contribution it has made to sport and the fabric of the Narembreen community.*
- 4. Request that staff investigate further the status of the Class "A" reserve 10308, details of the correct land area of the reserve and what conditions are imposed if any as part of the management order.*
- 5. Pending advice received above that Council consider future use options for the Mt Arrowsmith reserve.*

Items 1, 2 & 3 have been dealt with. Items 4 and 5 to be discussed further by Council.

The keys to the Mt Arrowsmith building were recently handed over to the Shire of Narembreen, Council are to consider the following:-

1. The long term purpose of the building.
2. The building is furnished; a full inventory of items is attached for Council's perusal. Are these items to remain in the building?

Strategic Community Plan Update

Caroline Robinson has been working hard on gaining feedback through an array of avenues in relation to our Strategic Planning process. She has had many discussions with people informally as well as formally.

Sheree Thomas has distributed the surveys to various business outlets around town and we have noticed an increase in the return of surveys which has been great. We look forward to the feedback from these surveys in the next step of the Strategic Planning process.

Narembeen Golf Club State Sand Greens Championship Application (Att)

The Narembeen Golf Club has applied to host the State Sand Greens Championship in 2019. Council have provided their support to this application through a letter of support to hold the event in Narembeen. A full copy of the Narembeen Golf Club's application is attached for Council's perusal.

Regional Road Group Report (Att)

The June 2017 Regional Road Group Report is attached for Council's information.

Roe Health Scheme

The Shire of Bruce Rock are seeking additional support in the Environmental Health area and believe they cannot obtain the hours required through the current ROE EHO and are seeking to employ an EHO.

An informal proposal to share one with another Council within WEROC was suggested however that has not come to fruition.

Bruce Rock will be commencing advertising for a new EHO, however this may not be resolved by the initial date advised being the 30th June 2017.

The Shire of Bruce Rock are requesting that they remain part of the ROE Health Scheme for a period up to the 31st August 2017.

With agreement from other RoeROC CEO's Corrigin has advised the Shire of Bruce Rock as follows:-

"Since the Shire of Bruce Rock's correspondence of 20 September 2016 advising that Bruce Rock was leaving the ROE Health Scheme at 30 June 2017, collectively we have been making arrangements for the smooth transition of our environmental health professionals to cover the Roe ROC Shires and Lake Grace after this date.

Since October 2016 Lauren Pitman has been on Maternity Leave and she is due to return in late 2017. During the period of Lauren's leave, we have employed a consultant EHO on the basis that he would complete his role on 30 June 2017. The consultant is not in a position to extend his role past 30 June 2017. Until Lauren returns from leave, Julian will cover the RoeROC Shires and Lake Grace.

Unfortunately, as alternative staffing arrangements have been made based on Bruce Rock's advice that they would not remain in the Scheme after 30 June 2017, Roe Health have declined the Shire of Bruce Rock's request to extend the period to remain in the Scheme."

Lesser Hall Interpretation Plan Update

The working group are currently working with the Narembeen Historical Society in ensuring that historical content for the project is correct. The working group plan to meet with Zebra Creative following Cr Cole's return from holidays.

There will be an allocation in the 17/18 budget for this project which will be offset by grant funding.

Emergency Service Facility

Work on the \$700,000 Narembeen Emergency Services Facility has commenced with site works now underway.

With generous funding support from Department of Fire and Emergency Services, Wheatbelt Regional Grant Scheme, Narembeen St John Ambulance, Narembeen Bush Fire Brigade and the Shire of Narembeen this new modern facility will be a true partnership that will support local volunteers and improve our ability to respond in an emergency.

The building to be located prominently at 24 Latham Road Narembeen has been designed by Architect Sophine Pfuhl and will be constructed by Southern City Sheds of Bunbury. The work is expected to be completed by December 2017.

Visiting Consultant's Accommodation (Status Report Item from May 17)

In reference to this item on the Status Report it is recommended that this project not proceed due to an assessment made of the premises in which it is expected at least \$10,000 would need to be spent on repairs and fit out of the premises. It is suggested this item be removed from the Status Report. The building at this stage will continue to be used as the toy library.

Council may wish to consider that this property (old doctors surgery and house) should be consider for future disposal given its age and condition.

Manager of Works

A confidential item will be presented to Council for the renewal of a contract. Discussions with the Manager of Works have taken place on renewal of his contract which is due to expire 21 December 2017. A report will be prepared and recommended that the contract be renewed for a further 5 years commencing from the 21 June 2017.

DFES - Misleading Article in the Association of Volunteer Bush Fire Brigades E-Newsletter (Att)

See attached letter from the Department of Fire & Emergency Services.

Wheatbelt Development Commission – Reflecting on Our Achievements as the Comission Moves Forward (Att)

See attached letter from the Wheatbelt Development Commission

Roe Tourism (Att)

The minutes from the May Roe Tourism meeting are attached for Council's information.

CEO/Council Key Meeting/Appointment Dates

Date	Meeting/Appointment
22 nd June 2017	RoeROC Meeting & Health Meeting

CONSULTATION

N/A

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

N/A

STRATEGIC PLAN REFERENCE

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION

MIN	MOTION - Moved Cr.	2nd Cr.	CARRIED /
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MT Arrowsmith Tennis Club

- 1 x step ladder
- 1 x cool room
- 1 x timber till
- 5 x tennis racquets
- 3 x nets
- 1 x irrigation controller
- 2 new pad bolts
- 1 new toilet seat
- Miscellaneous straps and ropes
- 70 chairs
- 12 trestle tables
- 1 gas bottle
- Box of Christmas decorations
- 1 x microwave
- 2 x fridges
- 1 x gas stove/oven
- Miscellaneous cleaning products
- 80 dinner plates
- 90 side plates
- 80 desert bowls
- 15 small salad bowls
- 5 large bowls
- Cutlery for 140
- 24 coffee cups
- 12 tea towels
- Electric frypan
- Large pot with lid
- 14 bread servers
- Box salad servers
- Salt and pepper shakers
- Toaster
- Hand mixer
- Water jug
- 4 cutlery trays
- 5 trays – plastic and metal
- 3 colanders
- 4 chopping boards
- 3 kettles
- 15 wine glasses
- 38 glasses

- Kitchen table
- First aid kit
- 1 fan 4 wall mounted
- Miscellaneous trophies and pictures
- Clock
- Plastic cups
- Plastic table cover
- 2 plastic garbage bins new
- Stubbie holders
- Pad locks
- Metal shelving
- Can cage
- Miscellaneous playground equipment



Narembeen Golf Club

2019 State Sand Greens Championship
Application



Narembeen Golf Club Inc

ABN: 31 893 002 350

18 May 2017

Golf WA
Level 1, Unit 5, No 49 Melville Parade
South Perth WA 6151

Dear Sirs

The Narembeen Golf Club is seeking to host the 2019 Western Australian State Sand Greens Championship and accordingly attach our application for the hosting of "The Sand Greens".

We understand that "The Sand Greens" has been held at 28 different clubs since its inception in 1981 however, the Eastern Wheatbelt has not hosted the event for a number of years. As an annual four day carnival, we believe that it would contribute to the growth of the game of golf for both our Club and for the District competition more generally to be rotated throughout the various country regions.

Narembeen is situated within the Eastern Districts Mens Golf Association which covers the Agricultural area, Kellerberrin, Merredin, Muntadgin, Bruce Rock, Westonia, Southern Cross. Narembeen is a strong country club of 55 members of all ages who provide all the services to maintain a club, voluntarily. We have previously, successfully, held three State events and provide participants with a beautiful course. As you would be aware, many man/women hours go into providing a memorable event, both on and off the course, and it is our commitment to you to host a successful carnival.

We appeal to you to support a regional event in a club that has a growing number of young men in its membership and has the professionalism to host such an occasion as "The Sand Greens".

Please look favorably on this appeal and we look forward to your support for our application to host "The Sand Greens" competition in 2019.

Yours sincerely

Sherrie Heather
Secretary Narembeen Golf Club

PO Box 130 Narembeen WA 6369

President: Brian Cusack Vice President: Chris Padfield

Secretary: Sherrie Heather Treasurer: Damon Hayter

Ladies Captain: Noela Cole Men's Captain: Mike Currie

Vice Captains: Maxine Miolini, Tim Cusack, Brendan Parsons

Course Manager: Hendy Cowan Catering: Julie Miller Bar Manager: Stephen Padfield

Patrons: Hendy Cowan & Di Miolini

Tel: 0401082767 - Sherrie Heather, Secretary

FOREWORD

BY BW (BARRY) PRICE

16 May 2017

The Club has shown in the past that it has the capabilities & facilities to run such an event. The club has successfully staged major district events within the agricultural region over many years. In a period where country golf clubs are finding times difficult, the Narembeen Golf Club, has been innovative enough to make it one of the more go ahead clubs in the Eastern Wheatbelt. It also has one of the best courses in the Eastern Wheatbelt. The club has a pro-active committee and an energetic membership base.

Together with a supportive Shire Council and district, I have no hesitation in saying the Narembeen Golf Club would be more than capable in hosting this event.

Barry Price
0400 205 515



Narembeen Golf Club Entry



Aerial view of the course



No 10 and No 1 Fairways looking from the Club House

PAST MAJOR EVENTS HELD BY THE NAREMBEEN GOLF CLUB

- ❖ 1989 State Sand Greens Championship
- ❖ 1998 Rural Bronze
- ❖ 2006 Ladies Provincial Tournament

2019 COMMITTEE FOR STATE SAND GREENS CHAMPIONSHIP

- ❖ Golf Club President
- ❖ Organising Chairman
- ❖ Ladies Catering Chairperson
- ❖ Accommodation Manager
- ❖ Men's & Ladies Captain
- ❖ Course Manager



Fairways 18 and 10 looking from the Club House

AVAILABLE ACCOMMODATION FOR STATE SAND GREENS CHAMPIONSHIP

Narembeen Caravan Park & Cabins	9064 7308
Narembeen Hotel	9064 7272
Narembeen Motel	9064 7315
Santaleuca Bed & Breakfast	0428 647 409
Bruce Rock Caravan Park	9061 1377
Bruce Rock Hotel	9061 1218
Accommodation at the Golf Club for Caravans and Tents	



Fairways 1 and 9 looking from the Club House



SHIRE OF NAREMBEEN

ADN 48 322 887 806

1 LONGHURST STREET, NAREMBEEN, W.A. 6389

TELEPHONE (08) 9064 7308

FACSIMILE (08) 9064 7037

www.narembeen.wa.gov.au

<https://www.facebook.com/ShireofNarembeen/>

OUR REF: ADM450

President
Narembeen Golf Club
Bernie Cusack Drive
NAREMBEEN WA 6389

Dear Brian,

SUPPORT LETTER TO HOST STATE SAND GREENS EVENT

Council writes to provide support to the Narembeen Golf Club in their bid to host the next State Sand Greens Golf Event within the Wheatbelt Region.

The Narembeen Golf Club has displayed knowledge, skill, expertise and experience in hosting major events all packaged on a picturesque course with excellent facilities. The Shire of Narembeen supports the organisational skills the Club has continuously displayed in hosting major events and more particularly a large event such as the State Sand Greens Event.

Hosting such an event at the Narembeen Golf Club is achievable and the district is able to cater for a major golfing event offering:-

- A variety of accommodation options.
- Local catering to assist the Club with catering requirements.
- Excellent ground staff and machinery to prepare the course.
- Excellent Club House facilities to host the event.
- Support for Community Bus Transport.

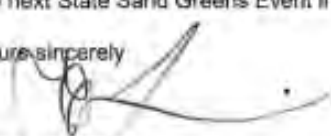
Local business infrastructure includes:

- Sporting facilities including a new Recreation Centre which incorporates the District Club
- Fuel Supply; Roadhouse
- Businesses: Hotel, Hardware Store, Newsagency, Post Office, Tyre Service, Hairdresser
- Medical: Pharmacy, Dentist, Hospital, Doctor, Physiotherapist
- Food outlets: IGA, Butcher
- Community Shed that incorporates Arts & Craft and Men's Shed
- Bankwest
- Museums

The Golf Club has excellent support through various sponsors and the Shire of Narembeen believes the Narembeen Golf Club has the expertise and experience to host such a major event.

The Shire of Narembeen wholeheartedly supports the Narembeen Golf Club's submission to host the next State Sand Greens Event in Narembeen.

Yours sincerely

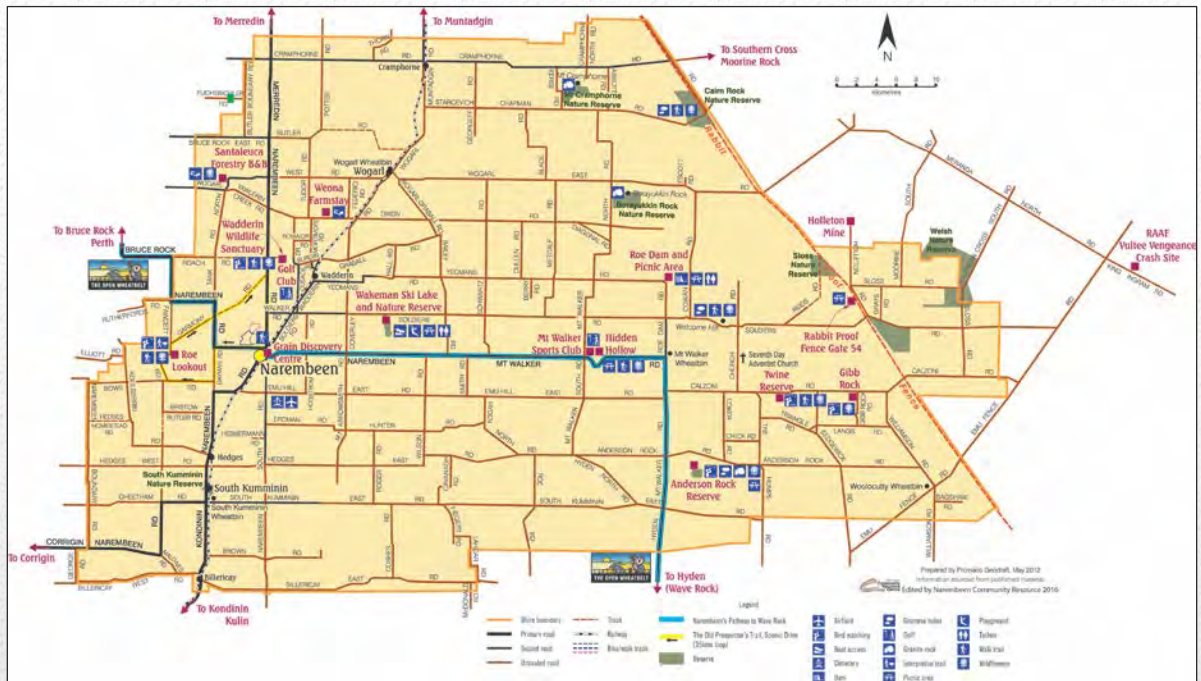

Chris Jackson
CHIEF EXECUTIVE OFFICER
16 May 2017

'A Great Place To Live'



Narembeen is located in the heart of the Wheatbelt, 286km east of Perth.

Narembeen

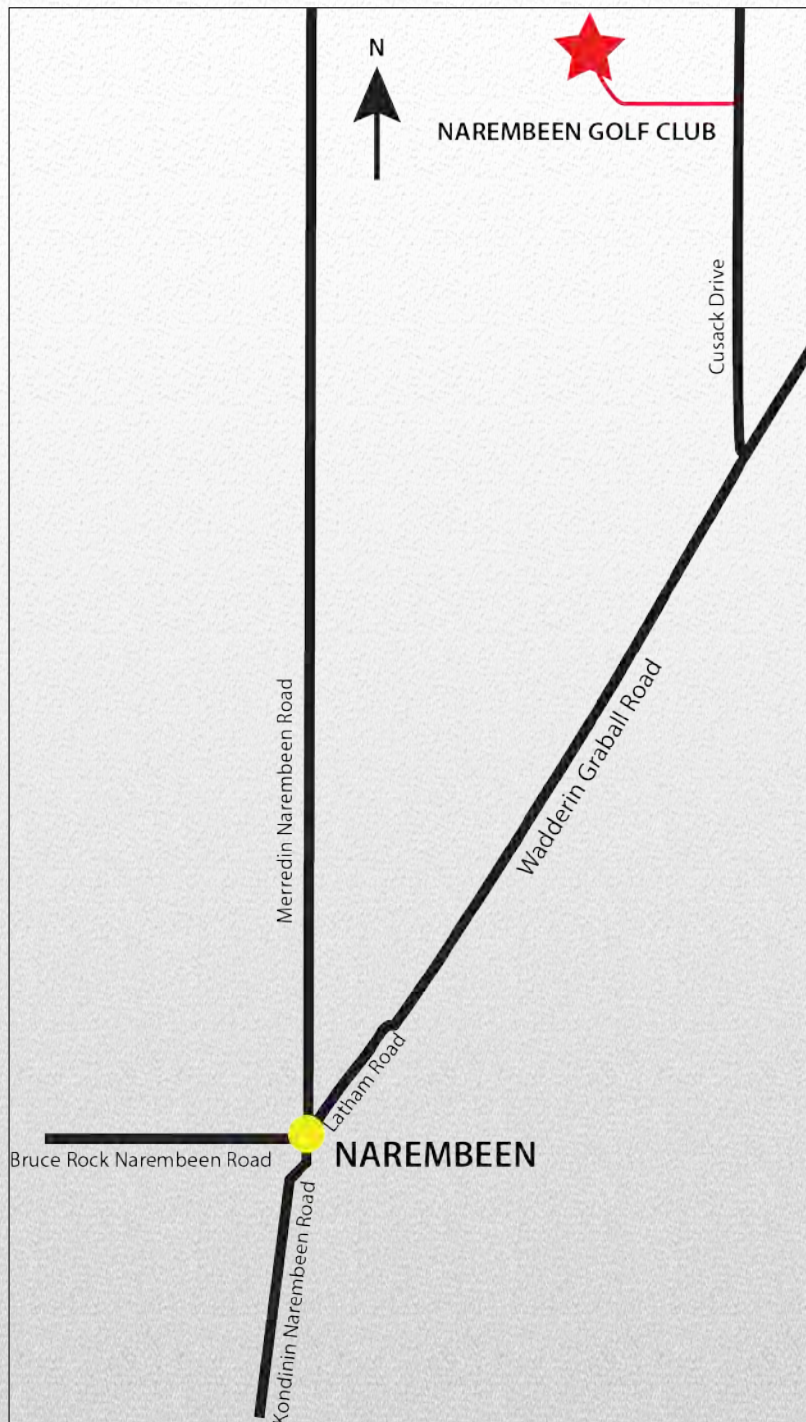


The Shire of Narembeen covers an area of 3,812km (ABS, Census, 2011) and comprises of four localities; Mt Arrowsmith, Mt Walker, Narembeen, South Kumminin

The town itself has a supermarket, post office, café, pharmacy, hardware, hotel, hairdresser, bank, Newsagency, police station, voluntary emergency services, caravan park, motel, transport, engineering and agriculture related businesses, carpenter, panel beater and roadhouse. There is mobile phone coverage with ADSL internet as well as the new NBN.

Narembeen boasts great recreation facilities, including a new Recreation Centre which was officially opened in April 2016 and the **18 hole sand green golf course 5943m in length located 11 kms from town near Wadderin Reserve**

Narembeen



Narembeen to the Golf Club



Everlastings on the course in spring

Narembreen Golf Club

Competition:

Golf Link #

Player:

Player:

	MEN			PLAYER			MARKER			WOMEN		
Hole	Metres	Index	Par	Stroke Score	Partner	Result	Stroke Score	Partner	Result	Metres	Index	Par
1	458	16	5							458	11	5
2	120	18	3							120	17	3
3	350	10	4							320	10	4
4	438	14	5							375	13	5
5	357	6	4							317	4	4
6	333	8	4							333	3	4
7	365	2	4							297	12	4
8	348	4	4							314	1	4
9	180	12	3							145	15	3
OUT	2949		36							2679		36

Marker's Signature.

Player's Signature.

Date:											PAR	72
Club:				H/C	Nett	Gross	W/CCR		71			
							M/CCR		70			
	MEN			PLAYER			MARKER			WOMEN		
Hole	Metres	Index	Par	Stroke Score	Partner	Result	Stroke Score	Partner	Result	Metres	Index	Par
10	468	13	5							468	2	5
11	496	7	5							414	14	5
12	298	9	4							277	6	4
13	383	1	4							299	7	4
14	293	15	4							255	9	4
15	136	17	3							122	18	3
16	385	3	4							273	5	4
17	156	11	3							127	16	3
18	377	5	4							297	8	4
IN	2994		36							2532		36
OUT	2949		36							2679		36
TOT.	5943		72							5211		72
Deduct Handicap												
Nett Total												



Aerial view of the Club House



Narembreen Golf Club
PO Box 130
NAREMBREEN WA 6369



Regional Road Group Report **June 2017**

WALGA Infrastructure Contacts:

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Road Safety Policy Officer, Mal Shervill: 9213 2068; mshervill@walga.asn.au

Visit the WALGA website for more information: www.walga.asn.au

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Roads

2015/16 Road Assets and Expenditure Report

The 2015/16 Report on Local Government Road Assets and Expenditure has been finalised and distributed to all Local Governments and key stakeholders including the Minister for Transport and Main Roads WA.

The Report was produced by WALGA with assistance from the WA Local Government Grants Commission. The report provides information on the lengths and types of roads, paths and bridges and highlights trends in the data over the preceding five years. It includes statistics and trends on the funding sources and amount of Local Government expenditure on roads, paths and bridges. Details are provided on the allocation of expenditure between expansion, upgrade, maintenance and renewal of the network at a regional level and for individual Local Governments.

The expenditure statistics are analysed to provide comparisons of road preservation performance, net preservation needs and expenditure effort. These comparisons provide insight into the adequacy of funding and the difference between road preservation needs and current expenditure on road preservation.

Methodology for Calculating the Cost of Road Wear on Unsealed Roads

In 2015 WALGA published a User Guide which provided a methodology for calculating the cost of road wear for sealed local roads subject to a significant increase in heavy vehicle traffic as a result of a defined transport task. Since then, many Local Governments have asked WALGA to produce a similar guide for unsealed roads and WALGA appointed ARRB in 2016 to assist in developing a methodology.

The first phase of the project comprised the collection of data from Local Governments to assess the typical scenarios defining significant transport tasks, maintenance practices and costs on unsealed roads. The next step was the development of a model to represent the scenarios and trialing of typical examples and this has been successfully completed. Phase 2 and 3 will comprise the design and production of the User Guide and these are scheduled for completion in the 2017/18 financial year pending the availability of funding.

Heavy Vehicle Cost Recovery Policy Guideline

Many Local Governments have devised methods to calculate the cost of road wear and have entered into cost recovery agreements with industries. The increasing number of different methods and agreements has resulted in inconsistencies in the charging rates and their application and some industries have challenged their legality. Consequently, many Local

Governments requested WALGA to develop a charging methodology and policy framework to provide a consistent approach.

WALGA, with advice from the Freight Policy Forum, has developed a model policy guideline that will provide Local Government with a consistent and simple approach to implement and manage heavy vehicle cost recovery.

The policy provides guidance in the following areas:

- The statutory powers relevant to the recovery of expenses of damage caused by heavy traffic
- Defines the scenarios and limits of when charging is activated
- A methodology for calculating the charge
- Conditions that may require negotiation with a proponent
- Administration and management of collected charges
- Recommended content for an agreement between the Local Government and a proponent
- Duties of the Local Government and the proponent
- Authority to enter into an agreement.

The draft policy will be submitted to State Council for consideration in July.

Heavy Vehicle Access on Local Government Roads Policy

WALGA is developing a model policy to define the decision process when assessing an application to add or amend a road on the Restricted Access Vehicle (RAV) Network. It is current Main Roads policy to refer RAV access applications to the relevant road owner to establish support and perform a preliminary assessment.

The policy will define the RAV access process and the functions required of Local Government. This includes the criteria that should be considered when deciding whether to support an application and guidance on performing a preliminary assessment. The policy further lists additional operating conditions that may be requested by the Local Government.

The policy will be presented to the Freight Policy Forum for discussion and endorsement before submission to State Council.

Review of the Road Classification System

A Working Group including representatives from Local Governments, Main Roads and WALGA has been established to review the current road classification system used to determine responsibility for roads in WA under the requirements of the *Main Roads Act 1930*. It is proposed that the new system adopt a two tier process. The first tier will consider the planning and

statutory functions of the road and the second will comprise a more detailed assessment of the road's current and future function. The Group met in October to consider a draft methodology which was tested on the Metropolitan road network. The Group was in general agreement that the methodology and outcome was reasonable. Main Roads are now awaiting Ministerial approval of the classification methodology after which the draft will be released to all Local Governments for comment.

Funding

Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)

In response to the recent flooding event, the Office of Emergency Management (OEM) in conjunction with WALGA, Main Roads and Local Government, conducted a series of workshops to develop a new recovery methodology that will allow Local Governments to use their own labour and equipment and improve the reimbursement conditions.

The Commonwealth Government has since confirmed that Local Governments are able to include their overheads when using their own source labour to undertake recovery works following a declared event. This will be pleasing to all members as it has been a long standing advocacy position and will be a key consideration when deciding whether or not to use your own labour.

The State had agreed to the provision of funds upfront to alleviate financial pressures on members following such significant events. This was to be implemented in line with the regional road funding model of 40:40:20. Due to the potential magnitude of claims, the upfront payment options presented a significant issue that requires further review and could not be implemented as part of this exemption. WALGA will continue to advocate on this issue and seize all opportunities to review this decision.

To assist, Main Roads WA have acknowledged that more frequent claims may be necessary and both Main Roads WA and the Office of Emergency Management have committed to making payments to Local Governments as quickly as possible.

Vehicle Licence Fee Concession

Since the McGowan Labor Government came to office in March the Association has been advocating that the decision to apply licence fees (and stamp duty) to Local Government vehicles from 1 July 2017 be reversed.

A letter detailing why this decision of the previous Government should be reversed was sent to the Minister for Transport, with no response to date. Subsequently a further letter was sent to the Premier on this subject.

The Association President contacted Hon Rick Mazza, who has given a notice to introduce a disallowance motion in the Legislative Council in relation to the regulation changes that would require Local Governments to pay vehicle licence fees and stamp duties. A letter was then sent to all Legislative Council members urging them to support the disallowance motion and outlining the reasons for this.

Councils have been encouraged to continue to advocate to local members on this matter and it has been encouraging to see this continue.

Underground Power Program

Major Residential Projects in Round 6 of the State Underground Power Program are anticipated to commence in the first half of 2017/18. WALGA has engaged with representatives from participating Local Governments to inform discussions with the Public Utilities Office regarding matters of common interest including contractual arrangements and cost recovery models.

Urban and Regional Transport

Secondary Freight Routes in the Wheatbelt Regions

WALGA is supporting Local Governments in the Wheatbelt North and Wheatbelt South Regional Road Groups work collectively to define freight routes in the region, identify the investment required to provide the desired levels of service and develop a business case for investment. This challenging project has included engagement with RDA Wheatbelt, Main Roads and consultants as well as many of the Local Governments involved.

Road Safety

Road Safety Council Update

As a member of the Road Safety Council, WALGA was involved in a process to review submissions for Road Trauma Trust Account funding in 2017-18. The final budget recommendations for the Minister responsible for road safety were determined by the Road Safety Commission.

RoadWise Road Safety Newsletter

The May edition of the *RoadWise Road Safety Newsletter* can be accessed electronically at <http://roadwise.asn.au/roadwise-road-safety-newsletter.aspx>. This edition includes a focus on Road Safety Week 2017, child car restraints, school holiday road safety activities, safe vehicles, distraction and a Lake Grace RoadWise Committee profile.

New subscribers should email roadwise@walga.asn.au to register to receive the newsletter directly. The newsletter is currently distributed to more than 2000 members of the community road safety network in Western Australia. Readership of the newsletter is estimated to be significantly higher than distribution.



Our Ref: 07227

Chief Executive Officer
Shire of Narembeem
1 Longhurst St
NAREMBEEN WA 6369

Dear Chief Executive Officer *Chris*

**MISLEADING ARTICLE IN THE ASSOCIATION OF VOLUNTEER BUSH FIRE
BRIGADES E-NEWSLETTER**

I was very disappointed to read an article titled '*A new truck here, a new one there but how long to get one everywhere?*' in the Friday 5 May 2017 edition of the Association of Volunteer Bush Fire Brigade's (AVBFB) e-newsletter.

The article, whilst applauding the receipt of a new appliance to the Cowaramup community, included misleading and inaccurate information about the delivery of bush firefighting vehicles. The AVBFB made statements and assertions that are not supported by the facts.

After the publication of the article, I wrote to the AVBFB affording the opportunity and with the expectation, that it would print a correction in a subsequent e-newsletter. This is the right thing to do and it is disappointing that the AVBFB when given the chance to redress clearly incorrect information and to better inform its membership, has chosen not to do so.

As the responsible body for your bush fire brigades, I believe that it is important that your Council understands and appreciates the huge efforts being made to improve resourcing to bush fire volunteers and that comments such as those from the AVBFB, without validation; are not helpful. Attached is the correspondence that I wrote to the AVBFB along with a copy of the e-newsletter article. The information on progress since the introduction of the ESL is something that I respectfully suggest you should share with your bush fire volunteers.

I trust that this will be of some assistance to you and please be assured of my continuing commitment to volunteers in your community.

Yours sincerely


WAYNE GREGSON APM
COMMISSIONER

2 June 2017



Our Ref: 07227; 17/060417

Mr Dave Gossage
President
Association of Volunteer Bush Fire Brigades
PO Box 143
KELMSCOTT WA 6991

Dear Mr Gossage

RIGHT OF REPLY TO MISLEADING ARTICLE IN ASSOCIATION NEWSLETTER

I was thoroughly disappointed to read the article 'A new truck here, a new one there but how long to get one everywhere?' in the Friday 5 May 2017 edition of the Association of Volunteer Bush Fire Brigade's e-newsletter.

In this article you have grossly misrepresented the facts by stating that there is no set plan to deliver better appliances to all brigades. Furthermore, you have suggested that Emergency Services Levy funds are being badly allocated and that it may take half a century for all brigades to receive better firefighting appliances.

To disseminate such misleading material to Bush Fire Service volunteers shows a blatant disregard for the truth and this is unacceptable. You have a responsibility to provide your members with accurate information.

As a right of reply, I request you publish this letter and the attached article in the next edition of your e-newsletter to correct the public record (refer attachment A). In future, if you have concerns regarding the roll out of new appliances then I invite you to contact me, so that I can provide you with factual information.

We share a common goal, that of protecting the Western Australian community. To do this effectively we must put aside our differences and work together. Open dialogue, not the spreading of misinformation, is the only way to address such concerns. I have an open door policy and trust that you will approach me directly should you have any further concerns on this, or any other matter.

Yours sincerely



**WAYNE GREGSON APM
COMMISSIONER**

11th May 2017

Att

A new appliance every week

I was concerned that you may be receiving misinformation and take the opportunity to set the record straight with regards to the Friday 5 May 2017e-newsletter article 'A new truck here, a new one there but how long to get one everywhere?'

I want to reassure you that the safety of volunteer firefighters is a priority for DFES.

I recognise the risks that you face in the course of protecting Western Australian communities each bushfire season, and am working hard to create a safer working environment for you. This includes ensuring that appliances are replaced within an appropriate timeframe.

Scheduled annual replacement programs are developed around agreed replacement terms, which are published annually in the Local Government Grant Scheme (LGGS) Manual for Capital and Operating Grants and on the DFES website.

Contrary to what was reported, a new appliance is being delivered every week to Bush Fire Brigades (BFBs) across Western Australia (WA).

Progress on appliances since the introduction of Emergency Services Levy (ESL)

- 32 per cent of appliances were over age at the inception of the ESL in 2003/04.
- 94 per cent of the Bush Fire Service (BFS) fleet is now within agreed replacement terms.
- 815 appliances have been approved for replacement.
- Of these, 777 will have been delivered by 30 June 2017.
- Brigades are receiving 55 new appliances per year, or roughly one appliance per week.
- Expenditure on the BFB replacement program has been more than \$134.6 million (\$9.6 million per annum).

This is a significant achievement and a great improvement in the fleet's age profile.

In addition, a comprehensive crew protection program is being rolled out across WA's firefighting fleet, with an initial focus on the highest risk areas.

This includes turnover blankets, radiant heat shields, water deluge systems, in-cab breathing systems, and panels to protect vital equipment such as vehicle wiring, water and fuel lines. To date, \$5.7 million has been spent on crew protection for BFB appliances alone, funded via the Department of Regional Development's Royalties for Regions program.

I assure you, these measures are being progressed to provide every protection possible to volunteers, the backbone of our State's emergency response.



WAYNE GREGSON APM
FIRE AND EMERGENCY SERVICES COMMISSIONER

A new truck here, a new one there but how long to get one everywhere?

Home / News and Media / General News / A new truck here, a...



The Association of Volunteer Bush Fire Brigades is pleased to see that the Cowaramup Volunteer Bush Fire Brigade has taken possession of a new 4.4 appliance.

It is always good news when a VBFB receives a new appliance that improves its capacity to protect the community.

New appliances appear intermittently around the state but there is no set plan to deliver better appliances to all brigades. With more than 500 brigades, a few new appliances per year is simply not good enough. At the current rate, it may well take up to half a century for all of our brigades to take possession of new and better fire fighting vehicles.

This can only be addressed by far greater constraint of spending by DFES on itself and a rapid increase in the share of ESL being spent on front line volunteer services that provide most of the bush fire fighting response.





Below is an article by Nick Lefebvre published in the Margaret River Mail about the new appliance for Cowaramup VBFB. The full article can be accessed via <http://www.margaretrivemail.com.au/story/4626474/cowaramup-welcomes-brand-new-fire-truck-video-photos/>.

Our sponsors



Type and hit enter

Recent articles

-  Rural Fire Service — Establishment
Jul 26 2017
-  Junior First Aid Training – Geraldton 24 June 2016
Sep 01 2017
-  Updated Map of Bush Fire Prone Areas released tomorrow
Jul 06 2017
- Inside the firestorm
Aug 02 2017
-  Fire resilience workshop
Nov 26 2017

Recent comments

Duncan on How a prescribed burn helped stop two bush fires – evidence to counter dangerously reckless views

Chris Jackson
Chief Executive Officer
Shire of Narembeen
1 Longhurst St
Narembeen WA 6369

Dear Chris

Reflecting on our achievements as the Commission moves forward

As the Commission transitions to the sit with in the structure of the newly created Department of Primary Industries and Regional Development (DPIRD) as of July 1st 2017, I wanted to write to reflect on the great achievements arising from the partnership between local governments and the Commission and thank you for your contribution to driving the growth of the Wheatbelt. I am confident that as the Commission moves to the new agency to deliver an integrated approach to agriculture, fisheries and regional development, these partnerships will hold us in good stead to enable our collaborative approach to continue.

While local government has been a key stakeholder for the Commission since its inception in 1994, I am particularly proud of what we have jointly been able to achieve as a result of the planning we undertook during the Country Local Government Regional Fund Planning process (resulting in the *Towards a Wheatbelt Infrastructure Plan 2010*). It was this process where we jointly agreed to three key drivers for development being:

- Population growth and diversity;
- Industry Development; and
- Sustainability.

In addition, the four development issues we agreed to pursue were (see the *Towards a Wheatbelt Infrastructure Plan 2010*):

- Energy;
- Transport;
- Land Development; and
- Accommodation (key workers, seniors, short stay).

Subsequent regional planning in 2011/2012 saw the joint identification of the following three priorities for Wheatbelt wide co-ordination and advocacy:

- Telecommunications;
- Health Care; and
- Aged Care.

It was this work on identifying shared priorities and actions that led to the Commission and RDA Wheatbelt engaging with local governments to deliver the first 'one region, one plan' for regional WA, *The Wheatbelt Strategic Framework 2012*. This work in turn enabled the Commission to develop the *Wheatbelt Regional Investment Blueprint 2015*. Again, this Blueprint was underpinned by extensive engagement with local governments throughout the development of 5 Sub-regional Economic Strategies and 5 Regional Centre Growth Strategies.

Avon

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(PO Box 250)
NORTHAM WA 6401

T: (08) 9622 7222
F: (08) 9622 7406

Central East

110 Barrack Street
(PO Box 420)
MERRIDIN WA 6415

T: (08) 9041 1445
F: (08) 9041 2297

Central Midlands

Foundation Centre
13 Dandaragan Street
(PO Box 240)
MOORA WA 6510

T: (08) 9651 1770
F: (08) 9651 1910

Wheatbelt South

State Government Offices
Park Street
(PO Box 258)
NARROGIN WA 6312

T: (08) 9881 5888
F: (08) 9881 3363

www.wheatbelt.wa.gov.au

Coupled with our joint effort to deliver the Wheatbelt Aged Support and Care Plan (2014) the Wheatbelt region has a strong evidence base on which to build, delivering with you a range of priority projects to grow our economy and population, attract private investment, enhance liveability and drive innovation and strong governance. It is heartening to see so many of you imbed these priorities into your Strategic Community Plans. It is also heartening to witness the level of private investment that is occurring across the Wheatbelt, creating new economic opportunities.

From July 1st Commission staff will move to the new Department of Primary Industries and Regional Development. The Wheatbelt Development Commission Board continues to exist. The existing role of CEO of the Commission (my role) will cease as of July 1st and will be undertaken by Ralph Addis, who has been appointed Head of the new Department.

While the future role I may play in the Public Sector is unclear at the time of writing, I wanted to reassure you that for now, it is business as usual for the Commission. Commission staff is still available to liaise with you on priority initiatives for the Region. While I will be taking long service leave from July 3rd until mid-September, staff have an ongoing role in delivering key projects and continuing their important regional liaison roles with you.

Again sincere thanks for your commitment to the Wheatbelt and your willingness to work collaboratively to get things done. I wish you well as you continue to pursue those priority initiatives that will grow the Wheatbelt economy, create jobs and continue to make the Wheatbelt a great place to live, invest, work and visit.

Yours sincerely,



WENDY NEWMAN
CHIEF EXECUTIVE OFFICER

6 June 2017

Want to find out more?

Machinery of Government Changes

<https://publicsector.wa.gov.au/public-administration/machinery-government/2017-machinery-government-changes>

Priority Service Review

<https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Pages/Service-Priority-Review.aspx>

Inquiry into Government Programs and Projects

<https://publicsector.wa.gov.au/news-events/news/inquiry-government-programs-and-projects>



Roe Tourism Association

Incorporating Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace, Narembreen & Quairading

MINUTES

General Meeting

Monday 10 April 2017, at Shire of Bruce Rock

** President, Garry Gregan welcomed everyone to the meeting, thank you to Bruce Rock and Ashleigh for hosting us. Garry welcomed and acknowledge Ben Robins from WDC.*

1. MEETING OPENED: 10.41am

2. ATTENDENCE RECORD

2.1. Attendees:

President: Garry Gregan

Executive Officer: Mikaela Knill

Shire Representatives:

Bruce Rock: Jennie Gmeiner, Ashleigh Waight

Corrigin: Rob Paull (Shire CEO), Ruth Owen

Kondinin: Tory Young, Cr Gerard Lynch

Kulin: Kate Bishop, Cr Rodney Duckworth

Lake Grace: nil

Narembreen: Cr Bevan Thomas (Vice President)

Quairading: nil

Other Members

2.2. Apologies:

Mary Naisbitt (Lake Grace)

Cr Deb Clarke (Lake Grace)

Cr Brian Praetz (Corrigin)

Cr Robbie Bowie (Kulin)

Richard Bleakley (Quairading)

2.3. Guests:

Nil

2.4. Visitors:

Kaytlyn Brownley – CRC Manager Bruce Rock

Kylie Whitehead

Robin Campbell

3. PREVIOUS MINUTES

3.1. Confirmation – General Meeting

RESOLUTION

Moved: Ashleigh Waight

Seconded: Kate Bishop

That the Minutes of the Roe Tourism Association General Meeting held in Quairading on 13 February 2017 be confirmed as a true and accurate record of proceedings.

CARRIED 10/0

3.2. Business Arising from Previous Minutes

4. CORRESPONDENCE

4.1. Inwards

- 4.1.1. Caravanning Australia – Winter Edition Advert Opportunity
- 4.1.2. Gabby Simoni AGO – Request for brochures at Perth Caravan & Camping Show
- 4.1.3. The West Australian – AGO Wheatbelt Feature – 12 March
- 4.1.4. Robyn – CWVC – Regional Banner
- 4.1.5. Hello Perth – WA Map – Advert Opportunity
- 4.1.6. Department of Commerce – Association Constitution accepted
- 4.1.7. Ben Robins WDC – Grant – Grant status and options moving forward.

4.2. Outwards

- 4.2.1. Caravanning Australia – Winter Edition Booking
- 4.2.2. The West Australian – AGO Wheatbelt Feature Booking
- 4.2.3. Bendigo Bank Kulin – Daily Limit Amount Increase Request
- 4.2.4. Robyn – CWVC – Regional Banner
- 4.2.5. Letter of Support – Shire of Narembeen – Department of Culture and the Arts funding
- 4.2.6. Department of Commerce – Information Statement
- 4.2.7. Hello Perth – WA Map – Advert Booking
- 4.2.8. Ben Robins WDC – Grant

RESOLUTION

Moved: Cr Gerard Lynch

Seconded: Cr Bevan Thomas

That the Roe Tourism Association inward correspondence and outward correspondence be endorsed.

CARRIED 10/0

4.3. Business Arising from Correspondence

5. FINANCIAL REPORT

5.1. Financial Report February 2017 – March 2017

(As Attached)

RESOLUTION

Moved: Jennie Gmeiner

Seconded: Cr Gerard Lynch

That the Roe Tourism Association financial report for February 2017 to March 2017 be accepted as a true and accurate report.

CARRIED 10/0

6. REPORTS

Ruth Owen (Corrigin) arrived 10.51am

6.1. Presidents Report

- Invited to and attending the launch of the Caravanning and Camping Show in Perth. New Premier and Tourism Minister were in attendance.
- Caravanning WA magazine – our flyers were placed in copies handed out at all the Australian shows. We are in need of 1500 more flyers and hope to have some assistance from shires in printing.
- Been in contact with Malcolm from WA Newspapers who writes special interest articles. Event planner in progress and hopefully something will interest Malcolm.

- Letter sent to CEO's outlining the future of RTA and focus on the region. Offered to present to Council.
- State Election – new Tourism Minister, Paul Papalia.
- Royalties for Region – where is it going?
- Have met with Ben Robins, Philipa Kirby and Wendy Newman from WDC regarding outstanding grant. Letter received from WDC this morning about what direction we can go with remaining funding.
- Garry Gregan introduced Ben Robin from WDC to speak about grant;
 - Acquittal date was in 2014
 - Discussion had with Garry and Wendy about what requires to be completed – outstanding is Industry Capacity Workshops and difficulty of this was discussed.
 - Potential to reallocate or return funds – 3 options presented
 - Reallocate funds for payment of print of Sub-Regional Brochures
 - Reallocate funds for payment of regional website redesigns and upgrade.
 - De-fund Industry Capacity Workshops, conduct audit as at current date and return remaining funds.
 - Approx. \$12,000 still to come on top of \$7,459.67 remaining In account, \$2000 for audit.
- Discussion was had amongst committee. All agree not to return funds and the sub-regional brochure has just been reprinted. Website is a great option for us with discussion of the development of one occurring now.

MOTION**Moved:** Cr Bevan Thomas**Seconded:** Cr Gerard Lynch

RTA to recommend to WEROC and NewTravel to accept variation Action 2 from WDC, reallocation to websites, and request a response by end of April.

CARRIED 10/0

- President thanked Ben for attending and assisting with grant; please extend thanks to Wendy for her advice and support.

6.2. Strategic Plan Sub Committee

- Thank you Rob Paull (CEO Corrigin) who raised the question at last year's meeting held in Corrigin and prompted us to work towards a strategic plan.
- Shires are currently undertaking reviews of their Strategic Plans. Our plan is to reflect and support Shire plans. Do we wait until Shires have completed their reviews?
- Rob Paull (Corrigin CEO) gave a verbal presentation on Corrigin's tourism strategies;
 - Corrigin currently going through review.
 - Economic Development Tourism Strategy is being developed.
 - RTA is a strong linkage.
 - Tourism important for economic development.
 - Don't want to be overburden with documents – outcomes short and sharp, not documents that sit on shelf. Goal is mid 2017 to have direction in place.
- Committee agreed to hold off on developing our own strategic plan until Shire's have completed their reviews.

7. GENERAL BUSINESS**7.1. REGIONAL BANNER**

Comment: At our February 2017 meeting the RTA Committee resolved to support the development of the Regional Tourism Banner with a contribution of \$1,354 on the condition the committee have an input to the final design.

Ryan from Raw Creative was contacted to design the brochure with AGO covering the cost. A design was sent to parties involved for changes and comments. Due to the short timeframe for development The Executive Officer and President submitted comments and changes we would like to see. Throughout the process we felt like our comments and changes were not really considered and are disappointment with this.

The banner went to print and was on display at the Perth Caravanning and Camping Show.

Attachment: Final Design for Regional Banner

* Committee acknowledged the disappointment in the process and outcome of banner.

MOTION

Moved: Cr Rodney Duckworth

Seconded: Cr Bevan Thomas

RTA to pay Central Wheatbelt Visitor Centre invoice for the one-third contribution towards the regional banner.

CARRIED 10/0

* Rob Paul left meeting at 11.55am

7.2. EASTERN WHEATBELT TOURISM GROUP

Comment: The Eastern Wheatbelt Tourism Group (EWTG) was formed when the MOU between CWVC, NewTravel and RTA ended and groups decided not to continue. The group was formed to continue the collaboration between these groups to help with marketing the Wheatbelt. The group meets every few months or when needed to discuss regional issues and opportunities.

Our involvement and commitment to this group needs to be discussed.

* Committee agrees to continue to be involved in the EWTG to maintain connection and regional focus. RTA needs to continue to develop as a committee and work on the direction we are wanting to head; Executive Officer time is a factor. We believe management of committee needs to be reviewed moving forward.

7.3. Larrakia Declaration on the Development of Indigenous Tourism

Comment: Roe Tourism Association is to consider adopting the United Nations World Tourism Organisation's Larrakia Declaration on the Development of Indigenous Tourism.

Attachment: 1. Letter – Robert Taylor (WAITCO)

2. Executive Council Declaration on the Development of Indigenous Tourism Principles

MOTION

Moved: Cr Bevan Thomas

Seconded: Ashleigh Waight

RTA move to support the principles of the United Nations World Tourism Organisation's Larrakia Declaration on the Development of Indigenous Tourism

CARRIED 10/0

8. MEMBER SHIRE REPORTS

8.1. Bruce Rock

- Bruce's Rock revamp – interpretive sign, bbq area
- Tourism Group – maintain bike trail – early planning stages
- Ag Show – end of Oct
- Hockey Turf – end of June
- Walk Trails through town
- Sculpture Competition – Bruce Rock show
- GeoCashing – new sites and have had some visits

8.2. Corrigin

- New Whats On in paper – free and want to add regional events
- Oct 14 – Dog Day Out – Competitions.
- Sculpture Competition – letterbox dog and main road sculptures.
- Possible for other regions to be involved with sculptures along main road.

8.3. Kondinin

- Metal sculpture welding workshop – well attended, sculptures completed on display at art show

- ANZAC Day services
- Kalgarin Easter Markets
- Thoughts for Centenary's coming up, Kalgarin 2021, Hyden 2022.

8.4. Kulin

- Working through Visitor Centre Accreditation (Tourism WA Grant).
- Round 3 for grant has recently opened.
- Kulin Bush Races – 7 Oct
- Mothers Day High Tea – 12 May
- Blokes Night Out – 20 June
- ANZAC Ceremony
- Strategic Plan Forums
- Farming Conference 25 July – working with Kulin Community Bank.

8.5. Lake Grace

- Strategic Plan community workshops undertaken.
- Waiting to hear about AIM Event grant – exciting if successful
- Visitor Centre Committee keen to improve relationship with Shire and work towards same goal for tourism development.

8.6. Narembreen

- Evening Triathlon went well, 10 came from Albany
- Camp out for kids was well attended
- Free RV area now set up, free for 72 hours
- Successful Grant – emergency services shed
- Ladies Long Lunch – biannual and will fall on same weekend as Kulin Bush Races, possibly change.

8.7. Quairading

nil

9. OTHER BUSINESS

** Garry Gregan left meeting 12.35pm*

9.1. Reimbursement For Travel and Accommodation

- Bevan presented to committee the possibility to reimburse Garry for his cost of travel and accommodation for RTA meetings. Since leaving Narembreen Shire is now located in Mandurah.
- Committee agrees that Garry is doing so much for the RTA and valuable to the committee.
- RTA Committee agree to cover the cost of a tank of fuel for Garry to attend committee meetings and individual Shires to assist with accommodation.

** Garry returned to meeting 12.41pm*

10. NEXT MEETING – Monday 19 June 2017 at Corrigin**11. CLOSE OF MEETING: 12.42pm**

I, Garry Gregan, certify that the minutes of the meeting held on the 10 April 2017 as shown were confirmed as a true record at the meeting held on the 19 June 2017.

Roe Tourism Association President

Date

AGENDA ITEM: 8.4.2 – Eastern Wheatbelt Primary Care Project Wheatbelt General Practice Business Support Service Shire Governance Committee (EWPCP WGPBSS Shire Governance Committee) – Continuation of Committee

Subject:	Eastern Wheatbelt Primary Care Project Wheatbelt General Practice Business Support Service Shire Governance Committee (EWPCP WGPBSS Shire Governance Committee) – Continuation of Committee
Applicant:	RoeROC Chief Executive Officers
File Ref:	TBC
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Noel Mason, CEO, Shire of Kulin
Date:	14 th June 2017
Attachments:	Nil

SUMMARY

RoeROC Local Government CEO's (Corrigin, Kondinin, Kulin & Narembeen) were charged with the task of considering the future composition, operations and functionality of the Eastern Wheatbelt Primary Care Project Wheatbelt General Practice Business Support Service Shire Governance Committee (EWPCP WGPBSS Shire Governance Committee), which operates on behalf of each local government with the direct support of Rural Health West (RHW). The Shire of Lake Grace is also a party to the EWPCP WGPBSS Shire Governance Committee and the MOU amongst Shires.

CEO's were asked to look at elements of the EWPCP WGPBSS Shire Governance Committee and RHW arrangement and to make recommendations. The unanimous decision of CEO's after considering the matter was to disband the EWPCP WGPBSS Shire Governance Committee, with each Shire addressing their own particular circumstances.

It is recommended that RoeROC develop a standing agenda item to discuss GP Services and that RoeROC maintain a relationship with RHW either through collective membership or at the local Shire membership level.

The questions of future composition resulted following discussions at EWPCP WGPBSS Shire Governance Committee and RoeROC meetings where it was agreed that a number of the fundamental drivers for the original establishment had shifted.

BACKGROUND & COMMENT

The questions of future composition resulted following discussions at EWPCP WGPBSS Shire Governance Committee and RoeROC meetings where it was agreed that a number of the fundamental drivers for the original establishment had shifted.

To recap;

- The original tender accepting First Health to be the service provider has only attracted one Shire to the service (Corrigin) and questions arise as to the validity of other Shires now joining these many years later under this tender process;
- Both Narembeen and Kondinin/Kulin have potential to keep current GP's for the mid to long term, and both have indicated they could not/would not afford the First Health option;

- Lake Grace is currently in a contract dispute with First Health over the provision of services (or not) which has the potential to lead to Court determination, therefore the likelihood of remaining Shires to enter into arrangements with First Health is even more remote;
- The contract service provider model is unlikely to be used now except by Corrigin;
- The original MOU amongst Shires (possibly signed but not endorsed by Council's) to opt for the First Health model is under question and a recent EWPCP WGPBSS Shire Governance Committee resolution allowing Kondinin/Kulin to claim locum fees further erodes the MOU validity if not intent;
- Rural Health West support is limited to operations of the Committee and little more via the EWPCP WGPBSS Shire Governance Committee in terms of the GP practices. GP's have the ability to access RHW services direct without the need for the EWPCP WGPBSS Shire Governance Committee;
- RHW support to EWPCP WGPBSS Shire Governance Committee GP practices may be "toned down" due to the involvement of First Health, even though First Health only service one GP Practice;
- The overall marketplace has shifted, with more GP's now interested in country practices.

CEO's recognised that there were options:-

1. Continue unchanged and re-write the MOU to reflect current practice;
2. Re-negotiate with RHW in relation to the nature and type of support that could be provided to the Shires and practices now each LG's GP circumstances had shifted;
3. End the relationship and operations of the EWPCP WGPBSS Shire Governance Committee and position Shires individually ready for the future likely changes in GP servicing,
4. End the collective EWPCP WGPBSS Shire Governance Committee fund and return balances to each Shire on the basis of overall contribution minus drawdown. Any shortfall in the balances to be shared equally between contributors;
5. Opt to continue the RoeROC GP conversation/relationship with RHW and have RoeROC list as a standing agenda item "GP Services".
6. That individual Shires determine the question of continued membership of RHW (\$100pa) though the CEO's view was that this would be a beneficial relationship,
7. Invite RHW and Lake Grace Shire to participate in the RoeROC Agenda discussions when it suits them.

CEO's considered that RHW provides a valuable service and that if circumstances change into the future RoeROC may again jointly consider the need to utilise RHW, but at present little additional support to the GP was generated by EWPCP WGPBSS Shire Governance Committee involvement.

To that end, a re-write of the MOU was not viewed as contributing any additional benefit to the service.

CEO's recognised that politically each Shire Council may have a political imperative to maintain the EWPCP WGPBSS Shire Governance Committee because uncertainty surrounding GP replacement can be unstable times. CEO's were of the view that these risks can be addressed by retaining greater Reserve balances to allow immediate reaction (via tender or otherwise) to the news that a GP was leaving the community. In the past, Shires

were not in this position. Risk can be addressed without the need for a EWPCP WGPBSS Shire Governance Committee service.

CONSULTATION

RoeROC CEO's

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

It is acknowledged that each Shire has a considerable investment in the joint EWPCP WGPBSS Shire Governance Committee fund with most having contributed \$15k per annum since inception.

Whilst each Shire has received a direct financial or reduced fee benefit (except Narembeen) under the arrangement, continued Shire investment in the joint fund at the current levels was seen as excessive. Council's should reconsider their position and may like to hold funds for future needs in Reserves.

A potential saving of \$15k pa from the annual Budget, less determined transfers to Reserves for GP recruitment purposes.

POLICY IMPLICATIONS

Nil

COMMUNITY CONSULTATION

It is acknowledged that Lake Grace Shire has not been a party to this discussion or recommendation.

CORPORATE BUSINESS PLAN REFERENCE

- 2. A Shire of excellence in accessible infrastructure and services
- 2.2 Medical infrastructure and services that support a healthy community
 - 2.2.1 Ensure a high standard of health and medical access and services for residents at the Narembeen Medical Centre and Narembeen Dentist
 - 2.2.2 Continue to be an attractive place for health professionals to live

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Shire of Narembeen approve to:-

- 1. End the operations of the EWPCP WGPBSS Shire Governance Committee and position individually for future changes in GP servicing;

2. End the collective EWPCP WGPBSS Shire Governance Committee fund and return balances to each Shire on the basis of overall contribution minus drawdown. Any shortfall in the balances to be shared equally between Shire contributors;
3. Place all funds returned from EWPCP WGPBSS Shire Governance Committee in a new Shire Reserve Fund for the purpose of "Medical Services Support" and that Council give consideration in the 2017/2018 budget of a continued allocation to the fund to assist with future proofing the provision of medical services (current allocation \$15,000).
4. Continue the RoeROC GP conversation/relationship with RHW and have RoeROC list as a standing agenda item "GP Services".
3. Continued membership of RHW (\$100pa),
4. Invite RHW and Lake Grace Shire to participate in the RoeROC Agenda discussions when it suits them.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

Simple Majority Required
CARRIED /

AGENDA ITEM: 8.4.3 - Narembeen Townsite Project

Subject:	Narembeen Townsite Project
Applicant:	Chris Jackson
File Ref:	ADM500
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	12 June 2017
Attachments:	Licence Agreement to be forwarded to Councillors when received. Latham Road/Fricker Road Land Requirements Plan

SUMMARY

An update is provided on discussions with Brookfield Rail relating to the use of the rail corridor for the Narembeen Townsite Project and for Council to approve a Licence Agreement to allow the road construction for stage two of the project to proceed.

BACKGROUND

In March 2016 a staged approach to the project was commenced with Fricker Road completed opening on the 1st December 2016 providing access from the Merredin Narembeen Road to the Narembeen CBH facility. At that time further works on the CBH entry off Latham Road were also planned as part of this stage but was pending approval from Western Power for relocation of a power pole. This approval and the cost were received on the 30 May 2017 (See financial implications).

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

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

COMMENT

Brookfield Rail legal have been working on completion of the Licencing Agreement and the Shire via Roadswest has recently supplied updated mapping details of the area of land that will be the subject of the licence so that the agreement can be completed.

Brookfield Rail has advised that the agreement will be completed by the 21 June 2017 and can be presented to Council for consideration. Council in December 2016 resolved to *authorise if required the CEO in consultation with the Shire President to seek legal advice when a draft Licence Agreement is received from Brookfield Rail.*

In relation to the new rail crossing included in the plan, Brookfield Rail have been requested to also advise as soon as possible that given that Brookfield and the Shire are moving towards an agreement on the road that the approval process for the rail crossing is also being worked on by Brookfield so that the Shire can move forward on the construction as planned.

Subject to approval of the Licence Agreement it is planned to start work on the project on or shortly after the 1 July 2017.

It is recommended that that the new section of Road be named Latham Road as it will replace the existing section of Latham Road and that Soldiers Road would then intersect with Fricker Road after crossing the new rail crossing.

CONSULTATION

Roads West, Main Roads, Brookfield Rail and PTA

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Grain Freight funding of \$600,000 will be held over into the 2017/2018 financial year for the completion of Fricker Road for asphalt for the intersection with Merredin Road, asphalt of the entrance to CBH, fencing, 2nd Coat Seal, Line Marking and part funding for the power pole relocation.

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

It should be noted that Western Power have quoted the relocation of a power pole and other infrastructure at a cost of \$236,641 with the original estimate put at \$160,000 by consultants Roadswest. This cost will be absorbed as part of the \$600k and \$1.7m budget (\$2.3M).

The Western Power Assess Offer includes net tax of 13.9% (\$28,879) which is called a Capital Contributions Recovery Tax. This basically means when a developer pays Western Power for new poles and new wires due to relocation, then under the National Tax Equivalents Regime (NTER), it is deemed to be an income for Western Power and hence Western Power must then pay tax to a level of 13.9% of the value of the works. Western Power then passes this burden onto its customers.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Consider the Licence Agreement as presented between Brookfield Rail and the Shire of Narembeen for use of the Rail Corridor for construction of the Narembeen Townsite Project that will realign Fricker Road with Latham Road (link) and Fricker Road with Soldiers Road.
2. Approve that the new section of Road be named Latham Road as it will replace the existing section of Latham Road and that Soldiers Road would then intersect with Fricker Road after crossing the new rail crossing.(Refer attached plan marked in yellow)

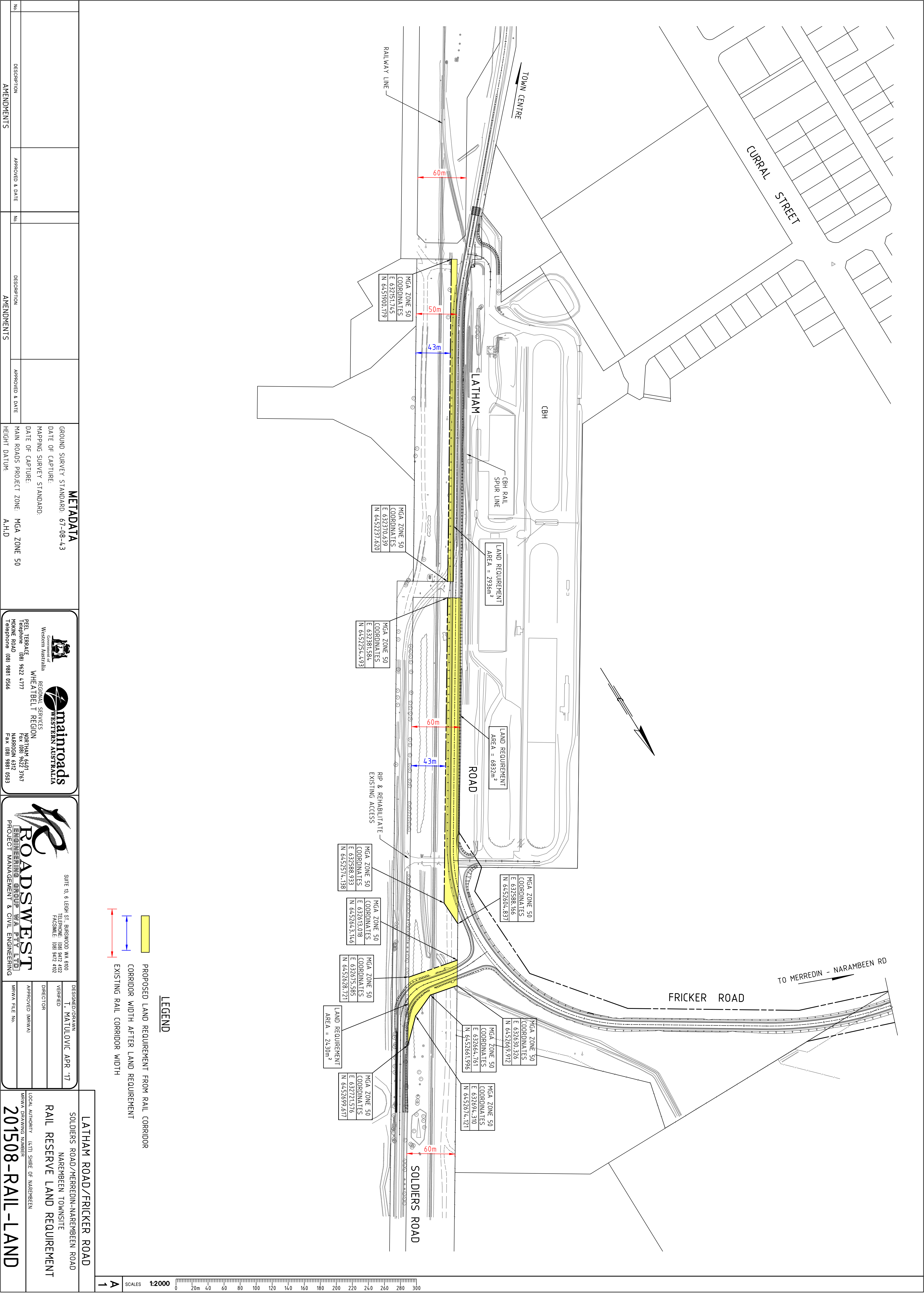
COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /



No.	DESCRIPTION	APPROVED & DATE	No.	DESCRIPTION	APPROVED & DATE
AMENDMENTS					

METADATA					
GROUND SURVEY STANDARD: 67-08-43					
DATE OF CAPTURE:					
MAPPING SURVEY STANDARD:					
DATE OF CAPTURE:					
MAIN ROADS PROJECT ZONE: MGA ZONE 50					
HEIGHT DATUM: A.H.D					




Government of
Western Australia



REGIONAL SERVICES
WHEATBELT REGION
NORTHAM 6497
FAX 081 9681 0503

PEEL TERRACE
Telephone 081 9622 4777
MOKINE ROAD 081 9881 0566



ROADSWEST
ENGINEERING GROUP WA PTY LTD
PROJECT MANAGEMENT & CIVIL ENGINEERING

SUITE 13, 6 LEIGH ST. BIRSWOOD WA 6101
TELEPHONE: 081 9472 4132
FACSIMILE: 081 9472 4102

DESIGNED/DRAWN
I. MATULOVIC APR '17

VERIFIED

DIRECTOR

APPROVED (MRWA)

MRWA FILE NO.

LATHAM ROAD/FRICKER ROAD

SOLDIERS ROAD/MERREDIN-NAREMBEEN ROAD

NAREMBEEN TOWNSITE

RAIL RESERVE LAND REQUIREMENT

LOCAL AUTHORITY (L21) SHIRE OF NAREMBEEN

MRWA DRAWING NUMBER

201508-RAIL-LAND

AGENDA ITEM: 8.4.4 – Planning Application for Holiday House – Lot 29 (No 32) Brown Street, Narembeen

Subject:	Planning application for holiday house – Lot 29 (No 32) Brown Street, Narembeen
Applicant:	Rosemary Smoker
File Ref:	P2826
Disclosure of Interest (Staff):	Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of <i>Local Government Act 1995</i>
Disclosure of Interest (Member):	Nil
Author:	Liz Bushby, Town Planning Innovations
Date:	13 June 2017
Attachments:	Site Plan

SUMMARY

Council is to consider a planning application proposing to rent out an existing single house as a holiday house at Lot 29 (No 32) Brown Street, Narembeen.

BACKGROUND

Lot 29 has been developed with an existing house, and has an approximate area of 1032m².



COMMENT

- ***Zoning***

Lot 29 is zoned Residential with a coding of R12.5 under the Shire of Narembeen Town Planning Scheme No 2 ('the Scheme').

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

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

- ***Description of proposed development***

The applicant has advised as follows:

- The house will be let for short term accommodation.
- Advertising will be via Facebook, friends, the Fence Post and word of mouth.
- The existing house has 3 bedrooms. No major changes are proposed other than some external painting, cleaning and tidying of the gardens.
- No cooked meals are proposed to be provided, however if permissible, food would be left in the fridge for guests to cook. Environmental Health Officer, Julian Goldacre has advised that registration will be required under the Food Act 2008 as food is being supplied and kept as part of a contract/arrangement/service, so the applicant would need to be responsible for safe and suitable food.
- The applicant has advised she can be contacted if there is any problem with any guests.
- Some bold letters and numbers would be placed on the front fence with contact details.

- ***Landuse Classification and Permissibility***

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

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

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

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

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

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

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

- ***Carparking***

There is a single driveway servicing the existing house which can be used by guests. Carparking is not considered an impediment to the application.

- ***Landuse Compatibility***

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

- ***Safety Issues***

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

CONSULTATION

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

STATUTORY IMPLICATIONS

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

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

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

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

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

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

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

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

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Not Applicable.

STRATEGIC PLAN REFERENCE

Not Applicable.

RELATED PARTY TRANSACTIONS

Not applicable.

OFFICER RECOMMENDATION

That Council:

1. Determine by Absolute Majority that the proposed holiday house use may be consistent with the objectives and purpose of the Residential zone and thereafter follow the "SA" advertising procedures of clause 6.3 in considering an application for planning approval.
2. Determine by Absolute Majority to delegate authority to the Chief Executive Officer to determine the application for a holiday house on Lot 29 (No 32) Brown Street, Narembeen in accordance with Clause 8.8.1 of the Shire of Narembeen Town Planning Scheme No 2 and Regulation 82 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Advise the applicant that if approved under delegated authority, a Shire of Narembeen Notification/Registration Form under the Food Act 2008 will be required to be completed.

COUNCIL RESOLUTION

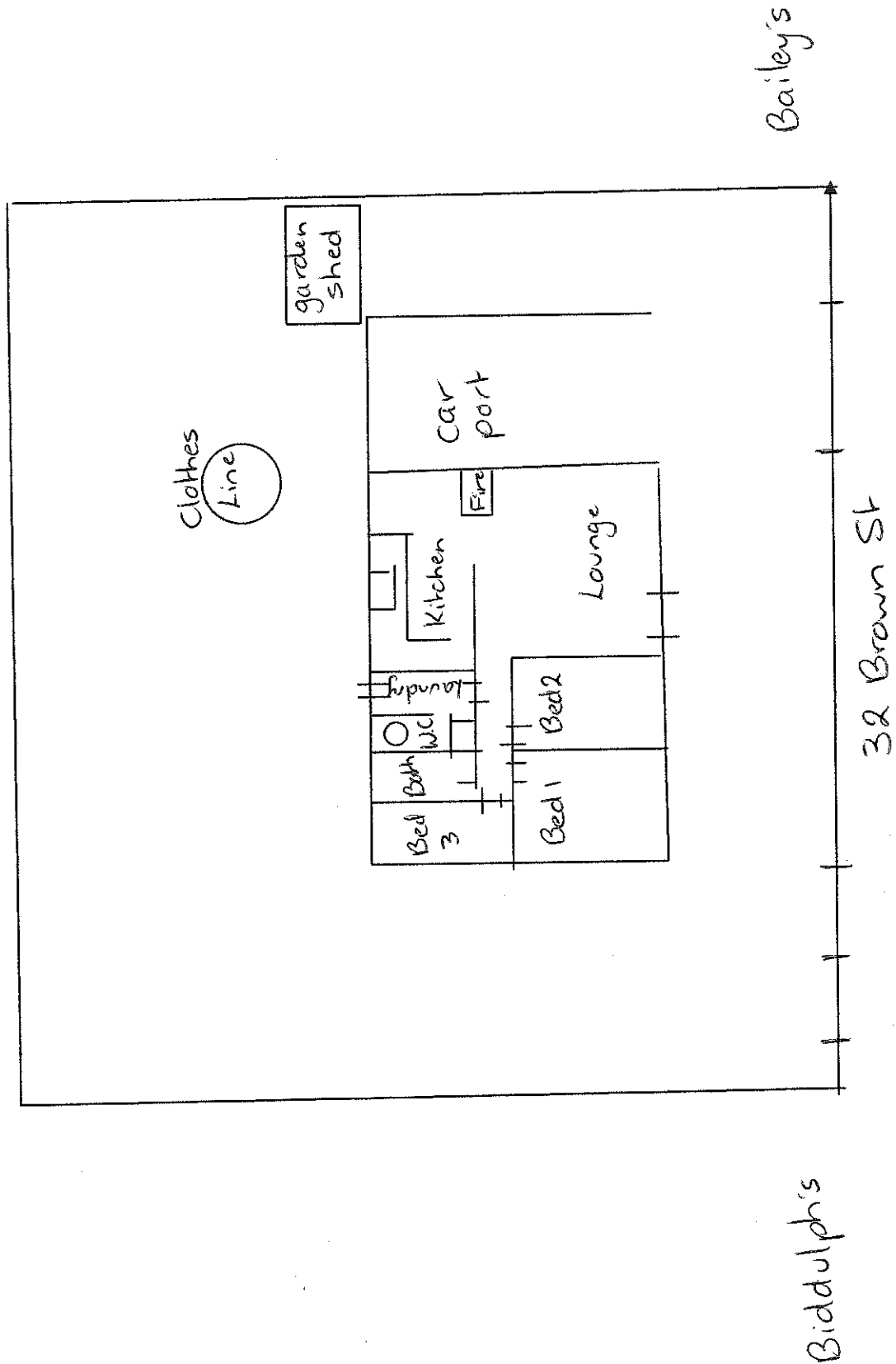
MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

Adrian's House Sketch 32 Brown Street, Narembreen



AGENDA ITEM: 8.4.5 – AGRN743 Narembeen Flood Recovery Reinstatement Minor Works under WALGA Contract C033_13 - RFQ 3/17

Subject:	ARGN743 Narembeen Flood Recovery Reinstatement Minor Works under WALGA Contract C033_13 - RFQ 3/17
Applicant:	N/A
File Ref:	ADM 556
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Chris Jackson
Date:	7 th June 21017
Attachments:	Request for Quotation (RFQ 3/17) and Schedule of Rates

SUMMARY

Council approval is required to appoint a suitably qualified and experienced Civil Contractor for the supply of civil works, plant, equipment and labour to undertake reinstatement works associated with the WANDRRA AGRN743 claim at several locations across the Shire's local road network.

BACKGROUND

Over the period of January/February 2017 the Shire of Narembeen received severe rainfall resulting in significant flooding. The damage was widespread throughout the Shire, with the majority of the damage confined to the south-west corner and which mainly consists of road carriageway and road shoulder scours, areas where unsealed gravel road pavements have been washed away, destroyed or blocked piped culverted, destruction or dislocation of culvert headwalls and silting of table and cut-off drains.

At Council's Ordinary Meeting on Wednesday 17th May, Council approved as follows:-

- 1. Approve the Quotation as submitted by Core Business Australia as per the breakdown as presented to Council dated 16 May 2017 RFQ-24012016 for supervision of the Western Australian Natural Disaster Relief and Recovery Arrangement (WANDRRA AGRN743) for the Shire of Narembeen.*
- 2. Subject to point one of this motion, request that the appointed consultant prepare the necessary procurement documentation for engagement of a contractor through a Request for Quotation on WALGA eQuotes to undertake reinstatement works for WANDRRA AGRN 743. The Request for Quotation is to include the need for the appointed contractor to use local and regionally based contractors to support completion of the works in a timely manner.*

COMMENT

The Shire of Narembeen gave 13 suitably qualified and experienced Civil Contractors the opportunity to quote through the Vendor Panel process. Applications close on Friday 16th June at 2.00pm.

The Request for Quotation document is attached for Council's information.

The Request for Quotation is based on a Schedule of Rates (SoR) as opposed to a Lump Sum Contract (LSC). The rational for this approach is as follows:-

A lump sum contract is the norm where the end result is a specified product. These "specifications" define standards and details that the contractor must abide by. LSCs are suited to construction of complex structures and usually require the contractor to carry the risk/cost for delays and late delivery. LSCs are usually more costly than a Schedule of Rates. Payment dates are defined in the contract and are usually staged at certain hold points in the construction stage. LSCs have the potential to become adversarial as the contractor finds holes/mistakes in the specifications and makes claims against the Principal.

A Schedule of Rates contract still contains specifications which are for repetitive tasks such as re-sheeting flood damage repairs. Essentially contractors are asked to provide hourly all-inclusive rates for the manpower, equipment and resources to complete the tasks defined. The principal carries the Risk factor. The principal retains direct management over the contract in terms of timing and expenditure. Payment is made according to each hour the contractors resources are working. SoR contracts are rarely adversarial as the Principal (Shire with CORE supervision) is essentially the Boss and the contractor is directed to carry out the task. SoR Contracts are more collaborative than Lump Sum. If for any reason work is halted, e.g. rain, the contractor is stood down until conditions are suitable.

Quotations will be evaluated using the following evaluation methodology:-

- (a) Quotations will firstly be assessed against the compliance criteria. Any Quotation not meeting the requirements of the compliance criteria may be rejected without further consideration. The Principal (at the Principal's sole discretion) may deem a non-compliance with the compliance criteria to be a minor non-compliance and still assess the Quotation or may seek further information and/or clarification from the Respondent to satisfy the compliance criteria.
- (b) Quotations will be assessed against the Selection Criteria. Such things as qualitative criteria responses and contract costs are evaluated eg: quoted prices and other relevant information will be considered.
- (c) The most suitable Respondents may be short listed and may also be required to clarify their Quotation, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

The three sets of criteria against which the Quotation will be evaluated are:-

- Compliance Criteria
- Qualitative Criteria
- Price Criteria

The contractor is required to work on Shire assets as instructed to carry out such work that may include (but not be limited to) the following activities:-

- Cleaning of and/or repair of box culverts and/or pipes
- Repair/reinstate gravel shoulders
- Repair of sealed and/or unsealed floodways
- Pavement reconstruction including; shaping existing formation, remove & dispose of contaminated silt deposited on road and in table drains, transporting, placing and compacting nominal 100mm (200mm where specifically nominated) depth x 6-8 metres wide, locally sourced gravel.
- Winning, (screening where directed to do so), blending and carting gravel
- Traffic control associated with works.

Core Business Australia (CORE) will assist in the preparation of a report to evaluate the submitted quotations against the above criteria and this report will be sent to Councillors prior to the meeting via email or provided on the day.

CONSULTATION

Main Roads Wheatbelt & CORE

STATUTORY IMPLICATIONS

Local Government Act 1995

3.57. Tenders for providing goods or services

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

Local Government (Functions and General) Regulations 1996

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

FINANCIAL IMPLICATIONS

As part of WANDRRA requirements the Shire of Narembreen is required to make a contribution to the repairs to a maximum of \$155,700. These funds will be included in the 2017/2018 budget.

POLICY IMPLICATIONS

1. Purchasing Thresholds and Processes

2.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.

Purchasing Thresholds (ex GST)	Purchasing Requirements
Over \$150,000	Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated

	<p>within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
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STRATEGIC PLAN REFERENCE

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

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

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

Approve the Quotation (RFQ 3/17) as submitted by _____ including the quoted Schedule of Rates for the supply of civil works, plant, equipment and labour to undertake reinstatement works associated with the WANDRRA AGRN743 claim at several locations across the Shire's local road network.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

Shire of Narembreen



Request for Quotation (RFQ)	AGRN743 Narembreen Flood Recovery Reinstatement Minor Works under WALGA Contract C033_13
Deadline	14:00hrs (2pm) AWST Friday 16 th June 2017
Address for Delivery	Electronically at Vendor Panel
RFQ Number	RFQ 3/17

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1.0 Section 1 – Principal’s Request

1.1 Contract Requirements in Brief

The Shire of Narembeen (Shire) invites quotations from suitably qualified and experienced Civil Contractors for the supply of civil works plant, equipment and labour to undertake reinstatement work associated with the WANDRRA activated event, AGRN 743 – Flooding in Western Australia (January and February 2017) at several locations of the Shire’s local road network.

1.2 Quotation Documents

This Request for Quotation is comprised of the following sections:

- a) Section 1 – Principal’s Request;
- b) Section 2 – Condition of Conditions of Quotation;
- c) Section 3 – Conditions of Contract
- d) Section 4 – Special Conditions of Contract
- e) Section 5 – Specification;
- f) Section 6 – Form of Quotation (Respondent’s Offer);

1.3 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments: The documents you attach as part of your Quotation;

Contractor: Means the person or persons, corporation or corporations whose Quotation is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations;

Council: The combined elected members of the local government.

Councillor: Elected Member of the local government as defined by the Local Government Act 1995

Deadline: The deadline for lodgement of your Quotation;

Conditions of Contract: Means the Conditions of Contract referred to in Clause 3.0;

Offer: Your offer to be selected to supply the Requirements;

Principal: the Shire of Narembeen constituted under the Local Government Act 1995

Principal's Representative: Core Business Australia Pty Ltd

Request or RFQ or Request for Quotation: This document;

Requirements: The goods or services requested by the Principal to be supplied by the contractor;

Selection Criteria: The criteria used by the Principal in evaluating your Quotation;

Shire: The Shire of Narembreen (Principal)

Special Conditions: The additional contractual terms;

Specification: The statement of Requirements that the Principal requests you to provide if selected;

Quotation: Completed Offer form, response to the Selection Criteria and Attachments;

Quotation Assessment Panel: A panel of one or more persons appointed by the Principal to assess quotations and make a recommendation to the Council / Principal on which Quotation is assessed as the most advantageous.

Respondent: Someone who has or intends to submit an Offer to the Principal.

1.4 How to Prepare Your Quotation

- a) Carefully read all sections of this document.
- b) Ensure you understand the Requirements.
- c) Complete and return the Offer (Section 5) in all respects and include all Attachments.
- d) Ensure you lodge your Quotation before the Deadline.

1.5 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name: Bruce Lorimer, Managing Director, Core Business Australia

Questions relating to the quotation are to be directed to Bruce on 041 893 1067.

1.6 Prequalification Requirements

Nil.

1.7 Quotation Briefing / Site Inspection

Nil

1.8 Evaluation Process

This is a Request for Quotation.

Your Quotation will be evaluated using information provided in your Quotation.

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

- a) Quotations will firstly be assessed against the compliance criteria. Any Quotation not meeting the requirements of the compliance criteria may be rejected without further consideration. The Principal (at the Principal's sole discretion) may deem a non-compliance with the compliance criteria to be a minor non-compliance and still assess the Quotation or may seek further information and / or clarification from the Respondent to satisfy the compliance criteria.
- b) Quotations will be assessed against the Selection Criteria. Such things as qualitative criteria responses and contract costs are evaluated, e.g. quoted prices and other relevant information will be considered.
- c) The most suitable Respondents may be short listed and may also be required to clarify their Quotation, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Respondent.

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

1.9 Selection Criteria

The Principal has predetermined three sets of criteria against which the Quotation will be evaluated being;

- Compliance Criteria
- Qualitative Criteria
- Price Criteria

1.9.1 Compliance Criteria

The Quotation compliance criteria is detailed within Section 6.10 of this document and will not be point scored. Each Quotation will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Quotation from consideration.

1.9.2 Qualitative Criteria

In determining the most advantageous quotation, the Quotation Assessment Panel will score each Respondents response against the qualitative criteria detailed within Section 6.11 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

NOTE: It is essential that Respondents address each qualitative criterion. Failure to provide the specified information may result in elimination from the quotation evaluation process or a low score.

1.9.3 Price Criteria

The third criterion considered is price. As this RFQ a schedule of rates contract, Respondent's prices will be evaluated based on the rates nominated in the Price Schedule and the Respondent's Price information supplied.

1.9.4 Criteria Weightings

Criteria	Weighting
Relevant Experience	20%
Contribution to the Local Economy	10%
Tenderers Resources	20%
Price	50%

1.10 Status of Price Being Offered

All prices offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices quoted must include all costs including but not limited to mobilisation, delivery, taxes, fees, levies, duties and charges. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.11 Shortlist Interview

In order to assist the Quotation Assessment Panel make a recommendation to Council, a short list of preferred Respondents may be prepared and each Respondent on the shortlist may be requested to attend a face to face interview.

The location of interviews may be in Narembeen, Perth or elsewhere. The Quotation Assessment Panel will endeavour to schedule interviews at a time and / or location that minimises inconvenience for prospective Respondents. Nonetheless shortlisted Respondents will be required to attend the interview if requested and meet their own cost in doing so.

1.12 The Principal's Policies That May Affect Selection

The following policy may affect selection;

- Shire of Narembeen's Purchasing Policy

1.12.1 Regional Price Preference

The Shire of Narembeen does not have a Regional Price Preference Policy.

2.0 Section 2 - Condition of Quoting

2.1 Lodgement of Quotations and Delivery Method

All Quotations must be lodged and received by the Deadline. The Deadline for this Request is **1400hrs (2pm) WST on Friday, 16th day, June 2017.**

The Quotation is to be:

Contained in one single PDF document, plus the included (completed) price schedule in Excel format and uploaded to Vendor Panel. **Quotations submitted in multiple PDF documents or documents in other formats may be excluded from the Quotation assessment process.**

Note that Quotations submitted by hardcopy or facsimile will not be accepted. **Quotations submitted electronically via the Vendor Panel are the only method of submission.**

Brochures and / or promotional material are not to be submitted and will not form part of the Quotation assessment process.

2.2 Rejection of Quotations

A Quotation will be rejected without consideration of its merits in the event that:

- a) It is not submitted before the Deadline; or
- b) It is not submitted at the place specified in the Request.

A Quotation may be rejected if it fails to comply with any other requirements of the Request.

2.3 Late Quotations

Quotations received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request; will not be accepted for evaluation.

2.4 Acceptance of Quotations

Unless otherwise stated in this Request, Quotations may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Quotation and may reject any or all Quotations submitted.

2.5 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court order.

All Respondents will be given particulars of the successful Respondent(s) or advising that no Quotation was accepted.

2.6 Quotation Validity Period

All Quotations will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Council's resolution for determining the Quotation, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

2.7 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

2.8 Alternative Quotations

All Alternative Quotations MUST be accompanied by a conforming Quotation.

Quotations submitted as Alternative Quotations or made subject to conditions other than the Conditions of Contract, Special Conditions of Contract must in all cases arising be clearly marked "ALTERNATIVE QUOTATION".

The Principal may in its absolute discretion reject any Alternative Quotation as invalid.

Any printed "Conditions of Contract" shown on the reverse of a Respondent's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Quotation is marked as an Alternative Quotation.

2.9 Respondents to Inform Themselves

Respondents will be deemed to have:

- a) Examined the Request and any other information available in writing to Respondents for the purpose of Quoting;
- b) Examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Quotation which is obtainable by the making of reasonable enquires;
- c) Satisfied themselves as to the correctness and sufficiency of their Quotations including quoted prices which will be deemed to cover the cost of complying with all the Conditions of Quoting and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) Acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and
- e) Satisfied themselves they have a full set of the Request documents and all relevant attachments.

2.10 Alterations

The Respondent must not alter or add to the Request documents unless required by these Conditions of Quoting.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

Where one or more addenda has been issued, all Respondents must either complete the requested details in the addendum and return it as per the instructions in the addendum or include the completed addendum within their Quotation response. Failure to provide written confirmation of all addenda issued may result in rejection of the Quotation.

2.11 Questions

Respondents may ask questions regarding any aspect of the Quotation. Refer to Section 1.5 regarding the person to contact with any questions.

2.12 Risk Assessment

The Principal may have access to and give consideration to:

- a) Any risk assessment undertaken by Dun and Bradstreet; or any other credit rating agency; and
- b) Any information produced by the Bank, financial institution, or accountant of a Respondent;

so as to assess that Quotation and may consider such materials as tools in the Quotation assessment process.

2.13 Ownership of Quotations

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Quotation will become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Quotation process PROVIDED that the Respondent be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

2.14 Canvassing of Officials

If a Respondent, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Quotation made by it or any other Respondent, then regardless of such canvassing having any influence on the acceptance of such Quotation, the Principal may at its absolute discretion omit the Respondent from consideration.

2.15 Identity of the Respondent

The identity of the Respondent and the Contractor is fundamental to the Principal. The Respondent will be the person, persons, corporation or corporations named as the Respondent in Section 6.1 and whose details appear on the Offer Form in Section 6.0 of this Request. Upon acceptance of the Quotation by a resolution of Council (or as delegated to the Chief Executive Officer of the Principal, the Respondent will become the Contractor.

2.16 Costs of Quoting

The Principal will not be liable for payment to the Respondent for any costs, losses or expenses incurred by the Respondent in preparing their Offer.

2.17 Opening of Quotations

Quotations will be opened in the offices of the Principal or Principal's representative as nominated below, following the advised Deadline. Opening of responses is not open to the public or respondents.

2.18 In-house Quotations

The Principal does not intend to submit an in-house Quotation.

3.0 Section 3 - Conditions of Contract

Quotations will be deemed to have been made on the basis of WALGA's Preferred Supplier Arrangement Contract, WALGA Contract C033_13 and is a Minor Works Contract Conditions (Principal Administered).

4.0 Section 4 – Special Conditions of Contract

4.1 Term of Contract

The term of contract is to either June 30 2018 and may be extended up to a further 12 months at the Principal's sole discretion.

4.2 Amount of Work

There is no minimum (or any) work guaranteed under this contract. Work will be allocated by the Principal on an as-required basis.

5.0 Section 5 – Specification

The Shire of Narembreen (Shire) invites quotations from suitably qualified and experienced Civil Contractors for the supply of civil works plant, equipment and labour to undertake reinstatement work associated with the WANDRRA activated event, AGRN 743 – Flooding in Western Australia (January and February 2017) at several locations of the Shire's local road network.

The contractor is required to work on Shire assets as instructed to carry out such work that may include (but not be limited to) the following activities;

- Cleaning of and / or repair of box culverts and / or pipes,
- Repair/reinstate gravel shoulders
- Repair of sealed and / or unsealed Floodways
- Pavement reconstruction including; shaping existing formation, remove & dispose of contaminated silt deposited on road and in table drains, Transporting, placing and compacting nominal 100mm (200mm where specifically nominated) depth x 6-8 metres wide, locally sourced gravel.
- Winning, (screening where directed to do so), blending and carting gravel.
- Traffic control associated with works.

5.1 Examples of damage

The following are examples only and may not be specific to the Principal's roads.



Figure 1: Examples of damage to roads and floodways



Figure 2: Example of silt buildup in table drains

No guarantees are provided in relation to the total (maximum or minimum) quantity of work to be undertaken or the type or location of work to be undertaken.

5.2 Roadworks Unsealed Roads

Unless instructed otherwise by the Principal's Representative, work under this contract will be restricted to Primary Work associated with restoring a trafficable carriageway, that is work within the region detailed (GRAVEL PAVEMENT) in Figure 3 below.

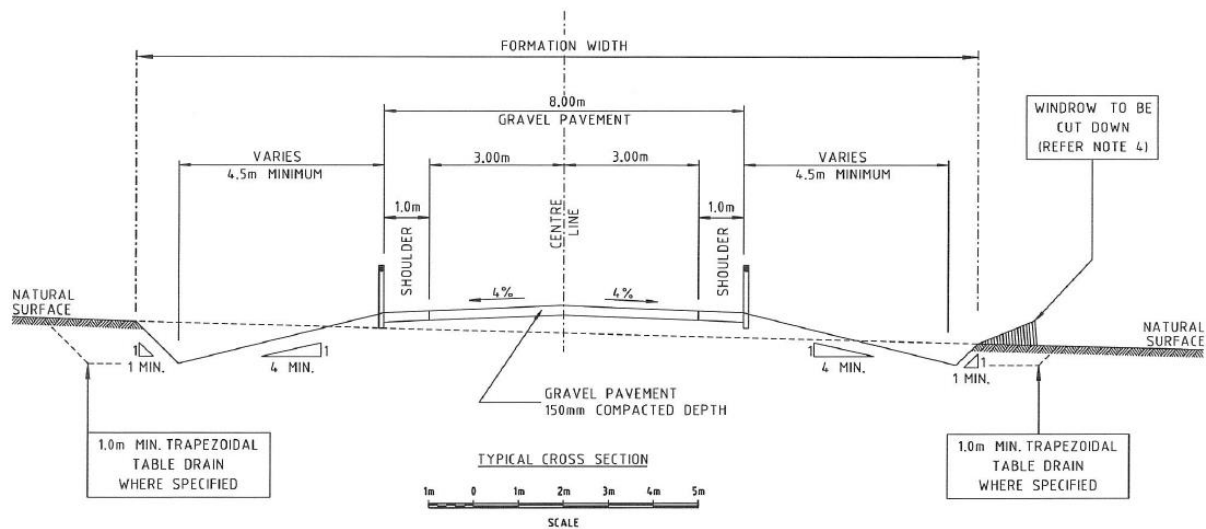


Figure 3: Typical unsealed road cross-section

Notes:

1. Table Drains to be free draining and have an invert level of 400mm below the base of the gravel pavement.
2. Maintain existing longitudinal and vertical alignment.
3. Table Drain block to be compacted as specified.
4. Windrows to be cut down to natural surface and incorporated into existing formation.
5. Shoulder material may be won from Table Drains and Table Drain batters unless otherwise directed.

However where additional work is instructed to occur, the contractor should strive to achieve cross section set out in Figure 3 (allowing for superelevation and one way crossfall where necessary and required for safety).

Work is generally limited to grading and compaction however, where instructed by the Principal's Representative, work may also consist of winning, blending and placement of gravel.

5.3 Requirements

The Principal requires the hire of a combination of plant, labour and equipment on a wet hire basis to perform the works as described in this specification. The 'team' may be hired on either a daily, weekly or longer term basis.

- a) Trucks (Semi and road train side tippers);
- b) Trucks (water cart minimum 10,000litres)
- c) loaders;
- d) skidsteer loader (bobcat);
- e) excavators;
- f) mini excavator;
- g) graders;
- h) rollers;
- i) dozer to win and push up gravel where required to do so;
- j) minor plant including plate compactors, cement mixer, post hole digger;
- k) traffic controllers; and
- l) any labour or equipment required to perform the requested tasks,

The Principal also requires the Contractor to win, blend (and if directed to do so) screen gravel to produce suitable gravel material for road making.

5.4 Plant Specification

The Respondent shall determine the best operation that suits their organisation and submit prices to carry out all of the works.

ALL items are to be listed with the appropriate rates in the Price Schedule. The works are to be performed on Shire roads; located approximately 30- 90 minute travel time from the town centre. The Respondent is to allow for any travel, accommodation and/or other allowances in the hourly rate based on a 10 hour day and a 5 day week. The Respondent will only be paid for hours worked on site.

Mobilisation/demobilisation will be paid as a once only lump sum amount to mobilise to Narembeen for the initial commencement of the project and then demobilise from Narembeen at the end of the project.

Any other preliminary costs start-up costs the contractor may incur at the beginning of the project are to be included in the quoted rates.

Transportation from work location to work location within the Shire will be carried out during work hours and paid for on the following basis;

- Machinery being charged for at the working rate (inclusive of float costs).

Payment of time will only apply to time spent at each work location. The contractor is not to charge for daily travel to and / or from the contractor's depot / accommodation location and the work site.

5.4.1 Machinery Standards

The Contractor shall ensure that items of plant provided under this Contract;

- a) are suitable for the Principal's service requirement;
- b) are kept and maintained in good appearance and sound mechanical condition at all times;
- c) have a form of communications installed; ie mobile phone; UHF Radio;
- d) be licensed under the Road Traffic Act 1974;
- e) be driven in a manner so as to comply with the Road Traffic Code 2000 (or as amended from time to time);
- f) comply with the requirements of all written laws, codes, regulations and all orders, notices and directions which may be given under or in pursuance of any written law;
- g) be equipped with equipment necessary for cleaning up minor spillages;
- h) be constructed and operated so that at no time during the course of any Works that, any waste may be blown out of, fall or be dislodged from any such item of plant where applicable; and
- i) all machines and service vehicles used in this Contract will be fitted with amber rotating or flashing lights clearly visible from both the front and the rear of the machine and any other safety equipment required dependent upon the nature of the Works.

The Principal may, by notice in writing, direct the Contractor to replace any vehicle which does not in the opinion of the Principal comply with any of the requirements listed in this clause.

5.4.2 Breakdowns / Unavailability

The Contractor shall provide a suitable alternative item of plant of similar capacity to replace the plant which is unavailable to perform the Works within a reasonable time as determined by the Principal and the Contractor. In this regard, the Principal is not liable for any additional costs incurred by the Contractor.

Where the Contractor is unable to provide a suitable replacement item of plant the Principal may utilise the services of another suitable Contractor in its sole discretion. Where the Principal incurs any additional cost the Contractor shall reimburse the Principal for these costs.

5.4.3 Contractor Personnel

The Contractor and all plant operators must be experienced and competent in performing earthworks, site works and general cartage as applicable. The Contractor's operators must be able to work with limited supervision and work effectively in conjunction with other operators and items of machinery to achieve the desired outcome.

The Contractor's personnel must hold all current Western Australian appropriate licenses or certifications required to operate the relevant item of plant.

As far as practical the Contractor shall use the same personnel for all work at the site.

The Contractor shall at all times maintain work practices, procedures and standards to ensure the safety of its employees and full compliance with all Commonwealth and State statutory requirements. All Contractor operators shall use all appropriate personnel safety equipment required for each task.

The Principal has the right to reject any Contractor's personnel without cause.

5.4.4 Condition

All plant supplied under this Contract shall be in a serviceable condition and be free from defects and be supplied in a manner that the plant and equipment is able to be operated in a safe condition according to the manufacturers requirements.

Any plant and equipment provided by the Contractor that is not in a serviceable condition and free from defects, which the Principal shall determine at its sole discretion, shall be replaced by the Contractor at its own cost.

5.5 Materials Specification

If gravel and / or other road building material (such as rock) is required, the Principal will identify local gravel sources from which suitable gravel for road building purposes should be able to be extracted. Local gravel sources will be located on private land. The Principal will facilitate access to the gravel with an agreed Royalty Rate payable to the land owner as compensation for the taking of the gravel.

The Contractor will be required to win and blend the gravel to a suitable standard for the works. Where directed to do so, the Contractor will be required to screen and test the gravel to ensure its suitability for the intended use.

The Contractor will then be required to load, cart and place the gravel to effect the road repairs. Where directed by the Principal to do so, the contractor will also be required to rehabilitate the gravel pit following gravel extraction.

The Contractor will be responsible for payment of any royalty payable to the landowner. The Council's Policy is that it will pay no more than \$1 per cubic metre to the Landowner. The Contractor is entitled to charge the Principal a mark-up percentage to cover the cost of handling the gravel. The percentage mark-up is expected to be minimal.

The Contractor is to ensure that payment to landowners is made in a timely manner (within 14 day). Any claim to the Principal for payment of gravel Royalties is to be accompanied by proof of payment to the Landowner.

5.5.1 Gravel Basecourse

5.5.1.1 General

Basecourse material is to consist of Gravel

5.5.1.2 Gravel Supply Source

The Shire has identified several sources of local gravel, some of which may be located on private property in which case the Shire holds or will develop agreements with local land owners.

The contractor will need to confirm that the locally sourced gravel complies with the guidelines set out in Main Roads WA's document, "A Guide to the Selection and Use of Naturally Occurring Materials as Base and Sub base in Roads in Western Australia" available [here](#).

Where this is not either possible, practicable or is unsuitable, gravel is to be sourced from commercial gravel supply sources, however the Contractor must seek approval from the Principal prior to this occurring.

Gravel and / or crushed rock supplied from commercial sources is to comply as follows;

5.5.1.2.1 Gravel

Gravel basecourse material shall consist of durable pebble in soil mortar.

The material shall be free from particles having any dimension greater than 50mm and free from clods, stumps, roots, sticks, vegetable matter or other deleterious materials.

When the stockpiled material contains oversized material, the Contractor shall screen the stockpiles to ensure that the pavement material does not contain more than 20% by mass of material retained on a 37.5mm sieve.

The screen aperture shall be selected so that only the minimum quantity of material is removed from the existing stockpile to satisfy this requirement. Basecourse material having any dimension greater than 50mm shall be deemed oversized and shall not be delivered to the pavement construction area.

5.5.1.2.2 Crushed Rock

Crushed Rock material shall consist of a uniformly blended mixture of coarse and fine aggregate.

Coarse aggregate (retained 4.75mm sieve) shall consist of clean, hard, durable, angular fragments of rock produced by crushing sound unweathered rock and shall not include materials which break up when alternately wetted and dried.

Fine aggregate (passing 4.75mm sieve) shall consist of crushed rock fragments or a mixture of crushed rock fragments with natural sand or clayey sand. Crushed rock fine aggregate from each source shall, except as to size, comply with all the provisions specified for coarse aggregate.

The mixture of fine and coarse aggregate forming the rock base shall be free from vegetable matter, lumps of clay, overburden, or any other deleterious matter.

5.5.1.2.3 Gravel Basecourse Particle Size Distribution – WA 115.1

The Particle Size Distribution shall be determined in accordance with Test Method WA 115.1. The particle size distribution of the portion passing a 37.5mm AS sieve shall conform to the grading limits shown in Table below.

As Sieve Size (mm)	% Passing by Mass Target Grading	% Passing by Mass Minimum and Maximum Limits
37.5	100	100
19.0	80	72 – 100
9.5	57	50 - 78
4.75	43	36 - 58
2.36	31	25 - 44
1.18	23	18 - 35
0.600	18	13 – 28
0.425	15	11 - 25
0.300	13	9 – 22
0.150	9	6 – 17
0.075	7	4 - 13
0.0135	4	2 - 9

Table 1: Particle Size Distribution Gravel Basecourse

The grading of material passing the 37.5mm sieve shall vary from coarse to fine in a uniform and consistent manner. The material shall not be gap graded as represented by the grading crossing from the maximum limit for one sieve size to the minimum limit for another sieve size, and shall conform as closely as possible to the specified target grading.

5.5.1.2.4 Crushed Rock Basecourse Particle Size Distribution – WA 115.1

The Particle Size Distribution shall be determined in accordance with Test Method WA 115.1. The particle size distribution of the portion passing a 37.5mm AS sieve shall conform to the grading limits shown in Table below.

AS Sieve Size (mm)	% Passing by Mass Target Grading	% Passing by Mass Minimum and Maximum Limits
26.5		100
19.0	100	95 – 100
13.2	82	70 – 90
9.5	70	60 – 80
4.75	50	40 – 60
2.36	38	30 – 45
1.18	25	20 – 35
0.600	19	13 – 27
0.425	17	11 – 23
0.300	13	8 – 20
0.150	10	5 – 14
0.075	8	5 – 11

Table 2A: Particle Size Distribution Crushed Rock Basecourse

The grading of material passing the 37.5mm sieve shall vary from coarse to fine in a uniform and consistent manner. The material shall not be gap graded as represented by the grading crossing from the maximum limit for one sieve size to the minimum limit for another sieve size, and shall conform as closely as possible to the specified target grading.

The Dust Ratio, defined as the ratio of the percentage passing by mass the 0.075mm sieve to the percentage passing by mass the 0.425mm sieve, shall be within the range 0.35 to 0.60.

5.5.1.2.5 Other Acceptance Limits Gravel and/ or Crushed Rock

The material shall also comply with the limits shown in the table below.

Test	Limits	Test Method
Liquid Limit	25.0% Maximum	WA 120.2
Linear Shrinkage	2.0% Maximum 0.04% Minimum	WA 123.1

Test	Limits	Test Method
Flakiness Index (Crushed Rock)	30% Maximum	WA 216.1
Los Angeles Abrasion Value (Crushed Rock)	35% Maximum	WA 220.1
Maximum Dry Compressive Strength	2.3MPa Minimum (Gravel) 1.7MPa Minimum (Crushed Rock)	WA 140.1
California Bearing Ratio Gravel (Soaked 4 days) at 96% MDD and 100% of OMC	80% Maximum	WA 141.1
California Bearing Ratio Crushed Rock (Soaked 4 days) at 99% MDD and 100% of OMC	100% Maximum	WA 141.1
Wet / Dry Strength Variation (Crushed Rock)	35% Maximum	AS1141.22
Secondary mineral content In basic igneous rock	25% Maximum	AS1141.26
Accelerated soundness Index by reflux	94% Minimum	AS1141.29

Table 2: Other Acceptance Limits For Gravel and/ or Crushed Rock Basecourse

The Secondary Mineral Content in Basic Igneous Rock test and the Accelerated Soundness Index test in the above table is only applicable to basic igneous rock.

Crushed rock base shall be thoroughly mixed with water using a pugmill to produce a homogeneous material suitable for placement into final position.

Crushed rock base shall be pre-wet to greater than 95% of the Optimum Moisture Content as determined by Test Method WA 133.1.

5.5.2 Rock (RIPRAP)

5.5.2.1 General

This specification covers the quality of rock to be used in the construction of rock riprap.

5.5.2.2 Quality

Individual rock fragments shall be dense, sound, and free from cracks, seams, and other defects conducive to accelerated weathering. Except as otherwise specified, the rock fragments shall be angular to sub-rounded. The least dimension of an individual rock fragment shall be not less than one-third the greatest dimension of the fragment.

5.5.2.3 Grading

The rock shall conform to the specified grading limits after it has been placed within the matrix of the rock riprap. Grading tests will not be performed however all rock shall be visibly inspected to ensure that the grading has per the following table has been achieved.

Rock Class	Rock size (m)	Rock mass (Kg)	Minimum % of larger rock
Facing	0.40	100	0
	0.30	35	50
	0.15	2.5	90
Light	0.55	250	0
	0.40	100	50
	0.20	10	90
¼ tonne	0.75	200	0
	0.55	250	50
	0.30	35	90

Table 3: Standard Rock Classes for Riprap

5.5.2.4 Field durability inspection

Rock that fails to meet the material requirements stated above (if specified), may be accepted only if similar rock from the same source has been demonstrated to be sound after 5 years or more of service under conditions of weather, wetting and drying, and erosive forces similar to those anticipated for the rock to be installed under this specification.

A rock source may be rejected if the rock from that source deteriorates in 3 to 5 years under similar use and exposure conditions expected for the rock to be installed under this specification, even though it meets the testing requirements.

5.6 Services

The Contractor when providing the services under this contract will be required to perform various works as directed by the Principal's Representative.

The work consists predominantly of reinstatement of the road network and other Shire assets back to its pre-disaster condition.

The contractor's representative (site supervisor) and the Principal's Representative will agree on methodologies and resource requirements before any work is to commence.

5.7 Specific Requirements of the Contract

5.7.1 General

The Contractor shall supply the total plant, personnel and material requirements depending upon the nature of the work, to satisfactorily carry out various tasks as directed by the Principal's Representative.

5.7.2 Site Facilities

Where required the Contractor shall be responsible for the provision of all normal facilities for the proper performance of the Works under this Contract including but not limited to:

- a) Access to site;
- b) Storage areas;
- c) First aid and safety measures;
- d) Toilet facilities, site office and crib room;
- e) Any additional facilities required.

5.7.3 Urgent Work

Urgent work is defined as any work with less than 24 hours' notice that the Principal could not reasonably forecast or plan for such as natural disasters, accidents and any other random event.

Callouts could be received on Normal hours, Weekends or at Weekday Nights.

In relation to urgent Works, the Contractor shall respond and attend the nominated site within 24 hours of being advised by the Principal of the urgent Works and advise the nominated Principals Representative when the Works are complete.

The Contractor at the direction of the Principal or the Principals Representative shall provide only the necessary plant required to undertake any urgent Work. Urgent Work requires the Contractor to remove the hazard to provide a safe environment and the Contractor shall not undertake any unnecessary work.

5.7.4 Traffic Management

5.7.4.1 Devices

The Contractor will be responsible for the correct Traffic Management devices and ensure all relevant signage is in place before commencement of any Works and is removed at the conclusion of any Works.

5.7.4.2 Traffic Plans

The Contractor will be required to provide to the Principals Representative appropriate traffic management plans prior to commencing any Works at any worksite. The Principal in its sole discretion may request that the Contractor alter their Traffic management plan at any time.

5.7.4.3 Codes and Standards Applying

The Contractor shall undertake any traffic management requirements in accordance with the following codes and standards applying as a minimum and as amended from time to time;

- a) Traffic Management for Works on Roads – Code of Practice;
- b) Traffic Management for Events- Code of Practice;
- c) Road works Traffic Managers - Code of Conduct;
- d) Traffic Management Plan Preparation – Guidelines and Examples;
- e) Traffic Controllers' Handbook;
- f) Guidelines on the provisions for all path users at roadwork sites in built up areas;
- g) The variations to requirements of AS 1742.3 included in these codes shall apply.

5.7.5 Work Dockets

Where directed by the Principal's representative, the Contractor is to utilise Shire supplied Work Dockets. Where not directed to do so, the Contractor may utilise its own Work Dockets.

In any event, the Contractor must submit a daily Work Docket to the Principal's Representative detailing the following;

- The Number of the Work Docket
- The AGRN Number applicable to the project;
- The full Road Number and Road Name where the work is located;
- The start and end SLK (Straight Line Kilometrage) of the work;
- The date the work was carried out (one work docket per day);
- The start time, end time and total hours for the work (including meal breaks);
- A concise description of the work carried out;
- Itemised plant and equipment items utilised to undertake the work.
- Itemised materials utilised to undertake the work.
- The operator name and employee / payroll number who utilised the plant / equipment item;

Each Work Docket must be signed by the Contractors Representative and the Principal's Representative and be in triplicate with a copy retained in the Work Docket book, a copy retained by the Contractor and the original retained by the Principal's representative.

5.7.6 Storage

The storage of plant on site shall be the responsibility of the Contractor where the nature of the hire is wet hire (With operator). Where the hire is a dry hire (without operator) the Principal shall be responsible for the item of plant being hired including any damage, theft or vandalism.

5.7.7 Hours of Work

The Contractor will be required to perform works between the hours of;

Monday – Friday 6.30am – 5.00pm

No works shall be undertaken on Sundays, public holidays unless written permission is obtained from the Principal.

Nonetheless, the Principal will consider an alternative work roster if the Contractor requests to work days and times different to that which are nominated in the scope of work.

5.7.8 Position Measurement

The Principal will provide the Contractor with the Start and End SLK of required works. The contractor is to ensure that its personnel have an efficient and accurate methodology of locating nominated SLKs. The Contractor is to detail the under Proposed Resources, the methodology proposed to correctly locate works from supplied SLKs.

6.0 Section 6 – Form of Quotation (Respondents Offer)

The Chief Executive Officer
Shire of Narembreen

RESPONDENT TO COMPLETE:

Name of Legal Entity:	
Australian Company Number (ACN) (If an Australian company):	
Australian Business Number (ABN):	
Contact Person:	
Contact Person Position Title	
Email:	
Telephone (Land Line):	
Telephone (Mobile)	
Address and email for service of contractual notices:	

Note: The Offer does not require the Respondent's signature.

In response to RFQ 02 / 17 – AGRN743 Narembreen Flood Recovery Minor Works under WALGA Contract C033_13

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Quoting contained in this Request signed and completed.

The quoted price is valid up to ninety (90) calendar days from the date of the Quotation closing or forty-five (45) days from the Council's resolution for determining the Quotation, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

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

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

6.1 Respondents Response

Please complete the following information. Do not provide information additional to that requested.

6.2 Agents

Are you acting as an agent for another party? Yes ☐ No ☐

Note that if you tick yes and you are shortlisted, you may be asked to provide written details of any Agent arrangement.

6.3 Trusts

Are you acting as a trustee of a trust? Yes ☐ No ☐

Note that if you tick yes and you are shortlisted, you may be asked to provide written details of any Trust arrangement including providing a copy of any Trust Deed or details of beneficiaries if there is no Trust Deed.

6.4 Subcontractors

Will you be using Sub-contractors? Yes ☐ No ☐

Note that if you are shortlisted, you may be asked to provide a written list of subcontractors, in which case you will need to provide the Name, ABN, Address and the trade area of each Sub-Contractor. Note that usage of Sub-contractors which are not on this list will be subject to written approval of the Principal.

6.5 Conflict of Interest

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? Yes ☐ No ☐

Note that if you tick yes and you are shortlisted, you may be asked to provide written details on the nature of any Conflict of Interest.

6.6 Financial Position

Are you presently able to pay all your debts in full as and when they fall due?

Yes ☐ No ☐

Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?

Yes ☐ No ☐

If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?

Yes ☐ No ☐

In order to demonstrate your financial ability to undertake this contract, you may be required to provide an accountant's statement (of no more than one paragraph), which must:

- a) Be on the accountant's letterhead, and**
- b) Be signed by an authorised representative of the accountant, and**
- c) Include your organisation's position of financial soundness in consideration of the previous three (3) year accounting periods.**

6.7 Quality Assurance

The Quality Assurance requirements for this project require that the Contractor operates under and maintains a documented internal quality assurance system.

Does your organisation operate under and maintain the following?

Third Party Accredited Quality System Yes ☐ No ☐

Documented internal Quality System Yes ☐ No ☐

No Quality System Yes ☐ No ☐

Note that if you tick yes and you are shortlisted, you may be asked to provide written details of your Quality System.

6.8 Safety Requirements

The Safety requirements for this project require that the Contractor operates and maintains a documented Safety Management System.

Does your organisation operate and maintain the following?

Documented Safety Management System Yes ☐ No ☐

Note that if you tick yes and you are shortlisted, you may be asked to provide written details of your Quality System.

6.9 Insurance Coverage

The insurance requirements for this RFT are stipulated in the Special Conditions. Respondents are to supply evidence of their insurance coverage to the Principal within 7 working days of acceptance.

6.9.1 Public Liability Insurance

Insurer

Policy Number

Value

Expiry

6.9.2 Professional Indemnity Insurance

Insurer

Policy Number

Value

Expiry

6.9.3 Product Liability Insurance

Insurer

Policy Number

Value

Expiry

6.9.4 Workers Compensation Insurance

Insurer

Policy Number

Value

Expiry

6.10 Compliance Criteria

Please select with a yes or no whether you have complied with the following compliance criteria.

Compliance with the Specification contained in the Request

Yes ☐

No ☐

Compliance with the Conditions of Quoting this Request

Yes ☐

No ☐

Compliance with the Quality Assurance requirement for this Request.

Yes ☐

No ☐

Compliance with and completion of the Price Schedule.

Yes ☐

No ☐

6.11 Qualitative Criteria

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

- All information relevant to your answers to each criterion are to be contained within your response;
- Respondents are to assume that the Quotation Assessment Panel has no previous knowledge of your organisation, its activities or experience;

- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a qualitative criterion.

Relevant Experience	Weighting 15%
<p>Please provide a brief overview of your experience relevant to this project, for example completion of flood recovery works in regional or remote areas. Also include the contact details (Organisation Name, Contact's Name, Contact's Position, Contact's Phone Number)</p>	

Contribution to the Local Economy	Weighting 10%
<p>Please detail how your proposed operation will benefit the local economy. Please detail such things and materials and supplies you intend to source from suppliers located within the Shire of Narembreen such as Fuel, accommodation, sub-contractors, hire of plant and machinery.</p>	

Proposed Resources	Weighting 20%
<p>Please provide a brief written overview of your proposed Plant and Equipment and Operators you intend to utilise:</p>	
<ol style="list-style-type: none">1. List of Plant and Equipment and number available2. List of Key Personnel3. Description of Quality System4. Description of Safety System5. Methodology and equipment to quickly and accurately locate SLKs6. etc	

6.12 Price Criteria

Price	Weighting 50%
<p>Respondents must complete the included Microsoft Excel version of the price schedule and update the following "Price Schedule" to match. Before completing the Price Schedule, Respondents should ensure they have read this entire Request. Respondents should also check the calculation in the Excel version of the price schedule and make sure these are correct and align with the Shire' Regional Price Preference Policy.</p>	

Please Complete the Orange Cells and save as a PDF and submit the PDF and Excel file with your Quotation Response.

Item	Description	Capacity	Quoted Rate (ex GST)	Unit	Quoted Rate GST	Quoted Rate (inc GST)
1.0	Primary Work - Large Plant (inc all costs such as supervision, operator, fuel, servicing, accommodation, daily transport and overheads)					
1.1	Grader (Cat 140G or equivalent)		\$	/hour	\$	\$
1.2	Multi rubber tyre (11t)		\$	/hour	\$	\$
1.3.1	Traffic Control Sealed Roads		\$	/hour	\$	\$
2.0	Secondary Work - Large Plant (inc all costs such as operator, fuel, services and overheads & excluding supervision)					
2.1	Grader (Cat 140G or equivalent)		\$	/hour	\$	\$
2.2	Water Truck (10,000 litre)		\$	/hour	\$	\$
2.3.1	Tipper 1 (10m ³)		\$	/hour	\$	\$
2.3.2	Tipper 2 (10m ³)		\$	/hour	\$	\$
2.4.1	Side Tipper 1 (17m ³)		\$	/hour	\$	\$
2.4.2	Side Tipper 2 (17m ³)		\$	/hour	\$	\$
2.5.1	Vib steel Roller (7t)		\$	/hour	\$	\$
2.5.2	Multi rubber tyre (11t)		\$	/hour	\$	\$
2.6	Loader (Cat 936 or equivalent)		\$	/hour	\$	\$
2.7	Dozer (Cat D8 or equivalent)		\$	/hour	\$	\$
2.8.1	Excavator (~3t)		\$	/hour	\$	\$
2.8.2	Excavator (~14 - 20t)		\$	/hour	\$	\$
3.0	Secondary Work - Small Plant (including all costs such as operator, fuel, services and overheads)					
3.1	Plate Compactor		\$	/Day	\$	\$
3.2	Post Hole Digger		\$	/Day	\$	\$
3.3	Cement Mixer		\$	/Day	\$	\$
5.0	Secondary Work - Labour (including all costs such as Superannuation, Penalties, Loadings, Overheads, Mobilisation, Accommodation, Meals)					
5.1	Supervisor with Vehicle		\$	/hour	\$	\$
5.2	Laborer		\$	/hour	\$	\$
5.3	Traffic Control Unsealed Roads		\$	/hour	\$	\$
5.4	Traffic Control Sealed Roads		\$	/hour	\$	\$
6.0	Preliminaries					
6.1	Mobilisation to Narembreen (Primary Work)		\$	/item	\$	\$
6.2	Demobilisation from Narembreen (Primary Work)		\$	/item	\$	\$
6.3	Mobilisation to Narembreen (Secondary Work)		\$	/item	\$	\$
6.4	Demobilisation from Narembreen (Secondary Work)		\$	/item	\$	\$
6.5	Other Costs 1		\$	/_____	\$	\$
6.6	Other Costs 2		\$	/_____	\$	\$
6.7	Other Costs 3		\$	/_____	\$	\$
6.8	Other Costs 4		\$	/_____	\$	\$
7.0	Materials & Disbursements					
7.1	Percentage Markup on Payment of Gravel Royalty		0.0%			
7.2	Percentage Markup on other Materials or Disbursements		0.0%			

8.5 Executive Manager Corporate Services

AGENDA ITEM: 8.5.1 - Executive Manager Corporate Services Report

Subject:	Executive Manager Corporate Services Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Bonnie Cole, Executive Manager Corporate Services
Date:	14 June 2017
Attachments:	Nil

SUMMARY

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

BACKGROUND

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

COMMENT

Related Party Transactions

In July 2015, an item was presented to Council advising of the scheduled changes to reporting on related party transactions for Local Governments that would come into effect for the year ending 30 June 2017, this financial year. There has been much discussion throughout the industry regarding this and the best way to collate the information. Included with your agenda is a Related Party Disclosures – Declaration form. All Councillors and Senior Managers are required complete this form to the best of their ability and return to me prior to 30th June 2017. If you have any queries regarding this, please contact me.

Staff Training

I am pleased to report that funding has been approved under the Youth Development Scholarship to cover the cost of Ashlyn Savin to undertake a Certificate IV in Business. Ash has enrolled in TAFE and will commence her studies in the second semester, expected to commence in late July.

Budget Workshop

The Budget Workshop will take place with Councillors on 21st June 2017. This will give Councillors an opportunity to discuss what is to be included in the budget for 2017/2018. Following this, the budget will be finalised and presented to Council for adoption at the July 2017 meeting.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per budget requirements or as reported above.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Narembreen Strategic Community Plan

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

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

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

COUNCIL RESOLUTION

MIN

MOTION – Moved: Cr.

2nd: Cr.

CARRIED /

AGENDA ITEM: 8.5.2 - Employee Policies

Subject:	Employee Policies
Applicant:	Shire of Narembeen
File Ref:	ADM541
Disclosure of Interest (Staff):	Bonnie Cole, Chris Jackson
Disclosure of Interest (Member):	Nil
Author:	Bonnie Cole, Executive Manager Corporate Services
Date:	1 June 2017
Attachments:	Policy 4.3.26 – Housing allowance, Policy 4.3.27 – Gym Membership

SUMMARY

Council to review two (2) policies relating to staff housing and gym memberships.

BACKGROUND

At its February 2017 Ordinary Meeting, Council adopted the revised Policy Manual for the Shire of Narembeen. From time to time these policies are reviewed individually due to changes in legislation and/or operations within the Shire of Narembeen.

COMMENT

At the May 2017 meeting, Council requested staff provide additional information with regard to the provision of gym memberships to staff. The discussion also included updating the housing policy.

There are currently 5 staff members who have paid for a gym membership. It is anticipated that an additional 5 to 10 will take up the free gym membership.

The proposed amendments to the housing allowance will ensure that staff working less than 3 days per week are not entitled to the housing allowance.

Attached are the proposed policies, including specifications on who is entitled to the allowance and membership.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services
Community Resource Centre Co-ordinator

STATUTORY IMPLICATIONS

Local Government Act 1995 Section 2.7

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
 - (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.
- [Section 2.7 amended by No. 17 of 2009 s. 4.]*

FINANCIAL IMPLICATIONS

The lost income on gym memberships is not expected to be more than \$1,800.
The amendment to the housing allowance will not have any immediate financial impact.

POLICY IMPLICATIONS

Amend Policy 4.3.26 – Housing Allowance
New Policy 4.3.27 – Gym Memberships

STRATEGIC PLAN REFERENCE

Shire of Narembreen Corporate Business Plan

9.1.5 Develop and maintain Human Resource Management policies, guidelines and practices to ensure staff are adequately resourced, trained, supported and valued in the delivery of high quality responsive services to the community.

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Approve the amendments to Policy 4.3.26 – Housing Allowance.
2. Adopt Policy 4.3.27 – Gym Memberships for Staff.
3. These policies to be effective 1 July 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /



POLICY SECTION: Employee matters POLICY NUMBER: 4.3.26 POLICY TITLE: HOUSING ALLOWANCE

POLICY

In Order to ensure equity across the workforce, all employees who are not living in accommodation provided by Council will be paid a housing allowance of \$50 per week, payable in arrears fortnightly through payroll.

Please note the following exceptions may apply:

1. If a residence is provided for one staff member as part of their employee negotiations, the employee's spouse is NOT eligible to claim the housing allowance should they commence work with the Council.
2. Employees working less than 3 days per week are not entitled to receive the housing allowance.

This policy will be reviewed in line with any future amendments to the Shire of Narembeen Works Staff Enterprise Bargaining Agreement.

OBJECTIVES

To provide equity across the organisation in recognising staff living in non-shire owned residences.

SCOPE

Available to all staff who reside in non-shire owned residences.

PRINCIPLES

To reduce discrimination in favour of employees who reside in Shire properties.

GUIDELINES

Shire of Narembeen Corporate Business Plan

9.1.5 *Develop and maintain Human Resource Management policies, guidelines and practices to ensure staff are adequately resourced, trained, supported and valued in the delivery of high quality responsive services to the community.*

POLICY REQUIREMENTS

This policy is to take effect from 1 July 2017.

REVIEW

Chief Executive Officer to review in accordance with Statutory Requirements.

DELEGATED AUTHORITY

Chief Executive Officer and the CEO's nominated Delegates.

HISTORY

Adopted:	16/03/2016	MIN:	6159/16
Reviewed:	15/02/2017	MIN:	6367/17
Amended:	21/06/2017	MIN:	



POLICY SECTION:	Employee matters
POLICY NUMBER:	4.3.27
POLICY TITLE:	GYM MEMBERSHIP

POLICY

Employees are entitled to receive a gym membership free of charge each year.

Please note the following restrictions may apply:

1. Each membership is only available to the employee and is not to be used by anyone else.
2. Employees working less than 3 days per week are not entitled to receive a free gym membership.
3. The cash value of the membership cannot be redeemed in lieu of the membership.
4. Employees are still required to pay a \$50 bond for the gym card.
5. Employees must adhere to all rules of the gym.
6. Misuse of the gym and/or the equipment may result in cancellation of membership.
7. Casual staff are not entitled to a free membership.

OBJECTIVES

Encourage staff across the organisation to participate in physical activity.

SCOPE

Available to all staff who work an average of no less than three days per week.

PRINCIPLES

Increased physical activity creates healthier staff for the workplace.

GUIDELINES

Shire of Narembeen Corporate Business Plan

9.1.5 Develop and maintain Human Resource Management policies, guidelines and practices to ensure staff are adequately resourced, trained, supported and valued in the delivery of high quality responsive services to the community.

POLICY REQUIREMENTS

This policy is to take effect from 1 July 2017.

REVIEW

Chief Executive Officer to review in accordance with Statutory Requirements.

DELEGATED AUTHORITY

Chief Executive Officer and the CEO's nominated Delegates.

HISTORY

Adopted: 21/06/2017 MIN: 6159/16

DRAFT

AGENDA ITEM: 8.5.3 – Banning of Disposable Plastic Bags

Subject:	Banning of Disposable Plastic Bags
Applicant:	Narembeen Community Resource Centre
File Ref:	ADM613
Disclosure of Interest (Staff):	NA
Disclosure of Interest (Member):	NA
Author:	Sheree Thomas/Leanne Brooke-Mee
Date:	13 th June 2017
Attachments:	Nil

SUMMARY

Single use plastic bags can cause significant damage to the environment. Council are asked to consider becoming proactive in taking steps to reduce the use of disposable plastic bags in the Narembeen community.

BACKGROUND

Despite community awareness and concern about plastic shopping bags and despite the ready supply of reusable bags and other options by retailers, many consumers continue to accept new lightweight plastic shopping bags each time they purchase goods from a retailer. Australians still use over four billion plastic checkout style bags a year all of them made from non-renewable fossil fuels. While convenient, lightweight plastic shopping bags can have long term impacts. They are designed to be used once before being discarded and only a small percentage are recycled (5%) or reused a second time (20% e.g. as bin liners). The vast majority (75%) are sent to landfill after the one use. Plastic bags are a social problem for a number of reasons:

- As a single use disposable form of packaging, plastic bags are typically used for a short period of time but take hundreds of years to break down in landfill.
- Plastic bags are a highly visible, ugly component of litter. Local and State Governments around Australia spend more than \$200 million per year picking up litter. If plastic bags continue to be used, the number of bags littering the environment will increase over time.
- The production of plastic bags accounts for some 20,000 tonnes of plastic polymer derived from non-renewable resources. While plastic bags can be recycled, only a tiny proportion of plastic bags are collected and reprocessed.
- Plastic bags are considered to be a 'free' commodity but the cost to households of \$10 to \$15 per year is added to the price of goods that they purchase.

The environmental impacts of plastic bag use include:

Danger to animal life, especially when they find their way into the sea.

Plastic bags are quite commonly mistaken for food by animals, especially when the bags carry food residues, are brightly coloured or are animated by the movement of water. A great variety of animals, land and especially marine, can choke to death on bags, experiencing much pain and distress. If swallowed whole, animals may not be able to digest real food and die a slow death from starvation or infection.

Pacific Trash Vortex

The amount of floating plastics in the world's oceans is increasing dramatically. The Pacific Trash Vortex is a 'gyre' or vortex of marine litter in the North Pacific Ocean. The vortex is characterised by exceptionally high concentrations of suspended plastics, such as plastic bags, bottles, containers and other debris, that have been trapped by currents. It is now estimated to be twice the size of Texas. Its impact on marine ecosystems is catastrophic due to its toxic nature and threat to marine life.

Greenhouse gases

Based on using ten lightweight plastic bags per week over a 2-year period, the greenhouse gas impact has more than three times the greenhouse gas impact of a reusable green bag.. However, to get the full greenhouse gas benefit from a reusable green bag, it must be reused over 100 times. Starch-based biodegradable (or compostable) than one-third of the energy to produce as plastic alternatives, but emit marginally more carbon dioxide (CO₂ - a greenhouse gas) as they decompose. However, unlike single use plastic bags, biodegradable bags will completely breakdown.

Plastic bags have been around for 30 years now. It is estimated worldwide that 1 trillion bags are used and discarded every year.

Australians use 3.92 billion plastic bags a year, that's over 10 million new bags being used every day. An estimated 3.76 billion bags or 20,700 tonnes of plastic are disposed of in landfill sites throughout Australia every year. Australians dump 7,150 recyclable plastic bags into landfills every minute or 429,000 bags every hour.

It is estimated that around 50 million bags enter the Australian litter stream every year. Unless they are collected, they remain in the environment and accumulate at a staggering rate. If these 50 million plastic bags were made into a single plastic sheet, it would be big enough to cover the Melbourne CBD.

COMMENT

With the growing concern on environmental matters, it is the belief of the Narembeen Community Resource Centre that the banning of single-use plastic bags will soon become legislation from the State Government; we would like to be proactive and not reactive. This gives us the freedom to make decisions that better suit our community rather than responding out of necessity to control the situation. We will be working closely with the businesses to ensure that there will be an adequate lead-up and source ways to reduce the negative impact this may have on them. The Narembeen community Resource Centre is seeking council's support in this initiative.

Initial discussions with Narembeen businesses indicate that businesses are very interested in becoming plastic bag free.

Steps to facilitate the process include:-

- A 6 month trial period (lenient period), after 6 months 100% plastic bag free;
- Involvement on the War on Waste program, potential grant opportunities for businesses and the community;
- Providing good education and notice to the community;
- Encouraging businesses to have eco-friendly shopping bags for sale;
- Identifying grant opportunities for the supply of eco-friendly shopping bags;
- Provision of a community store area for the storage of re-usable bags;
- Community workshops on sustainable and eco-friendly practices within the work place.

CONSULTATION

Narembeen IGA
Winstons Butchers
Narembeen Newsagency
Wheatbelt Business Network

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Grant applications to be submitted to assist in the provision of eco-friendly shopping bags.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

8.2 Sustainable waste management focusing on waste minimization and resource recovery

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

1. Support the initiative of the Narembeen Community Resource Centre in becoming proactive in taking steps to reduce the use of disposable plastic bags in the Narembeen community.
2. Request that the CRC work closely with local businesses to ensure that any negative impacts from the removal of plastic bags is reduced and that businesses are given adequate time to source ways to replace the plastic option.
3. Request that the CRC as part of this process prepare a media campaign to support the proposed removal of the use of plastic bags in Narembeen.
4. Request that the CRC work closely with organisations such as the Wheatbelt Business Network (WBN) and the Western Australian Local government Association (WALGA) in support of this important environmental initiative.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.4 - Narembreen Community Resource Centre Report – June 2017

Subject:	Narembreen Community Resource Centre Report
Applicant:	N/A
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Leanne Brooke-Mee
Date:	14 June 2017
Attachments:	Nil

SUMMARY

Council is to consider the Community Resource Centre Report for June 2017.

BACKGROUND

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

COMMENT

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

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

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

Community Training

The CRC has had an influx of requests for a wide range of training for the community. We will continue to source trainers that can deliver these services to a high level. In July we will be holding a Baby/Toddler First Aid course.

Narembreen Fencepost

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

Facebook Page – Social Media Tool

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

Business Training

The CRC continues to provide training opportunities for the business community. In May we held an Agrimaster course that was very well attended, to the point where we had to change the venue to the Recreation Centre to be able to fit everyone in. We have another Truck License course coming up and another Forklift Ticket course.

School Holiday Activity

We normally hold two activities during the holidays, this time we only held one due to the Youth week event. For this event we made slime with the kids, this activity involved team work as well as the use of following a recipe. It was a great hit with all the kids and Vanessa is a great at engaging with the youth.

Coming Events

Style Workshop

Multicultural Potluck

S.O.C.K Week (Save Our Country Kids)

DRD Update

A recent phone check up with the Project Officer for the Wheatbelt CRC's showed that Narembreen is exceeding their expectations on the number of events and projects that we deliver.

Outcome Tracking Workshop

Bonnie Cole and myself attending a workshop run by the DRD to measure the long and short term outcomes of the events and activities that we deliver to the community. I found the workshop very useful and will be better equipped to ensure that anything we do is for the benefit of the community and not just a "fun" event.

CONSULTATION

STATUTORY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That the Shire Council receives the CRC Co-ordinator's Report for June 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 8.5.5 – May 2017 Schedule of Account

Subject:	May 2017 Schedule of Accounts
Applicant:	Shire of Narembreen
File Ref:	N/A
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Miss Ashlyn Savin, Administration Officer
Date:	31 st May 2017
Attachments:	List of Payments and Credit Card Statements

SUMMARY

For Council to review the payments made in May 2017.

BACKGROUND

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

Municipal Cheque Account	\$456,119.32
Trust Cheque Account	\$260.00

COMMENT

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

EFT9827	10/05/2017	Bitutek Pty Ltd	Bituminous spray seal works	63,083.15
EFT9830	10/05/2017	Hanson Construction Materials Pty Ltd	107.24 tonne 14mm granite for Kondinin Narembreen Rd	5,265.48
EFT9835	10/05/2017	Merredin Toyota (avn Northam Pty Ltd)	Purchase of new EMCS Toyota Kluger GX	16,291.80
EFT9837	10/05/2017	Narembreen Hardware and Ag Supplies	Torden Fallowboss 20L and 100L	9,175.19
EFT9857	10/05/2017	West Coast Asbestos Registers	Remove asbestos and replace fencing at 10 Hilton Way	14,768.00
EFT9858	10/05/2017	Western Stabilisers	7086m2 cement stabilisation of basecourse	30,302.07
EFT9864	12/05/2017	Artra	Final payment of \$14530.00 to install kitchen for the Town Hall kitchen upgrade. Minus \$350 - less sink and mixer.	7,606.50
EFT9879	22/05/2017	Hanson Construction Materials Pty Ltd	14mm Washed Single Size Granite	10,972.50
EFT9884	22/05/2017	Landgate	Rural UV General Revaluation 2016/2017	6,875.90
EFT9885	22/05/2017	Landmark Operations Limited	6 x 100L Fallowboss herbicide 3 x pairs safety glasses	7,673.33
EFT9886	22/05/2017	Leeuwin Civil Pty Ltd	Storm damage road repairs AGRN743	38,133.50
EFT9888	22/05/2017	Moore Stephens	Interim billing in respect of the audit for the year ended 30th June 2017	10,644.22

EFT9861	10/05/2017	Zanik Pty Ltd T/A GH & CL Fagan	Cartage of 492.06 tonne of blue metal from Hanson Quarry to Narembeen @28 per tonne	17,212.44
EFT9863	12/05/2017	Western Australian Treasury Corporation	Loan No. 125 Interest payment - Swimming Pool	16,348.64
EFT9870	22/05/2017	Avon Waste	Rubbish collection for April 2017	14,797.00
EFT9874	22/05/2017	Core Business Australia Pty Ltd	AGRN743 Claim 3	28,240.44
EFT9893	22/05/2017	Ross Diesel Service	Repair truck NB56	21,511.28
EFT9905	30/05/2017	CDA Air Conditioning & Refrigeration	Supply of solar panels at the Narembeen Swimming Pool	36,400.00
10931	22/05/2017	Synergy -western Power	Electricity charges for Narembeen 10th March - 10th May 2017	11,311.60
DD8993.1	04/05/2017	WA Local Government Superannuation Plan	Payroll deductions	7,298.34
DD9014.1	18/05/2017	WA Local Government Superannuation Plan	Payroll deductions	8,172.93

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996 (FMR)

Reg 11. Payment of accounts

1. A local government is to develop procedures for the authorisation of and the payment of accounts to ensure that there is effective security for and properly authorised use of:
 - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - (b) Petty cash systems.
2. A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
3. Payments made by a local government
 - (a) subject to sub regulation (4), are not to be made in cash; and
 - (b) are to be made in a manner which allows identification of -
 - (i) the method of payment;
 - (ii) the authority for the payment; and
 - (iii) the identity of the person who authorised the payment.

4. Nothing in sub regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

Reg 12. Payments from municipal fund or trust fund

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

Reg 13. Lists of accounts

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

FINANCIAL IMPLICATIONS

Shire of Narembeen 2016/2017 Operating Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

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

- 9.1 Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council
- 9.2 Manage the organisation in a responsible, accountable and consultative manner
- 9.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

RELATED PARTY TRANSACTIONS

There are no known related party transactions at this time.

OFFICER RECOMMENDATION

That Council:-

- 1. Receive the Schedule of Accounts for May 2017;
- 2. Receive the Corporate Credit Card Statements for May 2017.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /



SHIRE OF NAREMBREEN

SCHEDULE OF ACCOUNTS SUBMITTED TO COUNCIL 21 June 2017

Chq/EFT	Date	Name	Description	Amount
EFT9820	01/05/2017	Avite Systems	Solar Aviation blue light and batteries	2,453.00
EFT9821	10/05/2017	Ampac Debt Recovery (wa) Pty Ltd	Rate recovery costs for April 2017	821.10
EFT9822	10/05/2017	All Ways Foods	2 x table cover white paper. On-charge to Narembreen Football Club	31.57
EFT9823	10/05/2017	Arrow Bronze	Plaque for Ian Francis Hall	391.54
EFT9824	10/05/2017	Aust Post	Admin office mailing expenses for April 2017	74.72
EFT9825	10/05/2017	Australian Services Union	Payroll deductions	26.35
EFT9826	10/05/2017	Australian Taxation Office Child Support Agency	Payroll deductions	266.17
EFT9827	10/05/2017	Bitutek Pty Ltd	Bituminous spray seal works	63,083.15
EFT9828	10/05/2017	Covs	1 x fuel flow meters	1,146.19
EFT9829	10/05/2017	Globe Australia Pty Ltd	Blackhawk fogger repair	275.00
EFT9830	10/05/2017	Hanson Construction Materials Pty Ltd	107.24 tonne 14mm granite for Kondinin Narembreen Rd	5,265.48
EFT9831	10/05/2017	Jr And A Hersey Pty Ltd	4 x earmuffs 1 x 12 bushmans sunscreen Medium rigger gloves XL rigger gloves Red/White 'danger' barricade	748.87
EFT9832	10/05/2017	Kleenheat Gas	Gas for Rec Centre	1,507.73
EFT9833	10/05/2017	Landgate	Rural UV valuation	79.90
EFT9834	10/05/2017	McWilliam Clan Pty Ltd T/As D & T McWilliam	Dry hire water truck 04/04/2017 - 12/04/2017	3,960.00
EFT9835	10/05/2017	Merredin Toyota (avn Northam Pty Ltd)	Purchase of new EMCS Toyota Kluger GX	16,291.80
EFT9836	10/05/2017	Narembreen IGA	Oven for Town Hall Kitchen, milk, biscuits, lollies, cleaning supplies for office / Caravan Park and broom for Caravan Park during April 2017	3,464.67
EFT9837	10/05/2017	Narembreen Hardware and Ag Supplies	Torden Fallowboss 20L and 100L, trailer cable, trailer plug and key cutting for Caravan Park during April 2017	9,175.19

EFT9838	10/05/2017	Narembeen Hardware and Ag Supplies - Building A/C	Step prep water base, ceiling white, inox lubricant 300g, Roller Cover, Sikaflex sealant for Airfield and oval dish soap holder	475.00
EFT9839	10/05/2017	Narembeen Hardware and Ag Supplies - Shire Workshop	1 x battery for fire truck	360.08
EFT9840	10/05/2017	Narembeen Hotel	Staff Christmas show drinks and Council refreshments since December 2016 until April 2017	763.00
EFT9841	10/05/2017	Narembeen Medical Centre	Workers Compensation Medical for W Patterson	72.10
EFT9842	10/05/2017	Narembeen P & C Association	Anzac Day catering	1,500.00
EFT9843	10/05/2017	Narembeen Rural Newsagency	Newspapers for April 2017 and office stationery	422.10
EFT9844	10/05/2017	P M Services Narembeen	Manned hours at the Transfer Station from 22nd April 2017 to 5th May 2017	2,496.00
EFT9845	10/05/2017	Perfect Computer Solutions Pty Ltd	Change computer details for new Building Supervisor - Klint Stone. Assist with Works Managers computer randomly shutting down. Updated play account for Rachael.	212.50
EFT9846	10/05/2017	Perth Signcraft & Graphics	2016 Honour Board sticker	22.00
EFT9847	10/05/2017	Rsa Works	Audit Soldiers Rd s bends	4,290.00
EFT9848	10/05/2017	Rungnapha Dalad - Star Laundry	Dry cleaning from Anzac Day. 103 chair covers, 6 rectangle tablecloths and 1 round tablecloth	586.30
EFT9849	10/05/2017	Shire Of Narembeen Payroll Deductions	Payroll deductions	310.00
EFT9850	10/05/2017	Star Track Express	Freight from Knight Welshpool to Narembeen Depot	165.30
EFT9851	10/05/2017	Toll Ipec Pty Ltd	Freight for Pathwest test for Town Dam	10.30
EFT9852	10/05/2017	Tox Free Australia Pty Ltd	Remove 7 x 205 litre filters Supply 4 x drums	814.00
EFT9853	10/05/2017	Truck Centre (WA) Pty Ltd	Power steering box cap seal kit	406.96
EFT9854	10/05/2017	WA Contract Ranger Services	Ranger services performed for April 2017. 03/05/2017 - 2pm-4pm, attend shire office and had meeting with Julian and Chris, patrol of town site. 19/04/2017 - visit of 3.25 hours plus 1 hour travel @ \$85 per hour 27/04/2017 - visit of 2 hours plus 1 hour travel @ \$85 per hour 03/05/2017 - visit of 2 hours plus 1 hour travel @ \$85 per hour	958.37

EFT9855	10/05/2017	WA Regional Plumbing	Install Laundry Trough in new cabinet, new sink mixer and new mini stops at the Caravan Park. Service blocked laundry taps and outlet and service leaking toilet at 26 Thomas St	515.35
EFT9856	10/05/2017	WALGA	Award Interpretation training 9th June - Bonnie Cole	566.50
EFT9857	10/05/2017	West Coast Asbestos Registers	Remove asbestos and replace fencing at 10 Hilton Way. Removal of fence at the Dental Clinic	14,768.00
EFT9858	10/05/2017	Western Stabilisers	7086m2 cement stabilisation of basecourse	30,302.07
EFT9859	10/05/2017	Westrac Equipment Pty Ltd	Hose and connector for roller	159.25
EFT9860	10/05/2017	Wheatbelt Tech N'Toys	Infra red thermometer	139.00
EFT9861	10/05/2017	Zanik Pty Ltd T/A GH & CL Fagan	Cartage of 492.06 tonne of blue metal from Hanson Quarry to Narembeen @28 per tonne to Kondinin-Narembeen Rd and Private Works	17,212.44
EFT9862	12/05/2017	Stephanie Laurie Settlements	Settlement of the Narembeen Gym - 28 Ada Street	1,511.11
EFT9863	12/05/2017	Western Australian Treasury Corporation	Loan No. 125 Interest payment - Swimming Pool	16,348.64
EFT9864	12/05/2017	Artra	Final payment of \$14530.00 to install kitchen for the Town Hall kitchen upgrade. minus \$350 - less sink and mixer.	7,606.50
EFT9865	22/05/2017	Ag Implements Quairading	Drug and Alcohol Testing 22 employees @ \$66 each	1,597.20
EFT9866	22/05/2017	All Ways Foods	Killbac and toilet rolls for the Caravan Park	104.67
EFT9867	22/05/2017	Artra	Second payment for Town Hall kitchen install	4,794.90
EFT9868	22/05/2017	Australian Services Union	Payroll deductions	26.35
EFT9869	22/05/2017	Australian Taxation Office Child Support Agency	Payroll deductions	266.17
EFT9870	22/05/2017	Avon Waste	Rubbish collection for April 2017	14,797.00
EFT9871	22/05/2017	Best Office Systems	Admin office printing from 23/03/2017 to 23/04/2017	1,130.09
EFT9872	22/05/2017	Bovell Surveys Pty Ltd	CBH entrance setout & Fricker Rd East and computations and setout	1,529.00
EFT9873	22/05/2017	Brooks Hire	Hire roller for Mt Walker Rd repairs	1,172.16
EFT9874	22/05/2017	Core Business Australia Pty Ltd	AGRN743 Claim 3	28,240.44
EFT9875	22/05/2017	Covs	2 x packs Magic Tree Air Freshener	281.16
EFT9876	22/05/2017	Cutting Edges Pty Limited	10 x grader blades	1,980.00
EFT9877	22/05/2017	Decor Blinds & Curtains	Winder for blind at 10 Hilton Way	15.00

EFT9878	22/05/2017	Great Southern Fuel Supplies	Fuel costs for April 2017 for 1NB	128.93
EFT9879	22/05/2017	Hanson Construction Materials Pty Ltd	14mm Washed Single Size Granite	10,972.50
EFT9880	22/05/2017	Irving Holdings WA	Fuel for CEOs car during April 2017	744.85
EFT9881	22/05/2017	lxom	70kg chlorine for swimming pool	40.92
EFT9882	22/05/2017	Key2 Creative	Shire website homepage modifications	1,232.00
EFT9883	22/05/2017	Knight Industrial Brake & Clutch Co.	Replace brake linings on prime mover	744.70
EFT9884	22/05/2017	Landgate	Rural UV General Revaluation 2016/2017	6,875.90
EFT9885	22/05/2017	Landmark Operations Limited	6 x 100L Fallowboss herbicide 3 x pairs safety glasses	7,673.33
EFT9886	22/05/2017	Leeuwin Civil Pty Ltd	WANDRA Claim AGRN743 - Road repairs	38,133.50
EFT9887	22/05/2017	Liberty Oil Rural Pty Ltd	4,000L Diesel @ \$1.1160 per L delivered to Facett Rd	4,464.00
EFT9888	22/05/2017	Moore Stephens	Interim billing in respect of the audit for the year ended 30th June 2017	10,644.22
EFT9889		EFT Cancelled		-
EFT9890	22/05/2017	P M Services Narembeen	Waste Transfer Station manned hours from May 6th to May 19th 2017. 6 hours each day	2,496.00
EFT9891	22/05/2017	Pagoda Resort & Spa	Rachael accommodation 4th-5th May 2017 and 10th May 2017 + meals	448.50
EFT9892	22/05/2017	Perfect Computer Solutions Pty Ltd	Install printer onto Core Business' laptop. Clean up server space for emails to come in	595.00
EFT9893	22/05/2017	Ross Diesel Service	Repair truck NB56	21,511.28
EFT9894	22/05/2017	Star Track Express	Freight from Cutting Edges Welshpool to Narembeen Depot	652.66
EFT9895	22/05/2017	Toll Ipec Pty Ltd	Library cases for inter library loans	10.30
EFT9896	22/05/2017	Truck Centre (WA) Pty Ltd	1 x seat valve kit	263.97
EFT9897	22/05/2017	WA Regional Plumbing	Pick up and install new LPG stove at U1/33 Currall St	1,292.06
EFT9898		Trust payment		-
EFT9899		Trust payment		-
EFT9900	22/05/2017	Australian Taxation Office	BAS April 2017	1,874.00
EFT9901	25/05/2017	Narembeen Football Club	Kidsport payment	60.00
EFT9902	25/05/2017	Narembeen Hockey Club	Kidsport hockey payment	130.00
EFT9903	25/05/2017	Narembeen Netball Club	Kidsport payment	290.00
EFT9904	25/05/2017	Plastics Plus	4.55mm clear acrylic and cutting for front end loader	155.37

EFT9905	30/05/2017	CDA Air Conditioning & Refrigeration	Supply of solar panels at the Narembreen Swimming Pool	36,400.00
			Total for Muni EFT	415,823.43
Chq/EFT	Date	Name	Description	Amount
10925	10/05/2017	Synergy -western Power	Street lighting charges from 25th March 2017 to 24th April 2017	1,857.70
10926	10/05/2017	Telstra	Shire office telephone cost for April 2017	1,756.83
10927	22/05/2017	Department of Health	Industrial poisons permit renewal - 1 year	125.00
10928	22/05/2017	Jenny Smith	Refund accommodation on self contained cabin for 8th May 2017 - 1 night	132.00
10929	22/05/2017	Narembreen Shire Council	12 months Registration for NB393	195.25
10930	22/05/2017	Southern Cross Austereo Pty Ltd	Around the Towns interview on 3rd April 2017	55.00
10931	22/05/2017	Synergy - Western Power	Electricity charges for Narembreen from 10th March - 10th May 2017	11,311.60
10932	22/05/2017	Water Corporation	Water usage charges for Kondinin Narembreen Rd Standpipe from 8th March to 10th May 2017	80.09
			Total for Muni Cheques	15,513.47
Chq/EFT	Date	Name	Description	Amount
DD8993.1	04/05/2017	Wa Local Government Superannuation Plan	Payroll deductions	7,298.34
DD8993.2	04/05/2017	IOOF Employer Super	Superannuation contributions	215.81
DD8993.3	04/05/2017	BT Super for Life	Superannuation contributions	137.86
DD8993.4	04/05/2017	Australian Super	Superannuation contributions	1,175.13
DD8993.5	04/05/2017	Concept One Superannuation	Superannuation contributions	544.51
DD8993.6	04/05/2017	CBUS Super	Superannuation contributions	1,040.46
DD8993.7	04/05/2017	Prime Superannuation Fund	Superannuation contributions	221.35
DD8993.8	04/05/2017	Plum Super Fund	Superannuation contributions	221.35
DD8993.9	04/05/2017	BT Wrap	Superannuation contributions	221.35
DD8997.1	02/05/2017	BUPA AUSTRALIA	DD Heath Insurance CEO	412.00
DD9001.1	01/05/2017	Westnet Pty Ltd	Westnet monthly charges	249.85
DD9009.1	11/05/2017	Commander Australia Pty Ltd	Admin telephone charges 22/03/17 - 21/04/17	68.51

DD9012.1	15/05/2017	Nib Health Insurance	DD Heath Insurance EMCS	186.27
DD9014.1	18/05/2017	Wa Local Government Superannuation Plan	Payroll deductions	8,172.93
DD9014.2	18/05/2017	IOOF Employer Super	Superannuation contributions	274.04
DD9014.3	18/05/2017	BT Super for Life	Superannuation contributions	282.98
DD9014.4	18/05/2017	Concept One Superannuation	Superannuation contributions	544.51
DD9014.5	18/05/2017	CBUS Super	Superannuation contributions	361.15
DD9014.6	18/05/2017	Prime Superannuation Fund	Superannuation contributions	205.06
DD9014.7	18/05/2017	Plum Super Fund	Superannuation contributions	205.06
DD9014.8	18/05/2017	BT Wrap	Superannuation contributions	221.35
DD9014.9	18/05/2017	Australian Super	Superannuation contributions	414.30
DD9021.1	18/05/2017	Dan Murphy's	Beverages	807.09
DD9029.1	22/05/2017	Bankwest	EMCS Credit card	821.46
DD9034.1	22/05/2017	Bankwest	Canning Bridge superwash	18.00
DD8993.10	04/05/2017	AMP Life Limited	Superannuation contributions	230.85
DD9014.10	18/05/2017	AMP Life Limited	Superannuation contributions	230.85
			Total for Muni Direct Debits	24,782.42
			Total for Muni	456,119.32
Chq/EFT	Date	Name	Description	
EFT9898	22/05/2017	Jayden Hooper	Gym Card Bond Refund	50.00
EFT9899	22/05/2017	Kristopher Wright	Gym Card Bond Refund	50.00
			Total for Trust EFT	100.00
Chq/EFT	Date	Name	Description	
DD8987.1	01/05/2017	Emma Padfield	Bond 2/8 Churchill St	88.69
DD8987.2	01/05/2017	Narembreen Shire Council	Finalise Account Inner Beauty Bond	71.31
			Total for Trust Direct Debits	160.00
			Total for Trust	260.00
			Total for MUNI and TRUST	456,379.32



Credit Card Purchases - 2 May 2017 to 1 June 2017

EMCS

Date	Store	Description	Amount
29/04/2017	Stumpy's Gateway	Fuel NB01	\$ 54.29
5/05/2017	Shire of Narembeen	MDL Renewal for G Dowsett	\$ 41.80
5/05/2017	Shire of Narembeen	Transfer fee for Trailer	\$ 16.40
12/05/2017	Shire of Narembeen	Registration Renewal for Forklift	\$ 75.75
15/05/2017	Kulin Woolshed	EMCS Lunch with Mentee	\$ 31.00
25/05/2017	City of South Perth	Parking for MS Workshop	\$ 18.50
26/05/2017	City of South Perth	Parking for MS Workshop	\$ 16.50
27/05/2017	Fone Ezy	Lifeproof Cover for Mechanic Phone	\$ 89.99
28/05/2017	Coles Express	Fuel NB01	\$ 72.27
29/05/2017	Shire of Narembeen	Rego and Plate Change for NB1	\$ 438.40
EMCS Credit Card Payments			\$ 854.90

CEO

Date	Store	Description	Amount
11/05/2017	Modern Glass	Town Hall Kitchen	\$ 50.00
CEO Credit Card Payments			\$ 50.00

Account Number

5586 0207 8811 5284

Period

2 May 17 - 1 Jun 17

Monthly Spend Limit

\$10,000

SUMMARY OF YOUR SPEND	
Purchases	\$50.00
Cash Advances & Balance Transfers	\$0.00

152BC3C 000052 (050N)

MR CHRISTOPHER G JACKSON

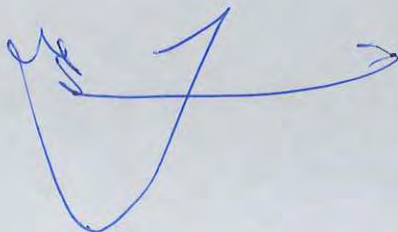
SHIRE OF NAREMBEEN

1 LONGHURST ST

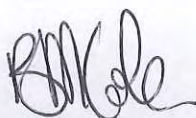
NAREMBEEN WA 6369

YOUR TRANSACTION SUMMARY				
Date	Description		Debit	Credit
11 MAY 17	MODERN GLASS	MADDINGTON	\$50.00	
Total			\$50.00	\$0.00

Reviewed



Authorised





152BC3C 000053 (050N)

MISS BONNIE MADELINE COLE
SHIRE OF NAREMBEEN
1 LONGHURST ST
NAREMBEEN WA 6369

Account Number 5586 0203 0212 1909

Period 2 May 17 - 1 Jun 17

Monthly Spend Limit \$10,000

SUMMARY OF YOUR SPEND

Purchases	\$854.90
Cash Advances & Balance Transfers	\$0.00

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
29 APR 17	STUMPYS GATEWAY 6226	BROOKTON	WA	\$54.29	
05 MAY 17	SHIRE OF NAREMBEEN	NAREMBEEN		\$41.80	
05 MAY 17	SHIRE OF NAREMBEEN	NAREMBEEN		\$16.40	
12 MAY 17	SHIRE OF NAREMBEEN	NAREMBEEN		\$75.75	
15 MAY 17	PP*KULINWOOLSH	KULIN	AUS	\$31.00	
25 MAY 17	CITY OF SOUTH PERTH	SOUTH PERTH		\$18.50	
26 MAY 17	CITY OF SOUTH PERTH	SOUTH PERTH		\$16.50	
27 MAY 17	FONE EZY	PERTH		\$89.99	
28 MAY 17	COLES EXPRESS 6931	DUNCRAIG	AUS	\$72.27	
29 MAY 17	SHIRE OF NAREMBEEN	NAREMBEEN		\$438.40	
Total				\$854.90	\$0.00

Reviewed

Authorised

AGENDA ITEM: 8.5.6 - Financial Report May 2017

Subject:	Financial Report May 2017
Applicant:	Shire of Narembeen
File Ref:	N/A
Disclosure of Interest (Staff):	N/A
Disclosure of Interest (Member):	N/A
Author:	Bonnie Cole, Executive Manager Corporate Services
Date:	1 June 2017
Attachments:	May 2017 Financial Report, Bank Reconciliation for May 2017, CRC Financial Report and Outstanding Rates Report

SUMMARY

To review Council finances as required by legislation.

BACKGROUND

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

COMMENT

Council's closing position at 31st May 2017 amounts to \$1,827,646 with net current assets of \$3,979,287 and \$1,844,950 which is restricted cash.

CONSULTATION

Finance Officer
Admin Officer
Senior Staff

STATUTORY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Shire of Narembeen 2016/2017 Budget.

POLICY IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Nil

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council:-

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

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

SHIRE OF NAREMBEEN
MONTHLY FINANCIAL REPORT
For the Period Ended 31 May 2017

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

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Statement of Financial Activity by Program	
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Statement of Capital Acquisitions and Capital Funding	
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Note 2	Explanation of Material Variances
Note 3	Net Current Funding Position
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Note 5	Budget Amendments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust

Shire of Narembeen

Compilation Report

For the Period Ended 31 May 2017

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 May 2017 of \$1,827,648.

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

Preparation

Prepared by: Bonnie Cole

Reviewed by:

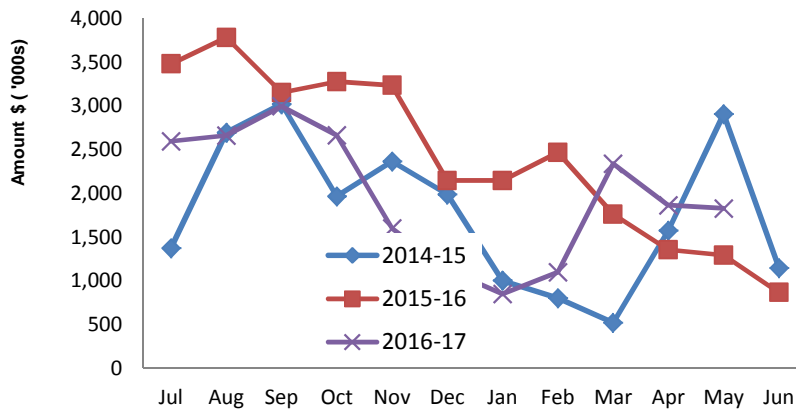
Date prepared: 1-Jun-17

Shire of Narembeen

Monthly Summary Information

For the Period Ended 31 May 2017

Liquidity Over the Year (Refer Note 3)



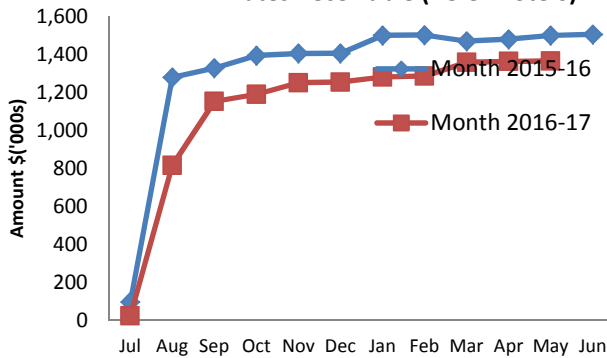
Cash and Cash Equivalents as at period end

Unrestricted	\$ 1,995,363
Restricted	\$ 1,844,950
	<u>\$ 3,840,314</u>

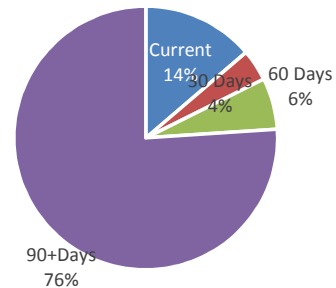
Receivables

Rates	\$ 103,523
Other	\$ 25,182
	<u>\$ 128,705</u>

Rates Receivable (Refer Note 6)



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



Comments

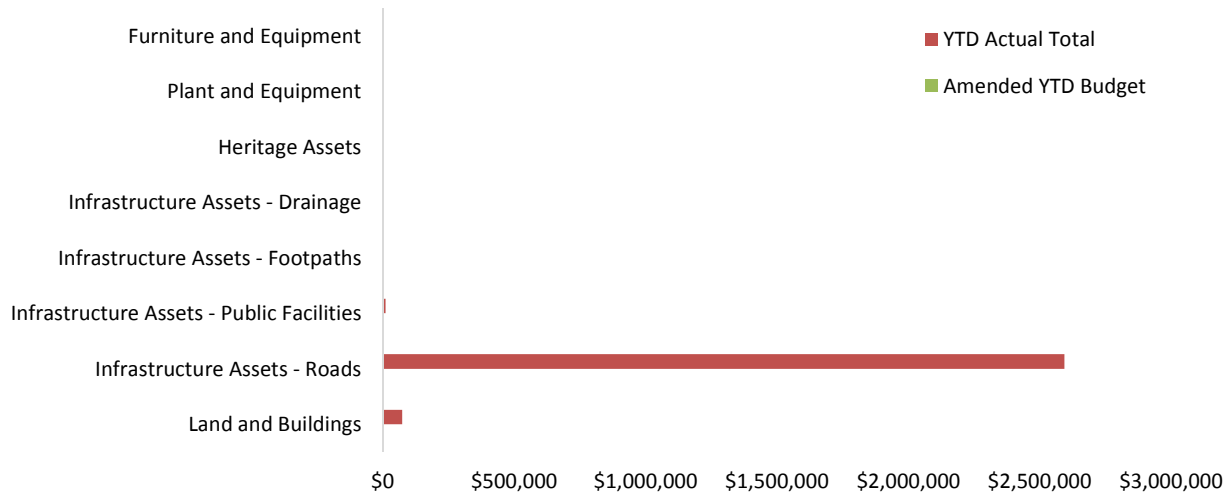
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Narembeen

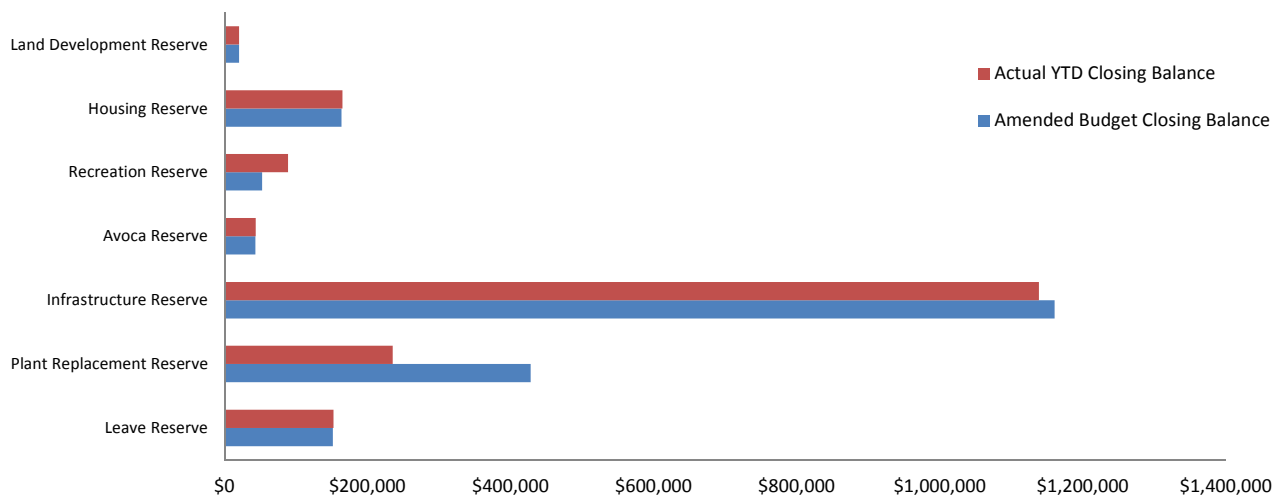
Monthly Summary Information

For the Period Ended 31 May 2017

Capital Expenditure Program YTD (Refer Note 13)



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



Comments

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

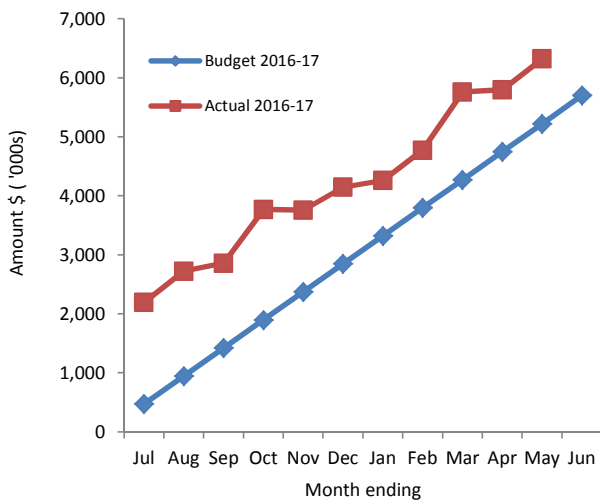
Shire of Narembeen

Monthly Summary Information

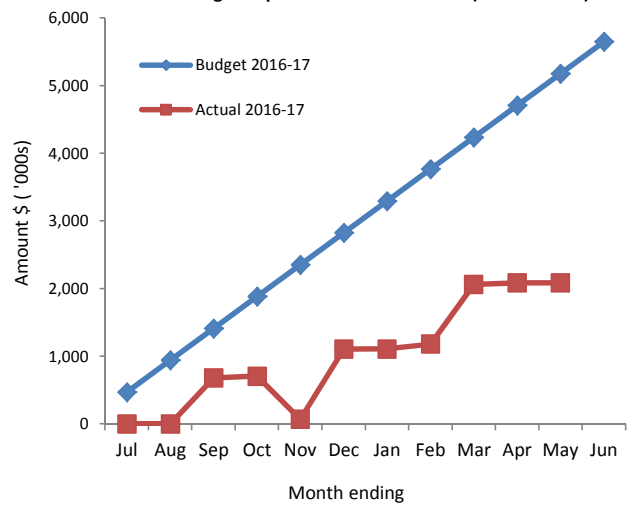
For the Period Ended 31 May 2017

Revenues

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

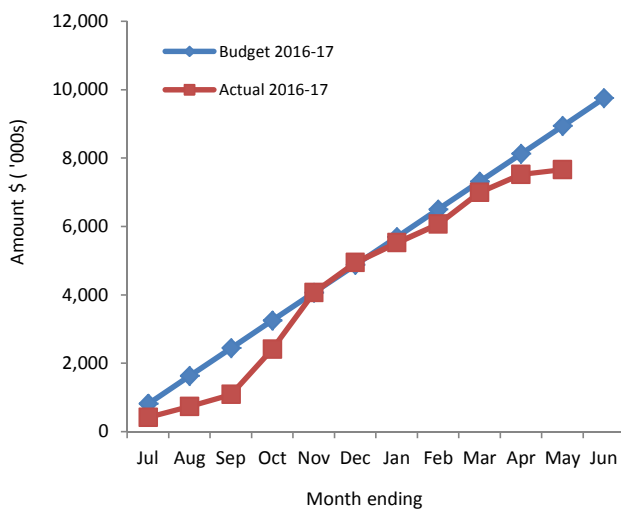


Budget Capital Revenue -v- Actual (Refer Note 2)

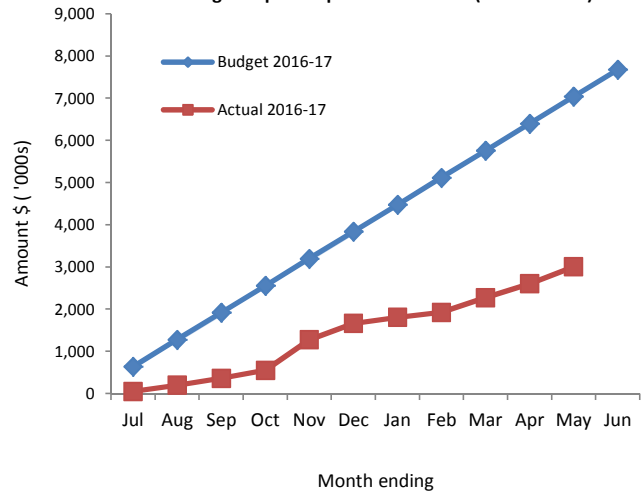


Expenditure

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



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



Comments

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

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

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		49,000	44,880	62,340	17,460	38.90%	▲
General Purpose Funding - Rates	9	1,555,560	1,555,650	1,567,855	12,205	0.78%	
General Purpose Funding - Other		1,981,367	779,040	1,988,111	1,209,071	155.20%	▲
Law, Order and Public Safety		74,000	506,565	67,485	(439,080)	(86.68%)	▼
Health		0	477,200	0	(477,200)	(100.00%)	▼
Education and Welfare		0	0	0	0		
Housing		72,869	66,781	78,217	11,436	17.12%	▲
Community Amenities		450,953	1,012,360	223,800	(788,560)	(77.89%)	▼
Recreation and Culture		144,104	238,705	69,966	(168,739)	(70.69%)	▼
Transport		75,000	3,775,283	1,283,644	(2,491,639)	(66.00%)	▼
Economic Services		222,626	213,648	215,061	1,413	0.66%	
Other Property and Services		555,076	508,750	765,908	257,158	50.55%	▲
Total Operating Revenue		5,180,556	9,178,862	6,322,387	(2,856,475)		
Operating Expense							
Governance		(276,570)	(246,256)	(477,046)	(230,790)	(93.72%)	▼
General Purpose Funding		(106,970)	(98,032)	(51,460)	46,572	47.51%	▲
Law, Order and Public Safety		(121,968)	(111,749)	(124,200)	(12,451)	(11.14%)	▼
Health		(179,374)	(164,848)	(148,062)	16,786	10.18%	▲
Education and Welfare		0	0	0	0		
Housing		(228,032)	(309,201)	(192,912)	116,289	37.61%	▲
Community Amenities		(698,285)	(640,217)	(500,673)	139,544	21.80%	▲
Recreation and Culture		(1,149,175)	(1,054,515)	(982,692)	71,823	6.81%	▲
Transport		(4,735,436)	(4,445,536)	(4,516,881)	(71,345)	(1.60%)	
Economic Services		(417,456)	(384,868)	(337,128)	47,740	12.40%	▲
Other Property and Services		(459,871)	(418,444)	(332,823)	85,621	20.46%	▲
Total Operating Expenditure		(8,373,138)	(7,873,666)	(7,663,876)	209,790		
Funding Balance Adjustments							
Add back Depreciation		3,212,567	2,944,755	3,223,457	278,702	9.46%	▲
Adjust (Profit)/Loss on Asset Disposal	8	11,000		(15,387)	(15,387)		▼
Adjust Provisions and Accruals		0		0	0		
Net Cash from Operations		30,985	4,249,951	1,866,581	(2,383,370)		
Capital Revenues							
Grants, Subsidies and Contributions	11	5,652,723	2,028,786	2,028,786	0	0.00%	
Proceeds from Disposal of Assets	8	23,000	54,084	54,084	0	0.00%	
Total Capital Revenues		5,675,723	2,082,870	2,082,870	0		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(1,690,285)	(73,910)	(73,910)	0	0.00%	
Infrastructure - Roads	13	(5,517,169)	(2,592,707)	(2,592,707)	0	0.00%	
Infrastructure - Public Facilities	13	(9,700)	(9,700)	(9,700)	0	0.00%	
Infrastructure - Footpaths	13	0	0	0	0		
Infrastructure - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(250,277)	(187,069)	(187,069)	0	0.00%	
Furniture and Equipment	13	(207,813)	(145,094)	(145,094)	0	0.00%	
Total Capital Expenditure		(7,675,244)	(3,008,479)	(3,008,479)	0		
Net Cash from Capital Activities		(1,999,521)	(925,609)	(925,609)	0		
Financing							
Proceeds from New Debentures		100,000	73,000	73,000			
Proceeds from Advances		0	0				
Self-Supporting Loan Principal		11,064	5,263	5,263			
Transfer from Reserves	7	0	31,128	31,128			
Advances to Community Groups		0	0				
Repayment of Debentures	10	(76,354)	(74,284)	(74,284)			
Transfer to Reserves	7	(199,685)	(50,095)	(50,095)			
Net Cash from Financing Activities		(164,975)	(14,988)	(14,988)			
Net Operations, Capital and Financing		(2,133,511)	3,309,354	925,984			
Opening Funding Surplus(Deficit)	3	911,100	911,100	901,664			
Closing Funding Surplus(Deficit)	3	(1,222,411)	4,220,454	1,827,648			

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

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

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

	Note	Amended Annual Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	%	
Rates	9	1,555,560	1,567,855			
Operating Grants, Subsidies and Contributions	11	2,827,279	3,575,501	3,575,501		▲
Fees and Charges		1,131,990	1,108,470	1,108,470		▲
Service Charges		0		0		
Interest Earnings		83,300	47,895	47,895		▲
Other Revenue		10,000	(2)	(2)		
Profit on Disposal of Assets	8	1,000	22,668	22,668		
Total Operating Revenue		5,609,129	6,322,387	4,754,532		▲
Operating Expense						
Employee Costs		(1,694,484)	(1,946,593)	(1,946,593)		▼
Materials and Contracts		(2,229,886)	(2,038,862)	(2,038,862)		▼
Utility Charges		(277,850)	(201,650)	(201,650)		▼
Depreciation on Non-Current Assets		(5,262,566)	(3,223,457)	(3,223,457)		▼
Interest Expenses		(61,922)	(47,806)	(47,806)		▼
Insurance Expenses		(189,953)	(191,717)	(191,717)		▼
Other Expenditure		(25,075)	(6,510)	(6,510)		▼
Loss on Disposal of Assets	8	(12,000)	(7,281)	(7,281)		
Total Operating Expenditure		(9,753,736)	(7,663,876)	(7,656,595)		▼
Funding Balance Adjustments						
Add back Depreciation		5,262,566	3,223,457	3,223,457		▲
Adjust (Profit)/Loss on Asset Disposal	8	11,000	(15,387)	(15,387)		▼
Adjust Provisions and Accruals		0		0		
Net Cash from Operations		1,128,959	1,866,581	306,007		
Capital Revenues						
Grants, Subsidies and Contributions	11	5,652,723	2,028,786	2,028,786		▲
Proceeds from Disposal of Assets	8	23,000	54,084	54,084		▲
Total Capital Revenues		5,675,723	2,082,870	2,082,870		
Capital Expenses						
Land Held for Resale		0	0	0		
Land and Buildings	13	(1,690,285)	(73,910)	(73,910)		▼
Infrastructure - Roads	13	(5,517,169)	(2,592,707)	(2,592,707)		▼
Infrastructure - Public Facilities	13	(9,700)	(9,700)	(9,700)		▼
Infrastructure - Footpaths	13	0	0	0		
Infrastructure - Drainage	13	0	0	0		
Heritage Assets	13	0	0	0		
Plant and Equipment	13	(250,277)	(187,069)	(187,069)		▼
Furniture and Equipment	13	(207,813)	(145,094)	(145,094)		▼
Total Capital Expenditure		(7,675,244)	(3,008,479)	(3,008,479)		
Net Cash from Capital Activities		(1,999,521)	(925,609)	(925,609)		
Financing						
Proceeds from New Debentures		100,000	73,000	73,000		
Proceeds from Advances		0	0	0		
Self-Supporting Loan Principal		11,064	5,263	5,263		
Transfer from Reserves	7	131,610	31,128	31,128		
Advances to Community Groups		0	0	0		
Repayment of Debentures	10	(76,354)	(74,284)	(74,284)		
Transfer to Reserves	7	(199,685)	(50,095)	(50,095)		
Net Cash from Financing Activities		(33,365)	(14,988)	(14,988)		
Net Operations, Capital and Financing		(903,927)	925,984	(634,590)		
Opening Funding Surplus(Deficit)	3	911,100	901,664	(9,436)	(1.04%)	
Closing Funding Surplus(Deficit)	3	7,173	1,827,648	(644,026)		

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

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

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

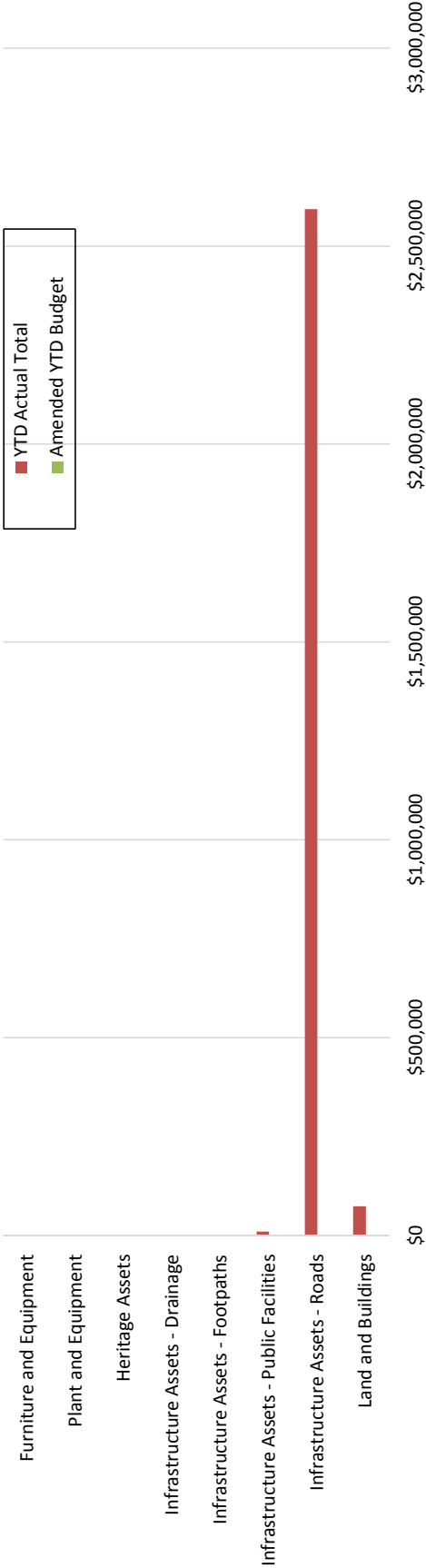
Capital Acquisitions	Note	YTD Actual		YTD 31 05 2017		
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget
						Variance (d) - (c)
Land and Buildings	13	\$ 8,302	\$ 65,462	\$ 73,764	\$	\$ 73,764
Infrastructure Assets - Roads	13	1,033,201	1,559,506	2,592,707		2,592,707
Infrastructure Assets - Public Facilities	13	0	9,700	9,700		9,700
Infrastructure Assets - Footpaths	13			0		0
Infrastructure Assets - Drainage	13			0		0
Heritage Assets	13			0		0
Plant and Equipment	13	34,793	73,000	0		964,000
Furniture and Equipment	13	139,287	0	0		120,000
Capital Expenditure Totals		1,215,582	1,707,668	2,676,170	0	7,901,057
						2,676,170

Funded By:

Capital Grants and Contributions	5,652,723		6,515,323	5,652,723
Borrowings	73,000	73,000	100,000	0
Other (Disposals & C/Fwd)	54,084	54,084	23,000	(0)
Own Source Funding - Cash Backed Reserves				
Infrastructure Reserve	0	0	0	
Pensioner Unit Maintenance Reserve	0	0	0	
Plant Replacement Reserve	0	0	0	
Total Own Source Funding - Cash Backed Reserves	-31,128	31,128	0	(62,256)
Own Source Funding - Operations	(3,072,508)	(158,212)	1,262,734	(2,914,296)
Capital Funding Total	2,676,170	0	7,901,057	2,676,170

Comments and graphs

Capital Expenditure Program YTD



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

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	49,000		49,000	
General Purpose Funding - Rates	1,555,560		1,555,560	
General Purpose Funding - Other	1,981,367		1,981,367	
Law, Order and Public Safety	74,000		74,000	
Health	0		0	
Education and Welfare	0		0	
Housing	69,270	3,600	72,870	
Community Amenities	454,753	(3,800)	450,953	
Recreation and Culture	122,304	21,800	144,104	
Transport	543,000	508,143	1,051,143	
Economic Services	204,800	17,826	222,626	
Other Property and Services	555,076		555,076	
Total Operating Revenue	5,609,130	547,569	6,156,699	0
Operating Expense				
Governance	(306,570)	40,000	(266,570)	
General Purpose Funding	(106,970)		(106,970)	
Law, Order and Public Safety	(121,968)		(121,968)	
Health	(173,874)	(5,500)	(179,374)	
Education and Welfare	0		0	
Housing	(223,032)	(5,000)	(228,032)	
Community Amenities	(682,085)	(16,200)	(698,285)	
Recreation and Culture	(1,119,475)	(29,700)	(1,149,175)	
Transport	(6,158,436)	(597,000)	(6,755,436)	
Economic Services	(401,456)	2,050,000	1,648,544	
Other Property and Services	(459,871)	50,000	(409,871)	
Total Operating Expenditure	(9,753,737)	1,486,600	(8,267,137)	0
Funding Balance Adjustments				
Add back Depreciation	5,262,566	(2,050,000)	3,212,566	
Adjust (Profit)/Loss on Asset Disposal	11,000		11,000	
Adjust Provisions and Accruals			0	0
Net Cash from Operations	1,128,959	(15,831)	1,113,128	0
Capital Revenues				
Grants, Subsidies and Contributions	5,652,723		5,652,723	
Proceeds from Disposal of Assets	23,000	25,758	48,758	
Proceeds from Sale of Investments	0		0	
Total Capital Revenues	5,675,723	25,758	5,701,481	0
Capital Expenses				
Land Held for Resale	0		0	0
Land and Buildings	(1,683,485)	(17,550)	(1,701,035)	
Infrastructure - Roads	(5,517,169)	98,000	(5,419,169)	
Infrastructure - Public Facilities	(9,700)		(9,700)	
Infrastructure - Footpaths	0		0	
Infrastructure - Drainage	0		0	
Heritage Assets	0		0	
Plant and Equipment	(250,277)	(18,031)	(268,308)	
Furniture and Equipment	(202,063)	(32,000)	(234,063)	
Total Capital Expenditure	(7,662,694)	30,419	(7,632,275)	0
Net Cash from Capital Activities	(1,986,971)	56,177	(1,930,794)	0

Financing				
Proceeds from New Debentures	100,000		100,000	
Proceeds from Advances	0		0	
Self-Supporting Loan Principal	11,064		11,064	
Transfer from Reserves	131,610		131,610	
Purchase of Investments	0		0	
Advances to Community Groups	0		0	
Repayment of Debentures	(76,354)		(76,354)	
Transfer to Reserves	(199,685)	(30,910)	(230,595)	
Net Cash from Financing Activities	(33,365)	(30,910)	(64,275)	0
Net Operations, Capital and Financing	(891,377)	9,436	(881,941)	0
Opening Funding Surplus(Deficit)	911,100	(9,436)	901,664	911,100
Closing Funding Surplus(Deficit)	19,723	0	19,723	911,100

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

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

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

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

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

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

"Economic: A strong, resilient and balanced economy.

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

Social: Our community enjoys a high quality of life.

Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

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

HEALTH

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

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

Note 2: EXPLANATION OF MATERIAL VARIANCES

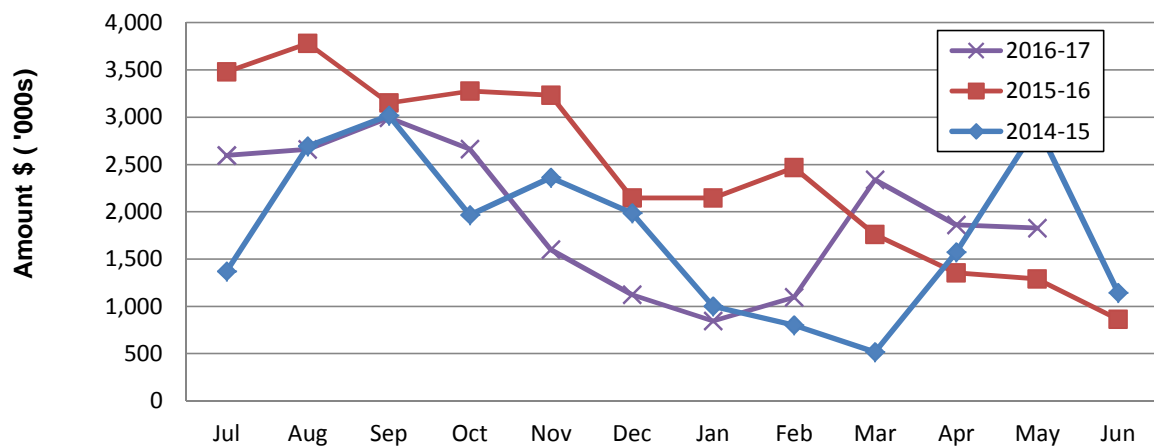
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	17,460	38.90%	▲	Timing	FBT rebate received
General Purpose Funding - Rates	12,205	0.78%			
General Purpose Funding - Other	1,209,071	155.20%	▲	Timing	Budget Profile
Law, Order and Public Safety	(439,080)	(86.68%)	▼	Timing	Emergency service centre grant approved, not received
Housing	11,436	17.12%	▲		
Community Amenities	(788,560)	(77.89%)	▼	Timing	CRC Figures not included to date.
Recreation and Culture	(168,739)	(70.69%)	▼	Timing	Lotterywest funding received as capital grant
Transport	(2,491,639)	(66.00%)	▼	Permanent	FGN funds receipted at capital
Economic Services	1,413	0.66%		Timing	
Other Property and Services	257,158	50.55%	▲	Permanent	Private works income for GFN
Operating Expenditure					
Governance	(230,790)	(93.72%)	▼	permanent	Depreciation amounts changed
General Purpose Funding	46,572	47.51%	▲	permanent	Discount Allowed
Law, Order and Public Safety	(12,451)	(11.14%)	▼	permanent	Depreciation amounts changed
Health	16,786	10.18%	▲		
Housing	116,289	37.61%	▲	Timing	Housing reallocations not performed.
Community Amenities	139,544	21.80%	▲	Timing	CRC Figures not included to Date.
Recreation and Culture	71,823	6.81%	▲		
Transport	(71,345)	(1.60%)			
Economic Services	47,740	12.40%	▲		Depreciation amounts changed
Other Property and Services	85,621	20.46%	▲	permanent	GFN works allocated through Private Works

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

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
Note	YTD 31 May 2017	Previous Period	Same Period Last year
	\$	\$	\$
Current Assets			
Cash Unrestricted	4 1,995,363	2,040,203	1,490,525
Cash Restricted	4 1,844,950	1,842,452	1,825,461
Receivables - Rates	6 95,896	99,418	95,423
Receivables -Other	6 23,621	24,551	20,478
Inventories	19,457	19,457	7,017
	3,979,287	4,026,080	3,438,904
Less: Current Liabilities			
Payables	(59,751)	(86,733)	(43,006)
Provisions	(243,257)	(243,257)	(287,250)
	(303,008)	(329,990)	(330,256)
Less: Cash Reserves	7 (1,844,952)	(1,873,668)	(1,825,461)
Net Adjustment for Borrowings.	(3,680)	8,252	0
Net Current Funding Position	1,827,646	1,830,673	1,283,187

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

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

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	CRC \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Account	0.01%	1,064,223				1,064,223	BankWest	At Call
Operating Account	0.01%				46,331	46,331	Bankwest	At Call
Trust Bank Account	0.01%			19,747		19,747	BankWest	At Call
Reserve Account	1.25%		1,844,952			1,844,952	BankWest	At Call
Cash Management Account	1.25%	404,791				404,791	BankWest	At Call
						0		
						0		
(b) Term Deposits								
Gold Term Desposit	2.50%				65,000	65,000	BankWest	23-Jun-17
Total		1,469,014	1,844,952	19,747	111,331	3,445,045		

Comments/Notes - Investments

SHIRE OF NAREMBEEN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 May 2017

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

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

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

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

Note 6: RECEIVABLES

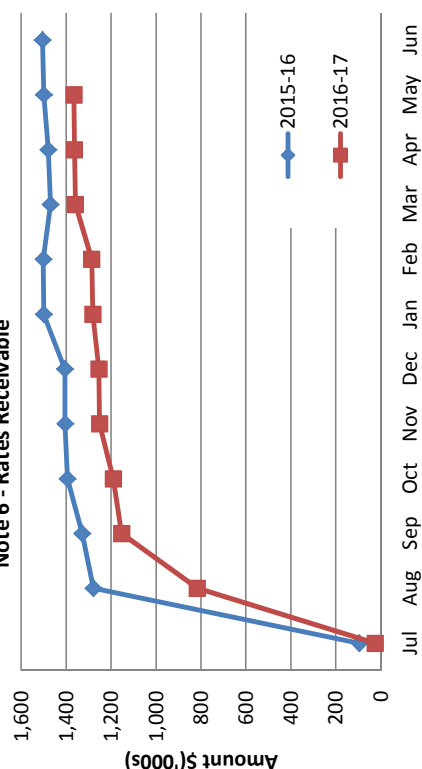
Receivables - Rates Receivable

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

Net Rates Collectable
 % Collected

YTD 31 May 2017	30 June 2016
\$ 99,254	\$ 85,712
(1,567,855)	
1,365,078	
(103,523)	85,712
(103,523)	85,712
92.95%	0.00%

Note 6 - Rates Receivable

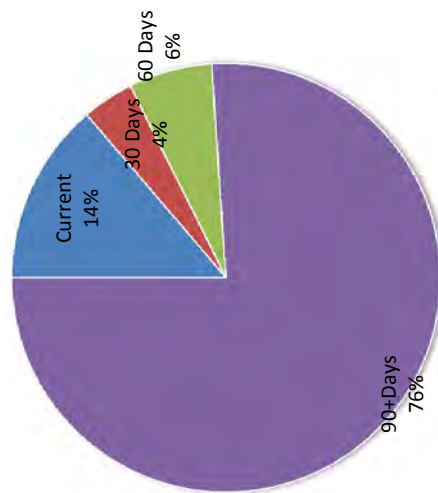


Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+Days
Receivables - General	\$ 3,461	\$ 980	\$ 1,586	\$ 19,154
Total Receivables General Outstanding				25,182

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



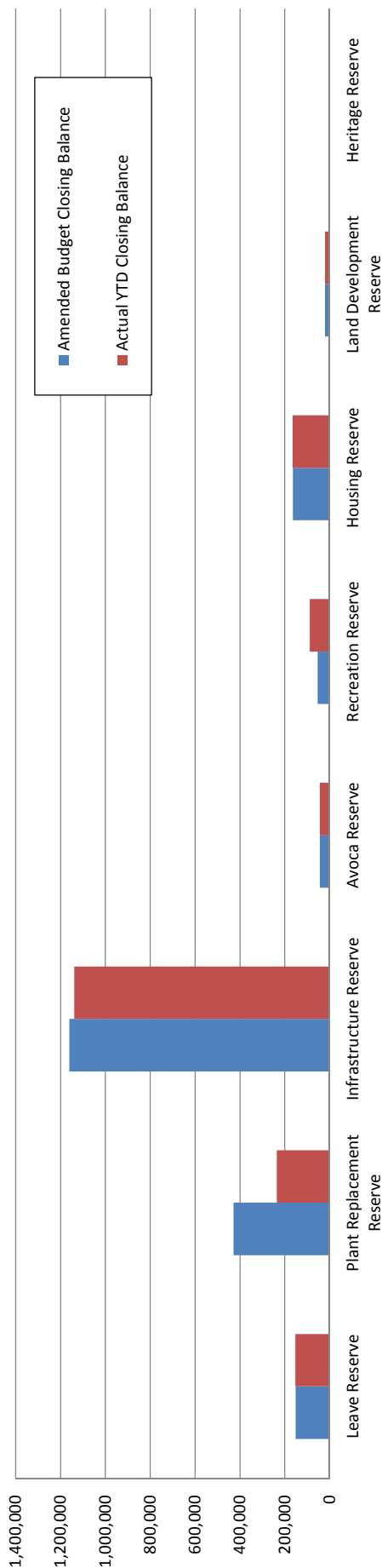
Comments/Notes - Receivables General

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

Note 7: Cash Backed Reserve

2016-17										
Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 151,382	0	\$ 1,198	\$ 0	\$ 0	\$ 0	\$ 0		\$ 151,382	\$ 152,580
Plant Replacement Reserve	233,579	0	1,848	194,685	0	0	0		428,264	235,428
Infrastructure Reserve	1,160,702	0	8,947				(31,128)		1,160,702	1,138,521
Avoca Reserve	43,375	0	343		0		0		43,375	43,718
Recreation Reserve	52,830	0	674		35,625		0		52,830	89,129
Housing Reserve	163,808	0	1,296		0		0		163,808	165,105
Land Development Reserve	20,309	0	163		0		0		20,309	20,472
Heritage Reserve				5,000						
	1,825,985	0	14,470	199,685	35,625	0	(31,128)		2,020,670	1,844,952

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



Note 8 CAPITAL DISPOSALS

Comments - Capital Disposal/Replacements

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

Note 9: RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE												
General Rate												
GRV		0.1160	216	1,706,700	198,039	0	0	198,039	198,039	0	0	198,039
UV		0.0145	341	94,893,000	1,373,007	0	0	1,371,643	1,373,007	0	0	1,373,007
UV Mining		0.0145	1	40,411	585	0	0	585	585	0	0	585
Sub-Totals			558	96,640,111	1,571,631	0	0	1,570,267	1,571,631	0	0	1,571,631
Minimum Payment		Minimum \$										
GRV		445.00	18	9,365	8,010	0	0	8,010	8,010	0	0	8,010
UV		445.00	39	531,500	17,355	0	0	17,355	17,355	0	0	17,355
UV Mining		445.00	15	51,525	6,675	0	0	6,675	6,675	0	0	6,675
Sub-Totals			72	592,390	32,040	0	0	32,040	32,040	0	0	32,040
Discount					1,602,307							1,603,671
Amount from General Rates					(31,723)							(31,723)
Specified Area Rates					1,570,584							1,571,948
Totals												1,571,948

Comments - Rating Information

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

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 119 - CEO House & Subdivision	7,470		7,418	7,470		0	211	229
Loan 127 Homes for the Aged (SSL)	128,890		7,385	9,506	121,505	119,384	4,173	5,369
Loan 118 Community Centre	16,351		15,814	15,814		537	334	489
Loan 123 Tennis Club (SSL)	1,609		1,609	1,558		51	28	54
Loan 125 Swimming Pool	251,890		16,137	16,136		235,754	13,703	16,561
Loan 128 Recreation Centre	752,025		25,921	25,870	726,104	726,155	29,358	39,220
Solar Panels		73,000						
	1,158,235	73,000	74,284	76,354	847,609	1,081,881	47,807	61,922

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

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

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

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2016-17 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
GENERAL PURPOSE FUNDING			\$	\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	Y	1,172,944	0	1,172,944	0	569,189	603,756
Grants Commission - Roads	WALGGC	Y	702,772	0	702,772	0	293,956	408,816
Ex Gratia Rates	CBH		13,351		13,351		13,308	43
Instalment Fees			2,000		2,000		2,040	(40)
LAW, ORDER, PUBLIC SAFETY								0
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	23,000	0	23,000	0	18,000	5,000
ESL Contribution	DFES	Y	4,000		4,000		4,000	0
Emergency Services building			450,000			450,000		0
Health								
Doctor Surgery	NSRF	Y	477,200			477,200		477,200
COMMUNITY AMENITIES								
Community Service Centre	Fencepost		30,000			30,000		30,000
	CRC		65,000			65,000		65,000
	NSRF		710,000			252,300		252,300
RECREATION AND CULTURE								0
Hall Kitchen	NSRF	Y	5,000			5,000		5,000
Playground	Lotterywest	Y	75,000			75,000	75,000	0
	Go Narembreen		27,063			27,063	25,000	2,063
Pool grant	DSR		32,000		32,000		32,000	0
TRANSPORT								
Direct Grant	Main Roads	Y	170,000	0	181,413	0	181,413	0
Regional Road Group	Main Roads	Y	334,400	0	0	334,400	133,760	200,640
Regional Road Group 15/16 balance	Main Roads	Y	66,000			66,000	66,000	0
R2R	Dept. Infrastructure	Y	847,660			847,660	847,660	0
Black Spot Funding	Main Roads	Y	100,000			100,000		100,000
WANNDRRA	Main Roads	Y	368,000		1,120,000		900,575	219,425
Grain Freight Network	Main Roads		3,328,000	0	0	3,328,000	1,080,000	2,248,000
ECONOMIC SERVICES								
Skeleton Weed Funding	DAFFWA	Y	130,000	0	130,000	0	115,000	15,000
TOTALS			9,133,390	0	3,381,480	6,057,623	4,356,901	4,632,203
Operating	Operating		2,618,067				2,129,481	
Non-Operating	Non-operating		6,515,323				2,227,420	
			<u>9,133,390</u>				<u>4,356,901</u>	

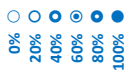
SHIRE OF NAREMBEEN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 16	Amount Received	Amount Paid	Closing Balance 31/05/2017
	\$	\$	\$	\$
Wadderin Reserve	0		0	0
Sundry Deposits	1,650	300	(550)	1,400
Gym Card Bonds	3,550	3,350	(1,600)	5,300
Nominations	0	80	(80)	0
BCITF Levy	502		(502)	0
Building Services Levy	519	919	(610)	828
Joint Venture Bonds	2,072	7,198	(5,890)	3,380
Wheatbelt Railway Retention Alliance	8,981		0	8,981
	17,274	11,847	(9,232)	19,889

Level of Completion Indicators



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

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)
○ ○ ○ ○ ○ ○ ○ ○ ○ ○	Buildings					
	Community Amenities					
	Community Service Centre Extension	0 (590,400)	0	\$0 \$0 \$0	0 590,400 0	0
	Community Amenities Total	(590,400)	0	0	590,400	0
	Law, Order and Public Safety					
	Emergency Services Buildings	(500,000)	0	\$8,302	491,698	
	Health Total	(500,000)	0	8,302	491,698	
	Health					
	Doctors Surgery Extension	(477,200)	0	\$0	477,200	
	Health Total	(477,200)	0	0	477,200	
○ ○ ○ ○ ○ ○ ○ ○ ○ ○	Housing					
	10 Hilton way - Replace Asbestos Fence	(8,000)		\$7,221	779	0
	16 Hilton Way - Replace Asbestos Fence	(15,000)		\$7,221	7,779	0
	18 Hilton Way Renovations	(43,000)		\$0	43,000	
	21 Northmore Street - Refurbishment	(10,000)		\$12,263	(2,263)	
	Housing Total	(76,000)	0	26,706	49,294	0
	Recreation And Culture					
	Town Hall Kitchen Installations	(19,885)		\$24,102	43,987	
	Town Hall Power Board Upgrade	(10,000)		\$7,854	17,854	
	Recreation Centre - Shade Sails Near Bolwing Greens	(6,800)		\$6,800	13,600	
○ ○ ○ ○ ○ ○ ○ ○ ○ ○	Recreation And Culture Total	(36,685)		38,756	75,441	
	Transport					
	Repairs to the Airfield Shed	(10,000)		\$146	10,146	
	Transport Total	(10,000)	0	146	10,146	
	Buildings Total	(1,690,285)	0	73,910	1,694,179	0
	Drainage/Culverts					
	Drainage/Culverts Total	0	0	0	0	0

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

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	YTD 30/04/2017				
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)
○	Furniture & Office Equip.					
	Recreation And Culture					
	Solar Panels	(100,000)		\$33,091	66,909	
	Relace town hall curtain	(5,750)		\$5,807	(57)	
○	Recreation Centre Playground	(102,063)		\$106,196	(4,133)	
○	Recreation And Culture Total	(207,813)	0	145,094	62,719	0
	Furniture & Office Equip. Total	(207,813)	0	145,094	62,719	0
	Plant , Equip. & Vehicles					
	Governance					
	Replace CEO Vehicle	(43,031)	0	\$43,031	(0)	0
	Replace EMCS Vehicle	(36,245)		\$36,245	0	
	Governance Total	(79,276)	0	79,276	0	0
	Transport					
	Cherry Picker	(10,000)	0	\$0	10,000	0
	Small Truck for Mechanic	(60,000)		\$34,793	25,207	
	Low Loader Trailer	(50,000)	0	\$73,000	(23,000)	
	Replace Works Manager Vehicle	(51,001)		\$0		
○	Transport Total	(171,001)	0	107,793	12,207	0
○	Plant , Equip. & Vehicles Total	(250,277)	0	187,069	12,207	0
	Other Infrastructure					
	Recreation And Culture					
	Pool Bowl Repairs	(9,700)		\$9,700	0	
●	Recreation And Culture Total	(9,700)	0	9,700	0	0
○	Other Infrastructure Total	(9,700)	0	9,700	0	0
	Roads					
	Transport					
	Bruce Rock - Naremben Road 0-4slk	(503,581)		\$199,935	303,646	
	Corrigin Naremben Road 7.8-12slk	(491,149)		\$523,854	(32,705)	
	Corrigin Naremben Road 0-1.2, 5-7.8slk	(120,436)		\$0	120,436	
	Townsite Bypass Grain Freight Network	(3,268,906)		\$1,033,201	2,235,705	
	Kondinin Road R2R	(847,946)		\$614,386	233,560	
	Cranphorne Road - Lan (C/F)	(21,000)		\$20,577	423	
	Kondinin Road - Land (C/F)	(13,000)		\$10,551	2,449	
	Worgarl Road Black Spot			\$0	0	
	Moordine South Road	(9,267)		\$0	9,267	
	Mt Walker Road Repairs	(217,066)		\$135,868	81,198	
	Wadderin Floodway Reseal	(12,409)		\$972	11,437	
	Soldiers Road Floodway Reseal	(12,409)		\$1,076	11,333	
	Bruce Rock - Naremben road 15/16 section			\$52,288	(52,288)	
	Bruce Rock Rock 14/15			\$0	0	
	Transport Total	(5,517,169)	0	2,592,707	2,924,462	0
	Roads (Non Town) Total	(5,517,169)	0	2,592,707	2,924,462	0
	Capital Expenditure Total	(7,675,244)	0	3,008,479	4,693,567	0

Shire of Narembreen

Bank Reconciliation - May 2017

BW account #	Municipal	Resticted Cash	Reserves	Trust
GL Account #	5347926	0059637	5347900	5347934
	11590100	1590200	1595500	1591000
Balance as per GL Cash at Bank GEN	\$ 1,278,440.93	\$ 604,791.00	\$ 1,844,950.34	\$ 20,429.87
Plus				
Unpresented Cheques/EFT	382.00			\$ -
Outstanding as per Synergy report	382.00	0.00	0.00	0.00
PLUS		(600,000.00)		
Term deposit				
Cash not deposited	(3,760.90)			
BUPA incorrect posting	(412.00)			
TOTAL	(4,172.90)	(600,000.00)	0.00	0.00
Total	\$ 1,274,650.03	\$ 4,791.00	\$ 1,844,950.34	\$ 20,429.87
Balance as per BW Statement	\$ 1,274,650.03	\$ 4,791.00	\$ 1,844,950.34	\$ 20,429.87
Difference	\$ -	\$ -	\$ -	\$ -

OUTSTANDING CHEQUES

Muni

10923 \$ 250.00
10928 \$ 132.00

\$ 382.00

Trust

\$ -

Prepared By:

Rachael Moore

Checked By:

Signed:

Signed:

Date:

Date:

Shire of Narembreen

Outstanding Rates as at 1 June 2017

Property Ass	Address	Outstanding Amount	Notes
A1008	46 Ada Street	\$ 1,142.74	Sent final notice 17/01/17 owner advised 19/01/17 that payment increased to \$250 per fortnight - regular payments made
A1010	16 Thomas Street	\$ 366.89	Previously eligible for pensioner rebate, advised ratepayer 24/04/17
A1052	33 Thomas Street	\$ 14,488.43	3 years unpaid. No sale at Auction. No further action
A1058	17 Doreen Street	\$ 3,257.02	Owner rang on 22/11/16 advising to set up weekly repayments of \$100. No repayments demand letter sent 10/02/17 Contact made payments recommenced
A1069	28 Thomas Street	\$ 769.20	Agreed to pay \$50 per fortnight. 14/01/17 sent final notice
A1075	5 Doreen Street	\$ 3,511.86	In Estate - Caveat on property
A1076	Lot 2 Latham Road	\$ 3,305.43	In Estate - Caveat on property
A1084	11 Thomas Street	\$ 516.88	Reminder Letter sent 25/10/16, 17/01/17 sent final notice, Payment plan \$50 per fortnight 20/01/17
A1089	1 Northmore Street	\$ 1,358.93	Owner has spoken to CEO with intention to set up repayment plan, Payed \$550 to date - 17/01/17 sent final notice
A1151	4 Northmore Street	\$ 205.90	To be paid in full end of May 2017
A1185	3 Ada Street	\$ 13.94	Interest
A1197	23 Doreen Street	\$ 10.69	Interest
A1249	11 Wakeman Street	\$ 1,722.04	Reminder Letter sent 25/10/16, 17/01/17 sent final notice - 10/11/16 payment plan- no payments Demand letter sent 10/02/17 Sent to Ampac 09/03/17 15/05/17 plan to pay \$100 per fortnight
A1254	9 Northmore Street	\$ 1,122.14	Reminder Letter sent 25/10/16, 17/01/17 sent final notice 10/02/17 sent to AMPAC 02/03/2017 contacted to advise will email a payment plan 02/03/17 agreement to pay \$100 per fortnight - finalised the end of May 2017
A1256	17 Northmore Street	\$ 1,925.10	Reminder Letter sent 25/10/16, 17/01/17 sent final notice
A1259	23 Currall Street	\$ 14.10	Interest only remaining
A1261	11 Northmore Street	\$ 1,453.39	Reminder Letter sent 25/10/16, 17/01/17 sent final notice- 01/02/17 advised will pay \$500 per fortnight Reminder of plan sent 22/03/17 Final notice 04/04/17 Sent to AMPAC.
A2015	Coverley Road	\$ 6,544.30	sent to AMPAC. Agreement entered into
A2048	Dixon Road	\$ 7,448.05	sent to AMPAC. Agreement entered into
A2086	Dixon Road	\$ 356.42	SFO has emailed owner advising of incorrect payment amount, 17/01/17 sent final notice
A2092	1287 Wadderin-Graball Road	\$ 11,183.84	Sent to AMPAC. Agreement entered into
A3038	281 Church Road	\$ 194.42	Interest owing - reminder sent, 17/01/17 sent final notice Reminder 04/04/17
A3075	2792 Dixon Road	\$ 497.99	SFO has emailed owner advising of incorrect payment amount, 17/01/17 sent final notice
A3083	Soldiers Road	\$ 12,830.34	Sent to AMPAC. Agreement entered into
A3098	Soldiers Road	\$ 10,671.99	Sent to AMPAC. Agreement entered into
A4047	Narembreen Boundary Road	\$ 2,923.81	Reminder Letter sent 25/10/16 - Email received After harvest payment, email sent requesting payment plan 03/03/17 emailed regarding commencement of payment plan - confirmed payments to commence
A4072	Billericay East Road	\$ 1,647.70	Reminder Letter sent 25/10/16 - Email received After harvest payment, email sent requesting payment plan 03/03/17 emailed regarding commencement of payment plan
A4130	Narembreen South Road	\$ 160.39	Interest only, 17/01/17 sent final notice

A5086	Kondinin Narembreen Road	\$ 23.93	Interest
A5114	Narembreen	\$ 9,806.52	sent to AMPAC. Agreement entered into
A5122	Narembreen	\$ 287.21	sent to AMPAC. Agreement entered into
A5124	Narembreen	\$ 2,598.78	sent to AMPAC. Agreement entered into
A5126	Yeomans Road	\$ 146.19	sent to AMPAC. Agreement entered into
A5128	Soldiers Road	\$ 175.53	sent to AMPAC. Agreement entered into
A5195	Narembreen South Road	\$ 5,339.79	Waiting to hear from owner regarding dispute over sale
A5197	Lot 18341 Narembreen	\$ 16,499.68	sent to AMPAC. Agreement entered into
		\$ 124,521.56	
	With AMPAC	\$ 91,304.33	
	Repayment Plan	\$ 7,345.13	
	Other	\$ 25,872.10	
	Deferred Rates	\$ -	
	Instalments		
		\$ 124,521.56	

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Profit & Loss Statement

July 2016 through May 2017

14/06/2017
9:06:27 AM

Income

Grants and Funding

Service Contract Funding

DRD Govt & Community Info	\$42,544.78
DRD Economic & Business Dev	\$42,544.78
DRD Hot Office Service	\$7,152.22
DRD Social Development	\$14,030.64
ATO	\$1,572.72
Dept Human Services	\$4,775.02
Total Service Contract Funding	\$112,620.16

Project/Event Funding

Other Grants	\$5,753.64
Ladies Long Lunch	\$2,427.28
Kids in Cars	\$909.05
Seniors Week	\$181.82
Total Project/Event Funding	\$9,271.79

Merchandise Sales

Souvenirs	\$7,378.16
Directory Sales	\$1,382.98
Customer Merchandise	\$10,531.56
Total Merchandise Sales	\$19,292.70

Total Grants and Funding

\$141,184.65

Operational Income

Memberships Income

Membership	\$4,249.12
Total Memberships Income	\$4,249.12

Project Income

Country Arts WA Shows	\$2,095.47
Apex Park Business Promotion	\$150.00
Community Markets	\$3,010.62
Networking Events	\$190.93
Triathlon	\$805.00

Total Project Income

\$6,252.02

Community Gym Income

Gym Membership	-\$120.00
----------------	-----------

Service Income

Credit Card Charges	\$51.77
Calendar Sales	\$2,763.64
Community Directory Advertsng	\$3,054.46
Printing/Photocopying	\$6,051.73
Photo Editing	\$10.00
Fax Service	\$280.52
Internet/Computer	\$757.61
Room Hire/Hot Office	\$2,011.80
Customer Postage	\$119.12
Binding	\$219.51
Staff Assistance	\$1,113.28
Desktop Publishing	\$3,826.55
Laminating	\$613.28
Equipment Hire	\$185.00
Media Conversion	\$824.08
Photo Lab	\$211.72
Large Format Printing	\$3,381.94
Miscellaneous	\$1,006.40
Exam Supervision	\$331.31
Donations	\$316.70
Photography Competition	\$116.36
Interest Income	\$1,892.74

Total Service Income

\$29,139.52

Workshop Income

Narembreen Community Resource Centre

Profit & Loss Statement

July 2016 through May 2017

14/06/2017
9:06:27 AM

Adult Workshops	\$45,272.25	
Seniors Movie Days	\$81.67	
Children's Workshops	\$422.74	
Total Workshop Income	\$45,776.66	
Total Operational Income		\$85,297.32
Total Income		\$226,481.97
Cost of Sales		
Gross Profit		\$226,481.97
Expenses		
Grant and Funding Expenses		
Operational Expenses		
ICT Support & Development	\$4,570.00	
Traineeship	\$667.10	
Total Operational Expenses	\$5,237.10	
Capital Funding Purchases		
Equipment Purchase	\$1,560.86	
Fixtures & Fittings	\$154.55	
Project/Event Expenses		
Other Grant Costs	\$2,172.13	
Community Markets	\$305.96	
Ladies Long Lunch	\$2,027.28	
Networking Events	\$69.61	
Xmas St Party	\$666.74	
Country Arts WA Shows	\$4,030.91	
Kids in Cars	\$1,650.00	
Funky Postcard competition	\$308.14	
Community Governance	\$4,536.50	
Triathlon	\$1,428.64	
Total Project/Event Expenses	\$17,195.91	
Merchandise Purchases		
Souvenir Purchases	\$5,820.00	
Directory Purchases	\$1,402.00	
Customer Merch Purchases	\$7,490.36	
Canvas Frames	\$840.91	
Total Merchandise Purchases	\$15,553.27	
Total Grant and Funding Expenses		\$39,701.69
Operational Expenses		
Photocopying & Printing Costs	\$4,337.10	
Media Conversion	\$123.43	
Laminating Costs	\$109.92	
Workshop Expenses		
Adult Workshops	\$35,035.92	
Children's Workshops	\$248.49	
Seniors Movie Day	\$60.47	
Total Workshop Expenses	\$35,344.88	
Administrative Expenses		
Advertising	\$60.16	
Bank Charges	\$1,169.20	
Consultant Fees	\$118.18	
Electricity	\$3,970.78	
Postage	\$584.58	
Stationery	\$1,335.89	
Internet Costs	\$1,530.35	
Telephone/Fax	\$3,299.75	
Amenities	\$341.25	
Newspapers	\$2.72	
Licences	\$81.72	
Donations	\$136.35	
Memberships	\$1,890.45	
Miscellaneous	\$142.76	
Total Administrative Expenses	\$14,664.14	

Profit & Loss Statement

July 2016 through May 2017

14/06/2017
9:06:27 AM

Staff Expenses		
Wages & Salaries	\$94,111.41	
Superannuation	\$12,768.77	
Staff Uniforms	\$1,028.48	
Total Staff Expenses	<u>\$107,908.66</u>	
Inactive Accounts		
Calendar Purchases	\$1,538.00	
Regional Price Index Costs		
Total Operational Expenses		<u>\$164,026.13</u>
Total Expenses		<u>\$203,727.82</u>
Net Profit/(Loss)		<u>\$22,754.15</u>

Narembeen Community Resource Centre

Unit 2
19 Churchill Street
Narembeen 6369

Balance Sheet

As of May 2017

14/06/2017
9:06:56 AM

Assets		
Trading Cheque Account	\$60,505.60	
Petty Cash	\$100.00	
Cash Sale Float	\$50.00	
Undeposited Funds	\$196.10	
Term Deposit 917	\$65,000.00	
Withholding Credits		
Trade Debtors	\$9,916.65	
Total Withholding Credits	<u>\$9,916.65</u>	
Total Assets		<u>\$135,768.35</u>
Liabilities		
Trade Creditors	\$5,967.54	
Gym Bonds (Trust)	\$1,300.00	
Gym Memberships	\$2,075.01	
GST Liabilities		
GST Collected	\$9,276.08	
GST Paid	<u>-\$7,526.27</u>	
Total GST Liabilities	<u>\$1,749.81</u>	
Total Liabilities		<u>\$11,092.36</u>
Net Assets		<u>\$124,675.99</u>
Equity		
Retained Earnings	\$101,881.21	
Prior Year Adjustment	\$40.63	
Current Earnings	<u>\$22,754.15</u>	
Total Equity		<u>\$124,675.99</u>

9.0 Councillor's Reports – including other Councillor business

Cr R Cole

Cr R DeLuis

Cr W Cowan

Cr S Padfield

Cr K Mortimore

Cr B Thomas

Cr A Hardham

Cr Parsons

10.0 Urgent business as permitted by Council

11.0 Date, time & place of next meeting
--

Wednesday 19th July 2017 at the Shire of Narembreen Council Chambers.

12.0 Closure

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